



AGENDA

**Special Committee of the Whole
Financial Plan Meeting**
To Be Held In The Council Chambers
Saanich Municipal Hall, 770 Vernon Avenue
TUESDAY, MARCH 1, 2016 AT 7:00 P.M.

1. **PUBLIC INPUT**
- P. 3 2. **GREATER VICTORIA PUBLIC LIBRARY BOARD – 2016 BUDGET PRESENTATION**
Letter from the Chair, Greater Victoria Public Library Board, dated February 22, 2016 submitting their 2016 Final Budget in the amount of \$5,395,089.
- P. 15 3. **HORTICULTURAL CENTRE OF THE PACIFIC – 2016 GRANT REQUEST PRESENTATION**
Letter from the Horticultural Centre of the Pacific dated January 19, 2016 requesting a 2016 grant in the amount of \$170,000.
- P. 26 4. **SWAN LAKE CHRISTMAS HILL NATURE SANCTUARY – 2016 MANAGEMENT FEE**
Letter from the Swan Lake Christmas Hill Nature Sanctuary Society dated November 30, 2015 requesting a 2016 on-going management fee in the amount of \$369,750, a one-time fee of \$50,000 for the demolition of 821 Ralph Street and a capital grant of \$200,000.
- P. 32 5. **SAANICH HERITAGE FOUNDATION – 2016 GRANT REQUEST PRESENTATION**
Application from the Saanich Heritage Foundation dated January 20, 2016 requesting a 2016 grant in the amount of \$42,000
6. **COMMITTEE DELIBERATION ON PROPOSED BUDGET**

* * * Adjournment * * *

AGENDA

Special Council Meeting
Immediately Following the Committee of the Whole Meeting

- A. **BYLAWS FOR FINAL READING**
- P. 34 1. **779 BLACKBERRY ROAD – AMEND THE MFC-CH ZONE**
Final reading of the “Zoning Bylaw, 2003, Amendment Bylaw, 2015, No. 9349” and **approval of Development Permit Amendment DPA00821**. To amend the MFC-CH (Multi-Family Commercial Christmas Hill) Zone to increase the permitted gross floor area devoted to commercial uses for a proposed commercial office building.
- P. 35 2. **4247, 4253 AND 4255 DIEPPE ROAD – REZONING FROM A-1 AND M-5**
Final reading of the “Zoning Bylaw, 2003, Amendment Bylaw, 2015, No. 9353” and **approval of Development Permit DPR00543**. To rezone three adjacent properties from A-1 (Rural) Zone and M-5 (Food Processing) Zone to a new CD-R (Comprehensive Development Dieppe Road) Zone, RS-4 (Single Family Dwelling) Zone, and RS-6 (Single

Family Dwelling) Zone for a proposed mixed-use development comprising a 3,630 m² commercial/industrial building for food processing use, 33 attached housing units in eight blocks, eight bare land strata lots and one fee simple lot for single family dwelling use.

3. **NOISE SUPPRESSION BYLAW AMENDMENT**

Final reading of the “Noise Suppression Bylaw, 1993, Amendment Bylaw, 2016, No. 9374”. To amend section 11(e) to update the wording and to require a valid building permit for excavation work.

* * * Adjournment * * *



February 22, 2016

His Worship Mayor Atwell and Council
Corporation of the District of Saanich
770 Vernon Avenue
Victoria, BC V8X 2W7

Dear Mayor Atwell and Council,

Re: 2016 Budget and Five Year Financial Plan – FINAL

The Greater Victoria Public Library respectfully submits its Final 2016 Operating Budget and Five Year Financial Plan for 2016-2020 for approval by Council resolution by May 1, 2016.

The Library’s 2016 Final Operating Budget increase, net transfers, is 2.90%, which results in a municipal contribution increase of 3.21 %.

The District of Saanich’s share of the 2016 requisition, based on converted assessment values and population, and including rental adjustment is \$5,395,089.

Budget drivers such as the regionally negotiated wage and benefits increases and declining fine revenues have impacted our final budget. Staff continue to target savings to offset these impacts which have been complicated by the weak Canadian dollar. Further expenditure reductions have been achieved to preserve existing public service levels through cost savings, partnerships and service innovations.

GVPL’s new mission, vision, values and strategic goals guide us in developing and providing needed resources that are relevant and sustainable to meet the needs of our community. Consistently ranked by the Canadian Urban Libraries Council (CULC) as one of the highest per capita circulating libraries in Canada, we are experiencing heavy use of all of our services and spaces, as the library is increasingly utilized as a community connector.

Thank you for your vision and ongoing support for the role public libraries play in building strong and vibrant communities.

Sincerely,

Kevin Murdoch
Chair, Greater Victoria Public Library Board

Enclosures

Copies: Paul Thorkelsson, CAO, District of Saanich
Valla Tinney, Director of Finance, District of Saanich
Paul Arslan, Senior Manager of Finance, District of Saanich
Maureen Sawa, CEO, Greater Victoria Public Library
Donna Phillips, Director of Finance, Greater Victoria Public Library

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**GREATER VICTORIA
PUBLIC LIBRARY**

2016 BUDGET – FINAL

Approval Dates:

Library Board – February 16, 2016

Municipal Councils – May 1, 2016

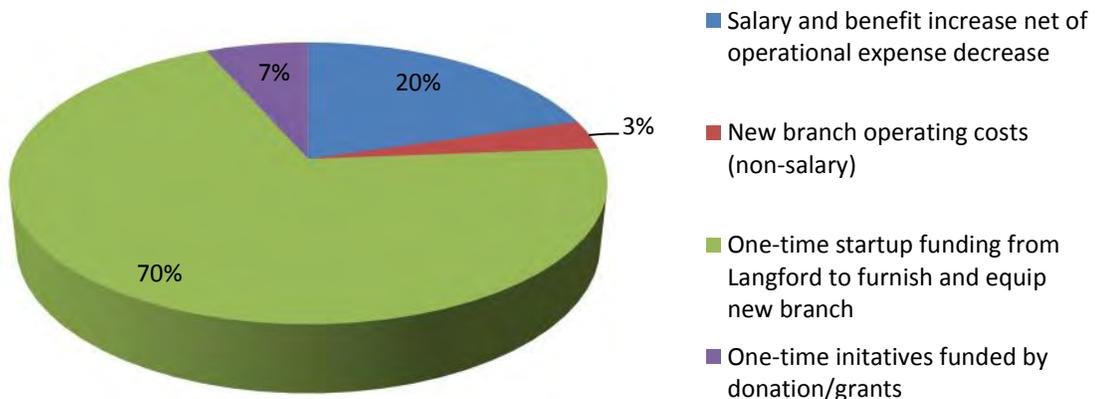


BUDGET AT A GLANCE

	<u>2016</u>	<u>2015</u>
Cost to deliver service ~	\$ 17,642,746	\$ 17,317,620
Total Budget	\$ 18,390,604	\$ 17,317,620
Budget Increase, Net Transfers	2.90%	3.25%
Total Budget Increase	6.20%	5.02%
Municipal Contributions	\$ 16,065,447	\$ 15,565,266
Municipal contribution increase	3.21%	3.94%
Cost per capita	\$ 51.39	\$ 50.03
Cost per capita increase	\$ 1.60	\$ 1.89

Snapshot of Expenditures

Total Expenditure Increase \$1,072,984



~ Cost to Deliver Service excludes one-time funding from City of Langford for furnishing and equipping new Langford Heritage Family Branch

