

District of North Saanich,
British Columbia, Canada

2022 Annual Report

For The Year Ended December 31, 2022



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The Annual Report is produced by the Financial Services department of the District of North Saanich in cooperation with other municipal departments and agencies.

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District Vision

Vision

Council and staff of the District of North Saanich are guided by vision elements that have emerged from significant community review and discussion and are drawn from the Official Community Plan.

The future will ensure that:

1. Diverse neighbourhoods are respected and supported
2. Rural, marine and agricultural resources are protected, maintained, and enhanced
3. The needs and priorities of our community are supported
4. The arts are supported
5. The community is inclusive, accessible and culturally vibrant
6. Suitable, appropriately located economic activity is supported
7. Efficient levels of service commensurate with appropriate taxation are established
8. Natural environments are protected, and a commitment is made to the preservation and enhancement of regionally significant green and blue spaces
9. North Saanich is a sustainable community that plans for the potential impacts of climate change

Mission

The mission of the District of North Saanich is to provide leadership and good governance that reflect the community vision and protects, promotes and enhances a safe and diverse community for current and future generations.

The Municipal Purposes outlined in the *Community Charter* further detail the purposes of the District of North Saanich:

Section 7. The purposes of a municipality include:

- A. Providing for good government of its community,
- B. Providing for services, laws and other matters for community benefit,
- C. Providing for stewardship of the public assets of its community, and
- D. Fostering the economic, social and environmental well-being of its community.

Reconciliation

Council acknowledges the District of North Saanich exists within the Traditional Territories of Coast Salish peoples and is committed to respectfully and appropriately engaging First Nations communities in matters of common interest.

Message From The Mayor

On behalf of Council, I am pleased to present our 2022 Annual Report. This report provides an overview of achievements and activities in 2022 and looks ahead to 2023 projects and policy initiatives that align with our Strategic Plan.

The general local election was held on October 15, 2022, with 35.4 per cent of eligible voters casting their votes. On behalf of all members of Council, we thank you for electing us to serve the residents of North Saanich.

The 2022 Budget process resulted in a municipal tax increase of 3.95 per cent for core municipal operations, library, policing, and infrastructure replacement. The COVID-19 Restart grant was used to fund COVID-19 related costs – lowering the overall municipal tax increase. Council prioritized investment in infrastructure by approving an \$11 million dollar capital plan which included sidewalk and road improvements, active transportation improvements and the replacement of water and sewer infrastructure. North Saanich also waived both renewals and new business license fees for 2022 to help support local businesses affected by the COVID-19 pandemic.

Some significant projects were completed in 2022, including the project to replace the Chalet Creek culvert and restore the lower portion of Chalet Creek. We were pleased to collaborate with the Peninsula Streams and Shoreline Society on this important initiative and were grateful to have received financial support through the Province of BC's Disaster Financial Assistance (DFA) program.

Another initiative included completing traffic improvements at KELSET Elementary School to calm traffic, improve pedestrian safety, and change parking during high traffic times. The project to complete the water main replacement on Downey Road, Kalitan Road, Meldram Dr., Cove Crescent, and Birch Road got underway, replacing old water mains with new ones that have an 80-year life expectancy.

I would like to close by recognizing our dedicated employees who work hard everyday to serve this community. Please take some time to review this report and to learn about each department's 2022 achievements and plans for 2023. As a Council, we are committed to communicating openly with all residents and look forward to working together to represent North Saanich.



Sincerely,

Mayor Peter Jones

North Saanich Council

Mayor & Council

Elected by the citizens of North Saanich, Council is a legislative body that provides leadership to the District’s government. Council is made up of the Mayor and six Councillors. The four year term is from November 2022 to October 2026.

North Saanich Council is committed to ensuring that the priorities of local citizens guide the policies it establishes and the decisions it makes on civic matters such as land use and budget levels for operations and capital expenditures.



2022-2026 Council

Mayor:

P. Jones

Councillors:

I. McConkey
J. McClintock
C. Stock
P. DiBattista
S. Shrivastava, Ph.D
Vacant



Community Profile

The District of North Saanich is located at the north end of the Saanich Peninsula approximately 25 kilometres north of Victoria, British Columbia on southern Vancouver Island.

North Saanich exists within the Traditional Territories of Coast Salish peoples. Specifically, the Pauquachin First Nation and Tseycum First Nation are an active and vital part of our community, and the District is committed to respectfully and appropriately engaging these nations in matters of common interest.

The District is surrounded on three sides by 40 kilometres of ocean shoreline, is home to the Victoria International Airport, and the Swartz Bay Ferry Terminal.

This area historically emerged from several coastal focal points inward to the interior of the Peninsula. Today, the community-like neighbourhoods which include Ardmere, Deep Cove, Curteis Point, Cloake Hill/Green Park, Dean Park and the South East Quadrant are on the periphery of a rich agricultural interior which is protected by the Provincial Agricultural Land Reserve. Agriculture is very important to the municipality, as evidenced in the number of farms, and road side produce and flower stands.

Please visit us in person, or online at northsaanich.ca.

Canadian Award For Financial Reporting

Canadian Award For Financial Reporting

Government Finance Officers Association of the United States and Canada (GFOA) awarded a Canadian Award for Financial Reporting to the District of North Saanich for its annual financial report for the fiscal year ended December 31, 2021. The Canadian Award for Financial Reporting program was established to encourage municipal governments throughout Canada to publish high quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports.

In order to be awarded a Canadian Award for Financial Reporting, a government unit must publish an easily readable and efficiently organized annual financial report, whose contents conform to program standards. Such reports should go beyond the minimum requirements of generally accepted accounting principles and demonstrate an effort to clearly communicate the municipal government's financial picture, enhance an understanding of financial reporting by municipal governments, and address user needs.

A Canadian Award for Financial Reporting is valid for a period of one year only. We believe our current report continues to conform to the Canadian Award for Financial Reporting program requirements, and we will be submitting it to GFOA to determine its eligibility for another award.



Government Finance Officers Association

Canadian Award for Financial Reporting

Presented to

**District of North Saanich
British Columbia**

For its Annual
Financial Report
for the Year Ended

December 31, 2021



Executive Director/CEO

Message From The Chief Administrative Officer

We are pleased to present the 2022 Annual Report for the District of North Saanich. This report provides our citizens with detailed information about the District's financial activities for the fiscal year and the results achieved across our municipal departments. This year was another successful year for municipal staff and Council. A commitment to service delivery and responsible financial management is based on a shared vision and a clear set of priorities.

Council's 2022 Strategic Plan set out the goals to inform our work and projects. While these accomplishments are important, it must be noted that a majority of staff time and effort goes into providing day-to-day services to residents. Staff take pride in the high level of service we provide, and appreciate the many residents who take time to say thank you for our work. Please take note of the achievements in each department's reporting in this Annual Report. Some highlights are outlined below.

The Corporate Services department responded to Freedom of Information requests, posted public notices and held community engagement sessions. They were instrumental in holding the general election and council orientation, completed a review of the records management process for municipal bylaws, launched public engagement plans for the 2023 Budget and Jubilee Park additions, and established the Tri-municipal Saanich Peninsula Accessibility Committee.

The Finance & Information Technology Services department collected property taxes, processed utility bills, and resolved various IT helpdesk requests. They received the GFOA Award for Excellence in Financial Reporting for 2021, delivered a budget engagement survey and engagement results summary, developed a permissive property tax exemption policy and application process, and commenced organizational-wide cyber security training.

The Infrastructure Services department issued soil and blasting permits, processed construction deposits, resolved service requests, conducted traffic analyses, completed pedestrian safety improvements, and installed watermain and drainage infrastructure, water services, fire hydrants, sidewalks etc. They also continued the emergency repair of the Chalet Road washout, completed the design of active transportation facilities identified in the Active Transportation Plan, and completed the Drainage Master Plan.

The Planning & Community Services department processed various development permits, development variance permits, subdivision applications, Board of Variance applications, building permits, and tree permits. They also conducted building inspections and responded to bylaw infraction complaints. They completed Phase 2 and 3a of the OCP review, implemented the newly adopted Tree Protection bylaw, updated the Community Amenity Contributions policy and appointed a new Manager of Building and Bylaw Compliance.

The Emergency & Fire Services department logged over 8,700 volunteer hours, provided 743 emergency responses, issued over 520 burning permits, and conducted 290 commercial inspections. They completed a Fire Department Strategic Plan, installed a backup generator at Wain Road Hall and continued work on the Community Wildfire Protection Plan.

Police Services responded to service calls and continued to rebuild various volunteer and crime prevention programs.

We look forward to another busy year in 2023!



Tim Tanton
Chief Administrative Officer
May 15, 2023

Organizational Structure (As at December 31, 2022)

Mayor & Council



**Chief Administrative
Officer:** Tim Tanton



Corporate Services:
Rachel Dumas, Director

**Financial & Information
Technology Services:**
Stephanie Munro, Director

Infrastructure Services:
Ben Martin, Director

Planning & Community Services:
Brian Green, Director

Emergency & Fire Services:
John Trelford, Director

MUNICIPAL AUDITORS
KPMG Canada



BANKERS

Toronto Dominion Bank



INVESTMENT ADVISORS
Canaccord Genuity



2022 Strategic Plan Priorities & Highlights

The Strategic Plan sets out Council's focus and strategic priorities for at least three years and beyond. The Strategic Plan sets the context for all the District does and is the basis for Departments' business plans and annual budget submissions. Council is reviewing and updating the plan in 2023 with new strategies to achieve long-term goals. The complete Strategic Plan can be found at northsaanich.ca.

