



# NORTH SAANICH ANNUAL REPORT 2005

Municipal Office: 1620 Mills Road, North Saanich, BC V8L 5S9  
Email: [admin@northsaanich.ca](mailto:admin@northsaanich.ca) Phone: (250) 656-0781 Fax: (250) 656-3155

[www.northsaanich.ca](http://www.northsaanich.ca)

June 2006



*Mayor Ted Daly*

2005 was a year of transition in North Saanich. With municipal elections looming in the fall, your Council worked hard to wind up the many initiatives launched earlier in its term. Three major policy 'batons' have been passed to your new Council: completion of the recommendations of the Corporate Review, the Official Community Plan Review, and the Vision/Strategic Planning Process.

## About the Annual Report

Each year, your District Council and staff present an Annual Report to the Community as part of our commitment to open and responsive government.

Copies of the annual report are available at Municipal Hall and on the District's website ([www.northsaanich.ca](http://www.northsaanich.ca)).

## Highlights of the year include:

### Enhancing Quality of Life for our residents

- initiation of the Pat Bay/Deep Cover/McDonald Park sewer project – a 1969 requirement of the Greater Victoria Board of Health and a significant steps towards improved public and environmental health
- a successful referendum winning public support for renovations and modernization of the Panorama Recreation Centre - a work in progress
- implementation of a burning ban in the Dean Park area and pilot burnables drop-off program
- completion of the new traffic round-about at Willingdon and East Saanich

### Community Building

- joining together in our first annual Polar Bear Swim in January
- our new North Saanich Heritage Advisory Commission hosted Heritage Week in February
- our first 'CommuniTea' and the Parks Commission 'Bike and Hike' in October
- participation in Sidney Days and the annual Christmas parade
- designation of our first Heritage Tree – the multi-stemmed red cedar in Lillian Hoffar Park
- ongoing public dialogue related to our common vision, the OCP, and Sandown Park

### Local Government Effectiveness

- as part of our commitment to a focused, high performance District operation, each of our Departments developed Business Plans linked directly to both our overall Strategic Plan and the 2006 budget development process
- a Performance Planning and Development system was put in place to help focus our staff members on priorities identified in these plans and to ensure that we have the skills to perform effectively – we also completed a training needs analysis and implementation plans are in the works
- 2005 also saw implementation of a Customer Service Training Program – to support our ongoing commitment to exemplary service to our residents
- we completed a review of our Commissions Bylaws to clarify roles, mandate and conduct
- provided for public access to property and other geographical information (GIS) through an on-line North Saanich Map service
- and our new District website, jointly developed with Sidney and Central Saanich, won the People's Choice Award of the Municipal Information Systems Association for the most innovative municipal project recently completed in BC.

Council is proud of its many accomplishments of 2005, and looks forward to working together in 2006 and future years for the betterment of the community.

## STRATEGIC PRIORITIES – District of North Saanich

Your new Council has supported the five strategic priorities identified in the 2004 Strategic Plan. In January 2006, Council also enhanced related outcomes (the results desired) and updated the list of initiatives proposed for each priority. The table below provides an overview of the priorities, 2005 achievements and 2006 plans. See attachment 1 for a full summary of all outcomes, 2005 progress, and proposed initiatives for 2006 (on website or contact Municipal Hall for a copy).

