



DISTRICT OF
OAK  **BAY**

2022 Annual Report

For The Year Ended December 31, 2022

Oak Bay, British Columbia | Prepared by Corporate Services | Department Approved by Council

We acknowledge that the land on which we live and work is the traditional territory of the Coast and Straits Salish Peoples. Specifically, we recognize the Lekwungen people, known today as the Songhees and Esquimalt Nations, and that their historic connections to these lands continue to this day.



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Our Oak Bay

Oak Bay is a beautiful seaside community defined by its residential neighbourhoods, village centres with local businesses, historic character, mature tree canopy, accessible shorelines and abundance of green space. Together these features combine to make Oak Bay one of the world's most desirable communities.

The District is located on the southern tip of Vancouver Island in British Columbia. The City of Victoria borders Oak Bay's west boundary, and the District of Saanich lies to the north. Oak Bay is one of 13 member municipalities that form the Capital Regional District.

The University of Victoria is partially located in the District, as is a small portion of Camosun College. Additional community landmarks include both public and independent schools, two golf courses, a marina, a yacht club and a luxury boutique hotel.





Oak Bay at a Glance



2.3

Average Household Size



17,990

Population



49.7

Average Age



105

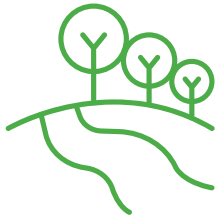
Properties Included
In Heritage Registry*



\$836,768

Total Building Permit Revenue*





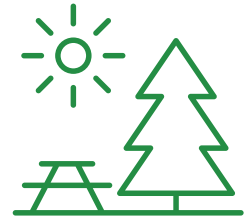
76

Hectares of
Total Park Space



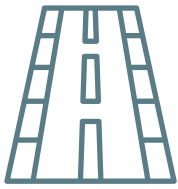
10,000+

Urban Forest Trees



300

Benches and
Picnic Tables*



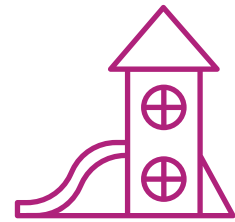
105

Total Roads in km



5

Recreation Facilities



11

Playgrounds

142

Total Sidewalks in km



Oak Bay Municipal Council

Oak Bay Council consists of a Mayor and six Councillors who are elected to four year terms. Members of the current Council were elected in October 2022.

2018-2022



Top Row Left to Right: Councillor Tara Ney, Councillor Andrew Appleton, Councillor Hazel Braithwaite, Councillor Cairine Green
Bottom Row Left to Right: Councillor Esther Paterson, Mayor Kevin Murdoch, Councillor Eric Wood Zhelka

2022-2026



Top Row Left to Right: Councillor Esther Paterson, Councillor Cairine Green, Councillor Leslie Watson, Councillor Andrew Appleton
Bottom Row Left to Right: Councillor Hazel Braithwaite, Mayor Kevin Murdoch, Councillor Carrie Smart

Connect with Our Council



Mayor
Kevin Murdoch
mayor@oakbay.ca
250-896-4983



Councillor
Hazel Braithwaite
hbraithwaite@oakbay.ca
250-880-344



Councillor
Carrie Smart
csmart@oakbay.ca
250-812-5488



Councillor
Esther Paterson
epaterson@oakbay.ca
250-888-2975



Councillor
Cairine Green
cgreen@oakbay.ca
250-920-9534



Councillor
Lesley Watson
lwatson@oakbay.ca
250-880-6463



Councillor
Andrew Appleton
aappleton@oakbay.ca
250-880-3247

Council is responsible for local government leadership, including establishing priorities and policies and making governance decisions that reflect the best interests of present and future Oak Bay citizens. Each member of Council represents the District of Oak Bay in its entirety. Council members may also serve on District and regional Committees, Boards, and Advisory Bodies where their function is to provide strategic input and direction to District initiatives, to establish budget priorities, and to provide advice on regional issues.

Council generally meets on the second and fourth Monday of each month, and sits as Committee of the Whole on the third Monday of each month. Members of the public are welcome and encouraged to attend open meetings of Council. Meetings usually start at 7:00 p.m. and are held in the Council Chambers and available by Zoom unless otherwise noted. Meeting information is available at oakbay.civicweb.net/portal/

Message from the Mayor



On behalf of Oak Bay Council, I am pleased to introduce the District's 2022 Annual Report, which provides a comprehensive summary of the past year's accomplishments, challenges, and audited financial reporting.

The 2022 Annual Report captures Council priorities, operational outcomes, and standardized performance metrics to provide a clear analysis of year-over-year changes. This report is just one part of several reports including the Council Priorities Plan, the Financial Plan, and quarterly reporting that help ensure transparency and plain-language reporting is available to all residents.

I am pleased to report that in 2022, the District of Oak Bay received numerous awards and recognitions, including the "Award for Excellence in Government Finance" from the Government Finance Officers Association (GFOA) and the "Award for Excellence in Asset Management" from the Union of British Columbia Municipalities (UBCM). These awards are a testament to the commitment of Council and staff to transparent reporting and to address the full funding of Oak Bay's infrastructure replacement.

2022 saw a new Chief Administrative Officer hired, a new Council elected, and other significant changes to staff as post-Covid regional workforce shortages continue. I would like to thank the outgoing members of Council for their hard work over the last four years and welcome the new Council; every Councillor is devoted to this community and to Oak Bay's success and I appreciate their willingness to work together to solve often complex problems. I would also like to take this opportunity to thank District staff, members of our committees and commissions, local community groups and associations, and volunteers who contribute to making our town a better place to live.

Looking ahead, I am hopeful that 2023 will be a year of community connection and celebration, as we rebuild our community connections and embrace our future with a renewed sense of energy and optimism. Thank you caring for your community, and for everything that you bring and contribute to Oak Bay.

A handwritten signature in blue ink that reads "Kevin Murdoch". The signature is fluid and cursive.

Mayor Kevin Murdoch



Message from the Chief Administrative Officer



On behalf of the District of Oak Bay, I would like to express our sincere appreciation for taking the time to read the 2022 Annual Report. This report serves as a comprehensive overview of our achievements throughout the year and outlines our plans for the upcoming period.

2022 was filled with significant milestones and accomplishments for our community. One notable achievement was the approval of the Secondary Suites Program in September. After extensive public engagement, Oak Bay Council made the decision to permit secondary suites in all RS Zones. This program will contribute to meeting the housing needs of our residents while maintaining the unique character of our neighborhoods. Additionally, the development of the infill housing strategy provided us with valuable insights into housing opportunities and specific neighborhood needs.

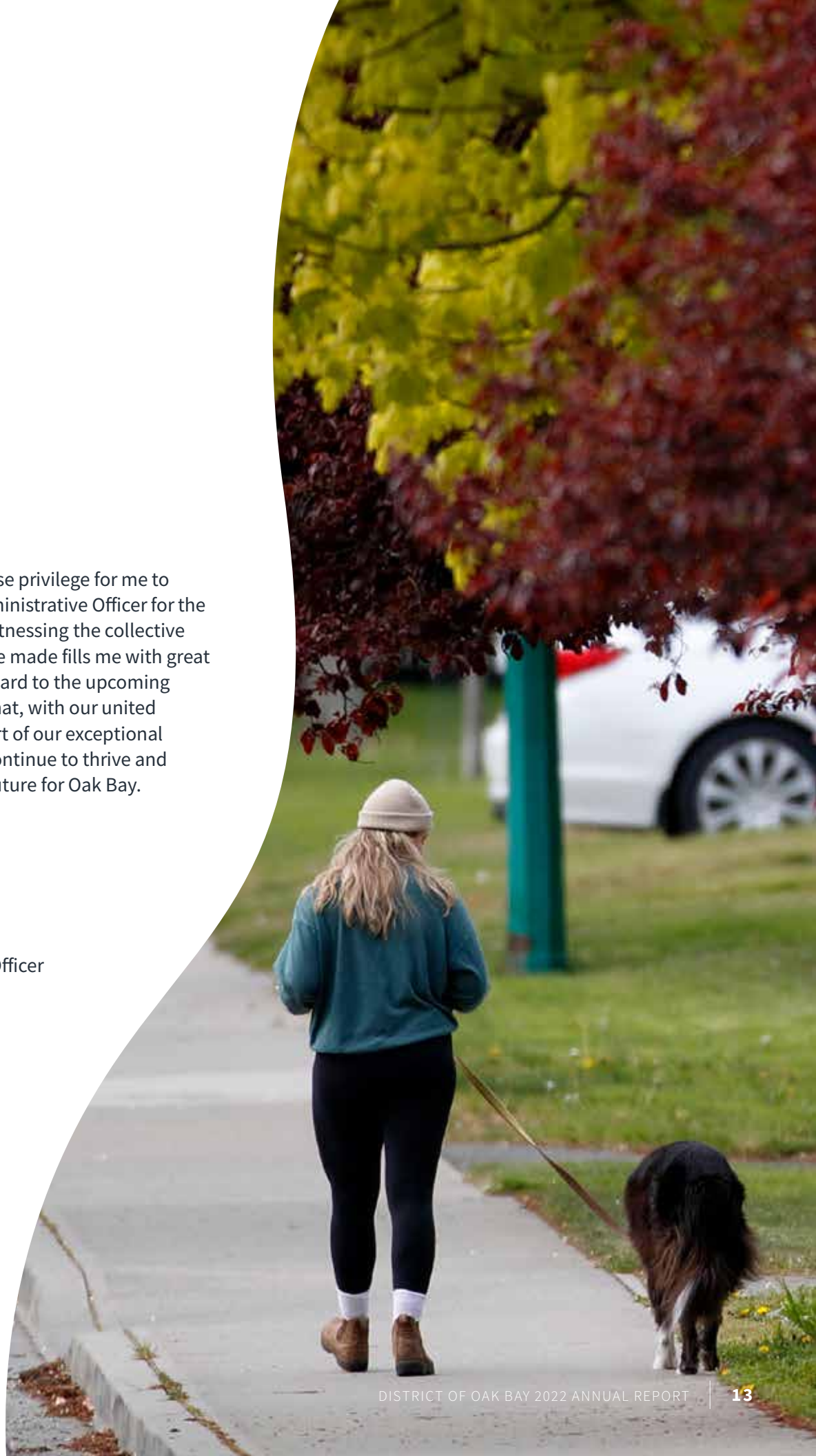
In October, the Municipal Election took place, leading to the introduction of a new Council in November. I extend my appreciation to all Council members who diligently served during the 2018-2022 term, exemplifying their commitment and dedication to Oak Bay.

I'm thrilled to share that in 2022, the District of Oak Bay was recognized with the Award for Excellence in Government Finance from the Government Finance Officers Association (GFOA) and the Award for Excellence in Asset Management from the Union of British Columbia Municipalities (UBCM) for the District's Sustainable Infrastructure Replacement Plan. The District also received the Distinguished Budget Presentation Award for the Five-Year Financial Plan and the Canadian Award for Financial Reporting for the Annual Report from the Government Finance Officers Association. These awards highlight the District's commitment to accountability and transparent reporting.

I would like to express my gratitude to the Mayor and Council for their thoughtful and respectful governance. Their leadership has been instrumental in guiding our progress. I also wish to acknowledge the efforts and expertise of our exceptional staff, who work tirelessly to serve our community. Furthermore, I extend my heartfelt thanks to our dedicated volunteers, whose invaluable contributions continue to enhance the well-being of Oak Bay.

It has been an immense privilege for me to serve as the Chief Administrative Officer for the District of Oak Bay. Witnessing the collective achievements we have made fills me with great pride. As we look forward to the upcoming year, I am confident that, with our united efforts and the support of our exceptional community, we will continue to thrive and create a prosperous future for Oak Bay.

Selina Williams,
Chief Administrative Officer



District of Oak Bay Mission and Vision Statement

Oak Bay Mission Statement

The District of Oak Bay holds that its purposes 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. (Community Charter, Section 7)

Oak Bay Official Community Plan Vision Statement

This vision statement, taken from the District's Official Community Plan, is expressed in the present tense and it represents the community's aspiration for how Oak Bay will be described in the future:

Oak Bay is a vibrant and safe community located in a spectacular natural setting. Residents are passionate and proud of the many qualities that make Oak Bay one-of-a-kind. These include its sense of community, streetscapes, village charm, residential character, natural coastal environment, parks, recreation facilities and opportunities, enviable quality of life, vibrant arts and culture scene, high quality education opportunities, heritage values, mixed architectural styles, and well-conserved historic architecture. Oak Bay is a dynamic community that respects and enhances the existing community structure and core characteristics that make it distinct from adjacent communities, while supporting the changes necessary to meet current and future needs. These features are central to Oak Bay's resilience and sustainability; protecting the best of what we have and adapting to embrace the future. Oak Bay is a community that values and supports diversity in its population. It offers a broad range of residential, social, and cultural opportunities as well as commercial activities for its residents, and strives to be economically, environmentally, and socially sustainable in its practices. Oak Bay's residents are active contributors in local decision making, working collaboratively with municipal Council and staff to ensure that Oak Bay will continue to thrive for years to come.

For more information on the District's Official Community Plan, please visit www.oakbay.ca/municipal-services/planning/official-community-plan

Previous Council Priorities 2018-2022

Coming to grips with competing pressures on Oak Bay's finite resources is foundational to the community's path forward. Within this context, Council established the five priorities for the municipality that staff implemented through departmental work plans.

Diverse Housing: Reviewing and planning for community needs while reflecting Oak Bay's unique character

Sustainable Service Delivery: Integrating an Asset Management Program with a long-term Financial Plan,

Service Excellence: Optimizing operational effectiveness and fostering public engagement

Quality of Life: Stewarding the community history, landscape, culture and amenities within the context of southern Vancouver Island, and

Health and Resilience: Committing to economic, environmental, social sustainability within the District's operations and decision making.

In October 2022, the District of Oak Bay elected a new municipal Council which initiated a review of the existing Council Priorities and resulted in the establishment of a new set of six key areas of focus. Importantly, the 2022 Annual Report reflects on previous Council's Strategic Priorities (shown above), combined with a lens looking forward based on the current Council Priorities (shown on the following page).

Visit oakbay.ca/municipal-hall/plans-and-reports/council-priorities-plan to view the quarterly updates for an overview of the priority projects accomplished over the last Council term.

Council Strategic Priorities 2022-2026

Council's 2022-2026 priority themes were identified in late 2022, following the municipal election. Priority themes are as outlined below.



Housing

Enable creation of more diverse and affordable housing that is responsive to current and future community/regional needs and climate change imperatives



Livability

Invest in infrastructure, facilities, and natural assets and services to preserve or improve long term financial and community value/livability



Transportation

Advance low and no carbon, accessible, and active transportation mobility infrastructure and services



Climate Change & Environment

Enable creation of more diverse and affordable housing that is responsive to current and future community/regional needs and climate change imperatives



Diversity & Inclusion

Cultivate diversity and inclusion and ensure a sense of community belonging and safety for people of all identities, ages, and backgrounds



Truth & Reconciliation

Advance Truth and Reconciliation with local Indigenous peoples based on respect and desire for shared prosperity

Council priority projects are initiatives that are undertaken in addition to meeting regulatory obligations, delivering core services, and ensuring that processes, systems, and customer service are continually enhanced. Priorities are incorporated into departmental workplans with timelines identified once funded through the annual budget cycle.

Each year, Council decides which projects to fund to advance priority themes. Council's decisions are then reflected in the Five-Year Financial Plan. Funded projects are listed in the Council Priorities Plan, and progress is reported bi-annually.

We invite readers to review the Council Priorities Plan and bi-annual progress reports on the District's website at www.oakbay.ca/municipal-hall/plans-and-reports/council-priorities-plan



Council Advisory Bodies

The work of the District’s volunteers is deeply valued by both Council and staff. In Oak Bay, Advisory Bodies primarily function to inform Council’s governance and decision-making process by providing input, advice and recommendations. The composition of Advisory Bodies is thoughtfully established to ensure that the individuals appointed represent the broader interests of the community.

