

2014-122

To: Committee of the Whole, Finance Section
From: Municipal Treasurer
Date: April 12, 2014
Re: Monthly Statement of Revenues and Expenditures For March

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, Services Provided to Other Governments and Solid Waste Disposal

These revenues are not received until after the property tax notices are issued, in mid-May.

(2) Grants in Lieu of Taxes

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

(3) Licenses and Permits YTD: \$512,101 Budget: \$738,000 69.34%

This is higher than we might otherwise expect because the dog and business licenses are paid at the beginning of the year and during January the building permit for the Oak Bay High School was received (\$264,645). At March 31 the licenses and permits are as follows:

	Year to Date	Budget	% Collected
Dog licenses	\$55,397	\$60,000	92.33%
Business licenses	\$80,581	\$87,000	92.62%
Building permits	<u>\$370,388</u>	<u>\$565,000</u>	65.56%
	<u>\$506,366</u>	<u>\$712,000</u>	

(4) Fines YTD: \$10,140 Budget: \$24,000 42.25%

Towards the end of 2013 the Commissionaire started to cover a broader area than before, and as a result is now issuing more tickets. The budget will be adjusted.

(5) Rentals YTD: \$113,645 Budget: \$297,000 38.26%

In February the Marina paid its annual payment to cover the foreshore lease annual fee (\$81,305). This covers the payment discussed in (14).

(6) Returns on Investments YTD: 31,149 Budget: \$161,500 19.29%

The working capital that we have available to invest drops during the first 4 months of the year, and then once the property tax notices are mailed our invested money increases again. It is therefore usual for our investment returns to be under budget the first half of the year.

(7) Penalties and Interest on Taxes YTD: \$1,133 Budget: \$113,500 1.00%

Penalties account for \$100,000 of the budget. These are brought into revenue in July, after the tax due date, and will be charged on all outstanding 2014 property taxes. The interest is reflected in income as taxes from 2013 and 2012 are paid off.

(8) Transfers from Reserve Funds YTD: \$0 Budget: \$1,190,504

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) Miscellaneous Other Revenues YTD: \$9,237 Budget: \$513,000 1.80%

\$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 will be entered into to fund the purchase of the breathing apparatus for the Fire Department.

(10) Cond.'l Transfers from Other Gov'ts YTD: \$25,189 Budget: \$1,199,373 2.10%

A capital grant for Bowker Creek remediation work accounts for \$738,000 of the budget. \$288,873 of the budget is made up of grants provided to small municipalities, which are usually paid in the spring.

EXPENDITURES

(11) Building Dept., Bylaw Enforcement, Animals

YTD: \$109,982 Budget: \$567,974 19.36%

The budgets for sundry contracts and deer management have only small amounts charged to them to date.

(12) Roads, Sidewalks, Transportation YTD: \$268,631 Budget: \$1,653,871 16.24%

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.

(13) Garbage Collection & Disposal YTD: \$243,664 Budget: \$1,245,495 19.56%

The March tipping fee was paid in April. With this added into the above total, the percentage changes to 20.29%.

(14) Other Recreational & Cultural Services YTD: \$61,527 Budget: \$97,553 63.07%

The money that has been spent is mainly for the foreshore lease which is paid every January. This is for the foreshore at the Oak Bay Marina, and we are reimbursed for it through our rental revenue from them.

(15) Debt Charges YTD: \$35,573 Budget: \$517,368 6.88%

The majority of the budget is made up of semi-annual payments to the Municipal Finance Authority (\$327,696) paid in April and October, payroll processing charges and repayments to the Heritage Reserve Fund on the loan that was made to finance the energy projects at the recreation centers. Most of the costs to date relate to the latter.

(16) Transfers to Own Reserves YTD: \$307,674 Budget: \$3,163,881 9.72%

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 will be made, but the largest transfers will be carried out at the end of the year.

(17) Transfer to Library, Social Grants YTD: \$388,258 Budget: \$974,096 39.86%

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 March covers the rent to the end of May.

(18) Capital Expenditures YTD: \$322,914 Budget: \$2,837,020 11.38%

Until the budget is adopted in May, only capital projects that have received early approval from Council may proceed. Please see the Capital Projects Financial Report for a summary

of the projects that have received this approval. Any difference between the figure shown on the Statement of Revenues and Expenditures and the Capital Projects Financial Report is due to projects that started in 2013 and are continuing in 2014.

(19) Transmit Taxes to Others YTD: \$0 Budget: \$16,535,928

Taxes that are collected on behalf of other organizations are not passed onto them until after the tax due date.

(20) Misc. Other Services YTD: \$27,201 Budget: \$315,434 8.62%

The money that has been spent was for the removal of Christmas decorations, various committees and the payment of retirement allowances.

WATER UTILITY FUND

(21) Water Revenues YTD: \$619,071 Budget: \$3,386,462 18.28%

Until the weather becomes hotter, and more water is used outside, we can expect the actual revenue to be low. In addition, for bills issued between January and March, the bills are prorated to reflect 2013 and 2014 rates.

(22) Internal Revenues YTD: \$0 Budget: \$50,632

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

(23) Water Supply and Operation YTD: \$351,867 Budget: \$2,706,593 13.00%

\$1,952,000 of the budget is for the purchase of water from the CRD. The bill for each month's water is received the following month, and therefore the actual figure is low.

SEWER UTILITY FUND

(24) Sewer Revenues YTD: 301,932 Budget: \$1,669,851 18.08%

The sewer revenues are calculated using the amount of water used, which is lower in the months leading up to summer. Until April, the amounts billed are calculated using a blend of the 2013 and 2014 rates.

