



AGENDA

Special Committee of the Whole Financial Plan Meeting
Saanich Municipal Hall Council Chambers, 770 Vernon Avenue
TUESDAY, APRIL 17, 2012 AT 7:30 P.M.

1. **PUBLIC PARTICIPATION**
2. **2012 GRANT REQUESTS – COMMUNITY ASSOCIATION AND DRY GRAD**
PG. 3 Referrals from the March 20, 2012 Special Committee of the Whole Financial Plan Meeting.
3. **2012 GRANT REQUESTS – COMMUNITY**
PG. 6 Referrals from the March 20, 2012 Special Committee of the Whole Financial Plan Meeting. Report of the Director of Finance dated April 11, 2012.
4. **2012 FINANCIAL PLAN PROPOSAL**
PG. 10 Joint report of the Administrator and the Director of Finance dated April 11, 2012 recommending Council approve the 2012 Operating, Capital, Water and Sewer Financial Plans as proposed.
5. **2012 COUNCIL REMUNERATION**
PG. 13 Report of the Director of Finance dated March 13, 2012.

* * * Adjournment * * *

AGENDA

Special Council Meeting
Immediately Following the Committee of the Whole Meeting

A. RESOLUTIONS FOR ADOPTION

1. **CADBORO BAY VILLAGE BUSINESS IMPROVEMENT ASSOCIATION - ANNUAL FUNDING REQUEST AND TAXATION LEVY**
PG. 14 Report of the Director of Finance dated March 29, 2012 recommending Council approve the 2012 Cadboro Bay Village Business Improvement Association funding request and property taxation levy.

B. REFERRALS FROM COMMITTEES

1. **2012 GRANT REQUESTS – COMMUNITY MATCHING**
PG. 20 Referrals from the March 15, 2012 Community Matching Grants Sub-Committee Meeting. Memorandum from the Legislative Manager dated March 19, 2012.
2. **GREATER VICTORIA PUBLIC LIBRARY (GVPL) – 2012 BUDGET REQUEST**
PG. 22 Referral from the March 5, 2012 Special Committee of the Whole Financial Plan Meeting that Council consider the GVPL 2012 budget request in the amount of \$4,782,191. Report of the Director of Finance dated April 11, 2012 recommending Council approve the 2012 Greater Victoria Public Library Operating Budget.

3. **SWAN LAKE CHRISTMAS HILL NATURE SANCTUARY SOCIETY – 2012
MANAGEMENT CONTRACT REQUEST**

PG. 29

Referral from the March 5, 2012 Special Committee of the Whole Financial Plan Meeting that Council consider the Society's 2012 management fee request in the amount of \$310,000. Report of the Director of Finance dated April 11, 2012 recommending Council approve the 2012 Swan Lake Christmas Hill Nature Sanctuary contract.

* * * Adjournment * * *

**2012 COMMUNITY ASSOCIATION AND DRY GRAD REQUEST REFERRALS
FROM THE MARCH 20, 2012
SPECIAL COMMITTEE OF THE WHOLE FINANCIAL PLAN MEETING**

2012 COMMUNITY ASSOCIATION OPERATING GRANTS

<u>Organization</u>	<u>Grant Amount</u>	<u>Insurance Amount</u>
• Blenkinsop Valley Community Association	\$ 1,100	\$ 500
• Broadmead Area Residents' Association	1,100	500
• Cadboro Bay Residents Association	1,100	500
• Camosun Community Association	1,100	500
• Cordova Bay Association	1,100	
• Falaise Community Association	1,100	500
• Friends of Mount Douglas Park	1,100	500
• Gordon Head Residents' Association	1,650	500
• Gorge Tillicum Community Association	1,650	500
• Mount Tolmie Community Association	1,100	500
• Mount View Colquitz Community Association	1,100	500
• North Quadra Land Use Protection Assoc.	1,100	500
• P.I.S.C.E.S	1,100	
• Prospect Lake and District Community Assoc.	1,100	
• Quadra Cedar Hill Community Association	1,650	500
• Rithet's Bog Conservation Society	1,100	
• Royal Oak Community Association	1,100	500
• Residents of Strawberry Vale, Marigold & Glanford	1,650	500

2012 HIGH SCHOOL DRY GRAD GRANT REQUESTS

Report from the Director of Finance dated March 12, 2012 recommending Council consider approval of the grant applications from the Dry Grad Committees of Claremont Secondary School, Pacific Christian School and Spectrum Community School, up to the amount of \$3,150.

There were no applicants in attendance.

C/W
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THE CORPORATION OF THE DISTRICT OF SAANICH

March 2012

REPORT TO: SPECIAL COMMITTEE OF THE WHOLE DATE: MARCH 12, 2012
 FROM: PAUL MURRAY, DIRECTOR OF FINANCE FILE: 2012 Budget
 SUBJECT: 2012 Community Association Operating Grants

Council
 Admin
 Grants
 Media

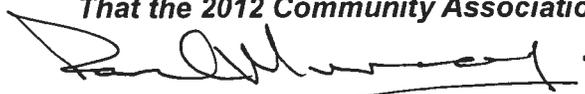
Mayor
 Councillors
 Administra
 Front Coun

Applications have been received from eighteen eligible community associations totalling \$22,000. Individual supporting materials can be reviewed in the Councillor's office. Eligible associations may receive a maximum annual operating grant of \$1,100 based on expenditures plus a supplemental of \$550 if the Association represents an area with over 10,000 in population and a maximum of \$500 per year to cover cost of liability insurance.

COMMUNITY ASSOCIATION		GRANT			
		2011 Approved	2011 paid Insurance	2012 Proposed Grants	2012 Proposed Insurance
1.	Blenkinsop Valley Community Association	1,100	500	1,100	500
2.	Broadmead Area Residents Association	1,100	500	1,100	500
3.	Cadboro Bay Residents Association	1,100	500	1,100	500
4.	Camosun Community Association	1,100	500	1,100	500
5.	Cordova Bay Association	1,100	-	1,100	-
6.	Falaise Community Association	1,100	500	1,100	500
7.	Friends of Mt. Doug	1,100	500	1,100	500
8.	Gordon Head Residents Association	1,650	500	1,650	500
9.	Gorge Tillicum Community Association	1,650	500	1,650	500
10.	Mt. Tolmie Community Association	1,100	500	1,100	500
11.	Mt. View Colquitz Community Association	1,100	500	1,100	500
12.	North Quadra Land Use Protection Assn	1,100	500	1,100	500
13.	P.I.S.C.E.S.	1,100	-	1,100	-
14.	Prospect Lake & District Community Assn	1,100	-	1,100	-
15.	Quadra Cedar Hill Community Association	1,650	500	1,650	500
16.	Rithet's Bog Conservation Society	1,100	-	1,100	-
17.	Royal Oak Community Association	1,100	500	1,100	500
18.	Residents of Strawberry Vale, Marigold &	1,650	500	1,650	500
TOTAL		22,000	7,000	22,000	7,000

Recommendation

That the 2012 Community Association Operating Grants be approved as proposed.


