

AGENDA
FINANCE AND GOVERNANCE STANDING COMMITTEE

To be held at Saanich Municipal Hall, Committee Room 2
Monday October 28, 2024 at 10:00 AM

The District of Saanich lies within the territories of the ləkʷəŋən peoples represented by the Songhees and Esquimalt Nations and the W̱SÁNEĆ 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.

A. COMMITTEE BUSINESS ITEMS

- 1. ADOPTION OF MINUTES**
- 2. FUNDING OPTIONS FOR THE BIODIVERSITY CONSERVATION AND URBAN FOREST STRATEGIES**
- 3. 2ND TRIMESTER RESULTS REPORT**
- 4. COMMUNITY ASSOCIATION OPERATING GRANTS FUNDING REQUEST INCREASE**
- 5. PUBLIC INPUT OPPORTUNITIES**
- 6. SCHEDULE OF 2025 MEETINGS**

B. ADJOURNMENT

MINUTES
FINANCE AND GOVERNANCE STANDING COMMITTEE

Held at Saanich Municipal Hall, Committee Room # 2
770 Vernon Avenue

August 12, 2024, at 10:00 a.m.

Present: Councillor Susan Brice (Chair); Councillor Teale Phelps Bondaroff;
Councillor Karen Harper; Mayor Dean Murdock

Staff: Brent Reems, Chief Administrative Officer (joined at 10:11 a.m.; left at 11:40 a.m.);
Paul Arslan, Director of Finance; Suzanne Samborski, Director of Parks, Recreation
and Community Services(left at 10:31 a.m.); Jennifer Lockhart, Senior Manger
Financial Services; Tiana Solares, Senior Manager of Recreation (left at 10:31 a.m.);
Nathalie Dechaine, Manager of Community Development/Business Systems (left at
10:31 a.m.); Nicole Hughes, Property Tax Specialist (joined at 11:12 a.m.); 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 June 10, 2024, be adopted as circulated.”

CARRIED

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

The Senior Manager of Recreation Services highlighted the standard process for fee and charges rate increases specific to Parks, Recreation and Community Services programs. In 2023, Council approved a 2% increase to most parks and recreation fees for 2023 through 2024. Respecting the need to focus on affordability, offset by increased costs (staffing costs alone increased by approximately 12%), fee increases are a necessity. Staff proposes a 3% increase in the next two years for most park and recreation fees.

The proposed fee adjustment for pickleball rentals at Pearkes, just outside the 3% increase, is intended to align with the rates identified in the recent Regional Pickleball Strategy.

Staff identified that the introduction of a one month drop in pass was well received. Users start with purchasing the one-month pass, and then if adding a second month, receive a discounted continuous pass rate. Having multiple amenities and multiple sites to visit is beneficial to pass holders, and is recognized as the best value in the Greater Victoria area.

In terms of the Cedar Hill Golf Course, in 2023 there were 64,000 rounds played compared to 42,000 rounds in 2018. Improvements to drainage and playability have occurred at the course in recent years. A market comparison of municipal and other regional golf courses was conducted. Our green fees were found to be significantly lower than other comparable courses:

from \$17/round lower in the winter to \$47/round lower in the summer. We have proposed a plan to be implemented over the next 3 to 4 years to bring green fees more into alignment with other comparable courses. For the next two (2) years, we propose a 6% (approximately \$3 per round) increase in green fees. In addition, we have introduced a green fee punch pass that offers a 10% to 15% discount based on purchasing either 10 or 25 prepaid rounds; this is an increased discount from the 5% and 10% previously offered when the annual pass was in effect. The golf course management company (Lakeland) has recommended a more substantial increase to green fees to better match comparable rates; we have proposed more modest annual increases for users.

With respect to Parks, a 3% increase to most fees is proposed. One adjustment to the fee schedule is modernizing sports field rentals from a per game/day rate to a per field/space and per hour rate. Parks is also adjusting outdoor pickleball rental rates to align with the Regional Pickleball Strategy recommendations. In addition, Parks is introducing a new fee category to accommodate the recent Council approved commercial sales in parks for mobile food vendors, Christmas tree sales and farm markets. These activities do not have a fee rate in the existing fee schedule.

MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: “That the Finance and Governance Standing Committee recommend that Council approve the proposed Fees and Charges Schedules.”

CARRIED

CODE OF CONDUCT – SIGNING OF DOCUMENT WHEN COUNCIL SWORN IN

Council endorsed revisions to the Council Code of Conduct (Code) at the July 15, 2024, Committee of the Whole meeting. During this meeting Council also passed a motion “*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.*”

Council members are to abide by this code, regardless if a Councillor has or has not signed a copy of the Code. Having a signed copy may better confirm that Council have read and understood the Code. Need to determine if this should be done at the time of initial inauguration and added to the Oath of Office, or performed as a separate process. Potential to make the signing of the Code a voluntary ceremonial activity Council participate in once they are more informed on the Code.

Legislation requires that Council must take an Oath of Office within a prescribed time and allows municipalities, by bylaw, to establish and include things in the Oath that are over and above the legislation. The Oath of Office is imbedded in legislation and the Code is based more on personal integrity. The Code must be reviewed within 6 months of each elected term. Staff recommend that a legal review be conducted to identify the merits of including items extraneous to what legislation requires.

MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: “That staff report back to the Finance and Governance Standing Committee on the implications of including the Code of Conduct within the Oath of Office or as a separate signed document, including a legal review and processes used in other jurisdictions.”

CARRIED

1st TRIMESTER RESULTS REPORT (JANUARY 1 TO APRIL 30, 2024)

A report from the Director of Finance with the 1st Trimester Results for 2024 was reviewed (January 1 to April 20, 2024).

Investments are performing better than estimated. Bank of Canada is reducing their rates as anticipated, so the amount budgeted for investment income was purposefully conservative.

Recreation is doing well, and building permit income could be close to budget by year end. Understand that building starts across the region are down, but with interest rates falling it is hoped that building applications will increase. In terms of expenses, more departments are close to their budgets as staffing levels have improved.

