

2014-51

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

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: \$408,154 Budget: \$738,000 55.27%

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 January 31 the licenses and permits are as follows:

	Year to Date	Budget	% Collected
Dog licenses	\$46,359	\$60,000	77.3%
Business licenses	\$62,799	\$87,000	72.2%
Building permits	<u>\$296,403</u>	<u>\$565,000</u>	52.5%
	<u>\$405,561</u>	<u>\$712,000</u>	

(4) Fines YTD: \$3,970 Budget: \$24,000 16.54%

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

(5) Penalties and Interest on Taxes YTD: \$30 Budget: \$113,500 0.03%

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.

(6) 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.

(7) Miscellaneous Other Revenues YTD: \$937 Budget: \$513,000 0.18%

\$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.

(8) Conditional Transfers from Other Governments YTD: \$390 Budget: \$1,199,373

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

(9) Other General Government YTD: \$134,054 Budget: \$873,518 15.35%

During January the annual liability insurance premium and software maintenance fees were paid.

(10) Other Recreational & Cultural Services YTD: \$63,714 Budget: \$97,553 65.31%

The money that has been spent is 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.

(11) Debt Charges YTD: \$10,132 Budget: \$517,368 1.96%

The majority of the budget is made up of semi-annual payments to the Municipal Finance Authority (\$327,696), 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 January costs relate to the latter.

(12) Transfer to Library, Social Grants YTD:232,956 Budget: \$974,096 23.92%

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 January covers the rent to the end of March.

(13) 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.

WATER UTILITY FUND

(14) 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".

(15) Water Supply and Operation YTD: \$79,449 Budget: \$2,706,593 2.94%

\$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.

(16) Capital Expenditures YTD: \$17,956 Budget: \$730,500 2.46%

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.

SEWER UTILITY FUND

(17) 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.

(18) Sewer Supply and Operation YTD: \$40,322 Budget: \$3,330,868 1.21%

\$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 January 2014 financial report be received.



Patricia Walker
Municipal Treasurer

I concur with the recommendation of the Municipal Treasurer



Helen M. Koning
Chief Administrative Officer

STATEMENT OF REVENUES AND EXPENDITURES
 FOR THE PERIOD ENDING JANUARY 31, 2013 - 8.33%
 (numbers refer to explanations for variances shown in accompanying memorandum)

	YEAR TO DATE	PROVISIONAL BUDGET	VARIANCE	% TO DATE
Taxes		\$37,226,081	\$37,226,081 (1)	0.00%
Federal Government		\$4,500	\$4,500	0.00%
University of Victoria		\$55,000	\$55,000	0.00%
Prov Gov't Agcy Hydro		\$114,874	\$114,874	0.00%
Subtotal: Grants in Lieu of Taxes	\$0	\$174,374	\$174,374 (2)	0.00%
Services Provided to Other Gov'ts		\$13,000	\$13,000 (1)	0.00%
Solid Waste Disposal		\$1,464,182	\$1,464,182 (1)	0.00%
Licences & Permits	\$408,154	\$738,500	\$330,346 (3)	55.27%
Fines	\$3,970	\$24,000	\$20,030 (4)	16.54%
Rentals	\$16,130	\$297,000	\$280,870	5.43%
Returns on investments	\$11,240	\$161,500	\$150,260	6.96%
Penalties and interest on taxes	\$30	\$113,500	\$113,470 (5)	0.03%
Transfers from reserve funds		\$1,190,504	\$1,190,504 (6)	0.00%
Parks and Recreation revenues	\$812,790	\$6,989,210	\$6,176,420	11.63%
Miscellaneous other revenues	\$937	\$513,000	\$512,063 (7)	0.18%
Subtotal: other revenue from own sources	\$1,253,251	\$11,491,396	\$10,238,145	10.91%
Federal Government		\$740,500	\$740,500	0.00%
Prov Government		\$448,873	\$448,873	0.00%
Other Local Governments		\$10,000	\$9,610	3.90%
Subtotal: Conditional Transfers From Other Governments	\$390	\$1,199,373	\$1,198,983 (8)	0.03%
Total Revenue	\$1,253,641	\$50,104,224	\$48,850,583	2.50%

