



DISTRICT OF NORTH SAANICH

BYLAW NO. 1572

A BYLAW RESPECTING THE FINANCIAL PLAN FOR THE YEARS 2024 TO 2028

WHEREAS the Municipal Council has caused to be prepared the District's Financial Plan for the years 2024 to 2028 in accordance with the provisions of Section 165 of the Community Charter;

THEREFORE the Municipal Council of the District of North Saanich, in open meeting assembled, enacts as follows:

1. The Financial Plan prepared on a full accrual basis for the years 2024 to 2028 is hereby attached as Schedule "A" – Five Year Financial Plan.
2. The Transfer from (to) Reserves for the years 2024 to 2028 is hereby attached as Schedule "B" – Transfer from (to) Reserves
3. The Statement of Objectives and Policies for the year 2024 is hereby attached as Schedule "C" – Statement of Objectives and Policies.
4. It shall be lawful for the Director of Financial Services to pay, from time to time, the amounts which become necessary for the services and debt requirements mentioned in Schedules "A" & "B".
5. All payments of municipal and utility expenditures for the current year made prior to the passage of this Bylaw are hereby ratified and confirmed.
6. The Director of Financial Services shall mean and include the Director of Financial Services of the District of North Saanich or any person acting in that capacity with the sanction and by the authority of the Council.
7. This By-law may be cited for all purposes as the "*North Saanich Financial Plan Bylaw No. 1572, 2024*".

READ A FIRST TIME the 6th day of May, 2024
READ A SECOND TIME the 6th day of May, 2024
READ A THIRD TIME the 6th day of May, 2024
FINALLY ADOPTED the 13th day of May, 2024



MAYOR



CORPORATE OFFICER

**District of North Saanich
2024 – 2028 Financial Plan
Schedule “A” of Bylaw No. 1572**

	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenues					
Property Taxes, Grants-In-Lieu & Special Levies	(16,182,650)	(17,181,000)	(17,779,600)	(18,284,500)	(18,935,200)
Sale of services:					
General	(194,100)	(174,100)	(174,100)	(174,100)	(174,100)
Protective	(37,100)	(37,400)	(37,400)	(37,400)	(37,400)
Solid Waste & Environmental	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)
Planning & Community	(840,300)	(840,300)	(840,300)	(840,300)	(840,300)
Infrastructure Services	(164,800)	(102,800)	(106,800)	(102,800)	(106,800)
Parks, Recreation & Cultural	(35,900)	(36,700)	(37,200)	(37,600)	(38,000)
Water utility fees and charges	(4,117,600)	(4,226,400)	(4,331,500)	(4,439,200)	(4,545,500)
Sewer utility fees and charges	(1,705,100)	(1,734,800)	(1,811,800)	(1,842,300)	(1,872,100)
Other Revenue	(994,700)	(981,800)	(931,800)	(931,800)	(881,800)
Transfers from other governments	(1,363,000)	(1,102,000)	(1,002,000)	(1,002,000)	(1,002,000)
Total Revenues	(25,705,250)	(26,487,300)	(27,122,500)	(27,762,000)	(28,503,200)
Expenses					
General Government	4,362,350	4,489,800	4,602,800	4,655,300	4,736,600
Protective Services	4,775,000	5,230,500	5,269,900	5,403,100	5,536,900
Solid Waste & Environmental	135,900	135,900	135,900	135,900	135,900
Planning & Community	1,613,700	1,617,700	1,649,800	1,680,600	1,711,200
Infrastructure Services	2,812,700	2,842,500	2,890,400	2,932,200	2,972,600
Parks	764,100	778,800	809,100	814,300	814,600
Recreation & Cultural	1,361,800	1,432,400	1,469,600	1,507,900	1,547,400
Water Utility	4,064,000	4,172,800	4,277,900	4,385,600	4,491,900
Sewer Utility	1,382,100	1,411,800	1,488,800	1,519,300	1,549,100
Operating Projects	2,078,600	590,000	137,000	125,000	137,000
Debt Interest	356,700	356,700	356,700	356,700	356,700
Amortization	3,531,700	3,447,400	3,226,600	2,936,100	2,696,100
Total Operating Expenses	27,238,650	26,506,300	26,314,500	26,452,000	26,686,000
Net Revenue (Expenses)	(1,533,400)	(19,000)	808,000	1,310,000	1,817,200
Allocations					
Transfers to/from Reserves	5,616,200	2,365,500	(147,800)	(647,300)	(713,600)
Transfers from/(to) Non-Statutory Reserves	15,000				
Transfers from/(to) Surplus	650,000				
Capital expenditures	(7,983,800)	(5,498,200)	(3,591,100)	(3,303,100)	(3,504,000)
Reserve fund in excess of amortization	3,531,700	3,447,400	3,226,600	2,936,100	2,696,100
Debt principal	(295,700)	(295,700)	(295,700)	(295,700)	(295,700)
Financial Plan Balance	-	-	-	-	-

