

2014-276

**To:** Committee of the Whole, Finance Section  
**From:** Municipal Treasurer  
**Date:** November 9, 2014  
**Re:** Monthly Statement of Revenues and Expenditures for October 2014

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**BACKGROUND:**

As part of our commitment to fiscal transparency and accountability, in January 2012 the monthly financial information was expanded to include explanations for variances that are +/- 5% beyond what might be expected. This should make it easier to decipher whether variances are reasonable and expected, and will also point out potential issues of which the Committee should be aware. The notes in this memorandum tie into the numbers on the Statement of Revenues and Expenditures.

**DISCUSSION:**

**REVENUES**

(1) Taxes                      YTD: \$35,735,924      Budget: \$36,881,251              96.89%

The property tax notices were mailed on May 26 and the due date was July 2, after which the 10% penalty was added onto all outstanding balances.

(2) Grants in Lieu of Taxes      YTD: \$114,874              Budget: \$176,374              65.13%

These grants are received at various times of the year, which are usually expected at: Federal Government – November; University of Victoria – November; Hydro – tax due date.

(3) Services Provided to Other Governments      YTD: \$12,805      Budget: \$13,000              98.50%

This payment is received from the Province when we forward the school taxes that we have collected on its behalf. This took place in July.

(4) Solid Waste                      YTD: \$1,449,027              Budget: \$1,455,432              99.56%

The solid waste fees are collected on the property tax notice and the total amount billed, rather than collected to October 31, is shown.

(5) Licenses and Permits              YTD: \$883,978              Budget: \$787,400              112.27%

This is higher than we might otherwise expect because the dog and business licenses are paid at the beginning of the year, during January the building permit for the Oak Bay High School was received (\$264,645) and more large house building permits have come in during

the year than expected. The budget for building permits is set conservatively each year, because we are unable to accurately estimate how much money will come in.

At October 31 the licenses and permits are as follows:

	Year to Date	Budget	% Collected
Dog licenses	\$62,358	\$60,000	103.93%
Business licenses	\$92,048	\$87,000	105.80%
Building permits	<u>\$669,074</u>	<u>\$615,000</u>	108.79%
	<u>\$823,480</u>	<u>\$762,000</u>	

(6) Rentals YTD: \$287,771 Budget: \$323,000 89.09%

In February the Marina paid its annual payment to cover the foreshore lease annual fee (\$81,305).

(7) Penalties and Interest on Taxes YTD: \$191,055 Budget: \$114,000 167.59%

Penalties account for \$100,000 of the budget. These are brought into revenue in July, after the tax due date, and are charged on all outstanding 2014 property taxes. The interest is reflected in income as taxes from 2013 and 2012 are paid off. This year we had a much larger than usual amount of outstanding taxes at the end of July 2.

(8) Transfers from Reserve Funds YTD: \$0 Budget: \$1,905,051

Transfers from our own reserve funds are made at the end of the year. This is done for two reasons: most of the transfers fund particular projects and if monthly transfers were to be made, it would involve a great deal of additional accounting work without any real benefit, and, for those funds which are in statutory reserves, by keeping the money in the reserves until the year-end, the reserves earn interest on that money.

(9) Parks and Recreation Revenues YTD: \$6,327,218 Budget: \$7,037,839 89.9%

Please refer to the minutes and reports of the Parks and Recreation Department for further information regarding their revenues.

(10) Miscellaneous Other Revenues YTD: \$116,509 Budget: \$596,961 19.52%

\$300,000 of the budget is made up of internal transfers. These take place at the end of the year, and show up as an expense of the same amount in "Transfer to own Reserves and Utilities" line under expenditures. Another \$150,000 of the budget represents the short term loan which was entered into at the end of October, but has not yet been recorded, to fund the purchase of the breathing apparatus for the Fire Department.

(11) Cond.'l Transfers from Other Gov'ts YTD: \$408,198 Budget: \$1,214,917 33.60%

A capital grant for Bowker Creek remediation work accounts for \$738,000 of the budget, none of which has been received, and another \$288,873 of the budget is made up of grants provided to small municipalities, which were received in June.

## EXPENDITURES

(12) General Administration YTD: \$1,058,174 Budget: \$1,413,147 73.86%

The budget in this category includes consulting, legal and audit fees, a large percentage of which have not yet been spent.

(13) Other General Government YTD: \$672,715 Budget: \$892,924 75.34%

\$30,000 that had been budgeted for the purchase of budget software will be brought forward to 2015, and the purchase of carbon offsets, budgeted at \$35,000, will not be recorded until the end of the year.

(14) Police Protections YTD: \$3,333,303 Budget: \$4,382,624 76.06%

There are a number of accounts that are underbudget. The more notable ones are the Mobile Youth Services Team, which is showing a credit balance because the other municipalities that contribute towards the costs have paid their annual portion, conversion costs for the new vehicle P72 which was purchased in September which will be completed during November, and legal costs.

(15) Emergency Preparedness YTD: \$65,053 Budget: \$106,508 60.51%

The training, contracts and transfer to reserve to cover the future purchase of a new vehicle are all under budget.

(16) Building Dept., Bylaw Enforcement, Animals

YTD: \$423,348 Budget: \$590,627 70.84%

The budget for sundry contracts has only a small amount charged to it to date.

(17) Common Services (Engineering) YTD: \$933,501 Budget: \$1,190,347 77.29%

The accounts for the replacement of small equipment have not had much spent in them.

(18) Roads, Sidewalks, Transportation YTD: \$1,094,176 Budget: \$1,640,737 66.18%

Included in these expenses is the leaf pickup program. Due to last year's dry weather, most of the leaves were picked up during 2013 and the rest of the 2014 budget will not be spent until the fall of this year.

(19) Garbage Collection & Disposal YTD: \$910,253 Budget: \$1,239,458 73.09%

The October tipping fees will be paid in November.

(20) Other Recreation & Cultural Services YTD: \$67,414 Budget: \$94,553 71.30%

The Archives and Heritage Commission have used less than 55% of their respective budgets (\$15,800 and \$20,250), and none of the \$15,000 budgeted for Oak Bay Marina repairs has been spent.

(21) Transfers to Own Reserves YTD: \$1,412,549 Budget: \$2,990,588 54.37%

A monthly transfer is made to the Sewer Fund. In July a number of the one-time transfers to the Capital Works Replacement Reserve Fund were made, but the largest transfers will be carried out at the end of the year.

(22) Transfer to Library, Social Grants YTD: \$978,139 Budget: \$984,634 99.34%

Under the terms of the Library Agreement, we have to pay the library two months in advance. Therefore, the amount paid by the end of October covers the rent to the end of December.

(23) Capital Expenditures YTD: \$1,790,622 Budget: \$3,398,777 52.44%

Until the budget was adopted in May, only capital projects that had received early approval from Council could proceed. Please see the Capital Projects Financial Report for a summary of the projects.

(24) Transmit Taxes to Others YTD: \$15,936,798 Budget: \$16,391,206 97.23%

These are the taxes that are collected on the Oak Bay property tax notices and subsequently remitted to various organizations. In most cases the remittances must be made by the beginning of August. School taxes and Transit taxes are paid as they are collected.

(25) Misc. Other Services YTD: \$223,201 Budget: \$417,225 53.30%

The money that has been spent was for the removal of Christmas decorations, installation of hanging baskets, various committees, the Oak Bay Tea Party and the payment of retirement allowances.

#### WATER UTILITY FUND

(26) Internal Revenues YTD: \$0 Budget: \$340,552

These internal revenues come from our own reserve funds. Please see the explanation above regarding "Transfers from Reserve Funds".

**SEWER UTILITY FUND**

(27) Sewer Revenues YTD: \$1,660,786 Budget: \$1,671,057 99.39%

The sewer user rates were set at conservative rates because variations in water usage will have an impact on the funding of the Sewer Fund. After the rates were set, the CRD invoiced costs were lower than had been originally provided to us when the budgets and rates were set, resulting in a surplus. This will be rolled over into 2015 and will help to mitigate the 2015 rate increases.

(28) Internal Revenues YTD: \$1,025,580 Budget: \$1,586,937 64.63%

A monthly transfer is made from the General Fund to the Sewer Fund. The remaining transfers from reserves are made at the end of the year, when the cost of the capital projects that they are funding is known.

(29) Sewer Supply and Operation YTD: \$2,193,924 Budget: \$3,355,543 65.38%

\$1,957,995 of the budget is the July payment that was made to the CRD for its costs to run the sewer system. Another \$921,324 is the transfer to the Capital Works Reserve for the funding of future sewer work, and the transfer takes place at the end of the year.


**RECOMMENDATION:**

Once Committee members have received answers to any questions they might have, I recommend that the October 2014 financial report be received.



Patricia Walker  
Municipal Treasurer

I concur with the recommendation of the Municipal Treasurer

  
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Helen Koning  
Chief Administrative Officer

**STATEMENT OF REVENUES AND EXPENDITURES  
FOR THE PERIOD ENDING OCTOBER 31, 2014 - 83.33%**

(numbers refer to explanations for variances shown in accompanying memorandum)

	<u>YEAR TO DATE</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>% TO DATE</u>
Taxes	\$35,735,924	\$36,881,251	\$1,145,327 (1)	96.89%
Federal Government		\$4,500	\$4,500	0.00%
University of Victoria		\$57,000	\$57,000	0.00%
Prov Gov't Agcy Hydro	\$114,874	\$114,874	\$0	100.00%
Subtotal: Grants in Lieu of Taxes	\$114,874	\$176,374	\$61,500 (2)	65.13%
Services Provided to Other Gov'ts	\$12,805	\$13,000	\$195 (3)	98.50%
Solid Waste Disposal	\$1,449,027	\$1,455,432	\$6,405 (4)	99.56%
Licences & Permits	\$883,978	\$787,400	(\$96,578) (5)	112.27%
Fines	\$27,897	\$32,000	\$4,103	87.18%
Rentals	\$287,771	\$323,000	\$35,229 (6)	89.09%
Returns on investments	\$149,120	\$175,880	\$25,880	85.21%
Penalties and Interest on taxes	\$191,055	\$114,000	(\$77,055) (7)	167.59%
Transfers from reserve funds	\$6,327,218	\$1,915,551	\$1,915,551 (8)	0.00%
Parks and Recreation revenues	\$116,509	\$7,038,153	\$7,10,935 (9)	89.90%
Miscellaneous other revenues		\$596,961	\$480,452 (10)	19.52%
Subtotal: other revenue from own sources	\$9,432,575	\$12,437,497	\$3,004,922	75.84%
Federal Government	\$25,000	\$738,000	\$713,000	3.39%
Prov Government	\$382,622	\$466,917	\$84,295	81.95%
Other Local Governments	\$576	\$10,000	\$9,424	5.76%
Subtotal: Conditional Transfers From Other Governments	\$408,198	\$1,214,917	\$806,719 (11)	33.60%
Total Revenue	\$45,704,376	\$50,723,039	\$5,018,663	90.11%

