

AGENDA

FINANCE AND GOVERNANCE STANDING COMMITTEE Monday, March 13, 2023 1:30 to 4 p.m. COMMITTEE ROOM 2

- 1. MINUTES FOR ADOPTION (attachment)**
 - July 18, 2022

- 2. 2023 STRATEGIC PRIORITIES GRANTS AND COMMUNITY BUILDING GRANTS**
 - Report of the Director of Finance dated March 2, 2023 (attached).
 - Letter regarding Green Team's Saanich Community Grant request from Alix Link, Manager of Urban Forestry, Natural Areas and Community Stewardship, District of Saanich (attached)
 - For Committee consideration and recommendation to Council.

- 3. GOWARD HOUSE SOCIETY FUNDING REQUEST**
 - Report of the Director of Finance dated March 2, 2023 (attached)
 - For Committee information

- 4. COMMUNITY SOCIAL PLANNING COUNCIL FUNDING REQUEST**
 - Report of the Director of Finance dated March 3, 2023 (attached)
 - For Committee information

- 5. SCHEDULING SUBSEQUENT COMMITTEE MEETING DATES FOR 2023**
 - For Committee discussion and decision.

... ADJOURNMENT ...

**MINUTES OF THE
FINANCE AND GOVERNANCE STANDING COMMITTEE
COUNCIL CHAMBERS
SAANICH MUNICIPAL HALL, 770 VERNON AVENUE
MONDAY, JULY 18, 2022 AT 10:00 AM**

Present: Chair: Councillor Susan Brice
Members: Mayor Haynes, Councillors Mersereau and deVries (10:47)
Staff Members: Brent Reems, Chief Administrative Officer; Valla Tinney, Director of Finance; Laura Ciarniello, Director of Corporate Services; Karen Coates, Manager of Accounting Services; Jennifer Downie, Administrative Assistant.

Councillor Brice and Committee members acknowledged and thanked the Director of Finance, Valla Tinney and the Director of Corporate Services, Laura Ciarniello for their commitment, support and service to this Committee. The Committee wished them both a happy retirement.

MINUTES FOR ADOPTION

MOVED by Councillor Mersereau and seconded by Mayor Haynes: “That the minutes of the Finance and Governance Standing Committee meeting of April 11, 2022 be adopted as circulated.”

CARRIED

1st TRIMESTER REPORT – January 1, 2022 to April 30, 2022 (attached)

The Director of Finance presented the 1st Trimester Report – January 1, 2022 to April 30, 2022 and provided responses to questions from the Committee.

Overall operational results for the period are encouraging, with most revenues reaching budgeted targets and investments exceeding budget due to higher interest rates. Expenditures are in line with expectations, however, vacancies and absences due to illness have impacted service delivery and subsequently operational expenditure.

In response to Mayor Haynes, the Director of Finance noted that staff can bring a draft policy on opportunities for interest free loans back to this committee. The policy would set out the parameters on how interest free loans can be accessed and supported.

The Committee requests that staff bring back a draft policy on interest free loans as a future agenda item.

In response to Councillor Mersereau, the Director of Finance will review the amount noted for the Urban Forest Strategy Review and Update (page 6).

For the next report, the Director of Finance will incorporate information on project start and estimated end dates under Capital Program Results.

MOVED by Mayor Haynes and seconded by Councillor Mersereau: “That the Finance and Governance Standing Committee receive the 1st Trimester Report for information.”

CARRIED

COVID – REVENUE IMPACT SUMMARY

The Director of Finance presented the COVID Revenue Impact Summary report dated June 30, 2022.

The report outlined the historical impact of COVID-19 on the District's revenue and conveyed current year status and future years projections for that revenue. Also noted were the current and future states of the revenues impacted by COVID19.

Moved by Councillor Mersereau and seconded by Mayor Haynes: “That the Finance and Governance Standing Committee place the Covid – Revenue Impact Summary report on a Council agenda in August or September and on an agenda for the incoming Council in late 2022 or early 2023.

CARRIED

MOVED by Mayor Haynes and seconded by Councillor Mersereau: “That the Finance and Governance Standing Committee receive the Covid – Revenue Impact Summary report of the Director of Finance dated June 30, 2022 for information.”