 Paul Murray
 Director of Finance

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 DISTRICT OF SAANICH

Administrator's Comments

I endorse the recommendation of the Director of Finance


 Tim Wood, Administrator

SP-0100
March 20/12

THE CORPORATION OF THE DISTRICT OF SAANICH

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15/3/12
Mayor
Councillors
Administrators
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REPORT TO: SPECIAL COMMITTEE OF THE WHOLE DATE: MARCH 12, 2012
FROM: PAUL MURRAY, DIRECTOR OF FINANCE FILE: 2012 Budget - Grants
SUBJECT: 2012 High School Dry Grad Grant Requests

Council
Administrators
Media

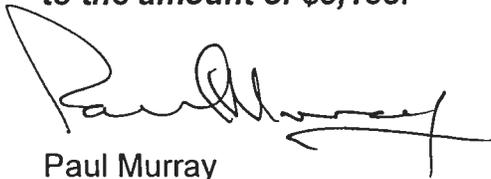
In accordance with Councils' process for Dry Grad grants, three 2012 applications have been received from: Claremont Dry Grad Committee, Pacific Christian Dry Grad Committee, and Spectrum Dry Grad Committee. A total of approximately 630 students are expected to attend.

Approved grants are provided on a \$5 per capita basis to be paid after the event.

In previous years a single application has been received from the Claremont Dry Grad Committee and the \$1,500 annual budget was sufficient to cover the request. Should Committee wish to recommend all three applications for approval the budget would be increased to \$3,150 during the budget recap session in April.

RECOMMENDATION

That Committee consider recommending approval of Dry Grad applications up to the amount of \$3,150.



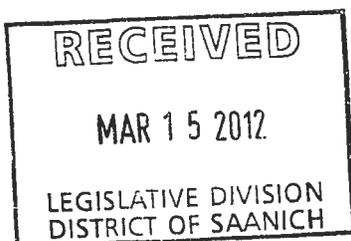
Paul Murray
Director of Finance
Attachment

Administrator's Comment

I endorse the recommendation of the Director of Finance



Tim Wood, Administrator



**2012 GRANT REQUEST REFERRALS FROM THE MARCH 20, 2012 SPECIAL
COMMITTEE OF THE WHOLE FINANCIAL PLAN MEETING**

2012 COMMUNITY GRANTS

<u>Organization</u>	<u>Grant Request</u>
• YesBC (Youth for Environmental Stewardship)	\$2,500
• Volunteer Victoria	12,041
• Victoria Hospice & Palliative Care Foundation	2,000
• Victoria Brain Injury Society	5,000
• Victoria and Vancouver Island Greek Community Society	4,000
• Vancouver Island South Film & Media Commission	35,700
• Vancouver Island's Most Amazing Collectibles Show	6,750
• Vancouver Island Advanced Technology Centre	5,000
• Tourism Victoria	36,000
• Swan Lake Christmas Hill Nature Sanctuary Society	20,000
• SportHost Victoria	2,500

 Councillor Brice declared, pursuant to Section 85 of the Council Procedure Bylaw, that she is not entitled to participate in the discussion of the Community Grant application for the Silver Threads Service as she is employed by the organization. Councillor Brice then left the meeting at 7:55 pm

• Silver Threads Service	57,370
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 Councillor Brice returned to the meeting at 8:00 pm

• St. John Ambulance	7,500
• Saanich Volunteer Services Society	55,698
• Saanich Marine Rescue Society	5,000
• Saanich Legacy Foundation	2,000
• Saanich Heritage Foundation	30,000
• Prospect Lake and Tod Creek Water Users Community	3,500
• North and South Saanich Agricultural Society	500
• NEED2 Suicide Prevention Education and Support	10,230
• Maritime Museum of BC Society	17,000
• Horticulture Centre of the Pacific	130,000
• Haliburton Community Organic Farm	11,000
• Greater Victoria Development Agency	30,000
• Goward House Society	20,000
• Gorge Tillicum Community Association	7,000
• Easter Seals 24 Hour Relay	3,500
• Community Social Planning Council	20,467
• City of Victoria Canada Day	2,000
• Cedar Hill Golf Club Ladies Division	5,000
• BC Aviation Museum	5,000
• Bike to Work Week Society	5,500

C/W
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THE CORPORATION OF THE DISTRICT OF SAANICH

615
11/4/12
Mayor
Councillors
Administrator
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Council
Administrator
Media

REPORT TO: MAYOR AND COUNCIL
DATE: April 11, 2012
FROM: PAUL MURRAY, DIRECTOR OF FINANCE
SUBJECT: 2012 Grant Requests - Community **FILE:** ADM 75

The attached list of community grant requests was referred from the March 20 Special Committee of the Whole Financial Plan meeting for discussion and recommendation at the April 17 Special Committee of the Whole Financial Plan meeting.

At the March 20 meeting Mayor and Council requested financial statements be provided by the Victoria Brain Injury Society and Goward House. These financial statements have since been circulated to Mayor and Council.

One correction was also noted – the request from the Vancouver Island South Film and Media Commission was adjusted from \$60,000 to \$35,700. This has been noted in the revised summary.

For reference the 2012 budget for community grants is \$500,310.



Paul Murray
Director of Finance

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DISTRICT OF SAANICH

**THE CORPORATION OF THE DISTRICT OF SAANICH
2012 Community Grants Program Worksheet:**

	2010 Approved Grant	2011 Approved Grant	2012 Requested	2012 Approved	Accumulated Total	2012 Budget
Budget Allocation:						500,310
Community requests:						
YesBC (Youth for Environmental Stewardship) – ten schools	1,000	1,000	2,500			
Volunteer Victoria	12,041	12,041	12,041			
Victoria Hospice & Palliative Care Fdn.	3,800	3,870	2,000			
Victoria Brain Injury Society	-	-	5,000			
Victoria and Vancouver Island Greek Community Society	2,000	2,000	4,000			
Vancouver Island South Film & Media Commission (formerly Greater Victoria Film Commission)	35,700	35,700	35,700			
Vancouver Island's Most Amazing Collectibles Show (VIMACS)	-	-	6,750			
Vancouver Island Advanced Technology Centre	5,250	5,000	5,000			
Tourism Victoria	36,000	36,000	36,000			
Swan Lake Christmas Hill Nature Sanctuary Society		10,000	20,000			
SportHost Victoria	-	2,500	2,500			
Silver Threads	53,566	54,637	57,370			
Significant Trees Advisory Committee	-	1,500	-			
St. John Ambulance	3,753	3,753	7,500			
Saanich Volunteer Services Society	54,000	54,840	55,698			
Saanich Marine Rescue Society	-	2,000	5,000			
Saanich Legacy Foundation	4,000	3,000	2,000			
Saanich Heritage Foundation	25,000	25,000	30,000			
Prospect Lake & Tod Creek Water Users Community	3,500	3,500	3,500			
Our Place	27,438	-	-			
North & South Agricultural Society	500	500	500			
NEED2 Suicide Prevention Education	-	10,000	10,230			
NEED Crisis and Information Line	10,000	-	-			
Maritime Museum of BC Society	15,000	15,000	17,000			
Horticulture Centre of the Pacific	130,000	130,000	130,000			
Haliburton Organic Farm	5,000	5,000	11,000			
Greater Victoria Development Agency	30,000	30,000	30,000			
Goward House Society	7,000	7,000	20,000			
Gorge Tillicum Community Association	7,000	7,000	7,000			
Easter Seals 24 HR Relay	3,000	3,000	3,500			
Community Social Planning Council	20,066	20,066	20,467			
City of Victoria (Canada Day)	1,000	1,000	1,000			
Cedar Hill Golf Club Ladies' Division	-	-	5,000			
BullfrogControl.com Inc	2,000	-	-			
BC SPCA Wild ARC	10,000	-	-			
BC Aviation Museum	-	-	5,000			
Bike to Work Week Victoria	3,500	4,500	5,500			
Totals	514,114	489,407	558,756			