(25) Grants YTD: \$0 Budget: \$531,324

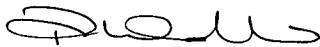
The gas tax revenue transfer is given to us in two payments. Usually we receive them in July and December.

(26) Sewer Supply and Operation YTD: \$86,206 Budget: \$3,330,868 2.59%

\$1,976,165 of the budget is the payment that is made to the CRD for its costs to run the sewer system. Another \$901,324 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.

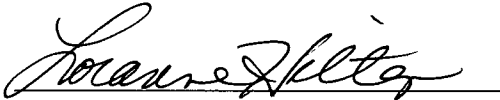
RECOMMENDATION:

Once Committee members have had any questions answered, I recommend that the March, 2014 financial report be received.



Patricia Walker
Municipal Treasurer

I concur with the recommendation of the Municipal Treasurer



for: Helen M. Koning
Chief Administrative Officer

2014-123

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: April 7, 2014
RE: Uplands Building Permit Application – 3285 Beach Drive
Lot 2, Section 31, Victoria District, Plan 5447

BACKGROUND:

An Uplands building permit application has been received for the construction of two sloped roofs overtop of two flat roofs on the front elevation of the existing residence located at 3285 Beach Drive. Additionally, it is proposed that the existing two inch window trim be replaced with a four inch window trim.

The applicant had also originally proposed that divided lights be pasted onto the existing windows. Upon consideration based on comments from the Advisory Design Panel, the applicant has chosen to delete the divided lights portion of the proposal.

DISCUSSION:

Attached for your information are:

- a) The report of the Advisory Design Panel meeting of April 1, 2014 relating to the proposed works at 3285 Beach Drive.
- b) Memo from Municipal Arborist dated March 28, 2014 regarding trees on the subject property.
- c) Reduced copies of the plans of the proposed work.

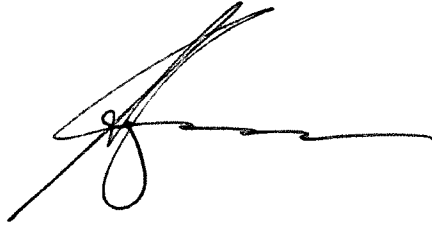
OPTIONS:

1. That it be recommended to Council that the proposed plans in regards to the house located at 3285 Beach Drive, to construct two sloped roofs overtop of existing flat roofs on the front elevation, and to widen the existing window trim to four inches, be approved as to siting and architectural design.
2. That it be recommended to Council that the application be denied.

RECOMMENDATION(S):

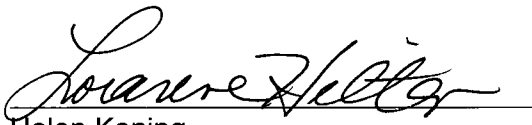
That it be recommended to Council that the proposed plans in regards to the house located at 3285 Beach Drive to construct two sloped roofs overtop of existing flat roofs on the front elevation and to widen the existing window trim to four inches be approved as to siting and architectural design.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

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

for: 
Helen Koning
Chief Administrative Officer

2014-124

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: April 9, 2014
RE: Uplands Building Permit Application – 2746 Dorset Road
Lot 12, Block 44, Section 31, Victoria District, Plan VIP8777

BACKGROUND:

An Uplands building permit application has been received for the construction of an addition at the rear of the existing house located at 2746 Dorset Road. Also proposed is the construction of a deck and a small raised patio at the rear of the property as well as the construction of a small terrace with French doors to be located in the front of the house. The roof line will also be modified by the construction of two hip gables at the rear of the house.

DISCUSSION:

Attached for your information are:

- a) The report of the Advisory Design Panel meeting dated April 1, 2014 relating to the proposed works located at 2746 Dorset Road.
- b) Memo from Municipal Arborist dated March 26, 2014 regarding trees on the subject property.
- c) Reduced copies of the plans of the proposed work.

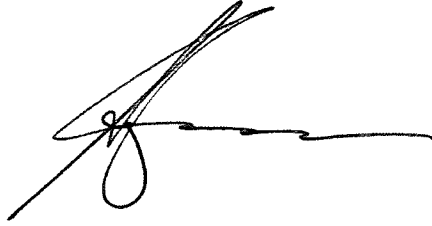
OPTIONS:

1. That it be recommended to Council that the proposal as detailed in the submitted plans for the house located at 2746 Dorset Road be approved as to siting and architectural design.
2. That it be recommended to Council that the application be denied.

RECOMMENDATION(S):

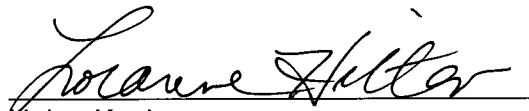
That it be recommended to Council that the proposal as detailed in the submitted plans for the house located at 2746 Dorset Road be approved as to siting and architectural design

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Roy Thomassen', written over a horizontal line.

Roy Thomassen
Director of Building and Planning

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

for: 
Helen Koning
Chief Administrative Officer

2014-125

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: April 9, 2014
RE: Development Variance Permit – 820 Victoria Avenue
Lot 5, Section 22, Victoria District, Plan 74A, EXEMPT SEC 339 (K) M A
P-2, Special Institutional Use

BACKGROUND:

St Michael's University School having their junior school at 820 Victoria Avenue have proposed a new school to replace the existing building. The proposed design would not meet the minimum side yard setbacks required; consequently variances are required from the Zoning Bylaw to accommodate this proposal.