Capital projects continue, with the list of projects greater than \$1M identified within the report. Procurement has had 14% of competitive processes result in one bidder submitting. This could occur for two reasons. One is that the market does not exist for certain items (for example water pump station parts and related equipment are specialized with limited vendors providing them). Saanich also uses cooperative purchasing via Sourcewell for items such as the street sweeper giving the comfort that a competitive process used.

MOVED by Councillor Phelps Bondaroff and Seconded by Councillor Harper: “That the Finance and Governance Standing Committee receive the 1st Trimester Report from the Director of Finance for information and that the report be referred to Council for its consideration.”

CARRIED

COMMUNITY GRANTS FUNDING INCREASE OPTIONS

The Director of Finance discussed methods to increase Other Community Service Provider and Strategic Priorities and Community Building Grants and the potential effects on taxation. Current Community Service Provider Grant recipients receive the same funding amount each year during their five (5) year term (ending December 31, 2026).

The recommended increase to funding for both grant categories based on CPI would result in a .01% increase in annual taxation rates.

The removal of the Saanich Heritage Foundation from the Other Community Service Provider Grant category was also reviewed. As the Foundation no longer manages Saanich-owned heritage properties, they do not align with this grant category. It may be more appropriate to transfer this organization and its funding to the Strategic Priorities and Community Building Grants category upon the completion of their existing contract. They would then be able to submit an annual grant request similar to other organizations for funding in this grant category.

Saanich Neighbourhood Place (SNP) has modified their operations and would now qualify for the Other Community Service Provider Grant for the space they use inside G.R. Pearkes Recreation Centre. It is recommend revising the grant policy in 2026 to include SNP effective 2027 to provide certainty to their operational grant funding.

By increasing funding now, when Other Community Service Provider Grant agreements are up for renewal, the increased budget level would be available for use. This provides a new budget base with any unused funds in a calendar year added to surplus. Current funding to organizations would remain in place until the end of their current agreements. An increase in Strategic Priorities and Community Building Grants funding could be accessed in the next budget year when approving grant applications.

MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: “That the Finance and Governance Standing Committee recommend to Council that:

- **the Community Service Provider and Strategic Priorities and Community Building Grants funding be increased annually based on the previous year’s CPI;**
- **the Saanich Heritage Foundation be removed from the Other Community Service Provider Grant category at the end of their current term (December 31, 2026); and**
- **Saanich Neighbourhood Place be added to the Other Community Service Provider Grant category for the 2027 calendar year.”**

CARRIED

DRAFT PERMISSIVE TAX EXEMPTION POLICY

The review of the Permissive Tax Exemption policy was brought forward to this Committee in January 2020. This resulted in improving the application process, but the draft policy was not brought forward for review as it required completion of the separate permissive tax exemptions for supportive and affordable housing.

Discussion took place on a potential cap on permissive tax exemptions (PTE) in terms of the overall budget. Other BC jurisdictions have this including recently the District of Terrace. The 2024 permissive tax exemptions totaled 1.7% of the total budget, plus 0.1% for affordable housing PTE (which could increase as more projects come instream, but there is a five year limit under the policy). The total in 2023 was 1.7%; it was 1.5% in 2020. There is potential concern that a cap might have an opposite impact from what Saanich is looking for in terms of social benefits.

MOVED by Councillor Harper and Seconded by Councillor Brice: “That the Finance and Governance Standing Committee recommend to Council that the draft Permissive Tax Exemption Policy be approved.”

CARRIED

with Councillor Phelps Bondaroff OPPOSED

MOVED by Councillor Phelps Bondaroff and Seconded by Councillor Harper: “That the Finance and Governance Standing Committee ask staff to report back on the relationship of permissive tax exemptions as a percentage of budgets and potential ways of managing.”

CARRIED

ADJOURNMENT

The meeting adjourned at 11:57 a.m.

Councillor Susan Brice, Chair

I hereby certify these minutes are accurate.

Tara Judge, Executive Assistant to the CAO

DRAFT

Memo

To: Finance and Governance Standing Committee
From: Suzanne Samborski, Director of Parks, Recreation and Community Services
Date: October 10, 2024
Subject: **Funding Options for the Biodiversity Conservation and Urban Forest Strategies**

Background

Council endorsed the Biodiversity Conservation and Urban Forest Strategies in June and Sof 2024. In addition to endorsement, they requested that the Finance and Governance Committee consider options to fund the implementation of the Strategies as per the motions noted below:

As moved at the June 17, 2024, Committee of the Whole meeting:
“That Council direct staff to report back on establishing a Biodiversity Conservation Strategy Reserve Fund.” – be referred to the Finance and Governance Standing Committee.”

As moved at the September 9, 2024 Committee of the Whole meeting:

“That the memo from the Sustainability and Climate Action Advisory Committee dated May 21, 2024, with respect to funding for the [Biodiversity Conservation Strategy and] Urban Forest Strategy be referred to the Finance and Governance Standing Committee.”

Both Strategies reflect the community’s 20 to 40 year visions and have many associated action items. A list of high priority actions with related cost estimates for the first two years were identified and presented to Council in the staff reports. Staff are currently developing a joint workplan for 2025/26 using these high priority actions.

For the Biodiversity Conservation Strategy, implications for the 2025 budget included the following estimates:

- A staff or contracted field biologist, \$110,000/year;
- A Community Stewardship Technician to assist with expanding demand in the Pulling Together program, \$110,000/year;
- Invasive Species Management Strategy, contracted, \$75,000;
- Funding to continue stewardship support on private lands, \$50,000;
- Review and assessment of freshwater systems, contracted, \$50,000;
- Research on incentive program for land development in UCB, contracted, \$25,000;
- Monitoring and reporting program, contracted, \$20,000.

As presented, the total requests in 2025 would be about \$220,000 ongoing and \$220,000 in one-time requests.