Protect & Enhance Rural, Agricultural, Heritage, Marine and Environmental Resources

- Preserve and protect significant and sensitive environmental areas and ecosystems
- Preserve and protect sensitive marine and inter-tidal habitats
- Mitigate climate change impacts
- Enhance parks and trails

Maintain a Safe and Healthy Community

- Protect resident safety and be prepared for emergencies
- Encourage and support an active lifestyle

Encourage Compatible Commercial and Local Business Development

- An operating environment supportive of local business
- A vibrant and sustainable agricultural economy

Maintain a Strong Sense of Community

- A strong sense of pride, identity and belonging in North Saanich
- Engaging the community
- Housing policies that support local and regional demand
- Positive and constructive relations with First Nations

Ensure Strong Leadership, Fiscal Responsibility and Transparent Government

- Efficient and cost effective management of corporate assets and financial services
- Efficient and effective administrative and regulatory processes
- Effective governance and leadership
- Be an employer of choice

Department Overview: Corporate Services

The Corporate Services Department's primary role is processing all business as it relates to Council, performing all statutory requirements of the Local Government Act and the Community Charter, as well as providing a variety of support services to other District Departments.

The Department is responsible for:

- Providing advice with respect to Council procedures, policies, and functions
- Coordinating all local government elections and other voting opportunities
- Administering requests for access to information through the Freedom of Information and Protection of Privacy Act
- Coordinating the management and maintenance of all vital records of the municipality
- Executing legal documents on behalf of the District
- Providing administrative support to Council, Committee of the Whole, the Chief Administrative Officer and various advisory bodies
- Managing the District's human resource function
- Administering internal and external corporate communications
- Planning and executing public engagement
- Communicating news about District initiatives through media relations, social media platforms, and other communications channels

Activity Level Performance Measures & Key Statistics

Performance Metrics	2021 Actual	2022 Actual
Freedom of Information Requests	16	29
Public Notices Posted	45	77
Projects engaged on with community	10	6
Freedom of Information Requests completed	100%	100%

Department Overview: Corporate Services

2022 Results:

- Successfully ran the General Local Election and provided orientations for the new Council
- Reviewed and updated employee onboarding and offboarding templates
- Reviewed and updated employment recruitment process including training
- Initiated iCompass software implementation which will enhance electronic staff reporting processes
- Reviewed records management process for municipal agreements
- Reviewed records management process for municipal bylaws
- Continued engagement on Tree Protection Bylaw Review and Official Community Plan
- Facilitated community engagement for input into the 2023 financial budget
- Facilitated community engagement for Jubilee Park additions
- Produced tri-annual District of North Saanich newsletters
- Implemented new software for external messaging at front counter
- Establishment of Tri-municipal Saanich Peninsula Accessibility Committee
- Completed refurbishment of council chambers

2023 Goals and Major Projects:

- Refresh the District of North Saanich website and update written content as required
- Develop a social media strategy including working with the Fire Department to develop useful safety related content for our residents
- Facilitate public engagement and input for developing the 2023 financial budget
- Facilitate public engagement and input for improvements to the West Saanich Road corridor, Briarwood Beach and additional projects as required
- Review of the Electronic Document & Records Management System (EDRMS)
- Review and updating of employee job descriptions and Occupational Health and Safety procedures
- Review Employee Long Term Service Recognition Program
- Produce District of North Saanich newsletters three times annually

Department Overview: Finance & Information Technology Services

The Financial and Information Technology Services Department's primary role is to manage the District's finances and computer network systems.

The Department is responsible for:

- Budgeting, accounting, financial planning and reporting
- Collection services including property taxes and utility billing
- Cash and debt management
- Payroll and benefits administration
- Accounts payable
- Risk management
- Overseeing the RCMP and janitorial contracts
- Management and support of the District's computer network
- Management and support of the District's telephone and cellular communication

2022 Activity Level Performance Measures & Key Statistics:

Performance Metrics	2021 Actual	2022 Actual
\$ Property tax collection	\$26,473,000	\$28,750,000
# Property tax folios	5,268	5,278
Utility bills mailed	11,192	10,920
Utility bills E-billed	2,137	2,517
IT Helpdesk Requests	499	417
\$ Interest earnings	\$530,000	\$780,000
Weighted Average Yield on Investments	1.29%	3.18%
Canadian Award for Financial Reporting	Yes	TBD

Department Overview: Finance & Information Technology Services

2022 Results:

- Awarded the GFOA Award for Excellence in Financial Reporting for 2021
- Delivered a budget engagement survey and engagement results summary for 2022 and presented an updated budget engagement plan for 2023
- Provided analysis and options on tax rate setting in accordance with the Long Term Taxation Strategy
- Implemented HRIS MyWay software to update payroll information security to best practices and streamline approval processes
- Developed a permissive property tax exemption policy and application process
- Reported annually on the performance of the Long-Term Operator of the Sandown Agricultural Lands
- Completed desktop computer upgrades
- Continued the upgrade of the security system at the municipal hall and both fire halls
- Continued audio visual improvements in the Council Chambers
- Commenced organizational-wide cyber security awareness training

2023 Goals and Major Projects:

- Update Infrastructure Replacement Gap Analysis
- Review the District's Purchasing Policy
- Apply for the GFOA Distinguished Budget Presentation Award for the 2023 Budget
- Apply for the GFOA Award for Excellence in Financial Reporting for 2022
- Continue the asset management project (multi-year project) in order to work towards improving data quality and consolidating departmental information (condition reports, asset details, GIS locations, Asset Retirement Obligations (ARO) applicability)
- Develop an ARO policy and implement the obligations to comply with the new PSAB standard
- Develop a permissive tax exemption policy for Council consideration
- Develop workflow processes and support materials for procurement processes

Department Overview: Infrastructure Services

The Infrastructure Services Department is responsible for the planning, construction, maintenance and records management of the District's infrastructure. This includes issuing permits for any works proposed on District roads or property. This department reviews designs for new subdivisions within the District and manages the design and construction of all new infrastructure projects.

The Department is responsible for:

- Planning and designing the District's infrastructure for roads, water mains, sanitary sewers, drainage and parks
- Processing requests for service, municipal service information, addressing, soil permits, external utility permits and permits for work on municipal property
- Reviewing the engineering servicing of subdivision and building permit applications
- Managing municipal parks, trails, beach access, trees and bike lanes within the District
- Operational and maintenance activities for assets related to roads, drainage, water utility, sewer utility, parks, buildings and fleet
- Customer service requests both internally for different departments and externally for the public and other agencies
- Providing support to many volunteer initiatives and organizations that have relationships with the District including the Friends of Dominion Brook Park, Friends of the Bike Jump Park, Friends of North Saanich Parks, Greater Victoria Green Team, Peninsula Baseball and Peninsula Soccer

2022 Activity Level Performance Measures & Key Statistics

Activity	2021 Actual	2022 Actual
Permits – Soil & Blasting	12	15
Permits – Building & Development	222	170
Subdivisions Approved	8	7
Permit & Construction Security Deposits Processed	43	55
Engineering & Public Works Service Requests	1,192	1,092
Traffic Counts & Analysis	15	11
Roadways Resurfaced – Chip Seal	4.6 km	5.31 km
Ditching Maintenance	14.5 km	21.3 km
Water Main Breaks	6	5
Sanitary Sewer Main Breaks	1	1
Green Waste Facility Customers	5,315	5,768
Park Use Permits	10	23
Special Events	2	12
Film Permits	3	2

Department Overview: Infrastructure Services

2022 Results:

- Construction of water main renewal Phase 5 Downey Road Deep Cove (substantial completion scheduled March 2023)
- Briarwood Beach Access Site Review (public engagement scheduled Spring 2023)
- Construction of pedestrian crossing improvements to Scoter Trail at Tapping Road
- Construction of KELSET Elementary School traffic safety improvements
- Traffic safety improvements program – data collection, evaluation, and traffic calming
- Design of active transportation facilities and drainage improvement on McDonald Park Road (Construction scheduled Summer 2023)
- Phase 3 sidewalk rehabilitation and drainage upgrade on McDonald Park Road near Parkland Secondary School
- McTavish Fire Hall paving renewal
- West Saanich and Wain Road traffic safety study (public engagement scheduled Spring 2023)
- Construction of the repair of Chalet Road culvert, roadway, and water main
- Drainage Master Plan completion
- Development of Jubilee Park facilities (construction Summer 2023)
- Reay Creek Pedestrian Bridge – design development and negotiation with Sidney
- Archaeological Multi-Site Assessment Permit obtained for 2022-2025
- Parks Master Plan (RFQ development)
- Municipal Hall Solar Panel Net-Metering Connection
- Municipal Hall HVAC upgrades

2023 Goals and Major Projects:

- Completion of water main renewal Phase 5 Downey Road Deep Cove
- Water Master Plan Implementation – Design of next phase of water main renewal
- Construction of active transportation facilities and drainage improvement on McDonald Park Road
- West Saanich and Wain Road traffic safety study implementation
- Completion of Reay Creek Pedestrian Bridge
- Construction of Jubilee Park facility
- Issuance of Request for Proposal for Parks Master Plan (public engagement Fall 2023)
- Drainage Master Plan implementation – design development of priority drainage improvement
- Active Transportation Plan implementation – Traffic Calming Study on Tatlow Road, Birch Road, and Downey Road
- Traffic safety improvements program – data collection, evaluation, and traffic calming



Department Overview: Planning & Community Services

Planning and Community Services provides advice and essential services related to the regulation and administration of land development and community growth. This includes creating and implementing planning policy, reviewing development applications, issuing building and tree cutting permits as well as bylaw enforcement.