STATEMENT OF REVENUES AND EXPENDITURES
 FOR THE PERIOD ENDING JANUARY 31, 2013 - 8.33%
 (numbers refer to explanations for variances shown in accompanying memorandum)

	<u>YEAR TO DATE</u>	<u>PROVISIONAL BUDGET</u>	<u>VARIANCE</u>	<u>% TO DATE</u>
Executive and Legislation	\$8,175	\$97,782	\$89,607	8.36%
General Administration	\$96,190	\$1,396,023	\$1,299,833 (9)	6.89%
Other General Government	\$134,054	\$873,518	\$739,464	15.35%
Subtotal: General Government	\$238,419	\$2,367,323	\$2,128,904	10.07%
Police Protection	\$412,778	\$4,437,627	\$4,024,849	9.30%
Fire Protection	\$288,906	\$3,458,725	\$3,169,819	8.35%
Emergency Preparedness	\$7,581	\$107,293	\$99,712	7.07%
Building Dpt., bylaw enforcement, animals	\$32,665	\$567,974	\$535,309	5.75%
Subtotal: Protective Services	\$741,930	\$8,571,619	\$7,829,689	8.66%
Common Services (Engineering)	\$100,442	\$1,154,345	\$1,053,903	8.70%
Roads, Sidewalks, Transportation	\$76,578	\$1,653,871	\$1,577,293	4.63%
Subtotal: Transportation Services	\$177,020	\$2,808,216	\$2,631,196	6.30%
Garbage Collection & Disposal	\$56,297	\$1,245,495	\$1,189,198	4.52%
Parks & Recreation Facilities	\$1,009,589	\$10,670,291	\$9,660,702	9.46%
Other Recreation & Cultural Services	\$63,714	\$97,553	\$33,839 (10)	65.31%
Subtotal: Recreation & Cultural	\$1,073,303	\$10,767,844	\$9,694,541	9.97%
Debt Charges	\$10,132	\$517,368	\$507,236 (11)	1.96%
Transfer to Own Reserves & Utilities	\$102,558	\$3,163,881	\$3,061,323	3.24%
Transfer to Library, social grants	\$232,956	\$974,096	\$741,140 (12)	23.92%
Capital Expenditures	\$133,574	\$2,837,020	\$2,703,446	4.71%
Transmit Tax to Others	\$479,220	\$16,535,928	\$16,535,928 (13)	0.00%
Subtotal: Fiscal Services	\$479,220	\$24,028,293	\$23,549,073	1.99%
Misc. Other Services	\$19,933	\$315,434	\$295,501	6.32%
Total Expenditures	\$2,786,122	\$50,104,224	\$47,318,102	5.56%

STATEMENT OF REVENUES AND EXPENDITURES
 FOR THE PERIOD ENDING JANUARY 31, 2013 - 8.33%
 (numbers refer to explanations for variances shown in accompanying memorandum)

	<u>YEAR TO DATE</u>	<u>PROVISIONAL BUDGET</u>	<u>VARIANCE</u>	<u>% TO DATE</u>
WATER UTILITY FUND				
Water revenues	\$154,663	\$3,386,462	\$3,231,799	4.57%
Internal revenues		\$50,632	\$50,632 (14)	0.00%
Total Revenues	\$154,663	\$3,437,094	\$3,282,431	4.50%
Expenditures:				
Water supply & operation	\$79,449	\$2,706,593	\$2,627,144 (15)	2.94%
Capital expenditure	\$17,956	\$730,500	\$712,544 (16)	2.46%
Total Expenditures	\$97,405	\$3,437,093	\$3,339,688	2.83%
SEWER UTILITY FUND				
Sewer revenues	\$65,803	\$1,669,851	\$1,604,048	3.94%
Internal revenues	\$102,558	\$1,299,693	\$1,197,135	7.89%
Grants, outside contributions		\$531,324	\$531,324 (17)	0.00%
Total Revenues	\$168,361	\$3,500,868	3,332,507	4.81%
Expenditures:				
Sewer supply & operation	\$40,322	\$3,330,868	\$3,290,546 (18)	1.21%
Capital expenditure	\$7,019	\$170,000	\$162,981	4.13%
Total Expenditures	\$47,341	\$3,500,868	\$3,453,527	1.35%