DISCUSSION:

As the P-2 zoning is institutional, development permit requirements are not applicable under the *Local Government Act*. This application is considered a development variance permit involving side lot line setback variances.

The applicants have held three open houses as part of an extensive community consultation process. Input from the community has been considered in the design proposal in relationship to parking, traffic and access.

As this is a major development in a residential setting, consideration should be given to how the applicant could facilitate notifying the community of this proposal. Council may also wish to consider additional community notification to that required by legislation.

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>
11.2.5.(1)(c) Minimum Interior side lot line setback (north)	7.62 m (25ft)	4.57m (15 ft)	3.05m (10 ft)
11.2.5.(1)(c) Minimum Interior side lot line setback (south)	7.62 m (25ft)	3.96 m (13 ft)	3.66m (12 ft)
11.2.5.(1)(e) Minimum total of side lot lines	22m (72.3 ft)	8.53 m (72.3 ft)	13.47m(44 ft)

Imperial measurements are approximate and for convenience only.

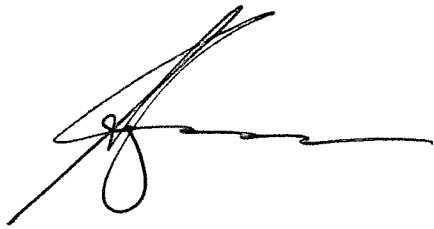
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the April 9, 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:

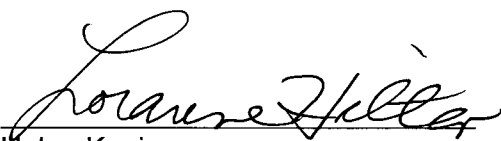
That a resolution authorizing the issuance of a development variance permit, as outlined in the April 9, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

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

for: 
Helen Koning
Chief Administrative Office

2014-126

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: April 11, 2014
RE: Development Variance Permit – 362 King George Terrace
Lot 13 and the southerly 13 ft of Lot 14, Section 22, Victoria District,
Plan 1048
RS-5, One Family Residential

BACKGROUND:

The owner has proposed to enclose a rear porch with main floor kitchen and family room renovations including an expansion of the top floor with new dormers. The proposal would expand on the non-conforming occupiable height and building height. With the expansion of the top floor and the basement level at .8 meters below grade, the gross floor areas would exceed those permitted; consequently variances are required from the Zoning Bylaw to accommodate this proposal.

DISCUSSION:

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.(3)(a) Maximum building height	7.07m (23.2 ft)	7.2 m (23.6 ft)	0.13m (.43 ft)
6.5.4.(3)(b) Maximum occupiable height	4.42 m (14.5 ft)	4.76 m (15.6 ft)	0.34 m (1.1 ft)
6.5.4.(6)(a) Maximum gross floor area above .8meters below grade	240 m ² (2583 ft ²)	431.5 m ² (4645 ft ²)	191.5 m ² (2061 ft ²)
6.5.4.(6)(a) Maximum gross floor area	360 m ² (3875 ft ²)	431.5 m ² (4645 ft ²)	71.5 m ² (770 ft ²)

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

Note: Under the floor area ratio measurement the FAR for this proposal would be .49 to 1 which is within the cap of the old bylaw of .5 for older homes.

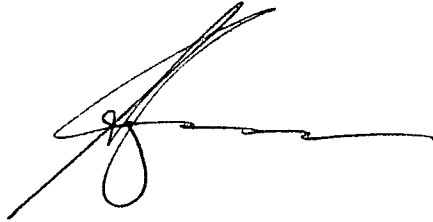
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the April 11, 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:

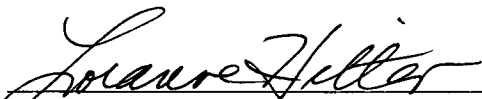
That a resolution authorizing the issuance of a development variance permit, as outlined in the April 11, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

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

for: 
Helen Koning
Chief Administrative Office

2014-127

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: April 14, 2014
RE: Development Variance Permit – 2045 Edgecliffe Place
Strata Lot C, Section 23 & 68, Victoria District, Strata Plan VIP 6302
RS-4, One Family Residential

BACKGROUND:

The owner has made an application to increase the amount of paved surface in their front yard as shown on the attached plans. The proposal would exceed that allowed by the Zoning Bylaw; consequently a variance is required from the Zoning Bylaw to accommodate this proposal.

DISCUSSION:

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>
4.15.1	25% (81.4 m ²) (876.5ft ²)	31.2 % (101.7 m ²) (1095 ft ²)	6.2% (20.3m ²) (218.5 ft ²)
Siting of Paved Surface (Front Yard)			

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

OPTIONS:

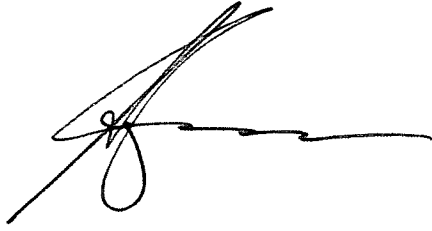
1. That a resolution authorizing the issuance of a development variance permit, as outlined in the April 14, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.
2. That it be recommended to Council that the application be denied.