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The Department is also responsible for the provision of services to other departments, including:

- Facilitating inter-departmental meetings regarding development applications which may impact the operations of other departments
- Budget preparation and review in cooperation with the Financial Services Department
- Providing updates on projects and initiatives for the website

2022 Results:

- Initiated an Official Community Plan review process
- Adopted a new Tree Protection Bylaw and implementation materials and resources
- Review and updates made to the Community Amenity Contributions Policy
- Presented to Council on CRD Sea Level Rise Study and implications for North Saanich
- Career Achievement Award from License Inspectors Bylaw Officers Association (LIBOA) for Tom Barry
- Appointed a new Manager of Building and Bylaw Compliance

2023 Goals and Major Projects:

- Complete data collection and draft the new Official Community plan
- Improve internal and external communications
- Reduce wait times for application approvals
- Streamline tree cutting permit process
- Strengthen community partnerships and dialogue
- Development post-secondary and university partnerships
- Recruit for vacant positions within the Department to ensure appropriate levels of customer service in the processing of Development applications

Department Overview: Fire & Emergency Services

The North Saanich Fire Department is a composite department that consists of both salaried and volunteer staff. The Department is headed by a Fire Chief and is assisted by a Deputy Fire Chief, two full-time Fire Fighters, a full-time Fire Prevention Officer, an Administrative Assistant and 40 volunteers operating out of two fire halls. The department's main priority is to protect lives and property of North Saanich residents and visitors.

The fire department is responsible for providing fire suppression, medical first responder services, auto extrication, rescue, commercial building and oil burning appliance inspections, and fire cause investigations within the District. Other actions include: hazardous materials awareness response, disaster planning, fire prevention, and public education. The North Saanich Fire Department jointly operates Saanich Peninsula Alert and the Peninsula Emergency Measures Organization with the Town of Sidney and the District of Central Saanich.

2022 Activity Level Performance Measures & Key Statistics

Performance Metrics	2021 Actual	2022 Actual
Volunteer hours	8,685	~8,700
Responses (duty, fire, medical)	524	743
Solid fuel and oil application inspections	5	7
Burning permits issued	721	761
Commercial inspections	302	290

2022 Results:

- Recruited and trained seven new volunteer fire fighters
- Completed the work to develop the Fire Department Strategic Plan
- Ongoing provision of fire prevention education
- Began implementing recommendations from the Community Wildfire Protection Plan (CWPP)
- Installed backup generator at Wain Road Hall
- Sold the Rescue Truck (replacement coming in March 2023)
- Provided Emergency Management training and exercises for staff

2023 Goals and Major Projects:

- Wain Road Firehall upper floor renovation
- Finalize and publish the Fire Department Strategic Plan
- Implement pilot project of volunteer overnight staffing of McTavish Hall
- Continue work on the Emergency Response and Recovery Plan
- Continue updating the Hazard Risk and Vulnerability Assessment (HRVA)
- Fire hydrant upgrades
- Explore secondary water supplies at McTavish Hall
- Continue Emergency Management training and exercises with staff

Department Overview: Police Services

Sidney/North Saanich RCMP-GRC

Policing Services in 2022

Sidney/North Saanich Detachment saw an increase in calls for service in 2022 with 2,033 calls responded to within the District of North Saanich. A slight increase in both crimes against persons and property crime were reported over the previous year 2021.

Policing services to the community include the response to emergency and non-emergency calls and the investigation of criminal, provincial statute and bylaw contraventions. Traffic services are delivered conducting impaired driving, speed and distracted driving enforcement. Community Policing services place emphasis on crime prevention programs which include volunteer programs to assist in awareness and prevention efforts. A major crime unit supports the investigation of the most serious crime investigations such as intimate partner violence, child exploitation, sexual assault, sudden death and missing person investigations.

Policing Priority Results

Each year the detachment establishes policing priorities that are aligned with provincial policing strategies and local initiatives. Efforts are undertaken throughout the year to focus and devote crime reduction and crime prevention efforts towards these policing priority objectives. In 2022 the detachment in total conducted 168 impaired driving investigations, issued over 1,600 written traffic contacts, conducted 1,205 public space community engagement foot patrols, 63 community outreach initiatives and delivered 10 fraud scam awareness presentations. The accomplishments towards these policing priority initiatives are contributions towards increased traffic safety and community safety and a greater awareness of self protection from fraud and property crime.

Community Policing Volunteer Programs

The detachment Community Policing Unit are rebuilding volunteer and crime prevention programs following the suspension of many programs during Covid 19. An active Block Watch Program continues to expand to North Saanich and Sidney neighbourhoods and connect with a detachment coordinator through an email network. New volunteers have been recruited for the Speed Watch and Citizens on Patrol programs. The Saanich Peninsula Restorative Justice Program continues to support alternate resolutions to police responded incidents by referrals.

The Community Policing Unit continue engagement with the community through school liaison, business watch and neighbourhood groups. Specific prevention initiatives for fraud scam awareness and 529 bike registration are specifically aimed to help protect residents from becoming a victim of crime.

Priorities for 2023

Many of the initiatives implemented in 2022 will be continued and expanded during 2023. The Community Policing Unit look forward to the return of the weekly street market on Beacon Avenue this year as an opportunity to reach more of the community with important prevention information. The detachment really wants to help community members protect themselves from fraud scams and be able to recognize a scam and know what to do and what not to do! The detachment will continue its focus on safe driving and pedestrian safety through enforcement and education. Property Crime Reduction always remains at the forefront with emphasis on preventative practices such as removing valuables from vehicles, installing video at residential and business properties and reporting any suspicious activity to police when it is occurring.

Department Overview: Police Services

Detachment Commander Comments

The support of the community adopting crime prevention and safety focused practices and quickly reporting crime activity has been instrumental in swift police intervention and contributes to safe streets, safe homes and a safe community. To continue this trend our community members are encouraged to be engaged in taking measures to protect themselves and their property from crime, being informed about fraud scams, securing homes and vehicles, observing safe driving, cycling and pedestrian practices and immediately reporting unlawful or suspicious activity to police.

Staff Sergeant Wayne Conley
 Sidney/North Saanich RCMP
 May 25, 2023

2022 Activity Level Performance Measures & Key Statistics

Performance Metrics	2021 Actual	2022 Actual
Total Persons Crimes	66	70
Total Property Crimes	212	216
Total Other Criminal Codes	78	98
Total Number of Vehicle Collisions	74	58
Total Calls for Service	1985	2033
Total Traffic Charges/Tickets/Notice Orders Issued for Sidney/North Saanich	1228	1656
Total Prisoner Counts	28	42



A Message From The Chief Financial Officer

May 23, 2023

As Chief Financial Officer for the District, I am pleased to present the District of North Saanich's annual financial report for the year ending December 31, 2022. The purpose of the report is to publish the District of North Saanich's financial statements, Auditor's Report and to provide an update on the District.

The financial statements are the responsibility of the District's management. The statements have been prepared in compliance with Section 167 of the Community Charter, and in accordance with generally accepted accounting principles approved by the Public Sector Accounting Board (PSAB). The financial statements have been audited by KPMG Canada LLP, who have expressed their opinion that the statements present fairly, in all material aspects, the financial position of the District as at December 31, 2022. The District maintains a system of internal accounting controls designed to safeguard the assets of the District and provide reliable financial information.

The District relies heavily on property taxes, water and sewer charges to fund all of the services it provides. Of the \$23.8 million of revenue reported by the District for 2022, 61% of it came from property taxes and 22% from water and sewer fees and charges. Revenue was higher than budgeted due to a faster than anticipated recovery in the District's investment portfolio and a one-time bonus payment of the Small Communities Grant. Contributed assets are non-cash contributions of assets and were less significant in 2022 compared to prior years. The District is required to record contributed assets at their fair market value.

The District spends the revenues it collects on a variety of services. Transportation and Protective Services, which includes policing and fire protection, account for 37% of the expenses. Recreation, cultural and parks expenses are services that the District provides directly, or contracts with directly, such as Library services. The Panorama Recreation Centre is funded through the Capital Regional District and its property tax levy. Expenses increased from prior year due largely to a union negotiated salary and wage increase.

In 2022 the District continued the practice of closing the infrastructure funding gap as tax funded capital reached \$2.3 million or 16% of municipal tax revenue. The infrastructure funding gap is the gap between what the District has saved for future capital works replacement projects and what will need to be spent to replace existing assets. Capital expenditures are amortized over the life of the assets, and this is the expense seen on the Statement of Operations.

The majority of the debt that the District holds is for sewer infrastructure. The total debt for the District has decreased from \$5.3 million at the end of 2021 to \$4.9 million in 2022 as principal payments are made. Operating results for 2022 exceeded budgeted expectations. The District's net investment in capital assets increased by \$1 million, and total accumulated surplus increased by \$2.29 million.

Under the direction and guidance of the District's Council, the District of North Saanich is well positioned to continue delivering quality services to its residents now and in the future. Our department is very proud to have once again received the Canadian Award for Financial Reporting for the 2021 annual report and look forward to the year ahead.

Stephanie Munro CPA, CA
Director of Financial Services



Financial Information: 2022 Permissive Property Tax Exemptions

In accordance with Section 98 (2)(b) of the Community Charter, we disclose that the following properties were provided permissive property tax exemptions by the District of North Saanich Council in 2022. Permissive tax exemptions are those exemptions granted by bylaw in accordance with Section 224 of the Community Charter.

