

**AGENDA**  
**FINANCE AND GOVERNANCE STANDING COMMITTEE**

To be held at Saanich Municipal Hall, Committee Room 2  
Monday May 12, 2025 at 10:00 AM

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*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. ADOPTION OF MINUTES**

1. May 2, 2025 meeting minutes

**B. COMMITTEE BUSINESS ITEMS**

1. INFORMATION ACCESS, PRIVACY & RECORDS MANAGEMENT - 2024 REPORT
2. PRCS FEES AND CREDIT CARD SURCHARGE
3. 2024 3RD TRIMESTER RESULTS REPORT
4. SAANICH COMMUNITY GRANTS PROGRAM POLICY AMENDMENT

**C. ADJOURNMENT**

Next Meeting: July 14, 2025 at 10:00 AM

In order to ensure a quorum, please contact Tara Judge at 250-475-5555 or [tara.judge@saanich.ca](mailto:tara.judge@saanich.ca) if you are unable to attend.

**MINUTES  
FINANCE AND GOVERNANCE STANDING COMMITTEE**

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

Friday, May 2, 2025, at 10 a.m.

Present: Councillor Susan Brice (Chair); Councillor Zac de Vries; Councillor Mena Westhaver;

Regrets: Councillor Nathalie Chambers; Mayor Dean Murdock

Staff: Paul Arslan, Director of Finance; Jennifer Lockhart, Senior Manager of Financial Services; Karen Coates, Manager of Accounting Services; Bernard Tso, Senior Accountant; and Tara Judge, Executive Administrative Assistant to the CAO

Guests: Lenora Lee and Winnie Tam, KPMG

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**MINUTES FOR ADOPTION**

**MOVED by Councillor Westhaver and Seconded by Councillor de Vries: "That the minutes of the Finance and Governance Standing Committee meeting held March 10, 2025, be adopted as circulated."**

**CARRIED**

**2024 AUDIT FINDINGS REPORT AND FINANCIAL STATEMENTS**

A report from the Director of Finance dated April 25, 2025, was presented. To support the committee members, an explanation of the audit process that the District of Saanich and the independent auditing consultant follows was provided. The audit team members from KPMG were introduced.

PS 3400 Revenue was a new accounting standard newly adopted by the Municipality in 2024. This affected when revenue was earned for the sales of recreation punch passes.

Following the discussion the following motions were made:

**MOVED by Councillor Westhaver and seconded by Councillor de Vries: "That the Finance and Governance Standing Committee receive the 2024 Audit Findings Report for information and that this report be referred to Council for its consideration."**

**CARRIED**

**MOVED by Councillor Westhaver and seconded by de Vries: "That the Finance and Governance Standing Committee the 2024 Audited Financial Statements be accepted and referred to Council for its consideration."**

**CARRIED**

## **ADJOURNMENT**

The meeting adjourned at 10:33 a.m.

\_\_\_\_\_  
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:** Daniela Murphy, Manager, Records and Information Services Division  
**Date:** May 05, 2025  
**Subject:** Information Access, Privacy & Records Management - 2024 Report

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## RECOMMENDATION

That the Finance and Governance Standing Committee receive the Information Access, Privacy & Records Management - 2024 Report for information.

## BACKGROUND

Annually staff endeavour to present the Information Access, Privacy & Records Management Report update on the work and initiatives of the Records and Information Services Division. Due to staffing changes and a retirement, the 2024 report is now provided for consideration and information.

The report provides an overview of the division's accomplishments noting highlights and statistics of the great work of the Records and Information Management team.

Prepared by: Daniela Murphy, Manager, Records and Information Services Division

Approved by: Angila Bains, Director of Legislative and Protective Services/Corporate Officer

## Attachments:

1. Information Access, Privacy & Records Management – 2024 Report
2. Privacy Management Framework

# Information Access, Privacy & Records Management

## 2024 Report

**Records & Information Services  
Division**

**Date: May 2025**

## Introduction

The Information Access, Privacy and Records Management Report provides comparative data on the District of Saanich information management program areas. The compilation of this information is used to assess demand for information, identify trends and provide information for associated resource requirements.

The District of Saanich is a public body whose business is done on behalf of and in the best interests of the public. The business of the District encompasses all departments and sensitive and personal information is considered in the context of our records management program. The information and privacy team administers the *Freedom of Information and Protection of Privacy Act* (FIPPA) and oversees the information management program which includes corporate records and documents.

The Office of the Information and Privacy Commissioner (OIPC) provides independent oversight and enforcement of BC's access and privacy laws including FIPPA, which applies to public bodies, including the District of Saanich.

## The Records, Information and Privacy Team

The Information Access and Privacy Management Program and Records Information Management Program are services provided under the Records and Information Services Division and part of the Legislative and Protective Services Department. Our team oversees the management of information, Freedom of Information, and protection of privacy by adhering to legal and regulatory requirements. We are focused on giving the public a right to access records, protection of personal and sensitive information and appropriately and securely managing records both physical and electronic. Our key role is promoting trust in our local government through the application of such principles as accountability, openness and transparency.

The team:

Director, Legislative and Protective Services/Head FOI  
Manager, Records and Information Services/Privacy Officer (1 FTE)  
Information and Privacy Analysts (1.5 FTE)  
Records and Information Management Analyst (1 FTE)  
Records Coordinator (1 FTE)  
EDRMS (Electronic Document Records Management System) Coordinator (1 FTE)  
Archives Supervisor (0.5 FTE)  
Archives Specialist (0.5 FTE)  
Records Liaison Clerks in each department

## Purpose

This report is a review of the information and privacy team's actions. It provides an opportunity to show the level of demand for local government information and the commitment of the District to meet the legislated requirements surrounding records and information management.

## Education

Education and mandatory training of all employees is delivered consistently by the Records and Information Services Division. Programs include:

- Introduction to Records Management,
- Introduction of the Freedom of Information and Protection of Privacy Act (FIPPA),
- Self-study narrated Power Point presentations intended to provide basic information for casual employees or staff that work outside of normal working hours.

- Privacy Impact Assessments (PIAs),
- Technical sessions for departmental FIPPA Clerks and Records Liaison Clerks,
- Focused group training according to departmental needs,
- *Records and Information Management (RIM) Month* celebrating best practices annually in April,
- *Privacy Awareness Week*, communicating the importance of privacy rights to all Canadians annually in May/June,
- *Right to Know Week* celebrating awareness and the importance of access rights and open, transparent government annually in September, and
- *Heritage Week*, celebrating Saanich's history annually in February with a spotlight on Archives.

The Records, Information and Privacy team members attend educational seminars and sessions offered or sponsored by LGMA, the BC Government and local legal firms. Team members attend webinars from professional organizations and exchange information with other municipal governments.

## FREEDOM OF INFORMATION

### Public Access to District of Saanich Records

The District is committed to making it easy to access information and records online, directly through contact with departments, or formally under FIPPA. Most of the information sought by the public is available and freely available. Information may be available online or by contacting the appropriate Saanich department. A written request for routinely available records is not required and examples include council agendas, minutes, policy and procedures manuals, guidelines, annual reports, and bylaws.

If individuals are seeking records that are not routinely available, or not available for a fee, they can submit a request for access under FIPPA. Written requests can be submitted to the Information and Privacy team by email ([FOI@saanich.ca](mailto:FOI@saanich.ca)), fax, regular mail or hand delivered. There is a link on the District of Saanich website to retrieve the *Access to Records* form.

### Fees

The Act provides, under Section 75, that the District may charge fees for the costs of providing applicants with records. In the spirit of information accessibility, the District continues to not implement the \$10 application fee that is permitted under the Act.