RECOMMENDATION(S):

That a resolution authorizing the issuance of a development variance permit, as outlined in the April 14, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

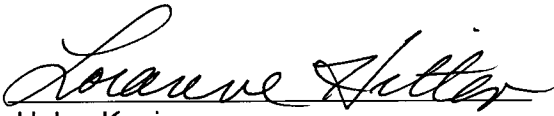
Respectfully Submitted,

Respectfully Submitted,



Roy Thomassen
Director Building and Planning

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

for : 
Helen Koning
Chief Administrative Officer

2014-128

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: April 14, 2014
RE: Development Variance Permit – 2138 Florence Street
Lot 28, Block 1, Section 28, Victoria District, Plan 915
RS-5, One Family Residential

BACKGROUND:

The owner has submitted a proposal to add a top floor above the kitchen as shown on the attached plans. The occupiable height and the gross floor area above .8 meters below grade would be non-conforming; consequently variances are required from the Zoning Bylaw to accommodate this proposal.

DISCUSSION:

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.(3)(b) Maximum occupiable height	4.25 m (13.96 ft)	5.03 m (16.5 ft)	0.78m (2.56 ft)
6.5.4.(6)(a) Maximum gross floor area above .8meters below grade	240 m ² (2583 ft ²)	280.2m ² (3015ft ²)	40.2m ² (433 ft ²)

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

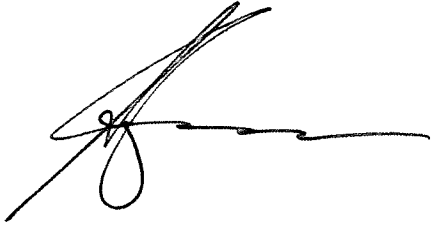
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the April 14, 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:

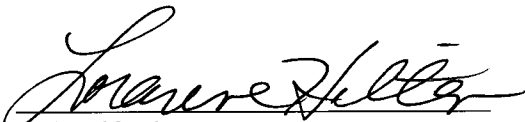
That a resolution authorizing the issuance of a development variance permit, as outlined in the April 14, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,

A handwritten signature in black ink, consisting of a large, stylized initial 'R' followed by a horizontal line and a small loop at the end.

Roy Thomassen
Director of Building and Planning

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

for: 
Helen Koning
Chief Administrative Office

2014-129

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: April 15, 2014
RE: Development Variance Permit – 2029 Meadow Place
Lot 5, Section 69, Victoria District, Plan 1235
RS-5, One Family Residential

BACKGROUND:

The owner has made application to construct a new house with two accessory buildings as shown on the attached plans. The house proposed would not meet the front or second storey minimum setbacks. The accessory building would not meet the minimum side setback or the clear space between buildings and structures as shown on the plans. The proposed siting of the buildings would be non-conforming; consequently variances are required from the Zoning Bylaw to accommodate this proposal.

The lot length although shorter than standard could accommodate the required setbacks needed for the accessory buildings if the garage was sited at the rear of the yard. The dwelling could also meet the minimum setback requirements if design changes and siting were altered.

DISCUSSION:

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.(2)(a) Minimum front lot line setback	7.62 m (25ft)	6.3 m (20.7 ft)	1.32 m (4.3 ft)
6.5.4.(7) Minimum clear space between buildings and structures	3.0 m (9.8 ft)	0.6m (2 ft)	2.4 m (8 ft)
6.5.4.(8) Accessory building setbacks to be the same as principal building	3.0 m (9.8 ft)	0.38 m (1.3 ft)	2.62 m (8.6 ft)
6.5.4.(11) Minimum second storey side lot line setback	3.0 m (9.8 ft)	1.52m (5 ft)	1.48m (4.9 ft)

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

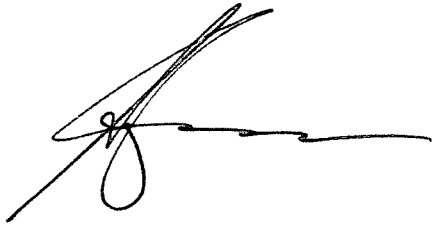
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the April 15, 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:

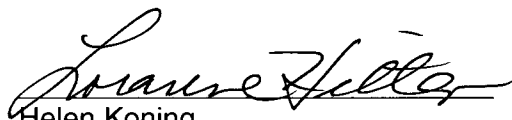
That it be recommended to Council that the application be denied.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

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

for: 
Helen Koning
Chief Administrative Office

2014-130

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: April 15, 2014
RE: Development Variance Permit – 2571 Dalhousie Street
Lot 10, Block 2, Section 61, Victoria District, Plan 1960
RS-5, One Family Residential

BACKGROUND:

The owner has made application for a rear addition to the existing home. The proposal involves a main floor kitchen/family room addition with sundeck and the upper floor addition is for a master suite and bathrooms. The existing basement is not deep enough in the ground to be considered a basement and therefore is considered the first storey. The gross floor area above .8 meters below grade would exceed that permitted and the main floor kitchen is considered second storey and would not meet minimum second storey setback; consequently variances are required from the Zoning Bylaw to accommodate this proposal.

