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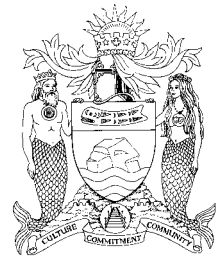
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THE CORPORATION OF THE
CITY OF WHITE ROCK

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

ON TABLE SEE PAGE 79
(includes replacement agenda pg. 75 & 78)



January 29, 2020

A MEETING of the **FINANCE AND AUDIT COMMITTEE** will be held in the **CITY HALL COUNCIL CHAMBERS** located at 15322 Buena Vista Avenue, White Rock, BC, on **FEBRUARY 3, 2020 at 5:00 p.m.** for the transaction of business as listed below.

T. Arthur, Director of Corporate Administration

A G E N D A

Note: *There will be a 30 minute recess at 6:15 p.m.*

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**

RECOMMENDATION

THAT the Finance and Audit Committee adopt the agenda for February 3, 2020 as circulated.

3. **ADOPTION OF MINUTES**

Page 3

a) December 9 and continued December 12, 2019

RECOMMENDATION

THAT the Finance and Audit Committee adopt the December 9 and continued December 12, 2019 meeting minutes as circulated.

4. **CAROL CHIANG, PARTNER & AANU ADELEYE, SENIOR MANAGER, KPMG ENTERPRISE: CITY OF WHITE ROCK AUDIT PLANNING REPORT FOR THE YEAR ENDING DECEMBER 31, 2019**

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C. Chiang, Partner, and A. Adeleye, Senior Manager with KPMG LLP, to provide a presentation titled "City of White Rock Audit Planning Report for the Year Ending December 31, 2019".

- 5. ESTIMATED COSTS FOR 2019-2020 DOGS ON THE PROMENADE PILOT PROJECT**
Corporate report dated February 3, 2020 from the Directors of Planning and Development Services & Engineering and Municipal Operations titled “Estimated Costs for 2019-2020 Dogs on the Promenade Pilot Project”. **Page 37**

RECOMMENDATION

THAT the Finance and Audit Committee receive for information the corporate report dated February 3, 2020 from the Director of Planning and Development Services and Director of Engineering and Municipal Operations titled “Estimated Costs for 2019-2020 Dogs on the Promenade Pilot Project.”

- 6. FUNDING ASSISTANCE FOR MANN PARK LAWN BOWLING CLUB**
Corporate report dated February 3, 2020 from the Directors of Recreation and Culture & Engineering and Municipal Operations titled “Funding Assistance for Mann Park Lawn Bowling Club”. **Page 40**

RECOMMENDATION

THAT the Finance and Audit Committee:

1. Receive for information the corporate report dated February 3, 2020 from the Director of Recreation and Culture and the Director of Engineering & Municipal Operations titled “Funding Assistance for Mann Park Lawn Bowling Club”; and
 2. Consider endorsing that the budgeted contribution to the Mann Park Lawn Bowling Club for the retaining wall replacement be increased from \$5,000 to \$59,200, in the Draft 2020 to 2024 Financial Plan.
- 7. 2020 TO 2024 DRAFT FINANCIAL PLAN FOLLOW-UP**
Corporate report dated February 3, 2020 from the Director of Financial Services titled “2020 to 2024 Draft Financial Plan Follow-up”. **Page 66**

RECOMMENDATION

THAT the Finance and Audit Committee:

1. Receive for information the February 3, 2020 corporate report from the Director of Financial Services titled, “2020 to 2024 Draft Financial Plan Follow-Up”;
 2. Endorse the presented Draft Financial Plan adjustments or provide direction on further amendments to be made; and
 3. Direct staff to proceed with scheduling a public meeting and placing an advertisement in the newspaper to notify the public of the opportunity for public comments, including requesting written comments or questions, based on the information presented in this corporate report, or as amended.
- 8. CONCLUSION OF THE FEBRUARY 3, 2020 FINANCE AND AUDIT COMMITTEE MEETING**

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

STAFF: Dan Bottrill, Chief Administrative Officer
T. Arthur, Director of Corporate Administration
S. Kurylo, Director of Financial Services
J. Gordon, Director of Engineering and Municipal Operations
C. Isaak, Director of Planning and Development Services
P. Lemire, Fire Chief
J. Johnstone, Director of Human Resources
C. Zota, Manager of Information Technology
S. Johnson, Manager of Budget

Press: 1
Public: 2

1. AGENDA APPROVAL

2019-F/A-038

It was MOVED and SECONDED

THAT the Finance and Audit Committee adopts the agenda for the meeting scheduled for December 9, 2019 as circulated.

CARRIED

2.

PREVIOUS MINUTES

a) Finance and Audit Committee Meeting – September 30, 2019

2019-F/A-039

It was MOVED and SECONDED

THAT the Finance and Audit Committee adopts the minutes of their meeting held September 30, 2019 as circulated.

CARRIED

3. CORPORATE REPORTS

3.1 RAINBOW CROSSWALKS AT FIVE CORNERS

Corporate report dated December 9, 2019 from the Director of Engineering and Municipal Operations titled “Rainbow Crosswalks at Five Corners”.

2019-F/A-040

It was MOVED and SECONDED

THAT the Finance and Audit Committee receives for information the corporate report dated December 9, 2019 from the Director of Engineering & Regional Utilities titled “Rainbow Crosswalks at Five Corners”.

CARRIED

2019-F/A-041

It was MOVED and SECONDED

THAT the Finance and Audit Committee:

1. Endorses Option 3 as outlined in the corporate report regarding the rainbow crosswalk(s) at five Corners and directs staff to review incorporating a rainbow path (covered in thermal plastic material) into the study/completion of the Five Corners plaza plan with the possibility of pedestrianizing the small stretch of Johnston Road between Pacific Avenue and Beachview Avenue so there is a proper plaza to use for events; and
2. Directs that this project be brought to the upcoming Community Forum, regarding Community Amenity Contributions for consideration of (CAC’s) funds to be used for the project.

CARRIED

Note: the advantages to doing this include, less need for security, with no vehicle traffic the paint will last longer on the pathway and to enhance a plaza Community Amenity Contribution funds can be utilized and not general revenue.

3.2 LIGHTING OUTSIDE OXFORD WATER FACILITY FENCE

Corporate report dated December 9, 2019 from the Director of Engineering and Municipal Operations titled “Lighting Outside Oxford Water Facility Fence”.

2019-F/A-042

It was MOVED and SECONDED

THAT the Finance and Audit Committee receives for information the corporate report dated December 9, 2019 from the Director of Engineering & Municipal Operations titled “Lighting Outside Oxford Water Facility Fence”.

CARRIED

2019-F/A-043

It was MOVED and SECONDED

THAT the Finance and Audit Committee endorses the inclusion of \$32,000 in the Draft 2020 to 2024 Financial Plan to install lighting outside of the new fence at the south west corner of the Oxford Water Facility.

- **Action:** Can CAC's be utilized for this? Staff will have to review this
- Is there funds to cover this? There is funds in the water reserve fund for this.
- Can motions sensors be placed on the lights? Yes on the flood lights and the new proposed lights too
- There was feedback on the floodlight and residents did not appear to like that
- **Action:** Concern with light pollution, is there a way not only have a sensor but is there an alternative (guidelines to keep the light pollution low)? Staff noted that these lights do have the hoods, but staff will check out the information

2019-F/A-044

It was MOVED and SECONDED

THAT the Finance and Audit Committee directs before this improvement be considered that there be a public process where the residents impacted will have opportunity to speak to it in public, and that this item be allocated to an upcoming agenda to have some public comments; letters are to go out to the nearby property owners to inform of this public comment opportunity.

CARRIED

Councillor Father voting in the negative

Action: it was stated that at the public comment opportunity for the budget this can be a highlighted items that the nearby residents can be invited to speak on this matter (letter will be sent to the 100 m radius.

3.3

ACCESSIBILITY UPGRADES AT CITY FACILITIES

Corporate report dated December 9, 2019 from the Director of Engineering and Municipal Operations titled "Accessibility Upgrades at City Facilities".

2019-F/A-045

It was MOVED and SECONDED

THAT the Finance and Audit Committee receives for information the corporate report dated December 9, 2019 from the Director of Engineering & Municipal Operations titled "Accessibility Upgrades at City Facilities".

CARRIED

2019-F/A-046

It was MOVED and SECONDED

THAT the Finance and Audit Committee endorses inclusion in the Financial Plan of \$50,000 per year over 4 years for accessibility upgrades at City Facilities.

CARRIED

The Committee noted that it should be staff's goal to ensure that any applicable grants are to be applied for.

3.4

BLEACHER SEATING FOR THE 2020 REMEMBRANCE DAY CEREMONY

Corporate report dated December 9, 2019 from the Director of Recreation and Culture titled “Bleacher Seating for the 2020 Remembrance Day Ceremony”.

2019-F/A-047

It was MOVED and SECONDED

THAT the Finance and Audit Committee receives for information the corporate report dated December 9, 2019 from the Director of Recreation and Culture titled “Bleacher Seating for the 2020 Remembrance Day Ceremony”.

CARRIED

2019-F/A-048

It was MOVED and SECONDED

THAT the Finance and Audit Committee recommends that Council support portable aluminum bleachers on city property as outlined in this corporate report, and consider including \$2,000 in the City’s 2020-2024 Financial Plan to fund the rental, installation and delivery of 480 portable aluminium bleacher seats for the 2020 Remembrance Day Ceremonies held in White Rock.

CARRIED

3.5

2020 TO 2024 DRAFT FINANCIAL PLAN – GENERAL FUND OPERATING BUDGET

Corporate report dated December 9, 2019 from the Director of Financial Services titled “2020 to 2024 Draft Financial Plan – General Fund Operating Budget”.

The Director of Financial Services gave a PowerPoint presentation regarding the City’s Financial Plan.

Meeting Recess / Meeting Reconvened

The Chairperson called a recess at 6:14 p.m. stating the meeting would reconvene in 30 minutes.

The Chairperson reconvened the meeting at 6:46 p.m. with all noted Council and staff members in attendance.

Discussion ensued regarding the Director of Financial Services presentation in regard to the General Fund Operating Budget:

- **Action:** Safety tickets vs. Non Safety tickets, what is the percentage ratio of that? Staff will provide this information
- Legal Fees and the increase of 35,000, what is the budget for legal fees? Staff noted \$2019 = \$325,000 and for 2020 \$360,000
They seem high is there anything there that we can do to get the cost down? Staff noted this is difficult as you don’t know what you will be faced with as a municipality (every city has unique issues). We do require some contingency in the operating plan.

Action: are the City's fees comparable to other municipalities of similar size? Staff will bring forward findings as to what other municipalities are spending in this regard

Can the City's legal firm be asked to reduce his costs? Would like to see other options.

- **Action:** Parking fines: Do we have difficulty in collection and what is the recovery cost. The City has a system after a time the unpaid fee is sent to a collection agency. Staff to get back on the recovery cost
- Funds not used in 2019, they are rolled over to 2020 in some cases some of the funds have been spent, staff wait to the end of the year and then the transfer will be made once all expenditures are in.
- Rail relocation, not used in four (4) years, it was clarified by staff that the City and Surrey do have funds set aside we are waiting for the Province and Federal government at this point, it is wise to keep the funds in a reserve so when the opportunity arises the City is ready (advantage of keeping them in you must have it in the budget to legally spend it).
- Funding for the Snowbirds seems high at \$30,000, staff clarified that \$10,000 of that goes toward the CHILD Foundation as a required donation
- Reserve funds, Appendix A shows what goes in the reserve funds and what is allocated of the to capital projects
- Perfect Mind program, well underway, due to launch the registration and facility booking program in March 2020

2019-F/A-049

It was MOVED and SECONDED

THAT the Finance and Audit Committee supports the Regular Full-Time Project Engineer staff position be placed in the budget at \$45,000; with the funding source to come from a combined reduction in contribution to capital and the capital reserves.

CARRIED

2019-F/A-050

It was MOVED and SECONDED

THAT the Finance and Audit Committee supports there be reinstatement of the Purchasing Officer staff position in the budget for \$64,000, with the funding source to come from a combined reduction in the City's legal budget by \$20,000 and the remaining funds by a property tax increase.

CARRIED

Councillors Manning and Trevelyan voted in the negative

Note: this was a suggestion by the City's Auditors, KPMG

2019-F/A-051

It was MOVED and SECONDED

THAT the Finance and Audit Committee supports Additional Bylaw Enforcement Staffing Hours for \$30,000 to be added into the general fund operating budget.

CARRIED

Councillors Chesney, Manning and Trevelyan voted in the negative

Note: it is anticipated that this can be covered for by business license revenue, recent fine increases and ensuring out of town contractors are obtaining a City business licence.

2019-F/A-052

It was MOVED and SECONDED

THAT the Finance and Audit Committee supports conversion of the Temporary Full-Time Committee Clerk position to Regular Full Time in the amount of 34,400 be added into the general fund operating budget.

CARRIED

Councillors Trevelyan voted in the negative

Discussion Ensued:

- **Action:** there was in inquiry regarding Police Officers per capita and how does the City's compare to neighbouring municipalities, staff to report back
The Mayor noted this in an important issue, would like to watch what occurs the next six (6) months to year with the anticipated changes to come from the City of Surrey in regard to policing
- Buskers Festival, was the Business Improvement Association (BIA) not funding that? There are two parts to the festival, the BIA contribute to the comedy portion of the festival
- Municipal Operations Budget Increase, the City supports the events but there is a cost and pressure on the municipal operations along with this
- Part-Time Special Events Assistant, with the number of events has been a challenge, the co-ordinator by this time has logged 100 hours of overtime

Action: staff will get back to the cost for 100 hours of overtime (it was noted that in regard to 100 hours per week it equates to 2 hours per week).

2019-F/A-053

It was MOVED and SECONDED

THAT the Finance and Audit Committee endorses a Part-Time Special Events Assistant at a cost of \$42,100 be added into the general fund operating budget.

CARRIED

Councillor Chesney Johanson and Trevelyan voted in the negative

2019-F/A-054

It was MOVED and SECONDED

THAT the Finance and Audit Committee endorses the municipal operations budget increase needed to support the level of special events planned for 2020 at a cost of \$18,500 be added into the general fund operating budget

CARRIED

Councillor Trevelyan and Mayor Walker voted in the negative

Discussion Ensued:

- It was noted at this time that Council needs to talk about their Corporate Priorities before the budget is finalized. There is concern that this budget is being done "piece meal". Council needs to step back and look at what they want to do and ensure those areas are funded correctly (budget should be set around the Council Priorities).

2019-F/A-055

It was MOVED and SECONDED

THAT the Finance and Audit Committee endorses a new Regular Full-Time Trades Gardener staff position in the amount of \$93,800 be added into the general fund operating budget.

CARRIED

Councillors Chesney and Trevelyan voted in the negative

Discussion Ensued:

- Can Community Amenity Contributions be used to beautiful walkways and boulevards? Staff noted they can only be used for capital items, not operating expenses however you can upgrade a park with these funds
- Would like to see establishing a core volunteer group of gardeners

2019-F/A-056

It was MOVED and SECONDED

THAT the Finance and Audit Committee endorses a budget increase for Improvement Hillside Walkway Maintenance in the amount of \$30,000 be added into the general fund operating budget.

CARRIED

Councillors Chesney and Trevelyan voted in the negative

2019-F/A-057

It was MOVED and SECONDED

THAT the Finance and Audit Committee endorses a budget increase to Purchase of Various Materials, such as Perennials and Annuals in the amount of \$40,000 be added to the general fund operating budget.

CARRIED

Councillors Trevelyan and Mayor Walker voted in the negative

2019-F/A-058

It was MOVED and SECONDED

THAT the Finance and Audit Committee endorses the budget be maintained at the current annual level of funding in the amount of \$5,000 for the South Surrey / White Rock Chamber of Commerce.

CARRIED

2019-F/A-059

It was MOVED and SECONDED

THAT the Finance and Audit Committee directs staff to find creative ways to get the amount of the proposed budget increase lower; during the next stage of the budget process all items that the Committee has supported at this meeting are to include funding sources (other funding sources, possible use of reserve funds).

CARRIED

2019-F/A-060

It was MOVED and SECONDED

THAT the Finance and Audit Committee endorses an increase to the annual grant to the White Rock Museum and Achieves Society in the amount of \$25,000 be added to the general fund operating budget.

CARRIED,

Councillors Chesney and Trevelyan voted in the negative

Discussion Ensued:

- In regard to one time requests for the Development of a Heritage Home Inventory (\$110,000) and the Development of a Heritage Strategy (\$80,000) the amounts appear high, do not think the Committee who brought the recommendations forward were expecting that. There could be other ways to achieve these and there may be grant opportunities for this work.

2019-F/A-061

It was MOVED and SECONDED

THAT the Finance and Audit Committee directs staff to review the City of Port Coquitlam’s budget model, which incorporates their Council’s Corporate Priorities, to see if that method of presenting the budget with the established Corporate Priorities can work for the City of White Rock.

CARRIED

2019-F/A-062

It was MOVED and SECONDED

THAT the Finance and Audit Committee directs staff to review and identify what must be done in order to get the tax rate down to 2.9%, for information purposes, and include suggestions as to where possible savings can be found.