THE CORPORATION OF THE DISTRICT OF OAK BAY
 CAPITAL PROJECTS FINANCIAL REPORT
 FOR THE PERIOD ENDING JANUARY 31, 2014 - 8.33%
 (Does not include expenditures for projects in progress from 2013)

	EXPENDITURE (INCLUDING ENCUMBRANCES)	EARLY APPROVAL BUDGET	VARIANCE	% SPENT
PLANT GENERAL		\$ 303,400	\$ 303,400	0.00%
SIDEWALK DROPS		\$ 5,000	\$ 5,000	0.00%
PAVEMENT MANAGEMENT PROGRAM		\$ 255,000	\$ 255,000	0.00%
SIDEWALK REPLACEMENT		\$ 20,000	\$ 20,000	0.00%
CATCHBASINS	\$ 7,341	\$ 10,000	\$ 2,659	73.41%
MANHOLES		\$ 17,500	\$ 17,500	0.00%
TOTAL GENERAL FUND	\$ 7,341	\$ 610,900	\$ 603,559	1.20%
SEWER FUND				
MANHOLES	\$ 7,019	\$ 17,500	\$ 10,481	40.11%
TOTAL SEWER CAPITAL	\$ 7,019	\$ 17,500	\$ 10,481	40.11%
WATER FUND				
WATER MAIN CLEANING & LINING	\$ 3,900	\$ 75,000	\$ 71,100	5.20%
WATER MAIN REPLACEMENTS	\$ 8,867	\$ 75,000	\$ 66,133	11.82%
FIRE HYDRANT REPLACEMENT		\$ 20,000	\$ 20,000	0.00%
TOTAL WATER CAPITAL	\$ 12,767	\$ 170,000	\$ 157,233	7.51%

TO: Committee of the Whole, Finance Section
 FROM: Municipal Treasurer
 RE: Property Taxes as at January 31, 2014

February 3, 2014

	<u>Prepayment</u>		<u>Arrears</u>		<u>Delinquent</u>	
	<u>#</u>	<u>Amount</u>	<u>#</u>	<u>Amount</u>	<u>#</u>	<u>Amount</u>
2014	873	\$ 2,194,777.89	217	\$ 363,895.89	29	\$ 117,581.19
2013	860	<u>\$ 2,129,545.45</u>	232	<u>\$ 318,061.19</u>	26	<u>\$ 87,805.49</u>
						<u>\$117,581.19</u>
2014 compared to 2013		<u>\$65,232.44</u>		<u>\$45,834.70</u>		<u>\$29,775.70</u>
		3.06%		14.41%		33.91%



Patricia A. Walker

INVESTMENTS
As at January 31, 2014

<i>Fund</i>	<i>Investments</i>	<i>Total</i>
General	MFA Fund	\$11,909,251
Land Sale	MFA Fund	\$1,773,505
Heritage	MFA Funds	\$1,826,024
Legacies	MFA Fund	\$374,368
Capital Works	MFA Funds	\$12,508,207
Park Acquisition	MFA Funds	\$262,234
Tod House	MFA Fund	\$234,384
Village Parking	MFA Fund	\$875,946
Machinery & Equipment	MFA Fund	\$1,553,247
Fire Equipment	MFA Fund	<u>\$548,731</u>
Total		<u><u>\$31,865,896</u></u>

2014-52

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: February 12, 2014
RE: Uplands Building Permit/Development Variance Application
2527 Nottingham Road
Lot 1, Block 43, Section 31, Victoria District, Plan 8777
RS-2, One Family Residential

BACKGROUND:

An Uplands building permit application has been made for a new single family residence with a detached two car garage. The design is for a single storey home with courtyard in the middle. The south side and west side along the lane will involve approximately 1.2 meter high retaining walls in order to fill the site so that it is level. Due to the placement of fill and the building design, the proposed garage would exceed the occupiable height and building height requirements; consequently variances to the Zoning Bylaw are required to accommodate the proposed garage.