DISCUSSION:

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. (3)(c) Maximum roof height	8.84 m (29 ft)	9.08 m (29.8 ft)	0.24 m (.78 ft)
6.5.4.(6)(b) Maximum gross floor area above .8 meters below grade	300 m ² (3229 ft ²)	414m ² (4456ft ²)	114m ² (1227ft ²)
6.5.4.(11) Minimum second storey side lot line setback	3.0 m (9.8 ft)	2.7m (8.86 ft)	0.3m (1 ft)

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

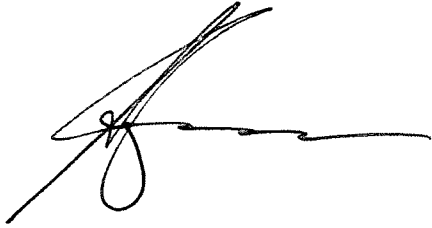
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the April 15, 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:

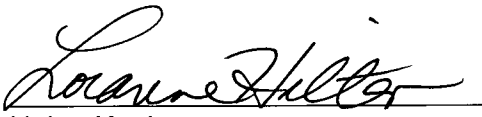
That a resolution authorizing the issuance of a development variance permit, as outlined in the April 15, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

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

for: 
Helen Koning
Chief Administrative Office

MEMORANDUM

2014-131

TO: Committee of the Whole
FROM: Director of Engineering Services
DATE: April 16, 2014
RE: Traffic Issues on Granite Street and Area
South of Oak Bay Avenue

BACKGROUND:

Residents on the above street and area signed a petition in 2012 regarding their concerns over traffic volume, traffic speed, truck traffic volume, crosswalks\pedestrian safety, parking as well as various other issues. In January 2014, these same issues were raised again by the Granite Street residents as well as others from the Victoria Avenue area.

In 2012, Oak Bay Engineering Department worked with Oak Bay Police to investigate these traffic issues. Engineering and Police staff hosted a 'town hall' meeting and invited the concerned residents from the Granite Street area to discuss the findings of the study.

Actions taken by the Oak Bay Engineering Department and Oak Bay Police after receiving the petition and after the community meeting with residents included those shown in the summary below:

- Increased traffic monitoring and enforcement.
- Conducting additional traffic counts.
- Conducting pedestrian counts and a crosswalk study.
- Repainting of yellow curbs.
- Reviewing all 'Traffic Control Orders'.
- Providing more traffic data to residents.
- Investigating the intersection of Hampshire Road and Brighton Avenue (a Traffic Control Order was generated to improve sight lines at this location).

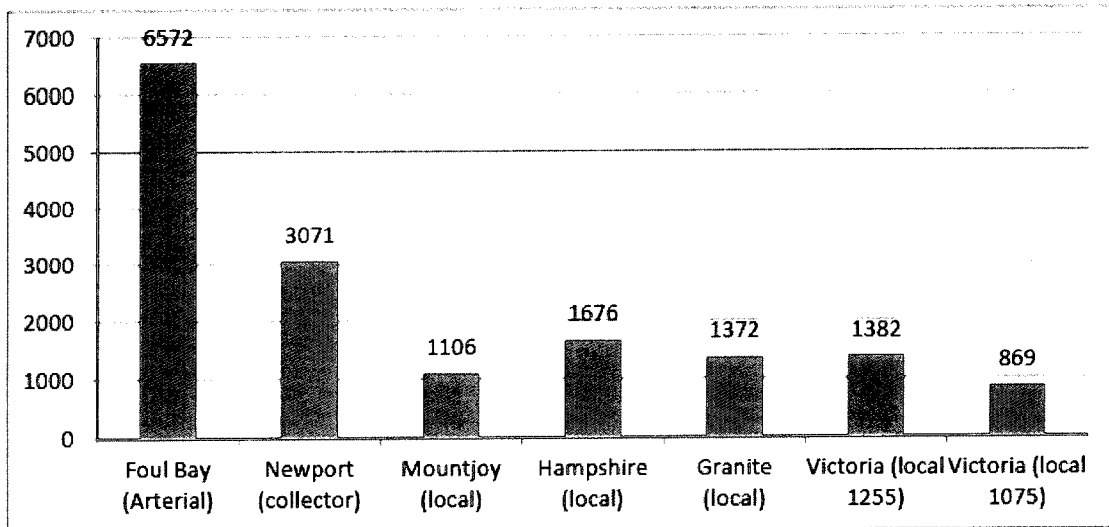
After receiving resident concerns in January 2014, Engineering staff took additional traffic counts on Victoria Avenue (results are shown in this report).

DISCUSSION:

Based on the traffic counts, pedestrian counts, crosswalk warrant study, traffic data analysis, and feedback from the Oak Bay Police Department (see attachment # 1), the following responses to resident concerns were developed:

1. Traffic volume: Traffic volume is not unusually high compared with other similar streets in Oak Bay (see chart below). However, it is recognized that, in general, traffic volumes throughout the region have increased. It is also acknowledged that the rising number of road events increases traffic significantly during these times.

Average Daily Traffic volume comparison



- Traffic speed:** Both traffic counts and police data show the majority of traffic is at a speed of between 35-41km/h in this area, (well below the posted speed limit of 50km/h. On Granite Street, the seven-day traffic volume and 85 percentile speed were found to be 8756/ 40km/h, and 9606/ 40km/h in 2009 and 2012 respectively. The volume of vehicles has increased slightly but the speeds have remained the same.

It has been requested by residents that the speed limit be lowered. In recognition of the variance of speed zones throughout Oak Bay, Engineering Department staff believes that a review of all the speed zones should be undertaken and 50\40\30kmh zones should then be implemented based on the appropriate criteria. This could be a long-term exercise and may require the assistance of a traffic consulting firm. Changing speeds on a street-by-street basis leads to inconsistency, confusion and unsafe situations.

- Truck (6 tires and more) volume:** On Granite Street between 7:00 pm and 6:00 am an average of 2 trucks were recorded on a week day. A total of 294 trucks were recorded at an 85 percentile speed of 36km/h over a seven day period.

To encourage more trucks to use Oak Bay Avenue, Engineering Department staff recommends increasing hours and space for the loading zone currently located on Oak Bay Avenue in front of the Athlone Court.

