

AGENDA

FINANCE AND GOVERNANCE STANDING COMMITTEE Tuesday, March 15, 2021 1:00 to 4:00 PM COUNCIL CHAMBERS

1. MEETING BY ELECTRONIC PARTICIPATION

Due to COVID-19 measures, the Saanich Municipal Hall is closed to the public.

To register to **listen** by telephone, you must have access to a telephone, provide a telephone number that can be used to contact you, and an email address where instructions can be sent to you.

Register by calling: 250-475-5510 or email: jennifer.downie@saanich.ca

Registration deadline is 12:00 p.m. noon, Friday, March 12, 2021.

2. MINUTES FOR ADOPTION (attachment)

- January 18, 2021

3. PERMISSIVE TAX EXEMPTION GRANT – SAANICH NEIGHBOURHOOD PLACE – 3100 TILlicum ROAD

- Report of the Director of Finance dated March 2, 2021 (attached)
- For Committee review and recommendation to Council.

4. 2021 STRATEGIC PRIORITIES GRANT APPLICATIONS

- Report of the Director of Finance dated March 3, 2021 (attached).
- For Committee consideration and recommendation to Council.

5. 2021 COMMUNITY BUILDING GRANT APPLICATIONS

- Report of the Director of Finance dated March 3, 2021 (attached).
- For Committee consideration and recommendation to Council.

6. 2021 COMMUNITY SERVICE PROVIDER GRANTS – SCHEDULE A

- Report of the Director of Finance dated March 3, 2021 (attached).
- For Committee review and recommendation to Council.

7. ANNUAL LIABILITY INSURANCE GRANT TO COMMUNITY ASSOCIATIONS

- Report of the Director of Finance dated March 3, 2021 (attached)
- For Committee review and recommendation to Council.

... ADJOURNMENT ...



The Corporation of the District of Saanich

Report

To: Finance and Governance Standing Committee
From: Valla Tinney, Director of Finance
Date: March 2, 2021
Subject: Permissive Tax Exemption Grant – Saanich Neighbourhood Place – 3100 Tillicum Road

RECOMMENDATION

That the Committee recommend that Council endorse in principle a permissive tax exemption for Saanich Neighbourhood Place and approve a grant for 2021 in accordance with Council's Permissive Tax Exemption Policy and funded from Council's Strategic Initiatives Contingency.

PURPOSE

The purpose of this report is to seek endorsement for permissive tax exemption for Saanich Neighbourhood Place and approval of a grant for 2021 funded from Council's Strategic Initiatives Contingency.

BACKGROUND

Sections 224 and 225 of the *Community Charter* provide that on or before October 31st in the preceding year a Municipal Council may by bylaw grant a property tax exemption to certain qualifying properties. Council approved the bylaw for 2021 exemptions in the fall of 2020. Given the timing requirements of the bylaw, any property that becomes taxable after October 31st is not eligible for a permissive tax exemption under Charter provisions. In order to manage these timing challenges, Saanich Council adopted a policy to avoid unintentional taxation.

DISCUSSION

Council's current Permissive Tax Exemption Policy established under Financial Plan Bylaw No. 9629 (as required under Section 165 (3.1)(c) of the *Community Charter*) is as follows:

"The District of Saanich will continue to support local organizations through permissive tax exemptions. The objective is to consider exemptions individually on their merits, in context with the Saanich Strategic Plan, consistent with the other Saanich policies and the principles of accountability, reasonableness, equality/fairness, inclusiveness, and accessibility."

In addition, Council has a Tax Exemption Policy providing for situations where a property would be exempted from taxation through a permissive tax exemption process if it were not for a timing issue. The policy allows Council to consider paying a tax grant in the year prior to the year that the exemption can be implemented through bylaw (Attachment #1).

The District received a request for exemption after the 2021 due date for property that is newly taxable in 2021. The property in question is the new facility being built by Saanich Neighbourhood Place (SNP) at 3100 Tillicum Road. This new facility is leased by the District of Saanich to SNP and the terms of the lease require SNP to be responsible for all taxes and levies.

Saanich Neighbourhood Place has submitted an exemption application for the leased property located at 3100 Tillicum Road. SNP has submitted information that the space will be used in a similar manner to programs currently offered at Pearkes Recreation Centre – full-day licensed childcare (including 49 new spaces), a small licensed kitchen to prepare meals and snacks for the children and to be made available to community groups by request. A multi-purpose room and meetings room will be used for parenting programs or support groups. Office space will support SNP staff and related service providers. Fees will be at market rates and room rentals by donation or nominal hourly rates.

The purposes of the Society are to:

- a. Establish, maintain and conduct a center providing quality family programs including education, care and guidance of children and caregivers*
- b. provide opportunities for parent education and support through family participation in activities, services and programs of Saanich Neighbourhood Place;*
- c. develop family and community support services which follow affordability, accessibility, quality and sound management principles;*
- d. develop and foster good working relationships with a variety of agencies and community groups in the region in order to effectively deliver and enhance Saanich Neighbourhood Place*

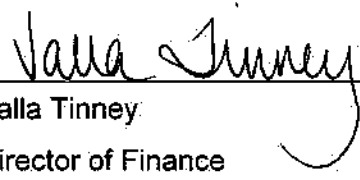
As the use of the premises is in alignment with the stated purposes of the Society, the Charter requirements are met.

Exemption Policy – the exemption aligns with the District's Community well-being initiative of "assess the need for childcare in Saanich and review/consider options to improve access". Saanich Neighbourhood Place currently receives an exemption for similar services provided at their leased premises at 4525 West Saanich Road.

FINANCIAL IMPLICATIONS

The assessed value for the property is \$2,210,000 under Class 1 – residential, which is the classification used for all daycare by BC Assessment. The estimated grant is approximately \$7,200, but the actual value cannot be ascertained until Council has completed its budget deliberations and established the 2021 tax. As anticipated in the policy, the grant covers only the municipal taxes (general and EHT tax rates) so the other tax levies on the property (CRD, CRHD, BC Transit and others) will remain the responsibility of SNP. It is recommended that if approved, this grant be funded from Council's Strategic Initiatives Contingency as it does not fall within the provisions of Council's Community Grant Program, but is aligned with Council's strategic initiative with respect to improving access to day care.