STATEMENT OF REVENUES AND EXPENDITURES  
FOR THE PERIOD ENDING OCTOBER 31, 2014 - 83.33%

(numbers refer to explanations for variances shown in accompanying memorandum)

	<u>YEAR TO DATE</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>% TO DATE</u>
Executive and Legislation	\$81,751	\$97,782	\$16,031	83.61%
General Administration	\$1,058,174	\$1,432,639	\$374,465 (12)	73.86%
Other General Government	\$672,715	\$892,924	\$220,209 (13)	75.34%
Subtotal: General Government	\$1,812,640	\$2,423,345	\$610,705	74.80%
Police Protection	\$3,333,303	\$4,382,664	\$1,049,361 (14)	76.06%
Fire Protection	\$3,034,380	\$3,860,637	\$826,257	78.60%
Emergency Preparedness	\$65,053	\$107,502	\$42,449 (15)	60.51%
Building Dpt., bylaw enforcement, animals	\$423,348	\$597,583	\$174,235 (16)	70.84%
Subtotal: Protective Services	\$6,856,084	\$8,948,386	\$2,092,302	76.62%
Common Services (Engineering)	\$933,501	\$1,207,759	\$274,258 (17)	77.29%
Roads, Sidewalks, Transportation	\$1,094,176	\$1,653,419	\$559,243 (18)	66.18%
Subtotal: Transportation Services	\$2,027,677	\$2,861,178	\$833,501	70.87%
Garbage Collection & Disposal	\$910,253	\$1,245,404	\$335,151 (19)	73.09%
Parks & Recreation Facilities	\$9,028,746	\$10,895,663	\$1,866,917	82.87%
Other Recreation & Cultural Services	\$67,414	\$94,553	\$27,139 (20)	71.30%
Subtotal: Recreation & Cultural	\$9,096,160	\$10,990,216	\$1,894,056	82.77%
Debt Charges	\$380,268	\$447,242	\$66,974	85.03%
Transfer to Own Reserves & Utilities	\$1,412,549	\$2,597,801	\$1,185,252 (21)	54.37%
Transfer to Library, social grants	\$978,139	\$984,634	\$6,495 (22)	99.34%
Capital Expenditures	\$1,790,622	\$3,414,831	\$1,624,209 (23)	52.44%
Transmit Tax to Others	\$15,936,798	\$16,391,206	\$454,408 (24)	97.23%
Subtotal: Fiscal Services	\$20,498,376	\$23,835,714	\$3,337,338	86.00%
Misc. Other Services	\$223,201	\$418,796	\$195,595 (25)	53.30%
Total Expenditures	\$41,424,391	\$50,723,039	\$9,298,648	81.67%

STATEMENT OF REVENUES AND EXPENDITURES  
 FOR THE PERIOD ENDING OCTOBER 31, 2014 - 83.33%  
 (numbers refer to explanations for variances shown in accompanying memorandum)

	<u>YEAR TO DATE</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>% TO DATE</u>
<b>WATER UTILITY FUND</b>				
Water revenues	\$2,988,827	\$3,396,183	\$407,356	88.01%
Internal revenues		\$340,552	(26)	0.00%
<b>Total Revenues</b>	<b>\$2,988,827</b>	<b>\$3,736,735</b>	<b>\$747,908</b>	<b>79.98%</b>
<b>Expenditures:</b>				
Water supply & operation	\$2,132,327	\$2,714,135	\$581,808	78.56%
Capital expenditure	\$420,542	\$1,022,600	\$602,058 (23)	41.12%
<b>Total Expenditures</b>	<b>\$2,552,869</b>	<b>\$3,736,735</b>	<b>\$1,183,866</b>	<b>68.32%</b>
<b>SEWER UTILITY FUND</b>				
Sewer revenues	\$1,660,786	\$1,671,057	\$10,271 (27)	99.39%
Internal revenues	\$1,025,580	\$1,586,937	\$561,357 (28)	64.63%
Grants, outside contributions	\$392,994	\$531,324	\$138,330	73.97%
<b>Total Revenues</b>	<b>\$3,079,360</b>	<b>\$3,789,318</b>	<b>709,958</b>	<b>81.26%</b>
<b>Expenditures:</b>				
Sewer supply & operation	\$2,193,924	\$3,355,543	\$1,161,619 (29)	65.38%
Capital expenditure	\$34,668	\$433,775	\$399,107 (23)	7.99%
<b>Total Expenditures</b>	<b>\$2,228,592</b>	<b>\$3,789,318</b>	<b>\$1,560,726</b>	<b>58.81%</b>



TO: Committee of the Whole, Finance Section

November 3, 2014

FROM: Municipal Treasurer

RE: Property Taxes as at October 31, 2014

	Current		Arrears	
	#	Amount	#	Amount
2014	215	\$ 1,165,469.58	36	\$ 143,132.52
2013	100	<u>\$ 367,208.06</u>	34	<u>\$ 122,984.89</u>
2014 compared to 2013		<u>\$798,261.52</u>		<u>\$20,147.63</u>
		217.39%		16.38%



Patricia A. Walker

THE CORPORATION OF THE DISTRICT OF OAK BAY  
 CAPITAL PROJECTS FINANCIAL REPORT  
 FOR THE PERIOD ENDING OCTOBER 31, 2014 - 83.33%

EXPENDITURE (INCLUDING ENCUMBRANCES)	BUDGET	VARIANCE	% SPENT	<u>COMPLETE?</u>
OFFICE EQUIPMENT	\$ 7,000	\$ 7,000	0.00%	
ENGINEERING OFFICE EQUIPMENT	\$ 13,976	\$ 3,574	79.64%	
FINANCE COMPUTER UPGRADES	\$ 40,278	\$ 17,222	70.05%	
ENGINEERING COMPUTER EQUIPMENT	\$ 3,300	\$ 3,300	0.00%	
RECYCLING DEPOT WALL	\$ 16,303	\$ 2,697	85.81%	
POLICE OFFICE EQUIPMENT	\$ 4,986	\$ 11,364	30.50%	
FIRE EQUIPMENT	\$ 194,245	\$ 15,755	92.50%	
POLICE AUTO EQUIPMENT	\$ 41,579	\$ 11,721	78.01%	
POLICE COMPUTER EQUIPMENT	\$ 3,755	\$ 25,595	12.79%	
PLANT GENERAL	\$ 362,325	\$ 75,075	82.84%	
PUBLIC WORKS BUILDING ROOFS	\$ 44,500	\$ 44,500	0.00%	
SUNDRY JOINT PROJECTS	\$ 3,000	\$ 3,000	0.00%	
SIDEWALK DROPS	\$ 36,400	\$ 22,011	39.53%	
BUS SHELTERS	\$ 1,615	\$ 18,685	7.96%	
TRAFFIC CALMING	\$ 11,632	\$ 8,400	58.07%	
BIKE SHELTERS	\$ 1,614	\$ 8,426	16.08%	
PAVEMENT MANAGEMENT PROGRAM	\$ 250,000	\$ 5,000	98.04%	
SIDEWALKS	\$ 68,111	\$ 214	99.69%	
ATAC-RELATED PROJECTS	\$ 40,000	\$ 40,000	0.00%	
TRAFFIC LIGHTS, ETC., FOUL BAY/LANDSOWNE	\$ 220,700	\$ 220,700	0.00%	
CATCH BASINS	\$ 29,800	\$ 12,100	71.12%	Y
STORM DRAIN MANHOLES	\$ 10,869	\$ 13,861	43.95%	Y
ST. PATRICK STORM DRAIN PUMP STATION	\$ 111,366	\$ 19,834	84.88%	Y
CENTRAL STORM DRAIN	\$ 67,650	\$ 675	99.01%	Y
HAMPSHIRE STORM DRAIN	\$ 52,800	\$ 2,600	95.31%	Y
THOMPSON STORM DRAIN	\$ 1,422	\$ 112,978	1.24%	
MUSGRAVE STORM DRAIN	\$ 98,732	\$ 23,768	80.60%	Y
HAMPSHIRE PART 2 STORM DRAIN	\$ 78,554	\$ 2,246	97.22%	
LINKLEAS STORM DRAIN LINING	\$ 80,800	\$ 25,400	0.00%	
ENGLEWOOD STORM DRAIN LINING	\$ 25,400	\$ 22,700	0.00%	
QUIMPTER PARK CLIMBING APPARATUS	\$ 22,700	\$ 2,497	67.10%	
PARKS IRRIGATION & WASHROOM CONTROLS	\$ 5,093	\$ 12,688	56.25%	
	\$ 16,312	\$		

THE CORPORATION OF THE DISTRICT OF OAK BAY  
 CAPITAL PROJECTS FINANCIAL REPORT  
 FOR THE PERIOD ENDING OCTOBER 31, 2014 - 83.33%

EXPENDITURE (INCLUDING ENCUMBRANCES)	BUDGET	VARIANCE	% SPENT	COMPLETE?
GYRO PARK WASHROOMS	\$ 3,186	\$ (10)	100.31%	Y
MONTEREY BUILDING UPGRADES	\$ 52,000	\$ 6,900	86.73%	
CLIMBING WALL IN POOL	\$ 10,900	\$ 10,900	0.00%	
HENDERSON PARKING LOT REPAIRS	\$ 4,115	\$ 15	99.64%	Y
INFORMATION KIOSK @ UPLANDS PARK	\$ 5,000	\$ 5,000	0.00%	
RECREATION CENTRE EQUIPMENT	\$ 93,000	\$ 38,072	59.06%	
OAK BAY REC. CENTRE ENERGY PROJECT	\$ 33,364	\$ 11,003	67.02%	
HENDERSON FITNESS SPIN BIKES	\$ 28,000	\$ 2,161	92.28%	
HENDERSON BUILDING UPGRADES	\$ 29,500	\$ 5,741	80.54%	
MONTEREY BLINDS, CHAIRS	\$ 25,500	\$ 4,987	80.44%	
HENDERSON CENTRE EXPANSION	\$ 7,500	\$ 5,766	23.12%	Y
HENDERSON TENNIS COURTS REFINISHED	\$ 4,774	\$ 416	91.29%	
FORESHORE PROTECTION	\$ 35,000	\$ 35,000	0.00%	
RAIN GARDENS	\$ 20,000	\$ 20,000	0.00%	
BOWKER CREEK REMEDIATION	\$ 738,000	\$ 678,857	8.01%	
FENCING	\$ 32,000	\$ 6,453	79.83%	
<b>TOTAL GENERAL FUND</b>	<b>\$ 3,414,831</b>	<b>\$ 1,626,847</b>	<b>52.36%</b>	