Committees and Commissions provide important advice and recommendations to Council on matters related to their mandate or referred to them by Council. Other sources that inform Council’s governance decisions and plans include input from the public and staff and all applicable policies, plans, regulations, and legislation.

The members of the Oak Bay Advisory Bodies are greatly valued for the significant contributions that they make to the community. The District recognizes and sincerely appreciates the exceptional skills and generous contributions of our diverse volunteer members.



Advisory Bodies – 2022 Volunteer Members

Advisory Planning Commission - Design Panel

Will King
Carl Peterson
Justin Gammon
Chris Gower
Catherine Nickerson

Advisory Planning Commission - Land Use

Kaye Melliship
Bruce Kilpatrick
Patrick Frey
Alexander Economou
Sarah Taylor
Craig Johnston

Heritage Commission

Bronwyn Taylor
Jane Hall
Patricia Wilson
Eva Eaton
Pamela Madoff
Ben Clinton-Baker
Sharman Minus



Other Municipal Volunteer Bodies

Board of Variance

The Board of Variance differs from the District's Advisory Bodies in that it is a quasi-judicial body established under the provisions of the British Columbia Local Government Act with the authority to vary provisions of the Zoning Bylaw that do not change the permitted use or density.

James Murtagh
Paul Elworthy
Randall Romanin

Oak Bay Police Board

In British Columbia, oversight of municipal police departments is undertaken by an appointed police board made up of civilian members of the community. Under the Police Act a municipal police board is the employer of all sworn and civilian staff of the Police Department. The Board develops the annual police budget, and, in consultation with the Chief Constable, is required to determine the priorities, goals and objectives of the Oak Bay Police Department. Mayor Kevin Murdoch serves as Chair of the Oak Bay Police Board.

Heather Cochran
Christine Hall
Lawrence Lewis
Blair Littler
Dr. Andrew Weaver
Wendy Maxine Zink

Related Organizations

Oak Bay Tourism Committee

The Tourism Committee was established by Council as required by the Province, which specified that municipal hotel taxes [Municipal and Regional District Tax (MRDT)] collected on tourist accommodation must be applied to the promotion of tourism within the municipality. The District has two hotels, the Oak Bay Beach Hotel and the Oak Bay Guest House, that collect a 2% tax from hotel guests; this is then used to promote Oak Bay as a destination. Although the Tourism Committee is a Select Committee of Council, it operates autonomously from the District.

Heritage Foundation

The Heritage Foundation functions under the regulations of the British Columbia Societies Act. The Foundation raises funds for the conservation and restoration of heritage properties and other community heritage initiatives and hosts several public events each year to promote community heritage.

In accordance with the Foundation's constitution and bylaws, Council continues to appoint Directors to the Foundation, including one Council Liaison. Apart from this, the Foundation operates autonomously from the District.

Tourism Committee

Ken Agate
Brian Dolsen
Steve Earnshaw
Jeff McKay
Duncan Murphy
Joan Peggs
Madone Pelan

Municipal Services and Operations

Organizational Structure



Administration

Administration is led by the Chief Administrative Officer (CAO), who is Council’s single employee and is ultimately responsible for implementing Council’s Priorities and policies. The CAO provides advice to Council and is responsible for implementing governance decisions as articulated in Council’s resolutions.

Administration provides support services to the Corporation, Mayor and Council, as well as ensures that Council priorities are implemented. Administration fulfills an important role in advancing municipal objectives by:

- Organizing all meetings of Council, including preparation of agendas and minutes and providing meeting management,
- Supporting Council in developing Council’s Priorities,
- Administering the Council Priorities Plan, Budget process and Annual Report cycle,
- Delivering human resource services, including recruitment and selection, workforce planning, training and development, employee and labour relations, disability management, job evaluation and health and safety,
- Supporting Council in fostering relationships with First Nations,
- Overseeing records management,
- Processing requests for access to records and ensuring compliance with Freedom of Information and Protection of Privacy policies and legislation,
- Administering leases and agreements for the District,
- Managing District-owned property,
- Issuing Special Event Permits,
- Coordinating internal and external corporate communications,
- Facilitating archives services by collecting, preserving, and sharing the community’s documented heritage, and
- Overseeing animal control.



812

social media posts



2.5 mil

web pages viewed



75

meetings of council supported



52

District-wide job postings



2022 Highlights

- Finalized and led the introduction of new Change to FOIPPA (Freedom of Information and Protection of Privacy Act) Policy and Procedures Manual
- Launched in-house video based FOI (Freedom of Information and Protection of Privacy Act) training program with system for tracking completion
- Supported community discussions on CRD-led Oak Bay Lodge discussions
- Committees and Commissions – completed Council-directed policy changes and operational improvements outlined in one year review; completed orientation of new members
- Completed bylaw pertaining to single-use-plastics
- Administered the 2022 General Local Election
- Orientated new Council (2022-2026 term)
- Began to develop a Social Media Policy
- Procured Public Engagement Software
- Developed a Public Engagement Policy
- Commenced foundational work for website refresh
- Created a HR SharePoint, Occupational Health and Safety SharePoint and Management Resources SharePoint
- Established OH&S benchmark statistics
- Coordinated and facilitated delivery of Respectful Workplace and Bullying and Harassment training
- Coordinated delivery of Diversity and Inclusion training
- Coordinated Safety training for Parks and Public Works (Traffic Control and First Aid)
- Posted 143 job opportunities – 20 re-posts
- Finalized the core Occupational Health and Safety program
- Improved modified return to work practices
- Recruited Fire Chief, Director of Community Building and Planning, Deputy Director of Community Building and Planning, Deputy Director of Financial Services, Director of Engineering and Public Works, Director of Parks, Recreation and Culture, Manager of Recreation and Culture, and Program Manager, Facilities; facilitated hiring of CAO.
- Developed Performance Feedback and Review policy
- Developed Learning and Development policy and tuition re-imbursement process
- Advanced deer management
- Supported Council in identifying priorities for 2022-2026 term
- Negotiated lease for 1531 Hampshire Rd.
- Completed marina lease negotiations

2023 Planned Accomplishments

- Coordinate Safety training for Parks and Public Works (Crane Truck/Forklift)
- Coordinate delivery of Due Diligence training for Managers/Supervisors
- Create and implement workplace impairment policy
- Create a graduated return to work program
- Roll out bi-annual corporate orientation day
- Develop of Total Compensation policy
- Conduct employee survey
- Develop and facilitate long service recognition event
- Coordinate delivery of Indigenous competency training for Council and staff
- Achieve reduction in Worksafe BC experience rating and premium costs
- Complete media and social media policies
- Undertake comprehensive website refresh
- Develop a Social Media Policy
- Develop a Media Policy
- Support community learning for reconciliation
- Obtain Council direction on future use of 1538 Monterey Ave.
- Prepare 2022-2026 Council Priorities Plan
- Oversee deer management research project
- Undertake options analysis for marina including seeking input from Songhees and Esquimalt First Nations and Oak Bay Community
- Establish grants management program
- Advance Council to Council meetings with the Songhees and Esquimalt Nations
- Advance the District's Records Management Program (complete the shared drive migration in 2023 and prepare for an Electronic Document Records Management System)
- Establish Accessibility Committee/ develop a District wide Accessibility Plan including feedback mechanism for continuous monitoring and improvement



Administration – Statistics

Performance Measure	2020	2021	2022
Meetings of Council Supported	75	66	63
Meeting minutes posted on time (adopted at next Council meeting)	52	64	63
# FOIPPA requests	32	23	19
FOI requests within statutory deadlines	100%	100%	100%
Bylaws reviewed	5	5	25
Special Events Permits Issued	10	6	24
Block Party Permits Issued	0	10	20
Total web pages viewed	2.5M	3.4M	2.9M
# Social Media posts	812	837	833
# Social Media followers	2,496	3,246	4,011
Volunteer Hours Contributed to Archives	210	100	100
District-wide FTE (budget)	288.10	250.13	260.03
District-wide Job Postings (including auxiliary and regular)	52	99	143
Archives Research Inquiries conducted	111	143	144
Archives Program (school programs, history talks, special events)	84 (3)	60 (2)	60 (2)
Archives Collections Acquired	3	12	15

Financial Services and Information Technology

Financial Services is responsible for the overall financial management of the municipality, payroll and benefits administration, procurement, risk management, insurance and information technology.

A full range of financial services are provided, including: accounting, audit, budgeting, cash management, accounts payable, accounts receivable, payroll processing five different payroll groups and the maintenance of benefit programs for all staff.

Financial Services leads the following functions:

- Daily billing and collection of all revenues including property taxes, utility bills, dog licenses, business licenses, permits, and a variety of other fees and charges. Pre-approved installment tax and utility payment systems are provided in addition to online services,
- Managing the provision of fiscal services including debt-servicing costs, interest charges, transfers to reserves and contingency,
- Long-term financial planning, asset management, equipment replacement planning, and policy development are just some of the many other services provided,
- Monitoring parking enforcement, and
- Coordinating the District's information technology, including network design, security, and maintenance of the computer networks.





2022 Accomplishments

- Concluded Asset Retirement Obligation engagement
- Began Parking Enforcement Standard Operating Procedure engagement
- Amended Tangible Capital Assets policy to include Developer Contribution and Asset Retirement Obligation components
- Began Utility Billing Process Review
- Achieved Government Finance Officer's Association's Distinguished Budget Report
- Contributed to achieving the Canadian Award for Financial Reporting with Corporate Services
- Prepared first draft of Debt Management Policy
- Prepared first draft of Surplus Allocation Policy
- Installed WIFI at Public Works

2023 Planned Accomplishments

- Conduct network security awareness training
- Complete Utility Billing Process review
- Implement Council direction from Utility Billing process review recommendations
- Implement Business Licensing electronic application software in partnership with Building and Planning
- Implement Network Security Audit Recommendations
- Begin Comprehensive Asset Management Plan
- Scope Asset Management Software
- Establish Project Management Governance Framework
- Complete Parking Enforcement Review and implement process improvement and Standard Operating Procedures
- Install Firehall WIFI services
- Install WIFI at Public Works

Financial Services – Statistics

Performance Measure	2021	2022
\$ Property Taxes Levied	\$50.3	\$53.2M
# Taxable Folios	6,884	6,943
# Home Owner Grants Claimed	4,366	4,354
# Tax Deferment Applications	1,166	1,217
# Cash Receipts/Bank Transactions	29,537	28,093
# T4s and T4As Issued	633	765
# Accounts Payable Invoices	9,549	10,625
\$ Interest Earnings	\$724,000	\$1,706,000
Distinguished Budget Report	Awarded	Awarded
Canadian Award for Financial Reporting	Awarded	Awarded
Help Desk Tickets	1,326	1,032
Terabytes of Data	12	12
Email Boxes	218	222
Email Storage	840GB	1.31TB
Network uptime	Hall: 99.98% Henderson: 99.94% NLC: 99.99% Tempest: 99.47%	Hall: 100% Public Works: 100% OBRC: 100% NLC: 99.96% Henderson: 99.98% Windsor: 100% Tempest: 99.99%



Received the
Distinguished Budget Award
and **Canadian Award for**
Financial Reporting



Police Services

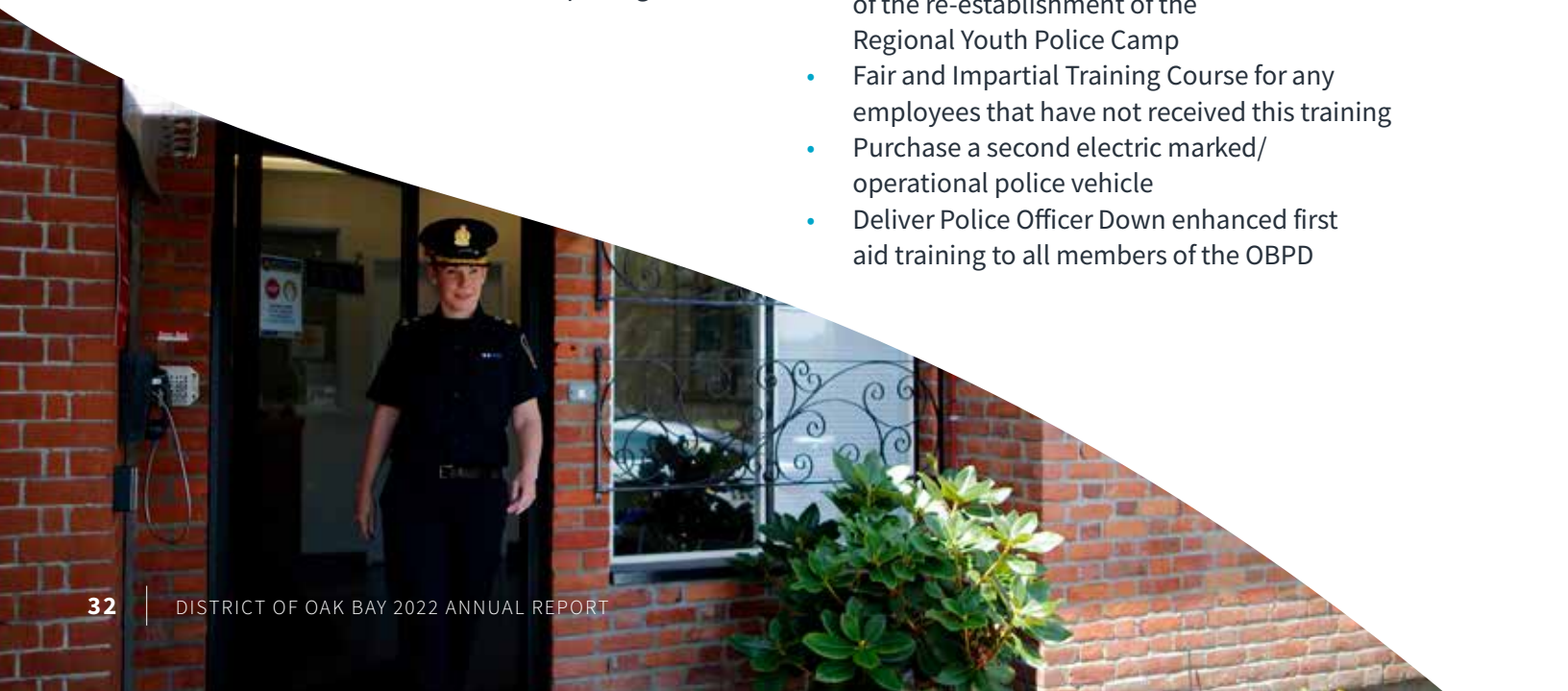
The members of the Oak Bay Police Department pledge to treat all people equally and with respect, uphold the Canadian Charter of Rights and Freedoms, serve, protect and work with the community and other agencies to prevent and resolve problems that affect the community's safety and quality of life. The Police Department is responsible for law enforcement, conducts investigations, provides prevention programs and community outreach, and communicates with the public to maintain order.