CARRIED

LONG TERM FINANCIAL PLAN RECOMMENDATIONS AND IMPLEMENTATION

The Director of Finance presented the Long Term Financial Plan Recommendations and Implementation report dated June 30, 2022.

The report summarized the recommendations from KPMG's Long Term Financial Plan Development and outlined the Finance Department's work plan for implementation.

The recommendations from the project are presented in four categories:

1. Financial Principles
 - Adopt a financial principles document to guide financial decision making.
2. Financial Policies
 - Update the Debt Management Policy to incorporate Provincial requirements.
 - Establish minimum and optimal reserve balances and update the Reserves and Surplus Policy accordingly. Schedule review of these reserve balances annually during the budget season with recommendations to increase levels sent to Council for approval.
3. Financial Plan
 - Adopt a policy which requires all master plans to contain financial projections for Council and the Finance department.
 - Quantify expenditures for all master plans and incorporate them into the Long Term Financial Plan and model.
 - Further refine mature Asset Management Plan expenditures for inclusion in the District's Long Term Financial Plan.
4. Financial Model
 - Consolidate all the capital worksheets across the organization into one financial model (to be used as a single source of truth).

MOVED by Mayor Haynes and seconded by Councillor Mersereau: “That the Finance and Governance Standing Committee recommend to Council to direct

staff to:

- 1. review and report annually on the financial principles metrics recommended in the KPMG long term financial plan, and**
- 2. prepare a draft policy on development of financial implications for major plans and strategies.”**

CARRIED

ROLE OF ADVISORY COMMITTEES IN THE TOPIC OF CODE OF CONDUCT COMPLAINTS

At an in-camera meeting held March 14, 2022, Council endorsed the following motion:

“That Council direct the Finance and Governance Standing Committee to review the role of Advisory Committees in the topic of Code of Conduct complaints.”

The Director of Corporate Services provided a verbal report confirming that Advisory Committees or any Committees of Council have no role in the Code of Conduct process.

Director of Corporate Services is not recommending any changes to the current process or procedures outlined in the policy.

MOVED by Councillor Mersereau and seconded by Mayor Haynes: “That the Finance and Governance Standing Committee receive the verbal report confirming that there is no role for Committees of Council in adjudicating or mediating Code of Conduct complaints.”

CARRIED

UBCM REPORT – ENSURING LOCAL GOVERNMENT FINANCIAL RESILIENCY AUGUST 2021 (Standing Item)

Councillor Brice and the Director of Finance confirmed that any items relating to the District have been addressed; specifically the Asset Management Program.

No further action is required and the item can be removed from the agenda as a standing item.

Moved by Mayor Haynes and seconded by Councillor Mersereau: “That the Finance and Governance Standing Committee receive the UBCM Report for information.”

CARRIED

ADJOURNMENT

On the motion from Councillor Brice the meeting adjourned at 11:05 am.

Chair

I hereby certify these Minutes are accurate.

Committee Secretary

DRAFT



The Corporation of the District of Saanich

Report

To: Finance and Governance Committee
From: Paul Arslan, Director of Finance
Date: March 2, 2023
Subject: 2023 Strategic Priorities Grants and Community Building Grants

RECOMMENDATION

That the Committee consider both the 2023 Strategic Priorities Grants and Community Building Grants.

PURPOSE

Strategic Priorities Grants and Community Building Grants are provided to non-profit organizations, registered societies and charities seeking financial assistance. Strategic Priorities grants are intended to enhance the ability of these organizations to advance Saanich's Strategic Plan actions and objectives. Community Building Grants allow for the execution of projects or events that enhance public spaces or contribute to community vibrancy.

For 2023, there are 25 Strategic Priorities Grant funding requests totalling \$385,998 and 7 Community Building Grant requests totalling \$47,500. The total of all requests is \$433,498 which exceeds the current budget allocation of \$211,180.

Attached are the 2023 Strategic Priorities Grant and Community Building Grant applications which include each organization's most recent set of financial statements and project budget information. As well, for applicants receiving grants in the prior year a summary report on the achievement of program goals has been included.