2016 Budget (Final)

	2014 Actuals	2015 Budget	2015 Forecast	2016 Provisional Budget	2016 Final Budget	2015 to 2016 Budget Change	
REVENUE							
Municipal contributions	\$ (14,982,635)	\$ (15,565,266)	\$ (15,565,266)	\$ (15,994,713)	\$ (16,065,447)	\$ (500,181)	3.21%
Other revenue:							
Provincial grants	(643,011)	(643,011)	(641,527)	(641,527)	(641,527)	1,484	-0.23%
Federal grants	(5,534)	(5,534)	(5,534)	(5,534)	(5,534)	-	0.00%
Fines, fees and printing	(621,007)	(622,000)	(560,000)	(582,800)	(529,800)	92,200	-14.82% 1
Contracts for service	(26,489)	(27,019)	(27,630)	(27,560)	(27,560)	(541)	2.00%
Investment income	(84,656)	(61,600)	(85,000)	(85,000)	(85,000)	(23,400)	37.99% 2
Donations and other grants	(113,881)	(20,000)	(130,000)	(29,389)	(80,228)	(60,228)	301.14% 3
Sub-total: Other revenue	(1,494,578)	(1,379,164)	(1,449,691)	(1,371,810)	(1,369,649)	9,515	-0.69%
Transfer from reserves	(103,770)	(373,190)	(388,000)	(292,775)	(207,650)	165,540	-44.36% 4
Transfer for start-up	(38,288)	-	(17,142)	(765,000)	(747,858)	(747,858)	0.00% 5
TOTAL REVENUES	\$ (16,619,271)	\$ (17,317,620)	\$ (17,402,957)	\$ (18,424,298)	\$ (18,390,604)	\$ (1,072,984)	6.20%
EXPENDITURE							
Salaries and benefits	\$ 11,930,935	\$ 12,394,213	\$ 12,250,000	\$ 12,702,542	\$ 12,753,653	359,440	2.90% 6
Library materials	2,265,981	2,264,993	2,270,000	2,659,887	2,659,887	394,894	17.43% 7
Supplies and services	903,530	931,095	925,000	966,396	963,575	32,480	3.49% 8
Building occupancy	675,420	854,709	830,000	884,895	855,433	724	0.08% 9
Other expenses	276,498	351,325	350,000	355,576	359,596	8,271	2.35% 10
Capital expenditures	392,238	426,285	530,000	755,002	698,461	272,176	63.85% 11
Contributions to reserve funds	95,000	95,000	95,000	100,000	100,000	5,000	5.26% 12
TOTAL EXPENDITURES	\$ 16,539,602	\$ 17,317,620	\$ 17,250,000	\$ 18,424,298	\$ 18,390,604	\$ 1,072,984	6.20%
Net (Revenue) / Expense	\$ (79,669)	-	(152,957)	-	-	-	- 13
Total, Net of Transfers	\$ 16,477,213	\$ 16,944,430	\$ 16,997,815	\$ 17,366,523	\$ 17,435,096	\$ 490,666	2.90%

Refer to notes on the following pages.

Langford Heritage Family Branch Opening in 2016 - The new branch is planned to open in April 2016. Accordingly, the 2016 operating budget includes start-up transfer revenue and expenditures for furnishing and equipping the new branch, totaling \$747,858. This revenue is to be received from Langford, in accordance with the Library Operating Agreement Section 8 – Branches.

Additionally, pro-rated branch operating costs of \$228,821 are included in 2016 (annualized - \$314,000). These include, but do not show in the chart below, 2016 branch salaries and benefits of \$192,761, as they are fully funded through staff vacancies in other areas:

Langford Heritage Family Branch	Operating Costs	Startup Costs~	Total 2016 Budget
Salaries & benefits	Funded	-	-
Library materials	-	350,000	350,000
Supplies & services	15,525	8,438	23,963
Building occupancy	17,385	-	17,385
Other	3,150	5,178	8,328
Capital expenditures	-	384,242	384,242
Total	\$36,060	\$747,858	\$783,918
% of Total Budget Increase	0.21%	4.32%	4.53%

~ Total funding and amount included in provisional budget was \$765,000. \$17,142 in capital expenditures were incurred and paid for by Langford in 2015.

Notes

1 - Fines, fees and printing revenue

Decrease \$92,200

This revenue continues to decline, with a further acceleration in the rate of decline in 2015. 87% of this reduction is in fines, due to increasing use of e-formats, which do not incur fines. In addition, upon implementation of the new ILS in 2015, text notifications were added for patrons with overdue materials. The balance of reduction is due to declining discard book sales (15%, \$15,000) and the elimination of the replacement library card fee. This decrease includes offsetting increases in both meeting room rentals and printing (increase \$9,000).

A review of all fees will occur in 2016.

2 – Investment Income

Increase \$23,400

2016 budget has been increased to reflect 2014 actual and 2015 forecast revenue.

3 – Donations and Other Grants

Increase \$60,228

2016 includes one-time funding for projects, as follows:

DigiLab Project (Year 2 of 3) - \$23,259 – Funded by the United Way, Youth in Action, this is an initiative that builds capacity in youth and enables them to make positive change for their neighbourhoods. The Esquimalt Youth in Action team approached GVPL to work with them to create a youth-centered arts space in the spirit of accessibility and artistic exploration.

Literacy Outreach Vehicle - \$46,969 – Funding received from Friends of the Library, Victoria Foundation and a private donor, this vehicle will deliver library services and materials, participate in community events and offer “pop up libraries” beginning in 2016. We will “wrap” the vehicle in a colourful, eye-catching graphic as a way to draw attention to the vehicle while raising awareness about the library and challenging stereotypes about libraries and library users.

4 – Transfer from reserves

Decrease \$165,540

Budget funding provided from reserve funds, including operating surpluses from prior years:

	<u>2015</u>	<u>2016</u>	<u>Change</u>
<u>Reserves</u>			
Office lease	60,000	80,000	20,000
Personnel contingency	24,548	29,475	4,927
Strategic planning	10,000	-	(10,000)
Replacement reserve	145,469	80,000	(65,469)
Endowment	15,000	-	(15,000)
	<u>255,017</u>	<u>189,475</u>	<u>(65,542)</u>
<u>Donation Fund</u>			
ILS one-time implementation	60,000	-	(60,000)
Outreach vehicle financing - one-time	6,173	-	(6,173)
Development Assistant (Temporary 1 year)	52,000	18,175	(33,825)
	<u>118,173</u>	<u>18,175</u>	<u>(99,998)</u>
TOTAL	<u>373,190</u>	<u>207,650</u>	<u>(165,540)</u>

5 – Transfer for Start-Up

2016 includes one-time funding of \$747,858 for the Langford Heritage Family Branch, as mentioned in the opening section of these notes.

2015 includes funding received from Langford for the new branch for early purchases of furniture in the amount of \$17,142.

2014 includes balance of funding received in the amount of \$38,288 from Saanich for relocation of the Emily Carr Branch.

6 – Salaries and Benefits

Increase \$359,439

The library's collective agreement expires December 31, 2016. The current agreement includes a 2% negotiated wage increase in 2016. The Langford Heritage Family Branch staff budget includes 2.64 full time equivalents (FTEs). Over all, FTEs have increased a net 2.03, from 142.06 to 144.09 FTED. However, this FTE increase does not result in any additional budget, as positions were filled throughout the system utilizing staff vacancies.

There are nine exempt employees. The budget includes regular step increases in accordance with the exempt pay scales.

The budgeted rate for benefits remains static at approximately 23.5%, with any further benefit and payroll tax increases incurred expected to be accommodated within this level.

The increase includes an additional \$12,864 for staffing for the DigiLab project, which is fully funded through the United Way.

7 – Library materials

Increase \$394,894

This increase primarily consists of the start-up collection of \$350,000 for the Langford Heritage Family Branch, funded by Langford.

The additional increase assists with maintenance costs of the current collection. However, it is expected that the exchange rate will have a significant impact on costs. Staff are currently reviewing options for obtaining alternative funding for special collections, either through grants or donations, thereby mitigating the risks associated with maintenance of the existing collection due to the exchange rate. Consequently, the impact of the exchange rate on the 2016 budget has been kept to a minimum.

The library materials budget consists of approximately 39% print, 26% digital eResources, 18% audio visual and electronic, 16% periodicals and databases and 2% processing.

8 – Supplies and Services

Increase \$32,480

Supplies and services include various savings and increases, some of which are funded from other expense categories. For example, the new cost of a network upgrade in the amount of \$62,500 has been funded from the computer hardware budget (capital expenditures) and savings from the integrated library system (ILS), implemented in May 2015. Overall, the net budget increase is due to the new branch operating costs (\$15,525), projects funded by external funders (\$7,614) and new branch moving and storage costs funded by Langford (\$8,438).

