DISTRICT OF NORTH SAANICH

BYLAW NO. 1582

A BYLAW RESPECTING THE FINANCIAL PLAN FOR THE YEARS 2025 TO 2029

WHEREAS the Municipal Council has caused to be prepared the District's Financial Plan for the years 2025 to 2029 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 2025 to 2029 is hereby attached as Schedule "A" – Five Year Financial Plan.

2. The Transfer from (to) Reserves for the years 2025 to 2029 is hereby attached as Schedule "B" – Transfer from (to) Reserves

3. The Statement of Objectives and Policies for the year 2025 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. 1582, 2025".***

READ A FIRST TIME the 7th day of April, 2025

READ A SECOND TIME the 7th day of April, 2025

READ A THIRD TIME the 7th day of April, 2025

FINALLY ADOPTED the 28th day of April, 2025

MAYOR

CORPORATE OFFICER

District of North Saanich
2025 – 2029 Financial Plan
Schedule "A" of Bylaw No. 1582

	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenues					
Property Taxes, Grants-In-Lieu &Special Levies	17,551,080	18,966,400	19,323,100	19,654,400	19,820,800
General	157,500	26,200	26,200	26,200	26,200
Protective	302,407	37,400	37,400	37,400	37,400
Solid Waste & Environmental	70,000	70,000	70,000	70,000	70,000
Planning & Community	945,300	840,300	840,300	840,300	840,300
Transportation	102,000	54,800	54,800	54,800	54,800
Parks, Recreation & Cultural	50,900	22,200	22,600	23,000	23,000
Water utility fees and charges	4,294,300	4,271,000	4,350,300	4,431,000	4,513,400
Sewer utility fees and charges	1,782,600	1,833,200	1,891,200	1,953,000	2,017,900
Other revenue	1,063,900	288,900	288,900	288,900	288,900
Transfers from other governments	1,374,700	1,800,200	1,800,200	1,750,200	1,750,200
Total Revenues	27,694,687	28,210,600	28,705,000	29,129,200	29,442,900
Expenses					
General Government	4,705,850	4,621,300	4,692,700	4,795,600	4,821,500
Protective Services	5,687,137	5,539,500	5,649,400	5,731,600	5,790,300
Solid Waste & Environmental	135,900	135,900	135,900	135,900	135,900
Planning & Community	1,899,400	1,644,100	1,676,700	1,709,000	1,711,100
Transportation	2,781,000	2,862,400	2,908,900	2,951,900	2,956,500
Parks	812,300	814,900	820,400	821,900	823,800
Recreation & Cultural	1,446,000	1,509,000	1,575,000	1,644,600	1,717,600
Water Utility	4,240,700	4,217,400	4,296,700	4,377,400	4,459,800
Sewer Utility	1,459,600	1,510,200	1,568,200	1,630,000	1,694,900
Operating Projects	1,324,700	158,000	95,000	103,000	95,000
Debt Interest	377,100	377,100	377,100	377,100	377,100
Amortization	3,447,400	3,226,600	2,936,100	2,696,100	2,546,100
Total Operating Expenses	28,317,087	26,616,400	26,732,100	26,974,100	27,129,600
Net Revenue (Expenses)	(622,400)	1,594,200	1,972,900	2,155,100	2,313,300
Allocations					
Transfers to/fr Reserves	5,036,200	(1,137,700)	199,200	(1,419,100)	29,800
Transfer to/fr Non-stat Reserves	30,000				
Transfers to/fr Surplus	550,000				
Capital expenditure	(8,139,200)	(3,381,100)	(4,806,200)	(3,130,100)	(4,587,200)
Reserve fund in excess of amortization	3,447,400	3,226,600	2,936,100	2,696,100	2,546,100
Debt principal	(302,000)	(302,000)	(302,000)	(302,000)	(302,000)
Financial Plan Balance	0	0	0	0	0

District of North Saanich
2025 – 2029 Financial Plan
Schedule "B" of Bylaw No. 1582