2012 GRANTS REQUESTED:

	2011	Ongoing	One-time	Environment	Social	Economic
Cultural Organizations						
BC Aviation Museum	-		5,000		□	
City of Victoria - Canada Day	1,000	1,000			□	
Maritime Museum of BC Society	15,000	17,000			□	□
Saanich Heritage Foundation	25,000	30,000			□	
Saanich Legacy Foundation	3,000	2,000			□	
Victoria & Vancouver Island Greek Society	<u>2,000</u>	<u>4,000</u>			□	
	46,000	54,000				
Community Service Organizations						
Cedar Hill Golf Club Ladies' Division	-	5,000			□	
Community Social Planning Council	20,066	20,467			□	
Easter Seals 24 HR Relay	3,000	3,500			□	
Gorge Tillicum Community Association	7,000	7,000			□	□
Goward House Society – Operating	7,000	20,000			□	
NEED2	10,000	10,230			□	
Saanich Marine Rescue Society	2,000	5,000			□	
Saanich Volunteer Services Society	54,840	55,698			□	
St. John Ambulance	3,753	7,500			□	
Silver Threads	54,637	57,370			□	
Victoria Brain Injury Society	-	5,000			□	
Victoria Hospice & Palliative Care Foundation	3,870	2,000			□	
Volunteer Victoria	<u>12,041</u>	<u>12,041</u>			□	
	178,207	210,806				
Economic Development and Related Organizations						
Greater Victoria Development Agency	30,000	30,000				□
Vancouver Island South Film and Media Commission	35,700	35,700				□
SportHost Victoria	2,500	2,500			□	
Tourism Victoria	36,000	36,000				□
Vancouver Island Advanced Technology Centre	<u>5,000</u>	<u>5,000</u>				□
	109,200	109,200				
Horticultural, Agricultural and Environmental Organizations						
Bike to Work Week Victoria	4,500	5,500			□	
Haliburton Organic Farm	5,000	11,000			□	
Horticulture Centre of the Pacific	130,000	130,000			□	
North & South Agricultural Society	500	500			□	
Prospect Lake & Tod Creek Water Users	3,500	3,500			□	
Significant Trees Advisory Committee	1,500	-			□	
Swan Lake Christmas Hill Nature Sanctuary Society	10,000		20,000		□	
YesBC (Youth for Environmental Stewardship)	<u>1,000</u>	<u>2,500</u>			□	
	156,000	153,000				
Other						
VIMAC			<u>6,750</u>		□	
Total	<u>\$489,407</u>	<u>\$527,006</u>	<u>\$ 31,750</u>			

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APR 11 2012
TO:
LEGISLATIVE DIVISION
DISTRICT OF SAANICH
FROM:

THE CORPORATION OF THE DISTRICT OF SAANICH

11/4/12
Mayor
Councillors
Administrator
Front Counter

Mayor and Council

DATE: April 11, 2012

Tim Wood, Administrator

Paul Murray, Director of Finance

FILE: Accounting - 2012 Budget

SUBJECT: 2012 Financial Plan Proposal

Council
Administrator
Media

As requested, a draft 2012 final budget proposal has been prepared and is attached. Minor adjustments have been made to the January submission reflecting changes that have occurred during the budget presentation process.

The proposed budget maintains the estimated property tax increase to the average homeowner of 2.51% for operations, 0.34% for new services and inventory and 0.75% for new infrastructure replacement. This is a \$72.33 increase in total municipal taxes (from \$2,009 to \$2,081) for an average Saanich home assessed at \$622,830.

Should Council concur with this proposal, budget and tax rate bylaws will be prepared for consideration at the May 7th Council meeting.

General Operating Fund:

The general operating budget provides for the \$122 million annual operation of the municipality in 2012. This is partially funded by property taxes of \$85 million dollars and a variety of other revenues including recreation program fees and garbage collection charges. Adjustments have been made to reflect minor changes in the 2012 property assessment roll, the library budget request, golf course restructuring, capital projects now deferred such as Craigflower Bridge and contingencies for BC Hydro, long term disability and employment insurance cost increases. The newly approved Gyro Park project is planned for construction in 2013 and will be budgeted in that year.

These adjustments and the budget reductions implemented in the original submission enable the property tax impact to be maintained at the original estimate of 3.60%.

Operating budget reductions were balanced as much as possible through all departments. Police and Fire Department costs were held at budget guideline with an increase to fund additional staffing approved during the year.

As a result of the reductions, there will be some increased risk of less operating surplus for use in the following year. As a result the historical reliance on prior year surplus has been eliminated for 2012 as part of the budget reduction program. Some staff attrition and reductions in auxiliary and seasonal hours may also occur and service adjustments may be experienced. There will be less internal flexibility to cover unforeseen costs and no operating resource requests have been included in the proposal.

No change in the \$149.60 annual solid waste disposal fee charged to residential customers is proposed.

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Water Utility Fund:

The proposed water utility budget remains unchanged from the original proposal. It is based on the water rates approved by Council in December 2011 and results in an approximate \$24 per year increase from \$397 to \$421 per average home. Municipal operating costs were minimized to less than a 1% increase and the practise of gradually increasing infrastructure replacement spending equal to a minimum 3% water rate increase each year was continued again.

Sewer Utility Fund:

The proposed sewer utility budget is also unchanged from the original submission. It is also based on the sewer rate approved by Council in December 2011 to support CRD debt financing of the regional sewer treatment system and higher Saanich infrastructure replacement spending. Annual cost to the average homeowner increased by \$33 from \$269 to \$292 per year.

General Capital Fund:

The 2012 General Capital Program provides for a comprehensive program of \$41.8 million dollars of infrastructure and equipment replacement (\$33.1 million in 2012 projects and \$8.7 million from 2011) funded from a mixture of property taxes, debt, reserves, grants and development cost charges.

Spending continues to be balanced between replacing infrastructure and new facilities. For the next few years the focus will continue on replacement of existing infrastructure, particularly in transportation, drains, community facilities and the sewer and water utilities. This funding structure will provide a realistic possibility of achieving the targeted capital spending levels within a reasonable time frame based on gradually increasing levels of property tax, federal gas tax revenues and utility user fee support.

Budget Highlights:

Funding of key initiatives has been allocated to each Strategic Plan theme area as follows:

Safe Community:

- \$273,000 in additional police funding for new positions approved in 2011,
- \$370,000 for Mobile Data Terminal replacement,
- \$900,000 for Emergency Response Mobile Command Vehicle.
- \$400,000 for cell block facility upgrades

Sustainable Environment:

- \$1,475,000 to begin replacing the Craigflower Bridge over two years,
- \$2,600,000 for Colquitz and Gorge view Sewer Pump Station upgrades,
- \$6,400,000 to start seismic upgrading of the Rithet Reservoir,
- \$2,700,000 to continue replacing asbestos cement sewer and water mains,
- \$100,000 to finalize the Shelbourne Corridor Action Plan.

Healthy Community:

- \$173,000 for the Gordon Head HVAC System,
- \$982,000 for skylight replacement at Saanich Commonwealth Place.