THE CORPORATION OF THE DISTRICT OF OAK BAY  
 CAPITAL PROJECTS FINANCIAL REPORT  
 FOR THE PERIOD ENDING OCTOBER 31, 2014 - 83.33%

	EXPENDITURE (INCLUDING ENCUMBRANCES)	BUDGET	VARIANCE	% SPENT	<u>COMPLETE?</u>
<b>SEWER FUND</b>					
MANHOLES	\$ 9,047	\$ 48,498	\$ 39,451	18.65%	
REMOTE MONITORING (SCADA SYSTEM)	\$ 1,678	\$ 24,777	\$ 23,099	6.77%	
UPLANDS SEWER SEPARATION I & I LINING	\$ 7,783	\$ 200,000	\$ 192,217	3.89%	
DENISON PIPE LINING		\$ 82,100	\$ 82,100	0.00%	
COMBINED MANHOLE SEPARATION		\$ 53,400	\$ 53,400	0.00%	
FLOWMETERS	\$ 16,078	\$ 10,000	\$ 10,000	0.00%	Y
		\$ 15,000	\$ (1,078)	107.19%	
<b>TOTAL SEWER CAPITAL</b>	<u>\$ 34,586</u>	<u>\$ 433,775</u>	<u>\$ 359,738</u>	7.97%	
<b>WATER FUND</b>					
WATER MAIN LINING	\$ 155,731	\$ 370,680	\$ 214,949	42.01%	
COMPUTER EQUIPMENT	\$ 23,523	\$ 34,500	\$ 10,977	68.18%	
CROSS CONNECTIONS	\$ 15,803	\$ 50,000	\$ 34,197	31.61%	
WATER MAIN REPLACEMENT	\$ 144,808	\$ 426,500	\$ 281,692	33.95%	
NEW SERVICES & REPLACEMENTS	\$ 64,727	\$ 60,000	\$ (4,727)	107.88%	
FIRE HYDRANT REPLACEMENT	\$ 13,246	\$ 80,920	\$ 67,674	16.37%	
<b>TOTAL WATER CAPITAL</b>	<u>\$ 417,838</u>	<u>\$ 1,022,600</u>	<u>\$ 604,762</u>	40.86%	

**INVESTMENTS**  
**As at October 31, 2014**

<i><b>Fund</b></i>	<i><b>Investments</b></i>	<i><b>Total</b></i>
General	MFA Fund	\$16,702,024
Land Sale	MFA Fund	\$1,767,828
Heritage	MFA Funds	\$2,015,818
Legacies	MFA Fund	\$377,405
Capital Works	MFA Funds	\$12,488,079
Park Acquisition	MFA Funds	\$264,463
Tod House	MFA Fund	\$250,324
Village Parking	MFA Fund	\$883,476
Machinery & Equipment	MFA Fund	\$1,731,303
Fire Equipment	MFA Fund	<u>\$645,004</u>
Total		<u><u>\$37,125,724</u></u>

2014-277

**To:** Committee of the Whole, Finance Section  
**From:** Municipal Treasurer  
**Date:** November 12, 2014  
**Re:** 2015 Water and Sewer Budgets and Rates

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**Background:**

At the end of each year the water and sewer user charges are adjusted to reflect the costs for the following year. The rates are set taking into account historical water consumption, the parameters dictated by Council and the budgeted costs for both the municipal operations and the Capital Regional District sewer costs.

**Discussion:**

Attached are the 2015 budgets for the Water and Sewer Funds. Bylaws amending the user charges for both these Funds will be presented at the December 8, 2014 Council meeting for consideration and first three readings. The bylaws will be prepared using the methods to fund the two utilities that were approved in 2011. Each utility has different funding formulas in place, which are described in this memo, along with the proposed changes in the rates for 2015.

In 2011 and 2013 we experienced a significant reduction in water usage. This reversed slightly in 2012 and 2014, but continues to be an issue when trying to forecast usage. In developing the rates shown below, the water quantities used are the average of the last five years since the years prior to 2010 were so much higher and would therefore skew the calculations.

**WATER**

The Water Fund has been self-sustaining for many years. There is a flat, daily charge and a consumption charge. The philosophy behind the daily charge is that the infrastructure has to be maintained whether or not water is used, and this allows us to do so, regardless of the amount of water consumed. In 2004 Council directed that 35% of the net costs of the Water Fund should be recovered through the flat charge.

Using this formula, the rates will change as follows:

	2014	2015	Change
Daily charge	44.09 cents	43.77 cents	1.50%
Consumption charge	\$2.1887	\$2.1887	1.00%

The increases are dealt with this way in order to maintain the 35/65 split between the fixed and variable charges.

The wholesale cost of water from the CRD is increasing by 4.3% in 2015. This, combined with the fixed costs has resulted in the required increase.

## SEWER

Until 2006 the Sewer Fund costs were covered completely by property taxes. A significant portion of the costs in this fund are the CRD sewer costs, and again, until recently these were raised through the CRD requisition on the Oak Bay property tax notice.

Starting in 2006, Council directed that 70% of the municipal costs in the Sewer Fund were to be collected through a user charge, based on the quantity of water used by a property. The remaining 30% continues to be raised through taxes, fulfilling the same function as the fixed, daily charge for the Water Fund rates.

At the same time, Council decided that 70% of any "new" Oak Bay regional sewer debt should be funded through a user charge, with the rest of the CRD requisition continuing to be collected on the property tax notice. This "new" debt covers the following projects: the North East Trunk, East Coast Interceptor, integrated treatment facility work, and the Humber and Rutland pump stations.

At the beginning of 2011 Council directed that starting that year the 70% should be increased by 10% each year, which means that starting in 2013 100% of the post-2006 CRD debt costs are being covered through consumption charges, without any benefit of a fixed, daily charge. In 2015 we expect to be paying the CRD a total of \$2,251,937<sup>1</sup> for our share of the regional sewer costs, with \$1,337,528 (2014 - \$1,006,238) of that coming from a user charge, and the remaining costs being covered by the CRD taxes.

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<sup>1</sup> The \$2,251,937 amount comprises (1) costs associated with sewage treatment infrastructure; (2) pre-2007 debt charges; and (3) operating costs.

During 2014 the CRD consumption charges produced a higher than required amount of revenue. The excess will be applied against the 2015 requirement.

The proposed sewer consumption charges are:

	2014	2015	Change
Municipal	\$1.2349	\$1.2349	0.00%
CRD Debt	\$2.4172	\$2.7677	14.50%

In most cases the sewer user rates are applied to 60% of consumed water. This is done to reflect that not all water is used within a house, and therefore it does not all go through the sewers.

**Financial Impacts:**

Using an average consumption of 112 units of water per year, the change in costs with the above described rates and methodology for an average house is:

	2014	2015	Change	
			\$	%
Fixed water charge	\$157.39	\$159.75	\$ 2.36	1.50%
Water consumption	<u>\$242.70</u>	<u>\$245.13</u>	<u>\$ 2.43</u>	<u>1.00%</u>
Total Water	<u>\$400.09</u>	<u>\$404.88</u>	<u>\$ 4.79</u>	<u>1.20%</u>
Municipal sewer	\$ 82.99	\$ 82.99	\$ 0.00	0.00%
CRD debt & infrastructure	\$162.44	\$185.99	\$ 23.55	14.50%
<b>Total</b>	<b>\$645.52</b>	<b>\$673.86</b>	<b>\$28.34</b>	<b>4.39%</b>

We are fortunate to have been able to keep the water and municipal sewer rate increases low, so that the impact of the large increase in the CRD post-2006 debt and treatment plant infrastructure costs is somewhat mitigated. We cannot rely on this being the case in future years.



The Director of Engineering Services and I will be available at the meeting to answer any questions that the Committee has about the Sewer and Water budgets for 2014.

**Recommendations:**

That the report be received and that staff be instructed to prepare the amendments to the relevant bylaws.



Patricia Walker  
Municipal Treasurer

I concur with the recommendations of the Municipal Treasurer



Helen M. Koning  
Chief Administrative Officer

**THE CORPORATION OF THE DISTRICT OF OAK BAY**

**2015 BUDGET**

**WATER FUND**

“A” The transfer from Operating Reserves represents the excess consumer charges received during 2014 which will be reserved and applied against the following year’s costs.

“B” The reserves are to fund the following projects:

	2014	2015
Replace 100mm mains	\$150,000	
Cement lining program	\$ 100,000	
Fire hydrant replacement	\$ 28,920	
Backflow prevention	\$ 35,132	\$30,000
Computer software	\$ 15,500	
Computer hardware	\$ 11,000	

**THE CORPORATION OF THE DISTRICT OF OAK BAY**

**2015 PRELIMINARY BUDGET  
Water Fund**

		2014 Budget	Preliminary 2015 Budget
<b>WATER OPERATING FUND REVENUE</b>			
50152100	0	<b>CONSUMERS</b>	
		% CHANGE	
		3,221,805	3,198,243
50152105	0	<b>PENALTIES</b>	
		12,000	12,000
50152110	0	<b>FINAL READING CHARGES</b>	
		6,000	6,000
50152200	0	<b>NEW SERVICES</b>	
		% CHANGE	
		60,000	60,000
			0.00%
50152400	0	<b>UNMETERED WATER</b>	
		96,378	94,922
			-1.51%
<b>RESERVE FOR FUT.EXPEND</b>			
50152800	0	RES. FOR FUT EXPEND. - OPER	"A"
50152801		RES. FOR FUT EXPEND. - CAP.	"B"
		340,552	30,000
		<b>TOTAL RESERVE FOR FUT.EXPEND</b>	
		340,552	80,000
		% CHANGE	-77%
<b>CAPITAL GRANTS</b>			
			-
		<b>TOTAL WATER OPER REVENUE</b>	
		3,736,735	3,451,165
			-8%

**“A”** The valve turning program resumed in 2009; it is a program that was last carried out in the mid-1990s. The water distribution system has valves throughout it, which are used to close off sections of pipe when there is maintenance work or an emergency to deal with. If these valves are not periodically opened and closed, a build up of material develops on them, making them very difficult to use. The program identifies valves that need replacement. In addition, the crew cleans out the mud and debris in the valve boxes.