The Engineering Department will require a fill permit be obtained as more than 40 cubic meters of fill are involved. The topography changes must be reviewed to ensure no negative affects to neighbours occur. To date the Engineering Department has not received an application to assess the affect of the topography changes. In addition the driveway access must be approved by the Engineering Department prior to issuance of a building permit.

Attached for your information are:

- a) The reports of the Advisory Design Panel meeting of February 4, 2014 and January 7, 2014 relating to the proposed new house and detached garage at 2527 Nottingham Road.
- b) Memo from Municipal Arborist regarding trees on the subject property.
- c) 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:

<u>Zoning Bylaw Section(s)</u>	<u>Required</u>	<u>Requested</u>	<u>Variance</u>
6.2.4.(3)(a) Maximum building height (Garage)	3.0 m (10 ft)	3.87 m (12.7 ft)	0.87 m (2.9 ft)
6.2.4.(3)(b) Maximum occupiable height (Garage)	0.25 m (10 in.)	0.96 m (3.15 ft)	0.71 m (2.33 ft)

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

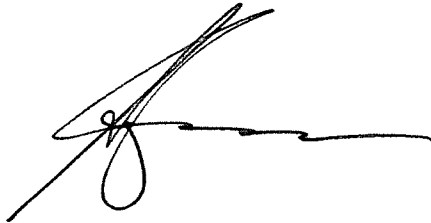
OPTIONS:

1. That it be recommended to Council that the plans to construct a new single family dwelling at 2527 Nottingham 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 February 12, 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. The proposal is a new detached garage; minor design modifications and a reduction of the amount of fill are available which could make the accessory building comply with the Zoning Bylaw for heights.

RECOMMENDATION(S):

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

Report of a meeting of the Oak Bay Advisory Design Panel held on Tuesday, February 4, 2014 commencing at 9:15 a.m. in the Council Chamber of the Oak Bay Municipal Hall.

PRESENT: James Aalders, Chair
David Wilkinson
Patricia Wilson

ALSO PRESENT: Rene Buser, Building Inspector
Christine Currie, Recording Secretary

2527 Nottingham Road Rus Collins, Zebra Design and Interiors, Inc
Duane Ensign, Duane Ensign Landscape Solutions.

The proposal is for construction of a residential dwelling at 2527 Nottingham Road. The existing house will be removed from the site. Variances are required.

The proposal was informally discussed at a previous meeting. After considering the panels' preliminary comments, noted the applicant, he has returned with the final application.

Rus Collins, the applicant, presented the proposal. The house, he explained is a one level, contemporary styled house with a center courtyard. The house has been designed with very specific requirements in mind to accommodate the owners' wishes.

Materials and colours include:

- Clear anodized aluminum windows in Silver
- Clear anodized and clear glass exterior and garage doors in Silver
- No trim on windows or doors
- S.B.S. membrane roofing in Black
- Stucco siding in Linen White and Feather Gray
- Stone veneer in Echo Valley
- Concrete hard surfaces in natural/charcoal
- Concrete blocks/stucco parging and metal horizontal slats for fencing

Mr. Collins stated that the proposed garage will require two height variances. The variances are requested for two reasons. First, as the applicant explained, they would like to level out the lot to make it wheelchair accessible; and second, to retain the shape of the roof that matches the house. The panel stated that the variance on the height of the garage was supportable.

When asked how much light the proposed house will get, the applicant responded that the windows will allow ample indirect light into the interior of the house. Further, he noted, the owners are not keen on adding skylights.

The discussion then turned to the proposed landscape plan. Planting and landscape wise, the applicant stated, there will be lawn and hedge along the south property line and side yard making this side of the home accessible for walking and maintenance. Landscape planting will be a contemporary approach and will include low boxwood hedging around the gardens and a mixture of low ground cover planting and higher evergreen shrubs closer to the building to provide a transition from lawn to dwelling. Also some strategically located trees are proposed. The plant list includes some native plantings but most plantings will be ornamental.