Prepared by

A handwritten signature in blue ink, appearing to read "J. Lockhart".

Jennifer Lockhart

Senior Manager of Financial Services

Approved by

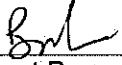
A handwritten signature in blue ink, appearing to read "Paul Arslan".

Paul Arslan

Director of Finance

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director of Finance.



Brent Reems, Administrator

Attachments

Councillor Susan Brice
Grant Committee Chair
Saanich Community Grant Program

March 1, 2023

Dear Councillor Brice,

This letter is provided to provide advice with respect to the Green Team's recent request for funding through the Saanich Community Grant.

Saanich has a policy for community grants ([COUNCIL POLICY \(saanich.ca\)](https://www.saanich.ca/EN/main/parks-recreation-community/parks/natural-areas/volunteer-for-pulling-together.html)) used to adjudicate applications. The policy states that "awards will not be provided and/or used to...duplicate an existing public or private program." Saanich Parks currently supports several community-based ecological restoration efforts directly, funded through our taxpayer's contributions.

In 2022, Parks' Pulling Together (PT) program, Park Ambassadors (PA) program, and hundreds of other community drop-in volunteers contributed a total of 16,313 hours. Saanich Parks also supported over 46 PT projects with 63 lead steward volunteers, 200 registered PT volunteers, 13 PA volunteers, and over twelve schools and community groups. Further information on these programs can be found here: <https://www.saanich.ca/EN/main/parks-recreation-community/parks/natural-areas/volunteer-for-pulling-together.html>

As such, the work outlined in the Green Team request appears to be a duplication of an existing public service.

Please let me know if you require further information.

Thank you for your consideration of this letter.

Kind regards,



Alix Link, M.A., B.Sc., P.Biol.

Manager of Urban Forestry, Natural Areas, and Community Stewardship
Department of Parks, Recreation, and Community Services
District of Saanich

CC: Eva Riccius, Senior Manager of Parks



The Corporation of the District of Saanich

Report

To: Finance and Governance Committee
From: Paul Arslan, Director of Finance
Date: March 2, 2023
Subject: Goward House Society Funding Request

RECOMMENDATION

That the Committee recommend that Council approve one time funding to Goward House Society of \$10,000 from the District's COVID-19 Restart Grant.

BACKGROUND

A letter has been received from the Goward House Society requesting an additional \$10,000 in funding to assist the Society (Appendix A).

With the update to the Saanich Community Grants Program Policy Council designated six organizations as eligible for Other Community Service Provider Grants. These organizations do not need to submit annual applications for grant funding as funding levels are to be established through the development of multi-year Contribution Agreements that are approved individually by Council.

The six organizations have been provided with consistent funding since at least 2019 and as shown in the table below:

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

The total annual amount is \$311,093 and this funding level is provided for in the draft 2023 budget.

In July of 2022, Goward House Society entered into a five-year Contribution Agreement. The District agreed to provide an annual \$20,000 Community Service Provider grant designed to assist the Society with operating expenditures.

In their correspondence, the Society indicates they have lost grant funding and operating revenue as a result of the pandemic which has impacted their financial reserves. As a result, they are projecting a deficit given the current level of funding to received.

DISCUSSION

The deficit projected by Goward House Society is due to the impact of COVID-19. The Province has provided the District with a COVID-19 Restart Grant to assist with any additional expenses or revenue shortfall that were impacted due to the pandemic. There is remaining grant funding available that the District has not utilized in 2023. Providing one time funding from this grant would help the Society with their 2023 deficit and allows them to adjust their future programming to take into account any on-going impact from the pandemic.

ALTERNATIVES

1. Recommend one time funding of \$10,000 from the COVID-19 Restart Grant
2. Recommend on-going funding of \$10,000 (additional 0.01% tax increase) and amendment to the five-year Contribution Agreement to reflect this change.
3. Do not recommend any increase to the 2023 or on-going contribution.

Prepared by



Jennifer Lockhart
Senior Manager of Financial Services

Approved by



Paul Arslan
Director of Finance

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director of Finance.