Balanced Transportation:

- A minimum of \$1,075,000 of sidewalk additions and improvements in areas such as:
 - Haliburton Road (to Cherry Tree Bend Road)
 - Forrester Street
 - Prospect Lake Road (4933 to Park)
 - Cedar Hill Road (Rowan to Cedar Hill)
 - Telegraph Road
- \$1,610,000 for bikeway additions and improvements in areas such as:
 - Cedar Hill (Hopesmore to Feltham)
 - Douglas Connector (various sections)
 - McKenzie Avenue (Shelbourne to Gordon Head)
- Over \$6,750,000 in various road improvements including:
 - McKenzie Avenue (McGill to Cadboro Bay Road)
 - Admirals Road Phase 4 & 5 (Cowper to Gorge)
 - Sayward / Fowler / Hunt Intersection
 - Cedar Hill / Finlayson Intersection

Vibrant Connected Economy:

- \$200,000 for the Douglas Corridor and Uptown Centre Planning Study.

Service Excellence:

- \$800,000 for Desktop Replacement,
- \$200,000 for Office Software Replacement,
- \$150,000 for web/social media/collaboration upgrades.

Recommendation:

That Council approve the 2012 Operating, Capital, Water and Sewer Financial Plans as proposed.



Tim Wood
Administrator



Paul Murray
Director of Finance

THE CORPORATION OF THE DISTRICT OF SAANICH

REPORT TO: MAYOR AND COUNCIL
 DATE: MARCH 13, 2012
 FROM: PAUL MURRAY, DIRECTOR OF FINANCE
 SUBJECT: COUNCIL REMUNERATION - ANNUAL SURVEY

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 LEGISLATIVE DIVISION
 DISTRICT OF SAANICH

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 111412
 Mayor
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 Administrator
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 Council
 Administrator
 Media

The Council remuneration and expenses policy provides that Council remuneration shall be determined annually by Council during consideration of the Financial Plan and shall be based on the average of the remuneration of council members in other municipalities of comparable size (population between 80,000 and 140,000).

The remuneration amounts shown are the combined annual remuneration, acting Mayor pay and one-third tax exempt allowance for incidental expenses. The City of Victoria's fully taxable figures have been restated for comparison purposes.

MUNICIPALITY	POPULATION	EFFECTIVE DATE	MAYOR \$	COUNCILLOR \$
Abbotsford	123,864	12/11	94,500.00	37,987.50
Coquitlam	114,565	1/10	123,696.30	53,835.60
Delta	96,723	12/10	103,032.00	44,906.60
Kamloops	81,380	01/12	74,064.77	24,987.90
Kelowna	106,707	01/12	89,457.91	31,660.27
Langley (Township)	93,726	12/11	105,456.00	43,814.80
Nanaimo	78,692	01/12	82,978.00	29,137.00
N. Vancouver (Dist)	82,562	01/12	95,959.04	39,487.59
Victoria	78,057	01/12	90,285.75	37,287.06
TOTAL	856,276		859,429.77	343,104.32
AVERAGE	95,141		95,492.20	38,122.70
SAANICH	108,265	1/11	89,019.35	34,392.73
Difference	13,124		6,472.85 7.27%	3,729.97 10.84%

Council has recently excluded amounts from Coquitlam, and that would create these results.

TOTAL	741,711		735,733.47	289,268.72
AVERAGE	92,713		91,966.68	36,158.59
SAANICH	108,265	1/11	89,019.35	34,392.73
Difference	13,124		2,947.33 3.31%	1,765.86 5.13%

The remuneration averages excluding Coquitlam can be funded within budget guideline. Should Council wish to consider including Coquitlam, some form of phasing in of the rates would be required in order to meet the 2012 budget guideline.


 Paul Murray
 Director of Finance

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2120-30

April 1 + - Sp. Council

THE CORPORATION OF THE DISTRICT OF SAANICH

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12/14/12
Mayor
Councillors
Administrator
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REPORT TO: MAYOR AND COUNCIL
FROM: PAUL MURRAY, DIRECTOR OF FINANCE
DATE: March 29th, 2012
SUBJECT: **CADBORO BAY BUSINESS IMPROVEMENT AREA
FUNDING REQUEST**

Council
Administrator
Media

Please find attached a 2012 funding request from the Cadboro Bay Business Improvement Society. In accordance with Bylaw 8537, the Society has requested \$15,000 in funding for 2012 and submitted a pro forma business promotion budget for the year. A Certificate of Insurance for 2012 and the 2011 Financial Statements are attached.

The BIA coordinator advises that surplus funds are being held in anticipation of future physical improvements to the business area and as working capital.

A resolution of Council is required to authorize the 2012 property tax levy on the properties outlined in schedule 'A' of Bylaw 8537.

Recommendation:

That Council approve the 2012 Cadboro Bay Business Improvement Society funding request and property taxation levy.



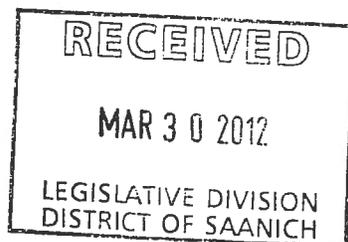
Paul Murray
Director of Finance

ADMINISTRATOR'S COMMENTS

I endorse the recommendation of the Director of Finance.


Tim Wood, Administrator

Attachments



CM
AI



Brian Dunn – President Cadboro Bay BIA
2581 Penrhyn St., Victoria B.C. V8N 1G4
March 29, 2012

Municipal Council
District of Saanich
770 Vernon Ave, Victoria B.C. V8X 2W7

To Whom It May Concern:

I am writing of behalf of the Cadboro Bay Business Improvement Association to request funding of \$15000.00 to cover the operating costs of our BIA for the year. This year we have plans to again do our annual Christmas caroling event as well as be involved with the Sun Fest in August. Members have also requested the BIA use funds for more promotions and aesthetic improvements to the village. Pease find enclosed:

- 1) 2011 Financial Statement
- 2) 2012 Budget Forecast
- 3) A copy of our Business Insurance policy

Thank you for your support.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Dunn", with a long horizontal flourish extending to the right.

Brian Dunn
250-477-2688

CADBORO BAY VILLAGE BIA 2011 STATEMENT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Opening balance	4,705.10	4,601.60	4,114.66	1,956.16	134.71	79.56	75.06	15,070.56	15,066.06	14,295.56	14,100.51	13,021.61	13,905.89	-100.00
Advertising	-100.00	-3.50	-3.50	-6.45	-5.15	-4.50	-4.50	-4.50	-4.50	-4.50	-4.50	-4.50	-4.50	-53.60
bank charges	-3.50	-100.00	-50.00	-325.00	-8.44	-50								-200.00
Website														-100.00
Meeting expense														-325.00
Membership Expense														-8.44
Supplies Expense														-1,250.00
Directors fee														-2,483.00
Accounting fees														-237.00
Expenses reimbursement														-766.00
Deposit														15,000.00
Insurance Expense														739.60
Post box Expense														-190.55
Signage expense														-791.22
Event Rental														-800.00
Donations														
Ending balance	4,601.60	4,114.66	1,956.16	134.71	79.56	75.06	15,070.56	15,066.06	14,295.56	14,100.51	13,021.61	13,905.89		
Revenue														
BIA Levy														15,000.00
Ticket Sales														1,505.60
Expenses														
Advertising														-100.00
bank charges														-53.60
Website														-100.00
Meeting expense														-100.00
Membership Expense														-325.00
Supplies Expense														-8.44
Directors fee														-1,250.00
Accounting fees														-2,483.00
Expenses reimbursement														-237.00
Insurance Expense														-766.00
Post box Expense														-190.55
Signage expense														-791.22
Event Rental														-800.00
Total Expenses														<u>-7,204.81</u>
Income														9,300.79