The panel complimented the applicant on the landscape design noting it is complementary to the proposed style.

The panel expressed concern over the number of proposed clerestoried windows on the front and side elevations.

A brief discussion ensued about the half window proposed on the rear elevation. The panel suggested that the kitchen window be reconsidered.

The panel commented on the great progress on the overall site integration treatment.

Discussion ensued about the applicants' request to raise the level of the site. The panel commented that the proposed house could be lowered down on grade. The applicant responded that for the clients leveling of the grade is about ease of function. The panel stated that the house design is such that the datum floor level could be lowered without compromising the design. The panel recommended that a lower datum be chosen.

The panel suggested extensive softening be implemented to make the building appear less "fortress-like." It noted that the landscaping will be the element to pull the project together.

The panel stated that retaining a high, flat piece of artificial grade on the side yard, as proposed, is unnecessary and recommended that the height on the side yard be reduced.

The Chair then reviewed the Panel's Assessment Checklist in connection with the proposed work:

(a) Siting of Buildings

1. Maintenance of the residential park setting –ok
2. Setbacks- ok
3. Relationship in character and massing to the image of the area- ok
4. Impact on scale and rhythm of development – ok
5. Relationship to adjacent buildings - ok
6. Effect of shadows on neighbouring properties – ok
7. Overlook and privacy issues – ok
8. Transition between private and public space – ok
9. Accessory buildings- ok – variance supported

(b) Design of Buildings

1. General massing, proportion and overall articulation of building in relation to established housing- ok
2. Roofscape –ok
3. Garages and outbuildings –ok

(c) Landscaping –

1. Fencing and screening- ok
2. Native plants and vegetation - ok
3. Preservation of significant healthy trees and plant material –ok
4. Play and recreation areas –ok
5. Hard landscaping - ok
6. Parking and driveways - ok

MOVED BY: Pat Wilson
SECONDED: David Wilkinson

THAT the proposed plans for the construction of a new residential dwelling at 2527 Nottingham Road be approved as to siting and architectural design subject to the issuance of a development variance permit.

CARRIED

PRELIMINARY NOTES

Oak Bay Advisory Design Panel
Tuesday, January 7, 2014 commencing at 9:00 a.m.

PRESENT: Jim Aalders, Chair
Nigel Banks
Duane Ensign
David Wilkinson

ALSO PRESENT: Roy Thomassen, Director of Building & Planning
Christine Currie, Recording Secretary

2527 Nottingham Rd Rus Collins, Zebra Design and Interiors Inc.

The proposal is for the construction of a residential dwelling at 2527 Nottingham Road. The application is for preliminary discussions only.

The owner, stated the designer, chose the lot as it will accommodate their specific design needs.

As part of this specific design, the owners also want two driveways. This is permitted; however, the second driveway access is not in the location that the owners would like. The final decision is with the Engineering Department.

The panel's comments/suggestions included:

- Reevaluate the exterior elevations that present to the neighbouring properties
- Reconsider the lack of horizontal view outwards; add more light
- Modify house to look less like a bunker to the street (a face without eyes)
- Create a more welcoming exterior for the neighbourhood
- Low, single story house works well to avoid a bulky appearance
- A sun path study would be beneficial
- Definition of internal space is good

The landscape architect presented the landscape plan. He explained that taller, narrower trees will be added within the interior courtyard. There is no plan to add anything that will create shade on the interior but punctuations will be added that can be seen from the street that will indicate there is a courtyard in the space. The interior space is still preliminary and will be further developed.

The panel asked how playing with the volumes on the building will interplay with the landscaping. The landscape architect explained that most of the boulevard will be grass; the addition of perennials to the front yard; and heavy use of evergreen plantings and fewer deciduous which will provide more transition in the space. The key element will be how the driveway works.

