

AGENDA

FINANCE AND GOVERNANCE STANDING COMMITTEE Monday, August 12, 2024 10 to 11:30 a.m. COMMITTEE ROOM 2

The District of Saanich lies within the territories of the lək̓ʷəŋən peoples represented by the Songhees and Esquimalt Nations and the WSÁNEĆ peoples represented by the Tsartlip, Pauquachin, Tsawout, Tseycum and Malahat Nations.

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

1. MINUTES FOR ADOPTION (attached)

- June 10, 2024

2. PARKS, RECREATION AND COMMUNITY SERVICES: FEE AND CHARGES 2024-2026

- Memo on proposed fee revisions (attached).
- For Committee review and recommendation to Council.

3. CODE OF CONDUCT – SIGNING OF DOCUMENT WHEN COUNCIL SWORN IN

- As moved at the July 15, 2024 council meeting:
“That the matter of Council being required to sign a document supporting the Code of Conduct upon being sworn in be referred to the Finance and Governance Standing Committee.”
- For Committee discussion.

4. 1ST TRIMESTER RESULTS REPORT (attached)

- For the period of January 1 to April 30, 2024.
- For Committee information.

5. COMMUNITY GRANTS FUNDING INCREASE OPTIONS (attached)

- Report from the Director of Finance dated August 2, 2024.
- For Committee review and recommendation to Council.

6. DRAFT PERMISSIVE TAX EXEMPTION POLICY (attached)

- Report from the Director of Finance dated August 2, 2024.
- For Committee review and recommendation to Council.

... ADJOURNMENT ...

MINUTES
FINANCE AND GOVERNANCE STANDING COMMITTEE

Held at Saanich Municipal Hall, Committee Room # 2 and via MS Teams
770 Vernon Avenue
June 10, 2024, at 9:07 a.m.

Present: Councillor Susan Brice (Chair), Councillor Teale Phelps Bondaroff (MS Teams)
Councillor Karen Harper, Mayor Dean Murdock (9:40 a.m.)

Staff: Brent Reems, Chief Administrative Officer; Paul Arslan, Director of Finance;
Karen Coates, Manager of Accounting Services; Pam Hartling, Housing Planning and
Policy Manager; Molly Rose, Planner; and Tara Judge, Executive Assistant to the CAO

Regrets: Councillor Nathalie Chambers

MINUTES FOR ADOPTION

MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: “That the minutes of the Finance and Governance Standing Committee meeting of March 11, 2024, be adopted as circulated.”

CARRIED

3rd TRIMESTER RESULTS REPORT (JANUARY 1 TO DECEMBER 31, 2023)

A report from the Director of Finance with the 3rd Trimester Results for 2023 was reviewed (January 1 to December 31, 2023).

Engineering and Finance will be reviewing potential future charges to water rates to make them more stable. Flat rates would change, but usage rate levels may remain constant. This revision will come forward to this committee at a later date.

Investments performed well this past year with higher interest rates. Some departments went over budget, but others were under budget, mainly due to staff vacancies.

School tax admin fee was not initially included in our budget. While we still support many questions from the public on home owner grant applications, when the Province took over the management of these grants they identified that the share of the fee to municipalities would end. As such, we cannot confirm how long we may continue to receive this fee.

MOVED by Councillor Phelps Bondaroff and Seconded by Councillor Harper: “That the Finance and Governance Standing Committee receive the 3rd Trimester Report from the Director of Finance for information and that the report be referred to Council for its consideration.”

CARRIED

SAANICH AFFORDABLE HOUSING RESERVE FUND (SAHRF)

A presentation titled Saanich Affordable Housing Reserve Fund (SAHRF) dated June 10, 2024, was provided by the Housing Planning and Policy Manager and supported by a Planner. Aim to present this policy to Council July 15, 2024. This item was also presented to the Housing Affordability Standing Committee.

An overview of the current fund and how to better formalize and make applicable organizations aware of this fund is the goal of this update. This aligns with several housing strategy actions.

Since 2008, over \$800K has been distributed to seven (7) successful non-market housing projects. As of 2024, approximately \$2M is reserved to support affordable housing projects, but currently no separate reserve fund: monies are saved in the public works capital reserve fund.

Current affordable housing fund has no formalized application process or any presence on our website. Information on this program is shared by word of mouth. Funds typically covered capital projects only. Beneficiaries received funds after construction was underway and upon submission of receipts.

Consultation with relevant non-profit housing providers and a jurisdictional review was completed to identify best practices. Part of the update is to align with processes used by the City of Victoria; they recently updated their process to provide 80% of the funds upfront (versus 50% previously). This will provide consistency across the immediate area. Consultation also identified that an early injection of funds will help non-profit housing providers. Focus is on rental non-market housing.

New considerations include aligning eligibility with other District non-market housing supports, providing transparency of funding amounts and consistent application/approval processes to support applicants.

Eligible applicants would include non-profit organizations (as in *Community Charter*) and must offer supportive or affordable housing within their mandate.

Two streams are being proposed. Stream 1 is pre-development costs for up to \$40,000. This could include items such as feasibility studies, professional appraisals, site or special purpose surveys and preliminary designs. Stream 2 is for capital and construction costs. Eligible expenses include new construction costs, repair/renovation costs (to retain existing affordable rental stock) and renewal (tear down and rebuild). Funding per door ranges from \$2,000 for a studio to \$4,000 for a 4-bedroom unit. The fund proposes to decouple community amenity contributions (CACs) to support other funding sources.

Approvals once an application has been received and reviewed by staff are proposed to be brought forward to Council. Up to 80% of funds could be provided up front with the remaining 20% provided once the occupancy permit is received and proof of receipts submitted.

The following was noted during the discussion and in response to questions from committee members:

- No concerns were identified in feedback from other jurisdictions regarding early release of funds for pre-construction elements. While a possible level of risk that a non-market

housing project may not proceed, typically such organizations are fully committed to a project once conceptualized.

- A glossary of terms will be included in the bylaw that accompanies this policy.
- Funding is currently via the CAC and Inclusionary Housing Policy which will be regularly reviewed. Currently, \$2,880/door with a portion towards the affordable housing fund (30%) and a portion to local improvements (local amenity funds 50% and local park acquisition funds (20%)). The other source of funds includes online accommodation platform funds (via Municipal and Regional District Tax Returns).
- This fund is for projects where the entire building being developed is for non-market rental housing.
- As the fund is intended for non-market rental housing, the current structure would not include ownership models such as coops. They have access to other funding sources.
- The goal of this fund is to provide new non-market housing units or add more units to existing complexes. Other sources of funding are available for renovating older non-market housing complexes.
- The fund is meant for capital expenditures or pre-development costs. Information on avenues to support tenant assistance, including reviewing our Tenant Assistance Policy, could be provided to non-market housing providers.
- Money in this fund could be used to purchase and donate land to non-market housing providers.
- The housing division would review and process applications and fund disbursements. The annual housing report would include details on disbursement of monies from this fund.
- It is recommended that the approval process be operationalized and individual applications not brought forward to Council.

MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: “That the Finance and Governance Standing Committee recommend that Council approve the Saanich Affordable Housing Reserve Fund Policy.”

CARRIED

ADJOURNMENT

The meeting adjourned at 9:40 a.m.

Councillor Susan Brice, Chair

I hereby certify these minutes are accurate.

Tara Judge, Executive Assistant to the CAO

DRAFT



The Corporation of the District of Saanich

Memo

To: Finance and Governance Advisory Committee
From: Suzanne Samborski, Director, Parks, Recreation and Community Services
Date: 8/6/2024
Subject: Parks, Recreation and Community Services: Fees and Charges 2024-2026

PURPOSE

The purpose of this memo is to recommend to the committee that they endorse the attached Parks, Recreation and Community Services ('PRCS') 2024-2026 Fees and Charges schedules.

BACKGROUND

Fees and charges for the parks and recreation facilities and services are reviewed annually in conjunction with the budget process. Last year, Council approved a 2% increase to admissions, passes and facility rentals and park fees. In response to client feedback, PRCS also piloted a one-month pass in addition to the Continuous Access Pass ('CAP'), which Council approved adding permanently to the fee schedule. The economic environment has continued to be challenging, and further adjustments are required going forward.

DISCUSSION

Saanich's parks, recreation and wellness services, and community service programs are an essential part of ensuring affordability for residents in a difficult economic climate. In preparing the recommended 2024-2026 Fees and Charges update, staff reviewed comparative market rates, considered continued rising costs of operations and maintenance, and most importantly, took into account the effects of proposed fees on customers. As operating costs increase, increases to fees and charges are necessary, however; minimizing direct impact on individual residents and families is of primary importance.

Recreation

The Recreation division provides facilities, services and programs to support the overall health and wellness of the community and endeavours to ensure fees cover the expenses of running programs and paying staff whenever possible to maintain the operational subsidy rate at 60% or above. Pass rates are tiered, with different pricing levels to ensure all community members can access services, including reduced rates for children, seniors, and low-income families.

While operating costs have risen due to increased wages and maintenance costs, PRCS acknowledges the impacts of the current economic climate on patrons and community associations and as such, staff recommends increasing access fees and rental rates for

recreation centre amenities by only 3% per year through 2026. This will allow for a reasonable response to increasing costs while remaining a small enough increment for it to be manageable by patrons and user groups. Community Associations will continue to benefit from access for board meetings at no charge and can continue to support community initiatives.

Golf Fees and Rates

Cedar Hill Golf Course (‘CHGC’) continues to benefit from its location, playability, length, and price point in the regional market, which is reflected by the continuously increasing number of annual rounds played each year. Over 63,400 rounds were played in 2023 compared to only 42,300 in 2018. Due to a history of overly modest fee increases over the prior decade, CHGC green fees are well below market. To responsibly sustain current golf operations, capitalize on positioning in the regional market as well as support the future of the course, golf course revenues must increase to keep pace with rising labour, supply and equipment costs.

After completing market scans of both the local and broader municipal markets, staff found that green fees at CHGC continue to lag considerably behind, between \$17 per 18-hole round in the winter and \$47 per round in the summer. As such, staff recommend the implementation of a phased, multi-year plan to bring Cedar Hill rates into better alignment with industry standard to sustain current operations and future growth, including a 6% increase to green fees in each of the following two years.

The rest of the phased plan is as follows:

<p>Phase 1: 2024 - 2026</p>	<ul style="list-style-type: none"> • Update definitions of ‘weekday’ and ‘weekend’ in line with municipal course best practices • Begin to increase most green fees to match municipal market • Introduce a Junior 9-hole rate that does not vary by day of week to attract more Juniors • Introduce a weekend winter rate • Explore introduction of dynamic pricing to respond to real time supply and demand and leverage gaps in tee sheet
<p>Phase 2: 2026-2029</p>	<ul style="list-style-type: none"> • Evaluate Phase 1 and consider increasing some rates closer to local market • Introduce an 18-hole Twilight rate that varies by day of week in alignment with Vancouver municipal courses • Stabilize the 9-hole rate based on a percentage of weekend rate • Consider introduction of a seniors’ rate once green fee rates are closer to market; while not industry standard, a saving option to be considered • Consider introduction of LIFE golf pass once green fee rates are closer to market
<p>Phase 3: 2030</p>	<ul style="list-style-type: none"> • Adjustments made based on analysis and Council direction

Because CHGC green fees are so far out of alignment with market, it has been difficult to justify the consideration of further, reduced fees such as seniors’ rates or LIFE access at the course.

Once the course is on track to right-size the pricing of green fees, further options for reduced-fee access can be explored beyond the Green Fee Punch Passes already available.

Parks

Staff propose transitioning the rental costs of sports fields from 'game' and 'day' rates to hourly rates. The proposed hourly rates are less than the 2023 rates of neighbouring municipalities such as Oak Bay, Victoria, West Shore, and Esquimalt. The current 'game' rates present challenges in administration since the duration of a 'game' varies within the same sport and also across different sports. This leads to inconsistent expectations from users and fee application by staff. Typically, any booking up to four hours incurs the same charge, regardless of actual use, thereby preventing others from booking fields that may not be in use. In contrast, hourly rates promote more accurate permit requests and encourages booking resources for when they are actually required. Hourly rates are anticipated to encourage pay for actual use. Additionally, 'game' rates can be confusing for groups seeking field access for practices, tryouts, or camps, due to the fee's specific name. Hourly rates align with regional and provincial standards, reflecting a widely accepted approach to managing active park spaces.

Court Fees

In anticipation of the potential opening of a new pickleball hub at Fowler Park in 2025, staff are recommending revision to rental fees for outdoor tennis and pickleball courts to align with anticipated demand. Currently, renting a court for one hour at Carnarvon Park in Oak Bay costs \$10, which serves as a close comparison to Fowler Park. It is reasonable to adjust fees accordingly and aligns with recommendations from the 2023 Regional Pickleball Strategy.