CARRIED

Councillor Fathers voted in the negative

The following 2020 to 2024 Financial Plan Proposed Schedule was noted:

Dec 9 & 12	Draft to be presented to the Finance and Audit Committee
Feb 3	Follow up on F & A Committee feedback – Staff to report back
Feb 10	F & A Committee Public Meeting Committee to give staff direction on amendments to be made
Feb 24	1 st 3 readings of FP Bylaw, Fees & Charges Bylaw & Utility Rate Bylaws
Mar 9	Adoption of FP Bylaw and above fee bylaws
Apr 20	Final amendments to be introduced to Council (eg. capital & operating budget project carry-overs, impact of final BC Assessment property values etc.)
Apr 27*	Public Meeting on amended FP Council to give direction on further amendments
May 4	1 st 3 readings of Amended FP Bylaw & Property Tax Rates Bylaw
May 11*	Adoption of FP & Property Tax Rate Bylaws (must be in that order)

MEETING CONCLUDED / A FURTHER MEETING CALLED

The Chairperson declared the December 9, 2019 Finance and Audit Committee meeting concluded at 9:12 p.m. and noted the remainder of the Items will be addressed at a further Finance and Audit Committee meeting called for Thursday, December 12, 2019 at 5:00 p.m. to be held in the City Hall Council Chambers.

Note: Items 3.6 – 3.9 from this agenda will be brought forward to the December 12, 2019 Finance and Legislation Committee meeting

- 3.6. **2020 TO 2024 DRAFT FINANCIAL PLAN – GENERAL FUND ASSET IMPROVEMENT BUDGET**
3.7. **2020 TO 2024 DRAFT FINANCIAL PLAN – WATER UTILITY**
3.8. **2020 TO 2024 DRAFT FINANCIAL PLAN – DRAINAGE UTILITY**
3.9. **2020 TO 2024 DRAFT FINANCIAL PLAN – SANITARY SEWER UTILITY**

4. **CONCLUSION OF THE DECEMBER 9, 2019 FINANCE AND AUDIT COMMITTEE MEETING, IT WAS NOTED THAT A FURTHER MEETING IS TO BE HELD DECEMBER 12, 2019.**

The Chairperson declared the meeting concluded at 9:12 p.m.

- 4.1 **FURTHER MEETING / COMPLETION OF TOPICS FROM THE DECEMBER 9, 2019 FINANCE AND AUDIT COMMITTEE MEETING ON DECEMBER 12, 2019 AT 5:00 P.M.**

The Chairperson called the December 12, 2019 Finance and Audit Committee meeting to order. The additional meeting was noted where all remaining Items from the December 9 2019 meeting would be addressed.

In attendance at time were the same members of Council and the following staff:

- D. Bottrill, Chief Administrative Officer
- S. Kurylo, Director of Financial Services
- J. Gordon, Director of Engineering and Municipal Operations
- S. Johnston, Manager of Budgets and Accounting
- D. Kell, Manager of Communications and Government Relations
- S. Lam, Deputy Corporate Officer

One (1) member of the public was present in the gallery.

Note: Items 3.6 – 3.9 from this agenda were brought forward.

- 3.6 **2020 TO 2024 DRAFT FINANCIAL PLAN – GENERAL FUND ASSET IMPROVEMENT BUDGET**

Corporate report dated December 9, 2019 from the Director of Financial Services titled “2020 to 2024 Draft Financial Plan – General Fund Asset Improvement Budget”.

Sandra introduced the report and referred to her PowerPoint presentation.

Staff provided the following comments in response to the Committee’s discussion/questions:

- Referring to page 75 of the agenda, the “Community Amenity Contribution Reserve (Non Statutory)” is CAC monies collected by the City prior to implementing the existing policy. Legal counsel advised that a separate reserve fund be established to hold the funds. All of these funds are committed towards Memorial Park

- The \$100K towards the “Buena Vista Rental Property Reserve” is allocated towards the demolition of the existing structure, as well as any improvements possible to the extent of the budget

Discussion ensued with respect to the West Beach Wharf project, and the following comments were noted:

- If, in theory, the project were approved what would be the timeline for completion? It was estimated that it could take 3-4 months for design/contract, and approximately another 4 months for construction. These are estimations only.
- The project would need to be completed in 2020. If the project is not complete in time, grant funding could be lost. It was suggested the monies could be better spent elsewhere if there is a risk.
- The Committee spoke to removing this item from the budget. It was noted that leaving this item in the budget provides the City flexibility and the opportunity to receive \$330K in insurance. If the City removes this from the budget, only the cost of materials for the damages would be reimbursed. Staff advised they would report back with the estimated figure if only the materials were returned.
- If the City removes this item from the budget, the funding would return to the CAC reserve for other CAC eligible projects
- Understanding that cutting funding/projects cannot be put back into the budget, concerns regarding community perception as a consequence of cutting capital projects was expressed.
- Staff advised they could see if an extension could be granted on the deadline and report back.

The Committee requested further clarification with respect to why a cut to capital projects does not impact property taxes. Staff noted:

- Saving on property taxes requires a reduction to something that is permanent (eg: operating, capital is one time projects)

2019-F/A-063

It was MOVED and SECONDED

THAT the Finance and Audit Committee recommends that \$600K allocated towards the Wharf Project be removed from the Financial Plan for this year.

DEFEATED

Councillors Chesney, Fathers, Johanson, Trevelyan, and Mayor Walker voted in the negative.

The Committee questioned the lifespan of garbage trucks and staff advised that they can function between 8 to 10 years, adding that there are many moving parts and components to keep them working properly. It was noted that the City is trying to keep them operating until the Solid Waste Study is complete. It was also noted that in-house staff/mechanics do a good job maintaining vehicles, but that sometimes parts are hard to obtain or have manufactured. Property taxes are not impacted by solid waste as it is generally funded by the solid waste user fee.

The meeting recessed at 6:02 p.m. and reconvened at 6:36 p.m. with all of the same members of staff and the Committee present.

The Committee spoke to the proposed Pickleball courts at Maccaud Park, and expressed concerns for removing greenspace. It was suggested that an alternate place along the waterfront (eg: dog park or the parking lot along Bayview park), may be a better suited location adding that it could be another attraction for people to visit White Rock. It was also noted that a delegation came before Council requesting basketball courts be installed in the City. It was noted that school-grounds often have basketball courts that are publically accessible when class is not in session.

2019-F/A-064

It was MOVED and SECONDED

THAT the Finance and Audit Committee recommends that the Pickleball project, estimated at \$500K, be removed from the Maccaud park upgrade.

CARRIED

Councillor Johanson and Mayor Walker voted in the negative.

2019-F/A-065

It was MOVED and SECONDED

THAT staff continue to explore options for pickleball courts in the community (basketball /pickleball) and the financial plan could be amended later if needed.

CARRIED

The Committee spoke to the All Abilities Park project led by the Firefighters, noting that their desire is to have it located along East Beach.

It was suggested that any courts or parks built should be constructed on City owned land.

Community Amenity Contributions (CAC)

Discussion ensued regarding CACs, and the following comments were noted:

- CAC agreements are negotiated and determined between the City and the Developer
- CACs are a one-time contribution to the City, and is not an ongoing revenue stream
- Suggested CACs be allocated towards the installation of bus shelters

2019-F/A-066

It was MOVED and SECONDED

THAT the Finance and Audit Committee allocate funds in the budget for the installation of bus shelters.

CARRIED

Staff will follow up with respect to the location of shelters, particularly with respect to one located on the West side of Russell avenue along Johnston Road.

2019-F/A-067

It was MOVED and SECONDED

THAT the Finance and Audit Committee:

1. Receive for information the corporate report dated December 9, 2019, from the Director of Financial Services, titled “2020 to 2024 Draft Financial Plan – General Fund Asset Improvement Budget”;
2. Endorse the presented Draft Financial Plan figures and assumptions for the General Fund Asset Improvement Budget or provide direction on amendments to be made.

CARRIED

Moving forward the Committee noted that they would like to have a spreadsheet or document that gives a breakdown/explanation with respect to costs of general governance/operations (eg: Insurance, contingency, FOI, etc) for all departments.

3.7

2020 TO 2024 DRAFT FINANCIAL PLAN – WATER UTILITY

Corporate report dated December 9, 2019 from the Director of Financial Services titled “2020 to 2024 Draft Financial Plan – Water Utility”.

The Committee questioned the status of the Water Utility’s filtration system. Staff advised that the filters have aged quicker than anticipated and that the City is working with the contractors to have the issue dealt with. Once the information is available, staff will report back.

2019-F/A-068

It was MOVED and SECONDED

THAT the Finance and Audit Committee:

1. Receive for information the corporate report dated December 9, 2019, from the Director of Financial Services, titled “2020 to 2024 Draft Financial Plan – Water Utility;”
2. Endorse the presented Draft Financial Plan figures and assumptions for the Water Utility or provide direction on amendments to be made; and

CARRIED

Councillor Kristjanson voted in the negative.

3.8.

2020 TO 2024 DRAFT FINANCIAL PLAN – DRAINAGE UTILITY

Corporate report dated December 9, 2019 from the Director of Financial Services titled “2020 to 2024 Draft Financial Plan – Drainage Utility”.

2019-F/A-069

It was MOVED and SECONDED

THAT the Finance and Audit Committee:

1. Receive for information the corporate report dated December 9, 2019, from the Director of Financial Services, titled “2020 to 2024 Draft Financial Plan – Drainage Utility”;

2. Endorse the presented Draft Financial Plan figures and assumptions for the Drainage Utility or provide direction on amendments to be made.

CARRIED

3.9 2020 TO 2024 DRAFT FINANCIAL PLAN – SANITARY SEWER UTILITY

Corporate report dated December 9, 2019 from the Director of Financial Services titled “2020 to 2024 Draft Financial Plan – Sanitary Sewer Utility”.

In response to the Committee’s question, staff advised that Metro Vancouver is conducting significant upgrades to different parts of their sanitary sewer system/treatment plants. It was reported that they are moving towards having all their plants to a secondary treatment level. These upgrades will have improvements and benefits to the environment, and in turn – the City of White Rock.

2019-F/A-070

It was MOVED and SECONDED

THAT the Finance and Audit Committee:

1. Receive for information the corporate report dated December 9, 2019, from the Director of Financial Services, titled “2020 to 2024 Draft Financial Plan – Sanitary Sewer Utility”;
2. Endorse the presented Draft Financial Plan figures and assumptions for the Sanitary Sewer Utility or provide direction on amendments to be made; and

CARRIED

The Committee spoke to the desire and earlier motion to reduce the proposed property tax increase to 2.9%. Staff advised that they would prioritize items that may be reduced for consideration.

2019-F/A-071

It was MOVED and SECONDED

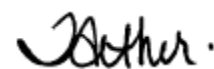
THAT the Finance and Audit Committee directs staff to identify items in the operating budget that can be reduced.

CARRIED

Councillor Chesney and Fathers voted in the negative.

4. CONCLUSION OF THE DECEMBER 9, 2019 FINANCE AND AUDIT COMMITTEE MEETING

The Chairperson declared the meeting concluded at 8:14 p.m.



Councillor Johanson
Chairperson

Tracey Arthur, Director of
Corporate Administration



City of White Rock

Audit Planning Report for the year ended
December 31, 2019

KPMG LLP

Dated January 22, 2020 for the Finance and Audit
Committee meeting on February 3, 2020



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At KPMG, we are **passionate** about earning your **trust**. We take deep **personal accountability**, individually and as a team, to deliver **exceptional service and value** in all our dealings with you.

At the end of the day, we measure our success from the **only perspective that matters – yours**.

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Executive summary

We are pleased to provide for your review the following information relating to the planned scope and timing for the audit of the financial statements of the City of White Rock (the “City”) for the year ended December 31, 2019.



Changes in operations

Based on our discussions with management, there are no significant changes in the operations that will impact the audit of the City’s financial statements.



Areas of audit focus

Our audit of the City is risk-focused. As part of our audit process, we have had discussions with management about any changes in the organization or other items that should be brought to our attention, and considered the impact, if any, to the audit. In planning our audit, we have taken into account key areas of audit focus for financial reporting. These include:

- Tangible capital assets;
- Revenue recognition and deferred revenue;
- Expenses, including payroll;
- Valuation of post-employment benefits; and
- Presumed risk of management override of controls.

See pages 3 to 6 for further details.

Executive summary (continued)



Changes in accounting standards

The following new accounting standard has been approved by the Public Sector Accounting Board (“PSAB”) and is effective for the City’s 2019 fiscal year:

- PS 3430 Restructuring Transactions

Based on our discussions with management on the update of operations of the City, we don’t anticipate that there will be any impact to the financial statements on the adoption of the new accounting standard.



Audit materiality

We determine materiality in order to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements. Materiality has been determined based on total expenses of the prior year. We have determined materiality to be \$1,250,000 for the year ended December 31, 2019.

See page 7 for further details.



Independence

We are independent of the City and have extensive quality control and conflict checking processes in place. We provide complete transparency on all services and follow approved Finance and Audit Committee protocols.



Current developments

See pages 10 to 13 for the current developments update.

Areas of audit focus

Area of focus	Why are we focusing here?	Our audit approach
Tangible Capital Assets	Tangible capital assets represent a significant portion of assets of the City. The assets owned by the City include land, buildings, roads, equipment, sewer and water system infrastructure, and may require estimation.	<ul style="list-style-type: none">- Update our understanding of the process activities and controls over tangible capital assets.- Detailed testing of asset additions, including developer contributions, and inspection of supporting documentation to ensure it is appropriate to capitalize the costs.- Detailed testing of dispositions including inspection of supporting documentation and assessing if the gain or loss on disposition has been recorded appropriately.- Review the reasonableness of estimated useful lives and amortization recognized. Review management's assessment of impairment, if any, to tangible capital assets.- Assess whether the facts related to any impairment issues identified support a write down to the asset.- Review agreements for contractual commitments and related disclosure requirements.

Areas of audit focus (continued)

Area of focus	Why are we focusing here?	Our audit approach
Revenue recognition and deferred revenue	<p>Revenue is recorded on an accrual basis and is recognized when it is earned and measurable. Revenue relating to future periods, including property taxes, development cost charges (“DCCs”), government grants, contributions for future capital works, and amounts collected for building permits and facility upgrades, are reported as deferred revenue and recognized when earned.</p> <p>As contributions are received for specified purposes and sometimes contain restrictions, there is a need to determine whether the amounts should be deferred or recognized as revenue.</p>	<ul style="list-style-type: none">- Update our understanding of the process activities over revenues and contributions received, amounts spent as well as deferral of unspent amounts.- Evaluate the design and implementation of controls over contributions received and expenditures incurred, as well as management’s review of related balances.- Review the accounting for all new agreements to determine whether stipulations or restrictions exist and how the funds should be recognized and/or deferred.- Perform substantive procedures, including vouching and review of supporting documentation related to contributions received, as well as expenses incurred, to ensure that revenues and expenses are appropriately recognized and deferred contributions are appropriately recorded.- For DCCs, review the year-end fund balances and identify any funds with a negative balance. For funds with negative balances, inquire with management about the plan for future collection of DCC.- For Community Amenity Charges, perform substantive test of detail work over related revenue recognized and review related agreements to ensure appropriateness of amounts recognized.

Areas of audit focus (continued)

Area of focus	Why are we focusing here?	Our audit approach
Expenses, including payroll	The City's expenses are closely monitored against Council approved budgets	<ul style="list-style-type: none"> - Update our understanding of the process activities and controls for expenses, including payroll. - Analyze the change in expenses relative to the prior year based on changes in operations. - Analyze the change in payroll expense relative to the prior year based on changes in head count and pay rates. Perform testing over head counts and pay rates changes. - Perform a search for unrecorded liabilities to ensure expenses are recorded in the appropriate fiscal year.
Valuation of Post – Employment Benefits	The City provides post-employment benefits to its employees, creating a liability. Due to the variety of factors involved in calculating the estimate, a high degree of estimation uncertainty exists. The City engages George & Bell Consulting Inc. as an external expert to perform the actuarial valuation of its post-employment benefits	<ul style="list-style-type: none"> - Test the accuracy and completeness of the employee data sent to George & Bell Consulting Inc for the valuation of the liability. - Review George & Bell Consulting Inc's report and assess the reasonableness of significant assumptions, including changes in assumptions from the prior year. - Perform an analytical review over these amounts. - Review note disclosure in the financial statements to ensure it is complete and accurate.

Audit risk



Professional requirements

Fraud risk from management override of controls.

Why is it significant?

This is a presumed fraud risk. We have not identified any specific additional risks of management override relating to this audit.

Our audit approach

As the risk is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include testing of journal entries and other adjustments, performing a retrospective review of estimates and evaluating the business rationale of significant unusual transactions.

Annual inquiries

Professional auditing standards require that we annually inquire concerning the Finance and Audit Committee's oversight of management's process for identifying and responding to the risks of fraud with the City. Accordingly, we ask whether you:

- Are aware of, or have identified any instances of, actual, suspected, possible or alleged non-compliance of laws and regulations or fraud, including misconduct or unethical behavior related to financial reporting or misappropriation of assets? If so, have these instances been appropriately addressed to your satisfaction?
- Are aware of any significant fraud risks facing the City?
- Believe that the Finance and Audit Committee exercises effective oversight of management's process for identifying and responding to the risk of fraud in the City and these internal controls that management has established to mitigate these fraud risks?
- Are aware of the City entering into any significant unusual transactions?