Property/Organization	Address	Municipal Taxes (\$)
BOKECEN XAXE (Sacred) Society	McTavish Road	28,528
St. John's United Church	10990 West Saanich Rd.	6,770
Sidney Pentecostal Church	10364 McDonald Park Rd.	9,487
The Kiwanis Elderly Citizens Village	10585 McDonald Park Rd.	10,917
Kiwanis Elderly Citizens Village	10585 McDonald Park Rd.	11,616
676 Kittyhawk Sponsoring Committee Society (Air Cadets)	1979 DeHavilland Way	3,153
B.C. Aviation Museum	1910 Norseman Rd.	16,654
Navy League of Canada (Saanich Peninsula Branch)	9565 Hurricane Rd.	1,518
Memorial Park Society (field behind Parkland School)	McDonald Park Rd.	8,962
Saanich Peninsula Chamber of Commerce (Visitor Information Centre)	10382 Pat Bay Highway	3,502
Memorial Park Society (Blue Heron Park)	10714 McDonald Park Rd.	15,685
McTavish Academy of Art - partial exemption	1720 McTavish Rd.	21,404
Seventh Day Adventist Church	9300 Willingdon Rd.	10,182
Capital Regional District	1717 McTavish Rd.	10,182
Anglican Synod of the Diocese of BC Holy Trinity Anglican Church - Hall	1325 Mills Rd.	2,615
Anglican Synod of the Diocese of BC Holy Trinity Anglican Church & Cemetery	1319 Mills Rd.	97
Town of Sidney (McTavish Fire Hall)	1665 McTavish Rd.	12,603
Saanich Peninsula Presbyterian Church	9296 East Saanich Rd.	14,412
Total		\$202,469

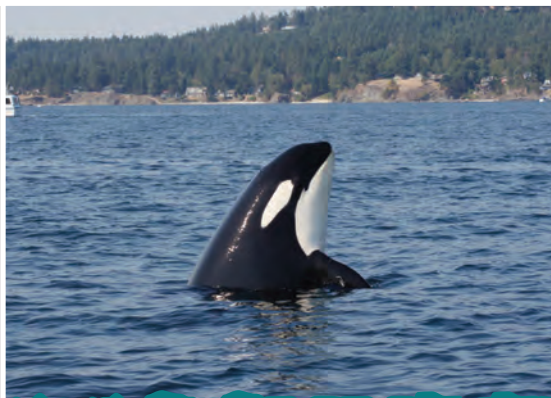
District of North Saanich

Financial Statements

Year Ended December 31, 2022

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District of North Saanich

December 31, 2022

Management's Responsibility for the Financial Statements

The accompanying financial statements of the District of North Saanich (the "District") are the responsibility of the District's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards as recommended by the Canadian Public Sector Accounting Board of the Chartered Professional Accountants Canada. A summary of the significant accounting policies is described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG Canada LLP, independent external auditors appointed by the District. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the District's financial statements.



Chief Administrative Officer

May 1, 2023



Director of Financial Services



KPMG LLP
St. Andrew's Square II
800-730 View Street
Victoria BC V8W 3Y7
Canada
Telephone 250-480-3500
Fax 250-480-3539

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Councilors of the District of North Saanich

Opinion

We have audited the financial statements of the District of North Saanich (the "District"), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2022, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditor's Responsibilities for the Audit of the Financial Statements**" section of our auditor's report.

We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.



District of North Saanich
Page 2

Other Matter – Comparative Information

The financial statements for the year ended December 31, 2021 were audited by another auditor who expressed an unmodified opinion on those financial statements on May 6, 2022.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.



District of North Saanich
Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Chartered Professional Accountants

Victoria, Canada
May 1, 2023

District of North Saanich

Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
Financial assets		
Cash and cash equivalents	\$ 13,354,332	\$ 16,275,867
Portfolio investments (note 2)	30,379,257	25,840,793
Accounts receivable		
Taxes	334,513	429,477
Other (note 3)	2,798,609	2,533,663
Debt reserve deposits (note 4)	138,399	135,376
	\$ 47,005,110	\$ 45,215,176
Liabilities		
Accounts payable and accrued liabilities (note 5)	5,198,655	4,979,022
Prepaid property taxes	705,532	677,322
Deferred revenue (note 6)	2,208,619	2,181,714
Deposits	1,622,614	901,265
Employee future benefit liability (note 7)	549,200	483,500
Debt (note 8)	4,883,220	5,317,525
	\$ 15,167,840	\$ 14,540,348
Net financial assets	\$ 31,837,270	\$ 30,674,828
Non-financial assets		
Tangible capital assets (note 9)	88,194,143	87,190,561
Inventory of supplies	252,324	185,922
Prepaid expenses	214,585	155,590
	\$ 88,661,052	\$ 87,532,073
Accumulated surplus (note 10)	\$ 120,498,322	\$ 118,206,901

Contingencies and commitments (notes 4 and 11)



Director of Financial Services



Mayor

The accompanying notes are an integral part of these financial statements.

District of North Saanich

Statement of Operations

Year ended December 31, 2022, with comparative information for 2021

	Budget (note 15)	2022	2021
Revenues: (note 14)			
Taxes available for municipal purposes (note 12)	\$ 14,507,800	\$ 14,565,979	\$ 13,706,632
Sale of services			
General	1,143,800	1,222,718	1,374,375
Water utility fees and charges	3,649,700	3,656,094	3,856,883
Sewer utility fees and charges	1,572,700	1,562,671	1,444,024
Income from portfolio investments	360,000	828,735	473,839
Contributed assets (note 9)	-	83,350	243,157
Government transfers (note 13)	1,306,000	1,563,525	1,569,313
Other revenue	281,700	320,007	553,340
	\$ 22,821,700	\$ 23,803,079	\$ 23,221,563
Expenses: (note 14)			
General government	5,093,483	4,260,345	4,011,048
Protective services	5,009,505	4,304,015	3,484,711
Solid waste management and environment	135,900	110,774	85,847
Planning and community	1,943,854	1,485,954	1,334,225
Transportation	4,740,115	3,590,483	3,488,519
Parks, recreation and culture	2,139,091	2,086,776	1,857,705
Water utility	3,936,607	3,725,174	3,705,392
Sewer utility	2,155,895	1,948,137	1,892,906
	\$ 25,154,450	\$ 21,511,658	\$ 19,860,353
Annual surplus (deficit)	(2,332,750)	2,291,421	3,361,210
Accumulated surplus, beginning of year	118,206,901	118,206,901	114,845,691
Accumulated surplus, end of year	\$ 115,874,151	\$ 120,498,322	\$ 118,206,901

The accompanying notes are an integral part of these financial statements.

District of North Saanich

Statement of Change in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	Budget (note 15)	2022	2021
Annual surplus (deficit)	\$ (2,332,750)	\$ 2,291,421	\$ 3,361,210
Acquisition of tangible capital assets	(10,913,600)	(4,349,522)	(3,825,036)
Amortization of tangible capital assets	3,557,000	3,003,248	2,954,186
Loss (gain) on disposal of capital assets	-	203,557	(170,997)
Proceeds on disposal of capital assets	-	222,485	274,466
Contributed capital assets	-	(83,350)	(243,157)
	(9,689,350)	1,287,839	2,350,672
Acquisition of inventory of supplies	-	(277,572)	(152,431)
Consumption of inventory of supplies	-	211,170	126,740
Acquisition of prepaid expenses	-	(204,016)	(143,053)
Use of prepaid expenses	-	145,021	176,827
Change in net financial assets	(9,689,350)	1,162,442	2,358,755
Net financial assets, beginning of year	30,674,828	30,674,828	28,316,073
Net financial assets, end of year	\$ 20,985,478	\$ 31,837,270	\$ 30,674,828

The accompanying notes are an integral part of these financial statements.

District of North Saanich

Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operating transactions:		
Annual surplus	\$ 2,291,421	\$ 3,361,210
Items not involving cash:		
Contributed tangible capital assets	(83,350)	(243,157)
(Gain) loss on disposal of capital assets	203,557	(170,997)
Amortization of tangible capital assets	3,003,248	2,954,186
Actuarial sinking fund earnings	(164,962)	(149,725)
	5,249,914	5,751,517
Change in non-cash operating assets and liabilities		
Decrease in accounts receivable - taxes	94,964	442,201
(Increase) in accounts receivable - other	(264,946)	(141,113)
(Increase) in debt reserve deposits	(3,023)	(2,264)
(Increase) decrease in prepaid expenses	(58,995)	33,773
Increase (decrease) in accounts payable and accrued liabilities	219,633	(2,392,207)
Increase (decrease) in prepaid property taxes	28,210	(54,384)
Increase (decrease) in deferred revenue	26,905	(100,421)
Increase in employee future benefit obligations	65,700	7,600
(Increase) in materials and supplies	(66,402)	(25,691)
Increase (decrease) in deposits	721,349	(230,442)
	6,013,309	3,288,569
Capital transactions:		
Acquisition of tangible capital assets	(4,349,522)	(3,825,036)
Proceeds on disposal of tangible capital assets	222,485	274,466
	(4,127,037)	(3,550,570)
Financing transactions:		
Repayment of debt	(269,343)	(269,343)
Investing transactions:		
Purchase of portfolio investments	(4,000,000)	-
Reinvestment of portfolio investment earnings	(538,464)	(406,005)
	(4,538,464)	(406,005)
(Decrease) in cash and cash equivalents	(2,921,535)	(937,349)
Cash and cash equivalents, beginning of year	16,275,867	17,213,216
Cash and cash equivalents, end of year	\$ 13,354,332	\$ 16,275,867

The accompanying notes are an integral part of these financial statements.

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

The District of North Saanich (the "District") is a municipality in the Province of British Columbia that was created on August 19, 1965 pursuant to the Local Government Act of British Columbia and Community Charter of British Columbia. The District provides municipal services such as police, fire, public works, planning, parks and recreation, library, and general government operations.