Prepared by



Valla Tinney
Director of Finance

Attachments:

- Saanich Tax Exemption Policy
- Saanich Neighbourhood Place Application Package

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director of Finance.



Paul Thorkelsson, Administrator

Paul Thorkelsson, Administrator

COUNCIL POLICY

SUBJECT: TAX EXEMPTIONS	DATE: July 10, 1989 Revised:
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A policy be established whereby when properties are exempted from taxation pursuant to Sections 398 and 400 of the Municipal Act, consideration of paying a tax grant in the year prior to the year that the exemption is effective, be based on the applicant=s financial need and that any resulting grant not exceed the applicable municipal taxes.

District of Saanich
770 Vernon Ave
Victoria BC V8X 2W7

T 250-475-5454
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saanich.ca



District of Saanich Permissive Tax Exemption Application

Deadline: July 31, 2021

Date:	<u>February 8/21</u>		
Name of Organization:	<u>Saanich Neighbourhood Place</u>		
Address:	<u>3100 Tillicum / 3120 Tillicum</u>		
Contact Person(s):	<u>Cornelia Burns</u>	<u>E.D.</u>	<u>250 3601148</u>
	Name	Position/Title	Phone #
	<u>cornelia@snplace.org</u>		
	Email		

ATTACHMENTS REQUIRED:

1. Copy of the financial statements for the previous year
2. Copy of the state of title certificate or lease agreement (including legal description), as applicable
3. Copy of the constitution and establishing bylaws for the non-profit
4. Description of the programs/services/benefits delivered from the subject lands and/or improvements including participant numbers, volunteer hours, benefiting group/individuals/special needs populations, fees charged for participation
5. Description of any third party use of the subject land and/or improvements including user group names, fees charged, conditions of use

ELIGIBILITY CRITERIA: FOR EACH CATEGORY, PLEASE CHECK APPLICABLE ITEMS

A: SUBJECT PROPERTY MUST BE ONE OF:

- Land or improvements, or both, owned or held by an entity described in B. below
- Land or improvements, or both, ancillary to a statutory exemption under s. 220 of the *Community Charter*

B. NATURE OF THE ORGANIZATION MUST BE:

- Not for profit corporation
- Athletic or service club/association
- Partner of the municipality by agreement under s.225 of the *Community Charter*
- Municipality, regional district, public/local authority
- Licenced community care facility, private hospital or registered assisted living residence
- Organization eligible to s.220 statutory exemption (e.g. place of public worship, cemetery, library, Indian land, senior home, hospital etc.)

Folio: 66-1006-998
Civic: 3100 TILlicUM RD
Size: 1.072 ACRES

Pid: 003-290-085
Legal: LOT A SECTIONS 13, 15 & 18A VICTORIA DISTRICT PL-
 19570 EXEPT PART IN PLAN 32836

Owner: THE CORPORATION OF THE DISTRICT
 OF SAANICH
 C/O LANDS COMMISSIONER
 770 VERNON AVE
 VICTORIA BC V8X 2W7
 (391821)

Owner: SAANICH NEIGHBOURHOOD PLACE
 3100 TILlicUM RD
 VICTORIA BC V9A 6T2
 (CA7914564)

2021 Taxable Assessments

				<u>Land</u>	<u>Improvements</u>	<u>Net</u>
1	Residential	GENERAL	Gross	1,765,000	445,000	2,210,000
			Exempt	0	0	0
			Net	1,765,000	445,000	2,210,000
1	Residential	SCHOOL	Gross	1,765,000	445,000	2,210,000
			Exempt	0	0	0
			Net	1,765,000	445,000	2,210,000

2021 Actual Assessments

		<u>Land Class</u>	<u>Land</u>	<u>Impr Class</u>	<u>Impr</u>
00 - FULLY TAXABLE LAND, STRUCTURES		1 - Residential	1765000	1 - Residential	445000

2021 Taxes

Current	0.00				
Penalty	0.00				
Arrears	0.00				
Delinquent	0.00	Regular HOG	0.00	Regular Min Taxes	350.00
Total	0.00	Senior HOG	0.00	Senior Min Taxes	100.00
Arrears Interest	0.00				
Delinquent Interest	0.00	Calculated Interest Rate	0.0089589		
Outstanding Balance	0.00	As of Mar 1, 2021			

<u>Tax Details</u>	<u>Reference</u>	<u>Type</u>	<u>Amount</u>	<u>Int Charged</u>	<u>Balance</u>
<u>Lto Number</u>	<u>Sales Price</u>	<u>Date</u>	<u>Description</u>		
CA7914564		Dec 6, 2019	REJECT - NOT SUITABLE FOR SALES ANALYSIS		
3918211		Jan 24, 1967	FEE SIMPLE		
<u>Attribute</u>		<u>Value</u>	<u>Description</u>		
ACTUAL USE		601	CIVIC, INSTITUTIONAL & RECREATIONAL - VACANT		
BC TRANSIT FLAG		TRUE			
CANDIDATE FOR SPECULATION TAX FLAG		FALSE			
ELIGIBLE FOR ADDITIONAL SCHOOL TAX		FALSE			
LAND TENURE		61			
MANUAL CLASS		D426	DAY CARE CENTRE		
NEIGHBOURHOOD CODE		066	GORGE		
POLICE TAX FLAG		FALSE			
SCHOOL DISTRICT		61	SCHOOL DISTRICT 61		

Programs description for 3120 Tillicum Rd: SNP Child and Family Centre

Programs offered out of this space will be similar to those currently offered at Pearkes Rec. Centre. They will include full-day licensed childcare, providing 49 new childcare spaces. There will be up to 15 new paid positions, and possibly 5-10 volunteer roles.

A small licensed kitchen will be used primarily to serve and prepare meals and snacks for the children in our programs, with options for families to pick up prepared meals on occasion, similar to our current 'family dinner' or 'soup days'. The kitchen is also available to community groups by request, for a small fee.