For the Urban Forest Strategy, implications for the 2025 and 2026 budgets included the following estimates:

- Tree Protection Bylaw Review, \$75,000, funded by Housing Accelerator Fund;
- Tree Planting Bundle 1 (focus on parks and natural areas), \$397,000/year and \$152,000 one time for vehicles, (beginning in 2025);
- Garry Oak ecosystem restoration projects, \$50,000/year (beginning in 2025);
- Indigenous relations projects, \$10,000/year (beginning in 2025);
- Tree Planting Bundle 2 (focus on boulevards and rights of way), \$409,000/year and \$152,000 one time for vehicles, (beginning in 2026); and
- Tree inventory technician, \$103,000/year.

As presented, the total requests in 2025 would be about \$457,000/year and \$227,000 in one time requests and \$512,000/year and \$152,000 one time requests in 2026.

The total requests from both strategies in 2025 would be \$677,000/year or 0.39% tax increase and \$447,000 in one time requests and \$512,000/year or 0.28% in tax increase and \$152,000 in one time requests in 2026. Future years' funding requirements are difficult to predict as they will be based on delivery of actions in the first two years.

Options

In reviewing the request to explore the development of a Biodiversity Conservation Strategy Reserve Fund, staff are not recommending establishing one at the outset of implementing the Strategies. Two reserve funds already exist that could be helpful for the strategies: Urban Forest Reserve and Parkland Acquisition Reserve funds.

Unlike the Urban Forest Reserve Fund, which holds revenue from fines, cash in lieu of replacement trees and signed over replacement tree fees, there is no obvious revenue source for a reserve fund for biodiversity conservation. Council would need to commit funds to the reserve account as it does with the Parkland Acquisition Fund, where the goal is to build up funding for long term and expensive land acquisitions. With no associated revenue stream, a reserve fund which requires regular contribution of funds from Council is inefficient to fund operations projects and programs. A much more efficient approach is the direct funding of projects and programs by Council through appropriate budget requests.

Staff have further reviewed the budget requests noted in the Council reports and are suggesting a scaled approach over the next four years as outlined in the attached table. The table provides the resources required in each year, their total, and the related percent tax increase. Staff feel that the approach outlined is measured and realistic for successful outcomes.

Additional funding strategies that are less certain, and more opportunistic include:

- Grants
- Partnerships
- In-kind donations

Staff will pursue these options as they become available.

Recommendation

Staff recommend a scaled approach to funding the Urban Forest and Biodiversity Conservation as outlined in the attached table.

Multi-year Funding Option for Biodiversity and Urban Forestry Strategies

Biodiversity Strategy	Funding Needed		Ongoing Estimated Budget Increase				One Time	
	On-going	One time	2025	2026	2027	2028	2025	2027
Field Biologist	110,000		55,000	59,400				
Invasive Species Management Strategy		75,000					75,000	
Stewardship Support on Private Lands		50,000					50,000	
Review & Assessment of Freshwater Systems		50,000					50,000	
Research on Incentive Program for Land Development in UCB		25,000					25,000	
Monitoring & Reporting Program		20,000					20,000	
Community Stewardship Technician	110,000		55,000	59,400				
Urban Forest Strategy								
Tree Protection Bylaw		75,000						
<i>Tree Planting Bundle 1 (Parks & Natural Areas)</i>								
Biodiversity & Natural Areas Lead	129,000		64,500	69,660				
Natural Areas Parks Worker 2	103,000		51,500	55,620				
Parks Worker 1 (Casual)	40,000		20,000	21,600				
Tree Purchase	75,000		37,500	37,500				
Transport Truck for Tree & Worker	25,000	77,000	12,500	12,500			77,000	
Watering Truck	25,000	75,000	12,500	12,500			75,000	
Garry Oak Ecosystem Restoration Projects	50,000		25,000	25,000				
Indigenous Relations Projects	10,000		10,000					
<i>Tree Planting Bundle 2 (Boulevards & Right of Ways)</i>								
Urban Forestry Technician	110,000				57,200	61,776		
Urban Forestry Arboriculture Worker	103,000				55,702	60,159		
Irrigation Technician	76,000				41,101	44,389		
Parks Worker 1 (Casual)	40,000				21,632	23,363		
Tree Purchase	30,000				15,000	15,000		
Transport Truck for Tree & Worker	25,000	77,000			12,500	12,500	77,000	
Watering Truck	25,000	75,000			12,500	12,500	75,000	
Tree Inventory Technician	103,000				51,500	55,620		
Total Cost			343,500	353,180	267,135	285,306	372,000	152,000
Estimated tax increase			0.20%	0.19%	0.14%	0.14%		

Memo

To: Finance and Governance Standing Committee
From: Paul Arslan, Director of Finance
Date: October 18, 2024
Subject: **2nd Trimester Results Report**

To present financial results for the 2nd Trimester.

District of Saanich

2nd Trimester Results Report

January 1, 2024 to August 31, 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 2nd Trimester Performance Report Operating Budget Results - January 1 to August 31

(Represents 2/3 or 66% of the year)

Overall results continue to be positive, with most revenues reaching budgeted targets and recreation revenues, permits and investments exceeding budget due to higher participation in recreation programs, larger construction permits and on-going higher interest rates on investments. Most expenditures are in line with expectations, however, Police Protection is experiencing higher expenditure due to constant demand for their services. Surpluses in other departments are lower than prior years due to less vacancies being experienced than in the past.