- Crosswalk:** Engineering Department staff has conducted a pedestrian crosswalk warrant at the Hampshire Road and Granite Street intersection and have determined that a cross walk at this location does not reach the threshold of 'warranted' status as defined under the Traffic Association of Canada (TAC). Installing a crosswalk in an 'unwarranted' location is not considered safe and could create a false sense of security for pedestrians.
- Parking:** Currently designated 2 hour parking zones are enforced and painting and signage have been updated.

Engineering Department staff realizes the underground parking spaces at Athlone Court are underutilized, and believe that some discussion with the BIA and others in regards expanding its use could be productive.

6. Sightlines at intersections: The yellow curb at Mitchell Street was extended to increase sightlines. The yellow curbs at the Victoria Avenue and Granite Street juncture are 10m and 17m which exceed the usual 6m length (the hedge at 1388 Victoria Avenue should be trimmed according to the fence by-law to increase sight lines).
7. Other issues discussed: Frequency of Oak Bay Avenue closures for special events and traffic calming\complete streets.
 - Oak Bay Avenue Road Closures: It is acknowledged that closing streets for events is a Council policy decision more than an engineering matter.
 - Traffic calming: Traffic calming is the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users. The selection of streets that can benefit from such treatments involves careful consideration to ensure a successful outcome for all parties. All streets could physically be altered in both the vertical and horizontal planes with the introduction of devices such as speed-humps, chicanes, pedestrian islands and a range of other treatments. These devices can improve the aesthetics of a street as well as slow down traffic.

In the case of Granite Street, one can argue that the aesthetics could be improved by the implementation of these techniques. Additionally, reductions in speeds would also be realized in doing so, but there is currently not a speeding problem on this street as has been evidenced by the traffic count surveys.

Another consideration that factors into any changes that might be contemplated in the course the assessments of the Granite & area streets are the roles they play in accommodating traffic moving across the municipality.

The commuter map (see attachment # 2) shows the possible avenues that carry traffic across the Municipality. It is evident that the highlighted roads on this map provide the most logical crossing routes as many of the other roads are cul-de-sacs or do not provide efficient, 'logical' driver choices.

It would not be appropriate to undertake a 'complete streets' approach in a 'piece-meal' fashion. An assessment of all Oak Bay's streets should be undertaken to determine what roads would - a) NOT be appropriate for such a treatment and - b) which of the remaining roads could be considered and when.

To undertake such a comprehensive study it would be appropriate to engage the services of a traffic consultant. Policies would need to be developed to determine the criteria that would constitute the development of 'complete streets' on any given road. These policies would consider the appropriate traffic engineering factors as well as resident inputs.

OPTIONS:

1. That the following actions be implemented:
 - a) That the hedge at 1388 Victoria Avenue be trimmed.
 - b) That Engineering Staff be directed to bring forward a 'Traffic Control Order' to reflect an increase in both the length and time for the loading zone in front of Athlone Court.
 - c) That discussion between the BIA, the BIA Liaison and the building owners be initiated to see if there is better use of the underground parking at Athlone Court.
 - d) That the Engineering Department be directed to investigate details around engaging a consultant to assist in the aligning of appropriate speeds with the streets throughout Oak Bay to improve speed consistency and report back to Committee of the Whole.
 - e) That the Engineering Department be directed to investigate details around engaging a consultant to assist in the development of a process for assessing the application of Traffic Calming measures such as those identified in 'Discussion (7)' above, and report back to Committee of the Whole.
2. That any combination of actions under option #1 be implemented.
3. That this report be received for information.

FINANCIAL IMPACT:

Consulting costs associated with recommendation 1d) and c) should be considered in the 2015 budget, if Committee of the Whole wishes to pursue this option.

RECOMMENDATION(S):

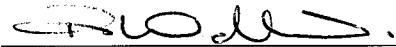
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 - d) That the Engineering Department be directed to investigate details around engaging a consultant to assist in the aligning of appropriate speeds with the streets throughout Oak Bay to improve speed consistency and report back to Committee of the Whole.
 - e) That the engineering department be directed to investigate details around engaging a consultant to assist in the development of a process for assessing the application of Traffic Calming measures such as those identified in 'Discussion (7)' above and report back to the Committee of the Whole.

Respectfully Submitted,



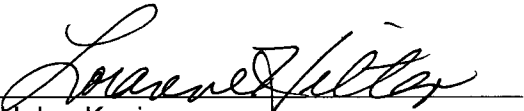
D. Marshall B.Sc., A.Sc.T.
Director of Engineering Services

Source of Funds/I concur with the recommendation of the Director of Engineering Services.



Patricia Walker
Municipal Treasurer

I concur with the recommendation of the Director of Engineering Services.

for: 

Helen Koning
Chief Administrative Officer

OAK BAY POLICE DEPARTMENT



Serving the Community since 1906

1703 Monterey Ave, Victoria, BC, V8R 5V6

Telephone: (250) 592-2424 Fax (250) 592-9988

Mr. Marshall,

April 14, 2014

With respect to our many recent conversations regarding the concerns voiced by the residents of the Granite St – Victoria St – Hampshire Rd area, and the adjoining streets, I offer to you some suggestions and observations from my perspective.

The primary concerns appear to be focused around traffic flow and speed, with the nature of traffic (heavy trucks, delivery trucks and diverted traffic due to special events) bringing up a close second in importance to the area residents.

In addition to the ongoing concerns and calls for action by the residents group we are currently dealing with, our department responded to a complaint from a Victoria Ave resident in December 2103 regarding speed and traffic volume and our members spent quite a few hours at various times monitoring the traffic and recording their findings.