Strategic Priority	2005 Progress Highlights	2006 Plans/Initiatives
<b>Protect and enhance rural, agricultural, heritage, marine and environmental characteristics</b>	<ul style="list-style-type: none"> <li>▪ Agricultural Task Force established</li> <li>▪ OCP update proposes additional tools for protection of sensitive environmental and marine areas and fish habitat</li> <li>▪ Lochside Regional Trail completed</li> </ul>	<ul style="list-style-type: none"> <li>▪ a comprehensive inventory of Riparian Areas</li> <li>▪ investigation of policy options regarding access to waterfront and shoreline</li> <li>▪ draft bylaw to guide non-farm uses of lands designated by the Agricultural Land Commission</li> <li>▪ develop a strategic plan to guide the work of the Heritage Advisory Commission</li> </ul>
<b>Ensure a safe and healthy community</b>	<ul style="list-style-type: none"> <li>▪ installed backflow prevention to protect public water system at Institute of Ocean Sciences</li> <li>▪ completion of residential meter replacement/backflow program</li> <li>▪ ‘no burning area’ pilot project</li> <li>▪ Fire Underwriters Survey completed with very high ratings</li> <li>▪ Roundabout at East Saanich and Willingdon</li> </ul>	<ul style="list-style-type: none"> <li>▪ complete Pat Bay/Deep Cove/ McDonald Park sewer system</li> <li>▪ develop on-site sewage education and monitoring programs</li> <li>▪ complete a District Emergency and Disaster Response Plan</li> <li>▪ continued pathway/trail development to encourage active lifestyles (West Saanich from Towner to Wain, West Saanich to John Road)</li> <li>▪ enhance GIS to further assist in emergency planning and response</li> </ul>
<b>Selective economic development</b>	<ul style="list-style-type: none"> <li>▪ minor downward adjustment to commercial tax rate</li> <li>▪ new Agricultural Task Force to develop strategies to support economic viability of District farms</li> </ul>	<ul style="list-style-type: none"> <li>▪ establishment of Marine Task Force to review our seven marine zones and permitted uses</li> <li>▪ resolve Sandown Park issues</li> <li>▪ investigate home business policy options</li> </ul>
<b>Build a strong sense of community</b>	<ul style="list-style-type: none"> <li>▪ assisted Peninsula Celebrations Society for annual parade events</li> <li>▪ support for community events (Heritage Week, Bike and Hike, CommuniTea)</li> </ul>	<ul style="list-style-type: none"> <li>▪ develop a North Saanich brand (look, tag line, etc.) to help build a common image for our community</li> <li>▪ create a North Saanich Days celebration</li> <li>▪ resolution of ‘village centre’ concept through OCP</li> </ul>
<b>Provide for strong leadership and good governance</b>	<ul style="list-style-type: none"> <li>▪ Departmental Business Plans</li> <li>▪ HR Performance Planning and Development system (PPAD)</li> <li>▪ Customer Service Training Program</li> <li>▪ review Commission Bylaws</li> </ul>	<ul style="list-style-type: none"> <li>▪ create a Productivity and Morale Task Force</li> <li>▪ strengthen labour/management committee and related functions</li> <li>▪ develop a comprehensive performance monitoring and management system (linked to plans/budget)</li> <li>▪ implement formal succession planning</li> <li>▪ 5 year Information Technology Plan</li> </ul>

# FINANCIAL REPORT - *Ralph Gillis, Director of Financial Services*

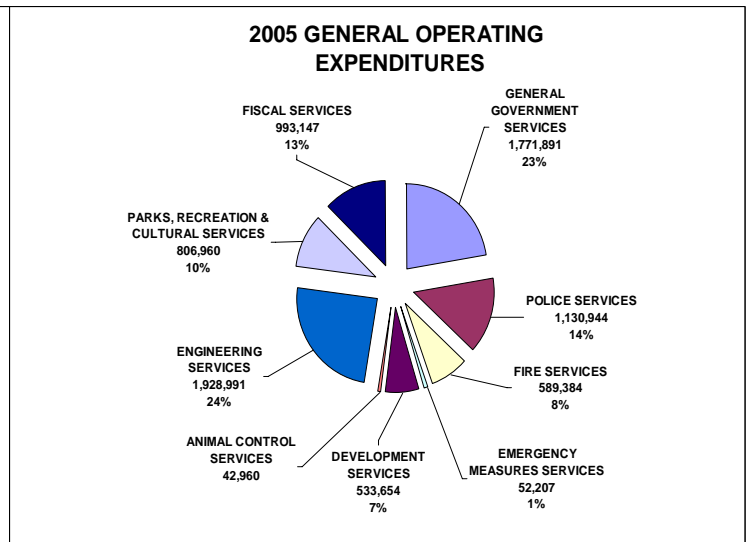
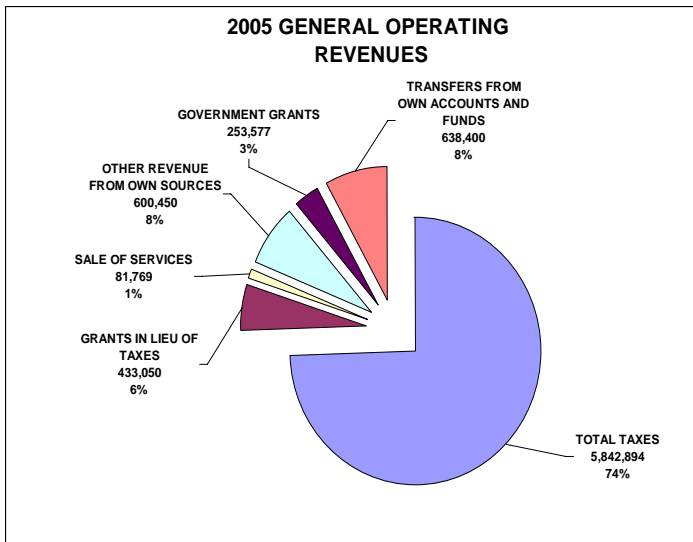
The 2005 Audited Financial Statements for the District of North Saanich can be found as attachment 2 of the expanded version of this Report to the Community; available at the Municipal Hall in hard copy or on our website under Municipal Hall and Reports/Publications ([www.northsaanich.ca](http://www.northsaanich.ca)). As the key indicators summarized in the table to the right demonstrate, the District is in sound financial condition. Please note that the 2005 change in liquidity and in current liabilities as a percentage of net operating revenue includes the \$451,058 payable to BC Ferry Services as a result of their 2004 and 2005 Property Assessment Appeals.