A brief discussion occurred about lane access and whether the city would accommodate access to the lane for the proposal. The Director of Building and Planning noted that the municipality is not obligated to develop the lane. One member described his experience of lane access in the Uplands. In his case, the municipality rejected his request.

The designer stated that the design of the house is not affected by the driveway. The panel noted that typically in a suburban setting a relationship exists between the driveway and the front door.

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Memo

To: Roy Thomassen, Director of Building and Planning
From: Chris Paul, Municipal Arborist
Date: December 18, 2013
Subject: 2527 Nottingham Road

These are preliminary drawings so they are a bit short on details. There are three very mature Garry oaks on the boulevard around this house, two on the Nottingham side and one on the Dorsett side. They are ~~not~~ shown on the plan. The house looks to be on a similar foot print to the existing house. This would reduce impact on the trees as there would be very little newly excavated area. There currently is a driveway that enters the property next to the lane and then sweeps across in front of the house and exits on to Dorsett. It appears that this driveway surface is to be removed. If done carefully this will be a benefit to the trees as it will reduce covered root zone although the surface is a good distance from the trees. There is a foot path shown leading up to the house from the Dorsett side of the house. Without the trees marked on the plan it is hard to tell their exact locations but this path will be very close to the oak tree on that boulevard. This path could be built to avoid the tree and still make an attractive entrance to the house.

These three boulevard trees will need protection over their root zones before demolition begins. Fencing must meet the specifications in the tree protection brochure that will accompany the demo permit. Please call the Parks Department at 250-592-7275 for tree protection inspection prior to the start of the project.

**DISTRICT OF OAK BAY
ADVISORY DESIGN PANEL**

MATERIALS AND COLOURS CHECKLIST

Form to be completed and submitted as part of Advisory Design Panel application

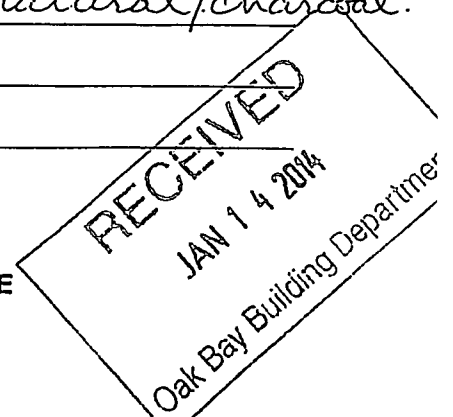
ADDRESS: 2527 Nottingham Rd.

DATE: Jan. 15, 2014.

Materials & Colours

Windows	Materials	Colours
Windows	clear anodized aluminum (C.A.D.)	silver
Doors		
Exterior Doors	C.A.D + clear glass.	silver
Garage Doors	C.A.D + clear glass.	silver
Trim		
Doors	N/A	
Windows	N/A	
Roof		
Roofing	S.B.S. membrane roofing	black.
Siding		
Exterior Cladding	stucco	linen white + Feather Gray.
Stone/Rock Cladding	stone veneer (ledgestone)	Echo Valley
Hard Surfaces		
Driveway	concrete.	natural/charcoal
Walkway	concrete.	natural/charcoal
Patio	concrete	natural/charcoal.
Fence		
Fencing	concrete block/stucco parging + metal horizontal slats.	

PLEASE ATTACH COLOUR SAMPLES TO REVERSE SIDE



ATTACHED SAMPLES (COLOUR/MATERIALS)

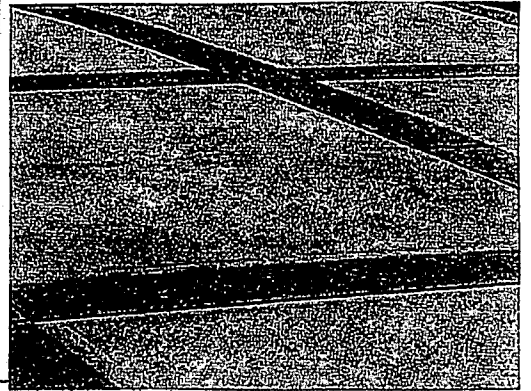
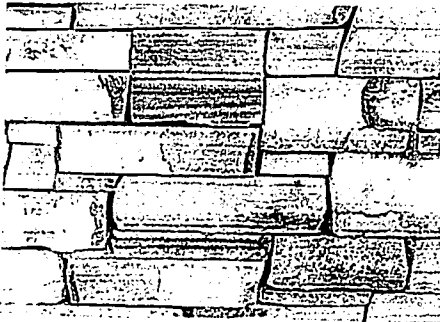
Linen White
Colour Name

Feather Gray

Echo Valley
Colour Name

* concrete will
be brushed or
plain, not
stamped.