From 1998 - 2008 we carried out a meter replacement program throughout the municipality. Once this was complete, the crew and funding for that program were transferred over to this program.

**THE CORPORATION OF THE DISTRICT OF OAK BAY**

**2015 PRELIMINARY BUDGET  
Water Fund**

			2014 Budget	Preliminary 2015 Budget
<b>WATER FUND EXPENDITURES</b>				
<b>WATER OPERATING FUND EXPENDITURES</b>				
<b>GENERAL SUPERINTENDENCE</b>				
50241100	1101	SALARIES FULL TIME	71,274	77,625
50241100	1201	BENEFITS FULL TIME	17,569	19,135
TOTAL GENERAL SUPERINTENDENCE			88,843	96,760
% CHANGE				8.91%
<b>GENERAL MAINTENANCE</b>				
50241400	1102	WAGES HRLY FULL TIME	130,885	132,848
50241400	1202	BENEFITS HRLY FULL TIME	71,987	73,067
50241400	2200	EQUIPMENT POOL CHARGE	47,900	47,900
50241400	3800	TELEPHONE & FAX	3,000	3,500
50241400	4200	REPAIRS & SUPPLIES	55,700	55,700
50241400	4555	SOFTWARE MAINTENANCE	1,000	1,000
50241400	5904	TRAINING	2,000	2,000
TOTAL GENERAL MAINTENANCE			312,472	316,015
% CHANGE				1.13%
<b>VALVE TURNING PROGRAM "A"</b>				
50241420	1102	WAGES HRLY FULL TIME	128,183	130,105
50241420	1202	BENEFITS HRLY FULL TIME		
50241420	2200	EQUIPMENT POOL CHARGE		
50241420	4200	REPAIRS & SUPPLIES		
TOTAL VALVE TURNING PROGRAM			128,183	130,105
% CHANGE				1.50%
<b>BACKFLOW PREV. MAINTENANCE</b>				
50241450	1102	WAGES HRLY FULL TIME	17,492	17,754
50241450	1202	BENEFITS HRLY FULL TIME	9,620	9,765
50241450	2200	EQUIPMENT POOL CHARGE	3,600	3,600
50241450	4200	REPAIRS & SUPPLIES	5,500	5,500
TOTAL BACKFLOW PREV. MAINT			36,212	36,619
% CHANGE				1.12%

**“A”** The wholesale water rate charged by the CRD will increase by 4.3% (2014 – 1.8%; 2013 – 3.32%; 2012 – 2.685%; 2011 – 1.96%; 2010 – 21.96%; 2009 -9.7%) effective January 1, 2015.

**THE CORPORATION OF THE DISTRICT OF OAK BAY**

**2015 PRELIMINARY BUDGET  
Water Fund**

			2014 Budget	Preliminary 2015 Budget
		<b>PUMPING CHARGES</b>		
50241500	3900	ELECTRICITY / GAS	7,490	8,070
		<b>TOTAL PUMPING CHARGES</b>	7,490	8,070
		<b>% CHANGE</b>		7.74%
		<b>COLLECTION EXPENSES</b>		
50241600	1101	SALARIES FULL TIME	81,867	82,795
50241600	1102	WAGES HRLY FULL TIME	26,455	27,094
50241600	1201	BENEFITS FULL TIME	20,180	20,409
50241600	1202	BENEFITS HRLY FULL TIME	14,550	14,902
50241600	2200	EQUIPMENT POOL CHARGES	5,750	5,750
50241600	3300	OFFICE SUPPLIES	2,200	2,200
50241600	4200	REPAIRS & SUPPLIES	2,500	2,500
50241600	4300	POSTAGE	9,725	11,991
50241600	5907	SUNDRY CONTRACTS		
		<b>TOTAL COLLECTION EXPENSES</b>	163,227	167,641
		<b>% CHANGE</b>		2.70%
		<b>LOCATING OF GAS LINES</b>		
50241650	5907	SUNDRY CONTRACTS	2,850	3,630
		<b>TOTAL LOCATING OF GAS LINES</b>	2,850	3,630
		<b>SAFETY PROGRAM</b>		
50241800	1102	WAGES HRLY FULL TIME	7,292	9,888
50241800	1202	BENEFITS HRLY FULL TIME	4,011	5,438
50241800	4200	REPAIRS & SUPPLIES	11,555	9,900
50241800	5907	SUNDRY CONTRACTS		
50241800	6010	SAFETY COMM., TRAINING		
		<b>TOTAL SAFETY PROGRAM</b>	22,858	25,226
		<b>% CHANGE</b>		10.36%
		<b>WATER PURCHASES</b>		
50241910	0	WATER PURCHASES "A"	1,952,000	1,980,100
		<b>TOTAL WATER PURCHASES</b>	1,952,000	1,980,100
		<b>% CHANGE</b>		1.44%
50282191	8888	<b>TRANSFER TO OPERATING RESERVE</b>		
		<b>TOTAL WATER OPERATING COSTS</b>	2,714,135	2,764,165 2%





**THE CORPORATION OF THE DISTRICT OF OAK BAY**

**2015 PRELIMINARY BUDGET  
Water Fund**

			2014 Budget	Preliminary 2015 Budget
<b>WATER CAPITAL FUND</b>				
50282191	8888	TRANSFER TO CAPITAL RESERVE		
50286901	4200	WATER MAIN LINING	370,680	270,000
50286903	7600	COMPUTER SOFTWARE	34,500	
50286907	4200	CROSS CONNECTIONS/BACKFLOW	50,000	30,000
50286940	4200	REPLACE 100MM WATERMAINS	426,500	275,000
50286950	4200	NEW SERV & REPLACEMENT	60,000	60,000
50286951	4200	REPLACE HYDRANTS	80,920	52,000
<b>TOTAL WATER CAPITAL FUND</b>			<b>1,022,600</b>	<b>687,000</b>
				-33%
<b>TOTAL WATER EXPENDITURES</b>			<b>3,736,735</b>	<b>3,451,165</b>
				-8%
<b>NET WATER FUND (DEFICIT)</b>			<b>\$0</b>	<b>(\$0)</b>



**THE CORPORATION OF THE DISTRICT OF OAK BAY**

**2015 BUDGET**

**SEWER FUND**

“A” The sewer user charge is to cover 70% of the municipal portion of the municipal Sewer Fund costs, except for projects funded by reserves and other sources of funding, and 100% of CRD sewer debt taken out after 2006 and all costs relating to the treatment plant infrastructure costs.

“B” The 2014 money from the Capital Works Reserve is a drawdown of the Gas Tax Transfer that was received in 2005 - 2013 and reserved municipal funds. It was budgeted to fund work on the Uplands sewerage system (none was needed in 2014).

“C” The transfer from Operating Reserves represents the excess CRD consumer charges received during previous years which were reserved and applied against the following year’s CRD sewer costs.

“D” This account is used for money that is carried forward from previous years to fund the various projects. The amounts budgeted to come into income are for the following projects:

	2014	2015
Manholes	\$28,998	
Sewer lining	\$75,000	\$92,700
Scada system	\$ 9,777	
Uplands sewer study	\$40,000	

“E” This transfer represents the portion of the budget that is funded by property taxes, both municipal and regional.

“F” The Gas Tax Transfer money was first received in 2005. Starting in that year the money has been transferred to the Capital Works Reserve, for use in eligible sewer projects (e.g. the Uplands sewage system).

**THE CORPORATION OF THE DISTRICT OF OAK BAY**

**2015 PRELIMINARY BUDGET  
Sewer Fund**

			2014 Budget	Preliminary 2015 Budget
<b>SEWER OPERATING FUND REVENUE</b>				
<b>CONSUMER CHARGES "A"</b>				
40152100		CONSUMERS - MUNICIPAL	701,057	775,645
40152100	150	CONSUMERS - CRD	966,000	1,214,000
TOTAL CONSUMER CHARGES			1,667,057	1,989,645
% CHANGE				19.35%
<b>SEWER PENALTIES</b>				
40152105		PENALTIES	4,000	6,000
TOTAL SEWER PENALTIES			4,000	6,000
<b>OTHER REV - OWN SOURCES</b>				
40156010		CAPITAL WORKS RESERVE "B"	150,000	200,000
40156000		RES. FOR FUTURE EXP - OPERATING "C"	69,000	123,900
40155000		RES. FOR FUTURE EXP - CAPITAL "D"	153,775	92,700
40157091		TRANS FR GEN REVENUE "E"	1,214,162	1,255,414
TOTAL OTHER REV - OWN SOURCES			1,586,937	1,672,014
% CHANGE				5.36%
<b>COND TRF FR OTHER GOV'TS</b>				
40175420		GAS TAX TRANSFER "F"	531,324	531,324
TOTAL COND TRF FR OTHER GOV'TS			531,324	531,324
% CHANGE				
<b>TOTAL SEWER OPER REVENUE</b>			<b>3,789,318</b>	<b>4,198,983</b> 10.81%

**“A” This account is for the biweekly servicing and down loading of information regarding inflow and infiltration of sewers and lateral investigations; this is required for a region-wide CRD study. .**