A multi-purpose room and meeting room will serve be used by SNP to expand our calendar of parenting programs or support groups etc., and may be available for use by the community as our program schedule allows. There are several offices in the building, most of which will house current and incoming SNP staff. Two offices may house related service providers, such as VIHA programs, to be determined.

Fees charged for childcare services will be market rates, roughly between \$1000-1500/month before applicable subsidies. Room rentals will be by donation or for nominal hourly rates, dependent on whether SNP staff are required.

At this time, we have no third-party users for the site confirmed. Any other groups would access the spaces through us, and be offering services complementary to our own (immunization clinic, parent workshop etc.)



Carol Prest
CAROL PREST

Saanich Neighbourhood Place Constitution and Bylaws

Constitution

The name of the Society is "Saanich Neighbourhood Place":

The purpose of the Society is to:

- a) establish, maintain and conduct a center providing quality family programs including education, care and guidance of children and caregivers;
- b) provide opportunities for parent education and support through family participation in activities, services and programs of Saanich Neighbourhood Place;
- c) develop family and community support services which follow affordability, accessibility, quality and sound management principles;
- d) develop and foster good working relationships with a variety of agencies and community groups in the region in order to effectively deliver and enhance Saanich Neighbourhood Place.

Bylaws

Part 1 Definitions

1.1 In these Bylaws, unless the context otherwise requires:

- a) "Society" means Saanich Neighbourhood Place;
- b) "Board" means the Board Members of the Society;
- c) "Society Act" means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;

1.2 The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

1.3 Conflict with Act or regulations:

- a) If there is a conflict between these Bylaws and the regulations under the Act, the Act on regulations, as the case may be, prevail

Part 2 Membership

- 2.1 A person may apply to the Board for membership in the Society and becomes a member on the Board's acceptance of the application.**
- 2.2 Each member must inform the secretary or designate in writing of his or her address and e-mail address (if any) for the purposes of receiving notices from the Society. This is an ongoing obligation.**
- 2.3 Every member must uphold the Constitution and comply with these bylaws.**
- 2.4 The amount annual membership dues will be determined by the Board Members at the annual general meeting of the Society.**
- 2.5 A person shall cease to be a member of the Society:**
- a) by delivering his or her resignation in writing to the secretary of the Society or by delivering it to the address of the Society;
 - b) on his or her death or, in the case of an organization, on dissolution;
 - c) on being expelled; or
 - d) on becoming an employee of the Society
 - e) upon failure to pay annual dues.
- 2.6 The Board Members may, by a two-thirds vote of Board Member present, expel a member.**
- 2.7 A member subject to a vote for expulsion must be given at least seven days written notice of such a meeting, and a brief description of the reason(s). He or she will be given the opportunity to defend in person or by an agent prior to the vote.**

Part 3 Meeting of Members

3.1 General meetings of the Society shall be held at such time and place, in accordance with the Society Act, as the Board Member decide.

3.2 The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

3.3 Ordinary business at a general meeting is as follows:

- a) elect an individual to Chair the meeting, if necessary;
- b) determine that there is a quorum;
- c) approve the agenda;
- d) approve the minutes from the last general meeting;
- e) deal with unfinished business from the last general meeting;
- f) if the meeting is an annual general meeting:
 - i. receive the Board Members report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements.
 - ii. receive any other reports of Board Members activities and decisions since the previous annual general meeting,
 - iii. elect or appoint Board Members, as per Saanich Neighbourhood Place Board Policies
 - iv. appoint an auditor, if any;
- g) Deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- h) Terminate the meeting.

3.4 Notice of special business

- a) A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient details to permit a member receiving the notice to form a reasoned judgement concerning that business.

3.5 No business, other than the election of a Chair and the adjournment or termination of the meeting must be conducted at a general meeting at a time when a quorum is not present.

3.6 If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

3.7 A quorum is 3 members present or such greater number present as the members may determine at a general meeting. Members participating by telephone or conference call or other electronic means must be considered part of the quorum.

3.8 Lack of quorum at commencement of meeting.

- a) If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,
 - i. A meeting convened on the requisition of members, the meeting is terminated, and
 - ii. In any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

3.9 Alternate Chair of general meeting

- a) If there is no individual entitled under these Bylaws who is able to preside as the Chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the Chair.

3.10 Adjournment by Chair

- a) The Chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

3.11 Voting

- b) A member in good standing present at a meeting of members is entitled to one vote.
- c) Voting is by show of hands, unless the members otherwise decide.
- d) Voting by proxy is not permitted.

3.12 An organizational member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative must be considered as a member for all purposes with respect to a meeting of the Society.

3.13 Announcement of results

- a) The Chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Part 4 Board Members and Officers

4.1 Number of Board Members on Board

- a) The Society must have no fewer than 3 and no more than 11 Board Members.

4.2 Persons qualified to be Board Members

- a) A person is qualified to be a Board Member of a Society only if the person is an individual who is at least 18 years of age.
- b) An individual is not qualified to be a Board Member of a Society if the individual is;
 - i. found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs,
 - ii. an undischarged bankrupt, or
 - iii. convicted in or out of British Columbia of an offence in connection with promoting, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless
 - the court orders otherwise,
 - 5 years have elapsed since the last occur of
 - The expiration of the period set for suspension of the passed,
 - The imposition of a fine,
 - The conclusion of the terms of any imprisonment, and
 - The conclusion of the term of any probation imposed, or
 - iv. A pardon was granted or issued, or a record suspension was ordered, under the Criminal Records Act (Canada) and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect

- c) A designation, election or appointment of an individual as a Board Member is invalid unless
 - i. the individual consents in writing to be a Board Member of the Society, or
 - ii. the designation, election or appointment is made at a meeting at which the individual is present and the individual does not refuse, at the meeting to be a Board Member
- d) Unless permitted by the Bylaws, a Society must not pay to a Board Member of the Society remuneration for being a Board Member.
 - i. Subject to subsection, a Society may reimburse a Board Member for reasonable expenses necessarily incurred by the Board Member in performing his or her duties as Board Member
- e) A Board Member of a Society may be removed from office by special resolution.
 - i. The person who is the subject of removal by special resolution shall be given the opportunity to be heard in person or by an agent at the general meeting before the special resolution is put to vote.

