

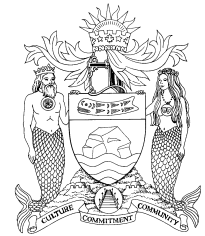
***Live Streaming/Telecast:** Please note that Standing Committees, Council Meetings, and Public Hearings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: www.whiterockcity.ca

Corporate Administration
E-mail

(604) 541-2212
clerksoffice@whiterockcity.ca

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you to the document

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



ON TABLE see page 31

June 5, 2019

A GOVERNANCE AND LEGISLATION COMMITTEE MEETING will be held in the CITY HALL COUNCIL CHAMBERS located at 15322 Buena Vista Avenue, White Rock, BC, on **June 10, 2019** to begin at **4:30 p.m.** for the transaction of business as listed below.

T. Arthur, Director of Corporate Administration

A G E N D A

Councillor Fathers, Chairperson

1. CALL MEETING TO ORDER

2. ADOPTION OF AGENDA

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the agenda for June 10, 2019 as circulated.

3. ADOPTION OF MINUTES

a) May 27, 2019

Page 4

RECOMMENDATION

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

a) May 27, 2019

4. TERMS OF REFERENCE FOR REVIEW: TERMS FOR THE FOLLOWING TASK FORCES

4.1 Council Policy 162 Terms of Reference: Dogs on the Promenade Task Force

Page 8

Note: The current Terms of Reference states the Task Force will present its recommendations to Council by June 30, 2019

4.2 Council Policy 156 Terms of Reference: Parking Task Force

Page 13

Note: The current Terms of Reference states the Task Force will present its recommendations to Council by May 30, 2019

5. **FINANCE POLICY NO. 317: MUNICIPAL TAX EXEMPTIONS** **Page 16**
The Director of Financial Services to introduce amendments to existing Finance Policy No. 317: Municipal Tax Exemptions.

Note: *The existing policy is attached with staff's proposed amendments tracked, much of the amendments are housekeeping / updating / clarification with the exception of the removal of the condition that an organization cannot be given a Permissive Tax Exemption if it already received a grant from the City.*

6. **POLICY 106 - COUNCIL REMUNERATION AND EXPENSES** **Page 20**
Corporate report dated June 10, 2019 from the Director of Financial Services titled "Policy 106 – Council Remuneration and Expenses".

RECOMMENDATION

THAT the Governance and Legislation Committee:

1. Endorse the presented approach to deal with the impact of the January 1, 2019 amendment to the *Income Tax Act*; and
2. Recommend that Council endorse the amendments presented in this corporate report to *Policy 106 – Council Remuneration and Expenses*.

Note: *Council Policy No. 106 was last presented to the Governance and Legislation Committee on January 14, 2019 where Council provided the following comments and direction. Council Policy No. 106 is noted on the agenda in follow-up to this direction.*

- *This policy will be brought back to the Committee in March 2019 pending further information regarding the remuneration*
- *Council has the authority to amend their expense limits through Council resolution*
- *As Council are often called to events with a dress code/standard, it was suggested that the expenses allow for incidental costs such as dry-cleaning*
- *Administrative costs incurred by a City Task Force, such as photocopying, is considered an office expense and not part of this policy*
- *There are several professions that do not benefit from a salary increase based on the Consumer Price Index (CPI)*

It was suggested that other municipalities be polled to see how they address incidentals, such as dry-cleaning and other small expenses, and that the findings be reported back in March (as directed at the December 10, 2018 Governance and Legislation Committee meeting).

7. OPENING CEREMONY EVENTS: MEMORIAL PARK AND WEST BEACH PARKADE
Page 29

This item was asked to be placed on the agenda following discussion at the May 27, 2019 Regular Council meeting where it was noted that Council would like to have Official Opening ceremonies for each Memorial Park and the Parkade to help bring attention to the facilities.

- Discussion required regarding the events as to what Council anticipates being included and when they are to be held

Note: The proposed plaque wording for both sites has been attached for reference purposes

8. COMMUNITY FORUM JUNE 26, 2019, 6:30 P.M. AT THE WHITE ROCK COMMUNITY CENTER

This item was asked to be placed on the agenda by the Committee at the previous meeting.

Discussion regarding topics and the Community Forum format is required.

Proposed Topics:

- Council Accomplishments
- Strategic Priorities
- Capital Works Projects
- Committees
- Water Treatment / Quality

Further Community Forum Topics:

- Affordable Housing
- Smart Cities

9. AFFORDABLE HOUSING

This item was requested by Councillor Manning to be placed on the agenda at the previous meeting

- Discussion as to next step(s), possible Community Forum topic

10. CONCLUSION OF THE JUNE 10, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

PRESENT: Councillor Fathers, Chairperson
Councillor Chesney
Councillor Kristjanson
Councillor Manning
Councillor Trevelyan (arrived at the meeting at 4:34 p.m.)