Revenues:	2023 Actual	2024 Actual	Annual Budget 2024	2024 Budget Remaining	% Revenue Collected	
Property Taxation	(161,415,700)	(174,918,900)	(175,553,000)	(634,100)	100%	1
Utility Tax and Other	(1,725,800)	(1,697,700)	(1,789,500)	(91,800)	95%	1
Water Utility Revenue	(15,506,800)	(15,702,700)	(28,291,200)	(12,588,500)	56%	2
Sewer Utility Revenue	(18,621,000)	(19,240,200)	(30,570,500)	(11,330,300)	63%	
Solid Waste Revenue	(5,394,900)	(5,732,700)	(8,968,200)	(3,235,500)	64%	
Business License & Inspection Revenues	(3,305,100)	(2,994,300)	(3,775,100)	(780,800)	79%	3
Recreation Revenues	(10,687,300)	(12,204,800)	(14,940,600)	(2,735,800)	82%	4
Grants In Lieu	(2,654,600)	(3,057,000)	(3,451,700)	(394,700)	89%	1
Provincial Grants	(1,313,000)	(1,339,000)	(1,380,000)	(41,000)	97%	1
Interest and Penalties	(5,534,700)	(5,806,700)	(6,437,400)	(630,700)	90%	5
Surplus Appropriations	-	-	(500,000)	(500,000)	0%	6
Other Revenues	(370,500)	(385,100)	(358,000)	27,100	108%	7
COVID-19 Restart Grant	-	-	(149,300)	(149,300)	0%	6
Total Revenue	(226,529,400)	(243,079,100)	(276,164,500)	(33,085,400)	88%	

Explanatory notes for variances over 5%

REVENUES:

- Property Taxation / Utility Tax / Grants In Lieu / Provincial Grants (89%-100% collected)* – All taxation and grants from various government entities are recorded or received in the second and third trimesters.
- Water Utility Revenue (56% collected)* - Revenue percentage is slightly less than last year's actual. Revenues will increase as billing for summer months consumption continue into the fall.
- Business License & Inspection Revenues (79% collected)* - Business License revenue is collected in the first trimester. Inspection revenue varies from year to year based on construction projects undertaken in the district.
- Recreation Revenues (82% collected)* - Golf and program revenues performing better than expected.
- Interest and Penalties (90% collected)* - Interest revenue is higher due BOC interest rates staying higher for longer and that translates to higher market investment rates.
- Surplus Appropriations / COVID-19 Restart Grant (0% applied)* - As and when needed to offset revenue reductions or COVID expenditure.
- Other Revenues (108% collected)* - WCB rebate and School Tax Admin fee have come in higher than

	2023 Actual	2024 Actual	Annual Budget 2024	2024 Budget Remaining	% Expenditure Spent	
Expenditures:						
Administration	1,328,400	1,433,300	2,072,600	639,300	69%	
Finance	3,087,200	3,624,700	5,847,100	2,222,400	62%	
Corporate Revenues/Expenses	(748,100)	(464,700)	96,000	560,700	-484%	1
Fiscal Services	5,310,900	5,098,700	9,789,300	4,690,600	52%	2
Corporate Services	2,565,100	3,240,400	5,310,500	2,070,100	61%	
Information Technology	4,127,700	4,868,700	7,997,800	3,129,100	61%	
Legislative & Protective Services	4,660,500	5,704,800	7,892,300	2,187,500	72%	3
Police Protection	27,671,700	33,707,800	47,113,700	13,405,900	72%	4
Fire Protection	14,772,400	16,131,800	23,963,700	7,831,900	67%	
Emergency Program	283,000	285,600	495,400	209,800	58%	5
Planning	2,439,000	2,903,332	4,146,500	1,243,168	70%	
Engineering	10,145,900	12,288,500	17,387,000	5,098,500	71%	
Parks	7,326,800	8,042,300	12,248,800	4,206,500	66%	
Recreation and Community Services	17,221,400	19,903,400	29,778,200	9,874,800	67%	
Library, Grants & Economic Development	6,281,400	6,007,200	8,568,500	2,561,300	70%	
Solid Waste Utility Expenditure	5,304,800	6,408,000	10,104,800	3,696,800	63%	
Water Utility Expenditure	10,968,000	12,578,200	19,025,200	6,447,000	66%	
Sewer Utility Expenditure	18,755,200	19,890,900	23,512,700	3,621,800	85%	6
Capital Program (tax and fee funded)	34,929,200	38,574,900	40,814,400	2,239,500	95%	7
Total Expenditures	176,430,500	200,227,832	276,164,500	75,936,668	73%	
Revenues minus Expenditures	(50,098,900)	(42,851,268)	-	42,851,268		

Explanatory notes for variances over 5%

EXPENSES:

- 1 *Corporate Revenues/Expenses (-484% spent)* - Recoveries from water, sewer and solid waste utilities in line, however, no contingency spending.
- 2 *Fiscal Services (52% spent)* - Debt payments in line with last year. Debt payments to MFA occur in 1st and 3rd trimesters.
- 3 *Legislative & Protective Services (72% spent)* - Expenditure in line with last year; Insurance premiums are paid in 1st trimester.
- 4 *Police Protection (72% spent)* - Over expenditure in overtime which was needed to cover shifts due to medical absences and vacancies. Some secondments are yet to be recovered.
- 5 *Emergency Program (58% spent)* - Expenditure on track. Lower net expenditure impacted by a \$48K grant received from Ministry of Emergency Management and Climate Readiness.
- 6 *Sewer Utility Expenditure (85% spent)* - Operating costs in line with last year. Payment to CRD constitutes 69% of budget and occurs in August.
- 7 *Capital Program (95% spent)* - Majority of the budget is the transfer of funds to capital for infrastructure funding. This occurs in the 2nd trimester after budget approval.