9 – Building Occupancy

Increase \$724

Maintenance contract, utilities, janitorial supplies and recycling all include budget increases, partially due to the addition of a new branch. A long-term solution to relocate the IT servers to a state-of-the-art facility at the University of Victoria has also been included, which leverages a partnership and provides flexibility and potential cost savings for locating administrative services in the future. These increases have been offset with savings in janitorial and Central Branch administrative space building maintenance costs. The net budget result is a reduction of \$19,276.

The loss of reserve funding from a prior year operating surplus for lease costs in the amount of \$20,000 further increases the overall budget change to a \$724 increase.

10 – Other Expenses

Increase \$8,271

This increase primarily consists of signage costs for the new branch, which are funded by Langford.

11 – Capital Expenditures

Increase \$272,176

Capital expenditures include one-time cost to purchase a new literacy outreach vehicle and technology for the DigiLab project, which are fully funded through donations and grants (\$49,750), and one-time costs for new branch furniture, equipment and technology, funded by Langford (\$384,242).

These increases have been reduced by \$25,000 moved from computer hardware budget to Supplies and Services to fund the network upgrade costs, a reduction in planned tenant improvements funded from the replacement reserve (\$65,469) and a reduction in software (one-time ILS purchase in 2015 funded from operating reserves).

12 – Contributions to Reserve Funds

Increase \$5,000

To increase the annual contribution to the Replacement Reserve, used for furnishing and shelving replacements, tenant improvements or minor renovations to improve or enhance services within branches. The increase requested is to assist with addressing aging infrastructure and the additional of a new branch in Langford.

13 – Net Revenue

Annual budgets are balanced. The 2014 Actual Net Revenue of \$79,669 was attributed to the following funds:

Operating fund	29,475
Endowment fund	13,978
Capital Improvement/Donation Fund	36,216
	<u>\$ 79,669</u>

**FIVE YEAR FINANCIAL PLAN (Final)
2016 - 2020**

	2015	2016	2017	2018	2019	2020
Revenue						
Municipal contributions	15,565,266	16,065,447	16,680,196	17,426,666	17,869,791	18,315,538
Provincial grants	643,011	641,527	641,527	641,527	641,527	641,527
Federal grants	5,534	5,534	5,534	5,534	5,534	5,534
Fines, fees and printing	622,000	529,800	547,800	515,564	485,872	458,520
Contracts for service	27,019	27,560	28,111	28,673	29,246	29,831
Investment Income	61,600	85,000	85,000	85,000	85,000	89,000
Donations and other grants	20,000	80,228	28,889	16,682	10,000	10,000
Transfer from reserves	373,190	207,650	85,000	90,000	95,000	100,000
Transfer for start-up - Langford	-	747,858	-	-	-	-
Potential transfer for start-up - James Bay ¹	-	-	740,000	-	-	-
Potential transfer for relocation-Esquimalt ¹	-	-	-	-	200,000	-
Total Revenue	\$ 17,317,620	\$ 18,390,604	\$ 18,842,057	\$ 18,809,646	\$ 19,421,969	\$ 19,649,950
Expenditure						
Salaries and benefits	12,394,213	12,753,653	13,210,719	13,797,367	14,066,659	14,353,339
Library materials	2,264,993	2,659,887	2,707,789	2,407,049	2,505,990	2,655,902
Supplies and services	931,095	963,575	973,643	998,703	1,036,769	1,004,498
Building occupancy	854,709	855,433	834,580	871,948	878,396	890,182
Other expenses	351,325	359,596	386,757	362,396	364,156	366,029
Capital expenditures	426,285	698,461	623,569	262,183	455,000	260,000
Contribution to reserve funds	95,000	100,000	105,000	110,000	115,000	120,000
Total Expenditure	\$ 17,317,620	\$ 18,390,604	\$ 18,842,057	\$ 18,809,646	\$ 19,421,969	\$ 19,649,950
Net Surplus (Deficit)	-	-	-	-	-	-
Municipal Contribution Increase	\$ 589,473 3.94%	\$ 500,181 3.21%	\$ 614,749 3.83%	\$ 746,470 4.48%	\$ 443,125 2.54%	\$ 445,748 2.49%
Budget Increase, Net of Transfers	\$ 532,572 3.25%	\$ 490,666 2.90%	\$ 581,961 3.34%	\$ 702,589 3.90%	\$ 407,323 2.18%	\$ 422,981 2.21%

1 - Impact of potential new branch and branch relocation

For new branches, this plan includes: 1) start-up funds and expenses to establish the branch for funds received from the municipality (nil impact on plan percentage increases), and 2) operating costs for branch (salaries, network, phone, utilities, supplies, program costs), which create a one-time spike in plan percentages (or over two years when branch opens mid-year, such as in the case with the Langford branch) followed by normalization of annual increases.

For the potential branch relocation, this plan includes start-up costs (estimated), resulting in a nil impact on plan percentage increases and assumes no additional operating costs. Increases EXCLUDING potential branch changes would be:

Municipal Contribution Increase, excluding potential branches	\$ 589,473 3.94%	\$ 500,181 3.21%	\$ 614,749 3.83%	\$ 370,774 2.22%	\$ 437,125 2.51%	\$ 439,239 2.46%
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Refer to notes on Page 2.

GREATER VICTORIA PUBLIC LIBRARY
NOTES TO THE 2016 - 2020 FINANCIAL PLAN (Final)

1. This Financial Plan complies with the requirements of the Community Charter for a balanced five year financial plan and combines financial operating and capital plans. It is not in accordance with Public Sector Accounting Board (PSAB) standards.

2. **Transfers from Reserves** consist of:

	2015	2016	2017	2018	2019	2020
Sources of funding						
Unrestricted donation fund ^A	118,173	18,175	-	-	-	-
Operating surplus - prior years ^B	70,000	109,475	-	-	-	-
Personnel contingency	24,548	-	-	-	-	-
Endowment reserve	15,000	-	-	-	-	-
Replacement reserve	145,469	80,000	85,000	90,000	95,000	100,000
	\$ 373,190	\$ 207,650	\$ 85,000	\$ 90,000	\$ 95,000	\$ 100,000
Uses of funding						
Salaries and benefits ^A	76,548	47,650	-	-	-	-
Library materials	15,000	-	-	-	-	-
Building occupancy ^B	60,000	80,000	-	-	-	-
Other expenses	10,325	-	-	-	-	-
Capital expenditures	211,317	80,000	85,000	90,000	95,000	100,000
	\$ 373,190	\$ 207,650	\$ 85,000	\$ 90,000	\$ 95,000	\$ 100,000

^A 2016 includes balance of 2015 commitment (\$50,000) for temporary Development Assistant position.

^B 2016 includes balance of commitment for three-year office lease (\$80,000) plus proposed use of 2014 operating surplus to reduce 2016 municipal contributions (\$29,475 operating fund portion of 2014 surplus of \$79,669).

Separate from the reserve funding for the office lease noted above, this five year plan assumes that the office lease costs continue for the duration of the plan. A program review of the Central Branch facilities was conducted in 2015, including a review of administrative space availability. GVPL and City of Victoria staff will review the findings of this study in 2016.

3. **New Langford branch** - This plan assumes an opening date for this neighbourhood branch in April 2016. The plan includes a *Transfer for Start-up* revenue for funds to be received from Langford and corresponding expenditures for furniture, equipment and collection, in accordance with the Library Operating Agreement (LOA) Section 8.1 (c) "Start-up". Operating costs have also been included in this plan, pro-rated in 2016, followed by a full year in 2017.

4. **Potential new James Bay branch** - The City of Victoria has not yet approved a capital request for this branch. This plan assumes an opening date for this neighbourhood branch of January 1, 2018. This plan includes a preliminary estimate for a *Transfer for Start-up* revenue for funds to be received from Victoria and corresponding expenditures for start-up.