ABSENT: Mayor Walker
Councillor Johanson

STAFF: D. Bottrill, Chief Administrative Officer
T. Arthur, Director of Corporate Administration
J. Gordon, Director of Engineering and Municipal Operations
S. Kurylo, Director of Financial Services

Press: 0
Public: 1

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

2. **ADOPTION OF AGENDA**

2019-G/L-065 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee adopts the agenda for May 27, 2019 meeting as amended including as new Item 7.1a Memorial Park Plaque Wording. **CARRIED**

3. **ADOPTION OF MINUTES**
a) April 29, 2019 – Governance and Legislation Committee

2019-G/L-066 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee adopts the following meeting minutes as circulated: **CARRIED**
a) April 29, 2019

4. **COMMENCEMENT OF THE ADMINISTRATION POLICIES (200 SERIES)**

Councillor Trevelyan arrived at the meeting at 4:34 p.m.

4.1.1 **ADMIN POLICY - 202 – NAMING OF CIVIC FACILITIES**

The Admin Policy – 202 Naming of Civic Facilities was presented for consideration by the Committee with minor housekeeping amendments noted as tracked changes in the agenda.

2019-G/L-067 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee recommends Council endorse Admin Policy – 202 Naming of Civic Facilities as circulated.

4.1.2 ADMIN POLICY - 205 – CORPORATE SPONSORSHIPS

The Admin Policy – 205 Corporate Sponsorships was presented for consideration by the Committee with minor housekeeping amendments noted as tracked changes in the agenda.

2019-G/L-068

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends Council endorse Admin Policy – 205 Corporate Sponsorships as circulated.

CARRIED

4.1.3 ADMIN POLICY - 209 – EMPLOYEE PARKING AT CITY FACILITIES

The Admin Policy – 209 Employee Parking at City Facilities was presented for consideration by the Committee with some additional wording in relation to accessibility and housekeeping amendments noted as tracked changes in the agenda.

2019-G/L-069

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends Council endorse Admin Policy – 209 Employee Parking at City Facilities as circulated.

CARRIED

4.2 ADMIN POLICY - 204 – RECORDS RETENTION SCHEDULE

This policy is to be rescinded as it is no longer required, the City has adopted the Records Classification and Retention Schedule in accordance with the Local Government Management Association (LMGA).

2019-G/L-070

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council rescind the following policy as presented:

- 204 – Records Retention Schedule

CARRIED

5. ACTION TRACKING POLICY

Councillor Fathers requested this item be placed on the agenda for introduction and discussion. Attached were copies of the Action Tracking done for Governance and Legislation Committee and Council that staff have kept so far for 2019.

2019-G/L-071

It was MOVED and SECONDED

THAT the Governance and Legislation Committee receives the information provided in relation to Action Tracking for the Governance and Legislation Committee and Regular Council meetings.

CARRIED

6. **COUNCIL POLICY 160 - MARINE DRIVE TASK FORCE**

Council Policy 160 Marine Drive Task Force has been placed on the agenda for review following notification that Catherine Ferguson has informed she will not be able to Chair the Committee. Following this further names have been removed from the policy and positions only have been noted. A copy of the current policy with the proposed changes tracked in color has been included on the agenda for reference purposes.

This policy was presented for consideration by the Committee with some housekeeping amendments noted as tracked changes in the agenda. "On Table" was a further amendment for consideration at this time in regard to the Chairperson to be appointed by Council.

2019-G/L-072

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends Council endorse Council Policy 160 – Marine Drive Task Force as circulated along with the addition that Council will appoint the Committee Chairperson.

CARRIED

7. **COUNCIL POLICY 157 - WATER COMMUNITY ADVISORY PANEL**

Councillor Fathers requested this item be placed on the agenda for discussion. A copy of the current Council Policy 157 – Water Community Advisory Panel with the proposed changes tracked (adding the Manager of Utilities to the Membership) was included on the agenda for reference purposes.

2019-G/L-073

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends Council endorse Council Policy 157 – Water Community Advisory Panel as circulated.

CARRIED

8. **MEMORIAL PARK DEDICATION PLAQUE WORDING**

This item was added to the agenda under motion 2019-G/L-065.

"On Table" was sample wording for a dedication place for Memorial Park. It was brought to the Governance and Legislation Committee for discussion in regard to the wording prior to the plaque being ordered.

2019-G/L-074

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends Council endorse the following wording placed "On Table" in regard to the Memorial Park Dedication Plaque, with one (1) amendment that would note the Council from the 2018 – 2022 term being listed in alphabetical order:

*CITY OF WHITE ROCK
MEMORIAL PARK REVITALIZATION
2019*

*MEMORIAL PARK WAS ESTABLISHED IN 1931 AND LATER NAMED TO HONOUR
OUR VETERANS WHO SERVED IN THE FIRST AND SECOND WORLD WAR, MANY
OF WHOM MADE THE ULTIMATE SACRIFICE, TO PRESERVE OUR FREEDOM.*

THE MEMORIAL PARK REVITALIZATION PROJECT WAS COMPLETED IN 2019 THROUGH THE LEADERSHIP OF CITY COUNCIL AND THE SUPPORT OF PUBLIC SERVANTS DEDICATED TO INVESTING IN PUBLIC SPACES ON BEHALF OF THE COMMUNITY OF WHITE ROCK.