1. Significant accounting policies

The financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards, as recommended by the Public Sector Accounting Board ("PSAB"). Significant accounting policies adopted by the District are as follows:

(a) Basis of presentation

The financial statements reflect the assets, liabilities, revenues and expenses of the District and the relevant portion of any cost sharing arrangements.

The District participates in the cost sharing agreements with the Town of Sidney for RCMP police services, Library building maintenance and capital improvements, and the operations of the Shoal Senior Centre. Only the District's portion of these costs are recorded in the financial statements. Refer to Note 11 for additional details.

Interdepartmental and inter-fund transactions have been eliminated. The District does not administer any trust activities on behalf of external parties.

(b) Basis of accounting

The District follows the accrual method of accounting for revenues and expenses. Revenues are recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Government transfers

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability. Transfers received for which expenses are not yet incurred are included in deferred revenue and will be recognized over the period the liability is settled.

(d) Deferred revenue

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired.

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

1. Significant accounting policies continued

(e) Taxation revenue

Taxation revenue is recorded at estimated amounts when it has been authorized and the taxable event occurs. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Taxes receivable are recognized, when they meet the definition of an asset, net of an allowance for anticipated uncollectable amounts. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

Through the British Columbia Assessments' appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded or can be reasonably estimated.

(f) Portfolio investments

All investments are recorded on an amortized cost basis. Investment premiums and discounts are amortized over the term of the respective investment, using the effective interest method. Investments are written down when there is, in the opinion of management, a permanent decline in value.

(g) Investment income

Investment income is reported as revenue in the period earned except when restricted in use by the funding government or related legal statute. In that event, the investment income earned is added to the deferred revenue balance.

(h) Debt

Debt is recorded net of principal repayments and actuarial earnings.

(i) Employee future benefits

The District and its employees make contributions to the Municipal Pension Plan and the Greater Victoria Labour Relations Association (GVLRA) Long-Term Disability Trust. As these are multi-employer plans, the assets and liabilities of the plan are not segregated by institution, and accordingly, the District accounts for the plan as a defined contribution plan and contributions are expensed as incurred.

Sick, personal, emergency, and family leave benefits and other retirement benefits are also available to the District's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligation under this benefit plan is accrued based on projected benefits as the employees render services necessary to earn the future benefits. Long-term disability income benefits are disclosed according to the Greater Victoria Labour Relations Associations' policy.

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

1. Significant accounting policies continued

(j) Liability for contaminated sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. Liabilities are recorded net of any expected recoveries.

A liability for remediation of contaminated sites is recognized when all the following criteria are met:

- (i) the site is no longer in productive use;
- (ii) an environmental standard exists;
- (iii) contamination exceeds the environmental standard;
- (iv) the District is directly responsible or accepts responsibility;
- (v) it is expected that the future economic benefits will be given up; and
- (vi) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of remediation and post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

(k) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset.

The cost, less residual value, of the tangible capital assets, excluding land are amortized on a straight line basis over their estimated useful lives.

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

1. Significant accounting policies continued

(k) Non-financial assets continued

(i) Tangible capital assets continued

Estimated useful life for tangible capital assets is as follows:

Asset	Useful life range in years
Buildings	25 to 50
Land improvements	10 to 40
Vehicles, machinery, and equipment	5 to 25
Engineering Structures:	
Roads	10 to 75
Drainage	25 to 80
Water	20 to 80
Sewer	20 to 80
Other	10 to 80

Land has an infinite life and is not amortized. Work in progress is not amortized until the project is substantially completed and put into use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services or when the value of the future economic benefits associated with the asset is less than the book value of the asset.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions, including tangible capital assets in lieu of developer cost charges, are recorded as revenue at their estimated fair value at the date of receipt.

(iii) Natural resources

Natural resources that have not been purchased are not recognized as assets in the financial statements.

(iv) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in the financial statements.

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

1. Significant accounting policies continued

(k) Non-financial assets continued

(v) Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(vi) Inventory of supplies

Inventory of supplies is recorded at the lower of cost and replacement cost.

(l) Deposits

Receipts restricted by third parties for future services or repayment are deferred as deposits and are refundable under certain circumstances. Deposits are recognized as revenue when qualifying expenditures are incurred or services provided.

(m) Allocation of expenses

Salary, wages and employee benefit expenses include the costs for District employees. The cost of certain personnel are allocated to the water and sewer utility segments based on an estimate of time spent on those segments.

(n) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating useful lives of tangible capital assets, the fair value of contributed assets, the allocation of expenses, provisions for accrued assets, receivables and liabilities, underlying assumptions for employee future benefits, assessment of contaminated sites and provision for contingencies. Actual results could differ from these estimates.

(o) Financial instruments

The District's financial instruments consist of cash and cash equivalents, portfolio investments, accounts receivable, accounts payable and accrued liabilities and debt. The carrying amount of these financial instruments approximates their fair value because they are short-term in nature or because they bear interest at market rates.

Unless otherwise noted, it is management's opinion that the District is not exposed to significant interest or credit risks arising from these financial instruments.

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

1. Significant accounting policies continued

- (p) Future changes in accounting policies

Effective January 1, 2023 the District adopted PS 3280, Asset Retirement Obligations.

A liability is recognized when, as at the financial reporting date:

- (i) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) the past transaction or event giving rise to the liability has occurred;
- (iii) it is expected that future economic benefits will be given up; and
- (iv) a reasonable estimate of the amount can be made

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations. Management is in the process of assessing the impact of adopting this standard on the District's financial results.

2. Portfolio investments

The District's portfolio of investments consist of term deposits in credit unions. Term deposits in credit unions have varying maturity dates from January 2023 to November 2024 and have rates of return ranging from 1.00% to 5.35% (2021: 0.80% to 2.50%).

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

3. Other accounts receivable

Other accounts receivable consists of the following:

	2022	2021
Utility fees and charges	\$ 1,746,243	\$ 1,394,809
BikeBC grant receivable	-	615,916
Other grants receivable	-	50,000
Disaster financial assistance grant receivable	530,000	-
GST rebate	345,289	317,088
Trade accounts receivable	131,720	87,785
Receivable from library / other municipalities	21,546	21,819
Deferred property taxes due from the Province of BC	3,466	4,967
Miscellaneous	20,345	41,279
	\$ 2,798,609	\$ 2,533,663

4. Municipal Finance Authority debt reserve fund and debt reserve deposits

As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are held by the MFA to act as security against the possibility of debt repayments default. If the debt is returned without default, the deposits are refunded to the District. At December 31, 2022, deposits of \$138,399 (2021 - \$135,376) are recorded as debt reserve deposits.

Under borrowing arrangements with the Municipal Finance Authority ("MFA"), the District is required to lodge security by means of contingent demand notes and interest bearing cash deposits based on the amount of borrowing. As debt principal is retired, demand notes are released and the cash deposits are refunded.

At December 31, 2022 there were contingent demand notes of \$255,076 (2021 - \$255,076) which are not included in the financial statements of the District.

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

5. Accounts payable and accrued liabilities

Accounts payable and accrued liabilities consist of the following:

	2022	2021
Trade accounts payable	\$ 2,036,420	\$ 1,643,455
Accrued liabilities	740,478	616,858
Grants in lieu payable to other government organizations	524,763	508,966
Accrued payroll liability	437,038	329,843
Contaminated sites liability (a)	200,000	100,000
School tax levy and grant in lieu payable to the Province of BC	1,148,111	1,706,538
PEMO amounts held (b)	111,845	73,362
	\$ 5,198,655	\$ 4,979,022

(a) A liability for contaminated sites has been recorded in the amount of \$200,000 (2021 - \$100,000). The existence of metals above the BC Contaminated Sites standards has been identified in the soil near Bazan Bay. The source of the contamination is a decommissioned sewage treatment plant clarifier tank on the property.

(b) Peninsula Emergency Measures Organization (PEMO) provides qualified volunteer support during times of emergency or major disaster. It is supported by the District of Central Saanich, the Town of Sidney, and the District of North Saanich.

6. Deferred revenue

	2021	Contributions received	Recognized as revenue	2022
Amenity fee contributions	\$ 1,546,527	\$ -	\$ -	\$ 1,546,527
Prepaid building permits	324,021	401,705	(324,021)	401,705
Prepaid utility billings	9,268	19,724	(9,268)	19,724
Sewer upgrade contributions	155,903	-	(70,193)	85,710
Specified area charges	118,189	-	(118,189)	-
Local Government Climate Action program	-	116,082	-	116,082
Other	27,806	11,065	-	38,871
	\$ 2,181,714	\$ 548,576	\$ (521,671)	\$ 2,208,619

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

7. Employee future benefit liability

The District provides sick leave, retirement benefits, and personal, emergency, and family leave (PEFL) to its employees in addition to contributions to the Municipal Pension Plan and the GVLRA. These amounts and other employee-related liabilities will require funding in future periods and are set out below:

	2022	2021
Accumulated sick leave	\$ 350,342	\$ 294,150
Retirement benefits	198,858	189,350
	\$ 549,200	\$ 483,500

Information about the District's benefit plan for sick leave, retirement benefits and PEFL is as follows:

	2022	2021
Accrued benefit obligation - opening:		
Balance, beginning of year	\$ 573,000	\$ 604,200
Current service cost	66,700	68,600
Interest cost	15,900	13,800
Past service cost	53,200	-
Benefits paid	(79,000)	(88,100)
Actuarial (gain)	(83,800)	(25,500)
Accrued benefit obligation - closing	546,000	573,000
Unamortized net actuarial gain (loss)	3,200	(89,500)
Accrued employee future benefit liability	\$ 549,200	\$ 483,500

The significant actuarial assumptions adopted in measuring the District's accrued benefit obligations are as follows:

	2022	2021
Discount rates	4.50%	2.60%
Expected inflation rate	2.50%	2.50%

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

7. Employee future benefit liability continued

The expected average remaining service life is 12 years (2021 - 12 years). The expected wage and salary increases (including 2.50% inflation estimate) are 2.58% - 4.50% (2021 - 2.58% - 4.50%). The total expense recorded in the financial statements in respect of obligations under this plan amounts to \$88,500 (2021 - \$95,700).