4.3 Election or appointment of Board Members

- a) At each general meeting, the voting members entitled to vote for the election or appointment of Board Members must elect or appoint the Board.
 - i. A Board Member should be a member. However, the failure of a Board Member to be a member shall not invalidate the appointment, election, or continuation as a Board Member.
 - ii. A Board Member ceases to be a Board Member on becoming an employee of the Society.
 - iii. The Board Members may at any time and from time to time appoint member as a director to fill a vacancy of the Directors.
 - iv. A Board Members so appointed holds office only until the conclusion of next annual general meeting of the Society, but is eligible for re-election at the meeting.

4.4 Removal of Board Member

- a) The members may, by special resolution, remove a Board Member, before the expiration of his or her term of office, and may elect a successor to complete the term of the office.
- b) The notice for special resolution for removal must be accompanied by a brief statement of the reason(s) for the proposed removal.
- c) The person who is the subject of the proposed resolution for removal shall be given the opportunity to be heard in person or by an agent at the general meeting before the special resolution is put to a vote.

Part 5 Board Members Meetings

5.1 The Board Members may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings as they see fit and may hold meetings, in whole or in part, by telephone, telephone conference call, or other electronic means.

5.2 The Board Members may from time to time set the quorum necessary to conduct business, and unless so set is the majority of the Board Members then in office.

5.3 The Chair is the Chair of all meetings of the Board Members, but if a meeting the Chair is not present within 30 minutes after the time appointed for holding the meeting, the vice Chair must act as the Chair, but if neither is present the Board Members may choose one of their number to be the Chair at that meeting.

5.4 At the request of a Board Member the Chair must convene a meeting of the Board Members.

5.5 A resolution in writing, or the proceedings of an electronic vote approved by at least two thirds of the existing Board Members and placed with the minutes of the Board Members, is as valid and effective as if regularly passed at a meeting of Board Members or a committee.

5.6 The official Board and Society records will be retained in a safe and secure location at Saanich Neighborhood Place.

Part 6 Board Positions

6.1 Board Members must be elected or appointed to the following Board positions, and a Board Member, other than the president, may hold more than one position:

- a) Chair;
- b) Vice-chair;
- c) Secretary;
- d) Treasurer.

6.2 Disclosure of Board Members Interest

- a) A Board Member must act honestly and in good faith and in the best interests of the Society; and
- b) exercise the care, diligence and skill of a reasonable and prudent person in exercising power and performing functions as Board Members.
- c) A Board Member who has a direct or interest in a proposed contract or transaction with the Society shall disclose fully and promptly the nature and extent of his or her interest to each of the Board Members and otherwise comply with the requirements of the Society Act.

6.3 Role of Executive Director

- a) The Board Members may from time to time appoint a senior employee to be known as the Executive
- b) Board Member of the Society, (or such other designation as the Board Members may determine), and may delegate to him or her full authority to manage and direct the affairs of the Society (except such matters and duties as by law must be transacted or performed by the Board Members in a general meeting) and to employ or discharge agents and employees of the Society, or may delegate to him or her any less powers. The Executive Director must conform to all lawful offers given to him or her by the Board Members and shall at all reasonable times give to the Board Members, or any of them all information they may require regarding the affairs of the Society.
- c) The Board Members must ensure all reports, including financial reports, required by law to be prepared by the Society for the annual general meeting are prepared.
- d) The Board Members must on behalf of the Society ensure any financial and other reports that have to be filed after the annual general meeting as required by the Society Act and Income Tax Act or other law are filed.
- e) The Board Members must ensure the Society has a least one account with a chartered bank, credit union or trust company for the deposit of funds.

- f) The Board Members on behalf of the Society must ensure proper accounts or records are kept in respect of all financial or other transactions and, without limiting the foregoing, shall keep records of:
 - i. money received and disbursed by the Society and the manner in respect of which the receipt and disbursement took place;
 - ii. assets and liabilities of the Society; and,
 - iii. other transaction affecting the financial position of the Society

6.4 Role of Chair

- a) The Chair is the Chair of the Board and is responsible for supervising the other Board Members in the execution of their duties.

6.5 Role of Vice-Chair

- a) The Vice-Chair is the vice-Chair of the Board and is responsible for carrying out the duties of the Chair if the Chair is unable to act.

6.6 Role of Secretary

- a) The secretary is responsible for doing, or making the necessary arrangements for, the following:
 - i. issuing notices of general meeting and Board Members' meeting;
 - ii. taking minutes of general meetings and Board Members' meetings;
 - iii. keeping the records of the Society in accordance with the Act;
 - iv. conducting the correspondence of the Board;
 - v. filing the annual report of the Society and making other filings with the registrar under the Act;
 - vi. maintains the register of members.
 - vii. in the absence of the secretary from a meeting, the Chair must appoint another individual to act as secretary at the meeting.

6.7 Role of Treasurer

- a) The treasurer or person designated by the Board Members must ensure;
 - i. the financial records, including books of accounts, necessary to comply with the Society Act are kept; and
 - ii. financial statements to the Board Members, members and others are rendered when required.