Materiality

Materiality determination	Comments	Amount
Benchmark	Relevant metrics for this type of organization includes total assets, total expenses and total assets. Based on the prior year's total expenses. The corresponding amount for the prior year's audit was \$40,898,472.	\$40,894,286
Materiality	Determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements. The corresponding amount for the prior year's audit was \$1,250,000.	\$1,250,000
% of Benchmark	The acceptable range for a gross benchmark is between 0.5% and 3%. The corresponding percentage for the prior year's audit was 3%.	3%
Audit Misstatement Posting Threshold (AMPT)	5% of materiality. Threshold used to accumulate misstatements identified during the audit. The corresponding amount for the prior year's audit was \$62,500.	\$62,500

Materiality is used to scope the audit, identify risks of material misstatements and evaluate the level at which we think misstatements will reasonably influence users of the financial statements. It considers both quantitative and qualitative factors.

To respond to aggregation risk, we design our procedures to detect misstatements at a lower level of materiality.

Professional standards require us to re-assess materiality at the completion of our audit based on period-end results or new information in order to confirm whether the amount determined for planning purposes remains appropriate.

We will report to the Finance and Audit Committee:



Corrected audit misstatements

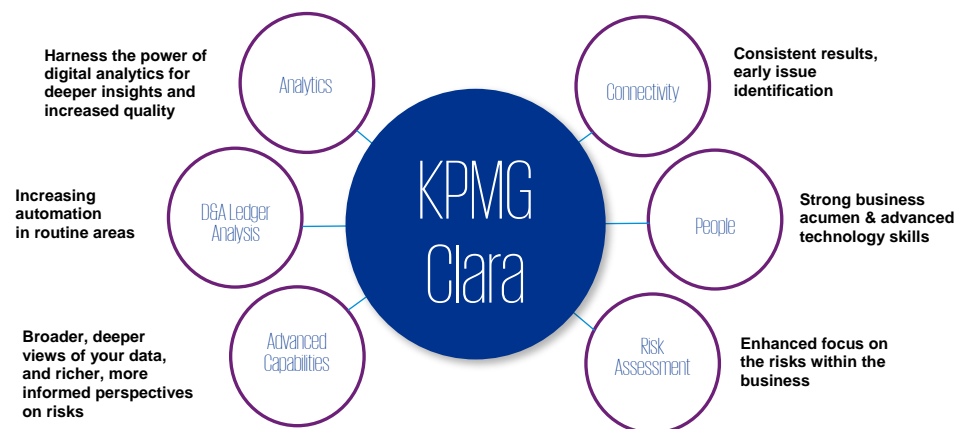


Uncorrected audit misstatements

The audit of today, tomorrow & the future

As part of KPMG's technology leadership, our audit practice has developed technologies and alliances to continuously enhance our capabilities and deliver an exceptional audit experience.

Technology empowers us with the ability to perform deep analysis over your financial information, focusing our effort and interactions on the areas of greatest risk and minimizing disruption to your business.



Technology we use today	
Tool	Benefit to audit
Journal Entry Analysis	Our journal entry tool assists in the performance of detailed journal entry testing based on engagement-specific risk identification and circumstances. Our tool provides auto-generated journal entry population statistics and focusses our audit effort on journal entries that are riskier in nature.
Data Extraction & Analytics Tools	Our data extraction tools assist with risk assessment procedures and perform automated audit procedures in key cycles using data extracted directly from your ERP system.

Key deliverables and milestones



Current developments

Public Sector Accounting Standards

Standard	Summary and implications
Asset Retirement Obligations	<ul style="list-style-type: none">– A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2021.– The new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs will be recognized as an integral cost of owning and operating tangible capital assets. PSAB currently contains no specific guidance in this area.– The ARO standard will require the public sector entity to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets (“TCA”). The amount of the initial liability will be added to the historical cost of the asset and amortized over its useful life.– As a result of the new standard, the public sector entity will have to:<ul style="list-style-type: none">• consider how the additional liability will impact net debt, as a new liability will be recognized with no corresponding increase in a financial asset;• carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements;• begin considering the potential effects on the organization as soon as possible to coordinate with resources outside the finance department to identify AROs and obtain information to estimate the value of potential AROs to avoid unexpected issues.
Revenue	<ul style="list-style-type: none">– A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2022.– The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement.– The standard notes that in the case of revenues arising from an exchange, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.– The standard notes that unilateral revenues arise when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.

Current developments (continued)

Standard	Summary and implications
Financial Instruments and Foreign Currency Translation	<ul style="list-style-type: none"> – New accounting standards, PS3450 <i>Financial Instruments</i>, PS2601 <i>Foreign Currency Translation</i>, PS1201 <i>Financial Statement Presentation</i> and PS3041 <i>Portfolio Investments</i> have been approved by PSAB and are effective for years commencing on or after April 1, 2021. – Equity instruments quoted in an active market and free-standing derivatives are to be carried at fair value. All other financial instruments, including bonds, can be carried at cost or fair value depending on the public sector entity’s choice and this choice must be made on initial recognition of the financial instrument and is irrevocable. – Hedge accounting is not permitted. – A new statement, the Statement of Remeasurement Gains and Losses, will be included in the financial statements. Unrealized gains and losses incurred on fair value accounted financial instruments will be presented in this statement. Realized gains and losses will continue to be presented in the statement of operations. – Based on stakeholder feedback received, PSAB is considering certain scope amendments to PS 3450 <i>Financial Instruments</i>. The proposed amendments include the accounting treatment of bond repurchases, scope exclusions for certain activities by the federal government, and improvements to the transitional provisions. An initial exposure draft was issued for comment by PSAB in May 2019. PSAB is currently deliberating on the comments received and may approve a revised exposure draft for comment.
Employee Future Benefit Obligations	<ul style="list-style-type: none"> – PSAB has initiated a review of sections PS3250 <i>Retirement Benefits</i> and PS3255 <i>Post-Employment Benefits, Compensated Absences and Termination Benefits</i>. Given the complexity of issues involved and potential implications of any changes that may arise from this review, the project will be undertaken in phases. Phase I will address specific issues related to measurement of employment benefits. Phase II will address accounting for plans with risk sharing features, multi-employer defined benefit plans and sick leave benefits. – Three Invitations to Comment were issued and have closed. The first Invitation to Comment sought guidance on whether the deferral provisions in existing public sector standards remain appropriate and justified and the appropriateness of accounting for various components of changes in the value of the accrued benefit obligation and plan assets. The second Invitation to Comment sought guidance on the present value measurement of accrued benefit obligations. A third Invitation to Comment sought guidance on non-traditional pension plans. PSAB is currently deliberating on the comments received from the three Invitations to Comment. – The ultimate objective of this project is to issue a new employment benefits section to replace existing guidance.

Current developments (continued)

Standard	Summary and implications
Public Private Partnerships (“P3”)	<ul style="list-style-type: none"> – PSAB has proposed new requirements for the recognition, measurement and classification of infrastructure procured through a public private partnership. An exposure draft has been approved by PSAB and will be issued in November 2019, with comments due by February 29, 2020. – The exposure draft proposes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the P3 ends. – The exposure draft proposes that the public sector entity recognize a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure. – The infrastructure would be valued at cost, with a liability of the same amount if one exists. Cost would be measured by discounting the expected cash flows by a discount rate that reflects the time value of money and risks specific to the project.
Concepts Underlying Financial Performance	<ul style="list-style-type: none"> – PSAB is in the process of reviewing the conceptual framework that provides the core concepts and objectives underlying Canadian public sector accounting standards. – A Statement of Concepts (“SOC”) and Statement of Principles (“SOP”) were issued for comment in May 2018 and has closed. PSAB is in the process of developing two exposure drafts for comment. – The SOC proposes a revised, ten chapter conceptual framework intended to replace PS 1000 <i>Financial Statement Concepts</i> and PS 1100 <i>Financial Statement Objectives</i>. The revised conceptual framework would be defined and elaborate on the characteristics of public sector entities and their financial reporting objectives. Additional information would be provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts would be introduced. – The SOP includes principles intended to replace PS 1201 <i>Financial Statement Presentation</i>. The SOP proposes: <ul style="list-style-type: none"> • Removal of the net debt indicator, except for on the statement of net debt where it would be calculated exclusive of financial assets and liabilities that are externally restricted and/or not available to settle the liabilities or financial assets. • Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities). • Restructuring the statement of financial position to present non-financial assets before liabilities. • Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities). • A new provision whereby an entity can use an amended budget in certain circumstances. – Inclusion of disclosures related to risks and uncertainties that could affect the entity’s financial position.

Current developments (continued)

Standard	Summary and implications
International Strategy	<ul style="list-style-type: none">– PSAB is in the process of reviewing its current approach towards International Public Sector Accounting Standards. This project may result in changes to the role PSAB plays in setting standards in Canada.– Consultation papers were released for comment in May 2018 and March 2019, and have closed. The consultation papers described the decision-making criteria PSAB expects to consider in evaluating the international strategy that best serves the public sector. It also introduced four proposed international strategies.– PSAB is expected to make a final decision about its international strategy at its March 2020 meeting.
Purchased Intangibles	<ul style="list-style-type: none">– In October 2019, PSAB approved a proposal to allow public sector entities to recognize intangibles purchased through an exchange transaction. The proposal does not include guidance on how to account for intangibles. Instead, the definition of an asset, the general recognition criteria and the GAAP hierarchy is expected to provide guidance on how to account for intangibles. The accounting for intangibles may be addressed through future PSAB projects.

Appendices



Appendix 1: Audit quality and risk management



Appendix 2: KPMG's audit approach and methodology



Appendix 3: Required communications



Appendix 4: Lean in Audit™

Appendix 1: Audit quality and risk management



KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards. Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarises the six key elements of our quality control systems. Visit our [Audit Quality Resources page](#) for more information including access to our most recent Audit Quality and Transparency Report.

We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.

We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm's standards of quality. We do not offer services that would impair our independence.

All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.

The processes we employ to help retain and develop people include:

- Assignment based on skills and experience
- Rotation of partners
- Performance evaluation
- Development and training
- Appropriate supervision and coaching



We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.

Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.

Other controls include:

- Before the firm issues its audit report, Engagement Quality Control Reviewer reviews the appropriateness of key elements client audits
- Technical department and specialist resources provide real-time support to audit teams in the field

Appendix 2: KPMG's audit approach and methodology



In future years, we will expand our use of technology in our audit through our new smart audit platform, KPMG Clara.

Issue identification

Continuous updates on audit progress, risks and findings before issues become events

Data-driven risk assessment

Automated identification of transactions with unexpected or unusual account combinations – helping focus on higher risk transactions and outliers



Deep industry insights

Bringing intelligence and clarity to complex issues, regulations and standards

Analysis of complete populations

Powerful analysis to quickly screen, sort and filter 100% of your journal entries based on high-risk attributes

Reporting

Interactive reporting of unusual patterns and trends with the ability to drill down to individual transactions

Appendix 3: Required communications



In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:



Engagement letter

The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter previously provided to the Finance and Audit Committee.



Management representation letter

We will obtain from management certain representations at the completion of the annual audit. In accordance with professional standards, copies of the representation letter will be provided to the Finance and Audit Committee.



Audit planning report

Represented by this report.



Audit findings report

At the completion of our audit, we will provide our audit findings to the Finance and Audit Committee.



Independence

At the completion of our audit, we will re-confirm our independence to the Finance and Audit Committee.

Appendix 4: Lean in Audit™



An innovative approach leading to enhanced value and quality

Our innovative audit approach, Lean in Audit™, further improves audit value and productivity to help deliver real insight to you. Lean in Audit™ is process oriented, directly engaging organizational stakeholders and employing hands-on tools, such as walkthroughs and flowcharts of actual financial processes.

By embedding Lean techniques into our core audit delivery process, our teams are able to enhance their understanding of the business processes and control environment within your organization – allowing us to provide real insight on your processes and actionable quality and productivity improvement observations.

Any insights gathered through the course of the audit will be available to both our audit team and management. For example, the audit team may identify control gaps and potential process improvement areas, while management has the opportunity to apply such insights to streamline processes, inform business decisions, improve compliance, lower costs, increase productivity, strengthen customer service and satisfaction and drive overall performance.



How it works

Lean in Audit™ employs four key Lean techniques:



1. Lean training

Provide basic Lean training and equip our audit teams with a new Lean mindset to improve quality, value and productivity.



2. Process mapping workshop

Perform an interactive workshop with your team to map selected financial process providing end-to-end transparency and understanding of the process.



3. Insight reporting

Quick and pragmatic insight report including PACE matrix with prioritized opportunities to realize benefit.



4. Kaizen event

Perform an interactive workshop to find the root cause of the problem and empower your team to find a solution.

kpmg.ca/audit



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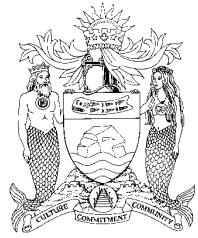
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THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: February 3, 2020

TO: Finance and Audit Committee

FROM: Carl Isaak, Director, Planning & Development Services
Jim Gordon, Director, Engineering and Municipal Operations

SUBJECT: Estimated Costs for 2019-2020 Dogs on the Promenade Pilot Project

RECOMMENDATION

THAT the Finance and Audit Committee receive for information the corporate report dated February 3, 2020 from the Director of Planning and Development Services and Director of Engineering and Municipal Operations titled “Estimated Costs for 2019-2020 Dogs on the Promenade Pilot Project.”

INTRODUCTION

The purpose of this corporate report is to identify the costs associated with the Dogs on the Promenade Pilot Project, for consideration by the Finance and Audit Committee.

PAST PRACTICE / POLICY / LEGISLATION

2019-2023 Financial Plan

The 2019 general operating budget included a one-time amount of \$24,000 allocated to the Parks Department for the Dogs on the Promenade Trial Initiative, for signage, dog waste bags and dispensers. The 2019-2023 Financial Plan (Bylaw No. 2297) was approved on April 29, 2019.

Additional Council Resolutions Regarding Pilot Project

On September 13, 2019 and September 30, 2019, Council considered and passed several resolutions recommended from the Dogs on the Promenade Task Force. These included the creation of specific public education material (flyers, maps, brochures, etc.), a media outreach, and a bylaw enforcement “blitz/presence” for the start of the pilot project.

ANALYSIS

Vendor Costs

Staff estimate that approximately \$3,500 of costs for the pilot project are attributable to direct costs from vendors providing material to the City, including the following:

- Signs - \$1150
- Stickers - \$ 140
- Dog Dispensers - \$ 1,500
- Locks - \$ 250
- Flyers -\$ 440

Indirect Staff Labour Costs

Several City departments have been involved in the Dogs on the Promenade Pilot Project. These costs in this category are for the time involved for staff that would have otherwise been allocated to other tasks. The costs to date (as of January 23, 2020) for the trial include:

Parks crews, with an estimated cost of \$2,000, for:

- sign installation,
- cleaning up dog waste, and
- installing and refilling bag dispensers

Parks office staff, with an estimated cost of \$800, for:

- entering data regarding calls for service related to the trial,
- phone calls from the public, and
- counter inquiries.

Engineering crews, with an estimated cost of \$1,000, for:

- cleaning up dog waste on off hours

Bylaw Enforcement, with an estimated cost of \$11,000, for:

- additional staff time for patrolling the waterfront beyond typical patrols

Communications, with an estimated cost of \$3,000, for:

- preparation of public education material (flyer, stickers, maps, signs, website Q&A, website, media releases)

Planning and Development Services administrative staff, with an estimated cost of \$700, for:

- compiling written comments from public and bylaw enforcement statistics for the Dogs on the Promenade Task Force.

Total costs to date in the staff labour category are \$18,500. This does not include any costs for management staff in any of the departments (e.g. attending Dogs on the Promenade Task Force meetings, preparing related bylaw amendments and reports) or administrative costs (committee clerks and the preparation of agendas and minutes) for the Dogs on the Promenade Task Force.

Total Cost for Project To Date

The total estimated cost for the pilot project (staff labour and vendor costs, as described above) to date is \$22,000.

Estimated Cost for Future Off-Season Dogs on the Promenade

Based on the costs associated with the pilot project, should Council decide to continue with allowing dogs on the promenade in the 'off-season' (October 1 to March 31) on an ongoing basis, staff anticipate that the first year of the program would cost approximately \$15,000 including permanent signs and public education indicating the rules for dogs on the promenade, as well as additional staff time for enforcement and clean up, and approximately \$10,000 for future years consisting primarily of staff labour (in current year dollars). This is a high-level estimate and may vary depending on the parameters of an ongoing program.

CLIMATE CHANGE IMPLICATIONS

There are no direct implications for the City's greenhouse gas emissions or resiliency to climate change impacts foreseen as a result of the Dogs on the Promenade Pilot Project.

BUDGET IMPLICATIONS

The source of the general operating funds for the 2019-2020 Dogs on the Promenade Pilot Project was a City operating reserve. Should Council direct staff to continue with the program on an annual basis, the source of the funds should be revised to reflect the ongoing nature of the costs, and departmental operating budgets should account for any incremental costs within their budgets. A recommended funding source for the \$15,000 in one-time costs is the City's accumulated surplus fund. A recommended funding source for the estimated \$10,000 in ongoing incremental costs is an increase in property taxes, equating to 0.04%.