**THE CORPORATION OF THE DISTRICT OF OAK BAY**

**2015 PRELIMINARY BUDGET  
Sewer Fund**

		2014 Budget	Preliminary 2015 Budget	
<b>SEWER OPERATING FUND EXPENDITURES</b>				
<b>ADMINISTRATION</b>				
40242100	1101	SALARIES FULL TIME	41,018	46,912
40242100	1201	BENEFITS FULL TIME	10,111	11,564
40242100	5907	SUNDRY CONTRACTS		17,000
40242100	8888	CLOSE TO RESERVE	671	
		TOTAL ADMINISTRATION	51,800	75,476
		% CHANGE		45.71%
<b>SEWAGE COLL. SYSTEMS</b>				
40242200	1102	WAGES HOURLY FULL TIME	98,845	100,328
40242200	1202	BENEFITS HRLY FULL TIME	54,365	55,180
40242200	2200	EQUIPMENT POOL CHARGE	39,500	39,500
40242200	4200	REPAIRS AND SUPPLIES	35,500	36,429
40242200	5911	BACKUP CHARGES	3,500	3,500
		TOTAL SEWAGE COLL. SYSTEMS	231,710	234,937
		% CHANGE		1.39%
<b>SEWER LATERAL CLEANING</b>				
40242300	4200	REPAIRS AND SUPPLIES	2,500	2,500
		TOTAL SEWER LATERAL CLEANING	2,500	2,500
<b>DYE/SMOKE TESTING PROGRAM</b>				
40242375	4200	REPAIRS AND SUPPLIES	5,000	
		TOTAL SEWER LATERAL CLEANING	5,000	-
<b>INFLOW &amp; INFILTRATION WORK</b>				
40242350	5907	SUNDRY CONTRACTS	32,800	19,000
		TOTAL INFLOW & INFILTRATION WORK	32,800	19,000



- “A”** These are the CRD sewer operating costs and pre-2007 debt costs which are collected through the CRD tax requisition.
- “B”** This is the post-2006 CRD debt cost and sewer treatment plant costs that are being funded through a sewer user charge rather than taxes. The 2014 and 2015 budget figures are higher than the amount shown on the revenue page to be collected through user charges. This is because in previous years we collected more funds than we needed, and the excess was reserved and applied against the current year’s required amount.
- “C”** A review of the sewer connection charges was carried out by the Engineering Department, and they were increased effective July 1, 2008.
- “D”** The Uplands sewer study covers survey work that has to be done before a more formal design can be developed regarding the Uplands twinning issue. The design work that will be done in 2015 is shown in the capital section.
- “E”** This is a new program which will cover the cost of hiring a contractor to televise all the sanitary sewer mains over a period of five years. The last time this was done was in 1982 – 1992. Having more current information will be very helpful when assessing which areas of the municipality require remediation.
- “F”** This account covers the repair work that is done as a result of problems that are found through the televised inspection of the sanitary sewers.

**THE CORPORATION OF THE DISTRICT OF OAK BAY**

**2015 PRELIMINARY BUDGET  
Sewer Fund**

			2014 Budget	Preliminary 2015 Budget
<b>CRD TRUNK SEWERS</b>				
40242500	5900	C.R.D. TRUNK SEWER DEBT	"A" 259,716	259,716
40242500	5901	C.R.D. TRUNK SEWER OPERATING	"A" 663,279	663,279
40242500	5902	POST '06 CRD SEWER DEBT, PLANT	"B" 1,035,000	1,337,528
		<b>TOTAL CRD TRUNK SEWERS</b>	<b>1,957,995</b>	<b>2,260,523</b>
		<b>% CHANGE</b>		<b>15.45%</b>
<b>CONNECTIONS</b>				
40242910	4200	COSTS	"C" 5,000	5,000
		<b>TOTAL CONNECTIONS</b>	<b>5,000</b>	<b>5,000</b>
				<b>0.00%</b>
<b>UPLANDS SEWER STUDY</b>				
40242925	5907	SUNDRY CONTRACTS	"D" 40,000	60,000
		<b>TOTAL UPLANDS SEWER STUDY</b>	<b>40,000</b>	<b>60,000</b>
				<b>0.00%</b>
<b>TV INSPECTIONS - SEWER</b>				
40242930	5907	CONTRACTS	"E"	69,300
		<b>TOTAL T.V. INSPECTIONS</b>	<b>-</b>	<b>69,300</b>
		<b>% CHANGE</b>		
<b>REPAIRS RE TV INSPECTION</b>				
40242945	1102	WAGES HOURLY FULL TIME	"F" 30,525	30,983
40242945	1202	BENEFITS HRLY FULL TIME	16,789	17,041
40242945	2200	EQUIPMENT POOL CHARGES	20,000	20,000
40242945	4200	REPAIRS AND SUPPLIES	32,600	32,600
40242945	5907	CONTRACTS	7,500	3,000
		<b>TOTAL T.V. INSPECTIONS</b>	<b>107,414</b>	<b>103,623</b>
		<b>% CHANGE</b>		<b>-3.53%</b>
<b>TOTAL SEWER OPERATING EXPENDITURES</b>			<b>2,434,219</b>	<b>2,830,359</b>
				<b>16.27%</b>

**“A”** The transfer to the Capital Works Reserve is to continue building up funds for future large rehabilitation projects. This transfer is made up of the Gas Tax Transfer (see page 1) and money raised through the sewer user charges and taxes. When feasible, we have gradually increased the amount being funded from sewer charges and taxes, though for the years 2009 – 2013 it was kept virtually the same. For 2015 the budget shows an additional \$85,000 (2014 - \$20,000) being transferred.

**THE CORPORATION OF THE DISTRICT OF OAK BAY**

**2015 PRELIMINARY BUDGET  
Sewer Fund**

			2014 Budget	Preliminary 2015 Budget
40282191	6210	TRANS TO OPERATING RESERVE		
40282191	6215	TRANS TO CAPITAL RESERVE		
40282191	6215	TRANSF. TO CAPITAL WORKS RES.	921,324	1,006,324
 <b>SEWER CAPITAL FUND</b>				
40286801	4200	MANHOLES SEWER	48,498	19,500
40286805	4200	REMOTE MONITORING - SCADA AT RADCLIFFE/KING GEORGE TERR.	24,777	15,000
40286834	4200	I & I: PIPE LINING	82,100	64,300
40286828	4200	UPLANDS SEPARATION	200,000	200,000
40286839	5907	DENISON PIPE LINING	53,400	53,500
40286840	4200	SEPARATION OF COMBINED MANHOLES	10,000	10,000
40286841	4200	FLOWMETERS	15,000	
 <b>TOTAL SEWER CAPITAL FUND</b>			433,775	362,300
<b>TOTAL SEWER EXPENDITURES</b>			3,789,318	4,198,983
<b>NET SEWER FUND</b>			-	10.81% (0)

2014-278

**MEMORANDUM**

**TO:** Committee of the Whole  
**FROM:** Director of Building and Planning  
**DATE:** November 4, 2014  
**RE:** Uplands Building Permit Application – 2880 Lansdowne Rd  
Lot 18 Block A Section 31 Victoria Plan VIP3599

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**BACKGROUND:**

An Uplands building permit application has been received for additions and renovations to the existing residential dwelling at the property located at 2880 Lansdowne Road.

**DISCUSSION:**

Attached for your information are:

- a) The reports of the Advisory Design Panel meetings of November 4, 2014 and October 7, 2014 relating to the proposed works at 3370 Uplands Road.
- b) Memo from Municipal Arborist dated September 23, 2014 regarding trees on the subject property.
- c) Reduced copies of the plans of the proposed work.

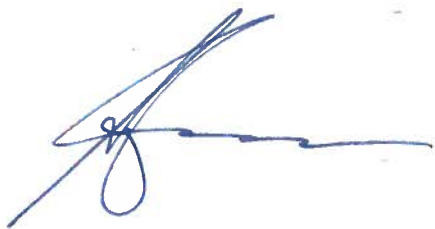
**OPTIONS:**

1. That it be recommended to Council that the plans for additions and renovations to the existing residential dwelling at 2880 Lansdowne Road be approved as to siting and architectural design.
2. That it be recommended to Council that the application be denied.

**RECOMMENDATION(S):**

That it be recommended to Council that the plans for additions and renovations to the existing residential dwelling located at 2880 Lansdowne Road be approved as to siting and architectural design.

Respectfully Submitted,



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Roy Thomassen  
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.



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Helen Koning  
Chief Administrative Officer

2014-279

**MEMORANDUM**

**TO:** Committee of the Whole

**FROM:** Director of Building and Planning

**DATE:** November 1, 2014

**RE:** Uplands Building Permit/Development Variance Permit Application  
3155 Beach Drive  
Lot 3, Block 10, Section 31, Victoria District, Plan 1216A

RS-1, One Family Residential

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**BACKGROUND:**

At the Committee of the Whole meeting held October 20, 2014 the development variance permit application was deferred to a future Committee of the Whole meeting in order to allow time for the applicant to provide further information regarding landscaping, tree removal and address moving the building as per the municipal arborist report dated October 6, 2014.

**DISCUSSION:**

The applicant has provided a new site plan re-locating the single family dwelling which shows that the raised patio on the east side has been reduced in size, the building has moved south 4 meters further away from the Douglas Fir tree # 52, and the parking entrance on the south side has been revised.

The attached letter from the applicant explains the changes and the plans for the landscaping to remain as is except flower beds around the proposed home.

The applicant has also stated that during excavation under the supervision of an arborist if required the building could move further south in order to preserve Douglas Fir tree # 52.

The applicant was not requested to modify the design to reduce or eliminate the proposed variances at the October 20, 2014 Committee of the Whole meeting. Correspondence item 2014-257, which follows this memorandum, lays out the variances being requested.

With the proposal being a new single family dwelling consideration should be given to the established Bylaws of the community. The roof height variance request is quite large and could be reduced or eliminated with careful design.

**OPTIONS:**

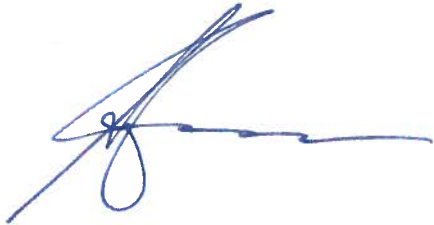
1. That it be recommended to Council that the applicant be requested to modify the design to eliminate the need for variances for the proposed new dwelling.

2. That it be recommended to Council that the plans to construct a new single family dwelling at 3155 Beach Drive be approved as to siting and architectural design, subject to the issuance of a development variance permit, as outlined in correspondence item 2014-257 the September 29, 2014 report of the Director of Building and Planning and in accordance with the revised site plan and landscape layout date stamped October 27, 2014, and further that a resolution to issue the development variance permit be prepared and brought forward to a meeting of Council for consideration.
3. That it be recommended to Council that the application be denied.

**RECOMMENDATION:**

That it be recommended to Council that the applicant be requested to modify the design to eliminate the need for variances for the proposed new dwelling.

Respectfully Submitted,



Roy Thomassen  
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.