Commercial Sales: Mobile Food Vendors, Christmas Tree Sales, Farm Markets

Mobile Food Vendors ('MFVs') have also been listed here with adjusted pricing to offer a more affordable daily rate, while introducing higher fees for three-month and annual permits. In 2024, when Council approved MVFs, staff applied an existing rate to pilot the program and the yearly "Commercial Service or Activity Fee" of \$456.50. Although comparable data is limited due to neighboring communities' restrictions on park vending, the City of Langford's rates at the Station are \$775/month during peak season. Proposed fees for Saanich Parks are set at \$600 for three months or \$1000 per year. This adjustment roughly doubles the fees for MFVs in Saanich Parks but remains highly competitive compared to neighboring communities such as Langford.

Christmas Tree Sales are similarly classified under commercial sales alongside MFVs and pocket farm markets. To ensure pocket farm markets are accessible and affordable, the lowest fee available of \$27 per day enables local food growers to use appropriate parks to sell their goods. Farm Markets will be charged the same fee, plus a \$5 per vendor per day. Three-month rates and a yearly rate are also offered at a better value for vendors to accommodate different business models and to allow them to try seasonal periods or sales throughout the year.

Events over 150 People


Under the current fee schedule, there are no charges based on the size of events beyond 150 participants. To address the heightened park usage and facility requirements, events exceeding 150 attendees will incur an additional fee calculated in increments of 50 people at half the base rate. For instance, an event with 151 attendees will be subject to a 50% increase over the base fee, while an event with 201 attendees will face two such increments. This recommendation will

help address the increased costs of providing park assets and services associated with larger gatherings.

NEXT STEPS

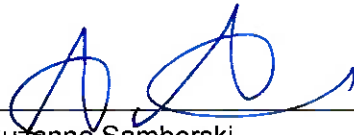
That the Committee submit to Council a recommendation that Council approve the proposed Fees and Charges Schedules as proposed.

Prepared by



Tiana Solares
Senior Manager, Recreation

Approved by



Suzanne Samborski
Director, Parks, Recreation and
Community Services

Attachments: Schedule A (Recreation), Schedule B (Parks), Schedule C (Golf)

RECREATION Schedule A				
DROP-IN GENERAL ADMISSION (Swimming, Skating, Weight Room, Drop-in Sports at all four Saanich Recreation Centres)		Effective Sept 1, 2024	Effective Sept 1, 2025	Effective Sept 1, 2026
Adult 19+	Single Admission	\$7.50	\$7.75	\$8.00
	Book of 10 Admissions	\$67.50	\$69.75	\$72.00
	One Month	\$64.60	\$66.75	\$68.90
	Continuous	\$43.50	\$44.95	\$46.40
	Annual	\$522.00	\$539.50	\$556.80
Student (19+ or with valid ID) / Senior (60+)	Single Admission	\$6.75	\$7.00	\$7.25
	Book of 10 Admissions	\$60.75	\$63.00	\$65.25
	One Month	\$48.20	\$50.00	\$51.80
	Continuous	\$33.40	\$34.70	\$35.90
	Annual	\$400.80	\$415.70	\$430.50
	Lifetime Membership Saanich Resident - 90+ years	Free	Free	Free
Child (5-12) / Youth (13-18)	Single Admission	\$4.50	\$4.75	\$5.00
	Book of 10 Admissions	\$40.50	\$42.75	\$45.00
	One Month	\$32.20	\$34.00	\$35.80
	Continuous	\$22.10	\$23.30	\$24.60
	Annual	\$265.25	\$280.00	\$294.70
Family (Equal rate to two adults)	Single Admission	\$15.00	\$15.50	\$16.00
	Book of 10	\$135.00	\$139.50	\$144.00
	One Month	\$129.20	\$133.50	\$137.80
	Continuous	\$87.00	\$89.90	\$92.80
	Annual	\$1,044.00	\$1,078.80	\$1,133.60
Child-minding	Single Admission	\$6.00	\$6.15	\$6.30
	Book of 10 Admissions	\$54.00	\$55.50	\$56.70
	Book of 25 Admissions	\$121.90	\$125.00	\$128.00
Court Rental	Tennis – Indoor	\$36.00	\$37.00	\$38.00
	Squash	\$29.00	\$30.00	\$31.00
	Jr Squash	\$7.25	\$7.50	\$7.75
	10x Squash	\$116.00	\$120.00	\$124.00
	Badminton/Pickleball (charge per net)	\$23.50	\$28.35	\$29.14
Misc Fees	Showers	\$3.50	\$3.50	\$3.50
	Key Deposit	\$51.00	\$53.00	\$55.00

SAANICH COMMONWEALTH PLACE – Room Rentals		Effective Sept 1, 2024	Effective Sept 1, 2025	Effective Sept 1, 2026
Room Rentals	Garry Oak Gym (hour - 400-500 capacity)	\$113.66	\$117.07	\$120.58
	Garry Oak Gym Commercial (per hour - 400-500 capacity)	\$227.31	\$234.13	\$241.15
	Garry Oak Gym (day)	\$1,356.34	\$1,397.03	\$1,438.94
	Garry Oak Gym Commercial (day)	\$2,712.69	\$2,794.07	\$2,877.89
	Gym Sport Rate	\$55.43	\$57.10	\$58.81
	Arbutus Board Room (per hour - 50 capacity)	\$48.75	\$50.21	\$51.72
	Arbutus Board Room (day)	\$337.07	\$347.18	\$357.59
	Red & Yellow Cedars (per hour - 100 capacity)	\$68.53	\$70.58	\$72.70
	Red & Yellow Cedars (day)	\$475.24	\$489.49	\$504.18
	Pacific Dogwood (per hour - 30 capacity)	\$41.51	\$42.75	\$44.03
	Pacific Dogwood (day)	\$289.99	\$298.69	\$307.65
	Douglas Fir (hour - 70 capacity)	\$48.75	\$48.75	\$50.21
	Douglas Fir (day)	\$337.07	\$347.18	\$357.59
	Dance Studio (pre hour - 32 capacity)	\$68.81	\$70.87	\$73.00
	Dance Studio (day)	\$470.50	\$470.50	\$484.62
	Multi-Purpose Yoga Room (pre hour - 50 capacity)	\$68.81	\$70.87	\$73.00
	Multi-Purpose Yoga Room (day)	\$470.50	\$484.61	\$499.15
	Aquatic Classroom (hour - 20 capacity)	\$34.82	\$35.87	\$36.94
	Upside Teen Activity Lounge (hour - 50 capacity)	\$62.40	\$64.27	\$66.20
	Mezzanine Functional Fitness Room (per hour)	N/A	\$85.00	\$87.55
Mezzanine Zone 1	N/A	\$48.75	\$50.21	
Table Rental Fee for Lobby Displays/Sales/Day	\$50.00	\$51.50	\$53.05	
SAANICH COMMONWEALTH PLACE – Pool Rentals/Lessons				
Pool, Rentals, Lessons	Commercial/Lane - 25m (per hour)	\$35.00	\$36.05	\$37.13
	Swim Club or Non-profit/Lane - 25m (per hour)	\$17.27	\$17.79	\$18.32
	Schools/Groups over 10 children	\$4.05	\$4.25	\$4.50
	Use of Wibit - add on to group swim	\$100.00	\$103.00	\$106.09
	Commercial additional staff fee (per hour)	\$68.54	\$70.60	\$72.72

GORDON HEAD – Pool Rentals/Lessons		Effective Sept 1, 2024	Effective Sept 1, 2025	Effective Sept 1, 2026
Pool, Rentals, Lessons	Commercial/Lane - 25m (per hour)	\$35.00	\$36.05	\$37.13
	Swim Club or Non-profit/Lane - 25m (per hour)	\$17.27	\$17.79	\$18.32
	Leisure pool section hours - Commercial	\$35.00	\$36.05	\$37.13
	Leisure pool section hours - Non-profit	\$17.78	\$18.31	\$18.86
	Schools/ Groups over 10 children	\$4.05	\$4.25	\$4.50
Private Rentals	Leisure & Lap pools (2 guards up to 40 people) after operating	\$295.00	\$303.85	\$312.97
GORDON HEAD RECREATION CENTRE - Room Rentals				
Room Rentals	Mt. Douglas Auditorium (per hour)	\$64.35	\$66.28	\$68.27
	Mt. Douglas Auditorium (banquet/dance)	\$538.47	\$554.62	\$571.26
	Bert Richman Auditorium (per hour)	\$64.35	\$66.28	\$68.27
	Bert Richman Auditorium (banquet/dance)	\$538.47	\$554.62	\$571.26
	Bert Richman Lounge (max occupancy 15) NEW	\$24.52	\$25.25	\$26.01
	Bert Richman Lounge (max occ. 15) (7 hours) NEW	\$147.09	\$151.50	\$156.05
	Feltham Room (per hour)	\$48.19	\$49.64	\$51.13
	Feltham Room (full day, 7 hours)	\$290.27	\$298.97	\$307.94
	Kenmore Room (per hour)	\$45.41	\$46.77	\$48.17
	Kenmore Room (full day, 7 hours) NEW	\$280.42	\$288.83	\$297.50
	Preschool Room (per hour)	\$51.53	\$53.08	\$54.67
	Preschoo Room (full day, 7 hours) NEW	\$318.33	\$327.88	\$337.72
	Backdoor Teen Centre (per hour)	\$60.17	\$61.98	\$63.83
	Backdoor Teen Centre (full day, 7 hours) NEW	\$371.64	\$382.79	\$394.27
	Dance Studio (per hour)	\$60.17	\$61.98	\$63.83
	Dance Studio (full day, 7 hours) NEW	\$371.64	\$382.79	\$394.27
	Annex (per hour)	\$58.22	\$59.97	\$61.77
Annex (full day, 7 hours) NEW	\$359.63	\$370.42	\$381.53	
Multi-purpose 1 (per hour)	\$60.45	\$62.26	\$64.13	
Multi-purpose (full day, 7 hours) NEW	\$373.39	\$384.60	\$396.13	
CEDAR HILL RECREATION CENTRE – Room Rentals				
Room Rentals	Gymnasium (per hour)	\$67.13	\$69.15	\$71.22
	Gymnasium (function/event)	\$849.07	\$874.54	\$900.78
	Multi-purpose Room (per hour)	\$54.88	\$56.52	\$58.22
	Dance Studio (per hour)	\$48.19	\$49.64	\$51.13
	Activity Room & Playground (per hour)	\$40.67	\$76.90	\$76.93
	Art Room 1 (per hour)	\$74.66	\$76.90	\$79.20
	Art Room 2 (per hour)	\$74.66	\$76.90	\$79.20
	Front Gallery Area (NEW)	\$25.00	\$25.03	\$25.78
	Cafe Area (NEW)	\$25.00	\$25.03	\$25.78
	Front Patio (NEW)	\$25.00	\$25.03	\$25.78