WE GIVE SPECIAL RECOGNITION TO MEMBERS OF COUNCIL FROM THE 2014-2018 TERM WHO ACTIVELY PARTICIPATED IN THE VISION THAT LED TO THE REVITALIZATION OF THIS PUBLIC PARK.

WHITE ROCK CITY COUNCIL
2014 – 2018

MAYOR WAYNE BALDWIN
COUNCILLOR DAVID CHESNEY COUNCILLOR HELEN FATHERS
COUNCILLOR MEGAN KNIGHT COUNCILLOR BILL LAWRENCE
COUNCILLOR GRANT MEYER COUNCILLOR LYNNE SINCLAIR

MAYOR DARRYL WALKER AND THE 2018 – 2022 COUNCIL REOPENED MEMORIAL PARK IN 2019 IN DEDICATION TO THE MEMORY OF OUR VETERNAS WHO SERVED OUR COUNTRY.

WHITE ROCK CITY COUNCIL
2018 – 2022

MAYOR DARRYL WALKER
COUNCILLOR DAVID CHESNEY COUNCILLOR HELEN FATHERS
COUNCILLOR ERIKA JOHANSON COUNCILLOR SCOTT KRISTJANSON
COUNCILLOR ANTHONY MANNING COUNCILLOR CHRISTOPHER TREVELYAN

CARRIED

9. REQUEST FOR ITEMS AT THE NEXT GOVERNANCE AND LEGISLATION COMMITTEE

- Amend Financial Plan Bylaw to consider purchase of land(s) for affordable housing
- Community Forum, finalize topics and outline for the June 26, 2019 forum to be held at the White Rock Community Centre at 6:30 p.m.

8. CONCLUSION OF THE MAY 27, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The Chairperson declared the meeting concluded at 4:50 p.m.

Councillor Fathers
Chairperson



T. Arthur, Director of
Corporate Administration



**POLICY TITLE: TERMS OF REFERENCE:
DOGS ON THE PROMENADE TASK FORCE**

POLICY NUMBER: COUNCIL – 162

| | |
|--|---|
| <i>Date of Council Adoption:</i> | <i>Date of Last Amendment:</i> |
| <i>Council Resolution Number: 2019-158</i> | |
| <i>Originating Department:</i> Corporate Administration | <i>Date last reviewed by the Governance and Legislation Committee:</i> April 8, 2019 <u>June 10, 2019</u> |

Purpose

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 or year round).

Membership

- a) The Task Force will consist of no more than seven (7) voting members. The composition of the Task Force will be determined by City Council who will review applications from the public.
- b) In addition, one (1) member of Council and Alternate, and the Director of Planning and Development Services, and/or delegate (ie. the Manager of Building and Bylaw Enforcement), will serve as non-voting members in support of the objectives of the Task Force.
- c) The majority of members will be White Rock residents.
- d) Committee members shall serve without remuneration or gifts.

Chairperson

The Task Force will be chaired by the Council representative, who will serve as a non-voting member.

Term

The goal of the Task Force will be to present its recommended approach for assessing the trial period to Council by ~~June 30th 2019~~ December 31, 2019.

Meetings

- a) 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.
- b) 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 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).
- 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 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.
- 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 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 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.
- j) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- k) A committee meeting or a portion thereof may be closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- l) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- m) 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.
- n) Committee chairpersons and staff liaisons will prepare an annual report to be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- o) A committee cannot direct staff to take action without endorsement of City Council.
- p) A committee 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. the staff member assigned to the committee or the Chief Administrative Officer may advise the committee of existing policies or directives and the needs to refer the matter to Council prior to taking any action.
- q) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- r) 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 committee works with the staff member assigned to that committee on those matters.
- s) 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.
- t) The committee Chairperson may appoint members to a subcommittee to consider, inquire into, report and make recommendations to the committee for a specific purpose.
- u) Members of the committee are not permitted to speak directly with the media on behalf of the committee.

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.

**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:**
 PARKING TASK FORCE

POLICY NUMBER: **COUNCIL - 156**

| | |
|--|--|
| <i>Date of Council Adoption:</i> January 14, 2019 | <i>Date of Last Amendment:</i> April 29, 2019 |
| <i>Council Resolution Number:</i> 2019-091; 2019-158 | |
| <i>Originating Department:</i> Corporate Administration | <i>Date last reviewed by the Governance and Legislation Committee:</i> April 8, 2019 |

Purpose

The Parking Task Force will review and potentially revise pay parking in White Rock, including rates, parking permits, and the integration of the new parkade. The Task Force mandate will be to ensure rates are competitive with neighbouring jurisdictions, White Rock businesses are supported, and White Rock residents receive the best possible value in our City.

The specific objectives will include:

- To review and recommend seasonal parking rates at the new parkade.
- To review and recommend seasonal parking rates at the Montecito underground parkade.
- To review and recommend seasonal parking rates along the waterfront.
- To review and recommend parking rates at Centennial Arena.
- To review and recommend parking rates at Peach Arch Hospital.
- To review both the White Rock Resident Parking Decal and the new White Rock Resident Parking Permit.
- To ensure that any changes in parking rates do not impact property taxes.
- To review opportunities for electric charging stations throughout White Rock.
- To review non-resident permit parking options.
- To review congestion as it relates to parking.
- To review requirements for parking spaces in new developments.
- To complete an annual review to evaluate the effectiveness of the decisions of the Parking Task Force.