Year	2020	2021	2022 (Election Year)	2023	2024
<b>Formal FOI Requests:</b>	122	223	170	260	219
<b>No. of Fee Estimates Issued:</b>	11	15	14	9	6
<b>No. of Fees Paid:</b>	3	5	3	5	3

## FOI Public Access to District of Saanich Records

**TABLE 1: Total number of formal FOI requests by year (2020-2024)**

Year	2020	2021	2022 (Election Year)	2023	2024
<b>Formal FOI Requests:</b>	122	223	170	260	219
<b>% from Previous Year:</b>	-14%	+83%	-24%	+53%	-16%

### Access to Information – General Points:

In 2024:	<ul style="list-style-type: none"> <li>2 applicants submitted 9 access requests each</li> <li>1 applicant submitted 7 access requests</li> <li>20 applicants submitted 2-5 access requests</li> </ul>
In 2023:	<ul style="list-style-type: none"> <li>23 applicants made more than one request</li> <li>1 applicant submitted 15 access requests</li> <li>20 applicants submitted 2-5 access requests</li> <li>3 applicants submitted 6-15 access requests</li> </ul>
In 2022:	<ul style="list-style-type: none"> <li>There were 14 anonymous requests by a single applicant related to the 2022 local government election.</li> </ul>
In 2021:	<ul style="list-style-type: none"> <li>1 applicant submitted 24 access requests</li> <li>3 applicants submitted 10 to 13 access requests</li> </ul>
In 2020:	<ul style="list-style-type: none"> <li>1 applicant submitted 6 access requests</li> <li>3 applicants submitted 4-5 access requests</li> <li>11 applicants submitted 2 requests each</li> </ul>

**Table 2 Requestor/Applicant Types, 2020 to 2024**

Year	2020		2021		2022 (Election Year)		2023		2024	
Total FOIs	122	%	223	%	170	%	260	%	219	%
<b>Requestor Types (No. and % of total)</b>										
Resident	92	75	150	67	100	59	158	49	135	62
Public Sector *	6	5	31	14	15	9	51	20	26	12
Private Sector	12	10	22	10	11	6	22	8	24	11
Law/Insurance	11	9	15	7	20	12	24	9	26	12
Anonymous	-	-	-	-	14	8	-	-	-	-
Media	1	1	1	.5	4	2	1	1	1	1
Non-Profit	1	1	0	-	1	.6	4	2	3	1.5
Employee	-	-	4	2	5	3	-	-	4	2

\* Public Sector requests include Police Access Requests



Table 3 **Number of applicants who made more than one request**

Year	2020	2021	2022	2023	2024
Applicants one or more requests	11	14	14	23	23

Table 4 **Departments Involved in Access Requests**

Year	2022		2023		2024	
Total FOIs	170	%	260	%	219	%
<b>Departments (No. and % of total)</b>						
Administration	12	7%	17	7%	12	6%
Corporate Services	10	6%	6	2%	10	5%
Engineering	42	25%	36	14%	22	11
Finance	16	10%	30	12%	8	4%
Fire	22	13%	44	17%	39	18%
Information Technology	2	1%	0	0%	2	1%
Legislative & Protective Services	64	38%	104	40%	100	46%
Mayor and/or Council	7	4%	23	9%	8	4%
Parks, Recreation & Community Services	27	16%	79	30%	33	15%
Planning	32	19%	35	13%	9	4%
Police	8	5%	4	1.5%	15	7%

- Averaging the last three years, 28% of FOI requests are for Bylaw Enforcement records.

## PRIVACY

The District of Saanich protects the personal information it collects, uses and discloses that is in its custody and control, and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA). This is achieved by continuously promoting a 'culture of privacy awareness' at the District and highlighting the benefits of Saanich's Privacy Management Program, established since 2016. Privacy management and its guided principles are outlined in the Privacy Management Framework, noted as Attachment 2.

A key risk assessment tool used in privacy management and is a Privacy Impact Assessment (PIA). The PIA is a step-by-step review process to ensure that personal information collected or used is protected and necessary for the initiative. The PIA identifies, evaluates and notes risks to privacy. While a PIA assists in the protection of privacy by documenting collection, access and storage of the information, the process above all helps the District in building public trust.

### Privacy Impact Assessments (PIAs)

The PIA is a fundamental risk assessment tool for the District of Saanich. A PIA promotes transparency and accountability and contributes to continued public confidence in the municipality. The PIA determines if a program or initiative meets the privacy protection provisions in Part 3 of FIPPA.

Table 5 **Privacy Impact Assessments 2020 – 2024**

Year	2020	%	2021	%	2022	%	2023	%	2024	%
PIAs Completed and % change from previous year	21	+24%	45	+114%	35	-22%	36	+3%	40	+11%

Note: Several PIAs are currently in draft for future completion.

**Mandatory Breach Reporting**

Bill 22 requires the head of a public body to report breaches to both the Office of the Information and Privacy Commissioner and to affected individuals where there is a risk of “significant harm”. This is an established requirement at Saanich. There were no information breach incidents requiring notification to the OIPC in the five-year period of this report.

**Surveillance Systems policy and procedures**

Saanich has an up-to-date Surveillance Systems Policy and associated procedures for surveillance. The Privacy Officer provides advice on the interpretation and application of privacy legislation related to surveillance systems. The Privacy Officer also reviews related PIAs and assists with program audits.

**Former District Employee vs. Attorney General of British Columbia (on behalf of the District of Saanich)**

This case involved a former Saanich employee who copied electronic records belonging to the District that contained personal information and copied without authorization. In July 2022 the District involved the Attorney General for assistance in retrieving the documents and eventually involved Supreme Court action.

The Attorney General was seeking that the defendant be ordered to return or destroy all records and copies in his possession and disclose the list of names to whom he provided copies. In June 2024 the Supreme Court of British Columbia issued their Reasons for Judgement in this case and ruled in favour of the Attorney General, noting that the Attorney General is owed all the orders it sought in the court proceedings, as well as related costs.

**Records and Information Management (RIM)**

Recordkeeping at the District of Saanich is governed by the Records Management Bylaw No. 9404 and the Records Management Policy. These apply to all departments and all records in the District’s custody and control. The Records and Information Management program is responsible for developing, maintaining, and implementing records management policies, standards guidelines, and best practices. The Records and Information Management team offers guidance, advice, and training to departments.

Records destruction is a key component of the life cycle of a record model. Records that have met their retention can be legally destroyed according to the Records Classification and Retention Schedule (RCRS). Records are brought forward and reviewed by both the Records Management team and the Records Liaison Clerk in the area. Eligible records are then provided to the department’s director or designate for their approval of destruction to ensure compliance and legal authority to destroy the records.

Table 6 **Applications Records for Destruction**

<b>Year</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Boxes	106	225	245	409	471

## Conclusions

The programs under the District’s Records and Information Management Division are in a transformative chapter – with growth, adaptation and innovation being constant themes. There are new technologies to assist with the Division’s work, as well as streamlined processes and priorities to assist departments to better serve the community.

Initiatives for 2025 include the digitization of records, the development of an Electronic Document Records Management System, improvements for electronic records and workflow, and promoting the work of the Archives team. The Division continues to develop best practices as well as educational opportunities that fit a variety of learning styles that concern access, privacy and records management.

Despite the numerous initiatives above and considering all the responsibilities of the team, the Records and Information Services Division remains under resourced and requires additional staffing to both meet current demand as well as support the Division’s programs as they evolve. The future of Records Management at Saanich is in digital recordkeeping, including the digitization of physical records. Long-term benefits of an in-house digitization program at the District include improved records efficiencies, accessibility and compliance. An in-house program would ensure that District standards for digitization are met, that on-site protocol is in place for records handling and security, and that the program is in alignment with the District’s sustainability goals.

### Legislation



### Privacy Management Program Components

Ensuring consistent application of legislation, including through policies, procedures, standards and reporting.

1. Personal Information Inventories, Directories or Databases
2. Privacy Management Policies
3. Risk Assessment Tools (Privacy Impact Assessment, Security Risk Assessment)
4. Employee Training
5. Breach Response Protocols
6. Compliance Reporting
7. Service Provider Management
8. Communicating with Individuals and Demonstrating Accountability

### Definitions

- When we use the term “personal information” we mean it according to the definition in FIPPA: recorded information about an identifiable person other than “contact information”
- “Contact information” means to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual

For information or copies of this document, please  
contact the Saanich Information and Privacy Team:  
(250) 475-1775 e-mail: [foi@saanich.ca](mailto:foi@saanich.ca)

## District of Saanich Protecting Personal Information Privacy Management Framework



### Core Beliefs



### Personal Information is collected, used & disclosed in the context of our business

The District of Saanich is a public body whose business is done on behalf of and in the best interests of its citizens. The business of the District encompasses all departments and personal information is considered in the context of our records management program. The District has a legal and moral obligation to responsibly manage personal information.