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Helen Koning  
Chief Administrative Officer



2014-257

MEMORANDUM

**TO:** Committee of the Whole  
**FROM:** Director of Building and Planning  
**DATE:** September 29, 2014  
**RE:** Uplands Building Permit/Development Variance Permit Application  
3155 Beach Drive  
Lot 3, Block 10, Section 31, Victoria District, Plan 1216A  
RS-1, One Family Residential

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**BACKGROUND:**

An Uplands application has been submitted for construction of a new dwelling at 3155 Beach Drive. The new dwelling is quite large with a steep roof line. The design has not followed our Zoning Bylaw in regards to the maximum heights permitted; consequently a variance to the Zoning Bylaw is required to accommodate this proposal.

Attached for your information are:

1. The report of the Advisory Design Panel meeting of August 5 and September 2, 2014 relating to the construction of the proposed new dwelling at 3155 Beach Drive.
2. Memo from Municipal Arborist dated July 23, 2014 regarding trees on the subject property.
3. Reduced copies of the plans of the proposed work.

**DISCUSSION:**

The applicant is requesting a Development Variance Permit granting relief from the following section(s) of the Zoning Bylaw:

Zoning Bylaw Section(s)	Required	Requested	Variance
6.1.4.(3)(a) Maximum building height	7.32 m (24 ft)	7.87m (25.8 ft)	0.55m (1.8 ft)
6.1.4.(3)(b) Maximum occupiable height	4.57 m (15 ft)	4.75 m (15.6 ft)	0.18 m (0.6 ft)
6.1.4.(3)(c) Maximum roof height	9.14 m (30 ft)	11.63 m (38.16 ft)	2.49 m (8.17 ft)

\*Imperial measurements are approximate and for convenience only.

With the proposal being a new single family dwelling consideration should be given to the established Bylaws of the community. The roof height variance request is quite large and could be reduced or eliminated with careful design.

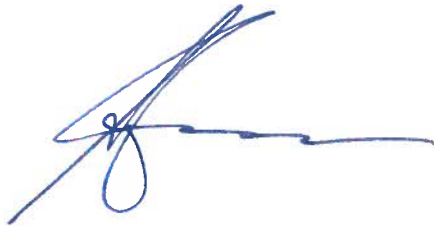
**OPTIONS:**

1. That it be recommended to Council that the applicant be requested to modify the design to eliminate the need for variances for the proposed new dwelling.
2. That it be recommended to Council that the plans to construct a new single family dwelling at 3155 Beach Drive be approved as to siting and architectural design, subject to the issuance of a development variance permit, as outlined in the September 29, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.
3. That it be recommended to Council that the application be denied.

**RECOMMENDATION(S):**

That it be recommended to Council that the applicant be requested to modify the design to eliminate the need for variances for the proposed new dwelling.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Roy Thomassen', with a long horizontal stroke extending to the right.

Roy Thomassen  
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.



---

Helen Koning  
Chief Administrative Officer

2014-257-1

COPY

# Memo

**To:** Roy Thomassen, Director of Building and Planning  
**From:** Chris Paul, Municipal Arborist  
**Date:** October 6, 2014  
**Subject:** 3155 Beach Drive

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The new plan for this property has some changes to move the structure out of the Development Permit Area which is a 15 meter strip along the water. This would push the house back over top of or very close to 3 Garry Oaks. One would have to be removed and one may be impacted by blasting. Douglas fir # 52 is shown to be removed on the north side of the house.

Garry Oak #36 at the northwest corner of the house would be the most impacted as it may be in the building footprint. Garry Oak #35 may be impacted with blasting. This move would also require a shrinking of the driveway area in front of the house. The parking space in front of the house just north of the front door would have to be given up as Garry Oak #37 would be in the center of it. Trees #43 and 44 are shown to be retained on the plan I have although they have already been removed in a previous application.

There is a large protected Douglas fir to the north of the house #52 that will have to be removed for the house in the old and new location. This is still a healthy tree and if the house was moved to the south 5 meters the tree could be saved. A 5 meter move to the south would have the driveway impact the large Chestnut #22. This tree has a large wound where a branch broke out years ago. The condition of this tree was reported for an earlier development. Although removal was not recommended at the time it was mentioned that its future in the landscape may be short term.

There are a number of protected trees on the site that will need protection during excavation and construction. Tree protection fencing must meet the requirements in the Tree Protection Brochure that you will receive with your building permit.

Any variations from the protection outlined in the Tree Protection Brochure will have to be outlined in a **Tree Protection Plan** submitted to the Parks Department. Tree protection must be inspected by the Parks Department before any demolition or construction begins. Please call 250-592-7275 to book an inspection.

## MEMORANDUM

**TO:** Committee of the Whole

**FROM:** Director of Building and Planning

**DATE:** November 5, 2014

**RE:** Siting and Design Approval / Development Variance Permit  
1220 Roslyn Road  
Lot 2, Section 23, Block 1, Victoria District, Plan EPP32418  
RS-5, One Family Residential

**BACKGROUND:**

An application has been received for the development of a new single family dwelling on the newly created lot as part of the HRA agreement. The covenant therein requires Council approval for siting and architectural design for any new buildings. The application has been to Advisory Design Panel and the minutes are attached. The new house design does not conform to the Zoning Bylaw for second storey lot line setback and paved surface in the rear yard; consequently variances to the Zoning Bylaw are required to accommodate this proposal.

Attached for your information are:

- a) The report of the Advisory Design Panel meeting of October 7, 2014 and November 4, 2014 relating to the proposed new house and detached garage at 1220 Roslyn Road.
- b) Memo from Municipal Arborist dated September 26, 2014 regarding trees on the subject property.
- c) Reduced copies of the plans of the proposed work.

**DISCUSSION:**

This property received a DVP in 2013 for a different house design. The new owner reduced the number of variances previously granted and with the new design will be retaining the large Garry Oak tree to the north. The main heritage value identified by the Heritage Advisory Panel was the streetscape which this proposal improves by the tree retention. Based on this staff have no concerns with the proposed variances.

The applicant is requesting relief from the following section(s) of Zoning Bylaw #3531:

<u>Zoning By-law Section(s)</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
4.15.1	25% (17.8 m <sup>2</sup> ) (191 ft <sup>2</sup> )	45% (32 m <sup>2</sup> ) (344 ft <sup>2</sup> )	20% (14.2 m <sup>2</sup> ) (153 ft <sup>2</sup> )
Maximum paved surface (Rear Yard)			

6.5.4.(11)

3.0 m (9.8 ft)

2.2m (7.2 ft)

0.8 m (2.63 ft)

Minimum second storey side lot line setback

*\* Imperial measurements are approximate and for convenience only.*

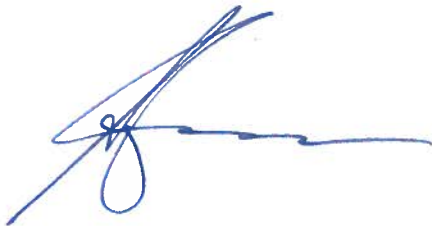
**OPTIONS:**

1. That it be recommended to Council that the plans to construct a new single family dwelling at 1220 Roslyn Road be approved as to siting and architectural design, subject to the issuance of a development variance permit, and further that a resolution authorizing the issuance of a development variance permit, as outlined in the November 5, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.
2. That it be recommended to Council that the application be denied.

**RECOMMENDATION:**

That it be recommended to Council that the plans to construct a new single family dwelling at 1220 Roslyn Road be approved as to siting and architectural design, subject to the issuance of a development variance permit, and further that a resolution authorizing the issuance of a development variance permit, as outlined in the November 5, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,



---

Roy Thomassen  
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.



---

Helen Koning  
Chief Administrative Officer

2014-281

MEMORANDUM

**TO:** Committee of the Whole  
**FROM:** Director of Building and Planning  
**DATE:** October 23, 2014  
**RE:** Development Variance Permit – 731 Victoria Avenue  
Lot 4, Section 22, Victoria District, Plan 1189A  
RS-5, One Family Residential

**BACKGROUND:**

The owners have made application to develop the basement into living area creating 3 bedrooms a recreation room and bathroom. In order to create two bedrooms, elimination of the covered garage space would be required. The amount of paving required to accommodate two parking spaces and the garage removal would make the property non-conforming; consequently variances are required from the Parking Facilities Bylaw and the Zoning Bylaw to accommodate this proposal.

**DISCUSSION:**

This stretch along Victoria Avenue has been congested with parking from parents of the nearby school as indicted previously by many neighbours raising concerns over the parking on this street. Support for elimination of the covered parking requirement would seem reasonable from a staff point of view.

The applicants are requesting relief from the following section of Parking Facilities Bylaw #3540:

<u>Parking Facilities By-law Section(s)</u>	<u>Required</u>	<u>Requested</u>	<u>Variance</u>
4.1 + Schedule "A", A.1.(a) Minimum No. of Parking Spaces	2	2	*

*\*Note: The requested variance is to delete the required covered parking space and have 2 uncovered parking stalls.*

The applicants are requesting relief from the following section of Zoning Bylaw #3531:

<u>Zoning By-law Section(s)</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
4.15.1 Maximum paved surface (Front Yard)	25% (25.5 m <sup>2</sup> ) (275 ft <sup>2</sup> )	28 % (28.6m <sup>2</sup> ) (308 ft <sup>2</sup> )	3 % (3.1 m <sup>2</sup> ) (33.4 ft <sup>2</sup> )

*Imperial measurements are approximate and for convenience only.*

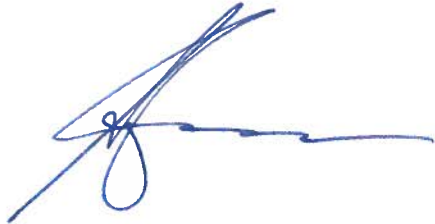
**OPTIONS:**

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the October 23, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.
2. That it be recommended to Council that the application be denied.

**RECOMMENDATION:**

That a resolution authorizing the issuance of a development variance permit, as outlined in the October 23, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.


Respectfully Submitted,



---

Roy Thomassen  
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.



