

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



**DATE:** December 5, 2022  
**TO:** Mayor and Council  
**FROM:** Candice Gartry, Director, Financial Services  
**SUBJECT:** 2023 Fees and Charges Bylaw, 2022, No. 2447

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**RECOMMENDATION**

THAT Council receive the December 5, 2022, corporate report from the Director of Financial Services, titled “2023 Fees and Charges Bylaw, 2022, No. 2447” for Council’s consideration and adoption.

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**EXECUTIVE SUMMARY**

Section 194 of the *Community Charter* authorizes Council, by bylaw, to establish municipal fees for services, for the use of municipal property or to exercise the authority to regulate, prohibit or impose requirements.

Annually, city staff review the fees and charges bylaw to ensure that fees charged recover the cost of providing the services. For 2023, the increases proposed are generally inflationary except for some fees where it has been determined that the city is not fully recovering related costs. Additionally, a few new fees have been added.

It is recommended that the fees proposed in the 2023 Fees and Charges Bylaw, 2022, No. 2447 be approved for the 2023 fiscal year.

**INTRODUCTION/BACKGROUND**

Annually, city staff review the fees and charges bylaw to ensure that fees charged recover the cost of providing the services. For 2023, the increases proposed are generally inflationary except for some fees where it has been determined that the city is not fully recovering related costs.

Additionally, a few new fees have been added.

The following new fees are proposed to recover the costs for the services the city provides:

<b>Item</b>	<b>Proposed Fee</b>
<b>Planning and Development Services:</b> Development Application Fees Formal Pre-Application Fee <i>(for staff time to review application materials, referrals from other departments, and preparation of and presentation to customer a pre-</i>	450.00

Item	Proposed Fee
<i>application summary to add in the preparation of subsequent applications to the city)</i>	
<b>Engineering and Municipal Operations:</b> Street Sweeper Call Out ( <i>for staff time to attend call out</i> ) Sanitary and Storm Drainage Cap Off ( <i>cost of capping off services</i> )	281.00 300.00
<b>Road and Right of Way Deposits</b> ( <i>The city already takes deposits, for these purposes. The changes below are being made better define the type and value of the deposits needed</i> )	
Minor works with limited risk of damage to asphalt road surfaces	5,000.00
Coring, test holes, drilling on asphalt or concrete road and sidewalk surfaces	5,000.00
Moderate works with risk of damage to asphalt road surfaces, concrete road and/or sidewalk surfaces, boulevard	10,000.00
Major works with significant risk of damage to asphalt road surfaces, concrete road and/or sidewalk surfaces, boulevard	10,000.00
<b>Recreation and Culture:</b> Ice Rentals (Non-Subsidized) Last Minute Rate (within 7 days to rental) ( <i>new service to private users to help use up our ice time-holes</i> ) Ice Rentals (Partially Subsidized) Prime Rate (Game Days) ( <i>to better reflect the cost of administering game days vs practices</i> ) Facility Rentals Beer Garden Permit Fee per occurrence ( <i>to cover staff time to administer the application process</i> ) Kent Street Activity Center Membership fees (Sept – Dec) ( <i>new shorter duration membership fee</i> ) Advertising Boards ( <i>for new pickleball courts</i> ) Pickleball Courts, per season (Apr-Mar) non-profit Pickleball Courts, per season (Apr-Mar) private	179.00 200.00 150.00 20.00 303.00 453.00
<b>Fire and Rescue:</b> Fireworks Discharge Permit Application Fee ( <i>to cover staff time to administer the application process</i> )	53.00

The following fees were increased beyond an inflation rate of 2% to better align with the actual cost of providing the service:

Item	Previous Fee	Proposed Fee
<b>Planning and Development Services:</b> Property File Research and Copies Research fee & Copies on disc or flash drive (excluding print cost) ( <i>to better align the cost of service with fees</i> )	17.00	50.00
Permit Application Fees Other Permit Fees ( <i>to align the cost of service with fees</i> )	75.00	86.00