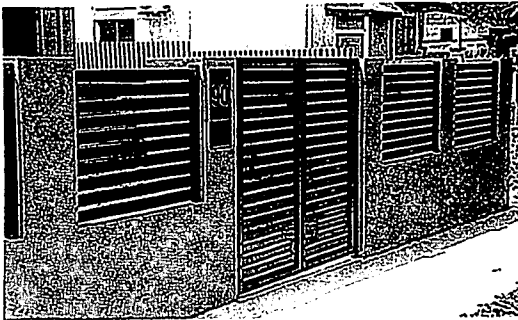
Charcoal + Natural
Concrete



Fence Detail
Colour Name

* fence detail is
to show design
concept, not
colours.

ATTACH CHIP
SAMPLE
HERE



MEMORANDUM

TO: Committee of the Whole
FROM: Director of Engineering Services
DATE: January 28, 2014
RE: Longboarding - Barkley Terrace

BACKGROUND:

A delegation of residents came to Committee of the Whole on January 20, 2014 expressing concern over the longboarding activity on Barkley Terrace. Staff was directed to gather information from other communities and to make contact with the affected youth who longboard on Barkley Terrace. Additionally, it was suggested that Mayor Jensen be involved in any early discussions with the longboarders, and that they ultimately be invited to the February Committee of the Whole meeting to participate in the discussion.

DISCUSSION:

There is potential for personal injury as well as property damage in pursuit of this activity. As per Committee's direction, Oak Bay Police have located individuals who participate in longboarding and included them in a meeting with the Mayor and Engineering Department staff. Engineering Department staff have contacted other jurisdictions in regards to how they manage this activity. Additionally, Engineering Department staff have discussed various issues with a resident from the area.

1. Oak Bay Police:

Meeting with Longboarders: The police located various parties involved with this activity throughout the region and coordinated a meeting with their representatives, the Mayor and Engineering Department staff. The outcome of the meeting is summarized in a police report. (Attachment 'A')

2. Engineering:

Bylaws Research: Engineering staff have compiled the following information gathered from several local and lower mainland jurisdictions.

District of North Vancouver

- their Bylaw # 617 regulates Roller Skating and Skateboarding and states that " no person shall propel, coast, ride or in any other way use Roller Skates or Skateboards"
- The Municipal Engineer is authorized to order the placing of Traffic control devices as he/she deems appropriate for the regulation of following traffic matters. This

includes the regulation, control or prohibition of persons using roller skates or other similar means of conveyance on a highway.

- In 2012, skateboarders were flocking to a specific street that was part of a bus route. Boarders would repeatedly take the bus up the hill, get off and make their way down on their long boards. Residents complained and felt their safety backing out of their driveways was compromised. The District tried to regulate boarding but this proved difficult.
- Council then banned a section of the street and posted signs to deter longboarders however they did not amend the bylaw which would permit tickets being issued.
- At an intersection at the bottom of the run, those that ignored the warnings were stopped by RCMP officers. This proved to be effective as longboarders dispersed and complaints in the area dropped.
- Other areas of North Vancouver are now requesting similar designations on their local streets but council is taking “a wait and see” approach and are asking citizens to bear with them as they try to work with everyone.
- Council is liaising with the skate/longboarding community, the RCMP and local residents.
- Instead of enforcement, the District's preference is to engage with the longboarding community by distributing informative pamphlets and providing positive comments (e.g. “ By adhering to regulations this prevents the alternative of an outright ban on long boarding so thank you for boarding within the bylaws.”)