G.R. PEARKES RECREATION CENTRE – Arena, Skate, Dry Floor & Room Rentals		Effective Sept 1, 2024	Effective Sept 1, 2025	Effective Sept 1, 2026
Arena Rental	Youth Associations - Non Prime	\$117.08	\$120.59	\$122.89
	Youth Associations - Prime & Off Hours rate	\$135.98	\$140.05	\$144.33
	Winter - Prime	\$262.24	\$270.10	\$274.85
	Winter - Non Prime	\$222.60	\$229.28	\$233.84
	Spring/Summer - Prime	\$176.66	\$181.96	\$189.28
	Spring/Summer - Non Prime	\$150.15	\$154.65	\$157.71
	School Rate - Non Prime	\$31.50	\$32.45	\$32.45
Skate Rentals	Skate Rental - General	\$4.00	\$4.12	\$4.22
	Group Rate (10+) (rentals only)	\$3.50	\$3.60	\$3.38
	Group Rate (10+) (no rentals)	\$3.75	\$3.86	\$3.66
	Family Rate (skating including rentals)	\$17.75	\$18.28	\$19.14
Sharpening	Sharpening	\$5.25	\$5.41	\$5.63
Dry Floor	Lacrosse, Ball Hockey and Roller Hockey (Dry Floor – Youth)	\$43.37	\$44.67	\$45.81
	Ball and Roller Hockey, Other (Dry Floor – Adults)	\$84.32	\$86.84	\$89.55
	Arena Dry floor - Full day event	\$2,582.21	\$2,659.68	\$2,739.28
Room Rentals	Clubroom (1 hour) (Day rate is 10x hourly)	\$35.16	\$36.22	\$36.94
	Ross Room Multipurpose (per hour) (Day rate is 10x hourly)	\$62.17	\$64.03	\$65.31
	Gardom Room (per hour) (Day rate is 10x hourly)	\$49.23	\$50.70	\$51.72
	Lam Room/Owen Room (hour) (Day rate is 10x hourly)	\$56.26	\$57.95	\$59.11
	Lam Room/Owen Room (Childcare, non-prime)	\$7.03	\$7.24	\$7.39
	Lam Room/Owen Room (Childcare, prime)	\$14.06	\$14.49	\$14.78
	Flipside (per hour) (Day rate is 10x hourly)	\$62.73	\$64.61	\$65.90
	Boardroom (per hour) (Day rate is 10x hourly)	\$50.63	\$52.15	\$53.20
Fieldhouse - Events	Fieldhouse Tradeshow/Event (Sept - April)	\$4,399.13	\$4,531.10	\$4,667.04
	Fieldhouse Tradeshow/Event (May - Aug)	\$2,553.52	\$2,630.13	\$2,631.63
	Fieldhouse Non-Profit (Year round)	\$2,200.16	\$2,266.16	\$2,334.15
Fieldhouse - Sport	Sport Court Regular (Year round)	\$58.78	\$60.54	\$62.36
	Sport Court Non-Profit (Sept - April)	\$44.29	\$45.62	\$46.99
	Sport Court Non-Profit (May - Aug)	\$30.64	\$31.56	\$32.51
Fieldhouse - Pickleball	Pickleball FH Section Regular (Year round)	\$63.39	\$65.29	\$70.88
	Pickleball FH Section Non-Profit (Year round)	\$49.94	\$51.44	\$56.70
Outdoor Spaces	Front Plaza (Half Day)	\$109.24	\$112.52	\$115.89
	Front Plaza (Day)	\$218.48	\$225.04	\$231.79
	Courtyard Non-Profit (Hour)	\$18.02	\$18.57	\$19.12
	Courtyard (Hour)	\$34.68	\$35.72	\$36.80
BRAEFoot				
Room rentals	Great Hall Hourly (1 hour) (Day rate is 10x hourly)	\$52.50	\$52.50	\$54.08
	Great Hall Hourly Non-Profit 50%	\$26.25	\$26.25	\$27.04
	Kitchen Hourly (1 hour) (Day rate is 10x hourly)	\$31.50	\$31.50	\$32.45
	Kitchen Hourly Non-Profit (1 hour) (Day rate is 10x hourly)	\$15.75	\$15.75	\$16.22
	Boardroom Hourly (1 hour) (Day rate is 10x hourly)	\$23.10	\$23.10	\$23.79
	Boardroom Hourly Non-Profit 50%	\$11.55	\$11.55	\$11.90
Common Facility Rental Fees.				
Storage/Office Rental	Interior Storage/Office space (per sq ft/year)	\$6.42	\$6.42	\$6.61
	Exterior Storage/Office space (per sq ft/year)	\$6.42	\$6.42	\$6.61
Administration	Booking/Change Fee	\$25.00	\$25.00	\$25.75
SCAN Community Associations	Board Meeting Room Rentals - All Centres (SCAN)	\$0.00	\$0.00	\$0.00
* Note: all space rental fees are subject to -50% for Non-Profit Groups and +20% for Commercial Rentals (Except Garry Oak)				
Additional fees may be applied as required to cover costs specific to providing a service.				

**PARKS
Schedule B**

SAANICH PARK FACILITIES (prices rounded including GST)		Effective September 1, 2024	Effective January 1, 2025	Effective January 1, 2026
FIELDS (Baseball/Softball/Soccer/Football/Lacrosse/etc.)		Per Game	Per Day	Per Space/Per Hour
	Youth (minor sports)	\$14.75	\$43.00	\$7.00
	Adult	\$28.75	\$85.50	\$14.00
	Commercial/Business	\$36.50	\$107.00	\$28.00
OTHER FIELD COSTS (all items require prior approval before applied to permit)				
	Lights - per hour, per field	\$29.25	\$30.25	\$31.25
	Field Marking – new layout, per field (i.e., markings outside of regular sport season that requires measuring)	\$307.50	\$316.75	\$326.25
	Field Marking – re-mark, per field (i.e., markings outside of regular sport season that can still be seen and renewed)	\$153.75	\$158.25	\$163.00
OUTDOOR COURT FEES (all items require prior approval before applied to permit)		Per Space/Per Hour	Per Space/Per Hour	Per Space/Per Hour
	Youth Non-Profit	\$3.25	\$5.00	\$5.25
	Adult/Senior Non-Profit	\$6.25	\$10.00	\$10.50
	Commercial	N/A	\$20.00	\$21.00
	Minor Tourn./reg non-profits (per court/per day, max 6 hrs)	\$36.75	N/A	N/A
	Adult/Private Tournaments (per court/day)	\$73.00		
STORAGE FEES - Min \$20/month		Per 0.1 sq. m (1 sq ft)	Per 0.1 sq. m (1 sq ft)	Per 0.1 sq. m (1 sq ft)
	Shared, not secure, not heated.	\$2.00	\$2.25	\$2.50
	Own container/facility, secure, not heated.	\$3.00	\$3.25	\$3.50
	Provided facility, secure, heated.	\$4.00	\$4.25	\$4.50
PICNICS/NON-COMMERCIAL EVENTS				
	Single picnic table in a designated picnic area (maximum 4 hours)	\$22.25	\$23.00	\$23.75
	Group picnic area (multiple tables) in a designated group picnic area (maximum 4 hours and up to 100 people)	\$44.00	\$45.25	\$46.50
PICNIC	<i>Picnic defined as family type gathering under 100 people. Charge is per individual picnic table or area booked. 100+ people considered an event or commercial activity based on actual activity being held. Booking over the 4 hour limit will be charged an additional \$10/hr.</i>			
	Registered non-profit groups (maximum 6 hours, up to 150 people)	\$36.75	\$37.75	\$39.00
	Private - including weddings (maximum 6 hours, up to 150 people)	\$73.00	\$75.25	\$77.50
EVENT	Saanich Parks pre-approved research project; beach, trail or park clean up; restoration event or Saanich managed project/program	no charge	no charge	no charge
	<i>Rate per park asset booked, per day. Booking over the 6 hour limit will be charged an additional \$10%/hr of the total event permit fee or \$10/hr (whichever is greater) . Events with more than 150 people subject to additional charges - half the base fee will be charged for every 50 people over the 150). Events may be subject to additional charges listed below.</i>			
COMMERCIAL SERVICE OR ACTIVITY (including bootcamps, corporate events, filming)				
	Per permit (per park asset by day to a maximum 6 hours)	\$91.25	\$94.00	\$96.75
	3 Month (Quarterly) Period (same park and time repeated for ongoing approved activity) - 3x single permit fee	\$273.75	\$282.00	\$290.50
	Yearly Jan 1 - Dec 31 inclusive (same park and time repeated for an ongoing approved activity) - 5x single permit fee	\$456.50	\$470.25	\$484.25
	<i>Subject to an administration fee for amendments to permit (per change). Changes include adjusting parks used, days or times requested. Commercial service permits limited to up to 3 park uses per week under a single permit of the same location/time repeated. Additional use and/or additional locations requires separate permit (and thus costs charged) to be issued. Film permits may be subject to additional costs and are not available to obtain quarterly or yearly permits.</i>			

COMMERCIAL SALES: MOBILE FOOD VENDORS, CHRISTMAS TREE SALES, AND FARM MARKETS				
	Per Day (9:00 AM - 9:00 PM)	N/A	\$27.00	\$27.75
	3 Month (Quarterly)	N/A	\$600.00	\$618.00
	Yearly (Jan 1 - Dec 31)	N/A	\$1,000.00	\$1,030.00
	<i>Farm Markets subject to a \$5 per vendor per day fee.</i>			
ADDITIONAL CHARGES				
	Washrooms/Gate Key Deposit	\$50.00	\$50.00	\$50.00
	Park Use/Access Permit (Private property owners, or contractors requiring access through or to a park or trail to conduct work, or local food growers requiring access to a park for a pocket farm market. Access only provided with prior approval.)	\$26.25	\$27.00	\$27.75
	Administrative/change fee	\$25.00	\$25.75	\$26.50
	Staff time per hour – event support or excessive cleanup	\$55.75	\$57.50	\$59.25
	Damage Deposit - up to a maximum of \$500	\$500.00	\$500.00	\$500.00
	Park permit cancellation fee (If permit cancelled within less than 3 business days.)	\$10.00	\$10.25	\$10.50
TREES				
	Schedule I Trees (planting and maintaining a Schedule I or replacement tree	\$1,350.00	\$1,350.00	\$1,350.00
	Schedule I or Replacement Tree (planting only)	\$575.00	\$575.00	\$575.00
	Maintaining a Replacement Tree (2 to 5 years)	\$775.00	\$775.00	\$775.00
FURNITURE DONATION				
	New bench donation (10 year term)	\$3,300.00	\$3,400.00	\$3,500.00
	New picnic table donation (10 year term)	\$4,105.00	\$4,225.00	\$4,350.00
	Renewal bench donation (10 year term)	\$1,650.00	\$1,700.00	\$1,750.00
	Renewal picnic table donation (10 year term)	\$2,365.00	\$2,425.00	\$2,500.00

CEDAR HILL GOLF COURSE
Schedule C

GREEN FEES		April 1, 2023 - March 31, 2024		April 1, 2024 - March 31, 2025		April 1, 2025 - March 31, 2026	
		Summer	Winter	Summer	Winter	Summer	Winter
18-Holes							
Adult Weekday	<i>Monday to Thursday (not including statutory holidays)</i>	\$49.00	\$42.00	\$49.00	\$42.00	\$52.00	\$45.00
Adult Weekend	<i>Friday to Sunday and all statutory holidays</i>	\$55.00	\$42.00	\$56.00	\$42.00	\$59.00	\$46.00
Adult Twilight		\$42.00	\$31.00	\$42.00	\$32.00	\$45.00	\$34.00
Junior Weekday and Weekend		\$28.00	\$23.00	\$29.00	\$24.00	\$31.00	\$25.00
9-Holes							
Adult Weekday and Weekend		\$32.00	\$25.00	\$33.00	\$26.00	\$35.00	\$28.00
Junior Weekday and Weekend		N/A	N/A	N/A	N/A	\$25.00	\$20.00

Note: All prices do not include GST. Definition of Weekday and Weekend set to change to the above in the 2025 golf season.

GREEN FEE SAVINGS CARD		April 1, 2023 - March 31, 2024		April 1, 2024 - March 31, 2025
		10X (5% discount)	25X (10% discount)	See "Green Fee Punch Pass" information below.
Weekday	<i>Monday to Friday</i>	\$466.00	\$1,103.00	
Weekend	<i>Saturday, Sunday, Holidays</i>	\$523.00	\$1,238.00	
9 hole		\$304.00	-	

Note: All prices do not include GST. See golf brochure for the full list of terms and conditions. Green Fee Savers Cards are non-transferrable.

GREEN FEE PUNCH PASSES		April 1 2024 - March 31 2025 (Promotion Only)				April 1 2025 - March 31 2026			
		Summer		Winter		Summer		Winter	
		10X (10% discount)	25X (15% discount)	10X (10% discount)	25X (15% discount)	10X (10% discount)	25X (15% discount)	10X (10% discount)	25X (15% discount)
Adult Weekday 18-holes	<i>Monday to Thursday (not including statutory holidays)</i>	\$441.00	\$1,042.00	\$378.00	\$893.00	\$468.00	\$1,105.00	\$405.00	\$956.25
Adult Weekend 18-holes	<i>Friday to Sunday and all statutory holidays</i>	\$504.00	\$1,190.00	\$378.00	\$893.00	\$531.00	\$1,253.75	\$414.00	\$977.50
Junior 18-holes Weekday and Weekend		\$261.00	\$617.00	\$216.00	\$510.00	\$279.00	\$658.75	\$225.00	\$531.25
Adult 9-holes Weekday and Weekend		\$297.00	\$702.00	\$234.00	\$553.00	\$315.00	\$743.75	\$252.00	\$595.00
Junior 9-holes Weekday and Weekend		N/A	N/A	N/A	N/A	\$225.00	\$531.25	\$180.00	\$425.00

Note: All prices do not include GST. See golf brochure for the full list of terms and conditions. Green Fee Punch Passes are non-transferrable.