The District of Saanich protects the personal information it collects, uses, and discloses in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) by:

- promoting a culture of privacy awareness,
- application of sound information access and privacy principles, and
- appropriate and reasonable security measures.

### Objectives of the Privacy Management Program

- Building a corporate culture of privacy awareness
- Collaborating on privacy management across all departments led by a committed Senior Management Team
- Implementing a comprehensive Privacy Management Program in compliance with the privacy legislation and regulations

### Success will mean that:

- Privacy considerations are ‘built by design’ into all District initiatives, programs, and services
- Personal information is responsibly collected, used, and disclosed
- Employees have a sound understanding of responsible privacy practices for their own and the personal information of others



## Privacy Principles

### Principle

#### Accountability

**Responsibility for personal information protection is accepted at all levels. A Privacy Officer is designated, who provides advice and support related to personal information management.**

### Practices

- We provide training and skill development opportunities related to privacy management for all staff.
- If we use personal information to make a decision directly affecting an individual, the information is retained for at least one year after use in accordance with FIPPA and the Records Classification and Retention Schedule (RCRS).

### Principle

#### Openness and Transparency

**The public has trust and confidence in the District's information access and privacy practices.**

### Practices

- We make information available to the public about policies, practices, and compliance measures relating to personal information management.
- We inform the public, employees, and service providers why their personal information is being collected, what it will be used for, and to whom it will be disclosed.
- We tell people how they can access and amend their personal information.

### Principle

#### Consent

**The knowledge and consent of the individual are required for the collection, use, or disclosure of personal information, except in certain limited circumstances.**

### Practices

- We collect personal information directly from or as authorized by the person concerned.
- We only use personal information for the purpose we collected it for, unless the person consents to us using it for an unrelated purpose.

### Principle

#### Limiting Collection

**The collection of personal information relates directly to, and is necessary for a program or activity.**

### Practices

- We collect personal information for a lawful purpose that is directly related to our functions and activities.
- We maintain a Personal Information Inventory to record the nature of personal information we collect, store, and share.
- We regularly review the nature (amount, sensitivity, elements) of personal information collected.

### Principle

#### Limiting Use, Disclosure, and Retention

**Personal information is used or disclosed for purposes for which it was collected, except with the consent of the individual or as required by law.**

### Practices

- To apply a consistent and comprehensive approach to managing personal information we use the RCRS.
- We implement Information Sharing Agreements to document the purposes and conditions of information access and use between us and other organizations.

### Principle

#### Accuracy

**Personal information shall be reasonably accurate, complete, and up-to-date.**

### Practices

- We make sure that personal information is relevant and accurate before using it.
- We allow people to update, correct or amend their personal information where necessary.

### Principle

#### Security

**Personal information is protected by security safeguards appropriate to the sensitivity of the information.**

### Practices

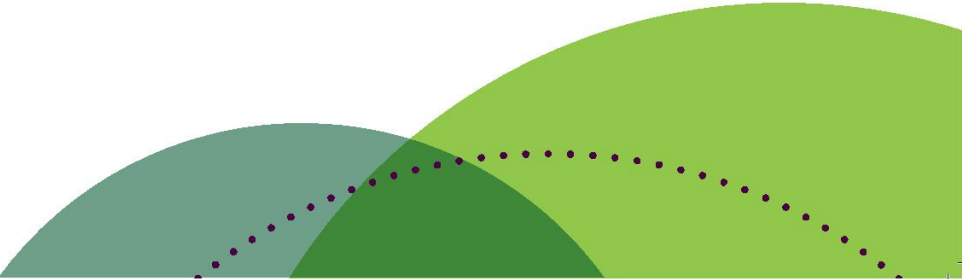
- We have policies in place to govern the use of technology resources.
- We store and protect records responsibly based on sensitivity of the information and keep personal information no longer than necessary and destroy it appropriately.
- We review service provider contracts and include the privacy protection clauses that address the prohibition of the disclosure of personal information outside Canada except in limited circumstances.

### Principle

#### Individual Access

**Upon request, an individual shall be informed of the existence, use, and disclosure of personal information and shall be given access to that information.**

### Practices

- We tell people how they can access and amend their personal information.
  - We tell people who they can contact for access to their information.
  - We maintain and make available a directory that lists personal information banks.
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# Memo

**To:** Finance and Governance Standing Committee

**From:** Suzanne Samborski, Director, Parks, Recreation and Community Services

**Date:** May 05, 2025

**Subject:** **PRCS Fees and Credit Card Surcharge**

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To provide information informing the recommendation to decline the implementation of a 2.4% credit card surcharge on PRCS access pass fees and program and drop-in registration fees. This recommendation does not include the development and tree permit related charges approved by Council in September 2024, nor rental permit fees for PRCS facilities and amenities.

# Memo

**To: Finance and Governance Council Advisory Committee**

**From: Suzanne Samborski, Director, Parks, Recreation and Community Services**

**Date: May 2, 2025**

**Subject: PRCS Fees and Credit Card Surcharge**

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## **Recommendation**

That Saanich Parks, Recreation and Community Services ('PRCS') maintain the current fee structure that does not include an additional surcharge for credit card users for access passes and registered and drop-in programs. This recommendation does not include the development and tree permit related charges approved by Council in September 2024, nor rental permit fees for PRCS facilities and amenities.

## **Purpose**

To provide information informing the recommendation to decline the implementation of a 2.4% credit card surcharge to PRCS access passes and registered and drop-in program fees.

## **Background**

Saanich parks and recreation facilities serve Saanich and Greater Victoria residents with the highest number and widest variety of amenities and programs regionally. All patrons pay the same admission and program fees, regardless of method of payment. Fees are based on the guidelines set forth in the District's Fees and Charges policy, and no additional surcharges are included based on method of payment.

Credit card payments are accepted via two third-party systems (Moneris and ActiveNet), and due to the service fees imposed by those systems, the District absorbs a financial loss for credit card payments. The Financial Consumer Agency of Canada allows merchants to apply surcharges for credit card payments no higher than the actual cost to accept the credit card, and an average surcharge of 2.4% on all credit card transactions at the District has been recommended by the Finance department to recoup that financial loss.

PRCS staff has been asked by the District's Finance and Governance Advisory Committee to provide additional context on the impact of adding a 2.4% surcharge to credit card payments for access to PRCS registered and drop-in services and programs.

## **Discussion**

### Economic Pressure and Equity Concerns

Given the current economic environment, including tariff threats and a potential recession, families are already experiencing increasing fiscal anxiety. Based on the District's multiple recreation centres and service offerings, Saanich PRCS has the highest access pass rates in the Greater Victoria region, and those fees are due to increase by 3% in September 2025 and a further 3% in September 2026. Imposing an additional charge, which would make access pass rates even more expensive than other municipalities in the region, could be viewed as opportunistic and could lead to negative public sentiment toward the District and its financial practices. Furthermore, a surcharge could disproportionately impact lower-income families, who are already struggling to afford recreational activities, thus increasing barriers to important community resources.

### Comparative Disadvantage

While multiple municipalities on the mainland have implemented credit card surcharges, a market scan shows that no other municipalities in the Greater Victoria region have done so and currently have no intention to. Given that Saanich PRCS operates as part of a regional system with 11 other municipal recreation centres to choose from, this is likely to put Saanich at a competitive disadvantage. Credit card users, representing half of all patrons, may feel unfairly penalized, and it is unlikely that a decline in their patronage could easily be offset by new users, given all users have access to alternative facilities without penalties. This could have a considerable impact on revenue generation and the department's ability to maintain the target cost recovery rate of 60%.

### Online Registration and Administrative Burden

PRCS offers multiple methods of payment, including credit cards, debit, cash and in some cases, cheques. While patrons have the option of choosing from all those options for in-person purchases, the only way to pay for registered programs online is via credit card.

Online transactions account for 90% of all program registrations and pass purchases; in 2024, 254,515 payments were made in this fashion. PRCS has put significant effort in recent years to direct registration traffic to the website, as this self-service option is the most efficient and does not require a staff member to process individual registrations.

For the minority of clients who either do not have a credit card or choose a different method of payment, staff processes registrations in-person, which takes significantly more time and human resources to complete. Should the number of clients that choose in-person registration rise in response to the addition of a credit card surcharge, a significant increase in staff and space to house them will be required, and the expectation is that client dissatisfaction will rise due to longer wait times for service. Increased staff costs would also serve to negate financial recovery from the surcharge.