CADBORO BAY BIA 2012 BUDGET

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Opening balance	13,905.80	12,802.30	12,197.80	9,452.80	8,770.75	5,176.55	4,472.05	18,767.55	17,063.05	15,592.55	14,697.50	12,918.60	12,918.60	-6,300.00
Advertising	-3.50	-4.50	-3.50	-6.45	-5.15	-4.50	-4.50	-4.50	-4.50	-4.50	-4.50	-4.50	-4.50	-54.60
bank charges	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-1,200.00
Website			-52.50											-52.50
Meeting expense														-338.60
Membership Expense		0.00		-338.60										0.00
Supplies Expense		0.00												0.00
Directors fee														0.00
Accounting fees														0.00
Expenses reimbursement				-237.00										-237.00
Deposit							15,000.00			-766.00				15,000.00
Insurance Expense														739.60
Post box Expense														-190.55
Signage expense			-2,589.00		-2,589.05			-1,000.00						-5,969.27
Event Rental														-1,800.00
Donations	-1,000.00	-500.00												0.00
Ending balance	12,802.30	12,197.80	9,452.80	8,770.75	5,476.55	4,472.05	18,767.55	17,063.05	15,592.55	14,697.50	12,918.60	11,702.88	0.00	
Revenue 2012														
BIA Levy						15,000.00								15,000.00
Balance Forward						13,905.80								13,905.80
Expenses 2012														
Advertising					-6,300.00									-6,300.00
bank charges					-54.60									-54.60
Website					-1,200.00									-1,200.00
Meeting expense					-52.50									-52.50
Membership Expense					-338.60									-338.60
Supplies Expense					0.00									0.00
Directors fee					0.00									0.00
Accounting fees					0.00									0.00
Expenses reimbursement				-237.00										-237.00
Insurance Expense				-739.60										-739.60
Post box Expense				-190.55										-190.55
Signage expense				-5,969.27										-5,969.27
Event Rental				-1,800.00										-1,800.00
Total Expenses														-16,882.12
Income														12,023.68



Head Office: 1200, 321 - 6th Avenue S.W., Calgary, Alberta T2P 4W7

Business Insurance Policy

Renewal

Policy Number: 5V2147263

Intact Insurance Company hereinafter called the Insurer.

The Policy Declarations together with the Supplementary Declarations, Policy Conditions, forms, riders and endorsements, if any, issued to form a part thereof, completes the Policy.

POLICY DECLARATIONS

Name of Insured Cadboro Bay Village Business Improvement Association

Mailing Address RPO Cadboro Bay
PO Box #55020
Victoria, BC V8N6L8

Policy Period **From** July 15, 2011 **To** July 15, 2012
12:01 a.m. standard time at the postal address of the Named Insured stated herein.

Insured's Business Operations Business Improvement Association

Broker Cadboro Bay Insurance Agency Ltd.
2571 Cadboro Bay Road Victoria, British Columbia
V8R5J1 **Phone No.** 250-477-1355

Broker No. 80623

Billing Method EasiPay - 1 pay

In witness whereof the Insurer has duly executed this policy, provided however that this policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer.

Derek Lee

Authorized Representative

Authorized Representative

This Policy Contains a Clause(s) That May Limit the Amount Payable



Head Office: 1200, 321 - 6th Avenue S.W., Calgary, Alberta T2P 4W7

Business Insurance Policy

Policy Number: 5V2147263

Insurance provided subject to the Declarations, Terms, and Conditions of the policy and its Forms only for the coverages for which specific Forms are attached and for which a specific Limit or Amount of Insurance is shown hereunder.

THE FOLLOWING COVERAGES APPLY TO ALL LOCATIONS UNLESS OTHERWISE SPECIFIED.

GENERAL LIABILITY COVERAGES

FORM#	FORM AND COVERAGE(S)	DEDUCTIBLE		LIMIT OF INSURANCE
LR02	Commercial General Liability			
	Coverage A - Bodily Injury Deductible: Per Occurrence	\$ 1,000		
	Coverage A - Bodily Injury and Property Damage Liability		Each Occurrence Limit	\$ 2,000,000
	Coverage A - Bodily Injury and Property Damage Liability		General Aggregate Limit	\$ 5,000,000
	Coverage A - Products-Completed Operations		Aggregate Limit	\$ 2,000,000
	Coverage A - Property Damage Deductible: Per Occurrence	\$ 1,000		
	Coverage B - Personal Injury and Advertising Injury Liability			\$ 2,000,000
	Coverage C - Medical Payments		Per Person	\$ 10,000
	Coverage D - Tenants' Legal Liability	\$ 1,000		\$ 100,000
L154	Additional Insured - Owners, Lessees or Contractors			
L221	S.E.F. No. 99 Excluding Long term Leased Vehicle Endorsement			
L222	S.P.F. No. 6 - Supplementary Non-Owned Automobile Coverage			
	Section A - Third party Liability			\$ 2,000,000

Form Of Business: Association

Additional Insured(s): Additional Insured

The Corporation of the District of Saanich
 & its officers, employees, officials, agents, representatives & volunteers
 770 Vernon Avenue
 Victoria, BC V8X2W7
 With respect to Form L154.
 The Insurer will endeavour to mail to the Interested Party, 30 days written notice of any material change in or cancellation of this policy, but assumes no responsibility for failure to do so.



16/4/12
Mayor
Councillors
Administrator
Front Counter

File: 5660-30

Council
Administrator
Media

Memo

To: Mayor and Councillors
From: Donna Dupas, Legislative Manager
Date: March 19, 2012
Subject: **Community Matching Grants**

As per the Council Policy on the Community Grants Program, a subcommittee consisting of members from the Healthy Saanich Advisory Committee and Saanich Community Association Network met on Thursday, March 15, 2012 to adjudicate and make recommendations on 17 applications under the 2012 Community Matching Fund grant program.

The amount of funding requests nearly doubled that of the funds available and no applications were endorsed to receive the full amount requested. It was recommended that four applications not receive funding and that 13 receive partial funding. Further details are noted on the summary table attached to this memo.

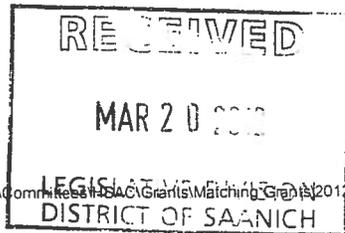
The recommendations from the subcommittee will accompany the grant recommendations from the Financial Plan meetings, coming forward to Council on April 17, 2012. Copies of the grant applications and the meeting record are available electronically for Council's review on the Council Pages website.