CLUBHOUSE RENTALS			2023-2024			2024-2025			2025-2026		
	Size (sq. ft)	Max Occupancy	Half Day	Full Day	Hourly	Half Day	Full Day	Hourly	Half Day	Full Day	Hourly
Banquet Room and Dance Floor	1402	105	\$339.00	\$678.00	\$93.00	\$339.00	\$678.00	\$93.00	\$346.00	\$692.00	\$95.00
Banquet Room	943	70	\$228.00	\$456.00	\$63.00	\$228.00	\$456.00	\$63.00	\$233.00	\$465.00	\$64.00
Meeting Room #1	198	8				N/A	N/A	\$32.00	N/A	N/A	\$33.00
Meeting Room #2	383	15				N/A	N/A	\$47.00	N/A	N/A	\$48.00

Note: All prices do not include GST.



District of Saanich

1st Trimester Results Report

January 1, 2024 to April 30, 2024

Results reporting is prepared on a trimester basis by the District of Saanich as a means of providing the community, council, and the organization with regular information on the strategic and financial performance of the municipality.

The Trimester Results Report provides information on:

1. Operational Results
2. Capital Program Results
3. Investment Analysis
 - Diversity
 - Liquidity
 - Return
4. Procurement Results
 - % of procurement processes with more than one bidder
 - Procurement
5. Building Permit Statistics

Operational Results

District of Saanich - 2024 1st Trimester Performance Report Operating Budget Results - January 1 to April 30

(Represents 1/3 or 33% of the year)

Overall results for the period are positive, with most revenues reaching budgeted targets and recreation revenues and investments exceeding budget due to higher participation in recreation programs and on-going higher interest rates on investments. Expenditures are in line with expectations, however, some departments such as Police Protection and Planning are experiencing higher expenditure due to constant demand for their services while operational departments such as Engineering and Parks & Recreation are experiencing lower expenditure due to seasonal demand for their services.

Revenues:	2023 Actual	2024 Actual	Annual Budget 2024	2024 Budget Remaining	% Revenue Collected	
Property Taxation	-	-	(175,553,000)	(175,553,000)	0%	1
Utility Tax and Other	(62,300)	(58,200)	(1,789,500)	(1,731,300)	3%	1
Water Utility Revenue	(7,017,800)	(7,317,700)	(28,291,200)	(20,973,500)	26%	2
Sewer Utility Revenue	(9,527,900)	(9,937,400)	(30,570,500)	(20,633,100)	33%	
Solid Waste Revenue	(2,705,800)	(2,944,400)	(8,968,200)	(6,023,800)	33%	
Business License & Inspection Revenues	(2,092,200)	(1,273,700)	(3,775,100)	(2,501,400)	34%	
Recreation Revenues	(5,328,100)	(5,779,200)	(14,940,600)	(9,161,400)	39%	3
Grants In Lieu	-	-	(3,451,700)	(3,451,700)	0%	1
Provincial Grants	-	-	(1,380,000)	(1,380,000)	0%	1
Interest and Penalties	(2,136,400)	(2,425,800)	(6,437,400)	(4,011,600)	38%	
Surplus Appropriations	-	-	(500,000)	(500,000)	0%	4
Other Revenues	(12,300)	(10,700)	(358,000)	(347,300)	3%	
COVID-19 Restart Grant	-	-	(149,300)	(149,300)	0%	4
Total Revenue	(28,882,800)	(29,747,100)	(276,164,500)	(246,417,400)	11%	

Explanatory notes for variances over 5%

REVENUES:

- 1 *Property Taxation / Utility Tax / Grants In Lieu / Provincial Grants (0%-3% collected)* – All taxation and grants from various government *entities* are recorded or received in the second trimester.
- 2 *Water Utility Revenue (26% collected)* - Revenue percentage in line with last year's actual. Revenues increase during the summer months.
- 3 *Recreation Revenues (39% collected)* - Higher revenues is realized in first trimester which is then offset with reduced revenues in second trimester when shutdowns occur for facility maintenance.
- 4 *Surplus Appropriations / COVID-19 Restart Grant (0% applied)* - As and when needed to offset revenue reductions or COVID expenditure.

	2023 Actual	2024 Actual	Annual Budget 2024	2024 Budget Remaining	% Expenditure Spent	
Expenditures:						
Administration	650,900	705,800	2,072,600	1,366,800	34%	
Finance	1,485,700	1,808,900	5,847,100	4,038,200	31%	
Corporate Revenues/Expenses	(357,500)	(313,900)	96,000	409,900	-327%	1
Fiscal Services	3,932,900	3,936,700	9,789,300	5,852,600	40%	2
Corporate Services	1,227,300	1,847,500	5,310,500	3,463,000	35%	
Information Technology	1,683,900	2,811,400	7,997,800	5,186,400	35%	
Legislative & Protective Services	2,801,500	3,240,100	7,892,300	4,652,200	41%	3
Police Protection	14,277,800	17,442,800	47,113,700	29,670,900	37%	
Fire Protection	7,540,300	8,186,500	23,963,700	15,777,200	34%	
Emergency Program	134,900	125,400	495,400	370,000	25%	4
Planning	1,286,100	1,595,300	4,146,500	2,551,200	38%	
Engineering	4,422,900	4,911,600	17,387,000	12,475,400	28%	
Parks	3,195,000	3,658,700	12,248,800	8,590,100	30%	
Recreation and Community Services	7,831,600	8,847,300	29,778,200	20,930,900	30%	
Library, Grants & Economic Development	2,922,200	3,272,000	8,568,500	5,296,500	38%	
Solid Waste Utility Expenditure	2,521,200	2,865,100	10,104,800	7,239,700	28%	
Water Utility Expenditure	4,209,200	4,201,400	19,025,200	14,823,800	22%	5
Sewer Utility Expenditure	1,987,800	2,171,400	23,512,700	21,341,300	9%	6
Capital Program (tax and fee funded only)	1,236,100	2,074,500	40,814,400	38,739,900	5%	7
Total Expenditures	62,989,800	73,388,500	276,164,500	202,776,000	27%	
Revenues minus Expenditures	34,107,000	43,641,400	0	(43,641,400)		

Explanatory notes for variances over 5%

EXPENSES:

- 1 *Corporate Revenues/Expenses (-327% spent)* - Recoveries from water, sewer and solid waste utilities in line, however, no contingency spending.
- 2 *Fiscal Services (40% spent)* - Debt payments in line with last year and occur in April and October.
- 3 *Legislative & Protective Services (41% spent)* - Expenditure in line with last year; Insurance premiums are paid in 1st trimester.
- 4 *Emergency Program (25% spent)* - Expenditure on track impacted by a \$48K grant received from Ministry of Emergency Management and Climate Readiness.
- 5 *Water Utility Expenditure (22% spent)* - Operating costs in line with last year. Some maintenance programs are lagging due to staff shortages.
- 6 *Sewer Utility Expenditure (9% spent)* - Operating costs in line with last year. Payment to CRD constitutes 69% of budget and occurs in August.
- 7 *Capital Program (5% spent)* - Transfer of funds for capital infrastructure funding occurs in second trimester after budget approval.

Capital Program Results

District of Saanich - 2024 1st Trimester Performance Report Capital Program Results up to April 30, 2024

Projects budgeted over \$1,000,000

Capital Project	Fund	Duration	Original 2024 Budget	Budget Transfers *	Revised 2024 Budget	Actual	Percent Spent	Schedule Status	Budget Status	
Arena Rd, 340 Ker - Dysart Rd	Sewer		1,037,000		1,037,000		0%			2
Sherwood Rd, Arbutus Rd to MacDonald Dr E, and	Water		1,068,000		1,068,000		0%			2
Burnside Rd W. - Road Improv	Transportation		1,090,540		1,090,540	1,088,863	100%			
Madock Ave(Wascana - Harriet)	Sewer		1,105,000		1,105,000		0%			2
Cedar Hill,Garnet-Mortimer Ph1	Water		1,114,000		1,114,000	35,107	3%			
Leasehold Improvements & New Office Space Ou	Facilities		1,125,000		1,125,000		0%			
Saanich Rd Blanshard-Short)	Sewer		1,177,000		1,177,000		0%			
Bridges and Structures	Parks		1,207,170		1,207,170	84,591	7%			
SOC EV Chargers	Facilities		1,225,000		1,225,000	2,783	0%			
Natural Areas	Parks		1,230,890		1,230,890		0%			
Adelaide Ave, 2823 - Cowper	Drainage		1,261,000		1,261,000	824,421	65%			
Richmond - Newton to Adanac Construction	Transportation		1,350,000		1,350,000		0%			2
Water - Detailed Design	Water		1,491,414		1,491,414	362,229	24%			
Sanitary Sewer-Detailed Design	Sewer		1,546,500		1,546,500	438,334	28%			
Storm Drain - Detailed Design	Drainage		1,608,990		1,608,990	420,584	26%			
Wilkinson Rd(Greenlea-Quick's)	Transportation		1,611,000		1,611,000	56,018	3%			2
Lift Station Capital Works	Sewer		1,617,610		1,617,610	75,208	5%			
2875 Colquitz - Gorge Rd	Drainage		1,629,000		1,629,000	795,525	49%			
Vanalman:636-648,SRW-Ridgewood	Sewer		1,650,000		1,650,000	1,482,306	90%			
Rutledge Park Playground Repl	Parks		1,715,890		1,715,890	1,192,468	69%			
Vanalman/Colquitz Creek Culvrt	Drainage		1,856,600		1,856,600	1,856,595	100%			
Cycling Infrastructure Program	Transportation		1,914,970		1,914,970	666,271	35%			
Pavement Renewal Program	Transportation		1,949,890		1,949,890	900,410	46%			2
ShortTerm Soln-Adv Active Tran	Transportation		2,019,350		2,019,350	1,232,929	61%			
MannAve,Vanalman Ave&Parkridge	Water		2,026,500		2,026,500	1,920,817	95%			
Tattersall (Quadra - Salsbury)	Various		2,028,000		2,028,000	345,482	17%			
Pat Bay Hwy Wtrmain Lining	Water		2,058,000		2,058,000	99,416	5%			3
Small Water Meter Replacement	Water		2,105,208		2,105,208	200,636	10%			
Pump Station & PRV Replacement	Water		2,173,000		2,173,000	430,675	20%			
Bridge Repairs	Transportation		2,194,261		2,194,261	83,354	4%			
Storm Drainage Model Dvlpmnt	Drainage		2,458,150		2,458,150	668,528	27%			
PKOLS/Mt Doug Tower Rplc	IT		2,400,000		2,400,000		0%			
Albina-Gorge Utility Upgrades	Sewer		3,421,000		3,421,000	10,265	0%			3
Pearkes - RTU Replacement	Facilities		4,186,700		4,186,700	249,301	6%			
Cordova Bay Rd	Various		4,957,000		4,957,000	132,059	3%			2
SCP - Mechanical Upgrades	Facilities		5,125,430		5,125,430	707,880	14%			1
Green and Inclusive CHRC	Facilities		5,134,350		5,134,350	277,019	5%			
Public Works Yard	Facilities		6,803,700		6,803,700	1,155,113	17%			3
W.Saa/Prospect Lk/Sparton Int	Transportation		7,303,890		7,303,890	7,203,404	99%			
Sinclair Rd Improvement	Various		10,127,170		10,127,170	486,251	5%			
Sidewalk Installation Program	Transportation		10,488,760		10,488,760	3,517,546	34%			
Gorge Drainage Improvements	Various		14,518,130		14,518,130	11,186,737	77%			
Fire Hall#2 - Project Planning	Facilities		20,961,070		20,961,070	4,467,050	21%			1
SSIP - Shelbourne St Development	Various		44,586,693		44,586,693	20,640,035	46%			

1 Costs projected to be higher than budgeted and may require additional funding

2 Project start date was delayed due to internal and contracted resources

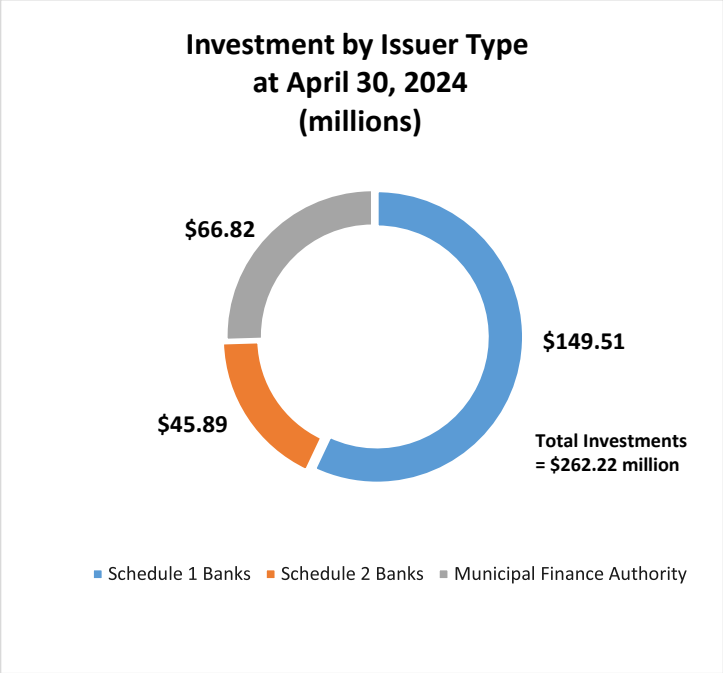
3 Project cost escalation, longer lead time on material delivery or change in scope of the project