2022 Accomplishments

- Hired a second Special Municipal Constable
- Hired the first female Deputy Chief Constable in the region
- Hired a new Chief Constable
- Purchased OBPD's first two electric bicycles
- Established a Peer-to-Peer Support Program and trained two officers in Peer-to-Peer Support
- Initiated the 'Coffee With A Cop' Program

2023 Planned Accomplishments

- Work with the Police Board to finalize a new three-year Strategic Plan for the department
- Additional leadership training for OBPD Sergeants
- Executive training for the new Deputy Chief Constable
- Participation in and support of the re-establishment of the Regional Youth Police Camp
- Fair and Impartial Training Course for any employees that have not received this training
- Purchase a second electric marked/operational police vehicle
- Deliver Police Officer Down enhanced first aid training to all members of the OBPD



Police Services – Statistics

Offence	2020	2021	2022
Robbery	0	0	0
Assaults	26	27	17
Sexual Assaults	7	10	9
Utter Threats	21	14	14
Break and Enter – Business	7	9	14
Break and Enter – Residence	17	16	25
Break and Enter – Other	9	8	10
Theft of Motor Vehicle	3	6	2
Theft from Motor Vehicle	126	44	45
Theft of Bike	26	27	28
Theft Under \$5,000	71	85	87
Fraud	59	60	55
Mischief	102	83	137
Cause Disturbance	31	11	19
Counterfeit Currency	0	1	0
Trespass at Night	2	4	0

Police Services – Statistics Continued

Offence	2020	2021	2022
Breach/Bail Violations	25	14	24
Drug Possession	4	1	3
Impaired Drivers (CC and 90-day IRP)	14	28	14
Bylaw Infractions	241	225	195
Parking Violations	107	103	98
Collisions	84	93	105
Assist Public	677	771	685
Lost and Found	338	324	276
Suspicious Person	490	368	402
False Alarms	158	144	163
Liquor Offenses	33	19	15
Property Check Program	99	63	105
Violation Tickets/Warnings Issued	741	778	866
Prime File Count	4,159	4,027	3,984

Police Metrics	2020	2021	2022
Pedestrian Injury Collisions	3	2	6
Total Injury Collisions	11	12	19
Total Number of Collisions	86	93	105
Number of Injured Cyclists	4	5	5



Fire and Emergency Services

The Fire Department's mission is to provide exceptional fire protection and public safety services to prevent the loss of life and property through:

- Stressing prevention, early intervention and emergency pre-planning,
- Delivering prompt and effective fire prevention, emergency preparedness and intervention services,
- Ensuring that programs and priorities align with the needs of the residents and businesses in the District of Oak Bay,
- Taking an integrated, systematic approach to emergency and public safety issues and services, and
- Providing support to both team members and victims after trauma and crisis.



2022 Accomplishments

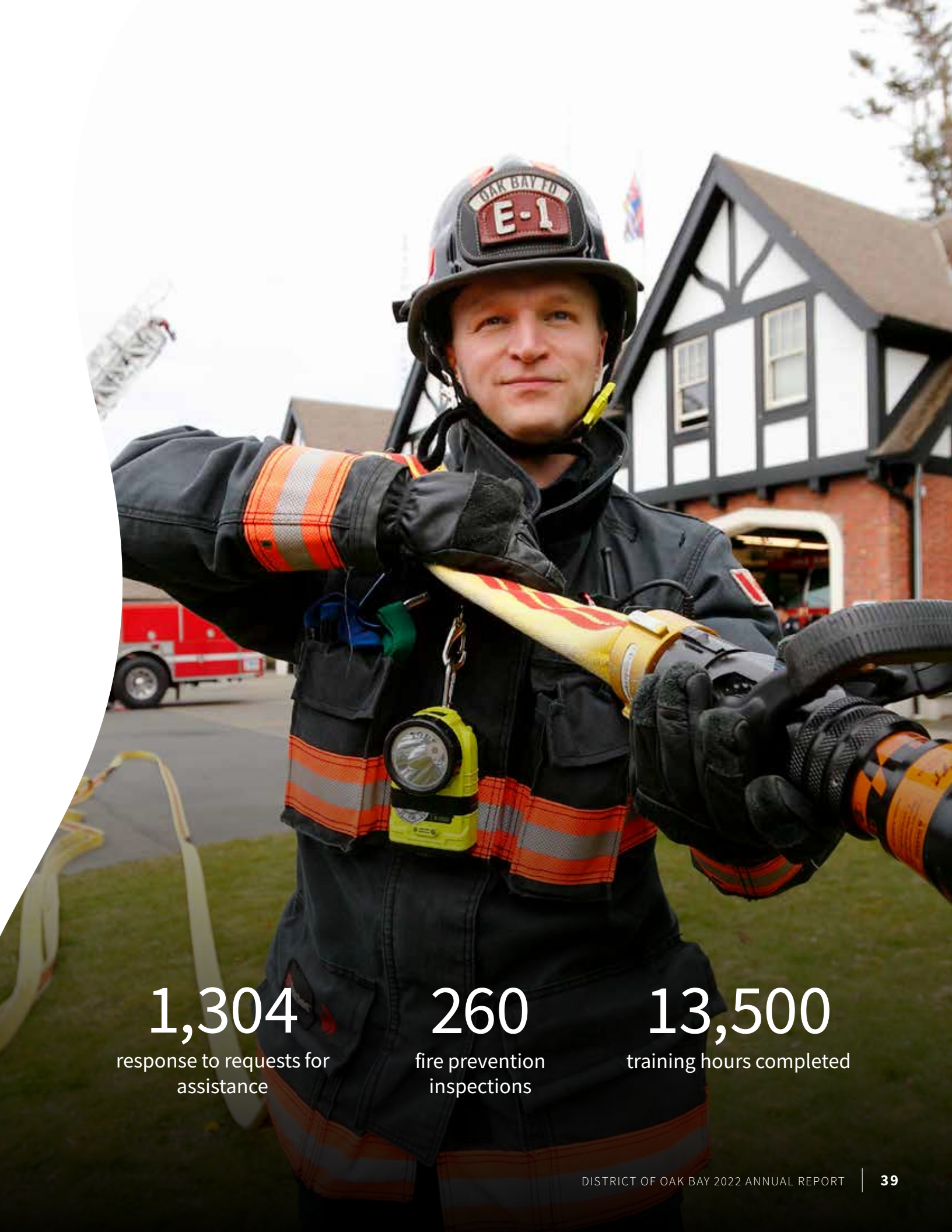
- Completed Fire Master Plan for review by Council
- Facilitated District's partnership with CANOE Procurement Group
- Completed purchase order process for new Engine and Ladder apparatus
- New Engine uses green technology that reduces carbon footprint and noise pollution
- New Ladder apparatus uses technology to reduce turning radius and minimize impact to street design
- Standardized communication protocols and use of CREST Digital Vehicle Repeater Systems with Victoria and Saanich Fire Departments
- Completed Fire Fighter recruitment competition
- Hired five Fire Fighters, including our first female Fire Fighter in Department history
- Completed recruitment and hiring of Fire Chief
- Onboarded new Fire Prevention Officer
- Hired Administration Support Clerk
- Created standalone Fire Department Occupational Health and Safety Committee
- Developed new return to work processes/support material in partnership with District OH&S
- Developed a Job Demands Analysis for Fire Prevention Officer and Fire Fighter positions
- Updated Tsunami mapping for District, presentation delivered to Council
- Developed District's response to heat events, presentation delivered to Council
- Piloted Emergency Operations Center training (Just In Time) delivered by EMBC
- Purchased new group lodging supplies through grant funding
- Initiated privacy and records retention review in partnership with Corporate Services
- Installed hard wired municipal IT network access to upper floor of fire station and training room
- Implemented electronic roster management program
- Redesigned Admin office to improve workflow and customer service
- Secured new oversight Director for Medical First Responder Program
- Replaced inventory of Gas Monitors/sensors

2023 Planned Accomplishments

- Complete site preparation and installation of temporary apparatus bay
- Develop implementation plan for Fire Master Plan recommendations
- Complete installation of municipal WIFI throughout Fire Hall
- Take delivery of new Engine and Ladder apparatus
- Complete driver/operator certification for new Engine and Ladder apparatus
- Complete options analysis for delivery of Department's training program
- Develop new resource allocation plan to support Officer development and more efficient use of apparatus
- Complete Saanich and Oak Bay Fire Department joint Confined Space training at UVic
- Increase time-frame allocated for training of new recruits

Fire and Emergency Services – Statistics

Fire Services Metrics	2020	2021	2022
Response to Requests for Assistance	899	1,120	1,304
• Medical	262	369	544
• Fire and Other	637	751	760
Response to Significant Fires	1	29	15
• Estimated Value of Fire Loss	\$817,700	\$1,134,510	\$343,250
Fire Prevention Inspections	236	41	260
New Business Inspections	8	0	33
Company Inspections and Pre-plan Updates	4	19	155
Smoke Alarm Program and Inspections	54	36	40
Significant Life-Safety Building Upgrades	33	0	0
Review of Building Plans and Code Research	27	4	17
Education Sessions (Fire Drills at UVic)	4	19	26
• Public Education			26
• Fire Hall Tours			10
University of Victoria			
• Response to Requests for Assistance	56	19	83
• Fire Prevention Inspections and Consultations	19	19	19
Investigation of Fire Services Bylaw Complaints	10	0	12
Underground Oil Storage Tank Inspections	122	75	75
Department Personnel Training Hours Completed	10,724	12,377	13,500



1,304

response to requests for assistance

260

fire prevention inspections

13,500

training hours completed

Community Building and Planning

Community Building and Planning staff support Council in guiding the District's sustainable growth. The department is responsible for long-range land-use planning and special projects, and for processing land use applications and Building Permits. The department works with the community to create long range plans and policies that support Council's economic, environmental, heritage and social goals to ensure a safe, healthy and sustainable lifestyle for the residents of Oak Bay.

The Department

- Develops policies and programs that support the vision of the Official Community Plan, Zoning Bylaw and Building Bylaw,
- Manages and processes: Official Community Plan amendments, rezoning proposals, Heritage Revitalization Agreements, Development Permits, Development Variance Permits, Heritage Additions, Heritage Alteration Permits, Siting and Design submissions, subdivision proposals, Board of Variance submissions, and Building Permits,
- Provides technical and administrative support to the Advisory Design Panel, Advisory Planning Commission, Board of Variance and Heritage Commission, and
- Reviews and issues business licenses for businesses operating within the District of Oak Bay



2022 Accomplishments

- Completed Secondary Suites changes to bylaws
- Completed draft Infill Housing Strategy: Guiding Principles and Key Directions
- Conducted bylaw compliance review and policy
- Advanced Blasting Bylaw amendments
- Informed owners of Land Use Contracts expiry
- Drafted Allan Cassidy Design Awards Policy
- Advanced department service excellence through a service review
- Started Sidewalk Patio Expansion Program project
- Participated in CRD Climate Action Roundtable

2023 Planned Accomplishments

- Complete new Sidewalk Patio Expansion Program
- Complete Infill Housing Strategy and program implementation
- Commence Village Area Planning project
- Allan Cassidy Design Awards – 2023 round and finalize policy
- Create GHG Reduction Retrofit Program
- Update Land Use Procedures Bylaw
- Complete Bylaw compliance review and policy
- Complete Blasting Bylaw amendments
- Participate in CRD Climate Action Roundtable
- Advance Building Permits eApply options (in partnership with Finance Department)



Community Building and Planning – Statistics

Permit Type	2020	2021	2022
Residential			
• Single Family Dwelling	237	289	216
• Multi Family Dwelling	33	29	26
Commercial	18	15	7
Institutional	2	9	11
Accessory Buildings	26	26	1
Accessory Structures	7	9	5
Demolition	25	25	27
House Move	1	3	5
Plumbing	252	274	223
Irrigation	18	30	43
Wood Burning Appliances	0	0	0
Blasting	12	11	10
Signs	4	3	2
Renewal	12	12	19
Secondary Suites	N/A	N/A	4
Total	647	735	599

Application Type	2021	2022
Board of Variance	3	3
Building Permits	735	740
Covenant Amendment	0	1
Development Permit	4	3
Development Variance Permit	13	9
Heritage Addition	0	1
Heritage Alteration Permit	0	4
Heritage Revitalization Agreement	0	0
OCP Amendment	0	0
Siting and Design	15	11
Subdivision	2	4
Zoning	1	2
Total	733	778

Engineering Services and Public Works

The Engineering and Public Works department is responsible for the District's key infrastructure services, including water distribution, wastewater collection, solid waste collection, facilities, and transportation. Under the guidance of Council, Engineering and Public Works is committed to developing and renewing Oak Bay's municipal infrastructure and utilities in sustainable ways to meet the community's present and future needs. The team accomplishes this via the following major functions:

- Planning and design of municipal engineering services,
- Monitoring infrastructure asset management through asset data collection, analysis, planning and prioritization,
- Managing and supporting capital projects,
- Coordinating construction projects to install, rehabilitate or renew storm drains, sanitary sewers and water mains,
- Managing solid waste services, including curbside garbage and organics pickup, recycling, and operation of the Elgin Street drop-off depot,
- Resurfacing or replacing sidewalks and roads,
- Implementing construction projects that deliver safer streets for pedestrians, cyclists and drivers, and
- Providing daily operations and maintenance of infrastructure, such as sewers, roads, sidewalks, water distribution, traffic control and street lighting.





2022 Accomplishments

- Construction of EV charging stations (Oak Bay and Henderson Recreation Centres)
- Initiated work to begin expanding capital infrastructure program output by 3-5x
- Initiated Stormwater Master Plan (planned for 2022-2023)
- Replaced aging water mains on Lincoln Road and Victoria Avenue
- Completed Phase 2 of the Windsor Road Sanitary Sewer Replacement Project
- Improved water quality by installing or replacing 14 flushing ports
- Improved 19,000m² of 50 mm asphalt
- Stabilized a portion of bank of Bowker Creek adjacent to Oak Bay Recreation Centre after it failed in a landslide

2023 Planned Accomplishments

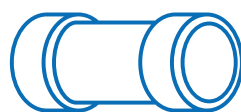
- Begin construction of a new storm sewer in the Humber catchment in Uplands
- Onboard 4 new technical staff members
- Update the District's pavement condition assessment
- Conduct a sidewalk and curb condition assessment
- Conduct a streetlight pole and base condition assessment
- Replace the railings along the Bowker Creek walkway
- Update the 2011 Active Transportation Plan
- Continue increasing the output of capital infrastructure delivery
- Repair seawall at McNeill Bay
- Replace outfall structure along ocean from King George Terrace
- Review and develop policies and procedures at Public Works
- Replace sanitary sewer and storm drain on Dalhousie
- Develop 5 year replacement program based on a comprehensive asset condition assessment
- Develop Sanitary Sewer and Storm Drains review and plans for Public Works
- Develop maintenance management program for Public Works

Engineering Services and Public Works – Statistics

Performance Measure	2021	2022
Storm Mains Replaced (conventional)	208m	0m
Sanitary Sewer Main Replaced	186m	312m
New Fire Hydrants	6	5
Catch Basins Replaced	20	25
Road Rehabilitation Completed	16,613 m ² (Additional 2840 m ² planned but deferred to 2022 due to wet fall)	19,003 m ²
Sidewalk Replaced	250 m	250m
Curb Drops Installed	16	4
CCTV Pipe Condition Assessment: Storm Sewer	17.1 km	0km
CCTV Pipe Condition Assessment: Sanitary Sewer	5.8 km	0km



19,003 m²
road rehabilitation completed



312km
sanitary sewer main replaced



250m
sidewalk replaced



Parks, Recreation and Culture

Parks, Recreation and Culture provide a wide array of programs and services, including operation of the Oak Bay Recreation Centre, Henderson Recreation Centre, Monterey Recreation Centre, Windsor Pavilion and the Neighbourhood Learning Centre in Oak Bay High School. The Parks Division maintains:



76+

hectares of park spaces, which include playing fields, natural areas, lawns and gardens and the Henderson Par 3 Golf Course



2.5km

of municipal hedging



27km

of public irrigated boulevards and beach accesses



10,000+

10,000+ trees in the urban forest



300

benches and picnic tables



11

playgrounds

The Culture Division, introduced in 2016, supports arts and culture initiatives in the community, including public art displays, concerts in the park, and numerous special events.