5. **Potential relocation of Esquimalt Branch** - The Township of Esquimalt has initiated discussions regarding relocation of the branch in accordance with the Esquimalt Village Plan and this financial plan assumes the earliest opening date of July 1, 2019. This plan includes a *Transfer for Start-up* revenue for funds to be received from Esquimalt and corresponding expenditures for furniture and equipment (no collection). No additional operating costs for the branch are included.

6. **Capital Expenditures** - budgets do not comply with PSAB standards for tangible capital assets: 1) the portion of the library materials budget which is capitalized is included in Library Materials Expense and not included as part of capital expenditures; 2) asset financing costs are included in the capital expenditure budget. The capital expenditures line in this five year financial plan consists of:

	2015	2016	2017	2018	2019	2020
Asset financing	35,816	24,469	21,419	12,183	-	-
Hardware	125,000	106,145	105,150	100,000	100,000	100,000
Hardware - branch start-up	-	35,053	35,000	-	-	-
Software	60,000	-	-	-	-	-
Furniture & equipment	60,000	60,000	60,000	60,000	60,000	60,000
Furniture & equipment - branch start-up	-	349,189	317,000	-	200,000	-
Building improvements	145,469	80,000	85,000	90,000	95,000	100,000
Automotive	-	43,605	-	-	-	-
	\$ 426,285	\$ 698,461	\$ 623,569	\$ 262,183	\$ 455,000	\$ 260,000

2016 MUNICIPAL CONTRIBUTIONS (FINAL)

	2015		2016						Building Maint. Costs ²	Total Municipal Budget 2016
	Share 2015	Total Requisition 2015	Share 2016	Operating Budget	Rent Adjustment ¹	Total Requisition 2016	Increase			
							\$	%		
Central Saanich	5.26%	\$828,043	5.21%	\$837,010	\$9,222	\$846,232	\$18,189	2.20%	\$0	\$846,232
Colwood	4.73%	742,567	4.71%	756,683	6,304	762,987	20,420	2.75%	26,611	789,598
Esquimalt	5.51%	853,589	5.46%	877,173	-4,080	873,093	19,504	2.28%	0	873,093
Highlands	0.68%	106,756	0.68%	109,245	912	110,157	3,401	3.19%	3,850	114,007
Langford	9.90%	1,554,307	10.18%	1,635,462	13,732	1,649,194	94,887	6.10%	57,519	1,706,713
Metchosin	1.63%	255,884	1.57%	252,228	2,088	254,316	-1,568	-0.61%	8,874	263,190
Oak Bay	6.47%	1,002,255	6.44%	1,034,615	-4,846	1,029,769	27,514	2.75%	0	1,029,769
Saanich	33.96%	5,263,910	33.72%	5,417,269	-22,180	5,395,089	131,179	2.49%	0	5,395,089
Victoria	28.77%	4,475,781	28.98%	4,655,766	-2,342	4,653,424	177,643	3.97%	66,757	4,720,181
View Royal	3.09%	482,174	3.05%	489,996	1,190	491,186	9,012	1.87%	4,800	495,986
Total	100%	\$15,565,266	100%	\$16,065,447	\$0	\$16,065,447	\$500,181	3.21%	\$168,411	\$16,233,856

¹ The **Rent Adjustment** is calculated in accordance with Section 8.12 (a), (b) and (c) of the Library Operating Agreement and relates to portions of buildings used to benefit all member municipalities: the Collection and Technical Services section of the Juan de Fuca Branch building and the Administrative portion of the Central Branch building. Municipalities which did not contribute to the initial acquisition of such building or who did not subsequently purchase a portion of such building pays reasonable rent to those Municipalities that did.

² **Building Maintenance Costs for jointly owned buildings** are additional municipal budget amounts that are over-and-above the requisition for the library operating budget. The two branches that are jointly owned are the Central Branch and the Juan de Fuca Branch. Similar costs at other branches do not flow through GVPL and are paid by the municipalities directly. Building costs are estimates. Once actual costs are known, GVPL invoices the municipalities. Budgeted building costs for the branch portion of the jointly-owned buildings, excluding administrative area costs that are included in the library operating budget, are as follows:

	Central Branch	Juan de Fuca Branch	Total
Shared strata costs (repairs, maintenance, MAM projects, cleaning, security, recycling)	27,555	-	27,555
Direct property manager costs (repairs, maintenance, misc.)	14,400	21,950	36,350
Building insurance	17,280	10,200	27,480
Strata contingency reserve contribution	12,322	-	12,322
Major asset maintenance (MAM) reserve fund contribution	-	64,704	64,704
	\$ 71,557	\$ 96,854	168,411

2016 MUNICIPAL PER CAPITA CONTRIBUTIONS

	2016			
	Total Requisition 2016	Population ¹	Cost Per Capita 2016	Increase per capita
Central Saanich	\$846,232	15,794	\$53.58	\$1.15
Colwood	762,987	16,636	45.86	\$1.23
Esquimalt	873,093	16,207	53.87	\$1.20
Highlands	110,157	2,221	49.60	\$1.53
Langford	1,649,194	34,677	47.56	\$2.74
Metchosin	254,316	4,968	51.19	-\$0.32
Oak Bay	1,029,769	17,448	59.02	\$1.58
Saanich	5,395,089	110,767	48.71	\$1.18
Victoria	4,653,424	83,200	55.93	\$2.14
View Royal	491,186	10,714	45.85	\$0.84
Total	\$16,065,447	312,632	\$51.39	\$1.60

¹ Source of 2016 population figures: BC Stats website:
<<http://www.bcstats.gov.bc.ca/StatisticsBySubject/Demography/PopulationEstimates.aspx>>, 2014 population estimates, accessed on August 26, 2015.

General note: Percentage share of costs by municipality are determined based on 50% property assessment value and 50% population estimate. More detailed information on assessment values and population are available on request.



The Corporation of the District of Saanich
COMMUNITY GRANTS PROGRAM
APPLICATION FORM

Deadline for submission: February 1st

Sp. CW
 Financial Plan
 Mar 1/16

Mayor
 Councillors
 Administrator

What grant are you applying for:

- Operating Grants:** Community or Social Service Grant
 Community Association Operating Grant
 Community Dry Grad Grant
- Project Grants:** Small Sparks Grant
 Neighbourhood Matched Project Grant
 Sustainability Grant

Organization Information

Organization Name:		
HORTICULTURE CENTRE OF THE PACIFIC		
Permanent Mailing Address:		City:
505 QUAYLE ROAD		VICTORIA
Postal Code:	Email:	Fax Number:
V9E 2J7	director@hcp.ca	250-479-6047
Contact Person (Name):		Phone Number:
ANNE KADWELL, GENERAL MANAGER		604-306-8920
Have you applied for funding from other sources?	<input type="checkbox"/> NO	If yes, from whom? And for how much?

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information is collected, used and disclosed under the authority of the Community Charter and section 26(c) of the FOIPPA. The information will be used for the purpose of processing this application. If you have questions regarding its collection and disclosure contact the Saanich Information and Privacy Team, 770 Vernon Avenue, Victoria, BC V8W 2W7 or by telephone: (250) 475-1775.

Funding Request

Amount of grant request:
\$170,000.00
Written summary of request, organization information, service provided and benefit to Saanich; or description of project, activity or event (include date, time and location)
Please see attached.
Description of how funds will be used and time frame to complete.
The grant will be used for general operating expenses at the Horticulture Centre of the Pacific as well as establishing new education programs.
If you are applying for a Project Grant, provide a description of the community-matched contributions and attach Project Budget Statement Form.

Signature:  _____

Date: January 19, 2016



January 19, 2016

Corporation of the District of Saanich

Re: Community Association Operating Grant Funding Request

We very much appreciate the financial support and the relationships we have at all levels of the District of Saanich. Without your on-going support the Horticulture Centre of the Pacific would not be sustainable.

The current \$130,000 operating grant provided by the District of Saanich has remained at the same level since 2007. This grant helps the HCP to maintain current administrative operations, community education workshops, and basic garden maintenance, however, we are unable to grow and thrive.