* Budget transfers are usually done from program budgets such as sidewalks, cycling or paving to individual projects once the scope of the work is determined

	On target
	Caution
	Delayed

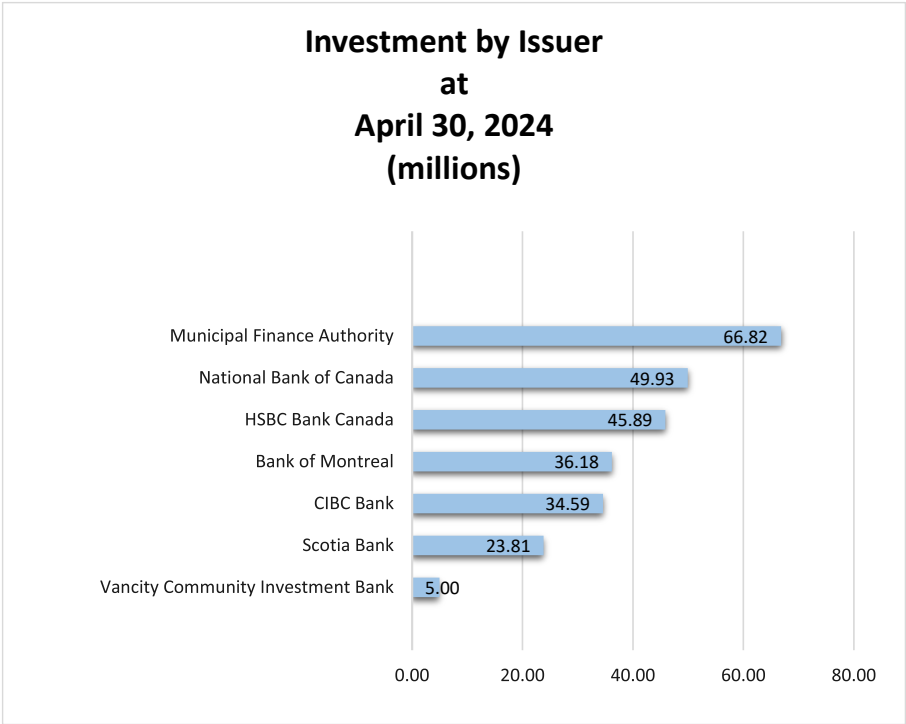
Investment Analysis

The District of Saanich invests public funds in a prudent manner in accordance with the Council Investment Policy. The investment portfolio is currently valued at \$262.22 million. Most of these funds are either held for specific capital programs or are invested until needed to pay current operating expenses.



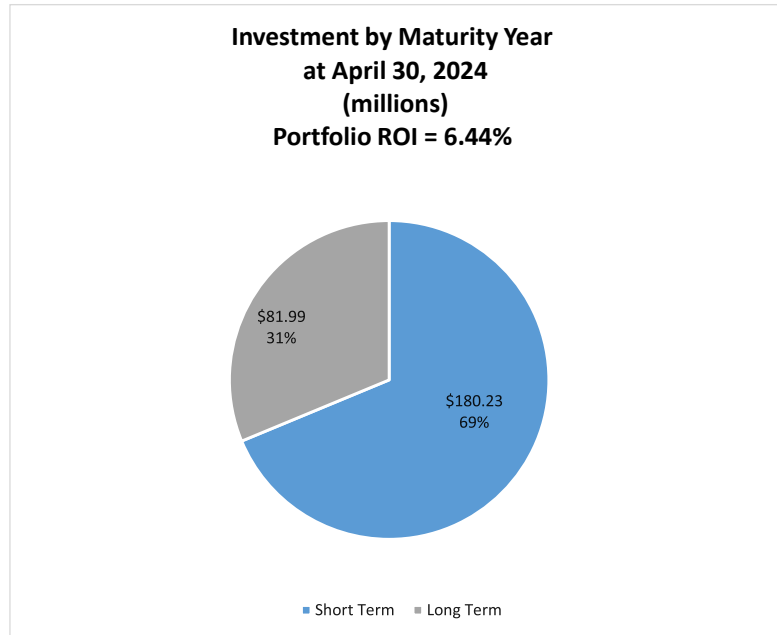
Diversification

In order to reduce overall portfolio risk, Saanich diversifies its investment holdings across a range of security types and financial institutions.



Liquidity

Saanich ensures that the investment portfolio remains sufficiently liquid in order to meet all reasonably anticipated operating and capital cash flow requirements. The majority of the MFA Pooled Funds are held for longer terms as they include various capital reserve funds.



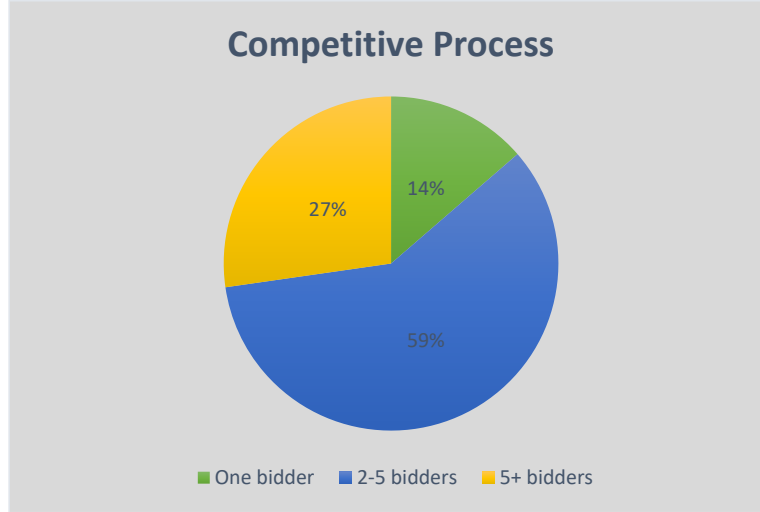
Return on Investment

Saanich's investment portfolio earned 6.44% (4.11% in 2023) while maintaining the investment security established in the Investment Policy. The market investment rates for 2024 are starting to decline. The Bank of Canada lowered its interest rates on June 6 and on July 24, 2024 with a resulting end rate of 4.50%. Interest earned on high interest savings accounts will be affected first with this rate change, however, GIC maturing in 2025 will continue to have rates varying from 5.27% to 5.90%. The financial market is expecting further interest rate cuts from the Bank of Canada for the remainder of this year and into the next year. These expectations will drive the investment rates lower in the foreseeable future.

Procurement Results

Competitive Process

86% of procurement processes in this trimester had more than one bidder.



Procurement

Value \$200,000+				
Procurement Description	Value	Years	Supplier	# Bids
Sinclair Road Updates	\$14,301,024.00	One Time	Don Mann Excavating Ltd.	5
Electrical Services Program - Class B	\$2,250,000.00	3	Houle Electric, Mega Power, Island Technical, Sureport Group, Kerr Controls, Thomis Electric	6
CHRC Mechanical Upgrades	\$1,731,525.10	One Time	MGM Mechanical Ltd	3
Pearkes - Mechanical Upgrades - Heat Recovery	\$1,358,500.00	One Time	MGM Mechanical Ltd	3
Microsoft 365 Integration Services IT	\$898,560.00	2	Affinity, Dave Steeves & Associates, Randstad Interim Inc	13
PKOLS (Mount Douglas) Communication Tower Replacement	\$734,506.99	One Time	TEP Engineering Canada ULC	3
Supply of Pool & Water Treatment Chemicals Joint Tender	\$510,000.00	5	ClearTech Industries, Brenntag Canada	3
Renovation, Remediation, and Carpentry Services Program	\$500,000.00	4	Brenric Construction Ltd, Downs Construction DKI-Pro Pacific, Kaercher Projects & Construction, Canpro Constructions Ltd	7
Sr. Project Manager Services IT	\$465,192.00	2	Randstad Interim Inc.	16
Street Sweeper	\$460,910.00	One Time	Vimar Equipment	CP
Supply and Delivery of Water Meters	\$342,000.00	5	KTI Limited	4
Enterprise Architect IT	\$300,000.00	2	Affinity Staffing Inc.	8
Upfitting Truck Body	\$228,283.52	One Time	Profire Emergency Equipment	2
Pumps and Equipment	\$210,743.46	One Time	Troy Electric Sales & Services	1
Police Vehicles - 4x4 Chevrolet Tahoe Police Package	\$206,399.00	One Time	Jenner Chevrolet Buick GMC	3

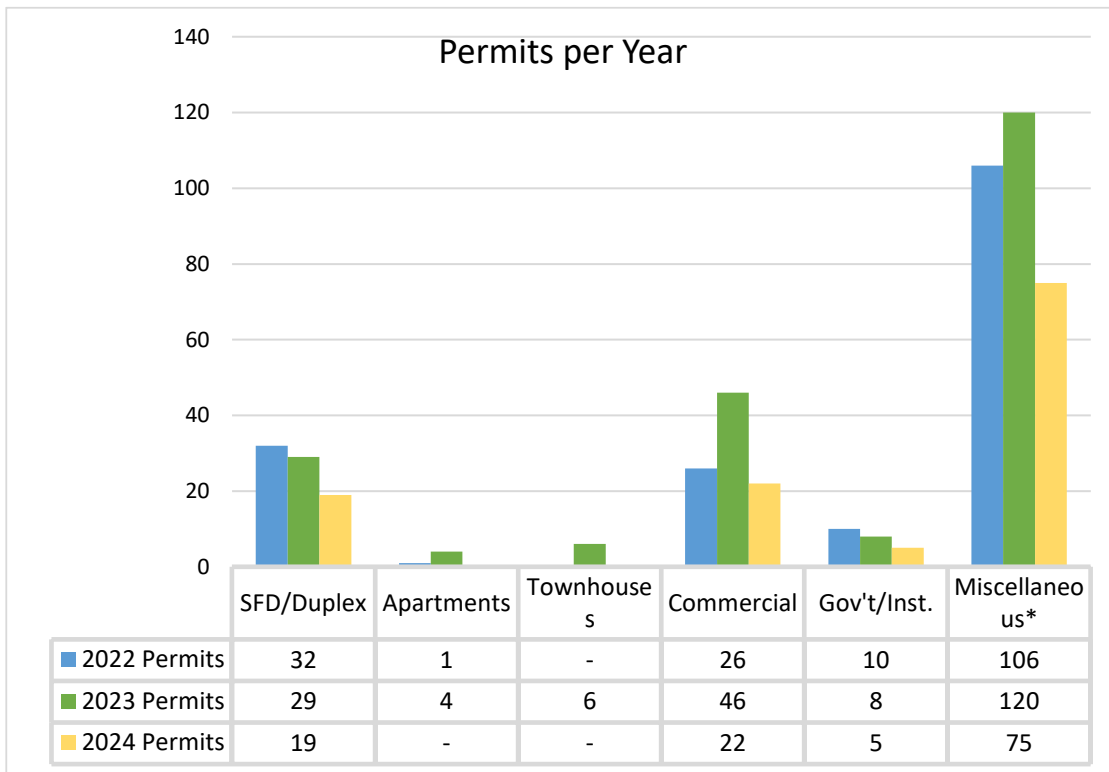
Value \$75,000 to \$200,000				
Procurement Description	Value	Years	Supplier	# Bids
Police Vehicles - Utility - Ford Explorer	\$184,335.00	One Time	Suburban Motors	2
Engineered Wood Fibre For Playgrounds	\$171,000.00	3	Denbow Transportation Ltd.	4
Plastic Posts	\$170,000.00	5	Redwood Plastics & Rubber	2
Industrial Road & Field Paint	\$132,384.00	3	Cloverdale Paints	6
Planning & Development Consultant - SOC Redevelopment	\$102,575.00	One Time	City Spaces	3
OFA Level 1 Training	\$95,200.00	4	Alert First- Aid Inc	3
Wildland Fire Truck	\$87,746.00	One Time	Profire Emergency Equipment	1

In addition, there were 48 procurement processes with value less than \$75,000 totalling \$1,232,638.