2022 Accomplishments

- Resurfaced all 7 indoor tennis courts at the Oak Bay Recreation Centre and 4 outdoor courts at Carnarvon Park.
- Developed and implemented an Oak Bay specific swim lesson curriculum for children 4 months to 12 years old, due to the discontinuation of the Canadian Red Cross swim program.
- Replaced the roof over the arena, sports field, and lounge at the Oak Bay Recreation Centre
- Completed implementation of Year 1 of the Coolkit program in Oak Bay neighbourhoods.
- Hosted table tennis, tennis, and cribbage for the BC 55+ Games.
- Completed upgrades to the Sportsview Lounge service area, bar, and flooring.
- Completed sound mitigation project for Pickleball courts at Carnarvon Park.
- Implemented Provincial \$10/day childcare subsidy program to the Paddington Station Daycare and Licensed After school Care programs at the Neighbourhood Learning Centre; saving parents on average between \$400-600 per month.

2023 Planned Accomplishments

- Complete replacement of arena chiller (March 2023), decreasing the amount of ammonia used by 65%.
- Install energy efficient heating system for the 3-court tennis bubble at the Oak Bay Recreation Centre.
- Undertake process to complete the detailed new building design at Carnarvon Park - recommended in the Carnarvon Park Master Plan
- Replace and upgrade playground equipment at Henderson Kiwanis Park.
- Implement Year 2 of the Coolkit program.
- Re-introduce special events and trips to the Monterey Centre programming after a hiatus due to COVID-19.
- Develop the next 5-year plan of the Urban Forest Strategy.
- Replace and upgrade street and building signage at the Oak Bay Recreation Centre and Henderson Recreation Centre.

Parks, Recreation and Culture – Statistics

Performance Measure	2020	2021	2022
Total visits	502,281	998,934	1,242,832
Trees planted on municipal property	176	88	152
Calls for Service – Trees – Received	549	701	428
Calls for Service – Trees – Completed	471	467	329
Tree Permits for Private Property	403	437	476
Trees Removed for Construction (over 30 cm diameter)	34	54	101
• Trees Replanted (As per Tree Protection Bylaw)	65	85	173
Trees Removed from Private lands (dead, diseased, or dying)	159	234	161
• Trees Replanted (as per Tree Protection Bylaw)	159	200	160
Municipal Trees Removed on Public Lands (dead, diseased, dying)	140	110	130
• Trees replanted on Municipal or Public Lands	157	143	162
Friends of Uplands Park Education and Stewardship Events			
• Total Participants	2,098	2,008	3,590
Public School Volunteer Hours	12	11	10
• Uplands Park, Trafalgar, and Walbran Park			
• Anderson Hill			
• Native Plant Garden			
• Brighton Walkway			
• Green Team at Uplands and Anderson Hill Parks			
• Kitty Islet/McNeill Bay			
Total biomass removed from nature area parks	4	3	2
• Chipped (cubic yards)			
• Unchipped (cubic yards)			





Culture – Public Art

Oak Bay allocates a total of \$20,000 annually to the Public Art Fund. Ten percent (10%) of the annual contribution (\$2,000) is committed to maintaining existing works; the balance (\$18,000) is used to purchase, plan, design, and fabricate/install new public art. To date, the District of Oak Bay has retained the pieces of art shown in the table on the next page for permanent display.



Sculpture & Artist	Location	Date Installed	Cost	Source of Funding
“Salish Sea” by Chris Paul	Oak Bay Marina Parking Lot/ Turkey Head	May 2015	\$23,600	\$9,700 - public donations \$4,600 - Arts and Culture Operating Budget surplus; \$9,300 - Oak Bay Public Art Fund
“Rebirth” by David Hunwick	Entrance Park - corner of Foul Bay Rd. and Oak Bay Ave.	May 2016	\$17,250	\$10,000 - Province of BC Grant; \$7,250 - Oak Bay Public Art Fund
“Sleeping Giants” by Nathan Scott and Fred Dobbs	Oak Bay Municipal Hall (front lawn)	May 2017	\$16,585	2016 People’s Choice Winner: \$16,585 - Oak Bay Public Art Fund
“The Hunt” by Ken Hall	Queens' Park on Beach Drive	January 2018	\$25,000	\$10,000 - Province of BC Grant; \$15,000 - public Donations
“Bodhi Frog” by Doug Taylor	Willows Beach Esplanade at Estevan Ave.	January 2018	\$11,000	\$11,000 - private donation
“Lunar Transitions” by Fred Dobbs	Garden at Monterey Rec. Centre and Oak Bay Public Library	May 2018	\$21,060	2017 People’s Choice Winner; \$21,060 - Oak Bay Public Art Fund
“M’akhotso” by Linda Lindsay	Monterey Rec. Centre-Monterey Ave.	May 2018	\$18,000	Mayors' Arts Legacy Fund
“Gardener's Gown” by Bev Petow	Scented Garden at Windsor Park	May 2019	\$8,000	\$8,000 - private donation
“Salmon Cycle” by Trinita Waller	Bowker Creek Walkway near Monterey Ave.	June 2019	\$20,160	2018 People’s Choice Winner; \$20,160 - Oak Bay Public Art Fund
“Harmony Humpbacks” by Daniel Cline	Willows Park entrance	August 2020	\$20,160	2019 People’s Choice Winner; \$20,160 - Oak Bay Public Art Fund
“Winds of Time” by Linda Lindsay	King George Terrace lookout above Trafalgar Park	March 2021	\$21,280	\$21,280 - private donation
“Jelly” by Nathan Smith	2527 Estevan Avenue	June 2022	\$15,000	\$15,000 - private donation
“Portal” by Heather Passmore	Esplanade, north end near Cattle Point stairwell	June 2022	\$5,000	\$5,000 - private donation

Financial Report

For the year ended December 31, 2022





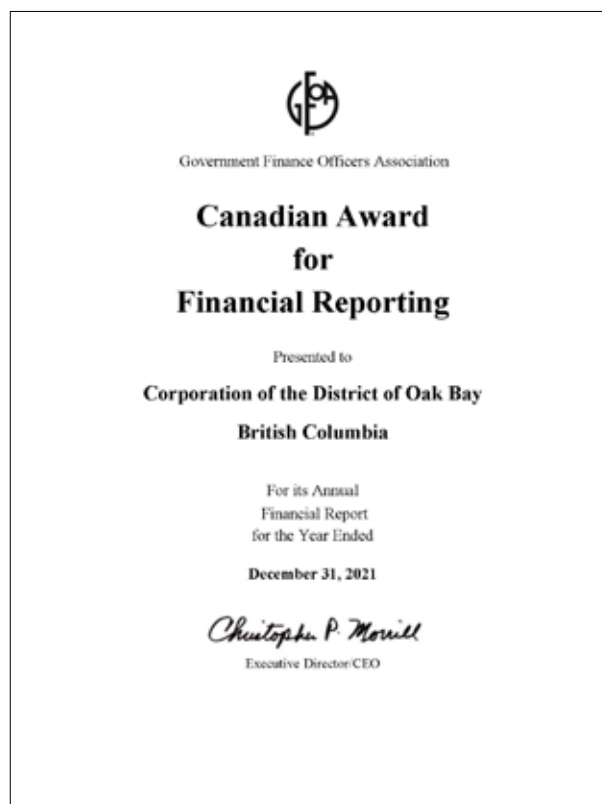
Canadian Award for Financial Reporting

Government Finance Officers Association of the United States and Canada (GFOA) awarded a Canadian Award for Financial Reporting to the Corporation of the District of Oak Bay 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 organization 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 this Annual Report to GFOA to determine its eligibility for another award.





Message from the Chief Financial Officer

I am pleased to present the District of Oak Bay's Statement of Financial Information (SOFI) for the year ended December 31, 2022. This statement includes the District's audited consolidated financial statements.

The District has adopted numerous financial management related policies and bylaws. These policies guide the District when preparing financial plans, utilizing and safeguarding financial resources, and reporting financial results. The most prominent policies include:

- **Purchasing Bylaw & Policy:** The authority to make purchasing decisions and to bind the Corporation contractually have been delegated pursuant to the District's "*Delegated Authority of Administrative Functions Bylaw, 2004*". This bylaw refers to the District's Sustainable Procurement Policy which outlines purchasing limits and related processes.
- **Reserve Fund Bylaw & Reserves and Surplus Policy:** Council may, by bylaw, establish a reserve fund for a specific purpose and direct that funds be deposited to the credit of that reserve.
- **Investment Policy:** The District's investment choices are limited by the Community Charter. The District's Investment policy provides additional guidance for the prudent investment of surplus funds.
- **Other Policies:** other relevant policies include the District's Asset Management, Property Tax Exemption, Expense Reimbursement, Grant in Aid, and Whistleblower Policies.

These policies may be viewed at the District of Oak Bay Municipal website.

The SOFI, and the financial statements therein, are the responsibility of the District of Oak Bay's management. The SOFI has been prepared in compliance with the Financial Information Act, Section 167 of the Community Charter, and in accordance with generally accepted accounting principles approved by the Public Sector Accounting Board.

The District maintains a system of internal accounting controls, including policies and procedures, designed to safeguard the assets of the corporation and provide reliable financial information. The financial statements have been audited by KPMG LLP, whose role is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement.

KMPG LLP has expressed that, in their opinion, these 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.

The District provides a wide variety of services to its ratepayers, citizens, visitors and other stakeholders. Services include parks and recreation, fire protection, policing, bylaw enforcement, water utilities, sanitary sewer, solid waste and organics collection, drainage, and development services.

The District relies on the Capital Regional District for the provision of bulk water and sanitary sewer conveyance and treatment. The District funds many intermunicipal services through Capital Regional District, and the Greater Victoria Public Library. These services, and others, are reflected in the District’s financial results.

The financial results reflect an improved financial position and a commitment to long term financial planning. The District’s accounting surplus was \$8.2M. Of this, \$2.7M was set aside in reserves (primarily for infrastructure replacement), while the remaining \$5.5M increased equity in Tangible Capital Assets (TCA).

The financial results demonstrate a strong commitment to asset management. Investment in capital assets such as roads, sidewalks, and water sewer pipes, and other totaled \$8.2M. This represents a 134% increase compared to 2019.

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization. Public Health Orders in response to the pandemic significantly reduced the District’s ability to deliver Recreational services in 2020 and 2021. Parks, Recreation, and Culture (PRC) net operating results fell by \$2.1M from 2019 to 2021. Revenues have begun to rebound significantly but were hampered by significant inflationary pressures. The District’s financial goal is to restore PRC net operating results to the budgeted pre-Covid-19 amount (adjusted for inflation) of \$5.1M. In the meantime, The District utilizes its Provincial Covid-19 restart grant to offset reduced net operating results.

	Budget	Actual
Revenue	\$53.6M	\$56.4M
Expenses	(49.7M)	(48.2M)
Accounting Surplus	3.9M	\$8.2M
Transfer from Reserves (net)	12.3M	(1.5M)
Invested in TCA	(16.2M)	(5.5M)
Budgetary Surplus		\$1.2M

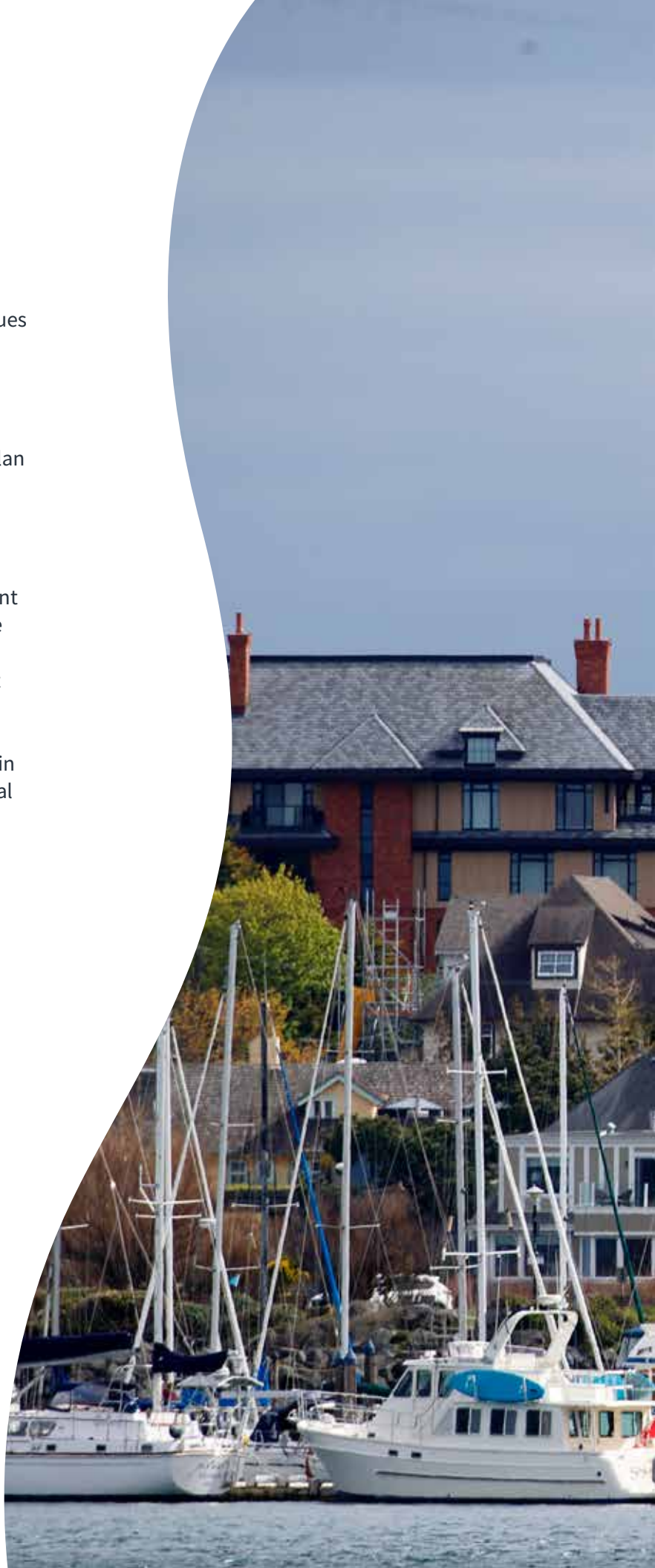
	2019	2020	2021	2022
PRC Revenues	\$9.1M	\$5.0M	\$6.4M	7.9M
PRC Expenses	12.9M	10.9M	12.1M	13.3M
Net PRC Operating Results	(\$3.8M)	(\$5.9M)	(\$5.9M)	(\$5.4M)

This pandemic situation presented, and continues to present, uncertainty over the District's future cash flows, and may have a significant impact on the District future operations.

The District has prepared a five-year financial plan that details an estimated \$259M in operational and \$145M in capital spending from 2023-2027. The plan aims to achieve sustainable service delivery by funding infrastructure replacement sustainably. The District expects that a significant proportion of its infrastructure will become due for replacement within in next 5-10 years. The cost to replace this infrastructure will represent a significant challenge for the community. Staff are carefully analyzing infrastructure life-cycle costs, so that reserve contributions are funded in an intergenerationally equitable manner. Annual tax and utility funded reserve contributions are forecasted to reach \$14.4M by 2027.



Christopher Paine, CPA, CGA
Director of Financial Services





District of Oak Bay

Statement of Financial Information

For the year ended December 31, 2022

STATEMENT OF FINANCIAL INFORMATION APPROVAL

For the year ended December 31, 2022

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2) approves all statements and schedules included in the Statement of Financial Information, produced under the Financial Information Act.

Christopher Paine, CPA, CGA
Director of Financial Services
June 12, 2023

Mayor Kevin Murdoch
June 12, 2023

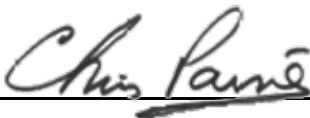
MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying financial statements of The Corporation of the District of Oak Bay (the "District") are the responsibility of management and have been prepared in compliance with legislation, and in accordance with public sector accounting principles established by the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment 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.