---

Helen Koning  
Chief Administrative Officer

2014-282

MEMORANDUM

**TO:** Committee of the Whole  
**FROM:** Director of Building and Planning  
**DATE:** October 24, 2014  
**RE:** Development Variance Permit – 1255 St. Denis Street  
Lot 7, Section 23, Victoria District, Plan 7043  
RS-5, One Family Residential

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**BACKGROUND:**

The owners have recently purchased this property where the previous owner had developed the second floor area without the benefit of obtaining the required permits. The proposal will involve relocating and constructing a proper stair to the second floor and any other Building Code upgrades that may be required. Removal of the unauthorized deck will also be completed to meet the lot coverage permitted. Development of the second floor creates a non-conforming second storey setback; consequently a variance is required to the Zoning Bylaw to accommodate this proposal.

**DISCUSSION:**

The applicants are requesting relief from the following section of Zoning Bylaw #3531:

<u>Zoning By-law Section(s)</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
6.5.4.(11) Minimum second storey side lot line setback	3.0 m (9.8 ft)	2.1 m (6.9 ft)	0.9 m (2.95 ft)

*\* Imperial measurements are approximate and for convenience only.*

As this would not create a further encroachment on to the neighbouring properties there are no staff concerns with the requested Development Variance Permit.

**OPTIONS:**

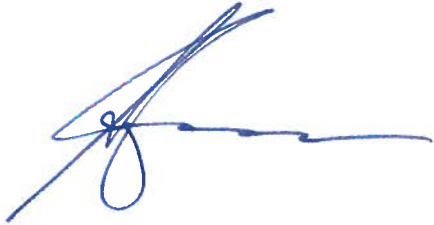
1. That a resolution authorizing the issuance of a development variance permit, as outlined in the October 24, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.
2. That it be recommended to Council that the application be denied.



**RECOMMENDATION:**

That a resolution authorizing the issuance of a development variance permit, as outlined in the October 24, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,



---

Roy Thomassen  
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.



---

Helen Koning  
Chief Administrative Officer

2014-283

**MEMORANDUM**

**TO:** Committee of the Whole

**FROM:** Director of Building and Planning

**DATE:** October 27, 2014

**RE:** Development Variance Permit Application – No Assigned Address,  
700 Block Victoria, Northerly 65 feet of Lot 15, Section 22, Victoria  
District, Plan 1136  
RS-5, One Family Residential

---

**BACKGROUND:**

Leonard Cole of Urban Core Developments is the developer and applicant for the requested development variance permit. There are two legally existing properties which were originally developed in 1935 as a single lot. The original house fronted Victoria Avenue with the standard 7.62 m front yard setback along Victoria Avenue. When considered as two individual lots, the frontage changes to Beaverbrooke Street. With the design as now proposed, setbacks from the front lot line, the interior side lot line for a second storey, and the separation of buildings, would not meet the minimum Bylaw requirements; consequently variances are required to the Zoning Bylaw to accommodate this proposal.

**DISCUSSION:**

This proposal for a single family dwelling on a lot of 301 m<sup>2</sup> (3250 ft<sup>2</sup>) has been designed to maximize the built development by requesting a substantial variance to the front lot line in order to achieve the maximum lot coverage for both the principle dwelling and the accessory building that would be allowed by the Zoning Bylaw.

The newly adopted OCP considers different forms of infill housing in areas designated as Established Neighbourhoods on Schedule 'B'. The OCP states that prior to considering infill housing, the District will need to develop criteria and guidelines with which to review proposals and evaluate their contextual fit. Although this proposal is on a very small lot, it is not a form of new infill housing that would require issuance of a Development Permit as the lots are already existing.

**PLANNING COMMENTARY:**

When reviewing applications for development variance permits, consideration should be given to the contextual fit into the character of the existing neighbourhood. This is challenging for any new construction but notably when a major variance to the front lot line setback is being requested. When it comes to small lots it is usually the Zoning Bylaw setback requirements that maintain the look of the streetscape and prevent development that appears overbuilt and obtrusive.

The current proposal has been designed to reach the absolute maximum lot coverage that could be permitted for both the principle and accessory buildings as long as a variance is granted. The

density in terms of a floor area ratio is equal to .46 to 1 which would exceed that permitted previously of .4 to 1. This proposal and the application for the neighbouring legal lot, propose buildings that will appear significantly larger than would be allowed. Development of existing smaller lots provides the opportunity for the construction of proportionately smaller houses that will meet the needs of many buyers and should be more affordable as well. New construction should meet the Zoning Bylaw requirements, especially when there is an attempt to fit (“nestle”) into the existing community and there are no extenuating circumstances (such as for tree protection) for a variance.

At the north east corner of the property there are two large fir trees, one shown to be removed to accommodate the new driveway. The second larger fir tree will also be impacted by the new driveway and the proposed dwelling being 15 feet closer than would be permitted by the Zoning Bylaw requiring removal of this protected tree. (See attached arborist report). One tree will be lost and it is unfortunate that probably both will be unable to be retained with the construction as proposed.

The applicant is requesting variances from the following sections of Zoning Bylaw #3531:

<u>Zoning Bylaw Section(s)</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
6.5.4.(2)(a) Minimum front lot line setback	7.62 m (25ft)	2.39 m (7.8 ft)	5.23 m (17.2 ft)
6.5.4.(7) Minimum clear space between buildings and structures	3.0 m (9.8 ft)	1.18 m (3.9 ft)	1.82 m (6 ft)
6.5.4.(11) Minimum second storey side lot line setback	3.0 m (9.8 ft)	1.58m (5.2 ft)	1.42 m (4.7 ft)

*\* Imperial measurements are approximate and for convenience only.*

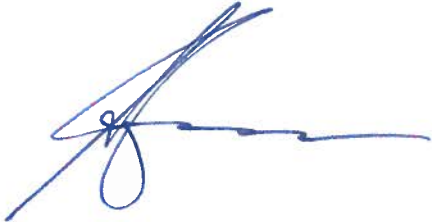
**OPTIONS:**

1. That a resolution authorizing the issuance of a development variance permit, be prepared and brought forward to a meeting of Council for consideration.
2. That it be recommended to Council that the application be denied.
3. That it be recommended to Council that the application be deferred until Infill Development Guidelines and criteria are available to review and evaluate this and other applications.

**RECOMMENDATION:**

That it be recommended to Council that the application be denied.

Respectfully Submitted,



---

Roy Thomassen  
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.



---

Helen Koning  
Chief Administrative Officer

2014-284

**MEMORANDUM**

**TO:** Committee of the Whole

**FROM:** Director of Building and Planning

**DATE:** November 6, 2014

**RE:** Development Variance Permit Application – 787 Victoria Avenue,  
Corner of Beaverbrooke St. and Victoria Ave., Northerly 65 feet of  
Lot 16, Section 22, Victoria District, Plan 1136  
RS-5, One Family Residential

---

**BACKGROUND:**

Leonard Cole of Urban Core Developments is the developer and applicant for the requested development variance permit. Rus Collins of Zebra Design is the designer and explains in his letter dated October 2, 2014, (Attachment A) the requested variances for this legal lot and the adjoining lot. There are two legally existing properties which were originally developed in 1935 as a single lot. The original house fronted Victoria Avenue with the standard 7.62 m front yard setback along Victoria Avenue. When considered as two individual lots, the frontage changes to Beaverbrooke Street for both. With the design as now proposed for this property, the setback from the front lot line would not meet the minimum Bylaw requirements; consequently a variance is requested to the Zoning Bylaw to accommodate this new house construction.

**DISCUSSION:**

This proposal for a single family dwelling on this lot of 295 m<sup>2</sup> (3177 ft<sup>2</sup>) has been designed to maximize the built development by requesting a substantial variance to the front lot line in order to achieve the maximum lot coverage for both the principle dwelling and the accessory building than would be allowed by the Zoning Bylaw. Both houses are two storeys with full basements shown at 195 m<sup>2</sup> (2100 ft<sup>2</sup>). Each has a single car garage of 21 m<sup>2</sup> (220 ft<sup>2</sup>) in the rear lot area.

The newly adopted OCP considers different forms of infill housing in areas designated as Established Neighbourhoods on Schedule 'B'. The OCP states that prior to considering infill housing, the District will need to develop criteria and guidelines with which to review proposals and evaluate their contextual fit. Although this proposal is on a very small lot, it is not a form of new infill housing that would require issuance of a Development Permit as the lots already exist.

**PLANNING COMMENTARY:**

When reviewing applications for development variance permits, consideration should be given to the contextual fit into the character of the existing neighbourhood. This is challenging for any new construction but notably when a major variance to the front lot line setback is being requested. When it comes to small lots it is usually the Zoning Bylaw setback requirements that maintain the look of the streetscape and prevent development that appears overbuilt and obtrusive. Although different finishing materials are proposed for the exterior, both houses are

basically identical in layout and architectural design and not as attractive as two new houses that would normally be individually designed. It is suggested that the developer should avoid the “cookie cutter” design approach if the plans are redesigned.

The current proposal has been designed to reach the absolute maximum lot coverage that could be permitted for both the principle and accessory buildings as long as a variance is granted. The density in terms of a floor area ratio is equal to .46 to 1 which would exceed that permitted previously of .4 to 1. This proposal and the application for the neighbouring legal lot, propose buildings that will appear significantly larger than would be allowed. Development of existing smaller lots provides the opportunity for the construction of proportionately smaller houses that will meet the needs of many buyers and should be more affordable as well. New construction should meet the Zoning Bylaw requirements, especially when there is an attempt to fit (“nestle”) into the existing community and there are no extenuating circumstances (such as for tree protection) for a variance.

A redesign of the two new houses to either eliminate or reduce the requested variances with presentation to the neighbours for input would be strongly suggested before this application proceeds further.

The applicant is requesting a variance from the following section of Zoning Bylaw #3531:

<u>Zoning Bylaw Section(s)</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
6.5.4.(2)(a) Minimum front lot line setback	7.62 m (25ft)	2.39 m (7.8 ft)	5.23 m (17.2 ft)

*\* Imperial measurements are approximate and for convenience only.*

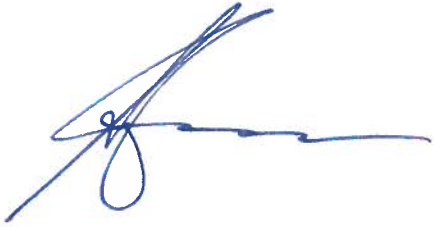
**OPTIONS:**

1. That a resolution authorizing the issuance of a development variance permit, be prepared and brought forward to a meeting of Council for consideration.
2. That it be recommended to Council that the application be denied.
3. That it be recommended to Council that the application be deferred until Infill Development Guidelines and criteria are available to review and evaluate this and other applications.