Building Permit Statistics

Year to Date	No. of Permits			Dwelling Units			Construction Value (millions)		
	2022	2023	2024	2022	2023	2024	2022	2023	2024
Permit Type									
SFD/Duplex	32	29	19	42	46	27	19.1	21.7	17.6
Apartments	1	4	-	76	298	-	10.6	53.5	-
Townhouses	-	6	-	-	37	-	-	13.0	-
Commercial	26	46	22	-	-	-	5.8	52.2	8.0
Gov't/Inst.	10	8	5	-	-	-	3.1	2.1	46.1
Miscellaneous*	106	120	75	10	10	14	10.7	10.1	9.3
Totals	175	213	121	128	391	41	\$ 49.3	\$ 152.6	\$ 81.0

* Miscellaneous = renovations, additions, accessory buildings, pools, secondary suites, decks, etc.





The Corporation of the District of Saanich

Report

To: Finance and Governance Committee
From: Paul Arslan, Director of Finance
Date: July 31, 2024
Subject: Community Grants Funding Increase Options

RECOMMENDATION

Increase the Other Community Service Provider Grants totalling \$311,090 annually by prior year CPI (option 3).

Increase the Strategic Priorities and Community Building Grants totalling \$211,180 annually by prior year CPI.

Remove Saanich Heritage Foundation from the Other Community Service Provider Grant category at the end of 2024.

Add Saanich Neighbourhood Place to the Other Community Service Provider Grant category for the calendar year 2027.

PURPOSE

To consider increased funding to Community Service Providers which have management fees and contracts with the District as per Council motion and consider increased funding the Strategic Priorities and Community Building Grants which have had the same budget of \$211,180 since 2019 to allow Council the ability to both provide grants to new applicants and increase grants to existing applicants.

BACKGROUND

On December 16, 2019, Council had approved an amendment to the Saanich Community Grants Program Policy. The amended policy stated the following:

“Other Community Service Provider Grants are provided to registered societies or non-profit organizations who provide a service, operate a facility owned by the municipality or have another formalized arrangement on an on-going basis. These grants are not awarded on a competitive basis. Funding levels are established through development of multi-year Contribution Agreements that are approved individually by Council. Where a Contribution Agreement is not yet finalized,

Council will confirm funding levels during the annual budget process.” Eligible organizations are listed in Schedule A of the Grant Policy and are attached as Appendix A.

In the period of March to July 2022, the six organizations listed in Appendix A signed their five-year agreements with the District. All agreements end December 31, 2026. The annual funding was kept the same for all five years and reflected the amounts that has been granted since 2019.

Organization	Grant Contribution
Goward House Society	\$20,000
Haliburton Community Organic Farm Society	\$8,500
Horticulture Centre of the Pacific (HCP)	\$130,000
Saanich Heritage Foundation	\$35,000
Saanich Volunteer Services Society	\$58,368
Silver Threads Service	\$59,225
Total	\$311,093

Saanich Volunteer Services Society (SVSS) amount above includes \$12,000 in kind for rent and utility costs for the building.

In addition to the operating funding grants, the District has lease agreements with all six organizations. Appendix B lists all the responsibility in the lease agreements as they relate to building, site maintenance and utility payments. Each organization has different lease arrangements with the District with many having all the facilities maintenance utilities paid for by District and some that pay one or both of these costs themselves.

On March 7, 2024, at the Special Committee of the Whole meeting, Council approved the following motion:

“That it be recommended that Council recommend that staff present a report to the Finance and Governance Standing Committee on funding arrangements that reflect increased costs annually to those organizations that Saanich has management fees and contracts with.”

DISCUSSION

Similar to the District’s experience, non-profit organizations have had an impact on their service delivery to due to the high inflationary increases to wages and materials costs in the past few years. Below is the CPI increase for Victoria since 2019. While the District does not use CPI as the inflation index for its own comparisons due to its construction related work, this index is suitable for the above organizations. The cumulative increase over the past five years is 18%.

Year	2023	2022	2021	2020	2019
Inflation	3.70%	7.00%	2.50%	1.10%	2.50%

If one accounts for the cumulative CPI increase the total grants contribution would have gone up from \$311,093 to \$366,650, or a \$55,557 increase equating to 0.03% tax increase.

Not all of the organizations listed above have the same challenges. While Saanich Heritage Foundation and Saanich Volunteer Services Society have very little ability to generate revenue, the other four organizations have the ability to increase user fees or in the case of HCP increase revenue through higher tuition, plant sale, or admission fees.

Given that current agreements end late 2026, the Committee could consider various options for future increases including whether to increase the contribution agreement to all the organizations selectively or equally. For financing future increases below are three options for the Committee to consider:

Option 1: Increase the budget in 2027 when the contracts are renewed based on requests.

This option would only consider budget increases for the years 2027 and beyond. The budget impact of this option would be felt in 2027 should the Committee consider the requests from each Service Provider individually and at their own merit. The financial implication of this option is undeterminable until Council agrees on an increase which can be anywhere from no increases to large increase to all the organizations. Whatever increase the Committee determines will then go to Council for approval and the budget and related tax increase would impact the 2027 and future taxation year.

Option 2: Increase the budget in 2027 when the contracts are renewed using previous year CPI for the full five-year agreement.

This option will allow increases to the grants for all five years, 2027 to 2031, at set annual rate and ensure that the annual tax increases are reasonable and predictable. This option will help organization funding needs for future years but will not alleviate the challenges that they may have had given the zero increase in funding since 2019.

Option 3: Increase the budget in 2025 based on previous year's CPI.

This option will commence in 2025 and continue into future budget years. Assuming 2024 has a CPI of 3.0%, the budget increase in 2025 would total \$11,510 which is equivalent to 0.007% of a tax increase. This amount will not impact current five-year funding agreement but will be set aside for emergency requests from the above organizations like the requests received from Goward House in the past two years. Similar increases in 2026 and 2027 would provide a cumulative \$34,530 in new annual funding that can be allocated to the organizations receiving the Other Community Service Provider Grants based on request/need as approved and recommended by the Committee to Council. Future five-year agreements can then stipulate annual percentage increases so that the above organizations would not fall behind due to inflationary increases. The budget impact in 2025 of this increase would be minimal coming in at less than 0.01%.

Other Changes to the Other Community Service Provider List

Saanich Heritage Foundation:

The Saanich Heritage Foundation (SHF) as of end of last year no longer manages the two Saanich owned heritage properties which they have managed for decades. That task was taken over by the District's Lands Division late last year. This means that the SHF no longer operates a facility owned by the municipality or has another formalized arrangement on an on-going basis with the District and therefore does not meet the criteria for consideration under the Other Service Provider category of the Community Grant Policy. The Committee can consider removing the Foundation from the list starting fiscal 2025 or keep the Foundation in this category until the end of December 2026. SHF has been indicating that the set contribution amount that is in the current agreement does not work well with their operating model as the funds provided by the District are generally used for operating expenses and to provide renovation grants to local heritage properties which the SHF administers. The renovation grant requests can vary from year to year based on the number and extent of the projects. Should the Committee recommend the removal

of SHF from this grant category, the Foundation will go back to applying under the Strategic Priorities and Community Building Grants. The current budget of \$35,000 that is used to fund the grant to SHF will be moved from the Other Community Service Provider category to the Strategic Priorities and Community Building Grants category.

Saanich Neighbourhood Place:

The Saanich Neighbourhood Place (SNP) which has its main operations in the GR Pearkes Community Recreation Centre, was not included in Schedule A as they had previously not applied for operating grants in relation to their program services at that facility. All previous grant funding requests by SNP was related to the expansion of their services in the Royal Oak area. Since the adoption of the current Community Grant Policy the most recent grant requests from SNP have been based on their general operations needs which is mainly run out of the GR Pearkes facility. Campus. Council has provided SNP with \$25,000 in Strategic Priorities Grant funding for the past two years and \$20,000 for both 2021 and 2022. In addition, \$9,100 in-kind grant was provided to help offset a portion of GR Pearkes utility and custodial costs in relation to SNP operations (their SNP Pearkes location. The SNP Child & Family Centre constructed behind GR Pearkes operates independently).

Given this change in the grant requests by SNP, the organization now meets the requirements of for inclusion in the Other Community Service Provider category as SNP does provide a service, operates a facility owned by the municipality and has another formalized arrangement on an on-going basis. In the past SNP has expressed the interest of being included in this group to give certainty to their operational grant funding. The Committee could consider amending the grant policy in 2026 to include SNP in this category and have them join the others on the list starting in 2027. There would be no initial increase in taxation as the budget would be moved over from one grant category to the other unless the Committee increases the grant allocation to SNP.

Strategic Priorities and Community Building Grants

The Committee can also consider increasing the annual funding for the Strategic Priorities and Community Building Grants portion of the Community Grants program. The annual budget allocated to this category has been set at \$211,180 since 2019. The Committee has been very disciplined in keeping the funding for all grant requests from various organizations within that budgeted funding limit. Increasing the funding to this grant category in line with the Other Community Service Provider grant would allow the Committee and therefore Council to fund new grant requests or increase funding to current organizations receiving these grants.

Prepared by

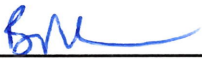


Paul Arslan

Director of Finance

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director of Finance.



Brent Reems, Administrator

Appendix A

ORGANIZATIONS ELIGIBLE FOR OTHER COMMUNITY SERVICE PROVIDER GRANTS

- 1. Goward House Society
- 2. Haliburton Community Organic Farm Society
- 3. Horticulture Centre of the Pacific
- 4. Saanich Heritage Foundation
- 5. Saanich Volunteer Services Society
- 6. Silver Threads Service

Appendix B

Organization	Grant Contribution	Agreement Terms re: Maintenance
Goward House Society	\$20,000	<p>DISTRICT:</p> <ul style="list-style-type: none"> Maintenance of the building interior and envelope. Inspection and maintenance of fire safety equipment including any upgrades required to meet B.C. Fire Code regulations. Inspection and maintenance of the wheelchair lift. <p>THE TENANT: The Society shall be responsible for landscaping and grounds maintenance including gardens, lawns, walkways and parking areas.</p> <p>The Municipality will be responsible for grading the parking lot as required, and maintaining the paint on parking lot markers, parking space headstones, and stair tread edges. Snow removal and ice control is the responsibility of the Society. The Society will consult with the Municipality's Manager of Park Operations from the Parks and Recreation Department regarding any maintenance or removals of trees on the Lands. Such tree maintenance or removal as directed by the Manager of Park Operations will be undertaken by the Municipality.</p> <p>The Society has full responsibility for supplying and maintaining all necessary furnishings and equipment. Such furniture and equipment is to be the property of the Society and to be covered by the Society's content insurance.</p> <p>Utilities</p> <p>The Municipality shall pay the costs of hydro, gas, water and sewer utility billings for the Premises. The Society shall conserve use of such utilities as a prudent owner would do.</p> <p>The Society shall be responsible for and shall pay the cost of all telephone, internet and cable service in the Premises.</p> <p>Utilities: The Tenant shall pay all applicable utilities, taxes, rates, duties and assessments whatsoever whether federal, provincial, municipal or otherwise charged upon the Tenant or the Landlord as a result of the Tenant's occupation of or use of the Land including land and improvement property tax when due unless exempted by local government property tax exemption bylaw. Without restricting the generality of the foregoing, the Tenant shall pay to the Landlord all applicable taxes on the Rent, including without limitation the goods and services tax levied pursuant to the Excise Tax Act.</p> <p>Maintenance: Tenant: responsible for maintenance and repair to the land and building. Also responsible for septic tank disposal at start and end of each lease term. Tenant is also responsible for all goods, chattels, structures brought onto the Land.</p>
Haliburton Community Organic Farm Society	\$8,500	
Horticulture Centre of the Pacific (HCP)	\$130,000	Tenant responsible for all maintenance, taxes and utilities.
Saanich Heritage Foundation	\$35,000	Lands Dept doesn't have this organization occupying any facilities. They no longer manager Dodd or Machin House. The District regained possession/management in 2023.
Saanich Volunteer Services Society	\$58,368	Tenant responsible for utilities and taxes. Tenant responsible for Repair and Maintenance of internet connection and telephone connection. Tenant also responsible for cleaning interior (including janitorial), and exterior and interior window cleaning. District responsible for everything else.
Silver Threads Service	\$59,225	District responsible for all maintenance, repair, weekly maintenance duties, and bookings. Tenant responsible for telephone, cable and costs of any programs or activities carried on at the centre. Tenant supplies all furniture and equipment.
Saanich Neighbourhood Place	\$34,100	District provides custodial service, support with table/chair setup, facility maintenance & repairs and utilities; SNP is responsible for their own equipment and furniture and communications related costs

Report

To: Finance and Governance Committee
From: Paul Arslan, Director of Finance
Date: August 2, 2024
Subject: Draft Permissive Tax Exemption Policy

RECOMMENDATION

The Committee recommend approval of the draft Permissive Tax Exemption Policy.