Brent Reems, Administrator

Attachments

5280-20

FEB 22 2023

Vivian Cheung

POST TO	Gen	POSTED
COPY TO	PA	
INFORMATION	<input checked="" type="checkbox"/>	
REPLY TO WRITER	<input type="checkbox"/>	
COPY RESPONSE TO LEGISLATIVE DIVISION	<input type="checkbox"/>	
REPORT	<input type="checkbox"/>	
FOR		
ACKNOWLEDGED		AIE

From: Teena Santiago <teena@communitycouncil.ca>
Sent: Tuesday, February 21, 2023 4:09 PM
To: Council
Cc: Diana Gibson
Subject: (External Email) Greater Victoria Rent Bank: Annual Surplus Funding Request
Attachments: Letter Requesting surplus and sustaining funds Saanich Rent Bank 2023.pdf

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

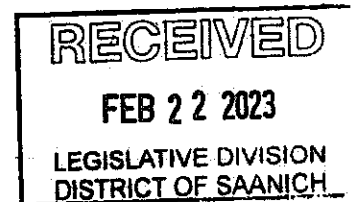
Dear Mayor & Council,

Further to my email below, I have adjusted the request to seek support through Saanich's annual surplus this year, aside from sustained funding from the city's Strategic Plan and Budget planning process next fiscal year.

Happy to address and discuss any questions or clarifications you may have.

Best regards,

Teena G. Santiago
 Development Coordinator
 Community Social Planning Council
 #216-852 Fort Street, Victoria, BC V8W 1H8
 Phone #: 250-383-6166
 Email: teena@communitycouncil.ca
www.communitycouncil.ca



Research - Insights - Solutions

From: Teena Santiago
Sent: February 6, 2023 3:31 PM
To: council@saanich.ca
Cc: Diana Gibson <diana@communitycouncil.ca>
Subject: Greater Victoria Rent Bank Sustained Funding Request

Dear Mayor & Council,

I am writing to request your consideration of sustained funding for the Greater Victoria Rent Bank. A few key points:

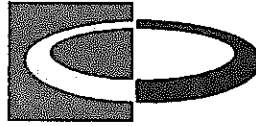
- The BC Government partially funds this with annual funding but requires us to get matching funding for a portion of the cost. We are approaching all of the key municipalities for a share (Colwood, Esquimalt, Langford, Oak Bay, and Victoria). The City of Saanich has the second largest share of participants.
- The BC Government funding is only for loans, we do not have any grant funding. Grant funding is essential by allowing us to write off loans for households struggling to make payments. We are requesting consideration for more than one-off funding for the Greater Victoria Rent Bank. Details are attached

Happy to address and discuss any questions or clarifications you may have.

Best regards,

Teena G. Santiago
Development Coordinator
Community Social Planning Council
#216-852 Fort Street, Victoria, BC V8W 1H8
Phone #: 250-383-6166
Email: teena@communitycouncil.ca
www.communitycouncil.ca

Research - Insights - Solutions



COMMUNITY SOCIAL PLANNING COUNCIL
research-insights-solutions

February 21, 2023
Mayor and Council
Saanich Municipal Hall
770 Vernon Ave.,
Victoria BC V8X 2W7

Dear Mayor and Council,

RE: Strategic Plan and Budget Consideration - Sustained Funding for Greater Victoria Housing Security and Rent Bank Program

We are requesting consideration of the Housing Security and Rent Bank Program (Program) in the city's strategic plan and budgeting process. Sustained operation of the Housing Security and Rent Bank Program is fundamental to maintaining this essential service to the community. As a core municipal partner in the Regional Housing and Prosperity (RHAP), and through the previously granted Strategic Plan Grants, the District of Saanich is a natural partner for the Program.

The Community Social Planning Council of Greater Victoria (CSPC) has been addressing the evolving needs of people experiencing poverty in the region through social planning activities and initiatives for over 80 years. We have supported sustainable community development, social enterprise, and community economic development. We have also served as an incubator for several essential organizations in the region, including the United Way of Southern Vancouver Island, Volunteer Victoria, and Bridges for Women. The CSPC has a long history of supporting social well-being across the region, and through strong community engagement and support, it launched the successful pilot phase of the Greater Victoria Housing Security and Rent Bank Program (Program) in 2021 to fill the gap that low-income individuals and families experiencing a short-term financial crisis need to improve their housing security amidst the Covid-19 pandemic.