Donna Dupas
Legislative Manager

Attachment

/td

cc: Councillor Dean Murdock, Chair, Healthy Saanich Advisory Committee
Tim Wood, Administrator
Paul Murray, Director of Finance



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DECISION SUMMARY 2012
SAANICH COMMUNITY MATCHING GRANTS RECOMMENDATION SUBCOMMITTEE
 Meeting held Thursday, March 15, 2012 at 5:00 p.m. Committee Room #2, Saanich Municipal Hall

Applicant	Project	Request	Decision
The subcommittee recommends that Council approve the 2012 Matching Grants in the amount of \$11,900			
Blenkinsop Valley Community Assoc.	Pearce Crescent park and play area	\$2,000	\$1,500
Cadboro Bay Residents Association	Cadboro Bay Festival at Gyro Park	\$917	\$500
Cordova Bay Association	Redwood bench at bus stop	\$1,250	0
Friends of Beckwith Park	Beckwith Park invasive plant removal	\$2,000	\$400
Friends of Mount Doug	Invasive plant removal at neighbourhood parks	\$2,000	\$1,800
Friends of Tod Creek Watershed	Whitehead Park invasive plant removal/restoration	\$2,000	\$500
Gordon Point Estates Residents Assoc.	Emergency neighbourhood kiosk	\$2,000	0
Gorge Tillicum Community Association (a)	Gorge/Tillicum Walkability report	\$500	0
Gorge Tillicum Community Association (b)	Gorge Park Interpretive sign	\$1,500	\$750
Gorge Waterway Action Society	Healthy Waterway project	\$2,000	0
Haliburton Community Organic Farm	Community Space Improvement Project	\$2,000	\$1,000
Konuckson Park Weedwackers	Konuckson Park invasive plant removal	\$700	\$450
Mount View Colquitz Community Assoc.	Mount View Park community garden	\$1,117.70	\$1,000
Peninsula Streams Society	Creatures of Habitat	\$2,000	\$1,000
Raven Baroque – Island Strings Players	Concerts on Mount Tolmie	\$2,000	\$1,000
Shoreline Community School	Community youth programs	\$2,000	\$1,000
World Fisheries Trust	Mobile Seaquarium and touch tank	\$2,000	\$1,000
		Total funds available	\$14,133.55
		Total requested	\$27,984.70
		Total granted	\$11,900

THE CORPORATION OF THE DISTRICT OF SAANICH

11/14/12
ill
Mayor
Councillors
Administrator
Front Counter
GVPL

REPORT TO: MAYOR AND COUNCIL
FROM: PAUL MURRAY, DIRECTOR OF FINANCE
DATE: April 11th, 2012
SUBJECT: 2012 Greater Victoria Public Library Budget – For Approval

Council
Administrator
Media

The Greater Victoria Public Library presented their 2012 Budget at the Special Committee of the Whole meeting March 5th. The library Board requested \$4,782,191 as Saanich's contribution for its 2012 budget. This is a \$217,368 increase over 2011 levels or 4.76%. The increase for 2012 is attributed primarily to a reduction in provincial grant funding and fine revenues.

The 2012 Saanich budget includes funding for this contribution.

Recommendation:

That the 2012 Greater Victoria Public Library Operating Budget be approved.

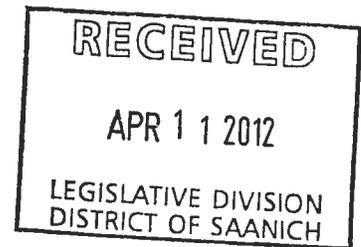
Report prepared by 
Paul Arslan, Senior Manager of Financial Services

Report reviewed by 
Paul Murray, Director of Finance

ADMINISTRATOR'S COMMENTS

I endorse the recommendation of the Director of Finance.


Tim Wood, Administrator



CM
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GREATER VICTORIA PUBLIC LIBRARY
www.gvpl.ca

February 29, 2012

His Worship Mayor F. Leonard and Council
District of Saanich
770 Vernon Avenue
Victoria, BC V8X 2W7

Dear Mayor Leonard and Council,

Re: 2012 Budget and Five Year Financial Plan – FINAL

The Greater Victoria Public Library respectfully submits its Final 2012 Operating Budget and Five Year Financial Plan for 2012-2016 for approval by Council resolution by May 1st.

The final budget proposal remains at the provisional level of 2.9% budget increase and 4.32% municipal contribution increase.

The District of Saanich's share of the 2012 requisition based on converted assessment values and population and including rental adjustment is \$4,782,191. This request represents a 4.76% increase for the District of Saanich in 2012.

Changing conditions, new technology and increasing public demand make us look at service delivery in a new way. GVPL circulated over 6 million items in 2011, a marked increase over previous years, but we're providing better value than ever to our communities, and cost per use has actually declined. Our amazing staff continues to contain expenditures and identify further efficiencies, however revenue from fines and provincial funding is declining, and our budget for acquisition of materials has suffered.

We appreciate the pressures municipal councils are facing. As stated in our provisional budget submission, we have launched a dynamic new three-year Strategic Plan, which includes a commitment to explore alternative sources of revenue. We have established a new Development Committee of the Library Board which is focusing new efforts on development and fundraising initiatives.

.../2

CENTRAL LIBRARY 735 Broughton Street, Victoria, BC V8W 3H2 • 250-382-7241 Fax 250-382-7125

BRUCE HUTCHISON BRANCH • CENTRAL SAANICH BRANCH • EMILY CARR BRANCH • ESQUIMALT BRANCH • GOUDY BRANCH • JUAN DE FUCA BRANCH • NELLIE MCCLUNG BRANCH • OAK BAY BRANCH • SAANICH CENTENNIAL BRANCH

ADMINISTRATION OFFICE 735 Broughton Street, Victoria, BC V8W 3H2 • 250-384-5222 Fax 250-385-5971

We wish to acknowledge and thank our ten municipal partners for their ongoing collaboration and support of our services. We look forward to receiving your comments and feedback.

Sincerely,



Karel Roessingh
Chair, Greater Victoria Public Library Board

Copies: Mr. Tim Wood, Municipal Administrator, District of Saanich
Mr. Paul Murray, Director of Finance, District of Saanich
Maureen Sawa, CEO, Greater Victoria Public Library
Donna Phillips, Finance Manager, Greater Victoria Public Library

**GREATER VICTORIA PUBLIC LIBRARY
2012 Final Operating Budget**

	2011 Budget ¹	2011 Forecast	2012 Budget - Provisional	2012 Budget- Final	Change (Final budget vs. 2011 budget)	Change v.s.	Explanation of variance (final budget v.s. 2011 budget)
Municipal contributions	13,389,671	13,389,671	13,968,758	13,968,758	579,087	4.32%	
Expense							
Salaries and benefits	11,162,350	11,144,029	11,366,069	11,375,051	212,701	1.91%	General wage increase, pension rate increase \$97k, other increases in employer payroll costs \$50k minus staffing efficiencies
Library materials	1,789,521	1,819,457	2,000,570	2,000,570	211,049	11.79%	Cost to maintain collection at reduced level plus address demand for e-content and Blu-Ray
Library materials (funded)	-	118,229	31,065	31,065	31,065	100.00%	Matching expenditure for budgeted donations and grants for library materials
Supplies and services	486,700	455,982	533,910	534,210	47,510	9.76%	Server/phone upgrade \$35k, online catalogue system enhancement for social interaction \$9k
Building occupancy	708,482	705,141	716,958	706,132	(2,350)	-0.33%	Utilities increase \$13.5k minus \$5k Central Branch strata cost reduction
Other expenses	521,362	502,303	529,578	541,405	20,043	3.84%	Increase in programming and point-of-sale system fees net of decreases in interest, audit fees and strategic planning
Capital expenditures	454,498	478,701	367,558	364,775	(89,723)	-19.74%	Projects costs included in other expense categories: capital leases maturing
Transfer to fund: replacement	75,000	75,000	75,000	75,000	-	0.00%	
Transfer to fund: contingency	10,000	10,000	20,000	20,000	10,000	100.00%	Increase to meet Board policy target of 1% of budget within 5 years
Total expense	15,207,913	15,308,842	15,640,708	15,648,208	440,295	2.90%	
Revenue							
Grants ²	(691,292)	(790,764)	(716,810)	(716,810)	(25,518)	3.69%	Budget for Endowment fund grants approved plus increase in Federal CAP grant
Fines and fees	(819,090)	(739,018)	(781,700)	(781,700)	37,390	-4.56%	Reduce budget: eCom fine revenue target not met, pre-due notices and and more efficient collection practices
Contracts for service	(25,440)	(25,440)	(25,440)	(25,440)	-	0.00%	
Investment Income	(50,000)	(64,075)	(50,000)	(50,000)	-	0.00%	
Donations	-	(53,038)	(20,000)	(27,500)	(27,500)	100.00%	Donations for library material (\$20k) plus Friends commitment for Summer Reading Club
Reserves	(232,420)	(263,058)	(78,000)	(78,000)	154,420	-66.44%	2011 included two prior years of operating surpluses
Total revenue	(1,818,242)	(1,935,393)	(1,671,950)	(1,679,450)	138,792	-7.63%	
Surplus	13,389,671	13,373,449	13,968,758	13,968,758	579,087	4.32%	