CONCLUSION

This corporate report provides the Committee with an estimated costs for the Dogs on the Promenade pilot project.

Respectfully submitted,



Jim Gordon, P.Eng.
Director, Engineering & Municipal Operations



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

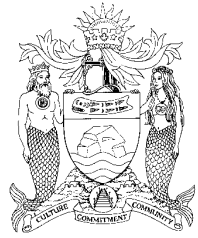
Comments from the Chief Administrative Officer:

This corporate report is provided for Committee's information.



Dan Bottrill
Chief Administrative Officer

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: February 3, 2020

TO: Finance and Audit Committee

FROM: Eric Stepura, Director of Recreation and Culture
Jim Gordon, P.Eng., Director of Engineering & Municipal Operations

SUBJECT: Funding Assistance for Mann Park Lawn Bowling Club

RECOMMENDATIONS

THAT the Finance and Audit Committee:

1. Receive for information the corporate report dated February 3, 2020 from the Director of Recreation and Culture and the Director of Engineering & Municipal Operations titled “Funding Assistance for Mann Park Lawn Bowling Club”; and
 2. Consider endorsing that the budgeted contribution to the Mann Park Lawn Bowling Club for the retaining wall replacement be increased from \$5,000 to \$59,200, in the Draft 2020 to 2024 Financial Plan.
-

INTRODUCTION

Two representatives of the Mann Park Lawn Bowling Club (the Club) attended the Community Amenity Contribution (CAC) Open House held January 20, 2020 and discussed funding of upcoming repairs with several Council members and staff. This corporate report provides background information concerning an earlier funding request from the Club, a September 30, 2019 Council resolution to consider funding assistance of \$5,000 as part of the 2020 - 2024 Financial Plan, and a more recent revised request for City funding to be increased from \$5,000 to \$59,162.

PAST PRACTICE / POLICY / LEGISLATION

Council approved the following motion at the September 9, 2019 Regular Council Meeting:

THAT Council directs staff to provide a corporate report regarding the Mann Park Bowling Club’s Financial Grant Request.

At the September 30, 2019 Regular Council meeting, Council approved the motion:

THAT Council directs that funding in the amount of \$5,000 be considered in the City’s 2020 to 2024 Financial Plan as a contribution to the retaining wall replacement at the Mann Park Lawn Bowling Club.

ANALYSIS

The Club operates on City property under an operating licence with the City. In 2019, the Club requested funding assistance from Council to carry out repairs to the outdoor facilities at the Club. The Club has been challenged with ongoing repairs and upgrades to the lawn bowling facilities and grounds at Mann Park over its 60 years of operation. Most of these projects were completed through volunteer effort and a combination of internal funding and external grants.

The Club is now preparing to undertake a large project to address the ongoing deterioration of the external retaining wall that supports the walkway surrounding the field of play. The walkway serves as a staging area for participants during games and supports benches, large shade umbrellas and game equipment. Depressions have formed on the extremity of the walkway created by the crumbling away of the materials forming the retaining wall support. These depressions affect the stability of the benches and adjacent surfaces used by participants. There is growing concern about potential injury caused by these depressions. As this is an ongoing problem, further delay in replacing the retaining walls will result in greater damage to the perimeter walkway, and increased potential for missteps and injury to participants, and possible closure of the field of play.

Replacement of the retaining wall is required on the eastern and western perimeters, and part of the southern perimeter. Volunteer help will be used as appropriate throughout the project but, to ensure proper construction of the new retaining walls, a professional contractor will be hired.

The Club engaged a landscape architect to prepare a design and scope of work for the replacement of the identified retaining walls (Appendix B). Quotes were gathered from three contractors and, based on the submission from a known contractor in this field, the total cost of the project is estimated at \$81,662 (including taxes).

At the September 9, 2019 Regular Council Meeting, Council received a delegation from Linda Palm, President of the Club (now Past President) requesting a \$5,000 contribution from the City to help fund the replacement of some of the crumbling retaining walls at the Club. At that time, the Club was confident that they would get funding from the Province to pay the majority of the costs of this project.

On September 30, 2019 Council approved a motion that funding in the amount of \$5,000 be considered in the 2020 to 2024 Financial Plan as a contribution to the retaining wall replacement at the Club. Appendix A is a copy of the letter from the Club requesting funding from the City.

Since the September 30, 2019 Council meeting, the Club has been advised that their applications for grant funding from the Province were denied.

The funding assistance request from members of the Mann Park Bowling Club group at the recent CAC Open House did not clarify how much of the project cost was requested. Staff have since met with members of the Club, and the City has received a new letter from the Club requesting funding of \$59,162, so they can proceed with their retaining wall replacement project, and have the work done before the new season of play begins in May of 2020 (Appendix B).

On July 31, 2019, the City of White Rock and the Club renewed a Five (5) year Licence of Occupancy Agreement (Appendix C), which outlines the terms and conditions under which the Club uses the City's Licensed Area for the purpose of operating a lawn bowling club.

One of the conditions of the Agreement is that the Club is responsible for the maintenance and repairs of the Licensed Area. It reads: “6. Conditions – To the satisfaction of the City, the Licensee will: (b) maintain and repair the Licensed Area.”

Although the Agreement is clear that the City is not responsible for the maintenance and repair of the licensed area, the City has, in the past, assisted the Club with repairs to, and adjacent to the Licensed area which were of mutual benefit to the City and the Club. The City has funded and made repairs to some of the perimeter drains around the field of play, and removed and replaced perimeter hedges because the roots were damaging the turf, and to improve exposure of Club activities to passing walkers and motorists.

If the Club is unable to raise the necessary funds to replace the damaged retaining walls, the Club and the City would inevitably have to face closing the facility, which would be a significant loss to the older adults in our community. Therefore, staff recommend that Council approve funding in the amount of \$59,200 be considered in the City’s 2020 - 2024 Financial Plan as a contribution to the retaining wall replacement at the Mann Park Lawn Bowling Club.

BUDGET IMPLICATIONS

If the Finance and Audit Committee agrees to support this retaining wall project, then consideration should be given to increasing the budgeted contribution to the Mann Park Lawn Bowling Club from \$5,000 to \$59,200. Should this be pursued, the recommended funding source for the \$54,200 increase is an operating reserve/accumulated surplus fund.

CLIMATE CHANGE IMPLICATIONS

Local lawn bowling facilities reduce the amount of driving White Rock residents would need to access facilities, thereby potentially having positive climate change implications.

OPTIONS

The following options are available for Committee’s consideration:

1. The Finance and Audit Committee consider approving the \$5,000 contribution to the Mann Park Lawn Bowling Club that is currently included in the 2020 to 2024 Draft Financial Plan and not increase it any further: or
2. The Finance and Audit Committee consider increasing the budgeted contribution to the Mann Park Lawn Bowling Club to \$59,200 in the 2020 to 2024 Draft Financial Plan.

Staff is recommending option 2 which is incorporated at the beginning of this corporate report.

CONCLUSION

It is recommended that the Finance and Audit Committee endorse increasing the budgeted contribution to the Mann Park Lawn Bowling Club from \$5,000 to \$59,200, for the retaining wall replacement.

Respectfully submitted,



Eric Stepura
Director of Recreation and Culture



Jim Gordon, P.Eng.,
Director of Engineering &
Municipal Operations

Comments from the Chief Administrative Officer:

I concur with the recommendations of this corporate report.



Dan Bottrill
Chief Administrative Officer

- Appendix A: Proposal to White Rock City Council for a Financial Grant – September 9, 2019
- Appendix B: Grant Request to White Rock City Council – January 27, 2020
- Appendix C: Licence of Occupation Agreement

Proposal to White Rock City Council for a Financial Grant

Presented on: September 9, 2019

Executive Summary

Mann Park Lawn Bowling Club has provided opportunities for White Rock and South Surrey residents for recreational and social interaction for the past 60 years. Located on City property, the Club has built, repaired, updated and maintained the premises and grounds largely through volunteer effort. Currently, the Club is faced with a major repair project which requires financial assistance from all levels of government due to the urgency and cost of the repairs.

This proposal seeks the support of the City of White Rock through a financial grant towards the required replacement of the retaining walls around the perimeter of the field of play.

Club History

In 1957, Bill McPherson & Percy Cowley met with Jim Hazlett & Walter Hunter to talk about constructing a lawn bowling green on land at 14560 North Bluff Road originally donated to the City of Surrey for recreation/park use in 1947 by Miss Ellen Mann & Miss Emily James. Before the City of White Rock was established in 1957, when the land was part of Surrey, \$600.00 had been put in trust for construction of a bowling green. Dr. O. C. Norwich donated another \$100, so in the Fall of 1957 the idea of the Mann Park Lawn Bowling Club was born. In 1958 and 1959, building of the green was undertaken by numerous volunteers providing countless hours, and, in 1959, Mann Park Lawn Bowling Club was officially formed with 84 Charter members. The original constitution was filed on 5 January 1960, and, at the same time, building started on the original clubhouse with an unfinished basement and a small tool shed, funded by club members taking out \$100 shares at 5% interest.

Lawn bowling started on May 21, 1960, with the official opening on July 30, 1960, which means that the Club will be celebrating its 60th Anniversary of operations as we enter our next season!

Club Purpose

Throughout the normal season for grass greens – May through September, the Club provides its 140 members with opportunities to lawn bowl competitively or recreationally. Choices include league play, drop-in bowling, visitations with other Clubs, challenge events with neighbouring clubs, and fun days on special holidays (Victoria Day, Canada Day, BC Day, Labour Day). The Club also hosts four competitive events each season when the greens are filled with up to 64 participants from across Metro Vancouver.

Whether during the bowling season or in between seasons, the Club has placed high value on the social aspect of membership by encouraging social interaction and a sense of belonging. Choices for being active include dinner-dances, coffee parties, pancake breakfast, bowl-and-dine, and volunteerism.

Recognizing that new members are vital to the Club's viability, great effort is made to attract, train and engage new bowlers prior to and during each bowling season. Open Houses, Novice Training clinics and leagues, mentoring and integration to all Club opportunities – all are focused on providing individuals or couples, young or old, a 'home' for physical activity, social interaction, friendship and fun. Our Vision is "a thriving, friendly lawn bowling community" and we believe it is reflected in all of our programs.

Description of Project

The Club has been challenged with ongoing repairs and upgrades over its years of operation. Some of the major projects include: greens improvements in 1964; renovations to the Clubhouse and re-equipping after the 1979 fire; more renovations to the Lower Lounge in 1994; construction of an equipment shed in 2008 as well as replacement of the plinth and backboards; kitchen renovations and installation of two bathrooms in 2011; and, replacement of the plinth again in 2017. Most of these projects were completed through volunteer effort and a combination of internal funding and external grants.

The Club is preparing to undertake another large project in light of the ongoing deterioration of the external retaining wall that supports the walkway surrounding the field of play. The walkway serves as a staging area for participants during games and supports benches, large shade umbrellas and game equipment. Depressions have formed on the extremity of the walkway created by the crumbling away of the materials forming the retaining support. These depressions affect the stability of the benches and adjacent surfaces used by participants. There is growing concern about potential injury caused by these depressions. As this is an ongoing problem, further delay in repairing the retaining walls will result in greater damage to the perimeter walkway, and increasing potential for missteps and injury to participants, and possible closure of the field of play.

Replacement of the retaining wall is required on the eastern and western perimeters and part of the southern perimeter. Volunteer help will be used as appropriate throughout the project but, to ensure proper construction of the new retaining walls, a professional contractor will be hired.

Timeline for Project

The project will ideally be initiated and completed before the new season of bowling commences in May, 2020. This ensures no loss of recreational play time to our members.

Once the contract is let, estimated completion time is three weeks which is weather-dependent.

The Ask

A landscape architect was engaged to prepare a design and scope of work for the replacement of the identified retaining walls. Quotes were gathered from three contractors and, based on the submission from a known contractor in this field (Avante Concrete), the total cost of the project is estimated at \$73,500. Applications have been made to New Horizons for Seniors Program, Capital Project Grant (Gaming Branch), and the City of Surrey. The Club has also set aside \$22,000 towards the cost of the project. We respectfully request a financial grant of \$5,000 for this project from the City of White Rock.

Mann Park Lawn Bowling Club has recently completed a new Lease to Operate a lawn bowling facility at our location. We are confident that City staff familiar with the Club's operations will attest to the well-maintained building and grounds. The site has been a source of great pride of the many volunteers who are passionate about the sport of lawn bowling and, accordingly, place high importance on the condition of the field of play and the affiliated buildings. Visitors are always welcome to drop in to watch a game or to learn how to roll a bowl down our beautifully manicured greens!

Mann Park Lawn Bowling Club

January 27, 2020

**14560 North Bluff Road
White Rock B.C.**

Grant request for repairs to the surrounding walkway of the bowling green

The Mann Park Lawn Bowling Club is situated at the corner of 16th Avenue and High Street on City of White Rock property. The club has a membership of around 140 people, mainly seniors, who enjoy playing lawn bowls from April until October each year.

Games are played on most days of the weeks during that period and provide an opportunity for members to exercise, play challenging games and have fun while enjoying companionship. Winter time the clubhouse basement is used for carpet bowling with two rinks available for members to continue games and camaraderie.

We are celebrating our 60th anniversary this year, and the asphalt perimeter path surrounding the green has deteriorated and needs repair/ replacement on most sides. The walkway is approximately eight feet in width and surrounds the four sides of the green.

Cracks in the asphalt are now exposed in places and the edges of the path are subsiding and sloping outward causing a danger underfoot.

The club has called for specifications for replacing the east and west sides and part of the south side. The north side along North Bluff Road appears not to have suffered the fate of the other three sides.

Quotations for remedial work have been received with total costs amounting to \$71,662 inclusive of tax.

Copies of the total work required is listed in the specifications attached along with a quotation from Avante Concrete.

It is believed that a geotechnical report will be called for by the City of White Rock prior to any work being commenced and this cost is estimated at around \$10,000.

This totals \$81,662 from which the amount of \$22,500 is to be deducted, as this amount has already been set aside in the club's accounts.

The amount that Mann Park LBC is requesting is \$59,162.

We feel that it is important to maintain city property to a safe standard especially in view of the large percentages of seniors in the local population who love to keep active.

The club would like to submit this report, along with the enclosures, to the City for its sympathetic consideration to providing funds for this important remedial work.

Respectfully submitted by,

Geoffrey Wells
Director

on behalf of Mann Park Lawn Bowling Club
My email address is gwwells40@gmail.com
Phone # 778-294-2757

5155-160th Street, Surrey, B.C. V3S 0L2
Phone: (604) 599-8825
Fax: (604) 576-8815
Cell: (604) 379-5534

Email

Quotation – May 30, 2019

To: Mann Park Lawn Bowling - Doug Wrong
Phone: 604-531-7302
Fax/Email:
Address: 14560 N. Bluff Rd. White Rock
Re: Retaining Walls

No. of Pages: 3

Following the provided details and my discussion with you, we are pleased to submit the following proposal to you for your review and consideration. The scope of work involves removing the existing retaining walls and replacing them with concrete walls.

In completing the above project, our specific work would include the following:

- Sawcut, break up and removal of existing asphalt (approx. 24" strip) for the new retaining walls and drainage trench work to the existing catch basins
- Excavation of soils and removal of existing lock block and timber retaining walls
- Provide trucking and disposal of debris
- Supply 6" of gravel and compaction for base of new concrete footings
- Provide all labour and materials for formwork of retaining walls
- Supply and install rebar into formwork (10M rebar @ 12" o/c)
- Supply of concrete
- Placing and finishing of concrete
- Supply of pump truck
- Stripping and removal of all formwork
- Supply and install 6" drain pipe and connect to the existing catch basins
- Backfill of walls and trench work
- Provide asphalt patching
- Final cleanup of all debris related to our works

All work to Work Safe BC standards

Note:

Fencing to be removed and replaced by others, including post footings.
All removed equipment/furniture to be re-installed by others.
Block wall planter on the South side to be replaced by others.

Our price for the completion of the East side retaining wall adjacent to the tennis court will be as follows:

\$28,300.00, Twenty eight thousand and three hundred dollars plus GST.

Our price to add the West & South side retaining wall along the outside perimeter of the lawn bowling court will be as follows:

\$39,950.00, Thirty nine thousand, nine hundred and fifty dollars plus GST.

Any other items not specifically outlined above are not to be considered part of our scope of work.

Disclaimers:

All existing asphalt to be removed is assumed to be no more than 3" thick. Anything additional, may incur additional charges.

Permits, testing, barricades/safety fencing, traffic control, electrical, plumbing, security, sprinkler re-location and landscape remedial not included.

Avante is not responsible for any unmarked utility lines (i.e.: sprinklers, water mains, electrical etc.) that could be damaged, broken or disturbed during our works. Repairs of any kind are the responsibility of the client.

All works must be done during normal working hours. If we are required to work after hours, this will be charged out as extra.

Proper site access and space for our equipment and materials must be provided prior to our arrival on site.

Changing of the layout and/or materials specifications could result in additional charges. Likewise, any time spent on grade height or form adjustments after installation, due to damage caused by others or design changes, will also carry an additional charge.

If architectural finishes such as brick, stucco or stone veneer have been installed directly upon any concrete/asphalt surfaces to be removed, it is up to the owner to have it properly shored up or repaired once the project is complete.