The table at the top of the next page summarizes capital expenditures for both 2005 (actual) and 2006 (planned). Only \$823,078 or 15% of the 2005 capital expenditures came from new revenues as \$902,338 or 16% was funded from Statutory Reserve Funds set aside for replacement of infrastructure and equipment with a further \$1,298,032 or 23% funded from government grants or other contributions and \$2,527,413 or 46% in temporary borrowing related to the Pat Bay/Deep Cove/ McDonald Park Sewer Project.

## KEY INDICATORS of Financial Health

Key Indicator	2005	2004	2003
Revenue per Capita	\$1,030	\$1,052	\$910
Expenditures per Capita	\$848	\$837	\$803
Liquidity	2.02	4.71	4.57
Current Liabilities as a % of Net Operating Revenue	28.71%	12.31%	14.16%
Fund Balances – Year End	\$5,579,854	\$5,782,027	\$5,359,146
Reserve Fund Balances Only – Year End	\$2,661,029	\$3,051,121	\$3,219,156
Cash and Short Term Investments – Year End	\$6,219,462	\$6,365,319	\$6,144,374
% of Tax Revenues from Non-Residential Sources	32.76%	33.26%	\$27.26%
# Business Licenses Issued	405	318	285
General Municipal Tax Revenues from Airport Land	\$410,892 52 Folios	\$390,646 57 Folios	\$364,247 56 Folios

## 2005 General Operating Budget



In 2005, your capital expenditures of \$5,550,861 were invested in:		Our general capital budget for 2006 totals \$1,871,500 for the following significant projects:	
General Government	\$ 778,838	Municipal Hall Upgrade	\$ 450,000
Protective Services	\$ 34,313	Fire Truck (planned replacement)	\$ 361,000
Transportation Services	\$ 844,126	Public Works Vehicles	\$ 330,000
Recreation and Culture	\$ 44,025	Road Projects	\$ 90,000
Water Utility	\$ 279,061	Bicycle Paths	\$ 100,000
Sewer Utility	\$3,570,498	Drainage Projects	\$ 390,000
		Park Projects	\$ 68,000
		Other Capital	\$ 82,500

## Additional Reporting Obligations

The Provincial Government has a number of specific reporting requirements. Once again, an overview is presented below; for those wanting the detail that we send to the Province, simply ask at the Municipal Hall for the appendices or access the District website ([www.northsaanich.ca](http://www.northsaanich.ca)).

- Council member salaries were paid regularly at a rate of \$18,002.93 for the Mayor and \$8,640.88 for Councillors
- in 2005, four of your elected official had expense claims with the largest annual total attributed to the Mayor (\$1,021.23)
- there were no contracts in 2005 with Council members relevant to the requirements set out in the Community Charter
- 12 properties received tax exemptions in 2005 (including 5 churches, 2 Memorial Parks Society, the Aviation Museum, Sea Cadets/Navy League, Air Cadets, the Kiwanis Elderly Citizens Village, and the Town of Sidney)
- In reasons for judgment dated May 18, 2005, Mr. Justice Burnyeat of the B.C. Supreme Court granted an order to 12 North Saanich electors pursuant to section 111(6) (c) of the Community Charter. That order declared William Bird disqualified from holding office as a member of a local government Council by reason of Mr. Bird's failure to disclose and declare pecuniary and other interests in a matter that constituted a conflict of interest.

## PROCESS

The District's 2005 Annual Report to the Community in accordance with Section 98 of the *Community Charter* will be available for public inspection as of June 6, 2006 at the Municipal Hall and on the District's website at [www.northsaanich.ca](http://www.northsaanich.ca). A Special Council meeting will be held on **Monday, June 26, 2006 at 6:00 p.m.** at which the public will be given an opportunity to present submissions and questions regarding the 2005 Annual Report. At that time, Council will also consider the 2005 Annual Report for their approval.

## WHO to CONTACT for more information

Mayor Ted Daly .....	656-8700	Chief Administrative Officer – Bruce Williams .....	655-5452
Councillor Peter Chandler .....	656-7226	Director, Corporate Services – Sandy Bowden .....	655-5453
Councillor Sheila Fea .....	656-2719	Director, Financial Services – Ralph Gillis .....	655-5496
Councillor Cairine Green .....	656-3205	IT/GIS Manager - John Carnell .....	655-5499
Councillor Anny Scoones .....	656-9740	Director, Development & Community Services – Tracy Olsen	655-5471
Councillor Bob Shaw .....	655-9610	Director, Infrastructure Services – Tim Tanton .....	655-5461
Councillor Bob Williamson .....	655-1270	Works Superintendent - Brian Robinson .....	655-5481
		Director, Emergency Services (Fire) - Gary Wilton .....	661-0223

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