We would like to explore a deeper synergy between the CSPC and the District of Saanich through enhanced partnership and sustained funding for the Program. To ensure the viable continuation of the services the Program provides to the city's most vulnerable, the CSPC needs longer term commitments for core annual budgets in the form of multi-year support. We are also reaching out to all the municipalities in the region for their support.

The program is delivered by a team of experienced social workers who work with households at risk of eviction across the region. The case workers help the households to stay stably housed by intervening with landlord, providing financial literacy support, helping them to navigate the other income assistance and service that may be available to them. Where appropriate they are provided with financial assistance from our program. In the past year approximately 2064 households were provided with casework supports of which 258 households were given financial assistance. **On average, 21% of the households using the Rent Bank are from the District of Saanich.**

216-852 Fort Street, in the Joseph Building, Victoria, BC, V8W1H8
www.CommunityCouncil.ca Tel: 250-383-6166 diana@communitycouncil.ca

We recognize and acknowledge the Coast Salish peoples on whose traditional territories we live and work.

The Need

Our work on the Point in Time Homeless Count reveals that many individuals experiencing homelessness in the region are there because of a short-term financial or health crisis.¹ The Housing Security Program and Rent Bank Program is designed to help bridge those households through a short-term financial crisis, not just with financial assistance but with advocacy and service navigation supports to help them identify and access any income supplement, housing subsidy, alternate housing, employment search, financial literacy or other supports they need to stay securely housed. With the increases in the cost of living and housing in the region, more and more households are operating without the financial means to weather a short-term crisis. **A recent Statistics Canada report found that 1 in 4 households in Canada would be unable to cover an unexpected expense of \$500.** That is one car repair, one emergency trip for a family crisis, one lost paycheck for illness. Housing costs in the region are a big factor putting households at risk. **On average, the households in the program are spending over 60% of their income on housing.**

The majority of households accessing the Rent Bank are not already connected to services. They often reach out for help through the 211 call line. Though they are not always eligible for Rent Bank funding, the case workers will help any household that reaches out to find programs and supports they need to avoid eviction.

This program is preventing homelessness for individuals that would otherwise be at risk. A recent evaluation shows that this program has been successful in preventing eviction in most cases. A significant majority of participants (89%) said the intervention stabilized their housing and a similar proportion (87%) said they likely would have become homeless without the support.² The sustained operation of the Program is fundamental to maintaining this essential service to the community.

Saanich's contribution is key to leveraging other funding. Funding for the program comes partially from the provincial government but they require matching funding, ideally from other levels of government. Thus, Saanich's contribution will be key to leveraging the provincial funding for the regional Rent Bank. Further, Saanich as a lead partner in supporting this program has helped to bring other municipalities to the table on funding. The City of Victoria and Colwood were the only two partners that committed to funding in 2022. Langford, and Oak Bay are now considering funding as well. Thus, Saanich's contribution will continue to be instrumental in bringing other municipalities to the table.

There is a clear and present rationale for continued and enhanced partnership between CSPC and the District of Saanich on this Program. This Program supports the District's Strategic Plan objectives to advance the Saanich goal of Community Well-being, particularly its mandate to ensure all residents, including those experiencing homelessness, are represented in the municipality's solutions or decisions. It supports the BC Government's legislated responsibilities on poverty reduction and the efforts to prioritize housing and address/prevent homelessness. It is also aligned with the transformative goals #1, #10, and #11 of the Sustainable Development Goals (SDGs).

Total request from the District of Saanich is \$90,000 annually (\$40,000 for core operations and \$50,000 for project operations). We would be happy to meet and discuss further to help ensure consideration of

¹ Fiorentino, C., Gibson, D. and Pauly, B. 2020. *2020 Greater Victoria Point-In-Time Homeless Count and Needs Survey*. Victoria: Community Social Planning Council of Greater Victoria. [Online]. Available from: <http://communitycouncil.ca/wp-content/uploads/2020/07/crd-pit-count-2020-community-report-2020-07-31.pdf>

² Chaland, N., Gibson, D. and Novotny, M. 2022. *Drivers Of Homelessness: Findings for Action*. Victoria: Community Social Planning Council of Greater Victoria. [Online]. Available from: https://communitycouncil.ca/wp-content/uploads/2022/06/CSPC_Drivers-of-Homelessness-Report_2022_R3.pdf

this program in the City's next Strategic Plan and Budget planning process. In the meantime, we are seeking consideration to provide support for the Program this fiscal year from the District of Saanich's annual surplus funds.