Any wood rot discovered while removing concrete must be promptly treated before concrete replacement can be made, and as such, will be charged out as an extra.

Please note that, although we take every precaution to control where the concrete may crack, some cracks may still appear. This is just a natural property of concrete curing and cannot always be predicted.

Salt and any other abrasive products used to deter ice, should not be used at any time on any concrete surfaces as they can damage the finish and integrity of the concrete. We recommend sand only.

Payment:

Our standard terms of payment are as follows:

40% upon commencement of work

50% upon placement of concrete

Balance on completion and cleanup

If your project involves additional concrete pours, then payment terms will be divided up accordingly.

Variations to these terms must be negotiated prior to commencement of work.

Avante is fully licensed, covered by Workers' Compensation, carries full liability insurance and is a member in good standing of the Better Business Bureau.

We thank you for allowing Avante to submit this proposal and we look forward to working with you on this project in the near future. If you have any questions at all about this proposal, please do not hesitate to call us, we shall be happy to answer them for you.

Respectfully Submitted,

Robin Herbert, Lead Estimator
Avante Concrete

This quotation is valid for 30 days from the above date. All changes to this quotation shall be made in writing, and your written acceptance must be on file prior to commencement of the work. Work is to commence in the fall of 2019, changes to this schedule may incur additional charges.

Acceptance

Avante Concrete is hereby authorized to furnish all materials and labour to complete the work mentioned in the above proposal, for which the undersigned agrees to pay the amount mentioned in said proposal, and according to the terms thereof.

Date _____

Signature _____



Mann Park Lawn Bowling: Retaining Wall Installation Specifications

Jobsite: 14560 N. Bluff Road
White Rock, BC

Mailing: PO Box 75314
White Rock, BC
V4X 0B1

Scope of Work:

1) Poured Concrete Wall & Drainage

- a. Existing structures removal (to be replaced)
- b. Demolition and Disposal
- c. Excavation
- d. Base Preparation
- e. Build Forms
- f. Drainage
- g. Wall Installation
- h. Finishing

2) Interlocking Retaining Wall (Allan Block or similar)

- a. Existing structures removal (to be replaced)
- b. Demolition and Disposal
- c. Excavation
- d. Base Preparation
- e. Wall Installation
- f. Drainage
- g. Fence Posts re-installation

Specifications:

1) Poured Concrete Wall & Drainage: 121 lineal feet

- a. Remove benches and any structures that would be damaged during construction. All structures to be replaced after construction completion.
- b. Saw cut 24" inside of existing wall (see drawing for saw cut line).
Remove existing wall and portion of asphalt.
- c. Excavate 20" below finished grade of tennis court.
- d. Place and compact 6" deep by 24" wide 3/4" minus road base gravel.
- e. Build concrete forms for footing and wall: 6" wide finished wall. TOW will be at finished grade of existing asphalt sidewalk. BOW (footing) will be 14" below finished grade of the tennis court.
- f. Install 3/4" clear crush gravel around 6" perforated drain pipe wrapped in landscape fabric. Drain line connects to City catch basin (see drawing) set at 1% slope toward basin.
- g. Pour concrete and allow to set.
- h. Remove forms and finish concrete. Replace benches and structures.

2) Interlocking Retaining Wall (Allan Block or similar): 200 lineal feet

- a. Remove benches and any structures that would be damaged during construction. All structures to be replaced after construction completion. Remove fence and fence posts.
- b. Saw cut 6" inside of existing timber wall, East and South (see drawing for saw cut line).
Remove existing timber wall and portion of asphalt. Dismantle South Allan Block wall if necessary.
- c. Excavate 9" below finished grade of gravel parking.
- d. Place and compact 6" deep by 18" wide 3/4" minus road base gravel.
- e. Place base course half below finished grade of gravel parking. Ensure base course is level. Finish wall with cap piece.
- f. Install 3/4" clear crush gravel around 6" perforated drain pipe wrapped in landscape fabric.
- g. Pour concrete footings for fence posts. Install posts, re-install fence and other structures.

Notes

****Include cost (supply and install) of temporary fences during construction for security purposes****

28,300
346,950
375,250
78,275 incl GST



Hunter Landscapes Design Ltd.
 511 176 Street
 Surrey, BC V3Z 9S6
 P: 604-556-1146
 E: info@hldcsign.com
 W: www.hldcsign.com

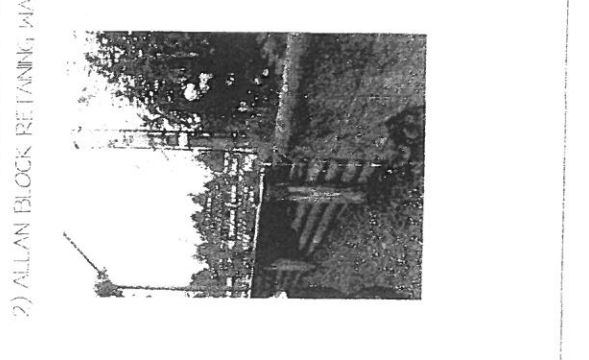
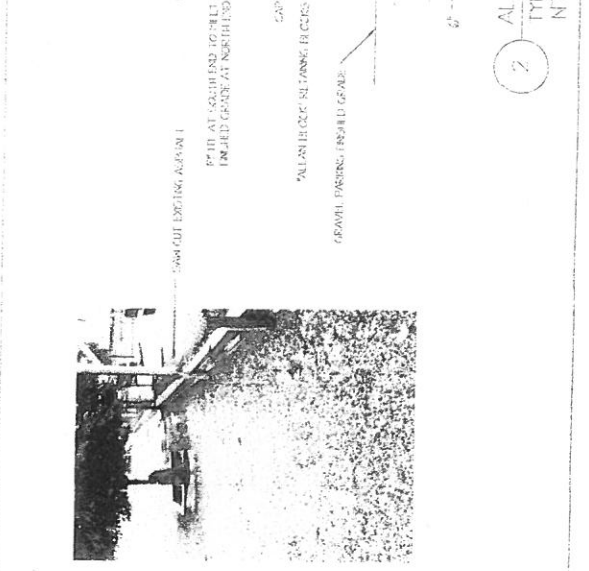
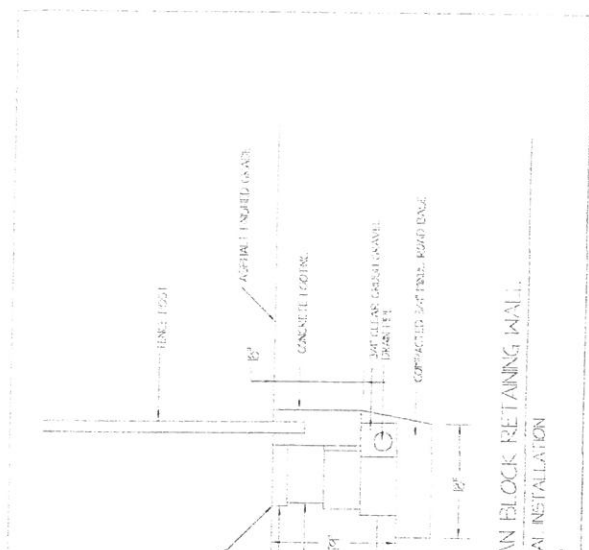
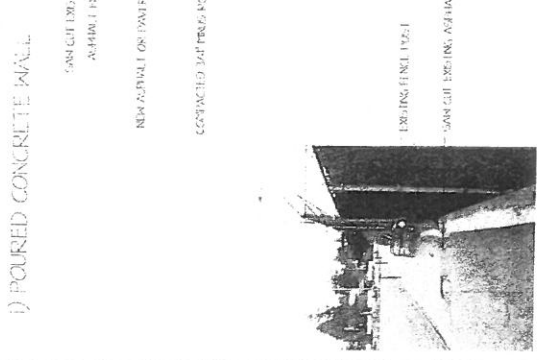
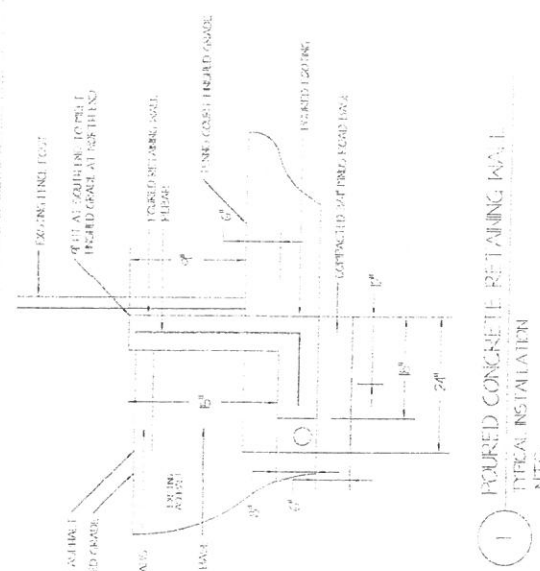
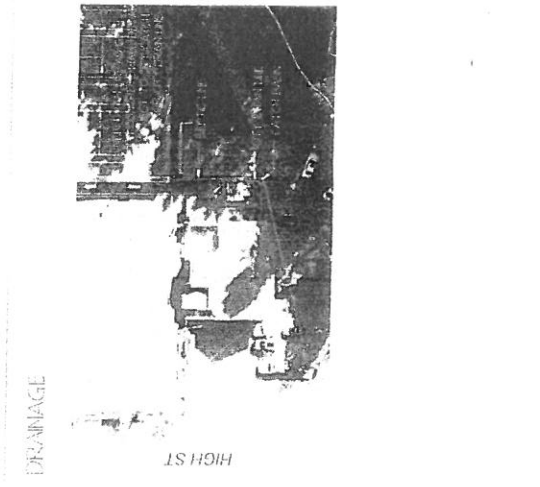
Client Information:
 Mann Park Lawn Bowling
 14560 N. Bluff Road
 White Rock, BC



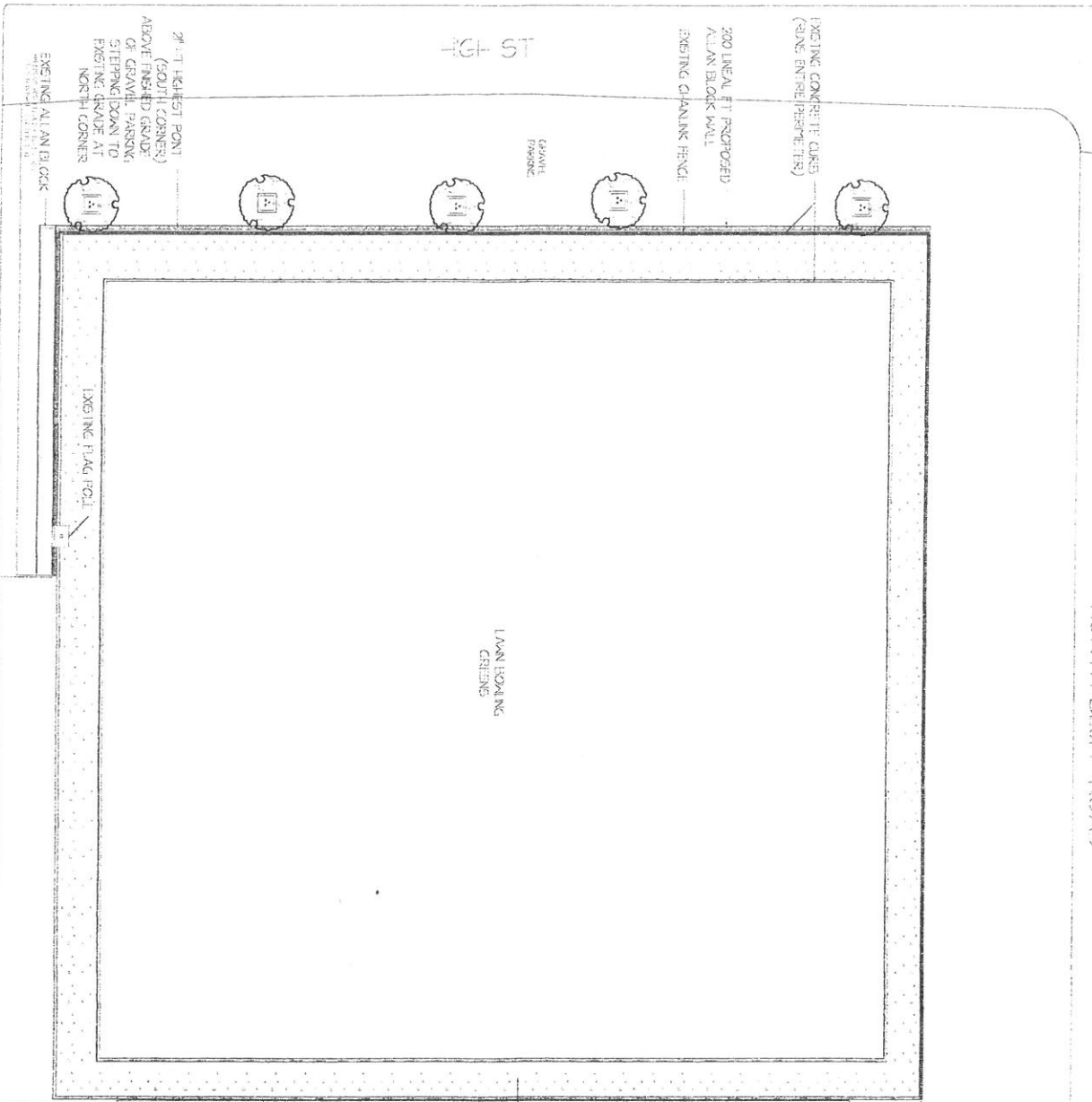
Drawing Title: Retaining Wall Specifications
 Date: Sept 2018
 Scale: 1/4"=1'
 Drawn by: Lara Hunter
 Designed by: Lara Hunter

Drawing #: 171

Project #: 1781



NORTH BLUFF ROAD



40 FT ST

LAWN BOWLING GREENS

EXISTING FLAG POLE

EXISTING ALLAN BLOCK

2nd HIGHEST POINT (SOUTH CORNER) ABOVE FINISHED GRADE OF GRAVEL PASSAGE STEPPING DOWN TO EXISTING GRADE AT NORTH CORNER

EXISTING CONCRETE CURB (SOME ENTIRE PERIMETER)

200 LINEAL FT PROPOSED ALLAN BLOCK WALL
EXISTING CHAINLINK FENCE

GRAVEL PASSAGE

EXISTING CHAINLINK FENCE

171 LINEAL FT PROPOSED CONCRETE WALL

EXISTING ASPHALT PAVEMENT

TENNIS COURT

2nd HIGHEST POINT (SOUTH CORNER) ABOVE FINISHED GRADE OF GRAVEL PASSAGE STEPPING DOWN TO EXISTING GRADE AT NORTH CORNER

Client Information:
 Marn Park Lawn Bowling
 14560 N Bluff Road
 White Rock, BC
 P: 604.536.1146
 E: info@hideslan.ca
 W: www.hideslan.ca

Huber Landscape Design Ltd.
 51176 Street
 Surrey, BC V3T 9S6
 P: 604.536.1146
 E: info@hideslan.ca
 W: www.hideslan.ca



Drawing Title: Retaining Wall Layout
 Date: April 2019
 Scale: 1/8" = 1'
 Drawn by: Lara Hunter
 Designed by: Lara Hunter

Drawing #: 11

Project #: 1781

LICENCE OF OCCUPATION AGREEMENT

THIS AGREEMENT dated for reference the 31st day of July 2019.