In addition, while a surcharge can be added in the ActiveNet registration system for online transactions, the 2.4% must be manually calculated for each in-person transaction due to the lack of an integrated payment system, then entered in Moneris separately, adding to processing time.

### **Conclusion**

The Parks, Recreation and Community Services Department provides programs and services that are critical to the physical, mental and social well-being of families, individuals, and the



community, and plays a significant role in the liveability and affordability of Saanich. Given the administrative burden, potential reputational risk, decrease in customers and financial impact to residents, staff do not recommend the addition of a credit card surcharge to PRCS access and program fees at this time. Staff will continue to monitor the situation and recommend this item be revisited if credit card fee practices begin to change regionally.



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**Submitted by: Suzanne Samborski, Director, Parks, Recreation and Community Services**

Prepared by: Tiana Solares, Recreation

Reviewed by: Sonia Solberg, A/Recreation Systems and Program Analyst

# Memo

**To:** Finance and Governance Committee  
**From:** Paul Arslan, Director of Finance  
**Date:** May 05, 2025  
**Subject:** **2024 3rd Trimester Results Report**

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To provide the Committee with the 3rd Trimester Report for the year 2024



# District of Saanich

## 3rd Trimester Results Report

**January 1, 2024 to December 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 3rd Trimester Performance Report Operating Budget Results - January 1 to December 31

Overall results are 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 higher labour costs from continued increase in demand for their services. Facility Operations also experienced higher expenditure due to higher maintenance and repair costs of buildings. 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	(161,364,500)	(174,985,700)	(175,553,000)	(567,300)	100%	
Utility Tax and Other	(2,002,500)	(1,844,900)	(1,789,500)	55,400	103%	
Water Utility Revenue	(27,793,600)	(27,552,300)	(28,291,200)	(738,900)	97%	
Sewer Utility Revenue	(29,782,400)	(30,141,000)	(30,570,500)	(429,500)	99%	
Solid Waste Revenue	(8,210,700)	(8,849,700)	(8,968,200)	(118,500)	99%	
Business License & Inspection Revenues	(4,491,300)	(4,251,000)	(3,775,100)	475,900	113%	1
Recreation Revenues	(15,633,700)	(18,045,700)	(14,940,600)	3,105,100	121%	2
Grants In Lieu	(3,387,400)	(3,485,000)	(3,451,700)	33,300	101%	
Provincial Grants	(1,313,000)	(1,339,000)	(1,380,000)	(41,000)	97%	
Interest and Penalties	(6,345,100)	(8,700,100)	(6,437,400)	2,262,700	135%	3
Surplus Appropriations	-	(350,000)	(500,000)	(150,000)	70%	4
Other Revenues	(503,000)	(477,100)	(358,000)	119,100	133%	5
COVID-19 Restart Grant	-	(149,300)	(149,300)	-	100%	
Total Revenue	(260,827,200)	(280,170,800)	(276,164,500)	4,006,300	101%	

### Explanatory notes for variances over 5%

#### REVENUES:

- 1 *Business License & Inspection Revenues (113% collected)* - Inspection revenue varies from year to year based on construction projects undertaken in the community.
- 2 *Recreation Revenues (121% collected)* - Golf and program revenues performed better than expected with higher participant usage post COVID recovery.
- 3 *Interest and Penalties (135% collected)* - Interest revenue is higher than budgeted due to the District purchasing multi-year GIC with higher interest rate yields.
- 4 *Surplus Appropriations (70% applied)* - As and when needed to offset revenue reductions.
- 5 *Other Revenues (133% collected)* - Higher than expected WCB rebate and School Tax Admin fee.

	2023 Actual	2024 Actual	Annual Budget 2024	2024 Budget Remaining	% Expenditure Spent	
<b>Expenditures:</b>						
Administration	2,176,000	2,138,200	2,072,600	(65,600)	103%	
Finance	4,727,900	5,656,900	5,847,100	190,200	97%	
Corporate Revenues/Expenses	442,000	620,300	96,000	(524,300)	646%	1
Fiscal Services	8,694,700	9,628,700	9,789,300	160,600	98%	
Corporate Services	3,865,300	4,736,700	5,310,500	573,800	89%	2
Information Technology	6,588,300	7,624,500	7,997,800	373,300	95%	
Legislative & Protective Services	7,525,700	7,791,200	7,892,300	101,100	99%	
Police Protection	43,777,100	49,343,700	47,113,700	(2,230,000)	105%	
Fire Protection	23,053,700	23,689,000	23,963,700	274,700	99%	
Emergency Program	430,900	323,700	495,400	171,700	65%	3
Planning	3,548,500	4,059,700	4,146,500	86,800	98%	
Engineering	16,459,200	18,334,200	17,387,000	(947,200)	105%	
Parks	11,010,900	12,175,600	12,248,800	73,200	99%	
Recreation and Community Services	26,599,900	30,129,600	29,778,200	(351,400)	101%	
Library, Grants & Economic Development	8,295,400	8,651,700	8,568,500	(83,200)	101%	
Solid Waste Utility Expenditure	8,698,000	10,393,000	10,104,800	(288,200)	103%	
Water Utility Expenditure	18,202,100	19,013,500	19,025,200	11,700	100%	
Sewer Utility Expenditure	21,740,500	22,951,600	23,512,700	561,100	98%	
Capital Program (tax and fee funded)	36,918,200	40,469,400	40,814,400	345,000	99%	
Total Expenditures	252,754,300	277,731,200	276,164,500	(1,566,700)	101%	
<b>Revenues minus Expenditures</b>	<b>(8,072,900)</b>	<b>(2,439,600)</b>	<b>-</b>	<b>2,439,600</b>		

### Explanatory notes for variances over 5%

#### EXPENSES:

- 1 *Finance Corporate (646% spent)* - Higher retirement and severance payments as well as labour contingency charge.
- 2 *Corporate Services (89% spent)* - Staff vacancies in all of this departments contributed to surpluses this year.
- 3 *Emergency Program (65% spent)* - Savings due to partial year labour vacancy and a \$48K grant received from Ministry of Emergency Management and Climate Readiness.