Accumulated sick leave

Accumulated sick leave represents the liability for sick leave banks accumulated for possible draw down at future dates.

Retirement benefits

Retirement benefits represent the District's share of the cost to provide employees with various benefits upon retirement including lump sum retirement payments and death benefits.

The amount recorded for these benefits is based on a benefit actuarial valuation. It is recorded in combination with sick, personal, emergency and family leave valuations. The most recent valuation was as at December 31, 2020. The actuarial valuation and assumptions upon which it is based are reviewed on a periodic basis.

Municipal pension plan

The District and its employees contribute to the Municipal Pension Plan (plan) (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan had about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The District paid \$506,805 for employer contributions to the plan in fiscal 2022 (2021 - \$471,946) and District employees paid \$459,523 (2021 - \$406,922).

The next valuation will be as at December 31, 2024, with results available in 2025.

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

7. Employee future benefit liability continued

GVLRA/CUPE Long-Term Disability Trust

The Trust was established January 1, 1987 as a result of negotiations between the Greater Victoria Labour Relations Association representing a number of employers and the Canadian Union of Public Employees representing a number of CUPE locals. The Trust's sole purpose is to provide a long-term disability income benefit plan. Employers and employees each contribute equal amounts into the Trust. The total plan provision for approved and unreported claims was fully actuarially determined as at December 31, 2018, with an extrapolation prepared by the actuary as at December 31, 2021. At December 31, 2021, the total plan provision for approved claims was \$23,012,000 (2020 - \$20,054,200) and the provision for unreported claims was \$1,703,800 (2020 - \$1,607,400) with an accumulated surplus of \$1,664,646 (2020 - \$4,450,361). The total plan provision for approved and unreported claims and net surplus or deficit at December 31, 2022 is being actuarially extrapolated and will be available later in 2023. The District paid \$68,465 (2021 - \$53,074) for employer contributions and District employees paid \$68,465 (2021 - \$53,074) for employee contributions to the plan in 2022.

8. Debt

	Interest rate	Year of maturity	Gross Debt	Repayments and actuarial earnings	2022	2021
MFA Issue #102	2.25	2032	\$ 7,722,907	\$ (3,723,899)	\$ 3,999,008	\$ 4,319,663
MFA Issue #127	3.3	2029	1,680,000	(795,788)	884,212	997,862
			\$ 9,402,907	\$ (4,519,687)	\$ 4,883,220	\$ 5,317,525

The District issues debt instruments through the MFA, pursuant to security issuing bylaws under authority of the Local Government Act, to finance certain capital expenditures. MFA invests the District's principal payments so that the payments plus the investment income earned on repayments (actuarial earnings), will equal the original outstanding debt amount at the end of the repayment period.

The loan agreements with the MFA provide that if, at any time, the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect of such borrowings, the resulting deficiency becomes a liability of the District.

Interest expense on long-term debt for 2022 was \$229,205 (2021 - \$229,205).

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

8. Debt continued

The aggregate amount of payments required on the District's debt during each of the next five years and thereafter is as follows:

2023	\$ 295,730
2024	295,730
2025	295,730
2026	295,730
2027	295,730
Thereafter	1,226,945
Future principal payments	2,705,595
Future actuarial adjustments (estimated)	2,177,625
	\$ 4,883,220

9. Tangible capital assets

There are no significant art nor historic treasures owned and held by the District. No tangible capital assets were written down in 2022 or 2021.

In 2022 \$83,350 of drainage asset contributions were received related to developments within the District. The estimated fair market value of these assets is shown as revenue as well as tangible capital asset additions. In 2021 contributed assets worth \$243,157 were received.

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

9. Tangible capital assets continued

2022	Engineering Structures										Total 2022	Total 2021	
	Land	Land Improvement	Buildings	Vehicles, Machinery & Equipment	Roads	Drainage	Water	Sewer	Other	Work in Progress			
Cost													
Opening balance	\$ 22,246,923	\$ 3,886,351	\$ 8,737,800	\$ 11,001,736	\$ 40,914,473	\$ 7,790,081	\$ 14,348,598	\$ 28,412,136	\$ 65,381	\$ 963,470	\$ 138,366,949	\$ 135,796,320	
Add: Additions	-	478,524	219,621	525,585	410,438	913,678	332,785	9,997	-	1,542,244	4,432,872	4,068,193	
Less: Disposals	(239,597)	-	(17,633)	(2,402,896)	-	-	(22,133)	-	-	-	(2,682,259)	(1,497,564)	
Completed work in progress	-	2,486	34,042	179,284	55,134	-	588,456	-	-	(859,402)	-	-	
Closing balance	22,007,326	4,367,361	8,973,830	9,303,709	41,380,045	8,703,759	15,247,706	28,422,133	65,381	1,646,312	140,117,562	138,366,949	
Accumulated Amortization													
Opening balance	-	1,138,651	2,923,089	5,533,727	24,707,186	2,057,508	5,965,188	8,803,520	47,519	-	51,176,388	49,616,297	
Add: Additions	-	126,395	209,586	742,253	1,016,211	153,715	198,140	555,720	1,228	-	3,003,248	2,954,186	
Less: Disposals	-	-	(17,633)	(2,222,144)	-	-	(16,439)	-	-	-	(2,256,216)	(1,394,094)	
Closing balance	-	1,265,046	3,115,042	4,053,836	25,723,397	2,211,223	6,146,889	9,359,240	48,747	-	51,923,420	51,176,389	
Net book value	\$ 22,007,326	\$ 3,102,315	\$ 5,858,788	\$ 5,249,873	\$ 15,656,648	\$ 6,492,536	\$ 9,100,817	\$ 19,062,893	\$ 16,634	\$ 1,646,312	\$ 88,194,143	\$ 87,190,561	

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

10. Accumulated surplus

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2022	2021
Surplus		
Invested in tangible capital assets	\$ 83,310,923	\$ 81,873,036
Unallocated surplus	7,021,910	7,828,447
Total surplus	90,332,833	89,701,483
Non-statutory reserve funds set aside by Council		
First Nation Relations fund	15,000	15,000
Total non-statutory reserve funds	15,000	15,000
Statutory reserve funds set aside by Council		
Capital reserves	14,761,860	13,664,111
Operating and opportunity reserves	15,388,639	14,826,307
Total statutory reserve funds	30,150,499	28,490,418
	\$ 120,498,332	\$ 118,206,901

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

11. Contingencies and commitments

(a) Agreements and contracts

The District has entered into various agreements and contracts for services and construction with periods ranging from one to five years.

(b) RCMP

The District has entered into a five-year renewable agreement with the Town of Sidney, effective January 1, 2018, for the use of the RCMP facilities located in the Town of Sidney. This agreement requires that the District reimburse the Town of Sidney for a share of facility, equipment and staffing costs, based upon the ratio of staff assigned to the District and the total number of staff assigned to the detachment under the Policy Agreement.

(c) Insurance

The District is a defendant in various lawsuits and historical circumstances may result in additional legal claims. The District records an accrual in respect of legal claims where there is likely to be a settlement and for which a liability amount is reasonably determinable.

The District is self-insured through membership in the Municipal Insurance Association of British Columbia. Under this program, member municipalities are to share jointly for general liability claims against any member in excess of their deductible. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with the other participants, would be required to contribute towards the deficit. No provision has been recorded as there is no expected risk at this time.

(d) CREST

The District is a shareholder and member of the Capital Regional Emergency Service Telecommunications (CREST) Incorporated, which provides centralized emergency communications and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.

(e) Regional District debt

Regional District debt is, under the provisions of the Local Government Act, a direct, joint and several liability of the Regional District and each member municipality within the Regional District, including the District.

(f) Sandown operating lease

In 2020 the District entered into a lease agreement with Circular Farm and Food Society: Vancouver Island to operate the Sandown lands. Within this lease agreement the District agreed to provide funding during the first three years of operation (2020 - 2022). Council has extended their funding arrangement and the District's estimated cost for 2023 is \$125,000.

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

11. Contingencies and commitments continued

(g) Roundabout agreement

In December 2022, the District entered into a cost sharing agreement with the Victoria Airport Authority and the Town of Sidney for the design and construction of road improvements in the area of Beacon Avenue West, Galaran Road and Stirling Way in the Town of Sidney. The District's share of the costs is capped at \$1,100,000.

12. Taxes available for municipal purposes

	Budget	2022	2021
Taxes collected for general municipal purposes:			
Property and business taxes	\$ 11,872,450	\$ 11,851,417	\$ 11,277,338
Grants in lieu of taxes	1,287,350	1,344,705	1,322,660
Water and sewer system parcel taxes	1,348,000	1,369,857	1,106,634
Total	14,507,800	14,565,979	13,706,632
Taxes collected on behalf of and paid to other governments:			
School Authorities	-	10,113,886	9,040,144
Regional Hospital District	-	1,195,716	1,236,232
Municipal Finance Authority	-	1,706	1,338
British Columbia Assessment Authority	-	308,505	282,128
BC Transit Authority	-	1,624,677	1,455,494
Regional District	-	3,603,033	3,389,285
Total	-	16,847,523	15,404,621
Gross taxes collected	\$ -	\$ 31,413,502	\$ 29,111,253

13. Government transfers

The following government transfers have been included in revenues:

	Budget	2022	2021
Transfers			
Provincial	\$ 753,000	\$ 1,010,554	\$ 487,500
Federal	553,000	552,971	1,081,813
	\$ 1,306,000	\$ 1,563,525	\$ 1,569,313

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

14. Segmented information

The District is a diversified government organization that provides a wide range of services to its citizens as follows:

Protective Services - RCMP, Fire Department and Animal Control

The mandates of the RCMP and Fire Departments are to enforce laws, prevent crime and maintain peace, order and security by protecting life, property and the environment through the provision of emergency response thus, ensuring safe homes and community. The District cost shares with the Town of Sidney to provide policing services through the Royal Canadian Mounted Police (RCMP). District animal control services are provided under contract by the Capital Regional District.