Approved Budget with some reallocations made between funds to accommodate infrastructural project needs. Changes comply with LOA, Section 5.8(b).

¹ Provincial funding included in Grants budget in 2012 is \$ 646,164 based on 2011 grants. Provincial funding is declining (\$647,060 in 2010) despite population growth.

GREATER VICTORIA PUBLIC LIBRARY

2012 Final

Municipal Contributions to Operating Budget

Municipality	2011 Share	2011 Contribution Net of Rent Adjustment	2012 Share	2012 Budget	Rent Adjustment	2012 Contribution Net of Rent Adjustment	Contribution Increase		Per Capita Increase ¹
							\$	%	
Central Saanich	5.38%	\$731,843	5.31%	\$741,741	\$11,282	\$753,023	\$21,180	2.89%	\$1.31
Colwood	4.77%	646,808	4.92%	687,263	8,338	695,601	48,793	7.54%	2.92
Esquimalt	5.60%	747,515	5.57%	778,060	(2,345)	775,715	28,200	3.77%	1.60
Highlands	0.72%	97,634	0.74%	103,369	1,257	104,626	6,992	7.16%	3.05
Langford	9.23%	1,251,654	9.38%	1,310,269	15,964	1,326,233	74,579	5.96%	2.46
Metchosin	1.70%	230,508	1.69%	236,072	2,853	238,925	8,417	3.65%	1.58
Oak Bay	6.51%	868,886	6.48%	905,175	(2,826)	902,349	33,463	3.85%	1.86
Saanich	34.42%	4,564,823	34.55%	4,826,206	(44,015)	4,782,191	217,368	4.76%	1.91
Victoria	28.80%	3,859,593	28.51%	3,982,493	3,437	3,985,930	126,337	3.27%	1.50
View Royal	2.87%	390,407	2.85%	398,110	6,055	404,165	13,758	3.52%	1.40
Total Municipal Contributions	100.00%	\$13,389,671	100.00%	\$13,968,758	\$0	\$13,968,758	\$579,087	4.32%	

¹ Based on 2011 population estimates from BCStats.

Approved by Library Board February 28, 2012



GREATER VICTORIA PUBLIC LIBRARY
 FIVE YEAR FINANCIAL PLAN (FINAL)
 2012 - 2016

	2012	2013	2014	2015	2016
Municipal contributions (Note 1)	13,968,758	14,372,235	14,815,278	15,262,113	15,718,928
Provincial grants	588,754	588,754	588,754	588,754	588,754
Other grants	128,056	128,056	128,056	128,056	128,056
Fines and fees	781,700	797,334	813,281	829,546	846,137
Contracts for service	25,440	25,440	25,440	25,440	25,440
Investment Income	50,000	50,000	50,000	50,000	50,000
Donations	27,500	27,500	27,500	27,500	27,500
Replacement reserve	78,000	110,000	110,000	110,000	110,000
TOTAL REVENUES	15,648,208	16,099,319	16,558,309	17,021,410	17,494,815
Salaries and benefits	11,375,051	11,602,550	11,834,601	12,071,293	12,312,719
Library materials	2,031,635	2,202,900	2,417,016	2,622,697	2,829,605
Supplies and services	534,210	539,552	544,948	550,397	555,901
Building occupancy expenses	706,132	716,724	727,475	738,387	749,463
Other expenses	541,405	549,526	557,769	566,136	574,628
Capital expenditures (Note 2)	364,775	368,066	346,500	342,500	342,500
Transfer to fund: replacement	75,000	100,000	110,000	110,000	110,000
Transfer to fund: contingency	20,000	20,000	20,000	20,000	20,000
TOTAL EXPENDITURES	15,648,208	16,099,319	16,558,309	17,021,410	17,494,815
Budget Increase \$	440,295	451,111	458,990	463,101	473,406
Budget Increase %	2.90%	2.88%	2.85%	2.80%	2.78%
Municipal Contribution increase \$	579,087	403,477	443,044	446,835	456,815
Municipal Contribution increase %	4.32%	2.89%	3.08%	3.02%	2.99%

GREATER VICTORIA PUBLIC LIBRARY
 FIVE YEAR FINANCIAL PLAN (FINAL)
 2012 - 2016
 NOTES

1. The increase in the Municipal Contributions in 2012 consists of:

Salaries and auxiliary wage increases net of staffing efficiencies	0.43%	\$57,000
Pension and other employer benefit cost increases	1.10%	146,719
Cost to maintain library collection at 2011 reduced level* plus address demand for e-content and BluRay	1.58%	211,049
Capital leases maturing	-0.12%	-15,491
Prior year surpluses fully utilized	0.99%	132,420
Decrease in budgeted fine revenue	0.28%	37,390
Increase contingency fund contribution to meet 1% of budget target	0.07%	10,000
	4.32%	\$579,087

* There were major reductions made to the library materials budget in 2009 that were not re-established.

2. Capital expenditures consist of regular, routine replacement of computer hardware for the public and employees, furnishings and equipment, and tenant improvements to municipal buildings such as renovations, painting, and flooring replacement. The capital plan also includes capital leases for a cargo van and various equipment, such as self checkout units and security gates.

	2012	2013	2014	2015	2016
Capital expenditures					
Building improvements	78,000	110,000	110,000	110,000	110,000
Computer equipment	135,505	132,183	125,183	115,000	115,000
Furniture and equipment	133,768	108,883	94,492	99,500	99,500
Automotive	17,502	17,000	16,825	18,000	18,000
TOTAL CAPITAL EXPENDITURES	364,775	368,066	346,500	342,500	342,500

GVPL costs outlined in the Facilities Plan average \$1.1 million per annum over the first 5 years of the 15 year plan in addition to any costs directly funded by each municipality. This total cost has not been included in the Five Year Financial Plan. A Facilities Implementation Plan is under development.