BETWEEN:

MANN PARK LAWN BOWLING CLUB

A society incorporated under the Society Act: No. S0018163
14560 North Bluff Road
White Rock, British Columbia V4B 3C9

(hereinafter the "Licensee")

AND:

THE CORPORATION OF THE CITY OF WHITE ROCK

A municipal corporation incorporated under the *White Rock Incorporation Act*
15322 Buena Vista Avenue
White Rock, British Columbia V4B 1Y6

(hereinafter the "City")

GIVEN THAT:

- A. The City is the registered owner of those certain lands and premises situate, lying and being in the City of White Rock, in the Province of British Columbia, more particularly known and described as:

**PARCEL 0, PART NW1/4, SECTION 10 TOWNSHIP 1 NEW WESTMINSTER
DISTRICT PLAN NWP10415
(PID: 013-192-515)**

(the "Property");

- B. The Licensee wishes to use, occupy and access the Property and the adjacent parking areas as outlined in the attached Schedule "A" (the "Licensed Area") for the purpose of operating a lawn bowling club.
- C. The City has agreed that the Licensee may use and occupy the Licensed Area for the purposes and on the terms and conditions herein set forth.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Grant of Licence** – The City, on the terms and conditions set forth herein, grants to the Licensee (and its permitted assigns and their servants, agents and invitees) the right and licence to enter onto and use the Licensed Area for the purpose of operating a lawn bowling club (the ‘Licence’).
1. **Term** – The term of this Licence is five (5) years, commencing on July 1, 2019 (the ‘Commencement Date’), and expiring at midnight on June 30, 2024.
2. **Licence Fee** – The Licensee will pay to the City an annual licence fee of one-thousand dollars (\$1,000.00) on or before July 1 every calendar year.
3. **Renewal** – Provided that the Licensee is not in default of this Licence, it may provide written notice that it wishes to renew this Licence for one (1) additional term of five (5) years. The Licensee must provide such notice to the City ninety (90) days prior to the end of the existing Term. The Licence Fee for the renewed Term will be negotiated and confirmed in writing prior to the renewed Term's commencement date. No further Term, under this or any renewal thereof, shall be granted without written approval by the City.
4. **Termination**
 - (a) This Licence does not create any interest in property and is exclusively for the benefit of the Licensee.
 - (b) The Licence may be cancelled or terminated despite any rule of law or equity to the contrary in accordance with any of the following provisions:
 - (i) if the Licensee defaults in the observance or performance of any of the terms and conditions contained in this Licence and the Licensee fails to cure such default(s) within 90 days after written notice from the City then the City will be entitled to terminate the Licence without limiting the City’s other remedies at law or at equity;
 - (ii) if the default under subsection (i) reasonably requires more time to rectify or cure than 90 days, the Licensee will be deemed to have complied with the rectification or curing of it if the Licensee commences rectifying or curing the default within 90 days after notice from the City and diligently completes same as soon thereafter as is reasonably practical;
 - (iii) the Licensee will be entitled to terminate this Licence for any or no reason at any time upon giving 30 days’ written notice to the City;

- (iv) the City will be entitled to terminate this Licence at its sole discretion, for any or no reason and at any time upon giving 6 months' written notice to the Licensee.
 - (c) All of the Licensee's obligations under this Licence that are outstanding on the date that this Licence is terminated will survive the termination of this Agreement. For certainty, the Licensee's obligations to release and indemnify the City shall survive the termination of this Agreement, but only in respect of events occurring before termination of this Agreement.
5. Powers – For the purposes of the Licence herein, the Licensee and its servants, agents, and invitees shall have the right to:
- (a) use the Licensed Area for the purpose of operating a lawn bowling club, including, without limitation, hosting matches, tournaments, and social, recreational, or fundraising events;
 - (b) sublicense the Licensed Area to White Rock Montessori Group Care for the purposes of operating early childhood education programs and collect a licence fee, on the condition that the licence fee collected is allocated for maintenance, repair, or upgrades to the Licenced Area.
 - (c) sublicense the Licensed Area to third parties for social, recreational, or fundraising events and collect a licence fee, on the condition that:
 - (i) the term of any sublicense is not to exceed six (6) hours within any twenty-four (24) hour period; and
 - (ii) the licence fee collected is allocated for maintenance, repair, or upgrades to the Licenced Area.
 - (d) limit use of the parking lot in the Licensed Area to the Licensee and its servants, agents, and invitees;
 - (e) have unobstructed access to and from the Licensed Area at any and all times;
 - (f) bring onto and take through the Licensed Area all materials and vehicles that must be transported through the Licensed Area;
 - (g) clear the Licensed Area and keep it clear of anything which might in the opinion of the Licensee, acting reasonably, constitute an obstruction to the use of the Licensed Area by the Licensee; and
 - (h) do all other things on the Licensed Area as may be reasonably necessary, desirable and incidental to the use of the Licensed Area.

6.

Conditions – To the satisfaction of the City, the Licensee will:

- (a) supervise and control public access to and upon the Licensed Area;
- (b) maintain and repair the Licensed Area;
- (c) be responsible for and pay all costs related to any of the following at the Licensed Area:
 - (i) snow removal;
 - (ii) security and security systems;
 - (iii) user rates imposed by any authority having jurisdiction for water, sewer and garbage services;
 - (iv) utility charges for telephone, cable, gas and electric services;
 - (v) parking lot line painting;
 - (vi) janitorial services and supplies; and
 - (vii) property taxes.
- (d) leave the Licensed Area clean and in ^{good} repair; and
- (e) not carry on or permit any unlawful use of the Licensed Area.

7. **City May Access and May Undertake Work** – The City shall have free access to all parts of the Licensed Area. The City will provide reasonable notice to the Licensee prior to accessing or repairing the Licensed Area.

8. **No Other Improvements** – The Licensee will not, without the prior written consent of the City, construct, install, affix, place or store or permit the construction, installation, affixing, placing or storage of any additional buildings, structures, works, improvements, fencing, material ~~or chattels~~ or anything of any nature or kind on the Licensed Area.

9. **Site Clean-up** – Upon termination of this Licence, the Licensee will leave the Licensed Area in a tidy condition, and the Licensee, if required by the City in its sole discretion, shall remove all personal property belonging to the Licensee within 60 days after termination of this Agreement. Any personal property not removed by the Licensee shall become the absolute property of the City free of all encumbrances, without payment of any compensation to the Licensee.

10.

No Waste or Nuisance – The Licensee will not commit or allow any willful or voluntary waste or destruction of the Licensed Area, or do anything that may become a nuisance or annoyance to the occupiers of adjoining lands. The Licensee will not stockpile or burn any materials on the Licensed Area, except as is reasonably required for the purposes set out in Section 1.

11. **Compliance with Laws** – The Licensee will at all times during the currency of this Licence use the Licensed Area in compliance with all statutes, laws, regulations and orders of any authority having jurisdiction and, without limiting the generality of the foregoing, all federal, provincial, or local government laws or statutes or bylaws relating to environmental matters, including all the rules, regulations, policies, guidelines, criteria or the like made under or pursuant to any such laws.
12. **Assignment** – Except as expressly set out herein, the rights granted to the Licensee under this Agreement may not be sublicensed, assigned, or otherwise transferred. The Licensee may assign its interest under this Licence with the prior written consent of the City, such consent not to be unreasonably withheld or delayed.
13. **Risk** – The Licensee accepts the Licensed Area on an as-is basis and agrees that it will use the Licensed Area at its own risk, and that the City will not be liable in respect of any loss of life, personal injury, damage to property or loss of property suffered by the Licensee, its servants, agents, or invitees arising out of this Agreement or its or their use and occupation of the Licensed Area.
14. **Builders Lien Act** – If any claim of lien over the Licensed Area is made under the *Builders Lien Act* for work performed on or materials supplied to the Licensed Area at the Licensee's request, on the Licensee's behalf, or with the Licensee's permission, the Licensee will immediately take all steps necessary to have the lien discharged, unless the claim of lien is being contested in good faith by the Licensee and the Licensee has taken the steps necessary to ensure that the claim of lien will not subject the Licensed Area or any interest of the City's under this Agreement to sale or forfeiture.
15. **Indemnity** – The Licensee hereby indemnifies and saves harmless the City, its officers, directors, elected officials, employees and agents from and against any and all losses, claims, costs, expenses, damages and liabilities, causes of action, suits and judgments including all costs of defending or denying the same, and all costs of investigation, monitoring, remedial response, removal, restoration or permit acquisition and including all solicitor's fees and disbursements in connection therewith which at any time may be paid or incurred by or claimed against the City, its officers, directors, elected officials, employees, agents and invitees arising, directly or indirectly, out of:
 - (a) the uses of the Licensee under this Licence;
 - (b) a breach by the Licensee of any of the covenants contained in this Licence;
 - (c) any wrongful act or neglect of the Licensee on or about the Licensed Area;

- (d) any damage to property related to the Licensee's use and occupancy of the Licensed Area;
- (e) the death of or injury to any person arising out of or in any way connected with, directly or indirectly, the Licensee's use and occupancy of the Licensed Area.

This section does not apply to liabilities, damages, costs, claims, suits or actions arising out of the gross negligence or willful misconduct of the City, its agents, servants, employees or contractors.

16. **Licensee Insurance** - The Licensee will take out and keep in force throughout the Term and during such other time as the Licensee occupies the Licensed Area;
 - (a) occurrence-based comprehensive general liability insurance in an amount of not less than five million dollars (\$5,000,000.00) for any one claim, against claims for personal injury, death, or property damage or loss arising out of any operations of the Licensee and other persons using the Licensed Area as part of the Licensee's operations; and
 - (b) insurance against fire, lightning, tempest and other extended perils customarily insured against by a prudent owner including sprinkler leakage (where applicable), covering the improvements and contents of the Licensed Area including, without limitation, equipment, merchandise, inventory, furniture, fixtures, and improvements.
17. **Insureds** – Each insurance policy referred to in clause 17 will name the City and any persons, firms, or corporations designated by the City as additional insureds as their interests may appear, will contain, if available and as appropriate, a waiver of the rights of subrogation against the City or a cross-liability clause protecting the City and other insureds designated by it against claims by the Licensee as if the City and such other insureds designated by the City were separately insured, and will contain a clause that the insurer will not cancel, change, or refuse to renew the insurance without first giving the City thirty (30) days prior written notice. All policies of insurance will be with insurers acceptable to the City and in a form satisfactory to the City and the Licensee will see that copies of certificates of such policies are delivered to the City.
18. The Licensee covenants and agrees that in the event of damage to or destruction of the premises of the Licensed Area where such loss is covered by insurance required to be taken out by the Licensee pursuant to clause 17 of this Lease, the Licensee will use the proceeds of such insurance for the purpose of repairing or restoring the premises.
- 19.

Environmental Clauses

- (a) For the purpose of this Part:
 - (i) "*Environmental Law*" means all federal, provincial, municipal or local laws, statutes or ordinances relating to environmental matters, including all rules, regulations, policies, guidelines, criteria or the like promulgated under or pursuant to any such laws;
 - (ii) "*Hazardous Substance*" means a contaminant, pollutant, dangerous good, waste, toxic substance, special waste or hazardous substance as defined in or pursuant to any Environmental Law;
 - (iii) "*Notice*" means any citation, directive, order, claim, litigation, investigation, proceedings, judgment, letter or other communication, written or oral, actual or threatened, from any person, including any governmental agency;
 - (iv) "*Permit*" means any authorization, permit licence, approval or administrative consent issued pursuant to Environmental Law.
- (b) The Licensee will conduct its business and operation on the Licensed Area in compliance with all Environmental Laws and all Permits.
- (c) The Licensee will forthwith notify the City of the occurrence of any of the following and will provide the City with copies of all relevant documentation in connection therewith:
 - (i) a release of a Hazardous Substance on the Licensed Area, except as is authorized under Environmental Law;
 - (ii) the receipt by the Licensee of a Notice from any governmental agency of non-compliance pursuant to any Environmental Law, including a Notice of non-compliance respecting a Permit in connection with the Licensed Area;
 - (iii) the receipt by the Licensee of a notice of a claim by a third party relating to environmental concerns in connection with the Licensed Area; or
 - (iv) the receipt by the Licensee of information that indicates that Hazardous Substances are present in or on the Licensed Area.
- (d) The Licensee will not permit the storage, treatment or disposal of Hazardous Substances on the Licensed Area.
- (e) The Licensee will conduct such investigations, searches, testing, drilling and sampling ("Investigations") as may at any time be required by the City where

any reasonable evidence exists that the Licensee's use or occupation of the Licensed Area pursuant to this Licence may be introducing or increasing the existence of any Hazardous Substance on the Licensed Area. If the Licensee does not complete the Investigations to the satisfaction of the City, the City may take any actions necessary to complete the Investigations, the cost of which actions will be borne by the Licensee.

- (f) If Hazardous Substances are present on or in the Licensed Area as a result of the Licensee's use or occupation of the Licensed Area pursuant to this Licence, the Licensee will take all necessary action, at the cost of the Licensee to remediate the Licensed Area to a level acceptable to the City and to governmental authorities having jurisdiction.
- (g) Prior to the termination of this Licence, the Licensee will conduct all Investigations required by the City where any reasonable evidence exists that the Licensee's use or occupation of the Licensed Area pursuant to this Licence has introduced or increased the existence of any Hazardous Substance on or in the Licensed Area. The Licensee will provide the result of the Investigations to the City. Where any Hazardous Substance is found on or in the Licensed Area as a result of the Licensee's use or occupation of the Licensed Area pursuant to this Licence, the Licensee will take all necessary action, at the cost of the Licensee, to remediate the Licensed Area to a level acceptable to the City and to governmental authorities having jurisdiction.
- (h) The Licensee will provide to the City satisfactory documentary evidence that all Permits are valid and in good standing as requested by the City from time to time.
- (i) The Licensee will indemnify and save harmless the City, its elected officials, officers, employees, agents and others from and against any and all losses, claims, costs, expenses, damages and liabilities, including all costs of defending or denying the same, and all costs of investigation, monitoring, remedial response, removal, restoration or permit acquisition and including all solicitor's fees and disbursements in connection therewith which at any time may be paid or incurred by or claimed against the City, its elected officials, officers, employees, agents and others arising, directly or indirectly, out of:
 - (i) the Licensee's use or occupancy of the Licensed Area which results in the presence, release or increase of any Hazardous Substance on or off-site of the Licensed Area;
 - (ii) any reasonable action taken by the City with respect to the existence of or remediation for any such Hazardous Substance on or off-site of the Licensed Area; or

- (iii) any reasonable action taken by the City in compliance with any Notice of any governmental authority with respect to the existence of any such Hazardous Substance on or off-site of the Licensed Area.
 - (j) Notwithstanding anything else in this Licence, the Licensee shall have no liability relating to contamination resulting solely from the City's use of the Licensed Area or the use of the Licensed Area by any party other than the Licensee or those for whom the Licensee is responsible for at law, nor shall the Licensee be required to remediate any environmental concerns which may result solely from the City's use of the Licensed Area or the use of the Licensed Area by any party other than the Licensee or those for whom the Licensee is responsible for at law.
20. **Notices** – Any notice or other writing required or permitted to be given to any party shall be sufficiently given if delivered by hand, by email, or by mail to:

in the case of a notice to the Licensee, at:

Mann Park Lawn Bowling Club

If hand delivered:

14560 North Bluff Road

White Rock BC V4B 3C9

If mailed:

PO Box 75314

RPO White Rock

Surrey BC V4A 0B1

Attention: President

Email: mannparkpres@gmail.com

in the case of a notice to the City, at:

City of White Rock

15322 Buena Vista Avenue

White Rock, British Columbia, V4B 1Y6

Attention: Corporate Officer

Email: clerksoffice@whiterockcity.ca

A mailed notice will be considered to have been given to the party to which it is addressed on the second business day following the date of mailing. A party at any time may give notice to the other party of a change of its address and after the giving of notice the address therein specified will be considered to be the address of the party which gave the notice.

2. **Breach** – In the event that the Licensee breaches any term, condition, or provision of this Agreement, the Licensee shall remedy the breach within 30 days of receipt of a notice from the City and if the breach is not remedied within that time period, all rights accruing

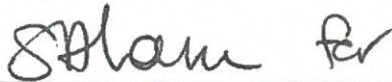
to the Licensee under this Agreement shall cease without further notice to the Licensee, unless the City, in its sole discretion, decides otherwise.

3. **City May Take Action** – If the Licensee fails to do any matter required of them under this Agreement, the City is entitled to take all such actions on the Licensee’s behalf and at the Licensee’s cost as are reasonably necessary to rectify the Licensee’s failure, but the City is in no circumstance liable for not taking such action or its manner of doing so, provided that the City acts reasonably. The Licensee shall pay to the City the costs the City incurs pursuant to this provision forthwith upon receipt of an invoice.
4. **General**
 - (a) This Agreement will enure to the benefit of and be binding upon the Licensee and its successors, administrators and approved assigns and upon the City and its successors, administrators and assigns.
 - (b) Every reference to each party is deemed to include the heirs, executors, administrators, corporate successors, servants, employees, agents, contractors, officers, licensees and invitees of such party, wherever the context so requires or permits.
 - (c) Wherever the singular or masculine or neuter is used in this Agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context or the parties thereto so require.
 - (d) This Agreement constitutes the entire agreement between the parties and no understanding or agreement, oral or otherwise, exists between the parties with respect to the subject matter of this Agreement except as expressly set out in this Agreement, and this Agreement may not be modified except by subsequent agreement in writing between the parties.
 - (e) Time is of the essence of this Agreement.
 - (f) The section headings have been inserted for reference only and do not define, limit, alter or enlarge the meaning of any provision of this Agreement.
 - (g) The Licensee’s use of the Licensed Area will under all circumstances be viewed as a licence only and will not create nor be deemed to create any property interest in favour of the Licensee in the Licensed Area.
 - (h) If any section, subsection, sentence, clause or phrase in this Agreement is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion is to be severed and the decision that it is invalid does not affect the validity of the remainder of this Agreement, the parties hereby agreeing that they would have entered into the Agreement without the severed portion.

- (i) The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.
- (j) This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

THE CORPORATION OF THE CITY)
 OF WHITE ROCK,)
 by its authorized signatories:)



Director of Corporate Administration)

Stephanie Lam
 Deputy Corporate Officer)

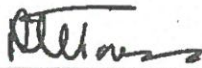


Manager, Property, Risk, and FOI)

MANN PARK LAWN BOWLING)
 CLUB, by its authorized signatories:)



Name: Linda Palm)



Name: DAVID TONES)

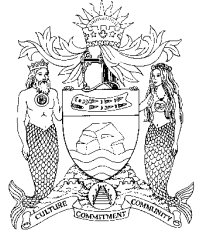
Schedule A



*to be surveyed for additional clarity, *cost to be borne by the City of White Rock.*

SPV
[Signature]
[Signature]

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: February 3, 2020
TO: Finance and Audit Committee
FROM: Sandra Kurylo, Director of Financial Services
SUBJECT: 2020 to 2024 Draft Financial Plan Follow-Up

RECOMMENDATIONS

THAT the Finance and Audit Committee:

1. Receive for information the February 3, 2020 corporate report from the Director of Financial Services titled, “2020 to 2024 Draft Financial Plan Follow-Up”;
 2. Endorse the presented Draft Financial Plan adjustments or provide direction on further amendments to be made; and
 3. Direct staff to proceed with scheduling a public meeting and placing an advertisement in the newspaper to notify the public of the opportunity for public comments, including requesting written comments or questions, based on the information presented in this corporate report, or as amended.
-

INTRODUCTION

The purpose of this corporate report is to provide an update to the Finance and Audit Committee on the Draft 2020 to 2024 Financial Plan, and follow-up on the Committee’s request for options to further reduce the proposed 2020 property tax increase.