Staff have been requested to work with the White Rock Business Improvement Association (BIA) to provide to Council an assessment/ summary of the impact that the free parking offered in 2019 had for both businesses on the West and East of Marine Drive with the following elements to be included:

- Two (2) years of Financials 2018 and 2019 (giving fact as to the impact)
- Cross section of businesses.

Membership

The Parking Task Force will consist of no more than seven (7) voting members, one (1) non-voting member of Council, one (1) non-voting representative for the Business Improvement Association and City staff as required. The composition of the Task Force will be determined by City Council who will review applications from the public. It is hoped that the Task Force will be composed of a cross section of interested parties, including waterfront businesses, interested residents, and White Rock staff and council.

Committee members shall serve without remuneration or gifts.

Chairperson

The Parking Task Force will be chaired by the Council representative, who will serve as a non-voting member.

Term

The goal of the Parking Task Force will ~~to be~~ to present its recommendations to Council by ~~May 30th 2019~~ December 31, 2019.

Meetings

Meetings will be held as the need arises at the call of the Chairperson. A majority of the members shall constitute a quorum.

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.

**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: MUNICIPAL PROPERTY TAX EXEMPTIONS

POLICY NUMBER: FINANCE - 317

| | |
|--|--|
| <i>Date of Council Adoption: September 28, 2015</i> | <i>Date of Last Amendment: November 4, 2013</i> |
| <i>Council Resolution Number: 2007-410; 2013-346, 2015-336</i> | |
| <i>Originating Department: Finance</i> | <i>Date last reviewed by Finance and Audit Committee: September 14, 2015</i> |

Policy:

I: General

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

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

II: Types of Property Exempted

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

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

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~~(b)~~ Halls that Council considers necessary to buildings of places of worship which have been exempt from property taxes in accordance with Section 220 of the Community Charter

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~~(a)~~ (c) Land or improvements used or occupied by a religious organization, as a tenant or licensee, for the purpose of public worship or for the purposes of a hall that Council considers is necessary to land or improvements so used or occupied

~~(b)~~ (d) BNSF City Leased property

~~(e)~~ (e) City properties leased to not-for-profit organizations that

(i) are providing a community service not currently available through the City; and

(ii) have not previously paid property taxes on the City property in question.

~~(f)~~ (f) Property owned by organizations whose principal purpose is to directly support Peace Arch Hospital's provision of health and wellness services to citizens of White Rock

~~(e)~~ (g) Property owned by a charitable, philanthropic or other not-for-profit organizations whose principal purpose is delivery of social services to citizens of White Rock, provided that the property is being used for that purpose and it provides a beneficial service to the Community

~~(h)~~ (h) Property owned by not-for-profit organizations whose principal purpose is delivery of cultural services to citizens of White Rock, provided that the property is being used for that purpose and it provides a beneficial service to the Community.

Criteria for Ineligibility

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

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

III: Process

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

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

Application submissions must include:

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

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

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

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

IV: Duration of Exemption

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

V: Conditions

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

- Registration of a restrictive covenant on the property
- An agreement committing the organization to continue a specific service or program
- An agreement committing the organization to immediately disclose any substantial increase in the organization's revenue or anticipated revenue
- ~~Confirmation that the organization has not received a grant in aid for the same year.~~

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

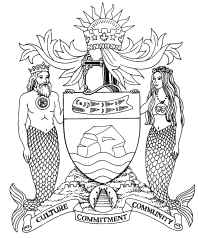
Penalties

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

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

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: June 10, 2019
TO: Governance and Legislation Committee
FROM: Sandra Kurylo, Director of Financial Services
SUBJECT: Policy 106 - Council Remuneration and Expenses

RECOMMENDATIONS

THAT the Governance and Legislation Committee:

1. Receive for information the corporate report dated June 10, 2019 from the Director of Financial Services, titled “Policy 106 – Council Remuneration and Expenses”;
 2. Recommend that Council endorse the presented approach to deal with the impact of the January 1, 2019 amendment to the *Income Tax Act*; and
 3. Recommend that Council endorse the amendments presented in this corporate report to *Policy 106 – Council Remuneration and Expenses*.
-

INTRODUCTION

At its meeting of December 10, 2018, the Governance and Legislation Committee resolved that staff bring back *Policy 106 – Council Remuneration and Expenses* and the end of March 2018, with information on how Pitt Meadows, Port Moody and the City of Langley dealt with the impact of the recent amendments to the *Income Tax Act*. This corporate report provides that information, and is presented at this time as Pitt Meadows recently completed its review of Council remuneration.

PAST PRACTICE/POLICY/LEGISLATION

In the past, one-third of the annual remuneration paid to the Mayor and Councillors was considered an allowance for expenditures incidental to the discharge of the duties of office within the boundaries of the City. This amount was exempt from taxation in accordance with the *Income Tax Act*. Effective January 1, 2019, the *Income Tax Act* has been amended to eliminate the nontaxable status of this non-accountable allowance for elected officials.

