

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: June 26, 2023

TO: Mayor and Council

FROM: Candice Gartry, Director, Financial Services

SUBJECT: White Rock Financial Plan (2023-2027) Bylaw, 2023, No. 2458, Amendment No. 1, 2023 No. 2474

RECOMMENDATIONS

THAT Council:

1. Receive the June 26, 2023, corporate report from the Director, Financial Services, titled “White Rock Financial Plan (2023-2027) Bylaw, 2023, No. 2458, Amendment No. 1, 2023, No. 2474;” and
2. Give first, second and third readings to the draft Bylaw attached as Appendix A.

EXECUTIVE SUMMARY

The purpose of this corporate report is to introduce the White Rock Financial Plan (2023-2027) Bylaw, 2023, No. 2458, Amendment No. 1, 2023, No. 2474. The amendments included in this bylaw include carry forwards of budgeted but unspent items in 2022, carried over to 2023 as well as one-time operating expense items that are being funded by the prior year’s surplus. These amendments do not change the 2023 utility and property rates for 2023 that have already been approved by Council.

PREVIOUS COUNCIL DIRECTION

Motion # & Meeting Date	Motion Details
2023-200 May 1, 2023	THAT Council give final reading to "City of White Rock Financial Plan (2023-2027) Bylaw, 2023, No. 2458". <p style="text-align: right;">CARRIED</p>
2023-158 April 27, 2023	THAT Council give first, second and third reading to "City of White Rock Financial Plan (2023-2027) Bylaw, 2023, No. 2458". <p style="text-align: right;">CARRIED</p>
2023-F&A-041 March 27, 2023	THAT the Finance and Audit Committee direct staff to draft the Financial Plan Bylaw for 2023 – 2027 and bring it to Council for first, second, and third reading (to include impact of removal of free winter parking). <p style="text-align: right;">CARRIED</p>

<p>2023-F&A-040 March 27, 2023</p>	<p>THAT the Finance and Audit Committee endorse and direct staff to remove free parking in the winter months from the 2023 Fees and Charges Bylaw, 2022.</p> <p style="text-align: right;">CARRIED</p>
<p>2023-F&A-033 March 13, 2023</p>	<p>THAT the Finance and Audit Committee endorses:</p> <ol style="list-style-type: none"> 1. A 25 cent hourly increase in waterfront parking for the summer season; and further 2. Directs amending the summer season to now be as follows: March 1 – October 31. <p style="text-align: right;">CARRIED</p>
<p>2023-F&A-034 March 13, 2023</p>	<p>THAT the Finance and Audit Committee endorses a 25 cent hourly increase in parking at the waterfront for the winter season (November 1 to last day of February).</p> <p style="text-align: right;">CARRIED</p>
<p>2023-F&A-030 February 23, 2023</p>	<p>THAT the Finance and Audit Committee:</p> <p>Approve the City of White Rock Draft 2023 – 2027 Operational Financial Plan; and</p> <p>Direct staff to bring the Draft 2023 – 2027 Asset Management (Capital) Financial Plan to the March 13, 2023, Finance and Audit Committee meeting.</p> <p>Note: (resulting in 8.90%)</p> <p style="text-align: right;">CARRIED</p>
<p>2023-F&A-029 February 23, 2023</p>	<p>THAT the Finance and Audit Committee direct funds be added to the budget for litter service pick up on the promenade in the amount of \$25,000.</p> <p style="text-align: right;">CARRIED</p>
<p>2023-F&A-028 February 23, 2023</p>	<p>THAT The Finance and Audit Committee directs staff to remove from the budget the parade portion from the Sea Festival event in the amount of \$35,900.</p> <p style="text-align: right;">CARRIED</p>
<p>2023-F&A-027 February 23, 2023</p>	<p>THAT The Finance and Audit Committee direct staff to include in the budget vegetation control on the hump in the amount of \$10,000.</p> <p style="text-align: right;">CARRIED</p>
<p>2023-F&A-025 February 23, 2023</p>	<p>THAT The Finance and Audit Committee direct staff to fund in the budget \$5,000 for additional Indigenous Relations Projects.</p> <p style="text-align: right;">CARRIED</p>
<p>2023-F&A-023 February 23, 2023</p>	<p>THAT The Finance and Audit Committee direct staff to fund in the budget for celebrations and ceremonies on National Day for Truth & Reconciliation and National Indigenous People's Day in the amount of \$5,000.</p> <p style="text-align: right;">CARRIED</p>

2023-F&A-022 February 23, 2023	THAT The Finance and Audit Committee endorse the keep maintenance of current software subscriptions (\$45,800) within the budget. CARRIED
2023-F&A-019 February 23, 2023	THAT The Finance and Audit Committee direct staff to keep the full-time Human Resources Advisor (senior level / not junior level) in the budget. CARRIED
2023-F&A-018 February 23, 2023	THAT the Finance and Audit Committee direct staff to fund the White Rock Museum and Archive request at \$45,000. CARRIED
2023-F&A-016 February 23, 2023	That the Finance and Audit Committee direct staff to place \$125,000 from the Non-Market Fund towards the City's operating budget with the balance to then be placed in the City's capital funds. CARRIED
2023-F&A-006 February 13, 2023	THAT the Finance and Audit Committee direct there be a further meeting scheduled next week of the Committee regarding the Draft 2023 – 2027 Draft Operational Budget. CARRIED
2023-F&A-006 February 13, 2023	THAT the Finance and Audit Committee direct staff to add the White Rock Museum request in the amount of \$45,000 to the budget for staff adjustments and additional storage. CARRIED
2021-F&A-068 September 22, 2021	THAT the Finance and Audit Committee endorse: 1. The proposed budget format for 2022 based on the GFOA Distinguished Budget Presentation Award Program; and 2. The 2022 budget presentation schedule and approximate timeline of meetings. CARRIED

INTRODUCTION/BACKGROUND

The *Community Charter (Charter)* requires that a municipality adopt annually, by bylaw, a five-year financial plan. This section also allows a municipality to amend the financial plan, by bylaw, at any time to provide for greater certainty. Additionally, the *Charter* states that municipalities must not make an expenditure other than those that are included for that year in its financial plan.