Parks, Recreation and Cultural Services

The Parks division of the Infrastructure Services Department is responsible for providing and facilitating high quality parks and recreational facilities. The District cost shares with the Town of Sidney to provide access to recreation and cultural services through the Mary Winspear Centre and Shoal Centre located nearby in the Town of Sidney. The District is a member of the Vancouver Island Regional Library which provides access to information through the library facility located in the Town of Sidney.

General Government Services - Legislative; Corporate Services; Financial and Information Technology Services

The functions within General Government Services are responsible for adopting bylaws; adopting administrative policy; levying taxes; acquiring, disposing and managing District assets; ensuring effective financial and human resource management; monitoring performance and ensuring that high quality District service standards are met.

Transportation Services - Engineering and Public Works; Roads; Drainage

The Infrastructure Services Department is responsible for the delivery of municipal transportation and storm drainage systems and services and for approving subdivision plans.

Solid Waste Management and Environmental Services

The management of garbage pickup on municipal public property is the responsibility of the Infrastructure Services Department. Council, through the establishment of Commission and Committees of the District, are provided with feedback and advice to assist in providing policy direction to protect and enhance rural, agricultural, heritage and environmental characteristics.

Planning and Community Services

The Planning and Community Services Department is responsible for preparing land use plans, bylaws and policies for sustainable development of the District; and conducting building inspections and bylaw enforcement.

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

14. Segmented information continued

Water Utility - Infrastructure Services, Utilities

The Utilities Division of the Infrastructure Services Department installs and maintains the water mains and pump stations and oversees the distribution of water purchased from the Capital Regional District.

Sewer Utility - Infrastructure Services, Utilities

The Utilities Division of the Infrastructure Services Department installs and maintains the sewer mains and pump stations of the District.

Statement of Segmented Information

The following statement provides additional information for the foregoing functions. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

14. Segmented information continued

December 31, 2022	General Government	Protective Services	Solid Waste Management and Environment		Planning and Community	Transportation and Cultural	Parks, Recreation and Cultural	Water Utility	Sewer Utility	2022
			Management	Environment						
Revenues										
Taxes available for municipal purposes	\$ 13,196,122	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 974,400	\$ 395,457	\$ 14,565,979
Sale of services	149,142	93,618	72,978	762,192	87,997	56,791	3,656,094	1,562,671	6,441,483	
Income from portfolio investments	556,355	-	-	-	-	-	118,122	154,258	828,735	
Contributed assets	-	-	-	-	83,350	-	-	-	83,350	
Government transfers	1,563,525	-	-	-	-	-	-	-	1,563,525	
Other revenue (includes gain on disposal of capital assets)	69,490	-	-	-	45,326	-	43,000	162,191	320,007	
	15,534,634	93,618	72,978	762,192	216,673	56,791	4,791,616	2,274,577	23,803,079	
Expenses										
Salaries, wages and employee benefits	2,354,183	1,141,103	53,275	1,203,712	1,640,035	387,095	609,012	246,722	7,635,137	
Contracted services	1,483,016	2,566,700	56,089	261,334	334,562	1,264,673	59,272	726,730	6,752,376	
Supplies and materials	156,833	189,371	1,410	10,616	216,317	75,087	2,801,599	158,039	3,609,272	
Interest and bank charges	15,101	55,440	-	-	-	-	-	184,239	254,780	
Amortization	240,437	350,613	-	10,292	1,399,569	120,334	249,597	632,407	3,003,249	
Loss on disposal of capital assets	10,775	788	-	-	-	239,587	5,694	-	256,844	
	4,260,345	4,304,015	110,774	1,485,954	3,590,483	2,086,776	3,725,174	1,948,137	21,511,658	
Annual surplus (deficit)	\$ 11,274,289	\$ (4,210,397)	\$ (37,796)	\$ (723,762)	\$ (3,373,810)	\$ (2,029,985)	\$ 1,066,442	\$ 326,440	\$ 2,291,421	

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

14. Segmented information continued

December 31, 2021	General Government	Protective Services	Solid Waste Management and Environment	Planning and Community	Transportation	Parks, Recreation and Cultural		Water Utility	Sewer Utility	2021
Revenues										
Taxes available for municipal purposes	\$ 12,599,998	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 721,650	\$ 384,984	\$ 13,706,632
Sale of services	134,499	71,218	64,169	935,007	110,796	58,686	3,856,883	1,444,024		6,675,282
Income from portfolio investments	366,729	-	-	-	-	-	46,450	60,660		473,839
Contributed assets	209,232	-	-	-	-	-	30,325	3,600		243,157
Government transfers	1,569,313	-	-	-	-	-	-	-		1,569,313
Other revenue	232,562	13,425	-	3,669	68,149	-	31,528	204,007		553,340
	15,112,333	84,643	64,169	938,676	178,945	58,686	4,686,836	2,097,275		23,221,563
Expenses										
Salaries, wages and employee benefits	2,153,389	788,139	49,312	1,076,639	1,500,196	398,168	536,854	263,096		6,765,793
Contracted services	1,422,170	2,164,824	35,466	239,479	458,430	1,255,026	42,810	685,206		6,303,411
Supplies and materials	119,981	172,307	1,069	7,584	150,312	85,703	2,886,403	171,277		3,594,636
Interest and bank charges	13,122	55,440	-	-	-	-	-	173,765		242,327
Amortization	302,386	304,001	-	10,523	1,379,581	118,808	239,325	599,562		2,954,186
	4,011,048	3,484,711	85,847	1,334,225	3,488,519	1,857,705	3,705,392	1,892,906		19,860,353
Annual surplus (deficit)	\$ 11,101,285	\$ (3,400,068)	\$ (21,678)	\$ (395,549)	\$ (3,309,574)	\$ (1,799,019)	\$ 981,444	\$ 204,369	\$	3,361,210

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

15. Budget data

The budget data presented in these financial statements is based upon the 2022 budget in Financial Plan Bylaw #1539, Schedule A passed by Council on May 2, 2022.

	2022
Revenues	
Taxes available for municipal purposes	\$ 14,507,800
Water utility fees and charges	3,649,700
Sewer utility fees and charges	1,572,700
General sale of services	1,143,800
Income from portfolio investments	360,000
Government transfers	1,306,000
Other revenue	281,700
Total revenue	22,821,700
Expenses	
Interest and bank charges	229,300
Amortization	3,557,000
General operating fund	16,468,450
Water operating fund	3,605,000
Sewer operating fund	1,294,700
Total expenses	25,154,450
Annual deficit before allocations	(2,332,750)
ALLOCATIONS	
Add	
Amortization expense	3,557,000
Transfers from surplus	1,689,000
Transfers from reserve funds	8,269,650
Total additions	13,515,650
Deduct	
Principal payments on debt	269,300
Capital expenditures	10,913,600
Total deductions	11,182,900
Financial Plan balance	\$ -

District of North Saanich

Notes to the Financial Statements

Year ended December 31, 2022

16. Subsequent event

On December 5, 2022, the District was named as a beneficiary of two North Saanich properties with a total assessed value of \$2,014,900. The transfer of these properties to the District is expected to occur in late 2023.

17. Comparative figures

Certain comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year.

District of North Saanich

Supplementary Financial Information

Year ended December 31, 2022

UNAUDITED

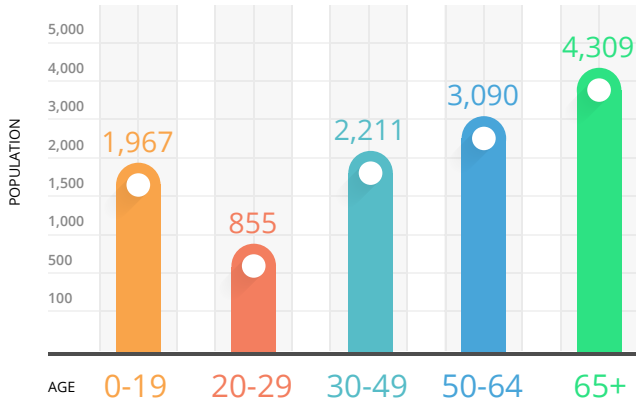
SCHEDULE 1: COVID-19 SAFE RESTART GRANT

The District of North Saanich received a \$2,711,000 COVID-19 Restart Grant for Local Governments in November, 2020. Please see the schedule below for a summary of the eligible costs incurred in 2022.