PAST PRACTICE/POLICY/LEGISLATION

The Community Charter requires that the 2020 to 2024 Financial Plan Bylaw be adopted before the property tax rate bylaw is adopted. The property tax rate bylaw must be adopted prior to May 15, 2020. Past practice in non-election years is to complete five-year financial plans by the beginning of the budget year (first year of the Financial Plan). Past practice in election years is to complete five-year financial plans in early spring of the budget year.

ANALYSIS

At its meeting of December 9, 2019 (reconvened on December 12), the Finance and Audit Committee resolved that certain amendments be made to the presented Draft 2020 to 2024 Financial Plan. A summary of those amendments, which have now been incorporated into the Draft 2020 to 2024 Financial Plan is below.

General Fund Operating Budget

The 2020 to 2024 Draft Financial Plan initially proposed a 2020 property tax increase of 3.9%. The following items have been added in accordance with the Finance and Audit Committee’s direction, which raised the 2020 proposed property tax increase to 5.52%:

Description	Amount	Property Tax Impact
Rental of bleachers for Remembrance Day event	\$2,000	0.01%
Add Regular Full-Time Purchasing Officer position (amount shown is net of \$20,000 reduction in the legal fee budget)	\$44,900	0.20%
Increase Bylaw Enforcement staff hours	\$30,000	0.14%
Convert Temporary Full-Time Committee Clerk position to Regular Full-Time	\$34,400	0.15%
Hire Part-Time Special Events Assistant	\$42,100	0.19%
Increase Operations Dept special events budget	\$18,500	0.08%
Add Regular Full-Time Gardner position	\$93,800	0.42%
Increase Hillside walkway maintenance budget	\$30,000	0.14%
Increase Parks materials budget (eg. perennials, annuals etc.)	\$40,000	0.18%
Increase Museum grant	\$25,000	0.11%
Add Regular Full-Time Project Engineer position - operating budget impact of \$45,000 does not require an increase in property taxes. The offset is budgeted savings/reductions in capital project costs.		

Based on subsequent information received, the following updates have also been incorporated into the 2020 General Fund Operating Budget. After making these adjustments, the 2020 proposed property tax increase is reduced to 5.21%.

Description	Amount	Property Tax Impact (Reduction)
Increased budget for general liability insurance policy	\$11,200	0.05%
Increased budget for new property tax revenue from new development, as reflected in the recently issued 2020 Property Assessment Roll. This figure is net of \$11,000 applied to increase capital project funding, in accordance with current policy.	(\$11,000)	(0.05%)

Reduced budget for Auxiliary Police program supplies. It was anticipated that this program might be expanded, however doing so is on hold at the RCMP Headquarters level. The remaining funds are sufficient for the current compliment of one Auxiliary officer.	(\$6,000)	(0.02%)
Reduced Bylaw Officer casual hours and increased budgeted fine revenue; made possible by subscribing to an electronic short-term rental detector service. Figure shown is the net reduction in property taxes. Reduced Bylaw Enforcement hours may result in some complaints or Officers not being available for issues such as dogs on the promenade.	(\$20,100)	(0.09%)
Reduced the Operations Dept general advertising budget from \$5,100 to \$2,100. Due to the use of the City’s website and social media, and with the assistance of the Communications Team, paid advertising can be reduced.	(\$3,000)	(0.01%)
Reduced Garage contract maintenance budget from \$3,000 to \$1,500. This budget was duplicated in the Facilities section.	(\$1,500)	(0.01%)
Reduced Garage contracted vehicle repairs and maintenance budget from \$98,000 to \$68,000. The recently hired Mechanic Shop Foreman and Tradesman (hired after recent retirements) have broad ranges of expertise and certifications, enabling more work to be done in-house rather than contracted out.	(\$30,000)	(0.14%)
Reduced Parks contract maintenance budget from \$358,000 to \$348,000. As the new Parks organization structure is implemented, more work can be done in-house.	(\$10,000)	(0.04%)

At the last Finance and Audit Committee meeting, it was also resolved that staff report back with options to reduce the 2020 proposed property tax increase to 2.9%. Other options to further reduce 2020 property taxes are listed, along with their impacts, in Appendix A. These options and impacts are present to the Finance and Audit Committee for consideration, as requested.

The options are categorized as follows:

- Category 1 – those which will result in some service level reductions and/or risks to financial sustainability;
- Category 2 – those which will result in moderate service level reductions and/or risks to financial sustainability; and
- Category 3 – those which will result in significant service level reductions and/or risks to financial sustainability.

One-Time Operating Costs

At its meeting of September 30, 2019, Council resolved that funding in the amount of \$5,000 be considered in the 2020 to 2024 Financial Plan, as a contribution towards the retaining wall replacement at the Mann Park Lawn Bowling Club. Unfortunately this was missed in the first draft of the 2020 to 2024 Financial Plan. A \$5,000 contribution for this purpose has now been added to the 2020 Draft General Operating Fund budget, funded from an operating reserve/accumulated surplus fund. There has recently been a request to increase this funding contribution, which is dealt with in a separate corporate report on this meeting’s agenda. The Finance and Audit Committee may wish to amend this budgeted contribution to the Mann Park Bowling Club.

At its meeting of January 13, 2020, Council resolved to consider adding \$15,000 to the 2020 to 2024 Draft Financial Plan to fund a top-up to the Provincial Better Homes Plan. This amount has now been added to the 2020 General Fund Operating contingency budget, funded from the Climate Action Revenue Incentive Program (CARIP) reserve, and can be allocated to the appropriate departmental budget once the City’s top-up program criteria have been approved by Council.

General Fund Asset Improvement Budget

In accordance with the Finance and Audit Committee’s direction, the budget for Maccaud Park Upgrades has been reduced from \$750,000 to \$250,000 due to the removal of pickle ball courts from the project scope. This frees up \$500,000 in CACs for other purposes.

The Finance and Audit Committee also directed that funds be allocated for the installation of bus shelters. Reference was made to the west side of Johnston Road, however a suitable location has not yet been determined by staff. This has not yet been incorporated into the 2020 to 2024 Draft Financial Plan. As this was one of the possible uses of CACs presented at the January 20th CAC Community Forum it was felt that the Committee should consider the overall results of the consultation prior to adding this item, or any other CAC related projects (except for the item noted in the chart below), to the 2020 to 2024 Draft Financial Plan. At this time it is expected that feedback from the Forum will be presented to the Finance and Audit Committee or Council in late February/early March.

The following other General Fund Asset Improvement budget updates have also been incorporated into the 2020 to 2024 Draft Financial Plan:

Brought forward the reconstruction of Royal Ave. – Johnston to Fir from 2023 to 2020. This is funded from the General Fund Infrastructure Reserve.	\$328,000
Re-scheduled the reconstruction of Parker St. – Thrift to Pacific from 2020/2021 to 2023. Funding sources include a combination of the General Fund Infrastructure Reserve, Highways Development Cost Charges, and Contributions. The drainage component of this project was similarly re-phased.	\$1,127,000
Added a project in 2020 for the purchase of parking stalls in the Town Centre. The proposed funding source is CACs that are expected to be received in 2020 and must be used for this purpose. This will give staff the authority to start negotiations, however these funds cannot be committed or spent until the associated CACs are received.	\$240,000

Added a project in 2020 for the purchase and installation of an electric vehicle charging station, funded from the Climate Action Revenue Incentive Program (CARIP) reserve.	\$20,000
Made minor adjustments to certain capital project budgets and funding sources to accommodate funding of the new Project Engineer position.	Various

City Hall

There is currently \$50,000 budgeted in 2019 to examine options for dealing with City Hall, including the Annex. The amount unspent at the end of the year (approximately \$30,000) was planned to be carried over to 2020 to conduct a costing study on the seismic retrofit of City Hall. At its meeting of January 13, 2020 Council did not support that direction. As a result, those funds will no longer be carried over to 2020. In addition, there is \$100,000 included in the 2019 budget to complete minor office upgrades downstairs in City Hall, which is still planned to be carried over to 2020. This carry-over adjustment to the Draft Financial Plan will occur in April, once 2019 year-end figures are finalized.

It was also noted at the last Finance and Audit Committee meeting that the 2020 to 2024 Draft Financial Plan included \$1.5M in 2020 and \$1.5M in 2021 to start implementing whatever direction was approved regarding City Hall. At this time, these provisions remain in the 2020 to 2024 Draft Financial Plan. The Finance and Audit Committee may wish to consider if these amounts should be left in the Plan, deferred to a future year, or removed. Leaving these amounts in the 2020 to 2024 Draft Financial Plan will provide flexibility should a decision be made to conduct further analysis and/or upgrades at a later date this year.

Water Utility Budget

At its meeting of December 12, 2019, the Finance and Audit Committee resolved that before considering if \$32,000 should be added to the 2020 Water Utility Asset Improvement budget to install lighting outside of the new fence at the southwest corner of the Oxford water facility, there be an opportunity for impacted residents to speak to it in public. As a result, this has not been included in the Draft Financial Plan. Nearby residents will be invited to provide feedback on this at the upcoming 2020 to 2024 Draft Financial Plan public meeting.

In accordance with Council’s resolution of January 13, 2020 an amount of \$15,000 has been added to the 2020 legal fee budget to complete a patent submission for the Water Treatment Plant. Since 2020 water rates have been set, the proposed funding source is the 2020 Water Utility operating contingency budget. A further \$6,000 has been added annually to the legal fee budgets in 2021 to 2024, for legal services associated with the patent. The proposed funding sources of these adjustments are the Water Utility annual operating contingency budgets for the respective years.

CLIMATE CHANGE IMPLICATIONS

These proposed amendments to the 2020 to 2024 Draft Financial Plan include adding an additional \$20,000 to the General Fund Asset Improvement Budget for another vehicle charging station and \$15,000 to the General Fund Operating Budget for a City top-up program to the Provincial Better Homes Plan.

CONCLUSION

It is recommended that the Finance and Audit Committee endorse the presented Draft Financial Plan adjustments or provide direction on further amendments to be made, and direct staff to proceed with scheduling a public meeting and placing an associated advertisement in the newspaper.

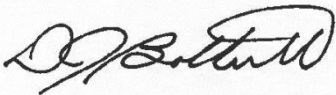
Respectfully submitted,



Sandra Kurylo
Director of Financial Services

Comments from the Chief Administrative Officer:

I concur with the recommendations of this corporate report.



Dan Bottrill
Chief Administrative Officer

Appendix A: General Fund Operating Budget - Options to Reduce Property Taxes (and Impacts)

**Draft 2020 to 2024 Financial Plan
General Fund Operating Budget Options to Reduce Property Taxes (and Impacts)**

Category 1 - impacts are some service level reductions and/or risks to financial sustainability				
Department	Description	Amount	Prop. Tax Reduction	Impact and Other Comments
Administration	Reduce the office supply budget from \$4,900 to \$3,500	1,400	0.01%	This account's budget has been exceeded in some years, in particular when new staff are hired. In other years, the amount spent has been below budget. If this budget reduction is made, more funds can be transferred from the City's contingency budget if needed.
Administration	Reduce the record filing & storage budget from \$10,500 to \$6,800	3,700	0.02%	Will require staff to phase the minute book binding and purging of records, however in years when there is a large amount to purge there may not be enough funds and contingency funds may be required.
Administration	Reduce the public reception and meetings budget from \$12,000 to \$7,000	5,000	0.02%	Coffee and cookies will not be offered at Community Forums. This was not regularly offered prior to 2019. Rather than dinners for meeting evenings only light snacks will be provided.
Administration	Reduce the budget for City promotional items such as pens, jackets, blankets, mugs, umbrellas etc. from \$8,200 to \$4,200	4,000	0.02%	With this budget cut there would still be funds for City pins and some additional promotional items, but not enough for items such as gift baskets that are given when Council attends a fundraising event or other special events.
Administration	Reduce the corporate legal fee budget from \$340,000 to \$305,000	35,000	0.16%	The impact is difficult to predict. The legal fee budget was already reduced by \$20,000 to partially offset the cost of the Purchasing Officer position as directed by the Finance and Audit Committee. Average annual legal fees over the last 4 years were \$348,000, ranging from \$315,000 to \$394,000. More funds may be needed from the City's contingency budget.
Administration	Reduce the budget for the Volunteer banquet from \$6,800 to \$1,800	5,000	0.02%	Annual volunteer appreciation dinner will be downsized to an appreciation gathering with coffee and cookies.
Economic Development	Reduce budget for related brochures/advertising from \$4,500 to \$2,500	2,000	0.01%	May not be able to undertake promotions/advertising identified during the year. This budget has not been used during the last few years.
Economic Development	Reduce miscellaneous (unallocated) economic development budget from \$18,000 to \$10,000	8,000	0.04%	May not be able to undertake initiatives identified during the year. Previously some of this money was used to fund special events that were unanticipated and contributed to the economic well-being of the City.

Options to Further Reduce Property Taxes

Category 1 - impacts are some service level reductions and/or risks to financial sustainability (continued)

Department	Description	Amount	Prop. Tax Reduction	Impact and Other Comments
Engineering & Ops.	Reduce Parks casual wages from \$98,000 to \$38,000	60,000	0.27%	Given the Finance and Audit Committee's direction to add a Tradesman Gardner position and the consequent improvement in workplace efficiency, these wages can be saved and mitigated somewhat. However there will be less ability to respond to last minute requests (such as resident or Council requests for immediate attention) or work changes and to cover absences due to illness or other reasons.
Engineering & Ops.	Reduce Parks consulting fees budget from \$10,000 to \$5,000	5,000	0.02%	More design work will be completed in house (by Manager), however there may not be enough funds at the end of the year for drawings or other consulting work.
Finance	Defer hiring of a Purchasing Officer until September 2020	30,000	0.14%	Will delay the realization of process efficiencies and possible cost savings. The \$30,000 is net of a \$13,000 re-instatement of legal fees. This will require a further tax increase of .06% in 2021.
Finance	Increase net investment income budget from \$995,000 to \$1,025,000	30,000	0.14%	Some probability the revised budget will not be met. Depends on future interest rates and how quickly monies in reserves are spent.
Finance	Reduce Finance customer service counter casual staff hours	4,000	0.02%	May impact customer service (line-ups) during peak times when parking permits/decals are purchased and parking tickets are paid. Could use contingency budget if needed.
Finance	Reduce the annual transfer to the Capital Works Reserve from \$1,360,000 to \$1,335,000	25,000	0.11%	Will result in less money in the reserve for City Hall or other future facility upgrades. Represents a 1.8% reduction in the annual contribution to this reserve. Over the 5 years of this Financial Plan the cumulative reduction is \$125,000.
Finance	Reduce the annual transfer to the Vehicle/ Equipment Replacement Reserve from \$616,000 to \$606,000	10,000	0.05%	Will result in less money in this reserve for future scheduled vehicle replacements. Vehicle lives will be extended as much as possible/economical, regardless of scheduled replacements. Represents a 1.6% reduction in the annual contribution. Cumulative reduction over 5 years is \$50,000.
Finance	Reduce the annual transfer to the Roadworks Reserve from \$654,000 to \$644,000.	10,000	0.05%	Will result in less money in this reserve for future road and sidewalk work. Represents a 1.5% reduction in the annual contribution. Cumulative 5 year reduction is \$50,000.
Finance	Reduce Grant-in-Aid budget from \$50,000 to \$30,000	20,000	0.09%	Less money available to organizations for various purposes. May require a Council Policy amendment re the allocation to regular grants versus new/expanded special events.
Human Resources	Eliminate provision of lunches and refreshments for all City-sponsored training	3,000	0.01%	Will require employees to bring or purchase their own meals/refreshments during training sessions. While on training, employees do not have access to their regular break space.