Increasing our operating grant to \$170,000 would enable us to invest in and maintain new initiatives, such as garden restoration programs and much-needed infrastructure repair and improvements. It would also help us to meet our financial obligations and to research new College programs such as permaculture and other sustainability programs relevant to our community.

The HCP staff and Board are working together as a team to prioritize projects and spending for 2016. The much needed additional funding would be instrumental in assisting us with:

- Redoing our Front Entrance to make it more visible and welcoming to the public.
- Bringing our Information Technology in-house and educate our staff on e-news and social media for effective community marketing.
- Building relationships with Tourism Victoria and other local organizations. We are hosting a Tourism Vic networking event in April and last year hosted the Victoria Chamber of Commerce.
- Re-building our own gift shop instead of outsourcing as we did in 2014. We feature unique gardening tools, décor and locally made goods: including community beneficial products like Mason Bees.
- Partnering with local gardening groups including: the Victoria Master Gardener Association, the Lily, Bonsai and Hardy Groups, and Hallburton Farms who brought Seedy Saturday to Saanich.
- Making our largest annual event, Arts & Music, a true community event and fundraiser.
- Emphasizing our Community Education programs to provide the community with a gardening resource while increasing local awareness of green initiatives through our workshops such as the *Food Security Workshop*, the *Converting Lawn to Meadow Workshop* and the *Family Workshop Series – Growing Together*.
- Building new gardens/plant collections to hold the interest of our long-time visitors/members and attract new ones.
- Hosting new community garden events and engaging the community of Saanich.

**Horticulture Centre of the Pacific
Statement of Financial Position
As At
31-Oct-15**

Assets

	31-Oct-15	31-Oct-14
Current Assets		
Cash & short term deposits	\$ 16,386	\$ (26,915)
Cash & short term deposits - restricted	130,170	61,069
Cash - Long-Term Debt Sinking Fund	24,000	24,000
Accounts Receivable	7,650	67,497
Inventory	6,541	3,531
Prepaid Expenses	12,386	12,360
	<u>197,133</u>	<u>141,541</u>
Property, plant and equipment	<u>1,561,291</u>	<u>1,573,984</u>
	<u>\$ 1,758,423</u>	<u>\$ 1,715,525</u>

Liabilities and Net Assets

Current Liabilities

Accounts payable and accrued liabilities	\$ 59,237	\$ 86,337
Due to government agencies	(2,070)	(54)
Due to employees	12,114	9,026
Current portion of long-term debt	24,000	24,000
Deferred Revenue	130,447	115,285
Deferred donations and grants	92,170	64,702
Unearned Scholarships and Bursaries	8,059	305
Unearned tuition and membership fees	32,708	27,812
	<u>356,665</u>	<u>327,414</u>
Long Term Debt-Saanich	192,000	216,000
Loan - Vancity	69,059	-
Mortgage Payable - Vancity	721,364	740,114
Deferred Capital Contributions	547,293	565,682
	<u>1,886,381</u>	<u>1,869,210</u>

Net Assets

Members' Equity - Unrestricted

Opening	(196,601)	(77,931)
Net Revenue over Expenditures - Current Year	68,643	(75,754)
Closing	<u>(127,958)</u>	<u>(153,685)</u>
	<u>\$ 1,758,423</u>	<u>\$ 1,715,525</u>

Horticulture Centre of the Pacific Balance Sheet As at 12/31/2015

ASSET

Current Assets

Cash Float	150.00
Petty cash	500.00
CCS Gaming Acct 170282	0.00
CCS Operating Acct 186056	0.00
CCS Savings Acct #201	0.00
CCS Savings Acct #202	0.00
CCS US Account	0.00
Van City Savings Acct	59,361.56
Van City Acct 492942	27,842.33
Van City Shares	703.95
Van City Couveller Pavillon	0.00
VanCity-Gaming	66,952.41
Van City Term Deposit	0.00
Van City - Restricted Cash	0.00
Van City - LTD Sinking Fund	0.00
CCS GIC	0.00
Beanstream Reserve	0.00
Accrued Interest	0.00
Total Cash	155,510.25

Accounts Receivable

Accounts Receivable-PHC	0.00
Allowance for Doubtful Account...	-735.43
Accounts Receivable	0.00
Accounts Receivable-PayPal	3,114.50
Accounts Receivable-Other	-1,358.87
Permit Deposit-Portable	1,500.00
Payroll Advances	0.00
Total Receivable	2,520.20

Inventory Assets

Inventory-Gift Shop	4,957.60
Inventory-Plants	490.09
Inventory-Textbooks	0.00
Total Inventory Assets	5,447.69

Prepaid Expenses

Prepaid Expenses	11,425.02
Total Prepaid Expenses	11,425.02

Capital Assets

Land & Buildings	1,579,972.87
Building in Progress-Portable	448.00
Building - \$5 m project	0.00
Buildings-Couv Pav Project	0.00
Accum. Amort.-Land & Building	-121,359.87
Computer Equipment	14,033.57
Computer Software	0.00
Accum. Amort-Computer Equip	-11,513.98

Horticulture Centre of the Pacific Balance Sheet As at 12/31/2015

Equipment		99,371.35
Accum. Amort-Equipment		-51,243.45
Property Infrastructure		146,045.74
Accum Amort-Property Infrast		-104,547.81
Total Capital Assets		1,551,204.52
Other Non-Current Assets		
Victoria Foundation		0.00
Investment in shares		0.00
Total Non-Current Assets		0.00
TOTAL ASSET		1,726,107.68
LIABILITY		
Current Liabilities		
Accounts Payable		39,455.28
Accounts Payable-other		7,200.00
Accounts Payable - Dig This		0.00
Accounts Payable-Holdback		0.00
Visa Payable		0.00
Gift Certificates Payable		0.00
Total Acct Payable & Accrue...		46,655.28
Due to Government Agencies		
GST Charged on Sales	463.52	
GST Paid on Purchases-Asset...	0.00	
GST Paid on Purchases-5%	-1,931.44	
GST Paid on Purchases-7%	38.70	
GST Owing (Refund)		-1,429.22
PST Charges on Sales		127.15
EI Payable	-107.08	
CPP Payable	-386.20	
Federal Income Tax Payable	-1,140.59	
Total Receiver General		-1,633.85
WCB Payable		0.00
Total Due to Government		-2,935.92
Due to Employees		
Wages Payable		0.00
Vacation payable		11,617.91
Total Due to Employees		11,617.91
Deferred Revenue		
Current portion of long-term debt		-24,000.00
Deferred Revenue		139,003.87
Prepaid College Fees		28,244.50
Total Deferred Revenue		141,248.37
Unearned Revenue		
Prepaid Memberships		16,769.59

Horticulture Centre of the Pacific Balance Sheet As at 12/31/2015

HCP Rental Deposits	5,280.00
Master Gardener	4,282.00
Sustainable gardening	0.00
Community Education	9,710.00
Total Unearned Revenue	36,041.59
Current Liabilities	
Deferred Revenue-Couveller P...	0.00
Deferred Donations	95,411.17
Prepaid Scholarships	3,024.83
Bursaries	4,184.00
Weyant Scholarship	0.00
Heather Society Bursary	0.00
Projects Carried Forward	0.00
Total Current Liabilities	102,620.00
Long-term Liabilities	
Loan-District of Saanich	240,000.00
Vancity Loan	68,111.84
Mortgage-VanCity	718,182.27
Deferred Capital Donations	540,249.08
Total Long Term Liabilities	1,566,543.19
TOTAL LIABILITY	1,901,790.42
EQUITY	
Owners Equity	
Members Equity	-77,930.71
Retained Earnings - Previous Y...	-118,870.16
Current Earnings	20,918.13
Total Owners Equity	-175,882.74
TOTAL EQUITY	-175,882.74
LIABILITIES AND EQUITY	1,726,107.68