After reviewing the findings of the 2012 monitoring-action report, and the results of similar studies last December, I am of the opinion that while the complaints are of speeds being too high for the road design or conditions, the concerns are perhaps more of a perception than a reality as dozens of hours of speed monitoring just did not sustain the high speeds complaint. A vehicle doing 50 kmh on a road such as Granite can easily give the perception of a much higher speed than the actual speed.

With that said, I can say that given the current concerns and appeals from the area residents, I would not have any issue with a proposal for a reduction in speed along the Granite St corridor, to 40 kmh like many other streets in Oak Bay, and in fact would endorse that. The reason being that I expect the traffic flow will likely increase over the next few years and to get the speed lowered now could be of benefit and possibly pre-empt future volume and speed concerns.

Another potential traffic calming device could be the implementation of a couple of low-rise speed humps to encourage traffic calming along Granite. *(A speed hump as defined by the Institute of Transportation Engineers (ITE) is a raised area in the roadway pavement surface extending transversely across the travel way. Speed humps are sometimes referred to as "pavement undulations" or "sleeping policemen". Most agencies implement speed humps with a height of 3 to 3.5 inches (76 to 90 mm) and a travel length of 12 to 14 feet (3.7 to 4.3 m). Speed humps are generally used on residential local streets).*

The next issue of note that was mentioned by _____ in a note to me on March 20, 2014, was one of parking issues at the west end of Granite, where it is believed many people park for extended periods due to no time restrictions or residential parking restrictions. _____ states the following;

"Parking has also become more of an issue as many people who work on the Avenue use this end of Granite Street and Mitchell Street for all day parking making it more difficult for visitors to the residences in this area to park their cars."

I agree with her assessment and in a very informal survey, I have watched many people park on the 2000 block of Granite only to walk across Foul Bay to the Victoria side and presumably to their place of employment, and they remain parked there all day and sometimes a few days at a time.

I believe a review and short-term study of this parking issue could prove valuable and perhaps lead to a parking restriction for non-residents, which in turn could be a revenue generator by enforcing traffic tickets issued to non-residents or drivers abusing the free parking that now exists.

The next issue that has arisen is the commercial truck traffic along Granite and the number of them which the residents claim has risen exponentially over the past few years. I don't know how this can be remedied as the retail merchants along the avenue require regular, daily deliveries of stock. The area residents say that the size of the trucks, the noise they make and the speed they travel at are all big concerns.

Many say that the trucks should be banned from using Granite St altogether and use only Oak Bay Avenue when coming and going to these retailers. This is likely not possible as well as impractical as it would only redirect the truck traffic to another residential street and thus creating a new problem. One idea for consideration to at least reduce some of the smaller delivery trucks to Athlone Court would be to extend the current commercial truck loading zone by one car/truck length and extend the restrictive hours to noon from 11 am.

Another street in the vicinity of the Granite – Hampshire – Victoria neighborhood coalition is Brighton St. These residents also have concerns that mirror some of the others, increased traffic flow, vehicles using Brighton as a shortcut, parking concerns etc.

One issue I did note on Brighton was the absence of two stop signs that I feel could present significant risk for a collision between vehicles. The west end of Brighton where it intersects with Hampshire has no stop sign and neither does the west end of Brighton at the intersection of Monterey. This seems odd seeing that there are stop signs facing the other direction for eastbound traffic where these streets intersect.

Visibility and sight-lines are an issue reported by many residents at the north end of Victoria Avenue where it intersects with Granite. I would agree with this and say that when coming to the stop line at Granite, it's very difficult to determine when it's safe enough to enter the intersection as the visibility westbound from that point is obscured by a large hedge and you need to creep very carefully into the Granite roadway in order to verify that it's safe to proceed.

The issues are many, and as varied as the opinions that go along with them. I feel that there may be some room for revisiting some of the concerns voiced by the residents, and perhaps also some room for applying simple and common sense improvements and changes after some study and consultation.

I am aware that many of the concerns and issues were studied and reported on in 2012, but since these complaints and concerns have been renewed, I am willing to assist in any way I can to contribute a police enforcement perspective.

Most, if not all of these issues are directly related to engineering and design, but I have attempted to bring a safety and enforcement analysis to the above points. Looking at these concerns through a different lens may be an asset, but I am entirely cognizant that they can be more complicated and multifaceted than a simple one-step solution.

I hope this is of some assistance to you,

Rick Anthony

Community Liaison Officer

Oak Bay Police Department

2014-132

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Engineering Services
DATE: April 16, 2014
RE: "Resident Parking Only" Requests at Various Locations

BACKGROUND:

Municipal staff received "resident parking only" requests at various locations. Staff visited all these sites, observed parking situations at different times and contacted involved stakeholders.

DISCUSSION:

The following information describes the requests:

1. 2519 and 2510 Cavendish Avenue -

The resident requested "resident parking only" in front of these two properties. The reasons for the request are members from the Oak Bay Tennis Club (OBTC) and the staff from Oak Bay Lodge park their cars on the west end of Cavendish Avenue.

Staff contacted OBTC and Oak Bay Lodge, talked with other residents on this street, and monitored parking on the street. It was found that the OBTC wasn't perceived as a problem by other residents and furthermore, when engineering staff visited the site on several occasions, it was observed that there were many empty parking spaces available.

Staff do not recommend "resident parking only" in front these two properties at this time.