Item	Previous Fee	Proposed Fee
<p><i>(Additionally, for permit fees, the clause for deducting the initial application fee from the permit fee has been removed. In replacement, the cost of the first fixture, zone or sprinkler head has been reduced to \$0. Changes made for clarity of fees and streamlining of business processes)</i></p> <p>Building permits to construct other than single or two-family dwelling, a fee equal to 50% of the estimated permit fee. Change made to maximum fee <i>(to better align the cost of service with fees, for complicated Multi-Family or commercial buildings)</i></p>	7,650.00	10,000.00
<p><b>Engineering and Municipal Operations:</b>  Sanitary and Storm Connection Fee minimum (if cost of service exceeds the minimum the City will invoice the property owner the cost difference)  <i>(Cost of installation has significantly increased)</i></p> <p>Additional notes added for Sewer and Storm connections  * When customers request connections, if fees paid previously are less than what is stated in this bylaw, the difference of the fees collected, and the current fee will be required to be paid before installation of the connection(s).  * If the cost of providing and laying a sanitary connection or a drainage connection exceeds the fee collected for the service, such additional costs will be invoiced to the property owner. Such costs may include, but not limited to, contractor, materials, equipment, city staff, and administrative costs as calculated by the city. Invoices not paid will be added to the property tax levy of the property and will be subject to the same interest rate and collection process as overdue property taxes.  <i>(These are to ensure all costs for performing the connections are paid by the developer)</i></p>		8,000.00
<p>Parks Dedication Program – Initial cost for installation Bench <i>(cost of concrete has significantly increased)</i></p>	4,160.00	6,800.00
<p>Latecomer Agreement Application  <i>(to better align the cost of service with fees)</i></p>	3,121.00	4,500.00
<p><b>Recreation and Culture:</b>  Filming Fees <i>(Increased to align with the cost of supporting the filming projects)</i>  Pier and Promenade per day  Promenade per day</p> <p>Food Cart Pad Rental (changed from per foot to flat fee)  Food Cart Pad Power Fee <i>(to better align with costs)</i></p>	1,190.00 860.00 4.20 / foot 104.00	1,428.00 1,032.00 1,000.00 110.00

Item	Previous Fee	Proposed Fee
Facility Rentals		
Commercial Rate	100.00	110.00
Private Rental Rate	84.00	95.00
Statutory Holiday (min 2 hours) <i>(To better align with costs)</i>	110.00	140.00
<b>Financial Services:</b>		
Increased maximum for Accounts receivable admin fees <i>(to better align with staff administration costs)</i>	200.00	500.00

The following fees were removed:

Item	Current Fee
<b>Recreation and Culture:</b>	
White Rock Community Centre Rentals	
Wedding Party rate for Presentation room flat charge <i>(replaced with hourly private rental rate).</i>	2,249.00
Presentation Room ABC (all charges) <i>(Removed as was redundant, each room rental is listed individually under section Hall A, B, or C (lobby not included))</i>	
<b>Parking Services:</b>	
Temporary Construction Period Permit - 1300 Block Foster St <i>(Construction activity that produced the greatest parking pressures on the 1300 block of Foster is no longer present)</i>	1.00

The following fees were moved from the White Rock Sign Bylaw to the Fees and charges bylaw and increased to better reflect the cost of service *(These fees had not been updated since 2012):*

Item	Previous Fee	Proposed Fee
<b>Planning and Development Services:</b>		
Temporary Signs		
Sandwich Board Sign or Free-Standing Portable Sign or Promotional Sign (first event)	50.00	75.00
Promotional Sign (second and third event each)	50.00	75.00
Special Promotional Sign Permit (per White Rock Sign Bylaw, sub-section 6.2)	No Charge	No Charge
Permanent Signs		
Application Fee	50.00	75.00
Alter or move an existing Sign	50.00	100.00
Free-Standing Signs up to 3 square metres of Sign Area	150.00	175.00
Free-Standing Signs over 3 square metres of Sign Area	200.00	300.00
Fascia, Projection, Canopy and Awning Signs	150.00	175.00
Electronic Message Board Sign	250.00	300.00
Comprehensive Sign Plan	200.00	225.00
Each Sign for a Premise included in an approved Comprehensive Sign Plan	50.00	75.00

### **FINANCIAL IMPLICATIONS**

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

### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

The departments responsible for the fees and charges each provided input for the fees proposed in the 2023 Fees and Charges Bylaw, 2022, No. 2447.

### **OPTIONS / RISKS / ALTERNATIVES**

The following option is available for Council's consideration:

1. Not endorse the proposed 2023 Fees and Charges Bylaw, 2022, No. 2447, which would result in the city's fees falling below the cost of providing the services.

### **CONCLUSION**

Annually, city staff review the fees and charges bylaw to ensure that fees charged are appropriate, necessary and recover the cost of providing the services. For 2023 the fees were generally increased by inflation and others were adjusted to align with the cost of providing or delivering the service. The proposed changes have been incorporated into the 2023 Fees and Charges Bylaw, 2022, No. 2447 for the Council's consideration.

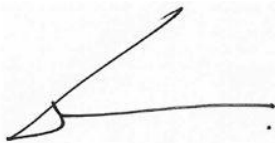
Respectfully submitted,



Candice Gartry  
Director, Financial Services

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

I concur with the recommendation of this corporate report.



Guillermo Ferrero  
Chief Administrative Officer