Capital Program Results

District of Saanich - 2024 2nd Trimester Performance Report Capital Program Results up to August 31, 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%	N	R	2
Sherwood Rd and MacDonald Rd W	Water		1,068,000		1,068,000	-	0%	N	■	2
Burnside Rd W - Road Improv	Transportation		1,090,540		1,090,540	1,088,863	100%	R	R	
Maddock Ave(Wascana - Harriet)	Sewer		1,105,000		1,105,000	506	0%	N	■	2
Cedar Hill,Garnet-Mortimer Ph1	Water		1,114,000		1,114,000	560,021	50%	R	R	
Leasehold & New Office Space Outfitting	Facilities		1,125,000		1,125,000	2,054	0%	R	■	1
Saanich Rd Blanshard-Short)	Sewer		1,177,000		1,177,000	67	0%	R	R	
Bridges and Structures	Parks		1,207,170		1,207,170	161,941	13%	R	R	
SOC EV Chargers	Facilities		1,225,000		1,225,000	56,853	5%	R	R	
Natural Areas	Parks		1,230,890		1,230,890	4,887	0%	R	R	
Adelaide Ave, 2823 - Cowper	Drainage		1,261,000	516,400	1,777,400	1,758,977	99%	R	R	
Richmond - Newton to Adanac Construction	Transportation		1,350,000		1,350,000	-	0%	N	■	2
Water - Detailed Design	Water		1,491,414		1,491,414	432,274	29%	R	R	
Sanitary Sewer-Detailed Design	Sewer		1,546,500		1,546,500	605,640	39%	R	R	
Storm Drain - Detailed Design	Drainage		1,608,990		1,608,990	457,670	28%	R	R	
Wilkinson Road (Greenlea-Quick's)	Transportation		1,611,000		1,611,000	61,379	4%	N	■	2
Lift Station Capital Works	Sewer		1,617,610		1,617,610	81,918	5%	R	R	
2875 Colquitz - Gorge Rd	Drainage		1,629,000		1,629,000	1,108,813	68%	R	R	
Vanalman:636-648,SRW-Ridgewood	Sewer		1,650,000		1,650,000	1,484,182	90%	R	R	
Rutledge Park Playground Replacement	Parks		1,715,890		1,715,890	1,702,953	99%	R	R	
Vanalman/Colquitz Creek Culvert	Drainage		1,856,600		1,856,600	1,858,471	100%	R	R	
Cycling Infrastructure Program	Transportation		1,914,970		1,914,970	666,271	35%	R	R	
Pavement Renewal Program	Transportation		1,949,890	(265,000)	1,684,890	902,323	54%	■	R	2
ShortTerm Soln-Adv Active Tran	Transportation		2,019,350		2,019,350	1,246,964	62%	R	R	
MannAve,Vanalman Ave&Parkridge	Water		2,026,500		2,026,500	1,922,693	95%	R	R	
Tattersall (Quadra - Salsbury)	Various		2,028,000		2,028,000	496,988	25%	R	R	
Pat Bay Hwy Watermain Lining	Water		2,058,000		2,058,000	129,898	6%	N	R	3
Small Water Meter Replacement	Water		2,105,208		2,105,208	620,513	29%	R	R	
Pump Station & PRV Replacement	Water		2,173,000		2,173,000	448,092	21%	R	R	
Bridge Repairs	Transportation		2,194,261		2,194,261	91,142	4%	R	R	
Storm Drainage Model Development	Drainage		2,458,150		2,458,150	733,312	30%	R	R	
PKOLS/Mt Doug Tower Replacement	IT		2,400,000		2,400,000	2,500	0%	R	R	
Albina-Gorge Utility Upgrades	Sewer		3,421,000		3,421,000	16,867	0%	■	■	3
Pearkes - RTU Replacement	Facilities		4,186,700		4,186,700	364,174	9%	R	R	
Cordova Bay Rd	Various		4,957,000		4,957,000	132,058	3%	N	R	2
SCP - Mechanical Upgrades	Facilities		5,125,430		5,125,430	3,747,531	73%	R	■	1
Green and Inclusive CHRC	Facilities		5,134,350		5,134,350	882,740	17%	R	R	
Public Works Yard	Facilities		6,803,700		6,803,700	2,143,823	32%	■	R	3
W.Saa/Prospect Lk/Sparton Int	Transportation		7,303,890		7,303,890	7,213,132	99%	R	R	
Sinclair Rd Improvement	Various		10,127,170		10,127,170	1,347,841	13%	R	R	
Sidewalk Installation Program	Transportation		10,488,760		10,488,760	5,464,353	52%	R	R	
Gorge Drainage Improvements	Various		14,518,130		14,518,130	53,530,632	369%	R	R	
Fire Hall#2 - Project Planning	Facilities		20,961,070		20,961,070	7,563,020	36%	R	■	1
SSIP - Shelbourne St Development	Various		44,586,693		44,586,693	28,439,986	64%	R	R	

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

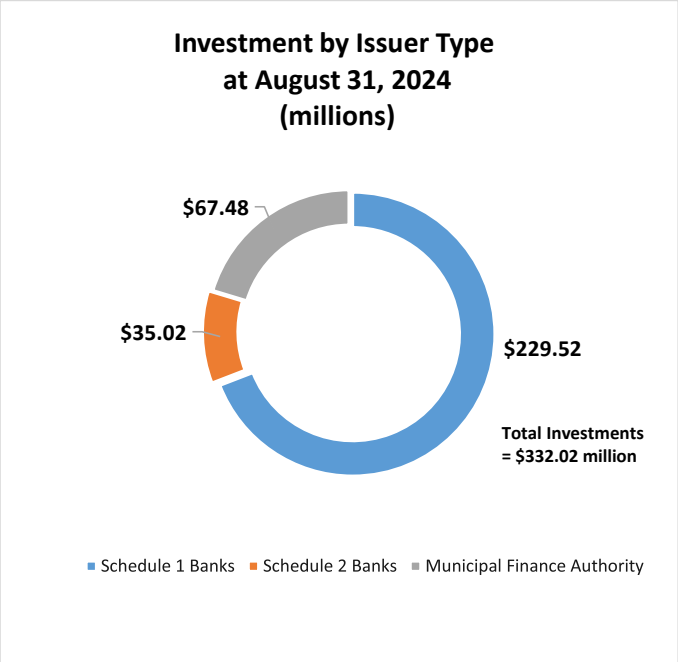
3 Project cost escalation, longer lead time on material delivery or change in scope of the project