ANALYSIS

The three comparator municipalities have now completed their reviews of 2019 Mayor and Council remuneration, in light of the amendments to the *Income Tax Act*. Port Moody and the City of Langley both increased elected official remuneration to specifically compensate for the

reduction in take home pay. As well, an annual increment was applied to these figures in 2019, in accordance with their respective policies. Pitts Meadows conducted a more comprehensive review of Council remuneration and expenses, with addressing the change in income tax status as one of the objectives of the exercise. A summary of 2018 and the resulting 2019 Mayor and Council remuneration at these municipalities, compared to White Rock's is as follows:

| Mayor Remuneration | 2018 | 2019 | Increase (\$) | Increase (%) |
|---------------------------|-------------|-------------|----------------------|---------------------|
| Port Moody | \$90,764 | \$111,833 | \$21,069 | 23% |
| City of Langley | \$94,190 | \$115,450 | \$21,260 | 23% |
| Pitt Meadows | \$75,414 | \$97,730 | \$22,316 | 30% |
| Average of Above | \$86,789 | \$108,338 | \$21,549 | 25% |
| White Rock | \$86,080 | | | |

| Councillor Remuneration | 2018 | 2019 | Increase (\$) | Increase (%) |
|--------------------------------|-------------|-------------|----------------------|---------------------|
| Port Moody | \$35,328 | \$40,579 | \$5,251 | 15% |
| City of Langley | \$42,385 | \$51,950 | \$9,565 | 23% |
| Pitt Meadows | \$28,280 | \$39,092 | \$10,812 | 38% |
| Average of Above | \$35,331 | \$43,874 | \$8,543 | 24% |
| White Rock | \$34,430 | | | |

Because the comparator municipalities made adjustments to Mayor and Council 2019 remuneration to compensate for the loss in take home pay (either as the adjustment's prime purpose, or one of its objectives) there would automatically be a similar increase in White Rock's Mayor and Council remuneration by applying its current policy. The current policy requires the Mayor's remuneration to be the average of the Mayor's remuneration of the three comparator municipalities, Council remuneration to be 40% of the Mayor's and monthly Deputy Mayor pay to be 20% of the Mayor's monthly remuneration. Under this scenario, White Rock 2019 Mayor and Council remuneration would be as follows:

| White Rock | 2018 | 2019 | Increase (\$) | Increase (%) |
|-------------------|-----------------|-----------------|----------------------|---------------------|
| Mayor | \$86,080 | \$108,340 | \$22,260 | 26% |
| Councillor | \$34,430 | \$43,340 | \$8,910 | 26% |
| Deputy Mayor | \$1,430 per mo. | \$1,810 per mo. | \$380 per mo. | 27% |

It is recommended that these adjustments be made to White Rock Mayor and Council remuneration, retroactive to January 1, 2019.

Attached as Appendix A, is a tracked change version of *Policy 106 – Council Remuneration and Expenses*, which has been updated to reflect the fact that the *Income Tax Act* has now changed. Based on the assumption that staff's above recommendations are approved, the amended document also stipulates that the incidental expenses previously covered by the nontaxable allowance will continue to be the elected official's responsibility and not be reimbursed by the City.

BUDGET IMPLICATIONS

The 2019 budget for Mayor and Council remuneration is \$319,400. The updated cost incorporating the recommended adjustments as well as the associated increase in the employer's portion of CPP is \$394,200. A budget increase of \$74,800 is required. For 2019, the recommended funding sources are \$50,000 from a one-time provision in the City's contingency budget that has been included for this purpose, and \$24,800 from the general purposes contingency budget. An ongoing funding source for the full increase will need to be identified in the 2020 to 2024 Financial Plan.

CONCLUSION

It is recommended that 2019 Mayor and Council remuneration be adjusted to the figures presented in this corporate report and that the recommended amendments be made to *Policy 106 - Council Remuneration and Expenses*.

Respectfully submitted,



Sandra Kurylo
Director of Financial Services

Comments from the Chief Administrative Officer:

A handwritten signature in black ink, appearing to read "Dan Bottrill", is centered within a light gray rectangular box.

Dan Bottrill
Chief Administrative Officer

Appendix A: Policy 106 – Council Remuneration and Expenses (with tracked changes)

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



POLICY TITLE: COUNCIL REMUNERATION AND EXPENSES

POLICY NUMBER: COUNCIL - 106

| | |
|---|---|
| <i>Date of Council Adoption: 2015</i> | <i>Date of Last Amendment: January 29, 2018 June 10, 2019</i> |
| <i>Council Resolution Number: 2004-136, 2005-441, 2008-039, 208-040, 2008-041, 2008-042, 2008-175, 2009-378 and 2009-379, 2009-477, 2010-249 and 2010-250; 2010-395, 2012-092; 2013-343; 2013-405; 2015-216; 2015-285, 2018-034</i> | |
| <i>Originating Department: Corporate Administration / Finance</i> | <i>Date last reviewed by the Governance and Legislation Committee: December 10, 2018 June 10, 2019</i> |

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Policy:

1- Remuneration for Council Members

- 1.1 Remuneration amounts and notations contained in this section shall be effective January 1, 2015.
- 1.2 In addition to the remuneration for Councillor the appointed Deputy Mayor will receive an additional remuneration in the amount of 20% of the Mayor’s monthly rate for each month that they act in that capacity. Where an appointment to this role is made for less than a full month, the remuneration shall be prorated.
- 1.3 Directly following the swearing in of Council Members after a scheduled Municipal Election the Director of Financial Services shall revise the annual remuneration for the Mayor and Councillors using the following calculation:
 - The remuneration for the position of Mayor using the average of the remuneration for the previous year for the following three (3) noted municipalities:
 - City of Pitt Meadows
 - City of Port Moody
 - City of Langley

The remuneration for the position of Councillor is to be based on a rate ratio of 40% which is consistent with rate ratios of comparable sized municipalities to the City of White Rock.
- 1.4 Effective January 1, 2018, the remuneration paid to the Mayor and Councillors in all other years shall be adjusted by the previous year’s change in the consumer price index for the City of Vancouver. ~~For 2018 only, the remuneration paid to the Mayor and Councillors shall also be adjusted to reflect the 2015 and 2016 changes in the consumer price index for the City of Vancouver.~~

1.5 The calculation of the remuneration in subsections 1.2 to 1.4 shall be rounded to the nearest ten (10) dollars.

1.6 Authorizes the payment of remuneration and expenses be carried out in accordance with City Policy.

2.1.2 Group Insurance

2.1 Group Accident Insurance will be provided to all members of City Council while going to, returning from, or attending Council Meetings and other Council activities, or performing any duties of a Council Member.

2.2.3 Allowance for Incidental Expenses

~~One third of the annual remuneration paid to the Mayor and Councillors of the City of White Rock shall be considered an allowance for expenditures incidental to the discharge of the duties of office within the boundaries of the City. This amount is currently exempt from taxation in accordance with the Income Tax Act subsection 81(3).~~

~~Effective January 1, 2019, this exemption will no longer be allowed. Therefore, beginning on that date, one third will no longer be considered an allowance and the full remuneration paid to the Mayor and Councillors will become taxable.~~

2.3 Event Allowance

3.1 2.3.1 Event tickets for the Mayor to attend on behalf of the City will be purchased and/or reimbursed by the City. The events the Mayor attends will be at their discretion (considering budget limitations). In circumstances where the Mayor is unavailable the Deputy Mayor will be asked to attend in their place.

3.2 2.3.2 Councillors shall be reimbursed up to \$900 annually, to cover expenses of attending and representing the City of White Rock, as individual Councillors, at local community events.²

2.4.4 Business Meetings Outside of Metro Vancouver

2.4.14.1 Councillors shall be reimbursed for expenses of attending business meetings outside of Metro Vancouver when representing the City, if pre-approved by the Mayor.

2.5 Kilometre/Vehicle Allowance

5.1 Mayor and Councillors shall be reimbursed for using their personal automobiles while involved in Council business outside the boundary of White Rock. The rate claimed for mileage will be the same as that authorized for exempt City employees.

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6.2.6 Expenses Incurred

~~2.6.16.1~~ That the City reimburses members of Council for the reasonable expenses to attend the UBCM, FCM and LMLGA annual conferences. *(Amended May 3, 2010)*

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~~6.2.2.6.2~~ That the City reimburses members of Council for the reasonable expenses to attend the local Newly Elected Seminar hosted by the UBCM.

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~~2.6.36.3~~ That the City reimburses a member of Council for expenses relating to a conference where Council has designated a member of Council by motion to attend.

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~~2.6.46.4~~ That the Mayor be allocated \$8,000 for the four-year term for discretionary education conferences or education materials.

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“Discretionary” is defined as not requiring the prior approval of Council. Notwithstanding, the expenditure is still subject to scrutiny by Council. If, in the opinion of the Council, it is determined the expenditure does not comply with the intent of the policy, the expenditure may be disapproved, or if already paid, will be recovered.

“Education Conferences” is defined as a short course, seminar, or conference on subject matter directly relevant to the duties of a member of Council. It is not intended to include accredited courses leading to certification in a trade or profession, or courses leading to a degree or diploma.

~~6.5.2.6.5~~ That the Councillors be allocated \$5,400 for the four-year term for discretionary education conferences or education materials.

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“Discretionary” is defined as not requiring the prior approval of Council. Notwithstanding, the expenditure is still subject to scrutiny by Council. If, in the opinion of the Council, it is determined the expenditure does not comply with the intent of the policy, the expenditure may be disapproved, or if already paid, will be recovered.

“Education Conferences” is defined as a short course, seminar, or conference on subject matter directly relevant to the duties of a member of Council. It is not intended to include accredited courses leading to certification in a trade or profession, or courses leading to a degree or diploma.

~~2.6.6.6~~ That a member of Council who is elected via by-election, Sections ~~2.6.4~~ and ~~2.6.5~~, as applicable, these amounts would be prorated.

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~~2.6.76.7~~ That the City provides members of Council for electronic equipment, computer software, and computer hardware that is compatible with City systems for the four -year term .

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~~6.8.2.6.8~~ Reimbursement for expenses set out in Sections ~~6~~ and ~~2.6.7~~ of this policy shall be by written claim in accordance with the City of White Rock Expense Policy.