**District of North Saanich
2024 – 2028 Financial Plan
Schedule “B” of Bylaw No. 1572**

	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
<u>Transfers from Reserve Funds</u>					
Furniture and Equipment	378,000	305,000	120,000	120,000	120,000
Fire Vehicle and Equipment	551,500	63,200	274,100	63,200	34,100
Public Works Vehicle and Equipment	765,000	625,000	100,000	25,000	115,000
Water Vehicle and Equipment	165,000	405,000	15,000	15,000	15,000
Sewer Vehicle and Equipment	170,000	194,000	110,000	110,000	240,000
Parks Capital	155,300	50,000	50,000	50,000	50,000
Storm Water Capital	532,200	281,800	281,800	281,800	281,800
Roads Capital	1,007,500	719,000	569,000	569,000	569,000
Water Capital	255,000	193,400	299,000	299,000	299,000
Sewer Capital	298,700	406,700	298,700	220,200	45,000
Facilities	445,400	180,000	30,000	-	30,000
Carbon Neutral	45,000	45,000	45,000	45,000	45,000
New Works and Equipment	699,700	1,100,000	500,000	500,000	500,000
Agricultural	125,000	-	-	-	-
Policing	299,600	362,000	318,000	295,900	225,900
Snow Removal	50,000	50,000	50,000	50,000	50,000
Growing Communities Fund	549,600	760,800	655,200	655,200	655,200
Community Works Gas Tax	2,221,600	700,000	600,000	600,000	600,000
Financial Stabilization	2,053,500	601,000	312,000	304,000	312,000
Local Improvement	-	-	-	-	-
Parkland Acquisition	-	-	-	-	-
Total Transfers from Reserves	10,767,600	7,041,900	4,627,800	4,203,300	4,187,000
<u>Transfers to Reserve Funds</u>					
Furniture and Equipment	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Fire Vehicle and Equipment	(315,000)	(315,000)	(315,000)	(315,000)	(315,000)
Public Works Vehicle and Equipment	(190,000)	(190,000)	(190,000)	(190,000)	(190,000)
Water Vehicle and Equipment	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Sewer Vehicle and Equipment	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Parks Capital	(245,000)	(245,000)	(245,000)	(245,000)	(245,000)
Storm Water Capital	(650,000)	(250,000)	(300,000)	(350,000)	(400,000)
Roads Capital	(569,000)	(569,000)	(569,000)	(569,000)	(569,000)
Water Capital	(1,003,200)	(1,003,200)	(1,003,200)	(1,003,200)	(1,003,200)
Sewer Capital	(246,100)	(246,100)	(246,100)	(246,100)	(246,100)
Facilities	(450,000)	(350,000)	(400,000)	(400,000)	(400,000)
Carbon Neutral	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)
New Works and Equipment	(225,000)	(250,000)	(275,000)	(300,000)	(300,000)
Agricultural	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)
Policing	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Snow Removal	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)
Community Works Gas Tax	(613,000)	(613,000)	(613,000)	(613,000)	(613,000)
Financial Stabilization	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)
Local Improvement	(25,800)	(25,800)	-	-	-
Parkland Acquisition	(14,300)	(14,300)	(14,300)	(14,300)	(14,300)
Total Transfers to Reserve Funds	(5,151,400)	(4,676,400)	(4,775,600)	(4,850,600)	(4,900,600)
Total Transfers from (to) Reserve Funds	5,616,200	2,365,500	(147,800)	(647,300)	(713,600)