* 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

R	On target
■	Caution
N	Delayed

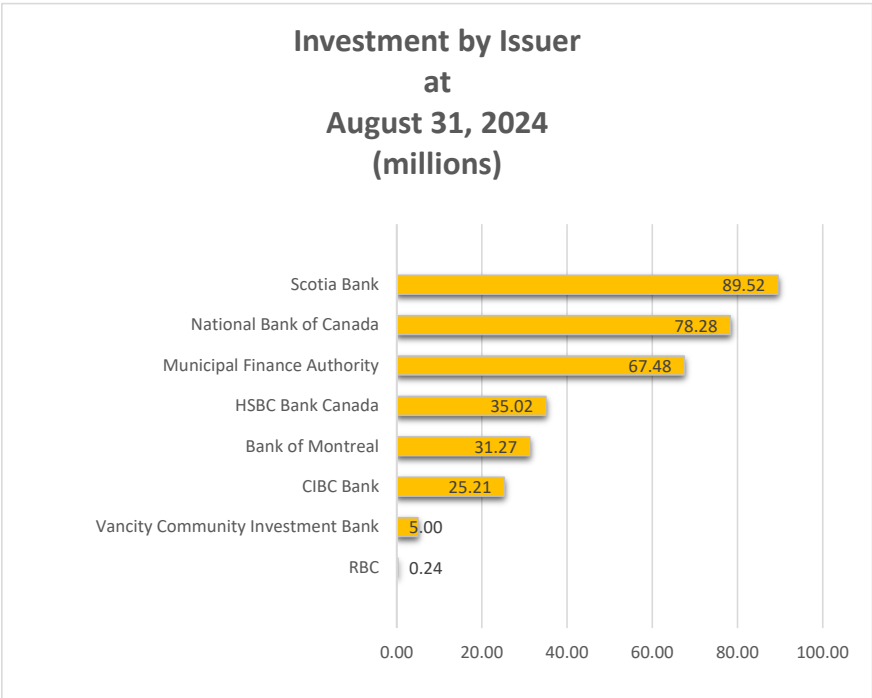
Investment Analysis

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 \$332.02 million. Most of these funds are either held for specific capital programs or are invested until needed to pay current operating expenses.



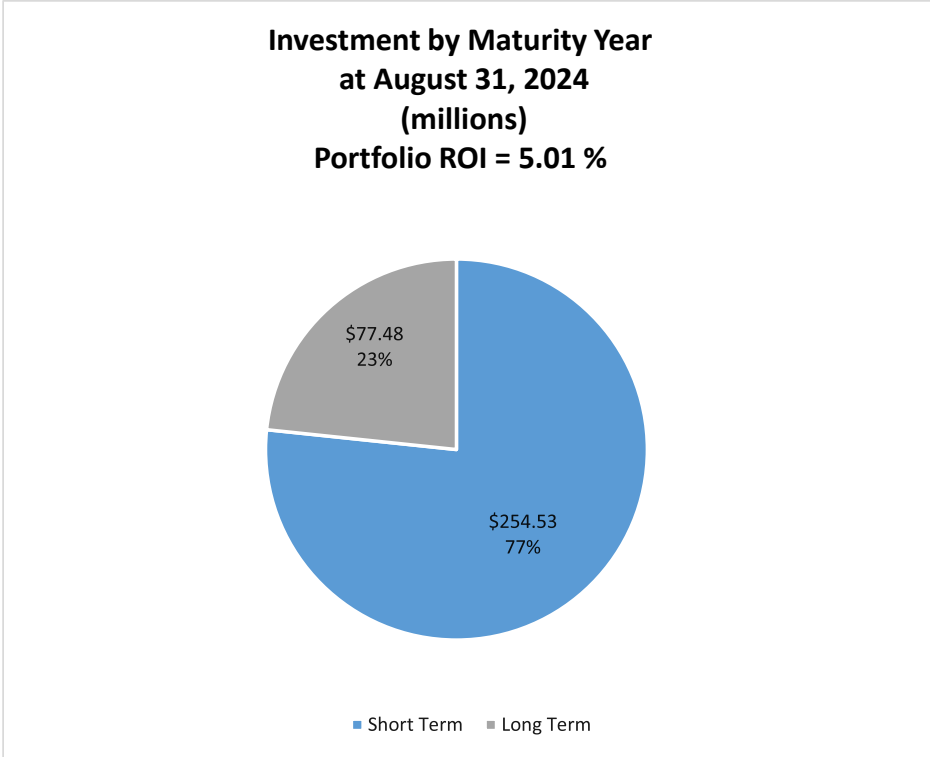
Diversification

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.



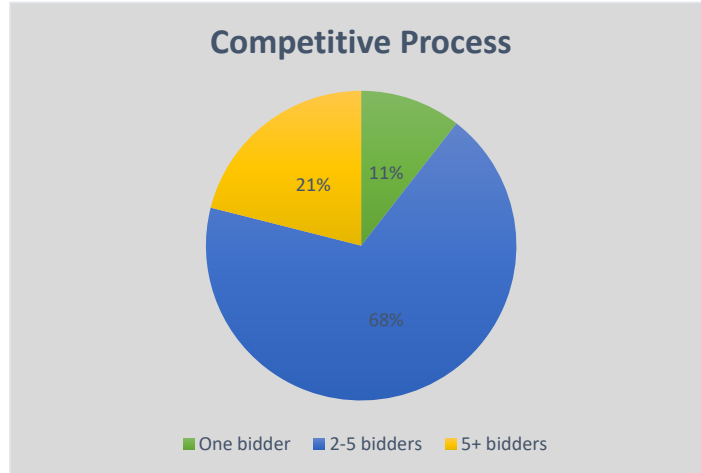
Return on Investment

Saanich’s investment portfolio earned 5.01% (4.62% in 2023) while maintaining the investment security established in the Investment Policy. The Bank of Canada has reduced rates down to 4.25% from 5%. This will impact the interest that the District currently receives from both its high interest savings accounts and from newly acquired GICs. We anticipate that the rate of return will start decreasing in the coming months and into next year.

Procurement Results

Competitive Process

89% of procurement processes in the trimester had more than one bidder.