Horticulture Centre of the Pacific
Statement of Operations

For the period ended: 31-Oct-15

	Actual YTD	Budget YTD	Actual Prior Year	2015 Budget
Revenue				
Pacific Horticulture College	\$ 215,178	\$ 221,850	\$ 234,106	\$ 262,580
Fund Development	155,452	134,525	117,870	150,275
Community Education	73,397	161,575	146,913	173,575
Gardens & Grounds	37,230	49,400	46,789	49,800
Administration	174,783	177,875	177,308	205,625
Outerbridge Park	14,151	10,000	33,104	10,000
Facility Rentals	106,586	133,725	109,755	137,715
	<u>776,778</u>	<u>888,950</u>	<u>865,846</u>	<u>989,570</u>
Expenses				
Pacific Horticulture College	216,108	193,927	255,745	214,037
Development & Fundraising	29,294	26,000	48,218	31,000
Community Education	40,940	64,068	110,009	71,370
Gardens & Grounds	141,879	172,071	133,484	193,956
Administration	174,783	263,521	189,505	309,331
Outerbridge Park	14,151	8,300	33,104	10,000
Facility Rentals	90,979	76,196	171,961	86,109
	<u>708,135</u>	<u>804,082</u>	<u>942,025</u>	<u>915,802</u>
Net Contribution				
Pacific Horticulture College	(930)	27,923	(21,639)	48,543
Development & Fundraising	126,158	108,525	69,652	119,275
Community Education	32,457	97,507	36,904	102,205
Gardens & Grounds	(104,648)	(122,671)	(86,694)	(144,156)
Administration	-	(85,646)	(12,197)	(103,706)
Outerbridge Park	-	1,700	-	-
Facility Rentals	15,607	57,529	(62,206)	51,606
Surplus (deficit)	<u>\$ 68,643</u>	<u>\$ 84,868</u>	<u>\$ (76,179)</u>	<u>\$ 73,768</u>

APPROVED BY BOARD

Horticulture Centre of the Pacific

Income Statement 01/01/2015 to 12/31/2015

REVENUE

Sales Revenue	
Events	17,588.13
Book Sales	377.03
Gift Shop Sales	10,850.56
Garden Furniture Sales	0.00
Hall and Ground Rentals	0.00
HCP Rentals	27,068.88
Newsletter Advertising	0.00
Plant Sales	35,768.68
Hospitality Sales	0.00
Weddings	42,750.00
Cafe Rental	18,883.99
Interest	589.97
Misc Revenue	30.65
Admin Recovery	6,000.00
Total General Revenue	159,883.85
Admissions and Memberships	
Admissions	26,367.90
New Members	16,488.08
Renewals	24,865.46
Tours	1,665.24
Total Admissions and Membe...	69,384.68
Donations and Fundraising	
Donations-Capital Campaign	0.00
Donations-Deferred Capital	42,264.00
Donations-Equipment	2,808.65
Donations-General	0.00
Legacy Fund Donations	102,974.22
Donations-In Kind	90.00
Donations-PHC	0.00
Donations-Projects	25,869.34
Corporate Sponsors	0.00
Mail Appeal	0.00
Seed Sales	0.00
Admin Recovery	0.00
HCP Gala & Casino	0.00
Total Donations and Fundra...	173,804.21
Grants	
Gaming Grant	44,331.91
Grants	2,562.97
Saanich Grants	144,926.89
Victoria Foundation	0.00
Conservation Area	100.00
Total Grants	191,921.77
Education	
Application Fees	500.00

Horticulture Centre of the Pacific
Income Statement 01/01/2015 to 12/31/2015

Apprenticeship	0.00
Arborist	0.00
College Tuition-Full Time	87,886.80
College Tuition-PT Level 3/4	0.00
College Tuition-not PCTIA	18,110.00
Online Courses	0.00
Bursaries Received	3,400.00
Installation	0.00
ITA Funding	107,438.92
ITA Funding-Apprenticeship	4,500.00
School/Youth Programs	1,330.00
Testing Fees	0.00
Textbooks	12,750.00
Community Education	24,288.42
Horticulture Therapy	0.00
Jr Master Gardener	6,148.47
Master Gardener	11,877.64
Gardening Made Easy	0.00
China Project	0.00
Siam Ielum	0.00
Total Education	278,210.25
TOTAL REVENUE	873,204.76

EXPENSE

Administration	
Accounting	41,151.47
Advertising	6,962.20
Bad Debts - Administration	-3,301.51
Bank Charges and Interest	7,009.15
Board Expenses	304.52
Equipment Rental	3,142.89
General Supplies	13.13
Insurance	14,584.52
Interest-Long term debt	28,583.17
Internet/Telephone/Fax	7,641.77
Janitorial Expenses	6,121.40
Janitorial Services	26,137.50
Legal - Do not use	0.00
Legal	3,334.40
Licenses/Dues/Memberships	6,581.46
Marketing Expenses	0.00
Office Supplies	3,008.37
Office Equipment	4,981.11
Postage	858.48
Printing and Copying	4,547.80
Recruitment Expenses	294.17
Software	1,645.78
Staff Training	1,411.07
Telephone and Fax	104.36
Travel/Mileage	8,313.16
Utilities	23,918.74

Horticulture Centre of the Pacific
Income Statement 01/01/2015 to 12/31/2015

Volunteers	5,784.41
Web Site - IT	6,674.56
Depreciation	74,052.00
Total Administration	285,840.08
Fundraising and Grants	
Capital Expenses	0.00
Conservation Area Projects	0.00
Conservation Area Maintenance	47.38
Entertainment	0.00
Funded Projects	25,987.69
Fundraising Expenses	111.81
Gaming Expenses	934.18
Grant Expenses	0.00
Mailing Cost	2,057.37
Professional Fees	0.00
HCP Gala & Casino	0.00
Total Fundraising and Grants	29,138.41
Gardens and Grounds	
Drainage and Irrigation	4,699.93
Hand Tools	1,010.24
Greenhouse	1,879.56
Garden Renovation	0.00
Maintenance - Buildings	5,677.05
Maintenance - Grounds	6,336.32
Maintenance - Equipment	5,302.78
Partnership Support	223.96
Pesticides, Fertilizers	80.17
Safety Supplies	222.30
Seeds, Bulbs, Plants	3,470.67
Supplies/Bulk Material/Dump	846.61
Construction Supplies/Tool Room	62.85
Vehicle Insurance/Fuel	2,941.14
Total Garden and Grounds	32,763.76
Retail and Events	
Event Expenses	18,383.85
Newsletter	0.00
Gift Shop Purchases	8,209.74
Garden Furniture Purchases	0.00
Gift Shop supplies	30.73
Plants for Sale	10,473.20
Rental Expenses	0.00
Wedding Expenses	619.37
Hospitality Expenses	0.00
Total Retail and Events	37,696.89
Education	
Administration	8,000.00
Bursaries Paid Out	3,000.00
Grad Expenses	949.00

Horticulture Centre of the Pacific
Income Statement 01/01/2015 to 12/31/2015

Library	0.00
Student Projects	383.82
College Exp - Textbooks, etc	28,997.88
School/Youth Programs	151.65
Community Education Supplies	1,209.90
Jr Master Gardener Supplies	128.43
Master Gardener Supplies	2,996.90
Gardening Made Easy Supplies	0.00
China Project	0.00
Slem Lelum	0.00
Total Education	43,817.18
Wages and Benefits	
Subcontract, Honoraria	60,063.20
Wages - Admin	282,255.15
Wages - PHC Full Time	11,094.72
Wages - PHC Part Time	0.00
Wages - Community Education	11,938.43
Wages - Jr Master Gardener	4,254.94
Wages - Master Gardener	0.00
Wages - Gardening Made Easy	0.00
Wages - Volunteer Co-ordinator	9,189.38
Event Co-ordinator	16,659.26
Wages - Janitorial	0.00
CPP Expense	13,160.62
EI Expense	7,331.28
WCB Expense	2,414.35
Benefits	4,666.98
Total Wages and Benefits	423,030.31
Admin Recovery	
Admin Recovery - Cost Centres	0.00
Total Admin Reclvert	0.00
TOTAL EXPENSE	852,286.63
NET INCOME	20,918.13



- Following the fiscal discipline exhibited by the staff and the Board over the past several years, a modest decrease in administrative materials and services is anticipated.
- There is a planned decommissioning, with the eventual demolition, of one residential building under the District of Saanich decommissioning permit #BLCO4803. Facility and property rentals have historically been our second largest source of revenues. The Sanctuary will continue to generate rental revenue from the remaining properties being managed on behalf of the municipality. To this end, rents have been increased for 2016, to the maximum allowed by the Residential Tenancy Act. In 2016 the Sanctuary would like to further engage the District in developing a long term plan to convert some of these properties to parkland or other uses appropriate to the Land Management Agreement.
- An increase in the management fee provided by Saanich is being requested primarily to cover increases in operating expenses, estimated costs associated with the changes in property taxation on the residential properties, and the estimated cost to cover the decommissioning and demolition of 821 Ralph Street. The increase would also assist with modest cost of inflation and wage increases for staff.
- A onetime \$200,000 leadership gift from the Municipal District of Saanich toward Phase II of the Floating Boardwalk replacement project is included. The District's commitment to a leadership gift will go a long way toward helping the Sanctuary leverage other planned leadership asks such as that of infrastructure funding from federal, provincial and possibly other municipal governments.