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 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.



Director of Financial Services

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Councillors of the Corporation of the District of Oak Bay

Opinion

We have audited the financial statements of the Corporation of the District of Oak Bay (the "District"), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations and accumulated surplus 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.

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 District'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.
- 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.

KPMG LLP

Chartered Professional Accountants

Victoria, Canada
May 8, 2023

THE CORPORATION OF THE DISTRICT OF OAK BAY

Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
Financial assets:		
Cash and cash equivalents	\$ 9,307,701	\$ 21,056,885
Investments (note 2)	65,012,722	49,828,785
Taxes receivable	738,857	636,214
Other accounts receivable	4,231,026	2,354,810
	<u>79,290,306</u>	<u>73,876,694</u>
Financial liabilities:		
Accounts payable and accrued liabilities	5,753,526	3,151,964
Deposits	5,011,040	4,486,211
Prepaid property taxes	2,130,980	2,091,198
Deferred revenue (note 3)	3,088,537	3,255,267
Employee future benefit obligations (note 4)	1,527,100	1,861,000
Long-term debt (note 5)	307,236	654,589
	<u>17,818,419</u>	<u>15,500,229</u>
Net financial assets	61,471,887	58,376,465
Non-financial assets:		
Tangible capital assets (note 6)	75,700,835	70,605,629
Inventory of supplies	658,396	552,965
Prepaid expenses	348,793	451,828
	<u>76,708,024</u>	<u>71,610,422</u>
Accumulated surplus (note 7)	\$ 138,179,911	\$ 129,986,887

Commitments and contingencies (note 9)

Contractual rights (note 10)

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

On Behalf of the District:



Director of Financial Services

THE CORPORATION OF THE DISTRICT OF OAK BAY

Statement of Operations and Accumulated Surplus

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

	Financial plan (note 12)	2022	2021
Revenue:			
Taxation, net (note 8)	\$ 32,586,400	\$ 32,644,549	\$ 30,889,835
Sales and services	7,134,200	7,595,784	6,131,989
Other revenues	1,809,800	1,729,188	1,883,858
Developer contributions	-	-	223,202
Government transfers	2,273,800	2,765,931	9,130,489
Investment income	662,500	1,909,881	915,698
Sales of water and sewer charges	9,179,900	9,791,389	9,054,340
Total revenue	53,646,600	56,436,722	58,229,411
Expenses:			
General government	7,187,100	6,760,240	5,596,886
Protective services	13,227,200	13,105,497	11,392,975
Transportation services	4,974,300	4,752,999	4,295,712
Environmental health	1,794,300	1,641,457	1,628,323
Recreational services	14,757,400	14,256,658	12,939,807
Water utility	4,104,900	4,014,767	3,634,552
Sewer collection system	3,647,700	3,712,080	3,883,876
Total expenses	49,692,900	48,243,698	43,372,131
Annual surplus	3,953,700	8,193,024	14,857,280
Accumulated surplus, beginning of year	129,986,887	129,986,887	115,129,607
Accumulated surplus, end of year	\$ 133,940,587	\$ 138,179,911	\$ 129,986,887

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

THE CORPORATION OF THE DISTRICT OF OAK BAY

Statement of Changes in Net Financial Assets

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

	Financial plan (note 12)	2022	2021
Annual surplus	\$ 3,953,700	\$ 8,193,024	\$ 14,857,280
Acquisition of capital assets	(18,921,100)	(8,160,505)	(6,820,316)
Developer contributions of tangible capital assets	-	-	(223,202)
Amortization of capital assets	2,735,300	2,796,657	2,614,796
Loss (gain) on disposal of tangible capital assets	-	244,395	(57,272)
Proceeds on disposal of tangible capital assets	-	24,247	144,255
	(16,185,800)	(5,095,206)	(4,341,739)
Acquisition of inventory of supplies	-	(105,431)	(27,153)
Use of prepaid expenses	-	103,035	177,591
	-	(2,396)	150,438
Change in net financial assets	(12,232,100)	3,095,422	10,665,979
Net financial assets, beginning of year	58,376,465	58,376,465	47,710,486
Net financial assets, end of year	\$ 46,144,365	\$ 61,471,887	\$ 58,376,465

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

THE CORPORATION OF THE DISTRICT OF OAK BAY

Statement of Cash Flows

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

	2022	2021
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 8,193,024	\$ 14,857,280
Items not involving cash:		
Amortization of tangible capital assets	2,796,657	2,614,796
Loss (gain) on disposal of tangible capital assets	244,395	(57,272)
Donation of tangible capital assets	-	(223,202)
Actuarial adjustment on debt	(204,759)	(188,218)
Changes in non-cash operating assets and liabilities:		
Taxes receivable	(102,643)	260,819
Other accounts receivable	(1,876,216)	1,679,321
Accounts payable and accrued liabilities	2,601,562	(9,373,282)
Deposits	524,829	223,245
Prepaid property taxes	39,782	314,466
Deferred revenue	(166,730)	(4,897,464)
Employee future benefit obligations	(333,900)	151,400
Inventory of supplies	(105,431)	(27,153)
Prepaid expenses	103,035	177,591
	11,713,605	5,512,327
Capital activities:		
Acquisition of tangible capital assets	(8,160,505)	(6,820,316)
Proceeds on disposal of tangible capital assets	24,247	144,255
	(8,136,258)	(6,676,061)
Investing activities:		
Net changes in investments	(15,183,937)	3,964,490
Financial activities:		
Long-term debt repaid	(142,594)	(142,594)
Increase (decrease) in cash and cash equivalents	(11,749,184)	2,658,162
Cash and cash equivalents, beginning of year	21,056,885	18,398,723
Cash and cash equivalents, end of year	\$ 9,307,701	\$ 21,056,885

See accompany notes to financial statements.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

The Corporation of the District of Oak Bay (the "District") was incorporated on July 2, 1906 under the Municipal Act, a statute of the Province of British Columbia. Its principal activities are the provision of local government services to residents of the incorporated area. These include administrative, protective, transportation, environmental, recreational, water, sewer and fiscal services.

1. Significant accounting policies:

The financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

(a) Reporting entity:

The financial statements include a combination of all the assets, liabilities, accumulated surplus, revenues and expenses of all of the District's activities and funds. Inter-departmental balances and organizational transactions have been eliminated.

(i) Consolidated entities:

The District does not control any significant external entities and accordingly no entities have been consolidated with the financial statements.

(ii) Funds held in trust:

The financial statements exclude trust assets that are administered for the benefit of external parties (note 11).

(b) Basis of accounting:

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally 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) Cash and cash equivalents:

Cash and cash equivalents are defined as cash on hand, demand deposits, and short-term highly liquid investments with a maturity date of less than 3 months at acquisition that are readily converted to known amounts of cash and which are subject to an insignificant risk of change in value.

(d) Investments:

Investments are recorded at cost. Investments in the Municipal Finance Authority of British Columbia ("MFA") Bond, Intermediate, Mortgage and Money Market Funds are recorded at cost plus earnings reinvested in the funds.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

1. Significant accounting policies (continued):

(e) Government transfers:

Government transfers are recognized in the financial statements as revenue in the period the transfers are authorized and any eligibility criteria have been met, except when, and to the extent that, the transfer gives rise to an obligation that meets the definition of a liability for the recipient government. Transfers received which meet the definition of a liability are included in deferred revenue.

(f) 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.

(g) Property tax revenue:

Property tax revenue is recognized on the accrual basis using the approved mill rates and the anticipated assessment related to the current year.

(h) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance. Investment income is allocated to various reserves and operating funds on a proportionate basis.

(i) Long-term debt:

Long-term debt is recorded net of related principal repayments and actuarial adjustments.

(j) Employee future benefits:

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave 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 obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

1. Significant accounting policies (continued):

(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 as follows:

Asset	Useful life - years
Land improvements	15 - 50
Building and building improvements	25 - 100
Machinery and equipment	3 - 30
IT equipment	5 - 8
Vehicles	10 - 20
Roads and drainage	25 - 100

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive 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 are less than the book value of the asset.

(ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Works of art and cultural and historic assets:

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

(iv) Interest capitalization:

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

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to 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) Inventories of supplies:

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.

(l) Liability for contaminated sites:

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

(i) an environmental standard exists

(ii) contamination exceeds the environmental standard

(iii) the District is directly responsible or accepts responsibility for the liability

(iv) future economic benefits will be given up, and

(v) a reasonable estimate of the liability can be made.

(m) Measurement uncertainty:

The preparation of financial statements in conformity with public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets, estimating provisions for accrued liabilities and in performing actuarial valuations of employee future benefits. Actual results could differ from these estimates.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

2. Investments:

	2022	2021
MFA Money Market Fund	\$ 20,741,150	\$ 21,387,008
MFA Bond Fund	8,925,598	9,812,215
MFA GFUS Bond Fund	5,086,939	-
MFA Mortgage Fund	5,135,560	2,019,789
MFA Fossil Fuel Free Bond	9,449,759	5,153,771
Term deposits	15,673,716	11,456,002
	<u>\$ 65,012,722</u>	<u>\$ 49,828,785</u>

The fair value of the Funds approximates the recorded value. Investments include \$303,815 (2021 - \$207,867) in accrued interest receivable.

3. Deferred revenue:

Deferred revenue, reported on the statement of financial position, is made up of the following:

	2022	2021
Unearned revenues	\$ 3,088,537	\$ 3,255,267

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

4. Employee future benefit obligations:

The District provides sick leave and certain benefits to its employees. These amounts and other employee related liabilities will require funding in future periods and are set out below.

Accumulated sick leave represents the liability for sick leave banks accumulated for estimated draw downs at future dates. Retirement benefit payments represent the District's share of the cost to provide employees with various benefits upon retirement including lump sum retirement payments, death benefits, certain vacation entitlements in the year of retirement, and pension buyback arrangements for qualified employees. The accrued employee benefit obligations and the net periodic benefit cost were estimated by an actuarial valuation completed effective for December 31, 2019 and extrapolated to December 31, 2022. Information about liabilities for employee benefit plans is as follows:

	2022	2021
Accrued benefit liability, beginning of year	\$ 1,861,000	\$ 1,709,600
Service cost	163,500	165,500
Interest cost	50,500	42,900
Long-term disability expense	(8,500)	80,800
Benefit removal *	(212,900)	-
Actuarial adjustment	24,800	35,200
Benefit payments	(351,300)	(173,000)
Accrued benefit liability, end of year	\$ 1,527,100	\$ 1,861,000

*Deferred vacation and overtime banks are now calculated internally by the District and included in accounts payable and accrued liabilities. As such, liabilities associated with these benefits have been removed from the actuarial valuation at December 31, 2022.

The difference between the actuarially accrued benefit obligation of \$1,406,300 (2021 - \$2,082,700) and the accrued benefit liability of \$1,527,100 (2021 - \$1,861,000) is an unamortized actuarial gain of \$120,800 (2021 - unamortized actuarial loss of \$221,700).

This actuarial gain is being amortized over a period equal to the employees' average remaining service period of 10 years.

The total expense recorded in the financial statements in respect of obligations under this plan amounts to \$230,300 (2021 - \$324,400).

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

	2022	2021
Discount rates	4.5%	2.5%
Expected future inflation rates	2.5%	2.5%
Expected wage and salary increases	2.5% to 4.0%	2.58% to 4.50%

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

4. Employee future benefit obligations (continued):

Municipal Pension Plan

The District and its employees contribute to the Municipal Pension 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 has 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 actuarial 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 \$1,995,637 (2021 - \$2,093,871) for employer contributions while employees contributed \$1,645,653 (2021 - \$1,698,839) to the plan in fiscal 2022.

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

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

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. The District and its employees each contribute equal amounts into the Trust. The total plan provision for approved and unreported claims was actuarially determined at December 31, 2020 and extrapolated to December 21, 2021. At December 31, 2021, the total plan provision for approved and unreported claims was \$24,715,800 with a net surplus of \$1,664,646. The actuary does not attribute portions of the unfunded liability to individual employers. The District paid \$117,290 (2021 - \$97,393) for employer contributions and District employees paid \$117,290 (2021 - \$97,827) for employee contributions to the plan in fiscal 2022.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

5. Long-term debt:

	2022	2021
Debenture debt - MFA Issue 80 payable at \$142,594 annually; fixed interest payments 2.85% paid semi-annually (\$134,378). Final payment October 3, 2023.	\$ 307,236	\$ 654,589

(a) Debenture debt:

The loan agreements with the Capital Regional District and 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.

The District issues its debentures through the MFA. Debentures are issued on a sinking fund basis, where the MFA invests the District's sinking fund payments so that the payments, plus investment income, will equal the original outstanding debt amount at the end of the repayment period. The gross value of debenture debt at December 31, 2022 was \$4,715,000.

(b) The aggregate amount of principal payments required on the District's long-term debt is as follows:

	Principal payments
2023	\$ 142,594

(c) Total interest expense on long-term debt for the year ending December 31, 2022 amounted to \$134,378 (2021 - \$134,378).

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

6. Tangible capital assets:

Cost	Balance, December 31, 2021	Additions	Disposals/ transfers	Balance, December 31, 2022
Land	\$ 2,852,877	\$ -	\$ -	\$ 2,852,877
Land improvements	2,325,065	363,578	69,599	2,758,242
Building and building improvements	28,022,010	2,060,426	(61,670)	30,020,766
Machinery and equipment	5,487,332	166,477	-	5,653,809
IT equipment	2,117,845	32,083	-	2,149,928
Vehicles	7,066,861	-	(42,368)	7,024,493
Roads, drains, sewer and water	73,158,514	3,432,759	261,793	76,853,066
Assets under construction	1,018,621	2,105,182	(838,470)	2,285,333
Total	\$ 122,049,125	\$ 8,160,505	\$ (611,116)	\$ 129,598,514

Accumulated amortization	Balance, December 31, 2021	Additions	Disposals/ transfers	Balance, December 31, 2022
Land improvements	\$ 622,506	\$ 91,325	\$ -	\$ 713,831
Building and building improvements	10,752,874	660,952	(218,027)	11,195,799
Machinery and equipment	2,697,179	281,011	-	2,978,190
IT equipment	1,566,171	164,088	-	1,730,259
Vehicles	3,484,560	367,106	(11,298)	3,840,368
Roads, drains, sewer and water	32,320,206	1,232,175	(113,149)	33,439,232
Total	\$ 51,443,496	\$ 2,796,657	\$ (342,474)	\$ 53,897,679

Net book value	Balance, December 31, 2021		Balance, December 31, 2022
Land	\$ 2,852,877		\$ 2,852,877
Land improvements	1,702,559		2,044,411
Building and building improvements	17,269,136		18,824,967
Machinery and equipment	2,790,153		2,675,619
IT equipment	551,674		419,669
Vehicles	3,582,301		3,184,125
Roads, drains, sewer and water	40,838,308		43,413,834
Assets under construction	1,018,621		2,285,333
Total	\$ 70,605,629		\$ 75,700,835

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

6. Tangible capital assets (continued):

(a) Assets under construction:

Assets under construction having a value of \$2,285,333 (2021 - \$1,018,621) have not been amortized. Amortization of these assets will commence when the asset is available for service.

(b) Contributed tangible capital assets:

There were no assets received from developers in 2022. In 2021, \$223,202 in contributed assets were acquired from developers as part of subdivision installations, including drainage, and sewer and water infrastructure. These contributed assets were recognized at an estimate of fair value of the cost of the materials and installation.

(c) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, tangible capital assets are recognized at a nominal value. Land is the only category where nominal values have been assigned.