Procurement

Value \$200,000+				
Procurement Description	Value	Years	Supplier	# Bids
Shelbourne Street Improvements Project - Phase 3	\$17,244,207.76	One Time	Hazelwood Construction Services	4
Hydrovac Services	\$3,156,700.00	5	Hydro-Force Excavating Ltd	3
Waterworks Fittings	\$1,703,088.00	3	Andrew Sheret, EMCO Corp, Iconix Waterworks	6
Wilkinson & Ferrie PRV Replacements	\$1,507,000.00	One Time	G&E Contracting LP	1
Sewer Flush Trucks	\$1,065,414.00	One Time	Vimar Equipment	CP*
Service Boxes and Lids	\$694,194.24	3	Iconix Waterworks LP	3
Roadside Flail Mowing Services	\$501,600.00	3	Metchosin Contracting	2
Vehicle Upfitting - Dump Bodies and Snow and Ice	\$460,000.00	One Time	Commerical Truck Equipment	3
Chip Seal Paving	\$419,410.00	3	Shades Tankers	1
Vehicle Upfitting - Service Bodies	\$406,500.00	One Time	Work Truck West	4
Technical BA	\$385,000.00	2	Procom Consultants Services	13
Business Analyst Level 3	\$367,500.00	2	IT/IQ Tech Recruiters	23
Painting Services Program	\$300,000.00	3	Dynamo, GNG Painting, Moloney Painting	8
Facility Security Platform and Services	\$250,000.00	One Time	Convergint Technologies LLC	CP*
Concrete Manholes and Products	\$312,000.00	3	Glacon Precast, Lombard Precast	2

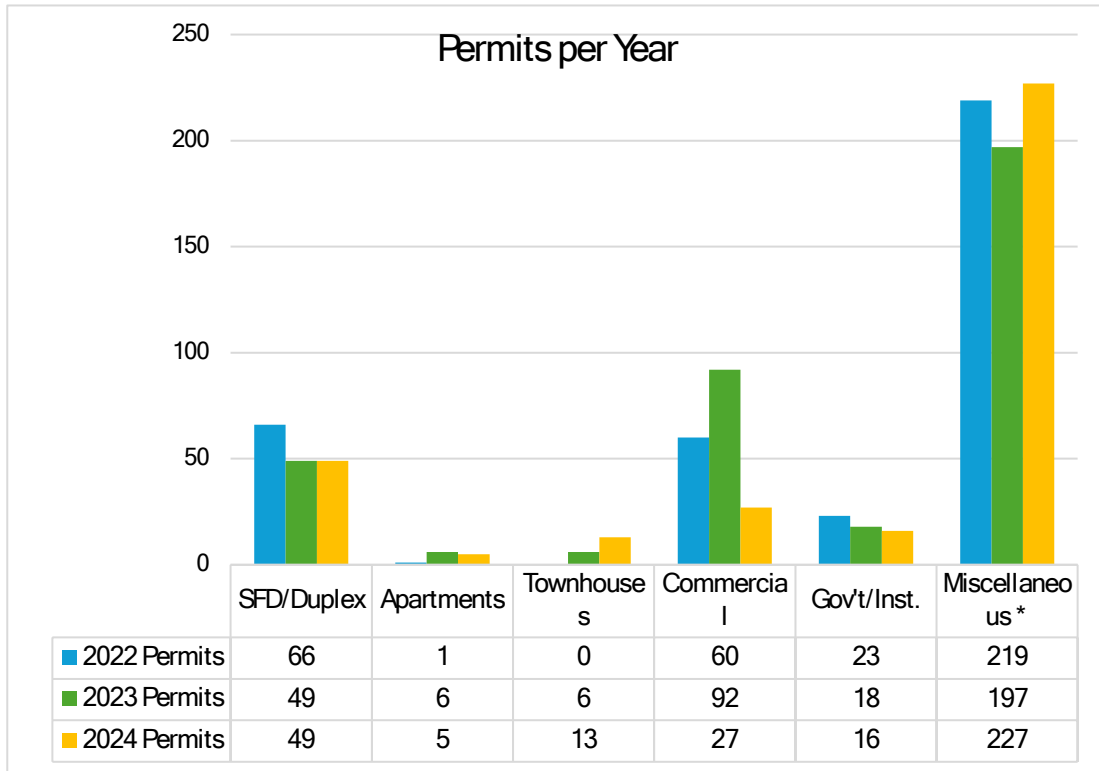
* *co-operative purchasing*

Value \$75,000 to \$200,000				
Procurement Description	Value	Years	Supplier	# Bids
Lochside Land Design - Building refit & Site Develop	\$159,800.00	One Time	Francl Architecture	2
Architectural Paints & Supplies	\$152,813.01	4	Cloverdale Paints; Sherwin Williams; PPG Architectural Coatings	3
Extended Range Impact Weapon	\$151,852.50	3	Rampart International Corporate	2
Scheduling Software - Recreation	\$151,453.00	5	RecStaff Incorporated	3
Work Load Study - Police	\$150,000.00	One Time	Dandurand, Chin, and Associates	Single
Conceptual Streetscape Desgins, Modelling and Analysis	\$101,295.00	One Time	Watt Consulting Group	5
Armoured Car Services	\$81,904.80	5	First Island Armoured Transport	3

In addition, there were 41 procurement processes with values less than \$75,000 each totalling over \$1,061,000.

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	66	49	49	85	70	68	44.2	34.4	41.0
Apartments	1	6	5	76	456	493	10.6	83.4	98.8
Townhouses	0	6	13	0	37	61	0.0	13.0	19.8
Commercial	60	92	27	0	0	0	14.8	64.1	36.2
Gov't/Inst.	23	18	16	0	0	0	10.8	4.0	11.9
Miscellaneous *	219	197	227	21	0	37	24.0	21.6	24.2
Totals	369	368	337	182	563	659	\$104.5	\$ 220.5	\$ 231.9



Memo

To: Finance and Governance Standing Committee
From: Paul Arslan, Director of Finance
Date: October 18, 2024
Subject: **Community Association Operating Grants Funding Request Increase**

RECOMMENDATION

Amend Council's Policy for Saanich Community Grants Program to increase the Community Association Operating Grant to \$1,500 for associations representing a population of less than 10,000 and to \$2,200 for association representing a population greater than 10,000.