We look forward to the opportunity to provide a comprehensive presentation on our activities and goals as part of your 2016 budget deliberations. In the meantime, please do not hesitate to contact me if you have any questions or need any further information. I can be reached through the Sanctuary at kburton@swanlake.bc.ca or 250-479-0211.

Sincerely

Kathleen E. Burton
Executive Director

cc: Valla Tinney, Director of Finance, District of Saanich
Joan Cowley, SLCHNS Board Chair

Attachments: 2016 Operating Budget
2016 Capital Budget



November 30, 2015

Mayor and Councilors District of Saanich
770 Vernon Avenue
Victoria BC
V8X 2W7

Re: Swan Lake Christmas Hill Nature Sanctuary Society 2016 Budget

Dear Mayor and Council;

As required under Section 12 of our Land Management Agreement with the District of Saanich, I am pleased to provide the Sanctuary's annual budget for 2016.

The Sanctuary plans to leverage the momentum gained during the 2015 fiscal year, having successfully celebrated the 40th anniversary year, increased our media presence, and held a notable grand re-opening of phase one of the Floating Boardwalk project, on time and on budget.

In every aspect of our work, from fund-raising, membership, coordination of volunteers, educational programming and site management the Sanctuary seeks to demonstrate leadership in the stewardship of healthy, diverse ecosystems; an urban sanctuary that brings people and nature together.

In 2016, the Sanctuary will continue to work closely with the District of Saanich to ensure that the District's ongoing commitment is appropriately recognized. We are very proud of our joint accomplishments over the last 40 years, creating a wild oasis in the middle of an urban environment and offering a living classroom that has fostered an understanding and appreciation of nature through direct experiences for thousands of visitors.

With the Council's support, we believe the budget being presented is realistic and achievable. Key aspects of our 2016 budget include:

- Continued focus on community outreach, member engagement, and partnering with donors and like-minded organizations.
- The launch of a forward thinking and engaging fundraising campaign expected to run 1 – 3 years or until such a time that the required capital has been raised to complete phase two of the Floating Boardwalk Project spanning the lake.
- A goal to broaden and build upon our existing membership base has been planned as well as increases in revenue-generating programs.
- Having been awarded the EcoStar Award for Water Stewardship in 2015, the site management's efforts in 2016 will continue to focus on ecosystems, with work that will include, but is not limited to, water stewardship and invasive species management. It is anticipated that this work will be funded through the Land Management Fee as well as through community gaming grants.

SWAN LAKE CHRISTMAS HILL NATURE SANCTUARY SOCIETY
OPERATING FUND BUDGETS FOR 2015 AND 2016

	2015	2016	<u>Comments for District of Saanich</u>
REVENUES			
<i>General revenues -</i>			
Saanich management fee	335,500	365,000	Increase primarily to cover increase in operating expenses
Saanich 1st additional 2016 management fee	4,500	4,750	Estimated cost to cover change in property taxation
Saanich 2nd additional 2016 management fee	-	50,000	Estimated cost to cover decommissioning & demolition of 821 Ralph Street
Facility and property rentals	60,000	50,480	Residential rents increased but offset by anticipated decommissioning of 821 Ralph Street
Fundraising appeals, grants, sponsorship and event revenue	78,800	118,100	Certain comparative figures have been reclassified to conform to the current year's presentation
Memberships	8,000	12,000	Certain comparative figures have been reclassified to conform to the current year's presentation
Native plant sales	25,000	30,000	Higher margins planned for 2016 plant sale
Gift shop and craft sales	12,000	11,450	
Interest	1,500	-	
	525,300	641,780	
<i>Education Services Revenue -</i>			
Public program fees	40,000	41,000	Fees reviewed against similar programs and confirmed to be appropriate. Small increase expected to birthday party fee in 2015.
Community Gaming Grant	50,000	38,000	\$38,000 of 2016 funds has been confirmed
School program fees	25,000	28,000	
Heritage Canada French Program grant	11,000	-	Grant received in 2014, remaining used in 2015
	126,000	107,000	
<i>Site revenues -</i>			
Community Gaming Grant	40,000	23,000	
HRDC Summer Student grant	5,800	5,800	
	45,800	28,800	
	697,100	777,580	

EXPENSES**General expenses -**

Administrative materials, utilities, supplies and services	94,040	76,100	Includes telephone, intranet, accounting fees, board fees, etc...
Administrative wages and benefits	154,300	176,130	SLCHNS hired an Ex Dir in 2015
Volunteer coordination and community outreach	3,200	15,750	Certain comparative figures such as wages have been removed in 2016 to conform to the current year's presentation
Advertising and Fundraising	-	13,700	
Native plant sale costs	13,000	20,000	Higher margins planned for 2015 plant sale
Janitorial and security	20,000	12,000	
Cost of gift shop sales	6,000	5,750	
Rental property expenses	15,000	57,100	Includes estimated costs of demolition of 821 Ralph Street & provision for rental property reserve
	305,540	376,530	

Education Program expenses -

Wages and benefits	165,000	161,156	
Program delivery costs	13,320	5,550	
Nature House displays	5,000	5,000	
Advertising	2,000	2,000	
Animal care	2,000	2,000	
Professional development and training	1,500	1,300	
	188,820	177,006	

Site expenses -

Wages and benefits	110,000	112,057	
Parking lot improvements	5,000	10,000	
Ecosystem management	35,000	11,500	Focus on site restoration and invasive species in 2015
Equipment and materials for site maintenance	13,200	21,600	
Repairs and maintenance - Buildings	7,000	9,000	Includes provision for capital asset reserve
Repairs and maintenance - Equipment	6,500	1,000	
Professional development and training	2,000	1,500	
	178,700	166,657	

NET INCOME - OPERATING FUND

673,060	720,193
<u>24,040</u>	<u>57,387</u>

Attachment 1 of 2016 Budget submission letter to Saanich Mayor and Councillors

**SWAN LAKE CHRISTMAS HILL NATURE SANCTUARY SOCIETY
CAPITAL FUND BUDGETS FOR 2015 AND 2016**

	2015	2016	<u>Comments</u>
REVENUES			
Saanich partnership contribution - Boardwalk	15,000	200,000	Replacement of south end of boardwalk (north section completed in 2015) seeking an additional \$200K from Feds in Infrastructure funding
Capital campaign for Boardwalk Phase 1	85,000	-	Completed in 2015
Capital campaign for Boardwalk Phase 2		301,250	Campaign launch planned in early 2016 revenues to be held in reserve separate from operational funds
Provision for capital asset reserve	3,000	3,000	Transfer from Operating Fund
Provision for rental property reserve	8,000	4,000	Transfer from Operating Fund
Interest	5,000	-	
	116,000	508,250	
EXPENDITURES			
<i>Boardwalk -</i>			
Phase 1 Boardwalk replacement	410,000	-	These funds were drawn from Capital reserves phase one complete
Phase 2 Boardwalk replacement		-	Timing dependent on Phase 2 fundraising
	410,000	-	
<i>Other capital expenditures</i>			
Painting and capital repairs	3,000	-	Completion of work commenced in 2014
General provision	5,000	-	
	8,000	-	
	-	302,000	
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	224,000	508,250	

Attachment 2 of 2016 Budget submission letter to Saanich Mayor and Councillors



The Corporation of the District of Saanich
COMMUNITY GRANTS PROGRAM
APPLICATION FORM

Deadline for submission: February 1st

Sp. CW
 Financial Plan
 Mar 1/16

Mayor
 Councillors
 Administrator

What grant are you applying for:

Operating Grants: Community or Social Service Grant Project Grants: Small Sparks Grant
 Community Association Operating Grant Neighbourhood Matched Project Grant
 Community Dry Grad Grant Sustainability Grant

Organization Information

Organization Name:		
Saanich Heritage Foundation		
Permanent Mailing Address:		City:
770 Vernon Avenue		Victoria
Postal Code:	Email:	Fax Number:
V8W 2W7	shirley.leggett@saanich.ca	250-475-5440
Contact Person (Name):		Phone Number:
Shirley Leggett		250-475-1775 ext. 3513
Have you applied for funding from other sources?	<input type="checkbox"/> No	If yes, from whom? And for how much?