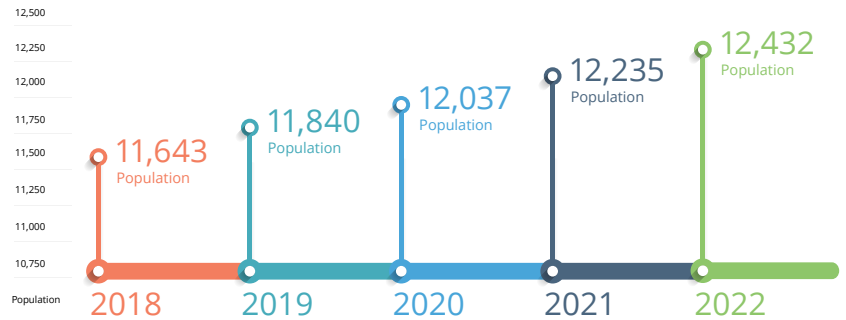
Balance, year ending December 31, 2021		\$ 1,608,292
Eligible 2022 costs incurred:		
Revenue shortfalls	(387,500)	
General Government	(210,765)	
Protective Services	(15,223)	
Planning and Community	<u>(90,000)</u>	
Total eligible costs:		(703,488)
Balance, year ending December 31, 2022		<u><u>\$ 904,804</u></u>

Statistical Information

Population by Age (2022)



Population by Year



Education of population aged 25-64

155	No certificate, diploma or degree
1,175	High school diploma or equivalent
600	Apprenticeship or trades certificate or diploma
1,260	College, CEGEP or other non-university certificate or diploma
205	University certificate or diploma below bachelor level
2,145	University certificate, diploma or degree at bachelor level or above

Occupation of working population

60	Operations unique to primary industry
170	Management
1,075	Business, finance and administration
480	Natural and applied sciences
460	Health
825	Education, law and social, community & government
290	Art, culture, recreation and sport
1,300	Sales and service occupations
1,005	Trades, transport and related occupations
210	Natural resources, agriculture & related occupations
100	Manufacturing and utilities

Unemployment Rate

2018	2019	2020	2021	2022
4.0%	3.4%	5.8%	3.9%	3.4%

Source: Statistics Canada for Greater Victoria Area. Numbers and graphs on this page are updated from the Census information available every 5 years. Population numbers are estimated based on 2016/2021 Census information.

Statistical Information

Taxable Assessment of Land & Improvements (thousands)	2018	2019	2020	2021	2022
Residential	\$4,875,157	\$5,126,481	\$5,077,694	\$5,403,224	\$7,171,120
Utilities	699	713	806	670	1,240
Light Industrial	25,775	27,988	28,994	29,454	32,197
Business / Other	306,895	347,761	360,388	334,316	360,077
Recreation / Non-profit	56,239	60,825	63,350	61,202	63,595
Farm	3,102	3,056	3,073	3,110	3,106
	\$5,267,867	\$5,566,824	\$5,534,305	\$5,831,976	\$7,631,335

Property Tax Levies (thousands)	2018	2019	2020	2021	2022
District of North Saanich	\$12,606	\$12,683	\$13,040	\$13,707	\$14,566
School Authorities	8,259	8,946	7,242	9,040	10,114
Regional Hospital District	1,386	1,353	1,234	1,236	1,196
Municipal Finance Authority	1	1	1	1	2
BC Assessment Authority	258	25	272	282	308
BC Transit Authority	1,304	1,368	1,417	1,456	1,625
Regional District	2,992	2,985	2,984	3,389	3,603
Total Property Tax Levies	\$26,806	\$27,593	\$26,190	\$29,111	\$31,414
Total Property Taxes Collected*	\$26,358	\$27,877	\$25,900	\$29,553	\$31,509

*current year levy plus change in taxes receivable

Top Five Principal Corporate Taxpayers:	Victoria Airport Authority	BC Ferry Services Inc.	Sobeys Capital Inc.	Sandown Properties Ltd.	Canoe Cove Marina Ltd.

Source: District of North Saanich Financial Services Department

Statistical Information

Debenture Debt	2018	2019	2020	2021	2022
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(in thousands except for population, households and per capita/per household data)

Gross Outstanding Debt	\$7,818	\$7,549	\$6,371	\$6,102	\$5,832
Actuarial Allocation	(1,291)	(1,409)	(634)	(784)	(949)
Net Outstanding Debt	\$6,527	\$6,140	\$5,737	\$5,318	\$4,883

Debt Servicing Cost*	2018	2019	2020	2021	2022
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Property Tax Supported	\$139	\$139	\$139	\$139	\$139
Specified Area	675	359	359	359	359
Total Debt Servicing Cost	\$814	\$498	\$498	\$498	\$498
Debt Capacity Available	\$10,473	\$11,860	\$12,263	\$13,682	\$15,117
Population	11,643	11,840	12,037	12,235	12,432
Households	4,782	4,858	4,934	5,010	5,035
Net Debt per Capita	\$561	\$519	\$477	\$435	\$393
Net Debt per Household	\$1,365	\$1,264	\$1,163	\$1,062	\$970
Debt Servicing per Capita	\$89	\$42	\$41	\$41	\$40
Debt Servicing per Household	\$218	\$103	\$101	\$99	\$99

*Debt servicing cost includes principal and interest payments made during the year.

Construction	2018	2019	2020	2021	2022
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Building Permits	192	167	188	222	170
Construction Value (thousands)	\$55,146	\$33,257	\$52,102	\$67,157	\$55,240

Source: District of North Saanich Financial Services Department. Population and household information is an estimate based on 2016/2021 Census.

Statistical Information

District Staff As at December 31	2018	2019	2020	2021	2022
CUPE Positions					
Full Time	46	46	46	47	48
Part Time	1	1	1	1	1
Exempt Positions	10	11	11	13	15
Total Positions¹	57	58	58	61	64
Total Full Time Equivalent Positions	56.6	57.6	57.6	60.6	63.6

¹These figures represent the District's base positions and do not include term auxiliary contracts that help cover short-term vacancies, extended absences and special projects.

Revenues by Type (thousands)	2018	2019	2020	2021	2022
Net taxes available for municipal purposes	\$12,606	\$12,683	\$13,040	\$13,707	\$14,566
Sale of services	6,075	5,560	5,803	6,675	6,441
Other revenue	538	482	311	553	320
Contributed assets	-	5,658	3,148	243	83
Investment earnings	674	834	807	474	829
Government transfers	1,691	1,701	4,306	1,569	1,564
	\$21,584	\$26,918	\$27,415	\$23,221	\$23,803

Source: District of North Saanich Financial Services Department. Certain comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year.

Statistical Information

Expenses by Function (thousands)	2018	2019	2020	2021	2022
General government	\$3,538	\$3,383	\$3,697	\$4,011	\$4,260
Protective services	3,355	3,437	3,475	3,485	4,304
Solid waste management and environment	63	70	100	86	111
Planning and community	935	1,004	1,152	1,334	1,486
Transportation	3,097	3,368	3,734	3,488	3,591
Parks, recreation and culture	1,491	1,584	1,784	1,858	2,087
Water utility	3,152	3,132	3,242	3,705	3,725
Sewer utility	1,698	1,681	1,791	1,893	1,948
	\$17,329	\$17,659	\$18,975	\$19,860	\$21,512

Expenses by Object (thousands)	2018	2019	2020	2021	2022
Salaries, wages and employee benefits	\$5,660	\$5,923	\$6,465	\$6,766	\$7,635
Contracted services	5,768	5,748	6,133	6,303	6,753
Supplies and materials	2,907	2,923	3,202	3,595	3,609
Interest and bank charges	328	240	239	242	255
Amortization	2,666	2,825	2,936	2,954	3,003
Loss on disposal of capital assets	-	-	-	-	257
	\$17,329	\$17,659	\$18,975	\$19,860	\$21,512

Source: District of North Saanich Financial Services Department. Certain comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year.

Statistical Information

Net Financial Assets (millions)	
2018	\$21.79
2019	\$25.85
2020	\$28.32
2021	\$30.67
2022	\$31.84

Acquisition of Tangible Assets (millions)	
2018	\$3.40
2019	\$7.82
2020	\$9.25
2021	\$4.07
2022	\$4.43

Total Accumulated Surplus (millions)	
2018	\$97.15
2019	\$106.41
2020	\$114.85
2021	\$118.21
2022	\$120.50

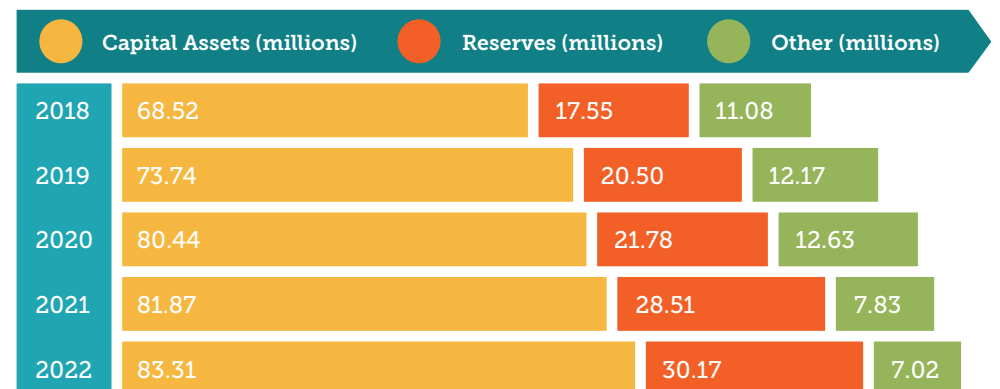
Revenues (millions)	
2018	\$21.58
2019	\$26.92
2020	\$27.41
2021	\$23.22
2022	\$23.80

Revenue per Capita (thousands)	
2018	\$1.85
2019	\$2.27
2020	\$2.28
2021	\$1.90
2022	\$1.91

Expenses (millions)	
2018	\$17.33
2019	\$17.66
2020	\$18.97
2021	\$19.86
2022	\$21.51

Annual Surplus (millions)	
2018	\$4.26
2019	\$9.26
2020	\$8.44
2021	\$3.36
2022	\$2.29

Total Accumulated Surplus Breakdown:



Source: District of North Saanich Financial Services Department. Certain comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year.