(d) Works of art and historical treasures:

The District manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at District sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

(e) Write-down of tangible capital assets:

There were no write-downs of assets during 2021 or 2022.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

7. Accumulated surplus:

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

	2022	2021
Surplus:		
Equity in tangible capital assets	\$ 75,393,599	\$ 69,951,040
Operating fund	10,419,787	17,471,246
Total surplus	85,813,386	87,422,286
Reserve Funds:		
Village parking	995,860	972,991
Fire equipment	1,571,326	2,148,436
Land sale	39,873	38,958
Machinery and equipment	2,034,992	1,668,996
Heritage	2,326,995	2,273,559
Tax sale property	1,903	1,860
Parks acquisition	495,941	484,553
Capital works	20,840,658	18,022,842
Alternative transportation infrastructure	15,103	14,756
Infrastructure renewal	22,036,302	14,374,890
COVID-19 Restart	2,007,572	2,562,760
Total reserve funds	52,366,525	42,564,601
	\$ 138,179,911	\$ 129,986,887

On November 19, 2020, the District received a COVID-19 Safe Restart Grant for \$3,589,000 from the Province of British Columbia to help address the fiscal impacts of COVID-19. The grant was recognized as revenue when received and transferred to an operating reserve to fund future eligible response and recovery costs. During 2022, \$555,188 (2021 - \$1,026,240) of eligible revenue recoveries were utilized from this reserve to fund revenue shortfalls resulting from COVID-19.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

8. Taxation:

As well as taxes for its own purposes, the District is required to collect taxes on behalf of, and transfer these amounts to, the government agencies noted below. Taxes levied over or under the amounts requisitioned are recorded as accounts payable or receivable.

	2022	2021
Taxes		
Property tax	\$ 52,979,392	\$ 50,022,729
Grants in lieu of taxes	210,528	212,497
Special assessments and local improvements	232,463	220,858
1% Utility tax	86,687	85,297
Waste disposal fees	1,719,867	1,655,679
Penalties and interest	235,749	242,400
	<u>55,464,686</u>	<u>52,439,460</u>
Less taxes levied on behalf of:		
Provincial government - school taxes	13,602,052	12,467,318
Capital Regional District	4,068,864	3,925,056
Telus (CREST) - CRD	73,728	73,065
Provincial Government - Non-residential school	921,237	950,767
Capital Regional Hospital District	1,648,424	1,772,977
Municipal Finance Authority	2,345	1,956
BC Assessment Authority	416,512	407,817
BC Transit Authority	1,986,975	1,850,669
Business Improvement Area	100,000	100,000
	<u>22,820,137</u>	<u>21,549,625</u>
Net taxes available for municipal purposes	<u>\$ 32,644,549</u>	<u>\$ 30,889,835</u>

9. Commitments and contingent liabilities:

In the normal course of business, the District enters into commitments for both capital and operational expenses. These commitments have been budgeted for within the appropriate annual financial plan and have been approved by Council.

(a) MFA debt reserve fund deposits:

Under borrowing arrangements with the MFA, the District is required to lodge security by means of demand notes and interest-bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund.

These deposits of \$86,020 (2021 - \$84,256) are included in the District's financial assets as cash and are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the District. At December 31, 2022 there were contingent demand notes of \$136,718 (2021 - \$136,718) which are not included in the financial statements of the District.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

9. Commitments and contingent liabilities (continued):

- (b) Capital Regional District (CRD) debt, under the provision of the Local Government Act, is a direct, joint and several liability of the CRD and each member municipality within the CRD, including the District.
- (c) The District is a shareholder and member of the Capital Regional Emergency Service Telecommunications (CREST) Incorporated whose services provide 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.
- (d) In the normal course of business, the District is a defendant in various lawsuits for which no liability is reasonably determinable at this time. Should the claims be successful as a result of litigation, amounts will be recorded when a liability is likely and determinable.

The District is self-insured for general liability claims through membership in the Municipal Insurance Association of British Columbia, a reciprocal insurance exchange. Under this program, member municipalities jointly share 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. The District's deductible is \$10,000.

- (e) During 2008 the Province of BC gave its share (50%) of the heritage property known as Tod House to the District. The value of this transaction was recorded as \$395,000. Concurrently the Province registered a "Possibility of Reverter" against the property. This states that the Province has granted its interest to the District "for so long as the land is used for the specific purpose of managing the Tod House Heritage Site". Previous correspondence with the Province suggests that if the property use is changed the District will pay to the Province 50% of the market value of the property at the time that its use changed. The District has no plans to change the use of Tod House.
- (f) During 2015, the District entered into a lease agreement with the Board of Education of School District No. 61 (Greater Victoria) to lease the Neighbourhood Learning Centre, located in the Oak Bay High School. The lease commenced on September 1, 2015 and requires annual lease payments of \$89,984 for a term of 25 years

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

10. Contractual rights:

The District's contractual rights arise from rights to receive payments from lease agreements. The District leases real estate property to commercial, affordable housing and non-profit organizations with terms ranging from 1 to 30 years. The District has contractual rights to receive the following amounts of lease revenue in the next 5 years.

Year	Lease revenue
2023	\$ 280,187
2024	280,187
2025	276,587
2026	269,387
2027	269,387
	\$ 1,375,735

11. Trust funds:

Trust funds administered by the District have not been included in the statement of financial position nor have their operations been included in the statement of operations.

	Heritage House Trust	Legacy Trusts	2022	2021
Financial assets:				
Cash	\$ 771	\$ -	\$ 771	\$ 79,755
Investments	341,340	389,380	730,720	744,112
Due (to) from operating fund	(260,000)	79,259	(180,741)	(27,282)
	\$ 82,111	\$ 468,639	\$ 550,750	\$ 796,585

Since the use of Trust Funds is restricted, their assets and liabilities are not recorded in the financial statements.

The District has received bequests that are to be used for various purposes. These are maintained in the Legacy Trusts, with authorized expenditures being funded from it, and earnings on investments being added to the Trust.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

12. Financial plan data:

The financial plan data presented in these financial statements is based upon the 2022 operating and capital financial plans approved by Council on May 9, 2022. The following reconciles the approved financial plan to the financial plan figures reported in these financial statements.

	Financial plan amount
Revenues:	
Financial plan	\$ 53,311,600
Add:	
Tod House	335,000
Total revenue	53,646,600
Expenses:	
Financial plan	49,692,900
Annual surplus	\$ 3,953,700

The annual surplus above represents the planned results of operations prior to the budgeted transfers between reserve funds, debt repayments and capital expenditures.

13. Segmented information:

The Corporation of the District of Oak Bay is a diversified municipal organization that provides a wide range of services to its citizens. For management reporting purposes, the District's operations and activities are organized and reported by service areas. Municipal services are provided by departments and their activities are reported in these service areas. Service areas that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

(a) General Government:

The departments within General Government are Corporate Administration, Finance, and Information Technology. These departments are responsible for adopting bylaws, adopting administrative policy, levying taxes, ensuring effective financial management, monitoring performance and ensuring that high quality municipal service standards are met.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

13. Segmented information (continued):

(b) Protective Services:

Protective Services is made up of Police, Fire, Building and Planning and Animal Control. The Police Department ensures the safety of the lives and property of Oak Bay citizens through the enforcement of municipal bylaws and criminal law, the maintenance of law and order, and the prevention of crime. The Fire Department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire emergencies. The Fire Department also coordinates the District's emergency program. The Building and Planning department provides a full range of building services related to permits and current regulatory issues and through its Bylaw Enforcement division promotes, facilitates and enforces general compliance with bylaws. Animal Control services enforce the animal control bylaws and operate the pound and adoption centre for animals.

(c) Transportation Services:

Transportation Services is responsible for the construction and maintenance of roads and sidewalks throughout Oak Bay. Other duties include street cleaning, leaf pickup, snow removal and street lighting.

This department is also responsible for the construction and maintenance of the storm drain collection systems.

(d) Environmental Health Services:

The Environmental Health Services is responsible for the collection and disposal of household garbage.

(e) Recreation Services:

Recreation Services is responsible for providing, facilitating the development of, and maintaining the high quality of parks, recreation facilities, and cultural services.

(f) Water Utilities and Sewer Collection System:

The Water Utilities and Sewer Collection System Departments operate and distribute the water and sewer networks. They are responsible for the construction and maintenance of the water and sewer distribution systems, including mains and pump stations.

Certain allocation methodologies have been employed in the preparation of the segmented financial information. Taxation and payments-in-lieu of taxes are apportioned to General Government, Protective, Transportation, and Recreation Services based on current year expenditures less revenue from other sources. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 1.

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

13. Segmented information (continued):

2022	General Government	Protective Services	Transportation Services	Environmental Health	Recreation Services	Water Utility	Sewer Collection System	Total
Revenue:								
Taxation, net	\$ 3,580,324	\$ 14,017,743	\$ 5,842,056	\$ 1,719,867	\$ 7,484,559	\$ -	\$ -	\$ 32,644,549
Sales and service	100,647	15,814	8,920	-	7,470,403	5,139,557	4,651,832	17,387,173
Government transfers	1,195,269	734,705	-	-	835,957	-	-	2,765,931
Other revenues	652,757	994,252	9,365	-	72,814	-	-	1,729,188
Developer contributions	-	-	-	-	-	-	-	-
Investment income	1,909,881	-	-	-	-	-	-	1,909,881
Total revenue	7,438,878	15,762,514	5,860,341	1,719,867	15,863,733	5,139,557	4,651,832	56,436,722
Expenses:								
Salaries and wages	2,863,641	10,503,691	2,593,621	467,845	9,733,886	892,491	484,420	27,539,595
Materials, supplies and services	3,341,439	2,374,082	1,357,539	962,060	3,646,813	2,787,933	3,058,808	17,528,674
Interest and other	-	-	-	-	134,378	-	-	134,378
Loss (gain) on tangible capital Assets	244,395	-	-	-	-	-	-	244,395
Amortization of tangible capital assets	310,765	277,724	801,839	211,551	741,583	334,343	168,851	2,796,656
Total expenses	6,760,240	13,105,497	4,752,999	1,641,456	14,256,660	4,014,767	3,712,079	48,243,698
Annual surplus	\$ 678,638	\$ 2,657,017	\$ 1,107,342	\$ 78,411	\$ 1,607,073	\$ 1,124,790	\$ 939,753	\$ 8,193,024

THE CORPORATION OF THE DISTRICT OF OAK BAY

Notes to Financial Statements

Year ended December 31, 2022

13. Segmented information (continued):

2021	General Government	Protective Services	Transportation Services	Environmental Health	Recreation Services	Water Utility	Sewer Collection System	Total
Revenue:								
Taxation, net	\$ 2,357,377	\$ 12,855,234	\$ 5,191,079	\$ 1,655,679	\$ 8,830,466	\$ -	\$ -	\$ 30,889,835
Sales and service	134,207	-	-	-	5,997,782	4,679,854	4,374,486	15,186,329
Government transfers	8,289,046	330,507	51,907	-	108,914	-	350,115	9,130,489
Other revenues	517,065	1,044,562	198,469	-	123,762	-	-	1,883,858
Developer contributions	223,202	-	-	-	-	-	-	223,202
Investment income	915,698	-	-	-	-	-	-	915,698
Total revenue	12,436,595	14,230,303	5,441,455	1,655,679	15,060,924	4,679,854	4,724,601	58,229,411
Expenses:								
Salaries and wages	2,339,675	9,509,630	2,373,031	458,453	8,979,461	682,454	475,473	24,818,177
Materials, supplies and services	2,983,542	1,687,499	1,195,634	962,840	3,097,605	2,631,421	3,246,239	15,804,780
Interest and other	-	-	-	-	134,378	-	-	134,378
Amortization of tangible capital assets	273,669	195,846	727,047	207,030	728,363	320,677	162,164	2,614,796
Total expenses	5,596,886	11,392,975	4,295,712	1,628,323	12,939,807	3,634,552	3,883,876	43,372,131
Annual surplus	\$ 6,839,709	\$ 2,837,328	\$ 1,145,743	\$ 27,356	\$ 2,121,117	\$ 1,045,302	\$ 840,725	\$ 14,857,280

THE CORPORATION OF THE DISTRICT OF OAK BAY

Schedule – COVID-19 Restart Reserve (unaudited)

Year ended December 31, 2022 with comparative information for 2021

	2022	2021
Balance, beginning of year	\$ 2,562,760	\$ 3,589,000
Received:		
Provincial transfer	-	-
Deducted:		
Revenue shortfalls	555,188	1,026,240
Balance, end of year	\$ 2,007,572	\$ 2,562,760

SCHEDULE OF DEBTS

For the year ended December 31, 2022

A Schedule of Debts has not been prepared because information on the District's long-term debt is shown in Note 5 of the Financial Statements.

As shown in Note 5 and 9(a) to the Financial Statements, long term debt of \$4,715,000 has been borrowed through the Municipal Finance Authority. These debentures are issued on a sinking fund basis. At December 31, 2022, the outstanding debt was \$307,236.

Prepared under the Financial Information Regulation, Schedule 1, section 4.

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

For the year ended December 31, 2022

A Schedule of Guarantees and Indemnity Agreements has not been prepared because the District of Oak Bay has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Prepared under the Financial Information Regulation, Schedule 1, section 5.

SCHEDULE OF REMUNERATION AND EXPENSES

For the year ended December 31, 2022

Regulations require the District of Oak Bay to report the total amount of remuneration for each employee that exceeds \$75,000 and the total amount of expenses paid to or on behalf of that employee in that year. It also requires that the total amount of remuneration and the total amount of expenses paid to or on behalf of each elected office to be reported.

Prepared under the *Financial Information Regulation*, Section 1, subsection 6(2)

Note for the readers

Employee expenses defined in the *Financial Information Regulation* as including travel expenses, memberships, tuition, relocation, vehicle leases, extraordinary hiring expenses, and registration fees and similar amounts which have not been included in the definition of remuneration.

Remuneration all forms of salary, wages, and taxable benefits paid to an employee during the year. Remuneration can differ from total salary because while an employee may earn wages, those wages may not be paid until a different financial period.

Police Remuneration: The Schedule does not include remuneration paid to employees of the Oak Bay Police Department.