The amendments included in this bylaw represent items budgeted for in 2022 that were unspent and have therefore been carried over and included in the 2023 budget, as well as specific one-time operating items that are being funded from the prior year's surplus. These amendments do not change or impact the previously approved 2023 property tax and utility rates.

Asset Improvement (Capital)

Funding for Asset Improvement (Capital) projects not completed in 2022 and carried over into the 2023 budget total \$32.6M and fall into the follow categories:

General Fund Asset Improvement Projects	
Roads	\$3,194,000
Facilities	\$2,550,000
Affordable Housing	\$4,000,000
Parks	\$15,827,000
Information Technology	\$395,000
Parking	\$438,000
Capital Contingency	\$30,000
Total	\$26,434,000

Utility Fund Asset Improvement Projects	
Sanitary Sewer	\$1,825,000
Drainage	\$1,909,000
Water	\$2,398,000
Total	\$6,132,000

For details on the individual capital asset projects being carried forward please see Appendix B.

Operating Projects

Operating projects carried over from 2022 in to the 2023 budget total \$300.7K and include the following projects (over \$10K):

Operating Projects	
Temporary FT positions in Communications & HR	\$84,100
Salary & Benefit Review Consultant	\$38,000
Transition WRRF to Emergency Medical Responder Licenses	\$35,200
Training (HR Budget for city wide training)	\$30,000
Snowbirds Airshow	\$25,600
Consultant for Tangible Capital Asset Planning	\$20,000
Consultant for Web Refresh	\$13,300
Consultant for Asset Retirement Obligation Project	\$10,000
Hazmat Survey for Centennial Arena	\$10,000
Other projects valued individually at \$10K or less	\$34,500
Total	\$300,700

One-Time Operating Items

One-Time operating expenses funded from the 2022 surplus total \$597.5K and including the following projects (over \$10K):

One-Time Operating Expenses	
Consultant to Assist with Building Permit Reviews	\$150,000
Supplemental Roll Adjustment re: 1484 Martin	\$124,500
Consultant for Road Bylaw Updates	\$75,000
Consultant for Long-Term Vegetation Control Plan for the Hump	\$75,000
Increased Benefits re: IAFF MoU	\$73,000
Consultant for Process Review for Development Permits	\$50,000
Consultant for Bylaw Adjudication Process	\$30,000
Other expenses individually valued at \$10K or less	\$20,000
Total	\$597,500

Other changes included in this amendment include reallocations of funding between projects as well as the addition of revenues and expenses related to new grants obtained by the city. These additions do not trigger a change to the property tax or utility rates already established for 2023. These grants include \$15K from BC Healthy Communities for the Poetry in Motion project, \$30K from UBCM Community Emergency Preparedness Fund to Emergency Social Services (ESS) Modernization, and \$12.3K for the Sea Festival.

FINANCIAL IMPLICATIONS

The aforementioned amendments add additional expenses into year 2023 of the 2023-2027 Financial Plan, as well as offsetting revenues either from grant funding, accumulated surplus, or in the case of asset improvement projects already approved, funding carried over from 2022 into 2023. These amendments do not change the already approved property tax and utility rates established for 2023.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

Once this bylaw is approved and the larger financial plan document updated, the updated 2023 – 2027 Financial Plan will be made available on the city’s website.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Engineering and Municipal Operations will proceed with the tender and construction of the various asset improvement projects. The operating projects will continue to be undertaken in 2023 via their respective departments.

ALIGNMENT WITH STRATEGIC PRIORITIES

Maintaining infrastructure to provide safe, reliable, and sustainable infrastructure for the community while minimizing impacts on the environment, and managing delivery of services efficiently and effectively, are Council priorities.

OPTIONS / RISKS / ALTERNATIVES

The *Charter* states that municipalities must not make an expenditure other than those that are included for that year in its financial plan. To comply with the *Charter* it is recommended to adopt a bylaw amending the 2023-2027 Financial Plan to include the required aforementioned items prior to the awarding of a contract or start of services for those items.

Should Council decide to not adopt a bylaw amending the 2023-2027 Financial Plan to include the aforementioned items, those items/projects may not proceed.

CONCLUSION

Staff recommend that White Rock Financial Plan (2023-2027) Bylaw, 2023, No. 2458, Amendment No. 1, 2023, No. 2474 attached as Appendix A be given first, second and third readings.

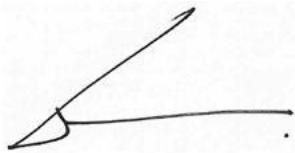
Respectfully submitted,



Candice Gartry
Director, Financial Services

Comments from the Chief Administrative Officer

I concur with the recommendations of this corporate report.



Guillermo Ferrero
Chief Administrative Officer

Appendix A: City of White Rock Bylaw 2023 No 2458 Amend 1 No 2474 Financial Plan

Appendix B: Asset Improvement Projects Carried Forward to 2023