# Capital Program Results

## District of Saanich - 2024 3rd Trimester Performance Report Capital Program Results up to December 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%	👉	✅	2
Sherwood Rd and MacDonald Rd W	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	23,644	2%	👉	⚠️	2
Cedar Hill, Garnet-Mortimer Ph1	Water		1,114,000	(144,000)	970,000	852,469	88%	✅	✅	
Leasehold & New Office Space Outfitting	Facilities		1,125,000	433,698	1,558,698	18,211	1%	✅	✅	1
Saanich Rd Blanshard-Short)	Sewer		1,177,000		1,177,000	67	0%	✅	✅	
Bridges and Structures	Parks		1,207,170		1,207,170	249,850	21%	✅	✅	
SOC EV Chargers	Facilities		1,225,000	9,492	1,234,492	112,034	9%	✅	✅	
Natural Areas	Parks		1,230,890	(273,836)	957,054	358,779	37%	✅	✅	
Adelaide Ave, 2823 - Cowper	Drainage		1,261,000	591,360	1,852,360	1,840,789	99%	✅	✅	
Richmond - Newton to Adanac Construction	Transportation		1,350,000	112,106	1,462,106	173,007	12%	👉	⚠️	2
Water - Detailed Design	Water		1,491,414		1,491,414	480,973	32%	✅	✅	
Sanitary Sewer-Detailed Design	Sewer		1,546,500		1,546,500	758,630	49%	✅	✅	
Storm Drain - Detailed Design	Drainage		1,608,990		1,608,990	543,955	34%	✅	✅	
Wilkinson Road (Greenlea-Quick's)	Transportation		1,611,000		1,611,000	62,354	4%	👉	⚠️	2
Lift Station Capital Works	Sewer		1,617,610		1,617,610	161,315	10%	✅	✅	
2875 Colquitz - Gorge Rd	Drainage		1,629,000		1,629,000	1,196,445	73%	✅	✅	
Vanalman:636-648,SRW-Ridgewood	Sewer		1,650,000		1,650,000	1,502,030	91%	✅	✅	
Rutledge Park Playground Replacement	Parks		1,715,890		1,715,890	1,705,225	99%	✅	✅	
Vanalman/Colquitz Creek Culvrt	Drainage		1,856,600	19,724	1,876,324	1,876,319	100%	✅	✅	
Cycling Infrastructure Program	Transportation		1,914,970	(247,000)	1,667,970	733,008	44%	✅	✅	
Pavement Renewal Program	Transportation		1,949,890	(265,000)	1,684,890	1,204,855	72%	⚠️	✅	2
ShortTerm Soln-Adv Active Tran	Transportation		2,019,350		2,019,350	1,262,607	63%	✅	✅	
MannAve, Vanalman Ave&Parkridge	Water		2,026,500		2,026,500	1,923,007	95%	✅	✅	
Tattersall (Quadra - Salsbury)	Various		2,028,000	1,298,000	3,326,000	1,580,104	48%	✅	✅	
Pat Bay Hwy Watermain Lining	Water		2,058,000		2,058,000	174,106	8%	👉	✅	3
Small Water Meter Replacement	Water		2,105,208		2,105,208	737,454	35%	✅	✅	
Pump Station & PRV Replacement	Water		2,173,000		2,173,000	892,295	41%	✅	✅	
Bridge Repairs	Transportation		2,194,261	(48,500)	2,145,761	156,439	7%	✅	✅	
Storm Drainage Model Development	Drainage		2,458,150	(8,250)	2,449,900	973,023	40%	✅	✅	
PKOLS/Mt Doug Tower Replacement	Lands		2,400,000		2,400,000	3,650	0%	✅	✅	
Albina-Gorge Utility Upgrades	Sewer		3,421,000		3,421,000	17,432	1%	⚠️	⚠️	3
Pearkes - RTU Replacement	Facilities		4,186,700	20,952	4,207,652	1,095,043	26%	✅	✅	
Cordova Bay Rd	Various		4,957,000	4,181	4,961,181	135,063	3%	👉	✅	2
SCP - Mechanical Upgrades	Facilities		5,125,430	416,384	5,541,814	5,255,308	95%	✅	⚠️	1
Green and Inclusive CHRC	Facilities		5,134,350	68,259	5,202,609	2,164,278	42%	✅	✅	
Public Works Yard	Facilities		6,803,700		6,803,700	3,379,338	50%	⚠️	✅	3
W.Saa/Prospect Lk/Sparton Int	Transportation		7,303,890		7,303,890	7,272,922	100%	✅	✅	
Sinclair Rd Improvement	Various		10,127,170	187,044	10,314,214	3,700,998	36%	✅	✅	
Sidewalk Installation Program	Transportation		10,488,760		10,488,760	6,490,702	62%	✅	✅	
Gorge Drainage Improvements	Various		14,518,130	(230,236)	14,287,894	11,430,955	80%	✅	✅	
Fire Hall#2 - Project Planning	Facilities		20,961,070		20,961,070	10,695,300	51%	✅	⚠️	1
SSIP - Shelbourne St Development	Various		44,586,693	244,496	44,831,189	35,884,425	80%	✅	✅	
<b>Total Project Budgets and Cost</b>			<b>189,658,826</b>	<b>2,188,874</b>	<b>191,847,700</b>	<b>110,167,271</b>	<b>57%</b>			

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

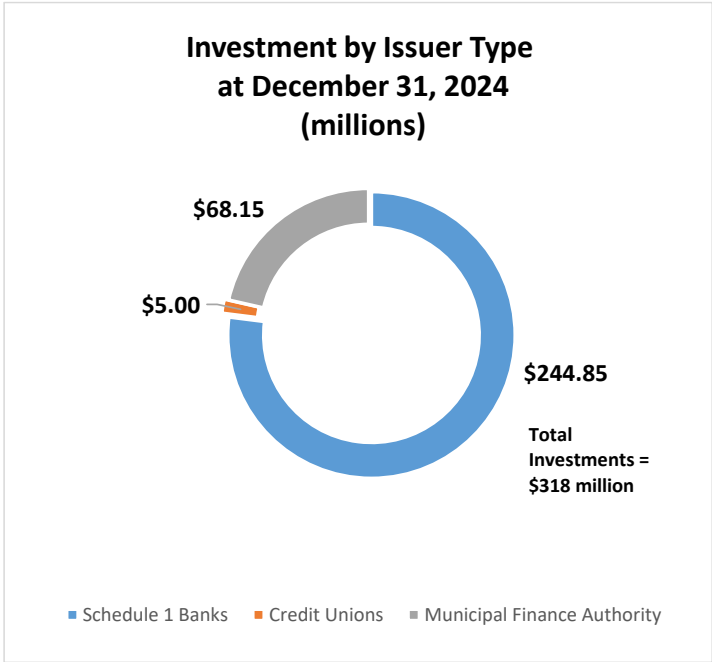
3 Project cost escalation, longer lead time on material delivery or change in scope of the project

\* 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

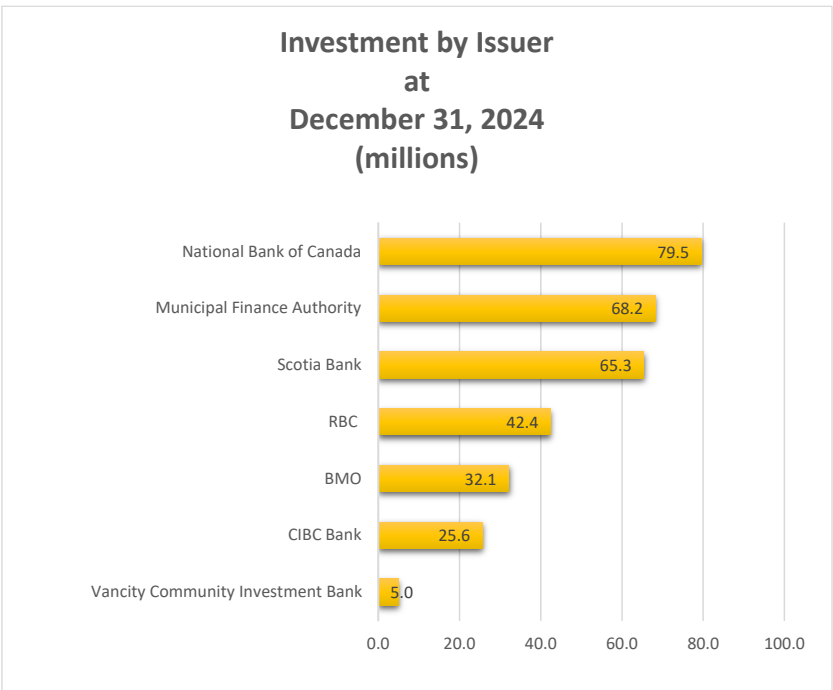
# Investment Analysis

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 \$318 million. Most of these funds are either held for specific capital programs or are invested until needed to pay current operating expenses.