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~~6.2.6.9~~ Council members may, after reaching the term limit for their additional educational and conference expenses, apply to Council in advance of incurring the expenses, for further

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educational or conference funding. The City will reimburse further funding by motion of Council.

Note: *Until December 31, 2018, Section 81(3) of the Income Tax Act stipulates that 1/3 of Council remuneration shall be considered a non-accountable allowance for expenses incidental to the discharge of the duties of office. Further, until December 31, 2018, Council Policy 106 stipulates these expenses are to be incurred within the boundaries of White Rock.*

Application Guidelines:

Incidental expenses which ~~are~~ were covered by this non-accountable allowance, until December 31, 2018, included but ~~are~~ were not limited to the following (incurred within the White Rock boundaries):

- Business use of personal vehicle within the White Rock boundaries
- Meals and entertainment (except while attending a conference or seminar authorized by Council Policy 106 where per diems would be applicable).
- Home office materials and supplies such as stationary, printer paper, toner and Christmas cards. This does not include City business cards as they are provided and paid for by the City directly. Computer templates for City Councillor letterhead are also available for use where appropriate.
- Home office internet access connections and land line telephone costs etc.

• Effective January 1, 2019, due to the change in the Income Tax Act, this portion of Council remuneration is now taxable. Because it is expected that the above expenses will still be incurred by members of Council, annual remuneration has been adjusted to compensate for the additional income tax paid. Therefore the above items will continue to not be reimbursed by the City.

Items not previously covered by the non-taxable allowance, which may be provided at the City's additional expense include the following:

- Technical equipment such as software, hardware, and peripherals. These items are for Council members' use for the duration of their term(s) and remain City property throughout this period. Upon the end of the term(s) of office, these items must be returned to the City
- Conferences, seminars, educational materials and other expenses incurred/reimbursed subject to the provisions of Council Policy 106.
- Business use of personal vehicle when representing the City at meetings outside of the White Rock boundaries for which no other compensation/indemnity is provided.
- City business cards.
- Mayor's City business expenses such as mobile telecommunication costs, stationary, meals and attendance to official events etc.
- Electronic Communication as per Section 2.68.

2.6

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2.7 7 Qualifying Expenses

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Expenditures that qualify for payment are:

- a) Overnight accommodation required while outside the Metro Vancouver as authorized by this policy or Council resolution, as applicable
- b) If air travel is used, flights shall be booked at the lowest available economy fare. Air travel shall be booked as far in advance as practical to take advantage of discounted fares
- c) Provision of a “gift” to a maximum of \$50 per night if the traveler stays at private accommodation
- d) Transportation other than personal vehicle
- e) Long distance telephone, facsimile transmission or other electronic communications. Photocopying
- f) Meals not otherwise provided per diem
- g) Gratuities
- h) Reading material and other office supplies
- i) Excess medical insurance for travel outside of Canada
- j) Other appropriate incidentals (Council Members shall be reimbursed for the amount of reasonable expenses necessarily incurred that comply with the City of White Rock’s Expense Policy.)
- k) Parking (airport / hotel as applicable)
- l) ~~Other~~ Other overnight expenses as pre-approved by the Mayor

~~m) That the Councillors be allocated \$5,400 for the four year term for discretionary education conferences or education materials.~~

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2.78 Electronic Communications

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- a) For City business use, a smartphone is available as an additional communications device for all members of Council; and
- b) For those members of Council wishing to pursue this, the units be purchased through three-year plans under the City’s current wireless communications contract.

Rationale:

To provide an annual remuneration and the payment of benefits and expenses for the Mayor and Councillors.



**CITY OF WHITE ROCK
MEMORIAL PARK REVITALIZATION 2019**

MEMORIAL PARK WAS ESTABLISHED IN 1931 AND LATER NAMED TO HONOUR OUR VETERANS WHO SERVED IN THE FIRST AND SECOND WORLD WAR, MANY OF WHOM MADE THE ULTIMATE SACRIFICE, TO PRESERVE OUR FREEDOM.

THE MEMORIAL PARK REVITALIZATION PROJECT WAS COMPLETED IN 2019 THROUGH THE LEADERSHIP OF CITY COUNCIL AND THE SUPPORT OF PUBLIC SERVANTS DEDICATED TO INVESTING IN PUBLIC SPACES ON BEHALF OF THE COMMUNITY OF WHITE ROCK.

WE GIVE SPECIAL RECOGNITION TO MEMBERS OF COUNCIL FROM THE 2014-2018 TERM WHO ACTIVELY PARTICIPATED IN THE VISION THAT LED TO THE REVITALIZATION OF THIS PUBLIC PARK.

**WHITE ROCK CITY COUNCIL
2014 – 2018**

**MAYOR WAYNE BALDWIN
COUNCILLOR DAVID CHESNEY COUNCILLOR HELEN FATHERS
COUNCILLOR MEGAN KNIGHT COUNCILLOR BILL LAWRENCE
COUNCILLOR GRANT MEYER COUNCILLOR LYNNE SINCLAIR**

MAYOR DARRYL WALKER AND THE 2018-2022 COUNCIL REOPENED MEMORIAL PARK IN 2019 IN DEDICATION TO THE MEMORY OF OUR VETERANS WHO SERVED OUR COUNTRY.

