

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



**DATE:** November 6, 2023

**TO:** Mayor and Council

**FROM:** Candice Gartry, Director, Financial Services

**SUBJECT:** 2024 Fees and Charges Bylaw, 2023, No. 2480

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**RECOMMENDATIONS**

THAT Council:

1. Receive the November 6, 2023, corporate report from the Director of Financial Services, titled "2024 Fees and Charges Bylaw, 2023, No. 2480", and
  2. Give first, second and third readings to Bylaw, 2023, No. 2480.
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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 and/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 2024, 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 were added.

It is recommended that the fees proposed in the 2024 Fees and Charges Bylaw, 2023, No. 2480 be approved for the 2024 fiscal year and given first, second and third readings.

**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 were added.

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

Item	Proposed Fee
<b>Engineering and Municipal Operations:</b>	
<b>Road and Right of Way Fees</b>	
Road and ROW Alteration Permit Fee (low level plantings)	450.00

Item	Proposed Fee
<b>Road and Right of Way Deposits</b>	
Special Events	2,500.00
<b>Encroachment Agreement Fees</b>	
Administration fee	59.00
Application fee	2,000.00
License Fee - per square meter of encroachment	25.00
<b>All Other Agreements</b>	
Administration fee	59.00
Application fee	2,000.00

The following fees were increased beyond an inflation rate of 2-3% to better align with the actual cost of providing the service:

Item	Previous Fee	Proposed Fee
<b>Financial Services:</b>		
<b>Property Tax Information (Tax Certificate)</b>		
Requested at City Hall	85.50	124.00
<i>This fee includes the fee set by the City of \$45 plus Dye Durhams fee that is increasing from \$40.50 to \$79.00</i>		
<b>Planning and Development Services:</b>		
<b>Property File Research and Copies</b>		
Research Fee and Copies on disc or Flash Drive	50.00	75.00
<b>Temporary Signs</b>		
Sandwich Board Sign or Free-Standing Portable Sign or Promotional Sign (first event)	75.00	90.00
Promotional Sign (second and third event)	75.00	90.00
<b>Permanent Signs</b>		
Application Fee	75.00	90.00
Alter or move an existing sign	100.00	115.00
Each Sign for a Premise included in an approved Comprehensive Sign Plan	75.00	90.00

The following item was decreased this year after a review was requested from Semiahmoo Lacrosse. White Rock is still the highest at \$70 behind Surrey at \$57.00.

Item	Previous Fee	Proposed Fee
<b>Centennial Park Leisure Centre – Arena:</b>		
<b>Dry Floor</b>		
Minor Lacrosse, Ball Hockey, Roller Hockey (includes non-profit)	79.00	70.00

### **FINANCIAL IMPLICATIONS**

Reviewing the Fees and Charges Bylaw annually 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 2024 budget process.

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

The following alternate options are available for Council's consideration:

1. Not endorse the proposed 2024 Fees and Charges Bylaw, 2023, No. 2480, 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 2024 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 2024 Fees and Charges Bylaw, 2023, No. 2480 for the Council's consideration.

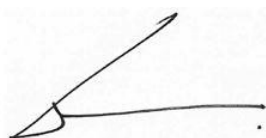
Respectfully submitted,



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