PURPOSE

To finalize a policy that reflects the District's approach to Permissive Tax Exemption (PTE) applications and supports the Property Tax Exemption Policy statement approved by Council in 2020 and that is included in the District's Financial Plan and expresses Council's guiding principles:

“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 other Saanich policies and the principles of accountability, reasonableness, equality / fairness, inclusiveness, and accessibility.”

BACKGROUND

At the January 20, 2020, meeting of the Finance and Governance Standing Committee, the Director of Finance provided a permissive tax exemption policy review (attached). While the review included various options for the Committee to consider and direct staff on, the Committee did not make any major changes to the current practice. The Committee moved the following recommendation:

“That staff be directed to develop for Committee review a Council Policy for Permissive Tax Exemption that provides clarity for applicants and Council, and review the current administrative procedures relating to property tax exemption applications with the purpose of implementing the amended policy statement and increasing the availability of information on permissive exemptions while minimizing the need for additional staff resources.”

DISCUSSION

Given the Committee's direction staff focused on expanding the application form to request more information from applicants on the public benefit that their organizations provide. This was applicable of all applicants both new and those on a four-year cycle.

A draft policy was also prepared by mid 2021, however, it was not presented to Council as work on PTE for supportive and affordable housing was not completed at that time. The work on the PTE policy for housing has since been undertaken by our Housing Section and Council approved it as a separate policy on June 19, 2023 (attached).

With the direction of Committee to increase the availability of information on the request forms for PTE while minimizing the need for additional staff resources and with the approval of the PTE for supportive and affordable housing, Staff are now ready to recommend the approval of the most current draft of PTE Policy (attached). Since the draft policy is in line with current practice there will be no impact to our processes this year for any additional requests that are received. Should the Committee recommend major changes to the draft policy, staff recommend that those changes be implemented for the 2028 taxation year for applications received in 2027. This will allow current recipients of the PTE to adjust their expectation and budgets in the future accordingly.

Prepared by




Paul Arslan

Director of Finance

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director of Finance.



Brent Reems, Administrator

SUBJECT: PERMISSIVE TAX EXEMPTIONS	
DATE OF ISSUE: August 1, 2024	ORIGIN: FINANCE
AMENDED:	
AMENDED:	

A. PURPOSE

The District of Saanich recognizes the significant value of volunteers, volunteer groups and agencies to the spiritual, educational, social, cultural, and physical well-being of the community. A permissive tax exemption is a means for Council to support organizations within the community that further Council’s strategic goals and objectives.

Municipal Councils in British Columbia are required under the Community Charter to set out the objectives and policies of the municipality for the planning period in relation to the use of permissive tax exemptions in the annual Financial Plan Bylaw. Saanich Council’s objective/policy statement is:

The District of Saanich will continue to support local organizations through permissive tax exemption. 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.

The Permissive Tax Exemption Administrative Policy is intended to provide clarity, consistency and certainty to prospective applicants on the process.

Council considers permissive tax exemption applications from Places of Worship, Private Schools and Hospitals with no restriction on the term as permitted under the Community Charter. Other Charitable, Non-Profit or Recreation organizations are considered on a four-year cycle aligning with the municipal election. The four-year cycle will commence the second year after the election (eg – election in 2026; cycle commences with the 2028 taxation year - bylaws adopted Oct 2027.)

B. PROCESS

1. Council will consider Permissive Tax Exemption Applications from:

- a. Places of Worship and hospitals exempt under 220(1) will be considered for permissive exemptions in perpetuity (or until the organization ceases operations or moves; and
- b. Non-Profit Organizations or other organizations eligible for exemption under the Community Charter and subject to a limited term, for a period of up to four (4) years; and

- c. Supportive and affordable rental housing will be considered under Council's "Permissive Tax Exemption Policy for Supportive and Affordable Rental Housing" policy.
2. Permissive Tax Exemption Applications for Local Authorities will be considered at the time the District enters into an agreement with a third party to provide services, on District property, that the District might otherwise provide itself. No application is required.
3. The District will check annually with BC Assessment Authority to ensure no changes in ownership for the Places of Worship. Should there be a change of ownership, the District will request confirmation of the new ownership that there have been no change in use of the property. A change in use or ownership may result in an exemption being reduced or cancelled for subsequent taxation years.
4. Non-Profit Organizations will be required to complete a Comprehensive Application. The District of Saanich will administer these applications on a four (4) year cycle. The District will check annually with BC Assessment Authority to ensure no changes in ownership for Non-Profit Organizations. Should there be a change of ownership, the District will request confirmation of the new ownership that there have been no change in use of the property. A change in use or ownership may result in an exemption being reduced or cancelled for subsequent taxation years.
5. To be considered for the next taxation year or cycle, applications, with the required supporting information must be submitted by the last business day of June of each year.
6. Additional Information
 - a. The District may request additional information, as deemed necessary;
 - b. The District reserves the right to review records and/or property to verify information provided in support of the Application; and to share this information with BC Assessment for the purposes of assigning an Exemption assessed value; and
 - c. Successful Applicants will be asked to publicly acknowledge the Exemption.

C. ELIGIBILITY CRITERIA:

To be eligible for an Exemption, the Applicant must comply with the eligibility criteria established under the Community Charter and as set out below. The Application forms, and supporting information, are an integral part of this process.

1. General:

- a. The Applicant must provide evidence, obtained through the Canada Revenue Agency as a charity or BC Registry Services as a registered society, of its good standing. Tax exemptions will only be granted to organizations that are a Registered Charity or Non-Profit Organization.
- b. The Applicant and subject property owner, where applicable, must be in compliance with District policies, plans, bylaws, and regulations (i.e. business licensing, zoning).
- c. The Applicant must own or lease the subject property; and, in the case of a lease, the lease requires payment of property taxes directly by the Applicant or written confirmation by the lessor that the entirety of the exemption will be provided to the Applicant.
- d. The Applicant's services and activities must be inclusive, accessible and equally available to all residents of the District.
- e. Principal use of property aligns with Council's Strategic Plan. Council determines alignment in consideration of the application. The "principal use of the property" refers to the use related directly to the principal purpose of the organization owning the property. Permissive tax exemptions will be based on the principal use of the property, not on the non-profit or charitable services of the organization.
- f. The services provide benefits and accessibility to the residents of Saanich. Specifically, members of the public, within the appropriate age range, are able to join a club or organization and participate in its activities for a nominal rate or fee.



Permissive Tax Exemption

Pursuant to Section 224 of the *Community Charter*, is a means for Council to support organizations within the community that further Council's strategic goals and objectives.
(exemption from taxation under Annual Tax Rates Bylaw)

APPLICANT INFORMATION

Name of Corporation, association, or society:

Contact person:

Position:

Mailing address:

Email:

Phone:

Land registered in the name of *(if different from applicant)*:

PROPERTY INFORMATION

(please complete a separate form for each property)

Civic address:

Folio:

Legal description Lot: Block: Range:

Section: Plan: District:

Registered owner (if different from applicant):

ORGANIZATION INFORMATION

Full name/title of organization:

Mailing address of (if different than above):

[Empty rectangular box for mailing address]

President name (or other official):

Phone:

Primary contact name:

Title:

Phone: Email:

Is the organization registered under the BC Societies Act?

Yes Registration no.: No

Is the organization a Registered Charity?

Yes Registration no.: No

PRINCIPAL USE OF PROPERTY

The gross floor area of the building: _____

Number of parking spaces: Gravel: _____

Blacktop: _____

Undeveloped: _____

Does anyone live in the building(s)? If yes, how many people? _____

Square footage of living area: _____

Has there been any change in the status or use of the buildings or property in the last 12 months? If yes, please explain briefly.

Please provide a brief description of the principal use of the property and how this use benefits the community.

What charitable, philanthropic, or recreational services does your organization provide to the community?

Describe how your organization is accessible to the general public. *For example – is access to services restricted to members?*

Is there a fee for any of the activities provided?

Yes No. of participants: _____

No

Please provide details of the fees for service in your organization:

Fee type	Fee amount	Description

Is the organization foreseeing changes to the current programs and services provided? If yes, please explain.

COMMERCIAL ACTIVITY

Please provide a brief description of any commercial activities that your organization conducts on this property.

LEASED SPACE

Please list below and attach a list of all lease agreements for any portion of the identified property that your organization rents or leases to another organization or individual.

CATEGORY

Please select the applicable permissive tax exemption category for which you are applying.

- Athletic Club or Association Heritage Property
 Non-profit Organization – Percentage of total services/programs to residents: ____%
 Place of worship – Acres: _____ Other: _____

SUPPORTING DOCUMENTATION

- A copy of the Certificate of Title (for first time applicants)
- Certificate of Good Standing as registered society per BC Registry Services
- Confirmation of charity status per CRA (*if applicable*)
- A copy of the latest yearend financial statements
- A copy of the current years' budget

If the premises are leased – the following is required

- Third-Party Agreements (*if applicable*) i.e. lease/rental for use of property
- Proof from the registered owner that the permissive exemption received in the prior year has reduced the lessee's share of the annual property tax levy

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should a Permissive Tax Exemption be granted on the above property, I agree the property use will be in compliance with all applicable municipal policies and bylaws.

Name

Position

Signature

Date

Note: Completing this application does not guarantee approval. Your application will be reviewed, and you will be contacted.

NOTES

Application deadline: June 28, 2024

Applications must be submitted using this form. Please complete the form and email the form, along with applicable supporting documentation, to the Finance Department, permissiveexemptions@saanich.ca.

OFFICE USE ONLY

Application Received Date: _____

Application Status:

Approved

Denied – Reason:

Approval or Denial letter sent:



The Corporation of the District of Saanich

Report

To: Finance and Governance Committee
From: Valla Tinney, Director of Finance
Date: January 10, 2020
Subject: Permissive Tax Exemptions Policy review

RECOMMENDATION

1. That the Property Tax Exemption Policy statement for inclusion in Financial Plan Bylaws be amended to express Council's guiding principles, 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 other Saanich policies and the principles of accountability, reasonableness, equality/fairness, inclusiveness, and accessibility."
2. That staff be directed to develop for Committee review a Council Policy for Permissive Tax Exemption that provides clarity for applicants and Council, and review the current administrative procedures relating to property tax exemption applications with the purpose of implementing the amended policy statement and increasing the availability of information on permissive exemptions while minimizing the need for additional staff resources.
3. That staff be directed to provide a report to the Finance and Governance Committee on the financial impact of exempting current affordable housing properties and potential future affordable housing projects.

PURPOSE

The purpose of this report is to provide information relating to the District of Saanich's Property Tax Exemption Policy and its administration as directed in the motion adopted by Council dated May 13, 2019, specifically:

"That it be recommended that Council provide direction to staff on desired changes to the permissive exemption policy and processes and request a report back on the implications to staff resources and Council processes with respect to a public benefits test for non-profit organizations and/or a public benefits test for church exemptions considering the conditions as outlined in number two in the report of the Director of Finance dated April 26, 2019 *** as follows:

- Requiring that services and activities be equally available to all residents of the District;
- Registration of a covenant restricting use of the property;
- An agreement committing the organization to continue a specific service/program;
- An agreement committing the organization to have field/facilities open for public use for specific times or a total amount of time;
- An agreement committing the organization to offer the use of the field/facility to certain groups free of charge or at reduced rates;
- Exemptions based on the principal use of the property, not on the charitable service of the organization as a whole;
- Exemptions can be granted in whole or in part of the taxable assessed value of the land, improvements or both. Exemption categories (sport, cultural, community service, agricultural, etc.) can be established with a corresponding maximum exemption amount (50%, 75%, 100% etc.) applied to each category.”

*** “Considering the conditions as outlined in number two in the report of the Director of Finance dated April 26, 2019”, specifically “2. Public Benefits Test – If Council wishes to adopt a formal public benefits test for non-profit exemptions, the first step is to create a new permissive tax exemption policy. The policy would set out the criteria upon which applications would be evaluated. . . Conditions can be set in the policy such as: (outlined in the above noted Motion).”

BACKGROUND

On May 13, 2019 Committee of the Whole considered a comprehensive report prepared by the Director of Finance dated April 26, 2019 relating to the current Permissive Tax Exemption Policy (see Attachment A). The report included the legislative parameters of statutory and permissive property tax exemptions per the Community Charter.