THE CORPORATION OF THE DISTRICT OF SAANICH

REPORT TO: MAYOR AND COUNCIL
FROM: PAUL MURRAY, DIRECTOR OF FINANCE
DATE: April 11th, 2012
SUBJECT: 2012 Swan Lake Christmas Hill Nature Sanctuary Contract

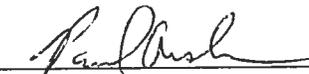
11/11/12
Mayor
Councillors
Administrator
Front Counter
Swan Lake
Council
Administrator
Media

The Swan Lake Christmas Hill Nature Sanctuary presented their 2012 contract request at the Special Committee of the Whole meeting of March 5th. The request is for \$310,000 or 3.33% over the 2011 contract of \$300,000. This is primarily to cover expected wage increases and operating costs for site maintenance.

The Society has also agreed to take over responsibility for the property at 841 Ralph St. Rental revenues will be used to renovate and maintain the property in 2012.

Recommendation:

That the 2012 Swan Lake Christmas Hill Nature Sanctuary contract be approved.

Report prepared by 
Paul Arslan, Senior Manager of Financial Services

Report reviewed by 
Paul Murray, Director of Finance

ADMINISTRATOR'S COMMENTS

I endorse the recommendation of the Director of Finance.


Tim Wood, Administrator

RECEIVED
APR 11 2012
LEGISLATIVE DIVISION
DISTRICT OF SAANICH

CM
B3



PM / cc: DH/HW

Budget
ack. ✓ go. ✓
Sp. C/w - F.P.
March 5/12

Council
Administration
Media

RECEIVED
DEC 07 2011
LEGISLATIVE DIVISION
DISTRICT OF SAANICH

November 30, 2011

Our File: 1019

Mayor and Council
The Corporation of the District of Saanich
770 Vernon Avenue
Victoria, B.C. V8X 2W7

Dear Mayor and Council: re: 2012 Budget Submission

Attached is the Swan Lake Christmas Hill Nature Sanctuary Society's budget for 2012 as required by Paragraph twelve of the Land Management Agreement.

For 2012, the management fee requested from Saanich Municipality is \$310,000. This amount represents a 3.3% increase over the 2011 management fee, partially in support of a contract fund raising position. This position is considered essential in increasing revenues in both operating and capital projects in coming years.

In addition to the management fee, the Nature Sanctuary Society requests the second instalment (\$20,000) towards the Bridges to Nature Campaign for the replacement of the aging floating walkway and south wharf. The District of Saanich supported a request for \$100,000 spread over a four year period, with an escalating schedule beginning in 2011 with \$10,000, and incrementing \$10,000 each year, ending in 2014 with the final instalment of \$40,000. The first of four instalments was approved and received in 2011.

Please note that the capital campaign contributions are not reflected in the 2012 revenue, with the exception of an allocation to cover campaign expenses. The remainder will be deferred to 2013 when construction is expected to begin.

As always, Directors and staff are available to provide additional information as required.

Yours truly,

Jody Watson,
Chair

encl.

Swan Lake Christmas Hill Nature Sanctuary
2012 Organizational Budget

	<u>Operating Fund</u>	<u>Capital Fund</u>
REVENUE		
Funding and Grant Revenue		
Saanich Municipality	310,000	
Victoria Natural History Society	4,000	
Gaming	(Application pending)	
Other Grants	25,800	
Total Funding and Grant Income	<u>339,800</u>	
Donations and Memberships		
Friends- New	2,000	
Friends Renewal	8,000	
Society Memberships	5,000	
Misc. Donations	5,000	
Donation Box	4,000	
Total Memberships and Donations	<u>24,000</u>	
Capital Campaign Contributions		
Capital Campaign Phase 2		15,000
Capital Campaign Event Revenue		20,000
Saanich Campaign Contribution		500
Capital Fund Interest		<u>500</u>
Total Capital Campaign Contribution		<u>35,500</u>
* Balance of funds raised will be deferred for 2013 Capital Project		
General Revenue		
Facility Rentals	2,000	
Gift Shop & Grain Sales	7,000	
Craft Sales	1,000	
Interest Income	1,500	
General Revenues Total	<u>11,500</u>	
Rental Property Revenue		
Rent	39,840	
Total Rental Property Revenue	<u>39,840</u>	
Program Revenue		
School Revenue	20,000	
School Programs Contract	500	
School Programs Sponsorship	2,000	
Public Programs	12,000	
Public Programs Contract	6,000	
Public Program Sponsorship	4,800	
Bio Buddies, JNE, HSS	15,000	
Total Program Revenue	<u>60,300</u>	
Fundraising Revenue		
Plant Sale	50,000	
Fundraising Appeals	25,000	
Total Fundraising Revenue	<u>75,000</u>	
TOTAL REVENUE	<u>550,440</u>	<u>35,500</u>

EXPENDITURES

Administrative Expenses		
Accounting	7,000	
Advertising	6,000	
Banking Fees	3,000	
Board & Staff Development	2,000	
Caretaking & Security	6,400	
Dues & Licenses	550	
Insurance	6,500	
Internet	720	
Janitorial Supplies	1,400	
Janitorial Services	6,000	
Mileage & Travel	1,000	
Newsletter & Email	2,000	
Office Supplies	2,000	
Office Equipment	1,500	
Payroll Service	800	
Phone & Fax	2,700	
Postage	1,200	
Printing and Copying	4,500	
Salaries- Administration	110,899	
Benefits	11,069	
EI / CPP / WCB Expense	26,688	
Utilities	4,000	
Volunteer Support	1,200	
Website	2,500	
Total Administrative Expense	<u>211,626</u>	
Funded Projects		
Grant Funded Projects	24,300	
Total Funded Projects	<u>24,300</u>	

	<u>Operating Fund</u>	<u>Capital Fund</u>
General Expenses		
Gift Shop & Grain Purchases	4,000	
Total General Expense	<u>4,000</u>	
Rental Property Expense		
Rental Property Expense	5,000	
Total Rental Property Expense	<u>5,000</u>	
Program Expenses		
Salaries - Programs	99,494	
Program Benefits	9,949	
School Program Contracts	375	
Public Program Contracts	8,320	
Supplies	2,000	
Advertising	2,000	
Nature House Displays	2,000	
Animal Care	1,500	
Total Program Expense	<u>126,138</u>	
Site Expenses		
Salaries - Site	85,591	
Site Benefits	8,314	
New Equipment	500	
Rental Equipment	400	
Benches	200	
Signs	2,000	
Trails	5,000	
Fencing	1,000	
Floating Boardwalk	3,500	
Ecosystem Management	7,700	
Repairs & Maintenance Nature House	5,000	
Repairs and Maintenance Equipment	200	
Repair and Maintenance Grounds	5,500	
Truck	2,000	
Contract Services	4,800	
Total Site Expenses	<u>131,705</u>	
Fundraising Expenses		
Plant Sale	32,000	
Event Expense		
General Appeal Expense	3,000	
Fundraiser	35,000	
Total Fundraising Expenses	<u>70,000</u>	
Capital Projects		
Cap Campaign Fundraiser		15,000
Total Capital Projects		<u>15,000</u>
Capital Asset Reserve Fund		
Provision for Capital Asset Reserve Fund	3,000	
Total Capital Asset Reserve Fund	<u>3,000</u>	
TOTAL EXPENDITURES	<u>575,769</u>	15,000
Excess of Revenue over Expenditure **	<u>(25,329)</u>	<u>20,500</u>

** Sufficient funds will be available at the end of 2011 to cover the projected shortfall, in addition, while not reflected in the budget, fund raising activities and grants (including a Gaming Grant) are expected to provide any balance required