(Schedule begins on the following page)

SCHEDULE OF REMUNERATION AND EXPENSES

MAYOR AND COUNCIL

For the year ended December 31, 2022

Name	Remuneration	Expenses	Total
Appleton, Andrew	\$15,945.43	\$2,427.87	\$18,373.30
Braithwaite, Hazel	15,945.43	1,199.97	17,145.40
Green, Cairine	15,945.43	442.14	16,387.57
Murdoch, Kevin	34,415.28	3,843.10	38,258.38
Ney, Tara	12,454.37	2,327.20	14,781.57
Paterson, Esther	15,945.43	424.29	16,369.72
Smart, Caroline	3,491.06	0.00	3,491.06
Watson, Lesley	3,491.06	0.00	3,491.06
Wood Zhelka, Eric	12,454.37	3,914.88	16,369.25
	\$130,087.86	\$14,579.45	\$144,667.31

SCHEDULE OF REMUNERATION AND EXPENSES

EMPLOYEES

For the year ended December 31, 2022

Last Name	First Name	Department	Position	Remuneration	Expenses
Adam	Daniel	Fire	Firefighter	\$ 134,330	\$ 387
Adsett	Duane	Fire	Firefighter	166,167	551
Ahokas	Jason	Fire	Firefighter	150,938	-
Bagh	Signe	Corporate Services	Director of Strategic Initiatives	151,529	972
Bailey	Christopher	Fire	Firefighter	94,323	595
Ballantyne	John	Fire	Firefighter	193,461	201
Banfield	Ian	Fire	Firefighter	132,772	387
Beaulac	Joshua	Recreation	Daytime Leadhand	77,956	2,073
Beaumont	Kyle	Fire	Firefighter	155,718	661
Boogaars	Adrian	Building & Planning	Building/Bylaw Official I	78,179	1,192
Bradfield	Roy	Corporate Services	Occupational Health & Safety Officer	75,679	1,245
Brown	Shannon	Recreation	Executive Assistant/Human Resources	75,590	2,376
Brozuk	David	Public Works	Superintendent of Public Works	132,010	-
Buser	Rene	Building & Planning	Building Official li	85,475	1,267
Carlson	Caitlin	Recreation	Aquatic Coordinator	83,231	927
Chase	Steven	Public Works	Heavy Duty Mechanic	83,236	525
Cobus	Lesley	Recreation	Monterey Coordinator	83,492	99
Costin	Donna	Finance	It Project Manager	123,305	2,904
Currie	John	Public Works	General Foreman	86,835	1,141
D'antonio	Gianfranco	Public Works	Roads Foreman	87,409	956
Ding	Richard	Engineering	Design Engineer	107,009	1,045
Donnelly	Bonnie	Corporate Services	Director Of Human Resources	150,679	-
Eldridge	Terry	Recreation	Facility Operations Coordinator	89,358	739
Frenkel	Trent	Fire	Fire Fighter 1St Class	125,041	240
Goodgrove	Hayley	Corporate Services	Communications Specialist	80,149	825
Gow	Adam	Public Works	Lead Skilled Labourer	88,323	-
Grant	Eileen	Fire	Emergency Program Manager	77,406	1,790
Hauser	Dale	Public Works	General Foreman	89,927	99
Herman	Ray	Recreation	Director Parks, Recreation And Culture	90,289	-
Hodge	Jason	Fire	Fire Fighter 1St Class - 10Th Yr	135,516	1,117
Horan	Daniel	Engineering	Director Engineering	124,448	941
Hyde-Lay	Christopher	Parks	Manager, Parks Services	108,240	-
Ireland	Riley	Fire	Fire Fighter 1St Class 10Th Yr	141,788	753
Johnson	Terry	Public Works	Manager Operations	119,073	124
Jopson	Nancy	Finance	Assistant Accountant	77,666	1,763
Joynson	Jason	Fire	Lieutenant / Acting Assistant Chief	163,126	926
Lawrence	Caroline	Recreation	Sports Coordinator	83,220	-
Leigh	Ryan	Fire	Fire Fighter 3Rd Class	99,121	595
Macdonald	Frank	Fire	Fire Chief	120,836	1,962

Last Name	First Name	Department	Position	Remuneration	Expenses
Malinosky	Kris	Fire	Fire Fighter 1St Class 15Th Year	176,027	201
Malli	Ruth	Building & Planning	Special Projects Advisor	128,750	-
Mccarron	Linda	Finance	Deputy Director Financial Services	108,805	2,625
Mcdougall	Katelyn	Building & Planning	Planner	88,826	2,859
Mckinnon	Niklas	Public Works	Electrician li	90,121	176
Mclennan	Kathryn	Finance	Deputy Director Of Financial Services	92,881	2,871
Meikle	Steve	Recreation	Director Parks, Recreation And Culture	130,296	-
Morden	Sarah	Corporate Services	Deputy Director Strategic Initiatives	126,780	2,714
Paine	Christopher	Finance	Director Finance & Asset Management	154,432	2,424
Paul	Chris	Parks	Gardener Iii - Arboriculture	84,068	397
Popham	Jonathan	Fire	Lieutenant	196,471	-
Preston	Jill	Finance	Payroll & Benefits Coordinator	82,758	859
Rennick	Stephen	Engineering	Deputy Director of Engineering	122,567	827
Roberts	Tim	Public Works	Grounds & Horticulture Foreman	87,908	2,022
Rushton	Eric	Fire	Fire Fighter 1St Class	121,922	260
Scaife	Hugh	Finance	Information Technology Technician	78,124	-
Scott	Brad	Fire	Fire Fighter 1St Class 15Th Year	175,192	935
Shute	Kaelen	Fire	Fire Fighter 2Nd Class	115,338	95
Smith	Patrick	Public Works	General Foreman	87,961	-
Stewart	Roger	Fire	Deputy Chief	152,605	3,263
Thorneloe	Adam	Fire	Fire Fighter 1St Class 15Th Year	129,545	-
Trenholm	Bradley	Fire	Captain Inspector	121,231	5,630
Trumble	Douglas	Fire	Fire Fighter 1St Class 15Th Year	189,326	350
Welham	Janet	Recreation	Henderson Coordinator	83,250	-
Wells	Aidan	Fire	Fire Fighter 2Nd Class	115,824	76
Wetselaar	Jurrien	Public Works	Mechanic Foreman	89,874	28
Williams	Selina	Corporate Services	Chief Administrative Officer	170,983	10,604
2022 Number of Employees			67 >\$75,000	\$ 7,624,714	\$ 70,594
			656 ≤\$75,000	\$ 11,589,278	
Total			723	\$ 19,213,992	

Reconciliation of Schedule of Remuneration and Expenses to Financial Statements

The Schedule of Remuneration and Expenses has been prepared on a cash basis whereas the financial statements have been prepared on an accrual accounting basis, and include payroll related obligations. Therefore, no reconciliation of this schedule with the financial statements has been prepared.

SCHEDULE OF REMUNERATION AND EXPENSES

SCHEDULE OF SEVERANCE AGREEMENTS

For the year ended December 31, 2022

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(7).

There were no severance agreements commenced in 2022.

SCHEDULE OF SUPPLIERS OF GOOD AND SERVICES

For the year ended December 31, 2022

Regulations require the District of Oak Bay to report the total amount paid to each supplier for goods and services that exceeds \$25,000 in the year reported.

Prepared under the Financial Information Regulation Schedule 1, subsection 7(1)

Vendor Name	Payment Amount
0869926 BC Ltd dba Richardson Sport Inc	\$ 35,512
Acklands - Grainger Inc	125,241
Ahf-Allhardwoodfloor Ltd.	33,495
Allterra Construction Ltd	299,716
Aquashine Building	61,870
Aral Construction (2014)	67,943
Associated Fire Safety	33,270
B&C Foods	33,057
B.C. Hydro And Power	395,978
Bartlett Tree Experts	50,626
Black Press Group Ltd	33,115
Bunt & Associates	57,192
Bunzl Canada Inc	110,071
Canadian Linen & Uniform	40,322
Capital Regional District	2,495,297
Capital Regional District	120,458
Carvello Law Corporation	69,876
Centralsquare Canada	80,042
City Of Victoria	139,097
Colliers Project Leaders	126,946
Columbia Fuels	406,228
Commissionaires The	49,641
CREST	79,744
Dave Mitchell &	35,935
Dialog Bc Architecture	88,934
DL'S Bins Ltd	45,208

Vendor Name	Payment Amount
East, Jacqueline	60,408
E-comm Emergency Communications	265,755
Eecol Electric Corp	25,530
Eli Pasquale Group Inc	36,719
Elisco Enterprises Inc	120,918
Emco Corporation	131,095
Emterra Environmental	85,053
Engineering For Kids	37,896
Fortis BC Natural Gas	171,581
Fraser Valley Refrigeration LTD	370,602
Geoadvice Engineering Inc	163,332
GFL Environmental	482,142
Greater Victoria Public Library	1,063,035
Graphic Office Interiors	56,415
Greater Victoria Labour Relations Association	84,221
Greater Victoria School Board	65,998
GVLRA/CUPE Long Term Trust	229,065
H2 Accelerator	152,477
H2X Contracting Ltd	213,986
Heritageworks Ltd	25,253
Home Depot Credit Services	33,180
Houle Electric Ltd.	102,920
Iconix Waterworks LP	321,131
Insurance Corporation of BC	75,040
ISL Engineering and Land Services LTD	43,492
Island Asphalt Company	1,047,297
Island Temperature Controls	25,949
J. Watson Roofing	48,816
Kal Tire (Langford)	26,016
Kerr Wood Leidal	82,109
KPMG LLP	51,518
KTI Limited	31,579
Lafarge Asphalt	30,238
LeHigh Materials	248,712
Lordco Parts Ltd	43,502
Manulife Financial Group	91,797

Vendor Name	Payment Amount	Vendor Name	Payment Amount
McElhanney LTD	37,738	Stewart Mcdannold Stuart	109,033
Mega Power Installations	40,960	Sysco Victoria Inc.	71,809
Michell Brothers Farm Composting	121,508	Taylor, Rebecca	33,017
Monk Office Supply Ltd	39,917	Telus Communications (BC)	43,273
Municipal Insurance Assoc. Of BC	595,262	Telus Mobility	78,511
Music Together Victoria	53,778	The Canada Life Assurance	79,495
Northridge Excavating Ltd	317,331	The University Of British	47,612
Osborne Electro-Mechanics	49,377	Think Communications Inc	39,182
Pacific Blue Cross	687,915	Third Space Planning	84,485
Perfectmind Inc	76,230	Thomas, William	41,000
Primecorp	31,522	Thujacraft Ltd.	802,372
Quadient Canada Ltd	33,401	Tomko Sports Systems Inc	84,415
Radioworks	51,389	Trio Ready-Mix (1971) Ltd	65,058
Ralmax Contracting	488,398	Uline Canada Corp	62,685
Raylec Power Lp	30,507	Universal Sheet Metal Ltd	1,754,390
Real Canadian Wholesale	39,119	Urban Core Ventures Ltd	95,385
Receiver General (Employer'S EI & CPP Contributions Only)	1,120,506	Urban Wildlife	60,650
Ricoh Canada Inc.	65,178	Victoria Animal Control Services Ltd	82,101
Rollins Machinery Ltd	49,564	Victoria Landscape Gravel	44,736
Royal Rooter Plumbing &	93,488	Victoria Playco	104,899
Ryzuk Geotechnical	50,873	Vimar Equipment Ltd	34,797
Saanich The Corporation Of The District Of	1,154,760	Western Equipment Ltd	26,789
Scho'S Line Painting Ltd	50,106	Winter, Joanna	65,173
Sea To Sky Network	294,914	Workers Compensation Board Of BC	786,065
Sooke Sailing Association	41,640		
		Total Suppliers Equal and Over \$25,000	21,571,904
		Other Suppliers Under \$25,000	3,648,732
			<u>\$ 25,220,636</u>

Reconciliation of Schedule of Suppliers of Goods and Services to Financial Statements

The Schedule of Suppliers of Goods and Services has been prepared on a cash basis whereas the financial statements have been prepared on an accrual accounting basis, therefore no reconciliation of this schedule with the financial statements has been prepared.

Other Notes

- The Schedule above does not include property taxes collected on behalf of and remitted to other taxing authorities.
- The Schedule above does not include payments made for the refunding of security and other deposits as these are not a provision of good or services.

SCHEDULE OF GRANTS OR CONTRIBUTIONS

For the year ended December 31, 2022

Regulations require the District of Oak Bay to report a statement of payments for the purpose of grants or contributions.

Prepared under the Financial Information Regulation, Schedule 1, subsection 7(2)(b).

Organization	Total \$
Balfour's Friends Foundation	\$ 500
Capital Bike	1,500
Capital Region Food & Agriculture Initiatives Roundtable	500
Chinese Consolidated Benevolent Society	3,000
Community Association of Oak Bay	8,250
Community Social Planning Council of Greater Victoria	3,000
FED Urban Agriculture Society	1,800
Friends of Bowker Creek	2,500
Friends of Uplands Park	2,625
Greater Victoria Crossing Guard Association	12,263
Junior Achievement BC	100
Leadership Victoria Society	1,450
Maritime Museum of BC	1,700
Mill Bay and District Conservation Society	900
Need2 Suicide Prevention Education & Support	1,800
Oak Bay Business Improvement Association	3,000
Oak Bay Community Artists Society	1,000
Oak Bay Heritage Foundation	6,508
Oak Bay High School Scholarship	1,800
Oak Bay Lawn Bowling Club	5,000
Oak Bay Sea Rescue Society	6,200
Oak Bay Tea Party Society	7,000
Oak Bay Volunteer Services	35,000
Peninsula Streams Society	4,750
Songhees Nation	12,500
South Island Prosperity Project Society	45,124
St John Society	1,450
The Corporation of the District of Saanich - Kings Road Green Space	75,000
Vancouver Island South Film and Media Commission	10,000
Victoria Sexual Assault Centre	5,000
Victoria Women's Transition House	2,500
Total	\$ 263,720



Statistical Information

Five-Year Statistical Review 2018-2022



Property Tax Rates 2018 - 2022

MUNICIPAL (\$per \$1,000 ASSESSMENT)	2018	2019	2020	2021	2022
Residential	2.4748	2.5441	2.8618	2.9058	2.5513
Business/Other	6.2902	6.1582	6.4307	7.6090	7.5382
Recreational/Non-profit	5.4555	5.7708	5.7583	6.1506	6.0958
Farm	3504.3445	4037.4467	4314.1269	4592.7788	5089.4842
Utilities	N/A	N/A	N/A	10.0712	10.3914

TOTAL - Including School, Regional, etc (\$per \$1,000 ASSESSMENT)

Residential	4.5116	4.4974	4.8901	4.9633	4.2970
Utilities	15.5853	15.3641	15.1621	25.6949	26.3704
Business/Other	12.9389	12.2199	9.8723	14.0838	13.4148
Recreational/Non-profit	9.1722	9.2399	7.6469	9.7542	9.3003
Farm	4003.8591	4565.8195	4837.8213	5245.1622	5795.7000

The tax rates above do not include rates and levies that are not applied to the entire assessment tax base. Other taxes that are applied to only specific properties include:

1. Additional School Tax – applied only to residential properties assessed at greater than \$3M
2. Business Improvement Area – applied only to business class properties within the Business Improvement Area as defined by the *Oak Bay Business Improvement Area Bylaw, 2020*.
3. Boulevard Frontage – applied only to properties within the boulevard roll established by the *Boulevard Frontage Tax Bylaw, 1982*.