Part 7 Records to be kept

7.1 A Society must keep the following records:

- a) the Society's certificate of incorporation;
- b) each certified copy, furnished to the Society by the registrar, of the following records:
 - i. the Constitution of the Society;
 - ii. the Bylaws of the Society;
 - iii. the statement of Board Members and registered office of the Society;
 - iv. each confirmation, other certificate or certified copy of a record furnished to the Society by the registrar, other than in response to a request;
 - v. a copy of each order made in respect of the Society by:
 - any court or tribunal, in Canada or elsewhere, or
 - a federal, provincial or municipal government body, agency or official, including the registrar;
- c) the Society's register of Board Members, including contact information provided by each Board Member;
- d) each written consent to act as Board Member referred to in section 42 (4) (a) [designation, election and appointment of Board Members] and each written resignation of a Board Member;
- e) a copy of each record described in section 56 (3) (c) [disclosure of Board Members interest] or 62 (3) (c) [disclosure of senior managers interest] evidencing a disclosure by Board Member or senior manager;
- f) the Society's register of members, organized by different classes of member if different classes exist, including contact information provided by each member;
- g) the minutes of each meeting of members, including the text of each resolution passed at the meeting;
- h) a copy of each ordinary resolution or special resolution, other than a resolution included in the minutes referred to in paragraph (i), and, in the case of a resolution consented to in writing by the voting members, a copy of each of the consents to that resolution;
- i) the financial statements of the Society required under section 35 [financial statements] and the auditor's report, if any, on those financial statements.

7.2 In addition to the records described in subsection (1), a Society must keep the following records:

- a) the minutes of each meeting of Board Members, including
 - vi. a list of all of the Board Members at the meeting, and
 - vii. the text of each resolution passed at the meeting;
- b) a copy of each consent resolution of Board Members and a copy of each of the consents to that resolution;
- c) adequate accounting records for each of the Society's financial years, including a record of each transaction materially affecting the financial position of the Society.

7.3 Location of Records

- a) A Society must ensure that the records it is required to keep under section 20 [records to be kept],
 - viii. in the case of records that are not in electronic form, are kept at the Society's registered office, and
 - ix. in the case of records that are in electronic form, are available for inspection at the Society's registered office by means of a computer terminal or other electronic technology.

Part 8 Remuneration of Board Members and Signing Authority

8.1 Remuneration of Board Members

- a) These Bylaws do not permit the Society to pay to a Board Member remuneration for being a Board Member, but the Society may, subject to the Act, pay remuneration to a Board Member for services provided by the Board Member to the Society in another capacity.

8.2 Signing Authority

- a) A contract or other record to be signed by the Society must be signed on the behalf of the Society
 - i. by the Chair, together with one other Board Member,
 - ii. if the Chair is unable to provide a signature, by the Treasurer together with one Board Member,
 - iii. if the Chair and Vice-Chair are both unable to provide signatures, by any 2 other Board Members, or
 - iv. in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.

Part 9 Borrowing

9.1 In order to carry out the purposes of the Society, the Board Members of the Society may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular, but without the limiting that power, by the issue of debentures.

9.2 A debenture must not be issued without the authorization of a special resolution.

9.3 The members may, by special resolution, restrict the borrowing powers of the Board Members, but a restriction imposed expires at the next annual general meeting.

Part 10 Auditor

10.1 At the Annual General Meeting the Society will determine an accounting firm to complete the annual financial statements, if one is required.

Part 11 Dissolution of the Society

11.1 Upon winding up or dissolution of the Society, the assets which remain after payment of all costs, charges and expenses that are properly incurred in the winding up shall be distributed to: a registered charity or registered charities in British Columbia, as defined in the Income Tax Act (Canada) as may be determined by the members of the Society at the time of winding up or dissolution, or if this is not possible to the Minister of Finance. This provision was previously unalterable.



Financial Statements

Saanich Neighbourhood Place

March 31, 2020

Saanich Neighbourhood Place

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Independent Practitioner's Review Engagement Report

Grant Thornton LLP
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1675 Douglas Street
Victoria, BC
V8W 2G5

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To the Members of
Saanich Neighbourhood Place

We have reviewed the accompanying financial statements of Saanich Neighbourhood Place that comprise the statement of financial position as at March 31, 2020, and the statements of operations, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Saanich Neighbourhood Place as at March 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Victoria, Canada
October 2, 2020

Grant Thornton LLP

Chartered Professional Accountants

Saanich Neighbourhood Place Statement of Operations

Year ended March 31	2020	2019
Revenue		
Government funding	\$ 453,018	\$ 455,832
Full o' Beans Preschool	243,910	220,144
Grants	108,246	159,107
Donations	32,574	25,073
Rental	9,359	11,101
Program Fees	6,685	810
Miscellaneous revenue	3,072	2,395
Interest income	846	1,505
	<u>857,710</u>	<u>875,967</u>
Expenditures		
Accounting and legal	8,702	11,685
Advertising and promotion	1,241	3,424
Amortization	5,658	6,166
Equipment lease	1,423	1,172
Insurance	5,639	5,279
Interest and bank charges	911	1,453
Memberships	1,084	1,359
Office and administration	10,911	17,848
Professional development	4,005	8,970
Program materials and supplies	34,054	31,399
Rent	34,643	30,084
Repairs and maintenance	1,261	6,334
Subscriptions, permits and licenses	250	1,040
Telephone and utilities	10,343	8,653
Volunteer recognition	130	190
Wages and benefits	722,464	691,254
	<u>842,719</u>	<u>826,310</u>
Excess of revenue over expenditures	<u>\$ 14,991</u>	<u>\$ 49,657</u>

Saanich Neighbourhood Place Statement of Changes in Net Assets

Year ended March 31

	General Funds	Internally Restricted Funds	Total 2020	Total 2019
Balance, beginning of year	\$ 131,791	\$ 170,000	\$ 301,791	\$ 252,134
Excess of revenue over expenditures	14,991	-	14,991	49,657
Interfund transfer (Note 8)	170,000	(170,000)	-	-
Repayment of deferred capital contribution	<u>(170,000)</u>	<u>-</u>	<u>(170,000)</u>	<u>-</u>
Balance, end of year	<u>\$ 146,782</u>	<u>\$ -</u>	<u>\$ 146,782</u>	<u>\$ 301,791</u>