PURPOSE

To consider Falaise Community Association's funding request increase to their District's operating grant of \$1,100. This grant is used by the Community Association to assist them in defraying the annual administrative costs of operations to facilitate communications to residents (e.g. newsletter, website), and to organize all-inclusive community events. Given that operating grant funding for community association are based on Council's Policy, the increase will need to be considered for all community associations in the District that are recognized by Council.

BACKGROUND

The District's Community Grants Program Policy allows for approved community associations to receive operating grants depending on the population area that they serve as follows:

- *Eligible community associations that represent a population area of less than 10,000 may receive an annual operating grant of up to \$1,100 based on expenditures.*
- *Eligible community associations that represent a population area of more than 10,000 may receive an annual operating grant of up to \$1,650 based on expenditures.*

In addition, community associations may receive an annual liability insurance grant of up to \$850 per year based on expenditure. While the liability insurance grant was increased in 2021 to reflect the increasing costs of insurance, the operating grant has not been increased since 2011.

DISCUSSION

Appendix A lists all the Community Associations and their current financial information except for the three associations (highlighted in yellow) who have not submitted any financial information as they have not yet requested their operating grant for 2024.

As indicated in the second to last column half of the associations show net deficits for year ending 2023. Two of the Associations, Broadmead and Gorge, have large bank balances that can easily offset their annual deficits, while others such as Carey and Falaise have minimal savings to offset their deficits. Falaise Community Association states that their operating deficits are due to high inflationary costs of their goods and services costs which have risen over the years. BC Stats is reporting cumulative inflation (CPI) increase to be around 29% since 2011. The concern would be that community associations may need to curtail or eliminate future neighbourhood events to avoid these deficits. Falaise Community Association is therefore requesting an increase to the operating grant to cover the cumulative inflationary increase to their costs.

Option 1: Increase the allocation by around 33%.

This option would allow community associations representing a population area of less than 10,000 to receive an annual operating grant of up to \$1,500 while associations representing a population are of more than 10,000 can receive up to \$2,200. Community Associations must still prove their actual expenditure for the prior year exceeded the grant amount in order for them to receive the maximum grant allowed.

Providing cumulative CPI increase would increase the total operating grant contribution to community associations by \$6,600, up from \$18,700 to \$25,300. This equates to 0.003% tax increase. This is the option recommended by staff.

Option 2: Keep the grant as is.

The expectation would be for the community associations to live within their means (ie. reduce costs) or consider revenue generation options, such as increased advertising revenue, to help offset increasing administrative and event costs.

Appendix A

Organization Name	Approved	2024	2023						
	Grant Limits	Approved Grant	2024 Insurance	2023 Revenue (memberships)	2023 Revenue (Other)	Total Revenues	Total 2023 Expenses	Net Deficit / (Surplus)	Cash & Investments
Blenkinsop Valley Community Association	1,100	1,100	742	160		2,002	2,093	91	3,420
Broadmead Area Residents Association	1,100	1,100	850	3,425	14,058	19,433	19,955	522	58,892
Cadboro Bay Residents Association	1,100								
Camosun Community Association	1,100	1,100	-	110	130	1,340	1,459	119	272
Carey Area Residents Association	1,650	1,650	800	-	171	2,621	3,210	589	1,453
Cordova Bay Association for Community Affairs	1,100	1,100	850	3,990	12,522	18,462	15,133	(3,329)	29,652
Falaise Community Association	1,100	1,100	850	2,160	602	4,712	5,427	714	4,990
Gordon Head Residents' Association	1,650	1,650	850	1,021	490	4,011	3,328	(684)	6,112
Gorge Tillicum Community Association	1,650	1,650	742	1,225	40,494	44,111	50,049	5,938	80,001
Mount Tolmie Community Association	1,100	1,100	850	490	2,814	5,254	3,081	(2,173)	6,166
Mount View Colquitz Community Association	1,100	526	850	115	-	1,491	1,376	(115)	2,351
North Quadra Community Association	1,100	1,022	825	-	694	2,541	1,847	(694)	3,246
Prospect Lake District Community Association	1,100								
Quadra Cedar Hill Community Association	1,650								
Royal Oak Community Association	1,100	1,100	850	1,055	1,390	4,395	4,406.12	11	10,973



September 9, 2024

To: Saanich Council

Re: Community Service Provider Grant

I have served with the Falaise Community Association (FCA) in various roles since 2018 and am currently the president.

Our main sources of income are membership fees, which amount to about \$2,200, and the Saanich Community Service Provider grant of \$1,100.

Most of our expenditures are towards two community events, a Family Day celebration in February and a summer picnic in September. We have additional smaller expenses, such as website hosting and maintenance and other miscellaneous items. At the moment, the office of our local MLA is printing our newsletter for free but when we have had to use a commercial printer, the fee is substantial.

Each year we apply for, and have been awarded, the Saanich Grant. Based on a review of our records, we have found that the grant has remained unchanged at \$1,100 since 2012. In 2020, we increased our membership from \$5 to \$10 per member in order to mitigate a steady decline in our cash balance.

The FCA Board of Directors requests that Saanich considers an increase in the value of Community Service Provider to account for the 33% inflation since the grant was last adjusted.

Sincerely,

Stuart Macpherson

president@falaise.ca

cc: Director of Finance

Memo

To: Finance and Governance Standing Committee
From: Tara Judge, Executive Administrative Assistant to the CAO
Date: October 18, 2024
Subject: **Public Input Opportunities**

As moved at the September 23, 2024, Council meeting:

"That Council ask the Finance and Governance Standing Committee to identify further opportunities for public input and report back to Council with recommendations"

For committee discussion.

Memo

To: Susan Brice, Chair
From: Tara Judge, Executive Administrative Assistant to the CAO
Date: October 17, 2024
Subject: **Schedule of 2025 meetings**

Review potential dates for 2025 Finance and Governance Standing Committee meetings.

Potential dates include:

- March 10, 2025 – includes review of grants and requires sufficient time to be forwarded to Council
- May 12, 2025
- July 14, 2025
- October 27, 2025