MUNICIPAL TAX BILLINGS BY PROPERTY CLASS (IN THOUSANDS)	2018	2019	2020	2021	2022
Residential	\$ 21,435	\$ 23,320	\$ 25,084	\$ 26,891	28,510
Business/Other	1,065	1,149	1,245	1,354	1,428
Recreational/Non-profit	142	153	168	179	189
Farm	25	28	30	32	36
TOTAL	\$ 22,667	\$ 24,650	\$ 26,527	\$ 28,456	\$ 30,163

SOURCE: DISTRICT OF OAK BAY FINANCE DEPARTMENT

New Construction 2018 – 2022

	2018	2019	2020	2021	2022
New Construction Assessment	\$ 46,609,899	\$ 74,479,700	\$ 61,842,400	\$ 74,534,000	52,581,000
% Assessment Base	0.60%	0.84%	0.66%	0.79%	0.55%
Taxes Generated from New Growth	\$ 111,946	\$ 193,338	\$ 184,352	\$ 232,577	135,314

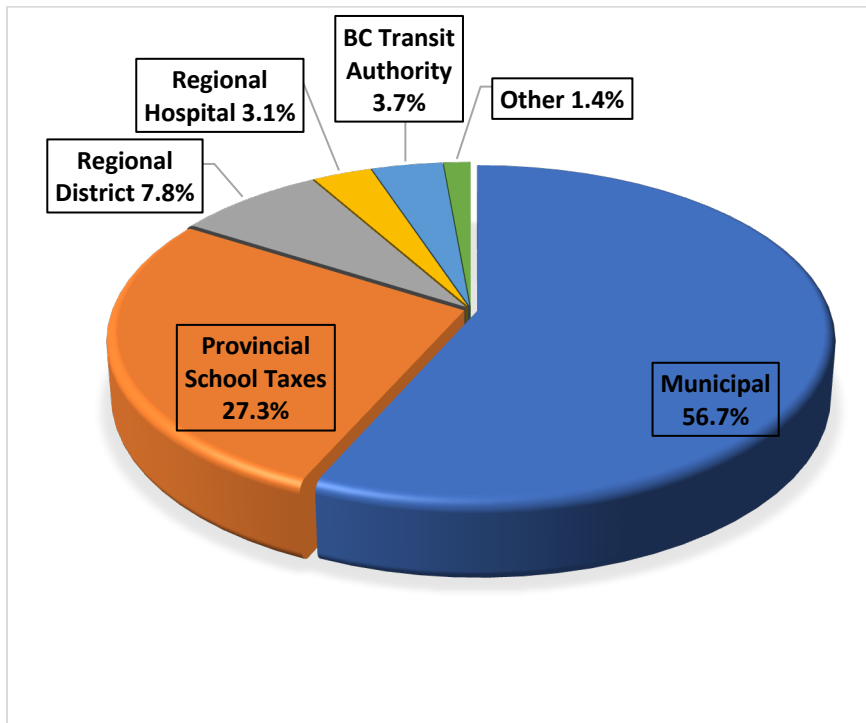
SOURCE: DISTRICT OF OAK BAY FINANCE DEPARTMENT

Property Tax Levied and Collected 2018 – 2022 (IN THOUSANDS)

	2018	2019	2020	2021	2022
Municipal	\$ 22,666	\$ 24,651	\$ 26,528	\$ 28,457	\$ 30,163
Provincial School Taxes	11,688	13,105	12,634	13,428	14,524
Regional District	3,183	3,180	3,174	3,997	4,142
Regional Hospital	2,090	2,047	1,827	1,845	1,648
BC Transit Authority	1,737	1,789	1,822	1,850	1,987
BC Assessment Authority	377	384	402	408	416
Boulevard Frontage	200	208	215	220	232
Business Improvement Area	80	78	100	100	100
Municipal Finance Authority	2	2	2	2	2
	\$ 42,023	\$ 45,444	\$ 46,704	\$ 50,307	\$ 53,214
Total Current Taxes Levied	\$ 42,023	\$ 45,444	\$ 46,704	\$ 50,307	\$ 53,214
Current Taxes Collected*	45,024	46,200	49,802	52,524	52,524
Percentage	107.1%	101.7%	106.6%	104.4%	98.7%

SOURCE: DISTRICT OF OAK BAY FINANCE DEPARTMENT

2022 Property Taxes Collected by Agency



SOURCE: DISTRICT OF OAK BAY FINANCE DEPARTMENT

2022 Principal Corporate Taxpayers

Registered Owner	Primary Property	Taxes Levied
Noah Holdings Ltd	Hotel	\$299,827
Athlone Court Holdings Ltd	Stores & Offices	278,923
Oak Bay Marina	Marina	168,380
Whitehall Enterprises Ltd	Multi-Family Apartment	152,821
Royal Victoria Yacht Club	Marina	129,731
R K Investment Ltd	Multi-Family Apartment	128,685
Fortis Energy	Utilities	121,262
Victoria Golf Club	Golf Course	116,283
Uplands Golf Club	Golf Course	105,311
Namod Properties Ltd	Multi-Family Apartment	101,789
Sierra Holding Co Ltd	Multi-Family Apartment	98,779
Nadar Holdings Ltd/1390956 BC LTD	Stores & Offices	95,895
Oak Bay Gate Ltd	Stores & Offices	91,663
Carlton House Properties Ltd	Multi-Family Apartment	89,795
Oak Bay Rental Investments Ltd	Stores & Offices	89,334
Overseas Investments Ltd	Multi-Family Apartment	79,412
Oak Bay Chaucer Holdings Ltd	Stores & Offices	78,787
0847957 B.C. Ltd.	Stores & Offices	77,195
ANR Investments Ltd	Stores & Offices	74,938
258957 BC Ltd	Multi-Family Apartment	73,293
Gill-Am Investments Ltd	Multi-Family Apartment	68,992
547808 BC Ltd	Single Family Dwelling	67,387
Sonria Holdings Ltd	Stores & Offices	65,387
Baptist Housing	Multi-Family Apartment	64,691
Seadragon Properties Inc	Single Family Dwelling	64,336
2228 Oak Bay Avenue Holdings Ltd	Multi-Family/Stores	64,258
Condor Investments Ltd	Multi-Family/Stores	62,674
412117 B.C. LTD.	Stores & Offices	58,945
H D S Estates Ltd	Stores & Offices	57,634
Kingston Estates LTD	Stores & Offices	50,104
Cadboro Bay Developments LTD	Retail & Office Space	48,777
		\$3,125,288
	Total 2022 Tax Levies:	\$ 53,214,836
	Total %	5.87%

SOURCE: DISTRICT OF OAK BAY FINANCE DEPARTMENT

Statement of Operations 2018-2022 (IN THOUSANDS)

Revenue	2018	2019	2020	2021	2022
Taxation, net	\$ 24,840	\$ 26,883	\$ 28,815	\$ 30,890	\$ 32,645
Sales and services	8,695	8,987	4,758	\$ 6,132	\$ 7,596
Other Revenues	1,433	1,274	1,304	\$ 1,884	\$ 1,729
Develop Contributions	-	240	468	\$ 223	\$ -
Government transfers	3,056	2,353	5,570	\$ 9,130	\$ 2,766
Investment income	884	1,150	1,000	\$ 916	\$ 1,910
Sales of water and sewer charges	6,721	7,437	8,811	\$ 9,054	\$ 9,791
	<u>\$ 45,629</u>	<u>\$ 48,324</u>	<u>\$ 50,726</u>	<u>\$ 58,229</u>	<u>\$ 56,437</u>
Expense by Function					
General Government	4,193	5,084	5,376	5,597	6,760
Protective Services	9,689	10,722	10,735	11,393	13,105
Transportation Services	3,420	3,529	3,760	4,296	4,753
Environmental Health Services	1,331	1,457	1,619	1,628	1,641
Recreation Services	13,101	13,878	11,705	12,940	14,257
Water Utilities	3,035	3,051	3,455	3,635	4,015
Sewer Collect System	2,935	2,656	3,061	3,884	3,712
Total	<u>\$ 37,704</u>	<u>\$ 40,377</u>	<u>\$ 39,711</u>	<u>\$ 43,373</u>	<u>\$ 48,243</u>
Expense by Object					
Salaries and wages	21,907	24,081	23,367	24,819	27,540
Materials, supplies and services	13,487	13,843	13,668	15,806	17,529
Interest and other	118	136	235	135	134
Amortization	2,192	2,317	2,441	2,615	2,797
Loss on tangible capital assets					244
	<u>\$ 37,704</u>	<u>\$ 40,377</u>	<u>\$ 39,711</u>	<u>\$ 43,375</u>	<u>\$ 48,244</u>

SOURCE: DISTRICT OF OAK BAY FINANCE DEPARTMENT

Annual & Accumulated Surplus 2018-2022 (IN THOUSANDS)

	2018 *	2019	2020	2021	2022
Accumulated Surplus, Beginning of Year	\$ 88,244	\$ 96,167	\$ 104,114	\$ 115,130	\$ 129,987
Annual Surplus/(Deficit)	7,923	7,947	11,016	14,857	8,193
Accumulated Surplus, End of Year	\$ 96,167	\$ 104,114	\$ 115,130	\$ 129,987	\$ 138,180

* Restated: The District had previously not recorded tangible capital assets received from developers during the period from 2011 to 2017. The 2018 net book value of roads, drains, sewers and water assets have been restated to reflect the additional \$972,348. The accumulated surplus has been restated accordingly to recognize the receipt of the tangible capital assets.

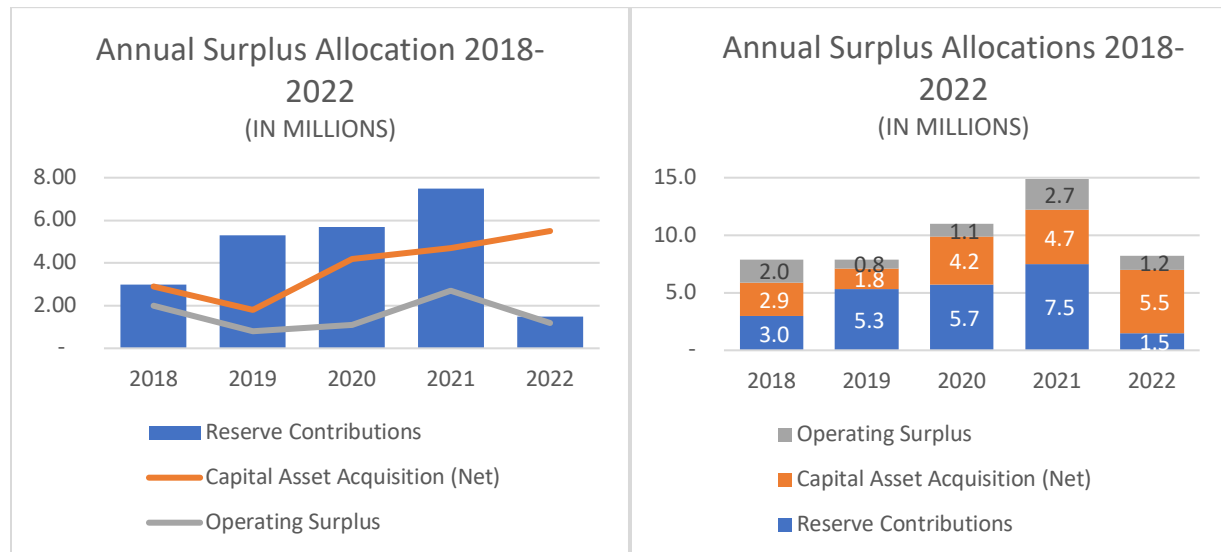
SOURCE: DISTRICT OF OAK BAY FINANCE DEPARTMENT

Allocation of Annual Accounting Surpluses 2018 – 2022 (IN THOUSANDS)

	2018	2019	2020	2021	2022
Annual Surplus	\$ 7,923	\$ 7,947	\$ 11,016	\$ 14,857	\$ 8,193
Capital Asset Acquisition (Net)	2,884	1,783	4,217	4,672	\$ 5,458
Reserve Contributions	3,009	5,346	5,732	7,478	\$ 1,510
Operating Surplus	2,029	818	1,067	2,707	\$ 1,225
	\$ 7,922	\$ 7,947	\$ 11,016	\$ 14,857	\$ 8,193

SOURCE: DISTRICT OF OAK BAY FINANCE DEPARTMENT

Reserve Funds & Other Funding Sources 2018-2022 (IN THOUSANDS)



Reserve Funds & Other Funding Sources

	2018	2019	2020	2021	2022
Operating Fund Surplus *	12,880	13,697	14,764	17,471	10,420
Village Parking	930	950	963	973	996
Fire Equipment	1,289	1,501	1,870	2,148	1,571
Land Sale	37	38	39	39	40
Machinery and Equipment	2,234	2,231	2,065	1,669	2,035
Heritage	2,179	2,219	2,250	2,274	2,327
Tax Sale Property	2	2	2	2	2
Parks Acquisition	464	473	480	485	496
Capital Works *	15,135	17,507	18,064	18,023	20,841
Alternative Transportation Infrastructure	14	14	15	15	15
Infrastructure Renewal	1,726	4,419	5,751	14,375	22,036
COVID-19 Restart	-	-	3,589	2,563	2,008
Gas Tax Funds - Uplands Sewer Separation **	6,106	6,232	6,319	-	-
	<u>42,996</u>	<u>49,283</u>	<u>56,171</u>	<u>60,037</u>	<u>62,787</u>

* Restated: The 2018 Capital Works reserve has been restated by a reduction of \$6,106,315 and correspondingly the Operating Fund 2018 surplus has been restated by an increase of \$6,106,315 to adjust for certain reserves which were misclassified in prior years. The reclassification of amounts corrected an error in the previously reported allocation of accumulated surplus. The overall balance of funding sources remains consistent.

** See Note 3 of the financial statements

SOURCE: DISTRICT OF OAK BAY FINANCE DEPARTMENT

Debenture Debt 2018-2022 (IN THOUSANDS)

	2018	2019	2020	2021	2022
Gross Outstanding Debt - MFA	\$ 4,715,000	\$ 4,715,000	\$ 4,715,000	\$ 4,715,000	\$ 4,715,000
Gross Outstanding debt - Capital Lease	105,493	20,854	-	-	-
Total Gross Outstanding Debt	4,820,493	4,735,854	4,715,000	4,715,000	4,715,000
Less: Sinking Fund Payments	(3,076,969)	(3,414,427)	(3,729,599)	(4,060,411)	(4,407,764)
Net Debt	\$ 1,743,524	\$ 1,321,427	\$ 985,401	\$ 654,589	\$ 307,236
Debt servicing (property taxes)	276,972	276,972	276,972	276,972	276,972
Population	18,598	18,646	18,918	18,930	19,211
Net Debt per Capita	\$ 94	\$ 71	\$ 52	\$ 35	\$ 16
Debt Servicing per Capita	\$ 15	\$ 15	\$ 15	\$ 15	\$ 14
Debt servicing as % of Expenses	0.7%	0.7%	0.7%	0.6%	0.6%
Debt Servicing Limit	10,351,496	11,092,651	10,920,278	11,928,795	13,086,232
% Debt Servicing Limit	2.7%	2.5%	2.5%	2.3%	2.1%

SOURCE: CAPITAL REGION DISTRICT POPULATION ESTIMATES, JANUARY 2023

Statement of Financial Position 2018 – 2022 (IN THOUSANDS)

	2018	2019	2020	2021	2022
Financial Assets	\$ 57,772	\$ 62,355	\$ 77,123	\$ 73,877	\$ 79,290
Financial Liabilities	23,385	21,673	29,413	15,500	17,818
Net Financial Assets/(Net Debt)	\$ 34,387	\$ 40,682	\$ 47,710	\$ 58,377	\$ 61,472
Non-Financial Assets	61,779	63,431	67,419	71,610	76,708
Accumulated surplus	\$ 96,166	\$ 104,113	\$ 115,129	\$ 129,987	\$ 138,180

SOURCE: DISTRICT OF OAK BAY FINANCE DEPARTMENT

Capital Expenditures 2018 – 2022 (IN THOUSANDS)

	2017	2018	2019	2020	2021	2022
Expenditures						
Land Improvements	\$ 29	\$ 61	\$ 19	\$ 21	\$ 572	\$ 364
Building and Building Improvements	302	151	393	553	1,018	2,060
Machinery and Equipment	222	167	513	339	773	166
IT Equipment	263	132	76	259	341	32
Vehicles	378	69	367	456	997	-
Roads, Drains, Sewer, and Water	1,244	3,274	2,360	4,568	2,777	3,433
Assets Under Construction	839	883	11	152	565	2,105
	<u>\$ 3,277</u>	<u>\$ 4,737</u>	<u>\$ 3,739</u>	<u>\$ 6,348</u>	<u>\$ 7,043</u>	<u>\$ 8,160</u>

SOURCE: DISTRICT OF OAK BAY FINANCE DEPARTMENT

Property Tax Exemptions 2018 – 2022

Name	2018	2019	2020	2021	2022
Emmanuel Baptist Church	\$14,256	16,924	20,358	22,804	26,035
Guide Hall	952	998	1,179	1,451	1,655
Kiwanis Manor	5,949	11,558	13,731	13,942	13,762
Kiwanis Tea Room	378	403	485	594	715
Oak Bay Lawn Bowling Club	3,782	4,238	5,000	5,716	6,425
Oak Bay United Church	15,205	10,833	13,008	15,157	20,100
St. Mary's Church	7,482	8,884	10,750	12,000	17,325
St. Patrick's Church	14,124	16,781	20,183	22,542	29,632
St. Phillip's Church	3,851	4,564	5,483	6,122	8,004
Scout Hall	1,484	1,558	1,858	2,344	2,887
	<u>\$67,463</u>	<u>\$76,741</u>	<u>\$92,035</u>	<u>\$102,672</u>	<u>\$126,540</u>



DISTRICT OF
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