**RECOMMENDATION:**

That it be recommended to Council that the application be denied.

Respectfully Submitted,



---

Roy Thomassen  
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.



---

Helen Koning  
Chief Administrative Officer

Attachment A—letter from Rus Collins, Zebra Design, October 2<sup>nd</sup>, 2014

Attachment A



October 2, 2014

District of Oak Bay  
2167 Oak Bay  
Advisory Design Panel

RE: 787 Victoria Avenue, Victoria B.C. - two new small lot homes

Dear Advisory Design Panel Members,

This project is a proposal for two small new homes to be constructed on two existing small lots. We have designed the homes in differentiated styles, one in a traditional style (lot 16) and one in a more contemporary west coast style (lot 15).

The house on Lot 15 includes west coast style architectural details such as timber posts and knee brackets, standing seam metal shed roofs, painted board and baton siding, horizontal siding, transom and sidelight windows, wooden fascias and belly bands, cedar shingles, and a covered front entry with wooden porch railings.

Lot 16, in a more traditional style, features details such as stained cedar shingles, varied roof shapes including an eyebrow roof, segmented windows, wide full wooden trim, belly bands, shingles, wooden doors, tapered columns, and a covered entry area with wooden railings on the porch.

Both homes are contiguous in overall form and style with the single family nature of the surrounding homes. Retaining neighbourhood character has been one of the design directives in this project. Each home has a detached single car garage and a potential off-street parking stall on the driveway as well.

We are requesting variances to allow relaxation of the front yard setback in the case of both lots from 7.62 M to 3.05 M in order to allow a more reasonable building envelope (to follow the bylaw setback requirements would leave only a fifteen foot deep building envelope).

We are also requesting a variance for the second floor side yard setback on Lot 15, from 3 M to 1.42 M, and a relaxation of the setback to an accessory building (between buildings) from 3 M to 1.82 M, in order to allow access to the garage in the rear yard.

We thank you for your time in consideration of our proposal. We look forward to your feedback.

Sincerely,

Rus Collins  
Zebra Design

RECEIVED

OCT 10 2014

Oak Bay Building Department

ZEBRA DESIGN & INTERIORS GROUP INC. • 1161 NEWPORT AVENUE, VICTORIA BC V8S 5E6

PHONE: (250) 360-2144 FAX: (250) 360-2115

Email: [info@zebragroup.ca](mailto:info@zebragroup.ca) Website: [www.zebragroup.ca](http://www.zebragroup.ca)



2014-285

MEMORANDUM

**TO:** Committee of the Whole  
**FROM:** Director of Building and Planning  
**DATE:** November 1, 2014  
**RE:** Development Variance Permit – 860 St. Patrick Street  
Lot 35, Block B, Section 22, Victoria District, Plan 1092  
RS-5, One Family Residential

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**BACKGROUND:**

The owners would like to create more storage in the lower floor of their home. Two owners previous, in 2003, developed a second floor addition which required them to fill half of the basement into crawlspace. The current owners wish to remove the fill however the floor area would be non-conforming; consequently variances are required from the Zoning Bylaw to accommodate this proposal.

**DISCUSSION:**

This would be a good example to test the floor area review report which will have further public consultation in the future. Therefore, calculations based on the recommendation in the report for determining floor area show that the basement would not have to be filled if a minor modification to the 2003 development was made by reducing the floor area of the additions by 10 m<sup>2</sup> (107 ft<sup>2</sup>). Based on this test, staff has no concerns with the proposed variance request.

The applicants are requesting relief from the following section of Zoning Bylaw #3531:

<u>Zoning By-law Section</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
6.5.4.(6)(a) Maximum gross floor area above .8meters below grade	240 m <sup>2</sup> (2583 ft <sup>2</sup> )	327 m <sup>2</sup> (3520 ft <sup>2</sup> )	87 m <sup>2</sup> (937 ft <sup>2</sup> )

*\* Imperial measurements are approximate and for convenience only.*

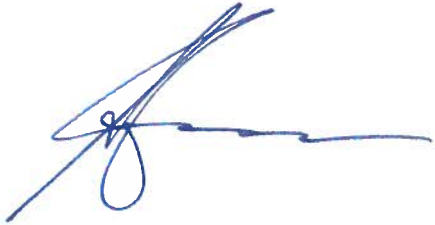
**OPTIONS:**

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the November 1, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.
2. That it be recommended to Council that the application be denied.

**RECOMMENDATION:**

That a resolution authorizing the issuance of a development variance permit, as outlined in the November 1, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,



---

Roy Thomassen  
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.



---

Helen Koning  
Chief Administrative Officer

2014-286

MEMORANDUM

**TO:** Committee of the Whole  
**FROM:** Director of Building and Planning  
**DATE:** November 6, 2014  
**RE:** Development Variance Permit – 2445 Hamiota Street  
Amended Lot 4 (DD192472I), Block 2, Section 61, Victoria District,  
Plan 876  
RS-5, One Family Residential

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**BACKGROUND:**

The owners have made an application for a substantial renovation and addition to the rear of the residence. The proposal involves basement development, main floor kitchen expansion with dining room, and top floor bedroom and two bathrooms at the rear. The second storey setback and floor area would not meet the Zoning Bylaw and would be non-conforming; consequently variances are required from the Zoning Bylaw to accommodate this proposal.

**DISCUSSION:**

The second storey setback variance request is minor at 5 inches and the floor area above .8 meters below grade would be exceeded as the basement level counts as first storey.

As this would be a good example to test the floor area review report which will have further public consultation in the future, calculations have shown that this development would have an exemption of approximately 52m<sup>2</sup> (560 ft<sup>2</sup>) which would bring the development into compliance of the proposed changes to the floor area. Based on this review staff has no concerns with the proposed variance request.

The applicants are requesting relief from the following section(s) of Zoning Bylaw #3531:

<u>Zoning By-law Section(s)</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
6.5.4.(6)(b) Maximum gross floor area above .8 meters below grade	300 m <sup>2</sup> (3229 ft <sup>2</sup> )	400 m <sup>2</sup> (4305 ft <sup>2</sup> )	100 m <sup>2</sup> (1076 ft <sup>2</sup> )
6.5.4.(11) Minimum second storey side lot line setback	3.0 m (9.8 ft)	2.96 m (9.7 ft)	0.04 m (0.13 ft)

*\* Imperial measurements are approximate and for convenience only.*

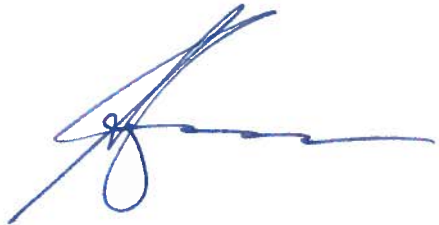
**OPTIONS:**

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the November 6, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.
2. That it be recommended to Council that the application be denied.

**RECOMMENDATION:**

That a resolution authorizing the issuance of a development variance permit, as outlined in the November 6, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,



---

Roy Thomassen  
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.



---

Helen Koning  
Chief Administrative Officer

2014-287

MEMORANDUM

**TO:** Committee of the Whole  
**FROM:** Director of Building and Planning  
**DATE:** November 6, 2014  
**RE:** Development Variance Permit – 2358 Beach Drive  
Lot 16, Block 12, Section 2, Victoria District, Plan 379  
RS-5, One Family Residential

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**BACKGROUND:**

The owners are currently renovating the top floor of their home and would like to have a larger bathroom. The bathroom would be within the existing roof structure and would not have any effect on the neighbours. The existing building exceeds the allowable floor area permitted and is non-conforming; consequently a variance is required from the Zoning Bylaw to accommodate this proposal.

**DISCUSSION:**

The existing home exceeds the floor area however the bathroom expansion is only 2.5 m<sup>2</sup> (27 ft<sup>2</sup>) and would not be seen from the exterior as all the work is interior. Staff have no concerns with the proposed variance to the floor area.

The applicants are requesting relief from the following section of Zoning Bylaw #3531:

<u>Zoning By-law Section(s)</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
6.5.4.(6)(a) Maximum gross floor area above .8meters below grade	240 m <sup>2</sup> (2583 ft <sup>2</sup> )	287 m <sup>2</sup> (3091 ft <sup>2</sup> )	47 m <sup>2</sup> (506 ft <sup>2</sup> )

*\* Imperial measurements are approximate and for convenience only.*

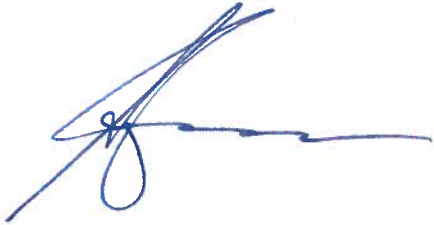
**OPTIONS:**

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the November 6, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.
2. That it be recommended to Council that the application be denied.

**RECOMMENDATION:**

That a resolution authorizing the issuance of a development variance permit, as outlined in the November 6, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,



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Roy Thomassen  
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.



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Helen Koning  
Chief Administrative Officer

Mayor and Council of Oak Bay  
Oak Bay Municipal Hall  
2167 Oak Bay Avenue  
Victoria, BC, V8R 1G2

November 4, 2014

RE: 2358 BEACH DRIVE VARIANCE REQUEST

Dear Mayor and Council:

I am writing to request a variance to the building bylaw which regards internal square footage as a proportion of lot size. My family of four recently moved from Vancouver and purchased 2358 Beach Drive. Shortly after moving in, we discovered that our upstairs bathroom was built without a permit and as such, we will need to take it out. In order to make the house continue to work for our family of four, we would like to add a bathroom upstairs in the space that is currently the master bedroom closet. This plan was recently approved and a permit for this work was issued by your office. However, since then, we have realized that a bathroom that is only 3 feet 9 inches wide is not very practical. As such, we are asking for a variance to increase the width of the proposed bathroom to 6 feet.

Specifically, this will require that we push out one of the proposed bathroom walls by approximately 2 feet 3 inches. This adjustment will add to the inside square footage of the bathroom by approximately 24 square feet. The adjustment we are describing simply pushes one of the existing walls in to the existing attic space. This adjustment does not affect the roofline or anything on the outside of the house. We recently received a building permit for the basic renovation and this variance would add tremendously to the functionality of the new space.

I would be happy to answer any questions you may have.

Best regards,  
Louise Longridge

250-812-4069  
louiselongridge@gmail.com