Saanich Neighbourhood Place Statement of Financial Position

March 31	2020	2019
Assets		
Current		
Cash	\$ 297,014	\$ 433,668
Receivables	12,862	6,354
Prepaid expenses	7,884	7,056
Restricted cash (Note 3)	1,006,152	190,989
Goods and services tax recoverable	1,485	4,183
	<u>1,325,397</u>	<u>642,250</u>
Property and equipment (Note 4)	9,023	12,302
Building development costs (Note 5)	<u>524,284</u>	<u>361,947</u>
	<u>\$ 1,858,704</u>	<u>\$ 1,016,499</u>
Liabilities		
Current		
Payables and accruals	\$ 18,220	\$ 10,498
Wages payable	5,895	19,089
Deferred revenue (Note 6)	<u>157,371</u>	<u>132,185</u>
	<u>181,486</u>	<u>161,772</u>
Long-term		
Deferred capital contributions (Note 6)	<u>1,530,436</u>	<u>552,936</u>
	<u>1,711,922</u>	<u>714,708</u>
Net assets		
General Funds	146,782	131,791
Internally Restricted Funds	-	170,000
	<u>146,782</u>	<u>301,791</u>
	<u>\$ 1,858,704</u>	<u>\$ 1,016,499</u>

On behalf of the board

_____ Member

_____ Member

Saanich Neighbourhood Place Statement of Cash Flows

Year ended March 31	2020	2019
Increase (decrease) in cash		
Operating		
Excess of revenue over expenditures	\$ 14,991	\$ 49,657
Item not affecting cash		
Amortization	<u>5,658</u>	<u>6,166</u>
	20,649	55,823
Change in non-cash working capital items		
Receivables	(6,508)	2,082
Prepaid expenses	(828)	(2,652)
Decrease (increase) in restricted cash	(815,163)	(111,748)
Goods and services tax	2,698	1,926
Payables and accruals	7,724	(1,215)
Wages payable	(13,194)	19,089
Deferred revenue	<u>25,186</u>	<u>53,539</u>
	<u>(779,436)</u>	<u>16,844</u>
Financing		
Deferred capital contributions	977,500	167,936
Repayment of deferred capital contribution	<u>(170,000)</u>	<u>-</u>
	<u>807,500</u>	<u>167,936</u>
Investing		
Purchase of property and equipment	(2,381)	(4,190)
Building development costs	<u>(162,337)</u>	<u>(11,187)</u>
	<u>(164,718)</u>	<u>(15,377)</u>
(Decrease) increase in cash	(136,654)	169,403
Cash		
Beginning of year	<u>433,668</u>	<u>264,265</u>
End of year	<u>\$ 297,014</u>	<u>\$ 433,668</u>

Saanich Neighbourhood Place

Notes to the Financial Statements

March 31, 2020

1. Nature of operations

Saanich Neighbourhood Place was incorporated under the Canada Corporations Act as a not-for-profit organization on January 27, 1997. The Society is a community-based Society and a registered charity (Charitable Taxation No. 886149236 RR0001). The Society operates programs to support individuals and families through parent and family resource programs and counselling. Under the provisions of the Income Tax Act, the Society is exempt from tax.

2. Significant accounting policies

Basis of presentation

The Society has elected to apply the standards of Part III of the CPA Handbook in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

Revenue recognition

Saanich Neighbourhood Place follows the deferral method of accounting for contributions. Restricted contributions, by designated funders, are recognized as revenue in the year in which the related expenses are incurred. Contributions restricted for the purchase of capital assets are deferred and amortized into revenue on a basis consistent with the amortization rate of the related capital assets.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Preschool and other course fees are recognized into revenue as the related services are fulfilled.

Property and equipment

Each class of capital assets is carried at cost less, where applicable, any accumulated amortization and impairment losses.

Property and equipment are amortized on the basis of their useful life using straight line amortization at the following rates:

Equipment & furniture	5 years
Leasehold improvements	5 years
Computer equipment	5 years
Website	5 years

Impairment of long-lived assets

The Society tests long-lived assets for impairment whenever events or changes in circumstances indicate that its carrying amount may not be recoverable. An impairment loss is recognized when the carrying amount of the asset exceeds the sum of the undiscounted cash flows resulting from its use and eventual disposition. The impairment loss is measured as the amount by which the carrying amount of the long-lived asset exceeds its fair value.

Saanich Neighbourhood Place Notes to the Financial Statements

March 31, 2020

2. Significant accounting policies (continued)

Financial instruments

The Society considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The Society accounts for the following as financial instruments:

- cash
- receivables
- payables and accruals

A financial asset or liability is recognized when the Society becomes party to contractual provisions of the instrument.

Financial assets or liabilities obtained in arm's length transactions are initially measured at their fair value. In the case of a financial asset or liability not being subsequently measured at fair value, the initial fair value will be adjusted for financing fees and transaction costs that are directly attributable to its origination, acquisition, issuance or assumption.

Financial assets or liabilities obtained in related party transactions are measured in accordance with the accounting policy for related party transactions, except for those transactions that are with a person or entity whose sole relationship with the Society is in the capacity of management in which case they are accounted for in accordance with financial instruments.

Financial assets are tested for impairment when there are indicators of impairment. The Society determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset.

Use of estimates

In preparing the Society's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenue and expenses during the period. Estimates used in these financial statements relate to amortization and the estimated useful lives of capital assets. Actual results could differ from these estimates.

3. Restricted cash

The Society has received externally restricted funds for the construction of the Saanich Neighbourhood Place Child Care Hub (See Notes 5 and 6).

Saanich Neighbourhood Place Notes to the Financial Statements

March 31, 2020

4. Property and equipment

			<u>2020</u>	<u>2019</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Equipment & furniture	\$ 33,296	\$ 26,460	\$ 6,836	\$ 9,142
Leasehold improvements	24,455	24,455	-	-
Computer equipment	9,918	9,918	-	244
Website	<u>3,645</u>	<u>1,458</u>	<u>2,187</u>	<u>2,916</u>
	<u>\$ 71,314</u>	<u>\$ 62,291</u>	<u>\$ 9,023</u>	<u>\$ 12,302</u>

5. Building development costs

The Society has received funding for the construction of the Saanich Neighbourhood Place Child Care Hub. The cost of the building under construction includes the carrying costs directly attributable to the construction. The Society is continuing to prepare for the construction of the Saanich Neighbourhood Place Child Care Hub. The Society anticipates the building construction phase to commence in the Summer of 2020, and completion to be in 2021. Capitalization of carrying costs ceases when the capital asset is substantially complete and available for use. The Society has incurred a total of \$524,284 (2019: \$361,947) in design, architectural and other planning costs to date.