**WHITE ROCK CITY COUNCIL
2018 – 2022**

**MAYOR DARRYL WALKER
COUNCILLOR DAVID CHESNEY COUNCILLOR HELEN FATHERS
COUNCILLOR ERIKA JOHANSON COUNCILLOR SCOTT KRISTJANSON
COUNCILLOR ANTHONY MANNING COUNCILLOR CHRISTOPHER TREVELYAN**



**CITY OF WHITE ROCK
WEST BEACH PARKADE 2019**

THE WEST BEACH PARKADE PROJECT WAS COMPLETED IN MAY 2019 THROUGH THE LEADERSHIP OF CITY COUNCIL AND THE SUPPORT OF PUBLIC SERVANTS DEDICATED TO INVESTING IN PUBLIC INFRASTRUCTURE TO ENHANCE SERVICES ON BEHALF OF THE COMMUNITY OF WHITE ROCK.

WE GIVE SPECIAL RECOGNITION TO MEMBERS OF COUNCIL FROM THE 2014-2018 TERM WHO ACTIVELY PARTICIPATED IN THE VISION THAT LED TO THE DEVELOPMENT OF THIS PARKING FACILITY TO PROVIDE GREATER ACCESSIBILITY OPPORTUNITIES TO THE WATERFRONT.

**WHITE ROCK CITY COUNCIL
2014 – 2018**

**MAYOR WAYNE BALDWIN
COUNCILLOR DAVID CHESNEY COUNCILLOR HELEN FATHERS
COUNCILLOR MEGAN KNIGHT COUNCILLOR BILL LAWRENCE
COUNCILLOR GRANT MEYER COUNCILLOR LYNNE SINCLAIR**

MAYOR DARRYL WALKER AND THE 2018-2022 COUNCIL FORMALLY OPENED THE WEST BEACH PARKADE IN 2019.

**WHITE ROCK CITY COUNCIL
2018 – 2022**

**MAYOR DARRYL WALKER
COUNCILLOR DAVID CHESNEY COUNCILLOR HELEN FATHERS
COUNCILLOR ERIKA JOHANSON COUNCILLOR SCOTT KRISTJANSON
COUNCILLOR ANTHONY MANNING COUNCILLOR CHRISTOPHER TREVELYAN**



DRAFT

**ON TABLE JUNE 10, 2019 Governance & Legislation Committee
 Memorial Park and Canada Day Opening Ceremony Proposed Itinerary**

| Item | Time | Who and What |
|-------------------------------|-------------|---|
| Opening Band | Noon-12:45 | Musical group Asi Somos – perform world music as people gather |
| Gather Backstage | 12:30PM | Piper, RCMP, Singer, VIPs, Anthem singer and Emcees All to meet Courtney backstage near Museum Plaza for final instructions |
| Procession and Ribbon cutting | 12:45 PM | Emcee thanks Asi Somos and welcomes the dignitaries to officially open Memorial Park. VIPs enter plaza area in this order: Piper, RCMP, Mayor Walker, Semiahmoo First Nation Chief Harley Chappell, MP Hogg, MLA Reddies, City Council, School Trustee A ribbon will be set up between 2 stanchions in front of the stage and viewing area (we will work with photographer to set up best vantage point). THE MAYOR WILL CUT THE RIBBON A photographer will be ready to take a photo before ribbon is cut. Wireless mic will be given to the mayor to announce “Memorial Park is Officially Open.” |
| Procession to stage | 12:50 | After ribbon is cut, piper and RCMP members lead platform party/stage speakers over to the stage area while Members of Council and School Trustee sit in VIP area. |
| Stage Speakers | 1:05 | Piper goes backstage and onstage Mayor moves straight to microphone stand at centre stage. Order of speaking: 1. Mayor Walker 2. Chief Chappell 3. MP Hogg 4. MLA Reddies 5. Amica After Mayor speaks, he introduces Chief Chappell. After Chief Chappell speaks, he can hand to emcee or directly to MP Hogg, etc. (Courtney to confirm at 12:45) |
| Reaffirmation Ceremony | 1:15 | Mayor Walker welcomes new Canadians and asks all those wishing to reaffirm their Canadian Citizenship to join in saying the Oath: <i>I affirm That I will be faithful And bear true allegiance To Her Majesty Queen Elizabeth the Second Queen of Canada Her Heirs and Successors And that I will faithfully observe The laws of Canada And fulfil my duties As a Canadian citizen.</i> |
| National Anthem | 1:25 | Mayor Walker invites people to stand and asks Victory Anthony to lead the singing of the National Anthem |
| Closing Remarks and Cake | 1:30 | Mayor Walker thanks the VIPs and invites everyone to enjoy birthday cake and the day’s festivities! |



7300

Platform party:

1. Mayor Walker
2. Chief Chapell
3. MP Hogg
4. MLA Reddies

VIP Seating in front of the stage:

1. City of White Rock Council Members and guest
2. School Trustee, Laurae McNally and guest
3. Memorial Park Consultants and Architect
4. Coastal Cradle Artist Andy Davis

Amica VIP Area

1. Representative will join platform party after ribbon cutting