2. 2056 Granite Street -

The resident requested "resident parking only" or "two hour only" parking on the west side of Mitchell Street from Oak Bay Avenue to Granite Street. The reasons for the request are increased traffic volume, parking by people working in the village and parking demand generated by Abstract Construction.

Staff seldom received parking complaints in this area before the Abstract project started. It is found that the number of parked vehicles in this area has increased significantly since the Abstract project started. It is anticipated that the parking situation will improve once the Abstract project is completed. (the project is on schedule and will be completed in fall 2014).

Staff do not recommend changing the parking regulations on this street at this time. Staff will revisit this issue if residents still perceive a problem after the Abstract project is completed.

3. 2041 Granite Street –

The resident requested "two hour" parking on the south side or both sides of Granite Street. The reasons for the request are UVic students, Oak Bay Bike Shop employees, visitors to the nearby apartment and the trades for the Abstract project use this section of street for parking, and it impacts on the residents' ability to find parking space on this street.

Municipal staff noticed that the number of parking vehicles in this area has increased significantly since the Abstract project started. Consideration of any changes should wait for this project to complete.

Staff do not recommend changing the parking regulations on this street for now. Staff will revisit this issue if it is still a problem after the Abstract project is completed.

4. 2197 Fair Street –

The resident requested "resident parking only" on the east end of Fair Street.

Staff visited the site at different times. It was found that there was no shortage of parking.

Staff do not recommend changing parking regulations on this street at this time.

5. Hibbens Close -

This street is at the border of Saanich and Oak Bay. There are total of 13 houses on the street of which 2 are within Oak Bay.

The "resident parking only" request was sent both to Saanich and Oak Bay. Saanich has declined the request.

Given the inter-municipal nature of this request, staff recommends maintaining consistency with Saanich in regards to parking regulations on this street and do not recommend changing parking regulations at this time.

OPTIONS:

1. That it be recommended to Council that the requested parking regulations be denied.
2. That it be recommended to Council that a Traffic Control Order (TCO) be brought forward for any or all of the five parking regulation requests.

RECOMMENDATION(S):


That it be recommended to Council that the requested parking regulations be denied.

Respectfully Submitted,



D. Marshall B.Sc., A.Sc.T.
Director of Engineering Services

I concur with the recommendation of the Director of Engineering Services.

for: 
Helen Koning
Chief Administrative Officer

2014-133

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Engineering Services
DATE: April 16, 2014
RE: Traffic Concerns at Foul Bay Road and Granite Street

BACKGROUND:

In October 2010, a resident at 1010 Foul Bay Road wrote a letter to Oak Bay Mayor and Council regarding traffic concerns at this intersection. Staff investigated and took the following action:

1. Added a new 30km/h sign in front of 1066 Foul Bay Road.
2. Extended the yellow curb in front of 1054 Foul Bay Road to provide better sight lines.
3. Added 8m of yellow curb on the south east side of this intersection to provide more room for turning vehicles.
4. Added 6m of yellow curb and painted "stop" at stop bar at the north east corner of this intersection.

Municipal staff also explored the installation of a "right turn only" sign for east bound traffic on Granite Street turning south onto Foul Bay Road but it was decided by some of the residents to hold off on this item at that time.

Additionally, Engineering Staff conducted a crosswalk warranty study and concluded that a crosswalk on Foul Bay Road in this area was not 'warranted' because of low pedestrian volume, and more importantly, lack of site line which results in reduced safety for pedestrians. In December 2010, staff contacted the resident, explained the warrant system process and why a crosswalk would not be appropriate at this location.

In December 2013, the same resident wrote a letter to Mayor and Council requesting reconsideration of staff's decision not to implement the requested crosswalk at Granite Street and Foul Bay Road.

DISCUSSION:

The Engineering Department uses the "pedestrian crossing control manual" from Transportation Association of Canada to conduct warrant studies to assess when a cross walk should be installed. Some of the factors that need to be considered in the study are:

Site conditions including sight distance, pedestrian volume, traffic volume, pedestrian age, and population in the area etc.

At this intersection, Foul Bay Road is on a curve which provides limited sight distance (approximate 35m). Given the running speed on Foul Bay Road this sight distance is not adequately safe for a pedestrian crossing.

To increase traffic safety, a "right turn only" sign should be re-considered for east bound traffic on Granite Street turning south onto Foul Bay Road.

OPTIONS:

1. That it be recommended to Council that the request for an east-west cross walk at the intersection of Granite and Foul Bay Road be denied.
2. That a Traffic Control Order (TCO) to install an east-west crosswalk at the intersection of Granite Street and Foul Bay Road be brought forward to council for formal consideration.
3. That it be recommended to Council that a "right turn only" sign be installed for east bound traffic on Granite Street turning south onto Foul Bay Road.
4. That it be recommended to Council the existing turning movements on Granite Street at the west side of Foul Bay Road be retained.

RECOMMENDATION(S):

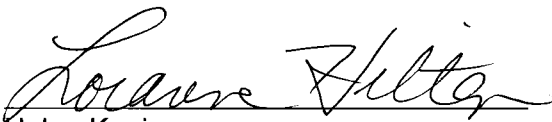
1. That it be recommended to Council that the request for an east-west cross walk at the intersection of Granite and Foul Bay Road be denied; and
3. That it be recommended to Council that a "right turn only" sign be installed for east bound traffic on Granite Street turning south onto Foul Bay Road be installed.

Respectfully Submitted,



D. Marshall B.Sc., A.Sc.T.
Director of Engineering Services

I concur with the recommendation of the Director of Engineering Services.

for: 
Helen Koning
Chief Administrative Officer