Saanich Neighbourhood Place

Notes to the Financial Statements

March 31, 2020

6. Deferred revenue

Deferred revenue includes funds received from the following:

	<u>2020</u>	<u>2019</u>
BC Gaming Commission	\$ 76,800	\$ 61,000
Vancouver Island Health Authority	49,726	48,133
Burnside Gorge Community Association	12,666	-
Early Years Table	5,696	-
Pay it Forward	3,446	3,446
FOB administrative fees	3,000	1,720
BCAPOP	2,000	-
Shared Assessment	1,712	-
Transcare BC	1,600	-
Community Action Program for Children	725	-
Alexandra Foundation	-	12,500
Victoria Foundation	-	5,000
Ministry of Children and Family Development	-	386
	<u>157,371</u>	<u>132,185</u>
Province of British Columbia	1,300,000	325,000
Government of Canada	79,678	79,678
Municipality of Saanich	69,758	67,258
Island Savings Credit Union	50,000	50,000
Telus	20,000	20,000
Western Community Foundation	5,000	5,000
McLean Foundation	5,000	5,000
Walmart Canada	1,000	1,000
	<u>1,530,436</u>	<u>552,936</u>
	<u>\$ 1,687,807</u>	<u>\$ 685,121</u>

7. Government and grant funding

The Society receives funding from government sources which include the Government of Canada, Province of British Columbia, Vancouver Island Health Authority and the BC Gaming Commission. Government funding accounted for 53% (2019: 51%) of total revenue.

The Society received project grants from other registered charities during the year including grants from the United Way of Greater Victoria, Alexandra Foundation, and the Children's Health Foundation.

Saanich Neighbourhood Place

Notes to the Financial Statements

March 31, 2020

8. Internally restricted funds

The Society has internally restricted funds of \$0 (2019 - \$170,000) earmarked for future building development and improvements, including the Childcare Hub Development. Spending from these funds must be approved in advance by the Board of Directors.

Internal restrictions were made by Board of Director motions as follows:

August 2012	\$ 30,000
January 2016	80,000
February 2017	60,000
August 2019	<u>(170,000)</u>
	<u>\$ -</u>

In August 2019 a board motion was approved to repay the 2014 New Spaces grant to enable the Society to apply for the 2019 New Spaces grant for \$1,500,000. The Building Fund plus cash from the operating account was used to repay the 2014 New Spaces grant.

9. Subsequent events

Since March 31, 2020 the spread of COVID-19 has severely impacted many local economies around the globe. In many countries, including Canada, businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

The Society has determined that these events are non-adjusting subsequent events. Accordingly, the financial position and results of operations as of and for the year ended March 31, 2020 have not been adjusted to reflect their impact. The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the Company for future periods.

10. Employee remuneration

On November 28, 2016 the British Columbia Societies Act came into force. Included in the new Act is a requirement to disclose remuneration paid to all directors, the ten highest paid employees and all contractors who are paid at least \$75,000 annually. During the year, the Society paid no remuneration to directors. In addition, the Society did not pay employees or contractors amounts greater than the remuneration disclosure threshold of \$75,000.



The Corporation of the District of Saanich

Report

To: Finance and Governance Committee
From: Valla Tinney, Director of Finance
Date: March 3, 2021
Subject: 2021 Strategic Priorities Grant Applications

RECOMMENDATION

That the Committee consider the 2021 Strategic Priorities Grants.

PURPOSE

Strategic Priorities Grants are provided to non-profit organizations and registered societies needing assistance to enhance their ability to advance actions and objectives in Saanich's Strategic Plan. Attached are the 2021 Strategic Priorities Grant applications received. Applications submitted by each of the organizations including the most recent financial statements and project budget has been provided. For applicants that received grants in the prior year a summary report on the achievement of program goals has been included.

There are 26 requests for funding in 2021 totalling \$414,514 and the total grant budgeted for both the Strategic Priorities and Community Building Grants for 2021 is \$202,081.

Prepared by



Paul Arslan

Senior Manager of Financial Services

Approved by



Valla Tinney

Director of Finance

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director of Finance.



Paul Thorpe, Administrator

Attachments



The Corporation of the District of Saanich

Report

To: Finance and Governance Committee
From: Valla Tinney, Director of Finance
Date: March 3, 2021
Subject: 2021 Community Building Grant Applications

RECOMMENDATION

That Committee consider the 2021 Community Building Grants.

PURPOSE

Community Building Grants support non-profit organizations and registered charities to undertake projects or events that enhance public spaces or contribute to community vibrancy in Saanich. Attached are the 2021 Community Building Grants received. Three applications totalling \$10,250 were received for the Community Well-Being and Place-making Projects category of the grant and three applications totalling \$11,021 were received for the Community Events category of the grant. The total grant budgeted for both the Strategic Priorities and Community Building Grants for 2021 is \$202,081.

Prepared by

A handwritten signature in black ink, appearing to read "Paul Arslan", written over a horizontal line.

Paul Arslan

Senior Manager of Financial Services

Approved by

A handwritten signature in black ink, appearing to read "Valla Tinney", written over a horizontal line.

Valla Tinney

Director of Finance

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director of Finance.

A handwritten signature in black ink, appearing to read "Paul Thorkelsson", written over a horizontal line.

Paul Thorkelsson, Administrator

Attachment



The Corporation of the District of Saanich

Report

To: Finance and Governance Committee
From: Valla Tinney, Director of Finance
Date: March 3, 2021
Subject: 2021 Community Service Provider Grants – Schedule A

RECOMMENDATION

That the Committee recommend to council keeping the grant amount for 2021 the same as 2020 for Schedule A (attached) organizations in the community service provider grants category.