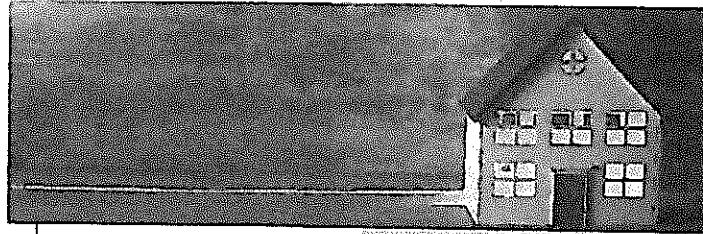
Thank you,

A handwritten signature in black ink, appearing to read 'Diana Gibson', with a stylized flourish at the end.

Diana Gibson
Executive Director
Community Social Planning Council
diana@communitycouncil.ca

Attachments:
2022 Backgrounder: Greater Victoria Rent Bank Program

GREATER VICTORIA RENT BANK



ABOUT US

WHAT WE DO

The Rent Bank provides financial assistance in the form of a no-interest repayable loan to households at risk of eviction for reasons such as non-payment of rent or essential utilities. The loan can also be used as a damage deposit and/or first month's rent to move to safe and sustainable housing.

LOAN AMOUNTS

COVER RENT AND/OR ESSENTIAL UTILITIES

UP TO \$3,000
MAXIMUM

FROM JANUARY 1, 2022 TO
DECEMBER 31, 2022

Approximately 2064 households received service navigation, housing stability, and landlord liaison by a trained social work team. Of these, 258 were distributed \$503,966 to prevent homelessness with an average loan amount of \$1,571.

WHAT IT MEANS TO STAY HOUSED

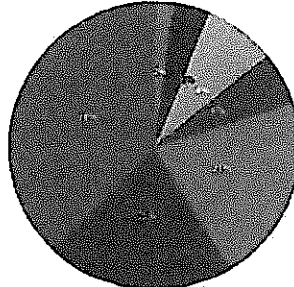
“This relieves so much stress for me...and I appreciate it so much...Honestly out of all the agencies, non profits, etc that I have contacted, applied for, etc, your agency is the only one who has done anything to help me.”

“I will absolutely check out links you've provided also, and work on sorting all areas of my life that need addressing. Thanks for this support to stabilize housing first, so I can breathe. Huge.”

WHO ACCESSED THE RENT BANK?

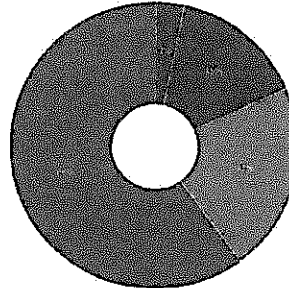
LOCATION

Victoria □ Saanich □ Langford □ North Saanich □ Colwood
Oak Bay □ Sooke □ Sidney □ Salt Spring

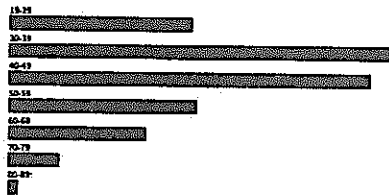


GENDER

Female □ Male □ Non Binary □ Unspecified



AGE



KEY FACTS

- 12.36% of applicants had experienced domestic violence
- 15.28% of applicants had received a notice of eviction
- 45% of applications were from households with children

On average, households are spending 61% of their income on Rent and Utilities.

Average Applicant Monthly Household Income

\$2,751.76

Average Applicant Expenses on Rent & Utilities

\$1,678.68

Average Applicant Total Monthly Expenses (Including Rent & Utilities)

\$2,903.50

Thank you to our funders and partners