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information is collected, used and disclosed under the authority of the Community Charter and section 26(c) of the FOIPPA. The information will be used for the purpose of processing this application. If you have questions regarding its collection and disclosure contact the Saanich Information and Privacy Team, 770 Vernon Avenue, Victoria, BC V8W 2W7 or by telephone: (250) 475-1775.

Funding Request

Amount of grant request:
\$42,000.00
Written summary of request, organization information, service provided and benefit to Saanich; or description of project, activity or event (include date, time and location)
The Heritage Restoration Grants Program is based on eight (8) applications the Foundation received for 2016 totalling \$91,063.87 in work. Our potential contribution at 35% (pending funding approval) is estimated to be \$31,872.35.
Description of how funds will be used and time frame to complete.
The Foundation will use the funding to provide house restoration grants for the 2016 grant applicants, cover secretarial/administration costs, and fund Continuing Education for Foundation members for the year ending 2016, and further promote public awareness of the benefits of heritage designation and the Restoration Grant Program.
If you are applying for a Project Grant, provide a description of the community-matched contributions and attach Project Budget Statement Form.

Signature:

S. Leggett, Secretary, SHF

Date:

Jan. 20/16.

for Arthur Iano - P.A. T. Iano, SHF

CW
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SAANICH HERITAGE FOUNDATION
(Incorporated under the Society Act of B.C.)

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDED DECEMBER 31, 2015

	OPERATING ACCOUNT		GRANT ACCOUNT		HALL HOUSE		DODD HOUSE	
	2015 30-Nov	2014	2015 30-Nov	2014	2015 30-Nov	2014	2015 30-Nov	2014
RECEIPTS								
Dist. of Saanich grant	12,000.00	11,000.00	30,000.00	22,000.00				
Book sales	-	622.80						
Rental income					9,380.00	10,038.00	13,576.00	14,530.00
Interest on account	4.34	3.31	16.23	11.91	2.53	0.73	11.09	5.43
Interest on G.I.C.'s			153.69	205.89	271.86	268.63	281.56	276.85
	12,004.34	11,626.11	30,169.92	22,217.80	9,654.39	10,307.36	13,868.65	14,812.28
DISBURSEMENTS								
Grants paid to homeowners			21,372.70	5,429.60				
Office & Secretarial costs	11,605.61	9,870.08			-	-		-
Dues and fees	150.00	140.00						
Conferences and events	-	-						
Maintenance expenses					3,133.53	3,335.36	7,508.03	3,782.13
	11,755.61	10,010.08	21,372.70	5,429.60	3,133.53	3,335.36	7,508.03	3,782.13
EXCESS (DEFICIENCY) OF RECEIPTS OVER DISBURSEMENTS	248.73	1,616.03	8,797.22	16,788.20	6,520.86	6,972.00	6,360.62	11,030.15
INTER-ACCOUNT TRANSFERS	-	5,000.00	-	-	-	(2,500.00)	-	(2,500.00)
BANK & GIC'S - BEGINING OF YEAR								
BANK BALANCE	13,089.43	6,473.40	26,982.85	10,400.54	4,912.78	709.41	15,626.78	7,373.48
G.I.C.'s			32,324.60	32,118.71	22,654.84	22,386.21	16,562.07	16,285.22
	13,089.43	6,473.40	59,307.45	42,519.25	27,567.62	23,095.62	32,188.85	23,658.70
BANK & GIC's - END of PERIOD/YEAR								
BANK BALANCE	13,338.16	13,089.43	35,626.38	26,982.85	11,161.78	4,912.78	18,549.47	15,626.78
G.I.C.'s			32,478.29	32,324.60	22,926.70	22,654.84	20,000.00	16,562.07
	13,338.16	13,089.43	68,104.67	59,307.45	34,088.48	27,567.62	38,549.47	32,188.85
APPROVED GRANTS UNPAID - 14 & 15			(25,557.67)					



LEGISLATIVE SERVICES

Mayor
Councillors
Administrator

Council
Administrator
Media

Memo

To: Mayor and Councillors
From: Donna Dupas, Legislative Manager
Date: February 25, 2016
Subject: **779 Blackberry Road – Final Reading of “Zoning Bylaw, 2003, Amendment Bylaw, 2015, No. 9349” and Approval of Development Permit Amendment**

File: 2870-30 Blackberry

At a Public Hearing held October 6, 2015, Council gave second and third reading to the above noted bylaw. Final reading of the bylaw and ratification of Development Permit Amendment DPA00821 were withheld pending completion of several outstanding items including the modification of the existing covenant and registration of a new covenant to secure a minimum BUILT GREEN® Gold standard or equivalent, installation of air-sourced heat pumps, and payment to be donated to the Swan Lake Christmas Hill Nature Sanctuary Society.

Please note that all outstanding items have been addressed and Council is requested to:
a) give final reading to the “Zoning Bylaw, 2003, Amendment Bylaw, 2015, No. 9349”, and
b) approve and issue Development Permit Amendment DPA00821.

This item is scheduled for the Special Council Meeting on March 1, 2016. If you have any questions please contact me at extension 3507.

A handwritten signature in blue ink that reads "S. Froud".

Sharon Froud,
Deputy Legislative Manager

dh

cc: Paul Thorkelsson, Chief Administrative Officer
Carrie MacPhee, Director of Legislative Services
Sharon Hvozhdanski, Director of Planning
Harley Machielse, Director of Engineering

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LEGISLATIVE SERVICES

Mayor
Councillors
Administrator

Council
Administrator
Media

Memo

To: Mayor and Councillors
From: Donna Dupas, Legislative Manager
Date: February 25, 2016
Subject: **4247, 4253 & 4255 Dieppe Road – Final Reading of “Zoning Bylaw, 2003, Amendment Bylaw, 2015, No. 9351” and Approval of Development Permit**

File: 2870-30 Dieppe

At a Public Hearing held October 6, 2015, Council gave second and third reading to the above noted bylaw. Final reading of the bylaw and ratification of the Development Permit DPR00543 were withheld pending completion of several outstanding items including the registration of a covenant to secure a community contribution, the construction standard of the commercial/industrial building to LEED® Silver standard or equivalent and construction of the residential component to BUILT GREEN® Gold or equivalent, and the registration of a Building Scheme for bare land strata lots 1-8.

Please note that all outstanding items have been addressed and Council is requested to:

- give final reading to the “Zoning Bylaw, 2003, Amendment Bylaw, 2015, No. 9351”, and
- approve and issue Development Permit DPR00543.

This item is scheduled for the Special Council Meeting on March 1, 2016. If you have any questions please contact me at extension 3507.

A handwritten signature in blue ink that reads "S. Froud".

Sharon Froud,
Deputy Legislative Manager

dh

cc: Paul Thorkelsson, Chief Administrative Officer
Carrie MacPhee, Director of Legislative Services
Sharon Hvozdzanski, Director of Planning
Harley Machielse, Director of Engineering

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