**District of North Saanich
2024 – 2028 Financial Plan
Statement of Objectives and Policies
Schedule “C” of Bylaw No. 1572**

In accordance with Section 165(3.1) of the Community Charter, the District of North Saanich is required to include in the Five-Year Financial Plan, objectives, and policies regarding each of the following:

1. the proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter
2. the distribution of property taxes among the property classes
3. the use of permissive tax exemptions

FUNDING SOURCES

1. Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2024. Property taxes form the greatest proportion of the revenue raised by the municipality. The system of property taxation is relatively easy to administer and understand. It provides a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement, and infrastructure maintenance.

For these reasons, property taxation will continue to be the main source of municipal revenue.

2. User fees and charges form the second largest portion of planned revenue. Many municipal services, such as water and sewer usage, can be measured and charged for on a user-pay basis. Fees and charges for services that can be easily administered such as building permits, business licenses, dog licenses, and sale of services are charged on a user pay basis. This basis attempts to apportion the value of a municipal service to those who make use of it.
3. The District has twenty statutory reserve funds established for specific purposes and transfers money to the appropriate capital fund when required.
4. Reserve accounts are established from the annual surplus to carry forward projects that were not completed in the previous year and for current year projects not funded from operating.

Objective

- Over the next five years, the District’s average annual tax increase will not exceed 5%.
- The District will identify all Capital Assets and establish a replacement and funding plan for each.

Policies

- Where possible the District will endeavour to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on its limited property tax base.
- The District will review all user fee levels on an ongoing basis to ensure they are adequately meeting both the capital and delivery costs of the service.
- Capital expenditures will be reviewed and where possible annual contributions to a Reserve Fund be made to fully pay for the expenditure in the future.
- The District will take advantage of grant programs to maximize the funding potential for infrastructure. Funding sources for the District's share may include a combination of transfers from Reserves, Debt and/or new taxation.
- The District will implement the Tangible Capital Asset Management program which will identify and establish a replacement and funding plan.

Table 1:

Revenue Source	<u>% of Revenue by Source</u>
Property Taxes	63.0%
User Fees & Charges	27.8%
Other Revenue	3.9%
Grants	5.3%
	<u>100.0%</u>

DISTRIBUTION OF PROPERTY TAX RATES

Table 2 provides the distribution of property tax revenue among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of District services.

Objectives

The District will continue to set tax rates to ensure tax stability by maintaining the proportionate relationship between classes and uniform annual tax increases.

Table 2:

Property Class	<u>% of 2024 Property Tax</u>
Residential	70.5%
Utilities	0.1%
Light Industry	2.2%
Business	25.1%
Rec / Non Profit	1.9%
Farm	0.2%
	<hr/>
	100.0%

PERMISSIVE TAX EXEMPTIONS

The Annual Municipal Report contains a list of permissive exemptions granted for the previous taxation year and the amount of tax revenue foregone. This list demonstrates the policy of Council that permissive exemptions are granted to not-for-profit institutions that form a valuable part of our community. These include religious institutions, recreation facilities, cultural institutions, and service organizations, especially for the youth and elderly.

Objective

- Over the next 5 years, the District will maintain permissive tax exemptions at the current level.

Policies

- The District will provide permissive tax exemptions to not-for-profit societies based on the needs of the organization and the benefit provided.