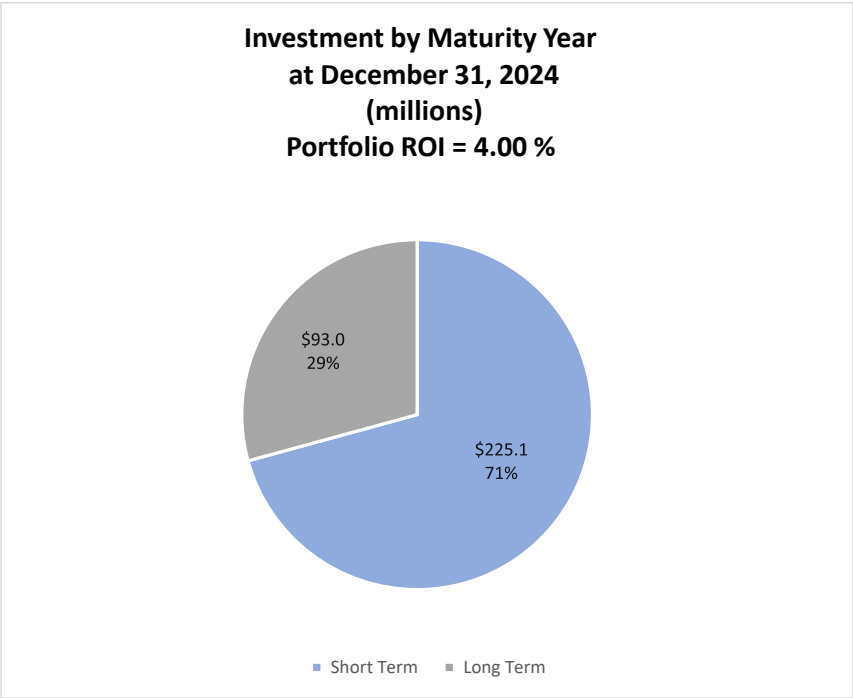
## Diversification

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**

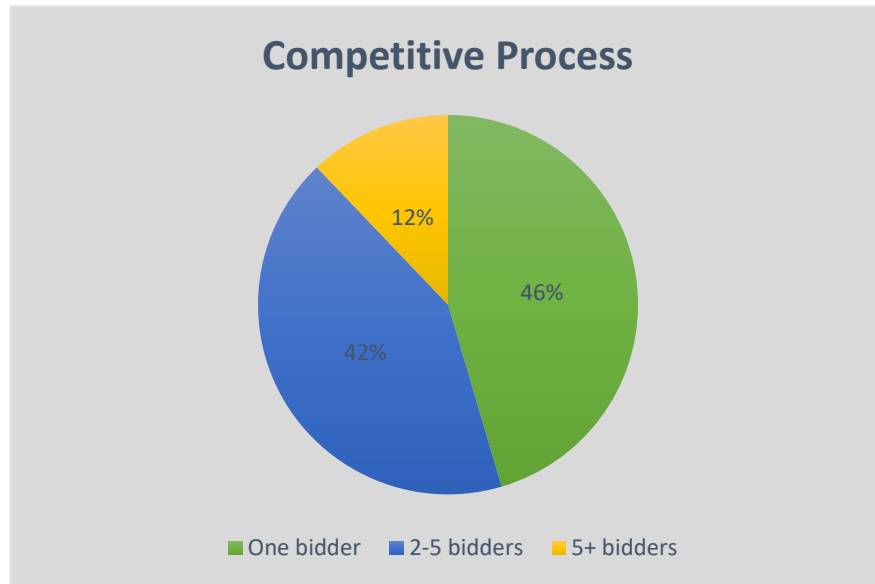
Saanich’s investment portfolio earned 4.0% (5.01% in 2023) while maintaining the investment security established in the Investment Policy. The Bank of Canada has reduced rates down to 2.75% as of April 2025 from 4.50%. This will impact the interest that the District currently receives from both its high 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

54% of procurement processes in the trimester had more than one bidder. This percentage changes each trimester based on the type of goods and services that the District is trying to procure.



## Procurement

Value \$200,000+				
Procurement Description	Value	Years	Supplier	# Bids
Albina Maddock Orillia Improvements Project	\$3,017,567.00	One Time	Allterra Construction Ltd.	4
Refuse Truck Replacement	\$1,999,816.00	One Time	Rollins Machinery Ltd	CP*
CCTV Pipeline Inspection Services	\$1,569,357.45	5	Camtrux CCTV Inspections	1
Cedar Hill Recreation Building Improvements	\$848,000.00	One Time	Aral Construction	7
CAT Backhoes	\$604,545.00	One Time	Finning Canada	CP
CDW Technology Program	\$500,000.00	5	CDW	CP
Consulting Services - SEA Program	\$484,000.00	5	Zero Emissions Innovation Cent	3
Materials Testing & Inspection Services	\$325,000.00	5	Thurber Engineering Ltd	3
Pistol Transition	\$323,551.00	One Time	Rampart International	Sole
Compound Water Meters	\$300,567.00	3	KTI Limited Flow Systems Distribution	3
Door Repairs and Replacement Services	\$300,000.00	3	First Response Glass	2
CDW IT Services Program	\$250,000.00	5	CDW Canada	CP
NML Temporary Library Interior Renovations	\$250,000.00	One Time	Brenric Construction	4
Tire Supplies and Retreading Services	\$240,000.00	2	Kal Tire	CP
Supply and Delivery of PVC Fittings	\$225,000.00	3	EMCO Corp Iconix Waterworks	2
Small Concrete Pour Services	\$225,000.00	3	Farmer Construction	2
SOC Real Estate Advisor	\$223,450.00	One Time	Colliers Project Leaders Inc	Single
John Deere 6110M Cab Tractor - Parks	\$200,980.00	One Time	Prairie Coast Equipment	CP

\* *co-operative purchasing*

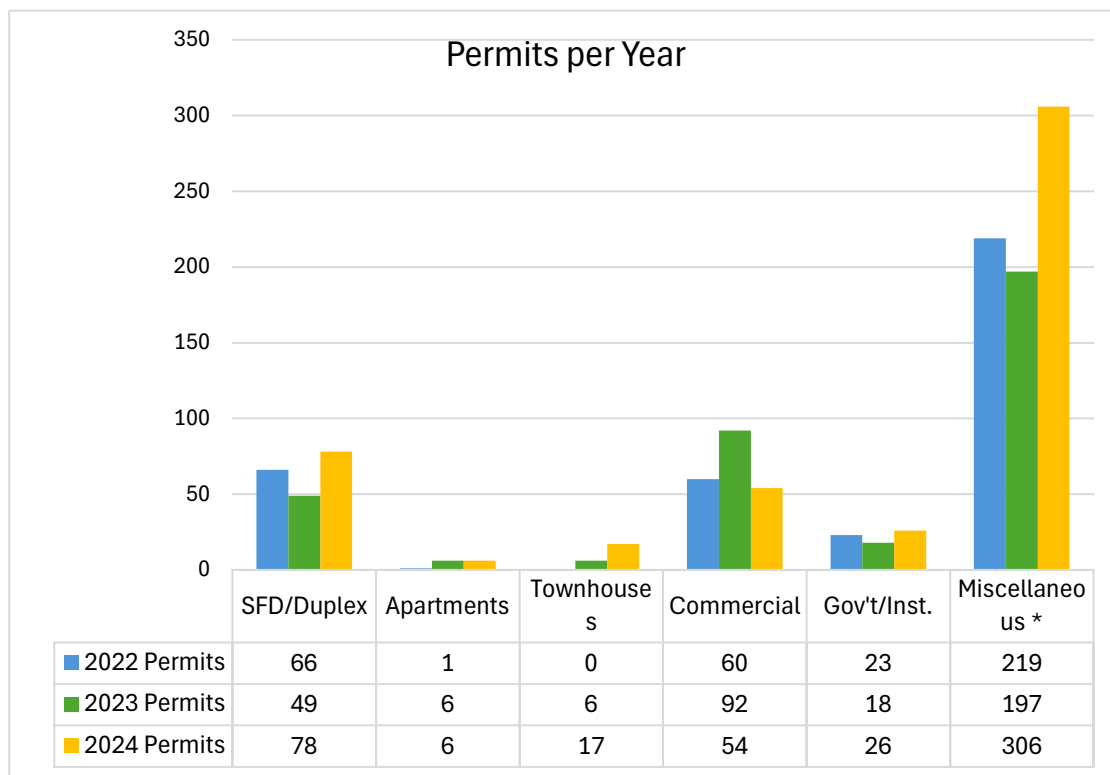
Value \$75,000 to \$200,000				
Procurement Description	Value	Years	Supplier	# Bids
Sign Shop Materials	\$200,000.00	5	ND Graphics Ltd	Sole
Portable Toilet Rentals	\$195,000.00	5	Supersave Toilet Rentals	3
Maynard Park - Playground	\$191,466.00	One Time	Habitat Systems Inc	CP
Zamboni	\$188,680.00	One Time	Kendrick Equipment	CP
SCADA Radio Replacements	\$186,422.42	One Time	Helix Advanced Communications (dba Westcan ACS)	5
Crane Rental Services	\$170,100.00	3	Advantage Crane; Bert's Enterprices; Chew Excavating; LB Crane Rentals; MR Crane Services; Russel's Crane; Vic City Crane	7
Blair Park Playground	\$163,674.13	One Time	Parkworks Solutions	CP
CHGC - Toro Equipment	\$145,853.00	One Time	Oakcreek Golf & Turf Inc	CP
Design and Construction Services of Inez, Saanich and Foul Bay Roads	\$142,570.00	One Time	McElhanney	5
Used Oil Collection	\$109,800.00	5	Environmental 360 Solutions	3
Courier Services	\$95,000.00	5	Maximum Express & Freight	5
Soil Testing Cadboro Bay, Maddock-Wascana, Tyndall	\$82,850.00	One Time	Active Earth Engineering Ltd	4
Redi Rock	\$81,885.00	One Time	Hyland Precast Inc	1
Energy and GHG Modelling	\$79,990.00	One Time	Licker Geospatial Consulting	8
Supply and Delivery of Fitness Equipment	\$75,046.10	One Time	Fit22 Consulting Inc; Livun Ltd; Tower Fitness Equipment	8

In addition, there were 67 procurement processes with values less than \$75,000 each totalling over \$1,612,070.