Options to Further Reduce Property Taxes

Category 1 - impacts are some service level reductions and/or risks to financial sustainability (continued)

Department	Description	Amount	Prop. Tax Reduction	Impact and Other Comments
Planning & Dev.	Reduce Planning miscellaneous expense budget from \$2,000 to \$500	1,500	0.01%	This may reduce flexibility for responding to emergent budgetary issues.
Planning & Dev.	Increase rates for Sidewalk Café Licenses from \$4/sf to \$6/sf	20,000	0.09%	There may be concerns from businesses that anticipated lower rates. Staff believe that a \$6/sf rate is competitive with relevant jurisdictions that have similar waterfront dining areas. In the long term differentiated rates for Town Centre/Waterfront and Mercantile/Restaurant/Liquor Primary may be a more fair approach.
Planning & Dev.	Reduce general consultant budget from \$50,000 to \$47,500	2,500	0.01%	This may reduce flexibility for responding to emerging issues. This budget item is not frequently used.
RCMP	Convert the Crime Prevention Assistant position from regular full-time to regular part-time (4 days/wk)	13,900	0.06%	Without full-time hours, additional administrative tasks will fall to the Coordinator, Victim Services/Community Policing position negatively impacting the ability to deliver effective Community Policing and Victim Services programs.
Rec & Culture	Reduce funding for the proposed White Rock Multicultural Festival and provide in-kind services only	7,000	0.03%	This funding cut would limit the City's contribution to in-kind-services only, rather than a co-produced partnership with the White Rock Multicultural Society. It will result in complaints from the Society about lack of support from the City for this annual multicultural event. There will also be fewer customers for waterfront businesses if this event is cancelled (estimated crowd is 10,000+).
Rec & Culture	Reduce funding for the proposed White Rock Moon Festival and provide in-kind services only	7,000	0.03%	This funding cut would limit the City's contribution to in-kind-services only, rather than a co-produced partnership with the White Rock Chinese Association. It will result in complaints from the Association about lack of support from the City for this annual traditional Chinese celebration. There will also be fewer customers for waterfront businesses if this event is cancelled (estimated crowd is 15,000+).
Rec & Culture	Reduce the new proposed part time Special Event Assistant hours recently added by the Finance and Audit Committee.	11,700	0.05%	Less staff support provided to organize and host community festivals and events. This assumes only in-kind services are provided for the above events.
Rec & Culture	Add an additional 1% fee increase to all Recreation & Culture program fees (increase from 2% to 3%)	7,500	0.03%	Complaints about higher than usual fee increases expected by Recreation & Culture program participants. Some reduction in program participation expected, especially by those who have limited financial resources and/or fixed incomes.
Total Category 1		332,200	1.50%	

Options to Further Reduce Property Taxes

Category 2 - impacts are moderate service level reductions and/or risks to financial sustainability

Department	Description	Amount	Prop. Tax Reduction	Impact and Other Comments
Finance	Further increase the net investment income budget to \$1.05M	25,000	0.11%	Increased risk that the budget will not be met. Could be an issue at year-end. Staff are not comfortable with this.
Finance	Further reduce the annual transfer to the Capital Works Reserve	50,000	0.23%	There will not be enough money to undertake future facility upgrades and major maintenance. The funding issue with City Hall will be exasperated. Work will have to be deferred or money borrowed. Could become a public safety issue. Five-year impact (including Category 1 component) is \$375,000.
Finance	Double the deductibles on the City's property insurance	12,000	0.05%	This will increase the deductibles to \$50,000 for the pier (except for minimum of \$250,000 for a flood), \$100,000 for flooding in all other facilities, and \$10,000 for other perils/locations. Because the City is committed by contract there may be a penalty to change the policy at this time. The deductibles were already increased in the recent renewal, and further increases are not recommended given the minimal premium savings.
Information Services	Cancel "Recollect" electronic solid waste pickup reminder service	4,500	0.02%	This will result in customer complaints as the public has become accustomed to this service. There are currently 1,281 homes in White Rock that are subscribed to this service.
Planning & Dev.	Eliminate casual wages for a Planning summer student	17,000	0.08%	No planning summer student will reduce capacity for the department to undertake public engagement for the OCP Review and other policy initiatives.
RCMP	Increase the RCMP contract budget allowance for vacant positions from \$150,000 to \$175,000	25,000	0.11%	The allowance was already increased in the draft 2020 to 2024 Financial Plan from \$100,000 to \$150,000. If the speed of staffing vacant positions increases, it is likely that the actual costs for the contract will come in over budget.
Total Category 2		133,500	0.60%	

Category 3 - impacts are significant service level reductions and/or risks to financial sustainability

Department	Description	Amount	Prop. Tax Reduction	Impact and Other Comments
Engineering & Ops.	Reduce Operations Administration casual staff hours	15,000	0.07%	This will result in delays paying invoices during peak construction periods and at times when the current staff take vacation. Will lead to poorer relations with vendors and potentially higher prices in the future.
Engineering & Ops.	Reduce Facilities casual staff hours	10,000	0.05%	Work in some areas will not get done.

Options to Further Reduce Property Taxes

Category 3 - impacts are significant service level reductions and/or risks to financial sustainability (continued)

Department	Description	Amount	Prop. Tax Reduction	Impact and Other Comments
Finance	Further increase the net investment income budget to \$1.075M	25,000	0.11%	Increased risk that the budget will not be met and there will be a financing issue at year-end. Too much risk in the budget.
Finance	Further reduce the annual transfer to the Capital Works Reserve	25,000	0.11%	There will not be enough money to undertake future facility upgrades and major maintenance. The funding issue with City Hall will be exasperated. Work will have to be deferred or money borrowed. Could become a public safety issue and certainly a financial one in future years. Five-year impact (including the Category 1 and 2 components) is \$500,000, and it will take several years to catch up.
Finance	Further reduce the annual transfer to the Vehicle/ Equipment Replacement Reserve	60,000	0.27%	There will not be enough money to replace vehicles at the end of their useful lives. Will cost more money to maintain them and it could put employees or public safety at risk. As well the ability for the City's fleet to become more environmentally friendly will be impacted as these vehicles are more expensive to purchase. Five-year impact (including Category 1 component) is \$350,000.
Finance	Further reduce the annual transfer to the Roadworks Reserve	45,000	0.20%	There will not be enough money in this reserve to undertake planned road upgrades. Unless money is borrowed or other types of projects are deferred, roads will deteriorate to the point where upkeep is unaffordable and/or public safety is at risk. Five-year impact (including Category 1 component) is \$275,000. Will be very difficult to catch up.
Finance	Eliminate tax time casual staff assistance	6,000	0.03%	Will result in significant reduction in level of service, in particular for taxpayers who choose to pay their taxes at City Hall or have telephone requests. Expect longer line ups and more frustration/complaints. Also, there will be delays in administrative work and depositing receipts into the city's bank account.
Fire	Lay off one Fire Fighter	96,600	0.44%	This could eliminate up to 157 - 5 person shifts which would result in a drop in service level especially during the occurrence of simultaneous calls and less resources available immediately for fire or other incidents. This would also result in longer response times as the second call would be completed by auxiliary staff and their response time from home and availability comes into play. (This is net of an increase in overtime of \$13,000)
Fire	Reduce the budget for certain equipment supplies from \$11,600 to \$10,200	1,400	0.01%	Depending on usage may reduce the volume of foam used for fire suppression that is stored and may impact the amount of oxygen kept on hand.

Options to Further Reduce Property Taxes

Category 3 - impacts are significant service level reductions and/or risks to financial sustainability (continued)

Department	Description	Amount	Prop. Tax Reduction	Impact and Other Comments
Human Resources	Terminate the Employee and Family Assistant Plan (EFAP) as part of employee benefit package	6,500	0.03%	The EFAP program not only assists in preventing personal issues from impacting work performance and increasing absenteeism but it is also a fundamental part of the City providing support and assistance to our employees. The EFAP program provides a confidential support program designed to assist in mitigating the toll that stressful situations take on their mental health and well-being. Eliminating the budget will negatively impact employee health, well being and morale.
Human Resources	Reduce Training Budget allocated for individual employee training	3,500	0.02%	The City's employee training program is designed with the purpose of attracting, developing and retaining a qualified workforce. The objective is to assist our employees realize their potential, make significant contributions and have a positive impact on the City and its residents. Reducing the training funds restricts our ability to offer skill/knowledge based training. With increasing legal-mandated training requirements, there has been a direct impact on funds available for core training geared towards assisting employees to perform their current roles and on our ability to support individual professional development.
Human Resources	Eliminate HR Casual Staff budget	8,000	0.04%	Certain HR tasks cannot be deferred due to collective agreements and government legislation. If this reduction occurs programs and projects such as employee engagement surveys, file management/archiving, and program reviews that require additional temporary admin support will be reduced. In addition, Casual staff required for unexpected absences such as sick leave will not be available. Without this additional support, HR services (such as recruitment) and programs will likely be delayed, cancelled or deferred.
Information Services	Reduce conference budget from \$4,000 to \$2,000	2,000	0.01%	This would have a negative impact on staff moral, retention and development. As well it would impact staff's ability to keep up with current technology.
Information Services	Reduce Adobe Cloud subscription licences from eight to one	10,200	0.05%	One employee would have to do all the computer graphics work on behalf of all departments which is not feasible.
Planning & Dev.	Reduce conference budget from \$3,000 to \$1,000	2,000	0.01%	This limits the conference/professional development opportunities for the Director and Development Services Assistant (director to attend PIBC). Reduction in opportunities for learning and growth can impact job satisfaction.

Options to Further Reduce Property Taxes

Category 3 - impacts are significant service level reductions and/or risks to financial sustainability (continued)

Department	Description	Amount	Prop. Tax Reduction	Impact and Other Comments
RCMP	Reduce Victim Services Casual Staff budget from \$30,000 to \$19,500	10,500	0.05%	With fewer hours for a Casual Victim Services Caseworker, more reliance will be placed on the support of volunteer caseworkers, creating more uncertainty on the delivery of victim support including court accompaniment for victims of crime.
RCMP	Reduce RCMP previously enhanced Marine Drive and Special Event overtime hours	54,900	0.25%	Partially reduce police presence/visibility and the ability to engage with citizens and visitors on Marine Drive and during events. If overtime is reduced there will be an increased demand on frontline members that may result in decreased call response elsewhere in the City. Potential increase in disturbance/mischief/public nuisance incidents due to a lack of consistent knowledge/visibility of police foot/bike patrols.
Rec & Culture	Eliminate Tour de White Rock road race (day two of this annual two day elite cycling race and community celebration)	35,000	0.16%	Complaints from Council's Tour de White Rock committee members, 200+ volunteers, 5,000+ spectators, waterfront businesses and especially residents. This race has a 40 year history and holds the status as the longest running elite calibre cycling road race in North America. A huge loss in community prestige and pride will occur, along with an expected outcry from Super Week organizers, cycling supporters, the local sports media and the BC cycling community.
Rec & Culture	Further reduce the new proposed part time Special Event Assistant hours recently added by the Finance and Audit Committee. If above event is scaled back then fewer Special Event Assistant hours will be required	11,800	0.05%	Less staff support provided to organize and host community festivals and events. Fewer Special Events for residents and visitors to enjoy if the Tour de White Rock road race is cut.
Total Category 3		428,400	1.93%	
Total all Categories		894,100	4.03%	



WHITE ROCK
My City by the Sea!

2020 TO 2024 DRAFT FINANCIAL PLAN FOLLOW-UP

FINANCE AND AUDIT COMMITTEE
FEBRUARY 3, 2020

2020 TO 2024 DRAFT FINANCIAL PLAN

- Staff have updated the Draft Financial Plan to reflect:
 - The Finance and Audit Committee's resolutions of December 9 and 12
 - Other adjustments to the operating budget and asset improvement components, based on updated information received by staff
 - Council's resolutions of January 13, 2020
- In response to the Finance and Audit Committee's request, this corporate report also includes a categorized list of options (and impacts) to further reduce the proposed 2020 property tax increase

2020 TO 2024 DRAFT FINANCIAL PLAN GENERAL FUND OPERATING BUDGET

- 2020 to 2024 Draft Financial Plan presented on December 9 proposed a 2020 property tax increase of 3.9%
- Items added, as per Finance and Audit Committee's direction are listed on agenda page 67 – raised 2020 proposed property increase to 5.52%
- Further updates, based on new information, are listed on agenda pages 67 & 68 – slightly reduced proposed 2020 property taxes to 5.21%
- Options to reduce 2020 property taxes and their impacts are listed on agenda pages 72 to 78

OPTIONS TO REDUCE 2020 PROPOSED PROPERTY TAXES

- Category 1:** Impacts include some service level reductions and/or risks to financial sustainability
- Category 2:** Impacts include moderate service level reductions and/or risks to financial sustainability
- Category 3:** Impacts include significant service level reductions and/or risks to financial sustainability

CITY HALL

- **\$50,000 budgeted in 2019 to examine options; \$20,000 spent**
- **Given that Council (at its meeting of Jan 13, 2020) did not pass a motion to endorse using the remaining \$30,000 to conduct a costing study on a seismic retrofit, these funds will not be carried over to the 2020 budget**
- **\$100,000 budgeted in 2019 for minor office upgrades downstairs, but not yet spent; will be carried over to 2020**
- **\$3.0M previously budgeted in 2020/2021 to start implementing whatever direction was given by Council – still in the Draft FP. Provides flexibility should a decision be made later this year to do further analysis or upgrade work; Council may wish to adjust this**

UPDATE ON AMENITY PROJECTS FUNDED FROM CACs

- **Project added in 2020 to purchase parking stalls in the Town Centre for \$240,000; cannot be committed or spent until the CACs are received, expected later this year**
- **Feedback from the January 20 CAC Community Forum and current consultation process will be available in late Feb/early Mar**
- **Further adjustments might be made to the 2020 to 2024 Draft Financial Plan at that time**

2020 TO 2024 DRAFT FINANCIAL PLAN RECOMMENDATIONS

That the Finance and Audit Committee:

- 1. Receive for information the Feb 3, 2020 corporate report from the Director of Financial Services titled “2020 to 2024 Draft Financial Plan Follow-up”**
- 2. Endorse the presented Draft Financial Plan adjustments or provide direction on further amendments to be made**
- 3. Direct staff to proceed with scheduling a public meeting and placing and advertisement in the newspaper to notify the public of the opportunity for public comments, including requesting written comments or questions, based on the information presented in this report or as amended.**



WHITE ROCK

My City by the Sea!

Options to Further Reduce Property Taxes

Category 2 - impacts are moderate service level reductions and/or risks to financial sustainability

Department	Description	Amount	Prop. Tax Reduction	Impact and Other Comments
Finance	Further increase the net investment income budget to \$1.05M	25,000	0.11%	Increased risk that the budget will not be met. Could be an issue at year-end. Staff are not comfortable with this.
Finance	Further reduce the annual transfer to the Capital Works Reserve	50,000	0.23%	There will not be enough money to undertake future facility upgrades and major maintenance. The funding issue with City Hall will be exasperated. Work will have to be deferred or money borrowed. Could become a public safety issue. Five-year impact (including Category 1 component) is
Finance	Double the deductibles on the City's property insurance	12,000	0.05%	This will increase the deductibles to \$50,000 for the pier (except for minimum of \$250,000 for a flood), \$100,000 for flooding in all other facilities, and \$10,000 for other perils/locations. Because the City is committed by contract there may be a penalty to change the policy at this time. The deductibles were already increased in the recent renewal, and further increases are not recommended given the minimal premium
Information Services	Cancel "Recollect" electronic solid waste pickup reminder service	4,500	0.02%	This will result in customer complaints as the public has become accustomed to this service. There are currently 1,281 homes in White Rock that are subscribed to this service.
Planning & Dev.	Eliminate casual wages for a Planning summer student	—17,000	0.08%	No planning summer student will reduce capacity for the department to undertake public engagement for the OCP Review and other policy initiatives.
RCMP	Increase the RCMP contract budget allowance for vacant positions from \$150,000 to \$175,000	25,000	0.11%	The allowance was already increased in the draft 2020 to 2024 Financial Plan from \$100,000 to \$150,000. If the speed of staffing vacant positions increases, it is likely that the actual costs for the contract will come in over budget.
Total Category 2		—133,500	0.60%	
		\$116,500	0.52%	

Category 3 - impacts are significant service level reductions and/or risks to financial sustainability

Department	Description	Amount	Prop. Tax Reduction	Impact and Other Comments
Engineering & Ops.	Reduce Operations Administration casual staff hours	15,000	0.07%	This will result in delays paying invoices during peak construction periods and at times when the current staff take vacation. Will lead to poorer relations with vendors and potentially higher prices in the future.
Engineering & Ops.	Reduce Facilities casual staff hours	10,000	0.05%	Work in some areas will not get done.

Options to Further Reduce Property Taxes

Category 3 - impacts are significant service level reductions and/or risks to financial sustainability (continued)

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RCMP	Reduce Victim Services Casual Staff budget from \$30,000 to \$19,500	10,500	0.05%	With fewer hours for a Casual Victim Services Caseworker, more reliance will be placed on the support of volunteer caseworkers, creating more uncertainty on the delivery of victim support including court accompaniment for victims of crime.
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Rec & Culture	Eliminate Tour de White Rock road race (day two of this annual two day elite cycling race and community celebration)	35,000	0.16%	Complaints from Council's Tour de White Rock committee members, 200+ volunteers, 5,000+ spectators, waterfront businesses and especially residents. This race has a 40 year history and holds the status as the longest running elite calibre cycling road race in North America. A huge loss in community prestige and pride will occur, along with an expected outcry from Super Week organizers, cycling supporters, the local sports media and the BC cycling community.
Rec & Culture	Further reduce the new proposed part time Special Event Assistant hours recently added by the Finance and Audit Committee. If above event is scaled back then fewer Special Event Assistant hours will be required	11,800	0.05%	Less staff support provided to organize and host community festivals and events. Fewer Special Events for residents and visitors to enjoy if the Tour de White Rock road race is cut.
Total Category 3		428,400	1.93%	
Total all Categories		894,100	4.03%	
		\$877,100	3.95%	