PURPOSE

With the update to the Saanich Community Grants Program Policy Council designated six organizations as eligible for Other Community Service Provider Grants. These organizations do not need to submit annual applications for grant funding as funding levels are to be established through the development of multi-year Contribution Agreements that are approved individually by Council. Per Policy where a Contribution Agreement is not yet finalized, Council is to confirm funding levels during the annual budget process.


DISCUSSION

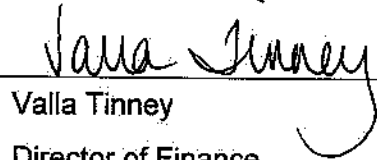
No work has been undertaken on the Contribution Agreement in 2020 due to workload issues stemming from COVID-19.

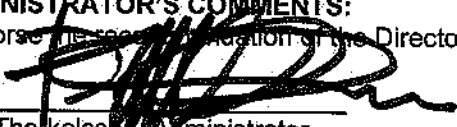
In fiscal year 2020, the first year of the new policy, the six organizations were provided with the same funding as 2019.

Organization	Funding Amount
Goward House Society	\$ 20,000
Haliburton Community Organic Farm Society	\$ 8,500
Horticulture Centre of the Pacific	\$130,000
Saanich Heritage Foundation	\$ 35,000
Saanich Volunteer Services Society	\$ 46,368 plus \$12,000 in kind
Silver Threads Service	\$ 59,225

For a number of the organizations this amount was the same that they had received for several years. We are recommending that the funding amount be the same in 2021. The total amount funded in 2020 is \$311,093 and is also currently budgeted in 2021.

Prepared by 
Paul Arslan
Senior Manager of Financial Services

Approved by 
Valla Tinney
Director of Finance

ADMINISTRATOR'S COMMENTS:
I endorse the recommendation of the Director of Finance.

Paul Thorkelsson, Administrator

Attachments



The Corporation of the District of Saanich

Report

To: Finance and Governance Committee
From: Valla Tinney, Director of Finance
Date: March 3, 2021
Subject: Annual Liability Insurance Grant to Community Associations

RECOMMENDATION

That the committee review and make recommendations to Council for changes to the annual liability insurance grant section of the Saanich Community Grants Program Policy.

PURPOSE

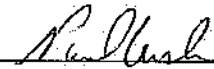
To present a request from Saanich Community Association Network (SCAN) and seek guidance from the Finance and Governance Committee regarding any increase to the annual liability insurance grant due to changes in the liability insurance being purchased by community associations and the increasing costs of premiums.

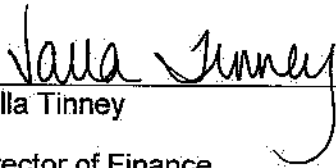
DISCUSSION

The policy provides for all eligible community associations to receive an annual liability insurance grant of up to \$500 per year based on expenditure. For several years and up to 2018 the insurance premium paid by community associations for a standard public liability insurance has been steady at \$575. In the past two years the premium cost for a standard public liability insurance has gone up and as of last year is at \$625. In addition SCAN has done a survey of the community associations and half of them have indicated that they prefer purchasing the directors and officers Liability Insurance which had a premium cost of \$825 in 2020. Those associations who have taken the Directors and Officers liability insurance have done so due to reluctance of residents in becoming directors of their associations without the protection of the enhanced insurance. Should the District choose to reimburse the community associations for the full cost of either the basic insurance or the directors insurance this will add \$2,000 to \$5,200 to the current 2021 budget. This increase to the 2021 budget will only cover the premium costs at the 2020 cost and does not address any future insurance premium increases.

OPTIONS

1. Keep the annual liability insurance grant and related budget the same.
2. Base the annual liability insurance grant on a percentage of premium paid and increase the budget accordingly.
3. Base the annual liability insurance grant on the full cost of premium paid and increase the budget accordingly.
4. Provide alternate direction.

Prepared by 
Paul Arslan
Senior Manager of Financial Services


Approved by 
Valla Tinney
Director of Finance

Attachment:

Email from SCAN to the Mayor requesting increase to the insurance grant

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director of Finance.


Paul Thorkelsson, Administrator

Paul Arslan

From: Mayor
Sent: Monday, February 22, 2021 12:20 PM
To: Scan Network
Cc: Paul Arslan; Eric Dahli; Don Gunn; Paul Thorkelsson
Subject: Re: Noted: Insurance Grant for Sannich Community Associations

Hello Don,

Sorry for the delay in getting back to you.
I see your email, and that Paul Arsian also has in hand.

I will confer with staff on how this request from SCAN can be appropriately addressed and processed. Council greatly appreciates all that SCAN and its members work to achieve. Kind regards,

Thank you,
Fred

Fred Haynes
Mayor
District of Saanich
770 Vernon Ave.
Victoria BC V8X 2W7

t. 250-475-5510
f. 250-475-5440
mayor@saanich.ca
www.saanich.ca

On Jan 28, 2021, at 1:27 PM, Scan Network <saanich.scan@gmail.com> wrote:

This email sent from outside the District of Saanich. Use caution if message is unexpected or sender not known to you.

Mayor Haynes,

I am following up from the conversation that we had a few weeks ago.

The issue of grants to assist Community Associations with the increased premiums for liability insurance was discussed at SCAN and I was asked to write to you to request that Saanich Consider increasing the insurance grant to those associations who have chosen to purchase Directors and Officers Liability Insurance instead of the standard public liability insurance.

There's a significant increase in premiums for the extra insurance. Gordon Head went from paying \$550 for the standard policy in 2018 to \$775 for the enhanced policy in 2019 to \$825 last year.

I did a quick survey of our CAs. Eight have opted for the enhanced insurance, 3 have the standard policy, one is questioning which one to go for and 2 did not reply. Those associations who have taken the Directors and Officers liability insurance have done so because they have found that residents are reluctant to become directors of their associations without the protection of the enhanced insurance. The extra liability insurance removes a barrier to participation in community affairs.

This will be an ongoing issue at SCAN and I will keep you informed about our discussions. I would however, ask you to consider our request as you deliberate the next Saanich budget.

Thank you.

Don Gunn
Chair,
Saanich Community Association Network
saanich.scan@gmail.com