# Building Permit Statistics

Year to Date	No. of Permits			Dwelling Units			Construction Value (millions)		
Permit Type	2022	2023	2024	2022	2023	2024	2022	2023	2024
SFD/Duplex	66	49	78	85	70	104	44.2	34.4	57.3
Apartments	1	6	6	76	456	735	10.6	83.4	142.8
Townhouses	0	6	17	0	37	84	0.0	13.0	28.0
Commercial	60	92	54	0	0	0	14.8	64.1	48.6
Gov't/Inst.	23	18	26	0	0	0	10.8	4.0	31.7
Miscellaneous *	219	197	306	21	0	49	24.0	21.6	34.2
<b>Totals</b>	<b>369</b>	<b>368</b>	<b>487</b>	<b>182</b>	<b>563</b>	<b>972</b>	<b>\$104.5</b>	<b>\$ 220.5</b>	<b>\$ 342.6</b>

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





## The Corporation of the District of Saanich

# Report

**To:** Finance and Governance Standing Committee

**From:** Paul Arslan, Director of Finance

**Date:** May 05, 2025

**Subject:** Saanich Community Grants Program Policy Amendment

**File:**

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### RECOMMENDATIONS

That the Finance and Governance Committee recommend to Council the approval of the Saanich Community Grants Program Council Policy as amended.

### PURPOSE

The purpose of this report is to amend the Saanich Community Grants Program Council Policy to include mention of both CPI and cost of living increases, approved by Council during the November 18th, 2024, meeting.

### BACKGROUND

At the November 18<sup>th</sup> Council meeting, Council passed the following resolutions

*"That*

- The Community Service Provider and Strategic Priorities and Community Building Grants funding be increased annually based on the previous year's Consumer Price Index (CPI);*
- That Council approve increasing the allocation for the Community Association Operating Grant by 10% and that the grant be reviewed every two years for cost of living increases."*

Prepared by: Jennifer Lockhart, Senior Manager, Financial Services

Reviewed by:

Approved by: Paul Arslan, Director of Finance

Attachments:

Saanich Community Grants Program Policy - Amended

Saanich Community Grants Program Policy

**COUNCIL POLICY**

<b>SUBJECT: SAANICH COMMUNITY GRANTS PROGRAM</b>		
<b>ISSUED:</b>	January 14, 2013	<b>INDEX REFERENCE:</b>
		<b>COUNCIL REFERENCE:</b> 13/CNCL
		(Replaces 03/105, 88/CW, 90/CW)
<b>AMENDED:</b>	October 7, 2013	
	November 27, 2017	
	December 16, 2019	
	November 30, 2023	
	November 18, 2024	

**1.0 PURPOSE STATEMENT AND GENERAL GUIDELINES**

The purpose of the Saanich Community Grants Program is to provide financial support to non-profit community associations and organizations for services, projects or events that contribute toward the Saanich vision described in the Official Community Plan and align with Council's Strategic Plan. Financial support recognizes the valuable resources and contributions of non-profit organizations and community members in helping the District of Saanich maintain a strong community focus.

Grant awards will be limited to funding levels established from time to time during the annual financial plan process.

All grant applications are received and administered by the Finance Department. All funding awards are approved by Saanich Council, excluding the Community Association Operating Grants and community Dry Grad Grants awarded by the Director of Finance and the Neighbour 2 Neighbour (N2N) Grants adjudicated by the N2N Committee.

Grant recipients will be required to submit a short summary report on achievement of program/project goals within one year of receipt of the grant.

A summary of grant awards will be published in the Statement of Financial Information.

The Community Service Provider and Strategic Priorities and Community Building Grants funding be increased annually based on the previous year's Consumer Price Index (CPI). Community Association Operating grants will be reviewed every two years for cost of living increases starting in 2024.

**AWARDS WILL NOT BE PROVIDED TO AND/OR USED TO:**

- individual persons, individual businesses, political groups, other government agencies, universities, colleges, schools or hospitals;
- organizations that receive funding from Saanich through regional or other grant processes (e.g. CRD Arts funding)
- accumulate funds for the same project over multiple years or fund projects already completed;
- combine applications for funding the same project or event;
- duplicate an existing public or private program;
- purchase land;

- 
- purchase alcohol;
  - fund travel, conference workshops, training or professional development costs;
  - fund a deficit or debt repayment

## APPLICATION PROCESS

All grant requests must be submitted to the Director of Finance on or before February 1<sup>st</sup>, with the exception of requests for Neighbour 2 Neighbour Grants which may be submitted at any time of the year and Community Service Provider Grants which do not require annual application. All grant requests must be submitted using the application form prescribed by the Director of Finance, with the exception of the N2N grant that will use the application form prescribed by the N2N committee. Applications must include all required documentation, unless otherwise indicated. Incomplete applications will not be considered.

## 2.0 COMMUNITY GRANTS PROGRAM CATEGORIES

The Community Grants Program consists of four categories: Applications will be accepted in the following categories:

### 1. Community Service Provider Grants

- Community Association Operating Grant
- Other Community Service Provider Grants

### 2. Strategic Priorities Grants

### 3. Community Building Grants

- Community Events
- Community Well-Being and Place-making Projects

### 4. Micro Grants

- Neighbour 2 Neighbour (N2N) Grants
- Community Dry Grad Grants

## 3.0 TERMINOLOGY

**Community Association:** Means a Saanich-based non-profit association registered under the Society's Act serving a population in a particular geographic area and has been recognized by Council, either through the local area planning process, through historical precedent or through a special resolution of Council. The association must be open and inclusive, actively encourage neighbourhood participation and engage diverse community members.

**Non-Profit Organization:** Means an association or organization that is registered under the Society's Act and where funds or profits are used only for purposes of the society itself. The organization must be open and inclusive, actively encourage community participation, engage

diverse community members, and provide service to and/or include people who live and/or conduct work in Saanich.

**In-Kind Contribution:** Refers to community-matched contributions through volunteer labour, donated materials, or donated professional services and shall be valued at the market cost necessary if hired or purchased.

## 4.0 PROGRAM REQUIREMENTS BY CATEGORY

### COMMUNITY SERVICE PROVIDER GRANTS

**Community Association Operating Grants** are provided to eligible, active, community associations to assist in defraying the annual administrative cost of operations, to facilitate communication to residents (e.g. newsletters, website), and to organize all-inclusive community events.

- Eligible community associations that represent a population area of less than 10,000 may receive an annual operating grant of up to \$1,210 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 \$1,815 based on expenditures.
- All eligible community associations may receive an annual liability insurance grant of up to \$850 per year based on expenditures.
- The Saanich Community Association Network (SCAN) may receive funds to offset secretarial/administrative services to a maximum of \$1,500 per year based on expenses submitted.

**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.

**STRATEGIC PRIORITIES GRANTS** support registered societies and nonprofit organizations with activities and/or projects that advance actions and objectives in Saanich's Strategic Plan.

- Available to non-profit organizations and registered charities.
- Applications reviewed by the Standing Committee on Finance and Governance.
- Approved by Council during the annual financial planning process (awards confirmed by May 15<sup>th</sup> each year).



**COMMUNITY BUILDING GRANTS** support projects or events that enhance public spaces or contribute to community vibrancy in Saanich.