	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Transfers from Reserve Funds					
Facilities reserve	(629,800)	(30,000)	-	(30,000)	-
Growing communities fund	(1,637,900)	(600,000)	-	-	(1,325,000)
Community works gas tax reserve	(695,000)	(500,000)	(1,175,000)	(500,000)	(500,000)
Agricultural reserve	(3,400)	-	-	-	-
Financial stabilization reserve	(1,021,900)	(363,000)	(300,000)	(308,000)	(300,000)
Furniture & equipment reserve	(337,000)	(100,000)	(100,000)	(100,000)	(100,000)
Policing reserve	(304,000)	(12,000)	(18,000)	(26,000)	(26,000)
Fire Vehicle & equipment reserve	(559,000)	(104,100)	(348,200)	(84,100)	(193,200)
New works & equipment reserve	(242,200)	(850,000)	(750,000)	-	-
Public works vehicle & equipment reserve	(634,600)	(275,000)	(25,000)	(60,000)	(103,000)
Road capital reserve	(1,049,500)	(670,000)	(680,000)	(670,000)	(680,000)
Carbon neutral reserve	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)
Storm water capital reserve	(103,300)	(35,000)	(635,000)	(635,000)	(635,000)
Snow removal reserve	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Parks capital reserve	(240,000)	(30,000)	-	-	-
Water vehicle and equipment reserve	(416,700)	(15,000)	(15,000)	(15,000)	(15,000)
Water capital reserve	(1,975,000)	(150,000)	(1,000,000)	(1,000,000)	(1,000,000)
Sewer vehicle and equipment reserve	(68,300)	(60,000)	(110,000)	(60,000)	(60,000)
Sewer capital reserve	(253,200)	(253,200)	(253,200)	(253,200)	(253,200)
Total Transfers from Reserves	(10,265,800)	(4,142,300)	(5,504,400)	(3,836,300)	(5,285,400)
Transfer to Reserve Funds					
Facilities reserve	450,000	450,000	450,000	400,000	400,000
Community works gas tax reserve	620,000	620,000	620,000	620,000	620,000
Agricultural reserve	169,000	170,000	170,000	170,000	170,000
Financial stabilization reserve	17,000	17,000	17,000	17,000	17,000
Furniture and equipment reserve	200,000	200,000	200,000	200,000	200,000
Policing reserve	5,000	5,000	5,000	5,000	5,000
Fire vehicle and equipment reserve	315,000	315,000	315,000	315,000	315,000
New works & equipment reserve	250,000	275,000	300,000	300,000	300,000
PW vehicle and equipment reserve	190,000	190,000	190,000	190,000	190,000
Roads capital reserve	569,000	569,000	569,000	569,000	569,000
Carbon neutral reserve	13,000	13,000	13,000	13,000	13,000
Storm water capital reserve	650,000	700,000	700,000	700,000	700,000
Local improvement reserve	25,800				
Snow removal reserve	45,000	45,000	45,000	45,000	45,000
Parkland acquisition reserve	14,300	14,300	14,300	14,300	14,300
Parks capital reserve	245,000	245,000	245,000	245,000	245,000
Water vehicle and equipment reserve	100,000	100,000	100,000	100,000	100,000
Water capital reserve	1,005,400	1,005,600	1,005,800	1,006,000	1,006,200
Sewer vehicle and equipment reserve	100,000	100,000	100,000	100,000	100,000
Sewer capital reserve	246,100	246,100	246,100	246,100	246,100
Total Transfer to Reserve Funds	5,229,600	5,280,000	5,305,200	5,255,400	5,255,600
Net Transfers from (to) Reserve Funds	(5,036,200)	1,137,700	(199,200)	1,419,100	(29,800)

District of North Saanich
2025 – 2029 Financial Plan
Statement of Objectives and Policies
Schedule "C" of Bylaw No. 1582

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 2025. 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	% of Revenue by Source
Property Taxes	63.4%
User Fees & Charges	27.8%
Other Revenue	3.8%
Grants	5.0%
	100.0%

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	% of 2025 Property Tax
Residential	69.6%
Utilities	0.1%
Light Industry	2.3%
Business	25.9%
Rec/Non Profit	1.9%

Farm	0.2%
	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.