Current Property Tax Exemption Policy and Procedures

As required under the Community Charter, the District of Saanich’s current Financial Plan states: “The Municipality 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.”

Property tax exemptions are reviewed on a four year cycle which provides financial stability for the exemption recipients and the District of Saanich, and reduces administrative burden and advertising costs. New property tax exemption applicants are required to complete a one-page application form and provide copies of various documents that confirm their eligibility under the legislative framework. The application is reviewed by staff for completeness and compliance with legislation and Saanich policy and submitted to Council for approval. The Property Tax Exemption Bylaw(s) must be approved no later than October 31 of the current year for the exemption to be applicable in the following year.

The total amount of permissive property tax exemptions granted represents 1.3% of the 2019 property tax levy. Over the term of the last four year bylaw the exemption value has remained very consistent at 1.3% to 1.4% of the total municipal tax levy.

Permissive Property Tax Exemptions - Percentage of Municipal Property Tax

Year	Percentage
2016	1.3%
2017	1.4%
2018	1.4%
2019	1.3%

2019 Permissive Property Tax Exemptions by Category

Category	Number of organizations exempted	Total amount of exemptions	Municipal portion of exemptions
Places of Public Worship	50	\$879,766	623,034
Private Schools	1	12,207	8,653
Sport	7	258,998	173,962
Community Activity Centre	6	195,418	128,841
Cultural Organizations	5	74,634	52,342
Agricultural Organizations	3	170,183	117,361
Community Service Organizations	15	602,257	397,548
Community Housing Organizations	8	382,543	234,617
Natural Area Preservation	1	177	108
Total	96	\$2,576,183	\$1,736,466

DISCUSSION

The following discussion addresses the specific points referred to in the motion adopted by Municipal Council, specifically:

1. Staff resources

Staff resources are required to administer the property tax exemption policy, e.g. distributing, receiving and reviewing exemption applications for completeness and verifying that the organization complies with legislation and policy, follow up with applicants, preparing reports and bylaw(s) to Council, submitting the bylaw(s) to BC Assessment and confirming exemptions are appropriately reflected in the assessment roll. Currently, this requires a moderate amount of staff time (estimated to be approximately 40 hours annually and upwards of 100 hours when the full review is conducted every four years). The more extensive the complexity and formality of the

policy and procedures, the more staff resources are required to administer the policy. Depending on the additional criteria of the policy and the need for confirming compliance with the additional criteria, the additional staff resources may be considerable. This would significantly impact Finance Department staff resources and potentially increase the cost to administer a more complex policy. Due to the nature of the work and the potential impact to applicant organizations and Saanich's tax revenue, this work is primarily conducted by the Manager of Revenue Services with some clerical staff support.

2. Public benefits test

In order to qualify for property tax exemption under the Community Charter, an organization must meet some basic criteria; the primary criteria for purposes of this report are charitable status, non-profit classification, or defined as a place of public worship. Charitable status is conferred at the federal level by Canada Revenue Agency and non-profit status at the provincial level under the B.C. Societies Act. Status as a place of public worship is determined under the BC Assessment Act, Regulations and Policy (Attachment B). These base requirements for a permissive exemption provides objective criteria for determining the status of the organization. Council is not within its authority to consider a permissive exemption if the organization does not meet these base criteria.

In addition, in order to obtain charitable status, the activities of the organization must also result in a benefit to the public, or a sufficient section of it. In other words, the organization may be offering services or programs aimed at the public at large, or directed at or serving specific groups or classes of people, such as persons dealing with mental health issues, sporting organizations, or organizations addressing people affected with a particular medical issue. In determining "sufficiency" the number of those benefiting is not a major consideration and each case needs to be determined on its merits. Conversely, a purpose is not charitable if it confers private benefits or confers individual benefits to a limited group of persons on the basis of criteria that are not related to the charitable purpose of the organization.

A public benefit is presumed to exist where an organization's purposes are for relief of poverty, advancement of education, or advancement of religion. This presumption can be challenged when the contrary is demonstrated or the charitable nature of the organization is called into question. In addition, the purposes of some organizations are beneficial to the community in a way that is regarded as charitable such as the provision of health care or relief for the aged.

To complement the public benefits test, additional factors considered are:

- Are the services and activities equally available to all residents, without discrimination? This factor must be applied in a reasonable and fair manner. An example might be a cultural centre that serves a specific cultural segment of the community however the services and programs are available to everyone in the community.
- Are the facilities accessible and the services/programs inclusive to the public? These factors may be determined by the Invitation Test i.e. that anyone is invited to attend/participate, not just a group within the organization or specific persons

attending at the property. This factor must be applied in a reasonable manner for example a community service organization may offer services inclusive to everyone in the community, whereas only a limited number of persons would qualify to benefit from the services.

- Are the services and activities consistent with the Canadian Charter of Rights and Freedoms?

Organizations seeking permissive exemption that have charitable status or are considered places of public worship by BC Assessment have already been subject to significant scrutiny with respect to the principles listed in the recommended policy statement. Where the applicant is a non-profit society, Council would apply its Strategic Plan lens to ensure an exemption is in alignment with stated goals.

3. Requiring that services and activities be equally available to all residents of the District

The Permissive Tax Exemption Policy should be consistent with other Saanich policies i.e. Parks and Recreation Fees and Charges Policy and Saanich Community Grants Program Policy. Current policies include the wording “diversity, respect and inclusion is vital”, “open and inclusive”, “benefits to the community can be social, economic, or environmental”, “available to the public”. The wording of the current Permissive Tax Exemption Policy should be amended accordingly.

4. Registration of a covenant restricting use of the property

Registering a covenant on a property via the Land Title and Survey Authority ensures that the agreement as to the use of the property is legally binding. Such a covenant requires legal services to prepare and monitor. An alternative that is as effective is to include such an agreement in the Property Tax Exemption Application as a condition for exemption approval which is also a legal document and serves the same purpose.

5. An agreement committing the organization to continue a specific service/program

Such an agreement must be considered in the context of reasonableness and fairness. An organization which currently provides an acceptable service/program may not be able to continue to provide it due to circumstances beyond their control or by choice. However, a condition that could be included in the exemption application is that should the approved service/program be discontinued then the exemption would be discontinued. Regular reporting ensures continued exempt status.

6. An agreement committing the organization to have field/facilities open for public use for specific times or a total amount of time

In addition to item #5 above, such an agreement could be included in the exemption application. However, the negotiation process to establish agreements with the organization could be quite onerous. A significant amount of staff time may be required with a limited benefit outcome. Also, the organization’s ability to meet this criteria may not be viable. To include this factor as a criteria may require community consultation. Staff recommend that this option not be implemented due to the impact on resources.

7. An agreement committing the organization to offer the use of the field/facility to certain groups free of charge or at reduced rates

In addition to item #5 and #6 above, such as agreement should be consistent with other District of Saanich policies as noted above.

8. Exemptions based on the principal use of the property, not on the charitable service of the organization as a whole.

This condition could be included in the exemption application. For example the City of Victoria Permissive Tax Exemption Policy includes “Exemptions are based on the principle use of the property, not on the charitable service of the organization as a whole.” It is likely that implementation of this requirement would result in certain current exemption recipients no longer being eligible. Further detailed research would be required to determine the impact. This work could be conducted during the 2021 exemption review process for future consideration; it is not feasible to complete prior to establishing the policy statement for the 2020 Financial Plan Bylaw. Exemptions can also be granted in whole or in part of the taxable assessed value of the land, improvements or both. Exemption categories (sport, cultural, community service, agricultural, etc.) can be established with a corresponding maximum exemption amount (50%, 75%, 100% etc.) applied to each category.

Based on current research, some municipalities impose percentage allocations on the basis of geographic organizational structure (i.e. national, provincial, regional, municipal). However at the municipal or local level, organizations are not allocated a percentage of exemption. Balancing the principles of equity and fairness with accountability to preserve the property tax revenue base, allocating exemptions based on categories is at Council discretion on the basis that one type of organization should receive a lesser exemption than other types of organizations. The effect would be to reduce the amount of exemption certain types of organizations would receive and reduce the overall amount of the property tax exemption. Additional research would be necessary to provide comparative data and a financial impact assessment.

9. Additional considerations:

Administration

The potential benefits of increasing the complexity of the Property Tax Exemption Policy should be balanced with the available staff resources required to efficiently administer the policy and Council process to review and approve/deny. The more complex and extensive the policy, the more staff resources are required to administer the policy and the more complex decision making is for Council. For example, as referred to in item #6 and #8 above, the least amount of administration would entail the applicant to report to the municipality any changes regarding the status of the organization or use of the property versus the municipality actively monitoring the exemption status. Establishing additional complex criteria implies a robust review process to ensure compliance. The requirement for staff to perform annual audits to confirm continued compliance with more complex policy criteria would also require extensive staff time and resources.

Administrative processes could be advanced to provide a higher level of reporting to the Finance and Governance Committee to increase the information available to the

Committee and public to strengthen accountability and transparency of the exemption process. It is recommended that this be undertaken prior to any direction to place further restrictions on eligibility.

Consistency with other governmental agencies

Besides conforming to the other Saanich policies, the Property Tax Exemption Policy should not conflict with other superior government comparative policies such as BC Assessment and Canada Revenue Agency.

Affordable Housing

The exemption bylaw enacted by Council for 2020 exemptions included an exemption for the affordable housing project at 1780 Townley. As the first exemption for this category of property, Council can reasonably anticipate an influx of requests for 2021 and subsequent years. In order to align with Council's strategic plan goal of "financial decisions are based in stability, prudence and long term sustainability", a comprehensive review of the financial impact of approving exemptions for various types of affordable housing is recommended.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the recommendations in this report. Financial implications may arise from subsequent decisions related to affordable housing or if alternate directions are provided to staff.

STRATEGIC PLAN IMPLICATIONS

The recommendations in this report support the following Strategic Plan Goals:

- Financial decisions are based in stability, prudence and long term sustainability
- Strong internal processes support service excellence

ALTERNATIVES

1. Endorse the staff recommendations
2. Provide alternate direction to staff

SUMMARY

The issue of property tax exemption, while having legislative constraints, is very complex with many, sometimes conflicting, factors to consider. A review of this policy ensures that the intent of the legislation continues to be met and demonstrates a responsible approach that takes into consideration current societal issues and concerns. The key principles to consider in developing and administering a Property Tax Exemption Policy is accountability, reasonableness, equality/fairness, inclusiveness, and accessibility. In the past, Saanich has efficiently administered a moderately formal Property Tax Exemption Policy which required

minimal staff resources, maintained relative simplicity for applicants and provided Council with a straightforward review model. The benefits of implementing a more complex policy should be weighed with the requirement for additional staff resources and Council process. A conservative approach to amending the current policy is recommended by staff.

Prepared by

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Approved by

Valla Tinney

Director of Finance

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director of Finance.

Paul Thorkelsson, Administrator

COUNCIL POLICY

NAME:	PERMISSIVE TAX EXEMPTION POLICY FOR SUPPORTIVE AND AFFORDABLE RENTAL HOUSING		
ISSUED:	June 19, 2023	INDEX REFERENCE:	
AMENDED:	December 12, 2023	COUNCIL REFERENCE:	23/CW

1) PURPOSE

The purpose of the Permissive Tax Exemption policy is to incent the development of new non-market housing supply and to support the viability of existing non-market housing supply.

2) ELIGIBILITY

- The applicant must be a non-profit organization as defined in the *Community Charter*;
- The housing must be rental tenure; and,
- The applicant must offer supportive or affordable housing within their mandate.
- The housing must be permitted for occupancy prior to the application deadline.

3) PERMISSIVE TAX EXEMPTION POLICIES

Permissive tax exemptions for supportive or affordable rental housing will be considered in the following situations. Where a development has a mix of housing types (i.e. affordable and supportive), the permissive tax exemption will be determined based on the majority of units.

3.1. Supportive housing for seniors or persons with disabilities

- The non-market housing must include supportive services for seniors or persons with disabilities.
- Supportive housing meeting the eligibility criteria are eligible for a permissive tax exemption of 100% of tax assessed land and improvements.
- The exemption will follow a four-year cycle as administered by the District.

3.2. New affordable rental housing

- New non-market rental housing (any projects that obtain occupancy permit or are acquired in 2023 or later) meeting the eligibility criteria are eligible for permissive tax exemptions of 100% of tax-assessed land and improvements.
- Approved permissive tax exemptions will apply for a fixed five-year term.
- The final year for application is 2030.

3.3 Existing affordable rental housing

- Non-market rental housing meeting the eligibility criteria are eligible for permissive tax exemptions of 100% of tax-assessed improvements.
- Approved permissive tax exemptions will apply through 2027.
- The final year for application is 2026.