- Available to non-profit organizations and registered charities.
  - Require matching contributions (cash or in kind of 75% of total project cost).
  - Applications reviewed by the Standing Committee on Finance and Governance.
  - Approved by Council during the annual financial planning process (awards confirmed by May 15<sup>th</sup> each year).
1. Community Events
    - Maximum award \$7,500/year
    - Events must be open to all to attend
    - No limit on applying for grant over multiple years for same event.
  2. Community Well-Being and Place-making Projects
    - Maximum award \$10,000/year
    - Projects that enhance public spaces or contribute to community vibrancy
    - Projects that support First Nations reconciliation
    - Application may be made for a maximum of two consecutive years for the same project.

## **MICRO-GRANTS**

1. **Neighbour 2 Neighbour (N2N) Grants** are provided to support neighbourhood initiatives that address at least one program goal in at least two of three areas; emergency preparedness, climate action and nature stewardship as outlined in the N2N application form.
  - The program can be accessed up to two times by the same group with a cumulative maximum of \$500 per year per group.
  - Maximum annual budget allocation is \$5,000 or other amount as determined in the annual Financial Plan.
  - Available to non-profit organizations, registered charities, community associations or groups and small informal groups of Saanich residents.
  - Application may be made at any time on an annual first-come, first served basis commencing January 1<sup>st</sup> of each year and are administered and adjudicated by the N2N Committee. The Manager of Sustainability and Saanich Emergency Management Officer forward recommended awards to the Director of Finance or designate for final approval.
  - Any unallocated funds will be carried forward and made available in the subsequent year.

2. **Community Dry Grad Grants** are provided to a graduating class of a Saanich Secondary School to support building a safer community through youth awareness and promotion of an alcohol free event.
  - Secondary school graduating class organizing committees may be eligible for up to \$5 per graduating student per year.
  - Awards are administered by the Director of Finance

## **SCHEDULE 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

## **COUNCIL POLICY**

**SUBJECT: SAANICH COMMUNITY GRANTS PROGRAM**

**ISSUED:** January 14, 2013

**INDEX REFERENCE:**

**COUNCIL REFERENCE:** 13/CNCL  
(Replaces 03/105, 88/CW, 90/CW)

**AMENDED:** October 7, 2013  
November 27, 2017  
December 16, 2019  
November 30, 2023

### **1.0 PURPOSE STATEMENT AND GENERAL GUIDELINES**

The purpose of the Saanich Community Grants Program is to provide financial support to non-profit community associations and organizations for services, projects or events that contribute toward the Saanich vision described in the Official Community Plan and align with Council's Strategic Plan. Financial support recognizes the valuable resources and contributions of non-profit organizations and community members in helping the District of Saanich maintain a strong community focus.

Grant awards will be limited to funding levels established from time to time during the annual financial plan process.

All grant applications are received and administered by the Finance Department. All funding awards are approved by Saanich Council, excluding the Community Association Operating Grants and community Dry Grad Grants awarded by the Director of Finance and the Neighbour 2 Neighbour (N2N) Grants adjudicated by the N2N Committee.

Grant recipients will be required to submit a short summary report on achievement of program/project goals within one year of receipt of the grant.

A summary of grant awards will be published in the Statement of Financial Information.

#### **AWARDS WILL NOT BE PROVIDED TO AND/OR USED TO:**

- individual persons, individual businesses, political groups, other government agencies, universities, colleges, schools or hospitals;
- organizations that receive funding from Saanich through regional or other grant processes (e.g. CRD Arts funding)
- accumulate funds for the same project over multiple years or fund projects already completed;
- combine applications for funding the same project or event;
- duplicate an existing public or private program;
- purchase land;
- purchase alcohol;
- fund travel, conference workshops, training or professional development costs;
- fund a deficit or debt repayment.

## APPLICATION PROCESS

All grant requests must be submitted to the Director of Finance on or before February 1<sup>st</sup>, with the exception of requests for Neighbour 2 Neighbour Grants which may be submitted at any time of the year and Community Service Provider Grants which do not require annual application. All grant requests must be submitted using the application form prescribed by the Director of Finance, with the exception of the N2N grant that will use the application form prescribed by the N2N committee. Applications must include all required documentation, unless otherwise indicated. Incomplete applications will not be considered.

## 2.0 COMMUNITY GRANTS PROGRAM CATEGORIES

The Community Grants Program consists of four categories: Applications will be accepted in the following categories:

### 1. Community Service Provider Grants

- Community Association Operating Grant
- Other Community Service Provider Grants

### 2. Strategic Priorities Grants

### 3. Community Building Grants

- Community Events
- Community Well-Being and Place-making Projects

### 4. Micro Grants

- Neighbour 2 Neighbour (N2N) Grants
- Community Dry Grad Grants

## 3.0 TERMINOLOGY

**Community Association:** Means a Saanich-based non-profit association registered under the Society's Act serving a population in a particular geographic area and has been recognized by Council, either through the local area planning process, through historical precedent or through a special resolution of Council. The association must be open and inclusive, actively encourage neighbourhood participation and engage diverse community members.

**Non-Profit Organization:** Means an association or organization that is registered under the Society's Act and where funds or profits are used only for purposes of the society itself. The organization must be open and inclusive, actively encourage community participation, engage diverse community members, and provide service to and/or include people who live and/or conduct work in Saanich.

**In-Kind Contribution:** Refers to community-matched contributions through volunteer labour, donated materials, or donated professional services and shall be valued at the market cost necessary if hired or purchased.

## 4.0 PROGRAM REQUIREMENTS BY CATEGORY

### COMMUNITY SERVICE PROVIDER GRANTS

**Community Association Operating Grants** are provided to eligible, active, community associations to assist in defraying the annual administrative cost of operations, to facilitate communication to residents (e.g. newsletters, website), and to organize all-inclusive community events.

- 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.
- All eligible community associations may receive an annual liability insurance grant of up to \$850 per year based on expenditures.
- The Saanich Community Association Network (SCAN) may receive funds to offset secretarial/administrative services to a maximum of \$1,500 per year based on expenses submitted.

**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.

**STRATEGIC PRIORITIES GRANTS** support registered societies and nonprofit organizations with activities and/or projects that advance actions and objectives in Saanich's Strategic Plan.

- Available to non-profit organizations and registered charities.
- Applications reviewed by the Standing Committee on Finance and Governance.
- Approved by Council during the annual financial planning process (awards confirmed by May 15<sup>th</sup> each year).

**COMMUNITY BUILDING GRANTS** support projects or events that enhance public spaces or contribute to community vibrancy in Saanich.

- Available to non-profit organizations and registered charities.
- Require matching contributions (cash or in kind of 75% of total project cost).
- Applications reviewed by the Standing Committee on Finance and Governance.
- Approved by Council during the annual financial planning process (awards confirmed by May 15<sup>th</sup> each year).

1. Community Events

- Maximum award \$7,500/year
- Events must be open to all to attend
- No limit on applying for grant over multiple years for same event.

2. Community Well-Being and Place-making Projects

- Maximum award \$10,000/year
- Projects that enhance public spaces or contribute to community vibrancy
- Projects that support First Nations reconciliation
- Application may be made for a maximum of two consecutive years for the same project.

**MICRO-GRANTS**

1. **Neighbour 2 Neighbour (N2N) Grants** are provided to support neighbourhood initiatives that address at least one program goal in at least two of three areas; emergency preparedness, climate action and nature stewardship as outlined in the N2N application form.

- The program can be accessed up to two times by the same group with a cumulative maximum of \$500 per year per group.
- Maximum annual budget allocation is \$5,000 or other amount as determined in the annual Financial Plan.
- Available to non-profit organizations, registered charities, community associations or groups and small informal groups of Saanich residents.
- Application may be made at any time on an annual first-come, first served basis commencing January 1<sup>st</sup> of each year and are administered and adjudicated by the N2N Committee. The Manager of Sustainability and Saanich Emergency Management Officer forward recommended awards to the Director of Finance or designate for final approval.
- Any unallocated funds will be carried forward and made available in the subsequent year.

2. **Community Dry Grad Grants** are provided to a graduating class of a Saanich Secondary School to support building a safer community through youth awareness and promotion of an alcohol free event.
  - Secondary school graduating class organizing committees may be eligible for up to \$5 per graduating student per year.
  - Awards are administered by the Director of Finance

## **SCHEDULE A**

### **ORGANIZATIONS ELIGIBLE FOR OTHER COMMUNITY SERVICE PROVIDER GRANTS**

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