City of Victoria

- City bylaws define which areas in down town Victoria a person must not ride a human powered device on a street or path in a public space.
- Bylaws can be applied to the removal, detention and impoundment of a human powered device.
- Bylaw officers/police officers actively patrol downtown and will issue tickets to those boarding in the area.
- They seldomly impound equipment but there is regulation for a holding fee/day.
- Recently, Council has asked the engineering department to review the possibility of allowing skate/longboarding on the streets (not sidewalks) in the downtown district.
- The City is evaluating the pros and cons of longboarders and cyclists sharing bike lanes.
- Presently, the Motor Vehicle Act does not regulate the use of longboards so issues of safety regarding helmet use, visible clothing etc. cannot be enforced.
- City Bylaw enforcement claims that longboarding regulation compliance is low.

- Even with enforcement, as many as 300 violations/year, officers have resorted to warnings instead of issuing tickets.

City of Nanaimo

- Bylaw #5000 states that ". . . no person shall use roller skates, skate boards, sleighs, skates, skis or other similar means of conveyance on any highway or sidewalk. . . "
- The Director is authorized to order the placing or erection of any applicable traffic control devices to regulate, control or prohibit persons using roller skates, skateboards, sleighs, skates, skis or other similar means of conveyance on a highway.
- Nanaimo indicated that they have had minimal to no complaints with regard to longboarding/skate boarding.
- Their bylaws restrict skate/longboarding on any highway or sidewalk.
- While Nanaimo prohibits skateboarding anywhere on public property there are no signs indicating this.
- Even with these absolute restrictions and lack of signage the bylaw officer cannot recall any complaints on longboarding.

City of West Vancouver

- The terrain is similar to that of North Vancouver where homes are built on steep slopes with winding roads.
- Bylaws presently prohibit all skate/longboarding activities on highways and sidewalks, however, two recent injury related incidences started a public consultation at a local school.
- Increased enforcement, better enforcement options, and more planned events that showcase the longboarding community are being considered by West Vancouver.
- The bylaw officer stated that even though skate/longboarding restrictions are common knowledge, many boarders still congregate to the hills.
- Enforcement is extensive and is usually left to the police to administer as bylaw staff do not have the vehicles/sirens/lights that assist in controlling infractions.
- While the District feels enforcing the bylaw is necessary, police officers do not want boarders riding recklessly to avoid being ticketed. To accommodate this, police will set up check up points in various areas with their vehicles' lights flashing.
- Police log all the information and so far, in 2014, sixty tickets have been issued (\$45 fine). While there are still complaints from residents, police actively patrol the region and their presence on the roads help to deter boarders.
- The City is considering amending the bylaws i.e. seize boards, implement holding fines, etc.

Town of Esquimalt

- Esquimalt bylaws state that
 - “no person shall propel, drive, ride or run any roller skate, or other coasting device or thing of similar nature upon any portions of the streets of the Township which lie between the curbs or sidewalks, or which is commonly used for vehicular traffic”
 - “. . . A person must not ride a skateboard or other human powered device on a sidewalk or where in a public place where signs are displayed indicating that such activities are prohibited”
 - “. . . skateboards or other human powered devices can be impounded and offenders can be detained.”
- Esquimalt’s bylaws presently prohibit skate/longboarding on any portions of streets which lie between the curbs or sidewalks, or which are commonly used for vehicular traffic.
- Esquimalt claims that there have been no significant problems with longboarders.
- Tickets are written to the parents or guardians of a youth in violation of the bylaw.

District of Oak Bay

- Oak Bay’s Bylaw 4100, Conduct on Streets (37) 5, states that “. . . no person shall ride any roller skates, skateboard or similar apparatus . . .” on specific streets within Oak Bay. Where any person rides roller skates etc in the areas described the apparatus can be impounded or removed. Fine is \$25
- Otherwise, boarding is not prohibited in Oak Bay. The municipal bylaw officer, police and commissionaires can enforce bylaws in the specific areas via skate/longboard impoundment fees and holding fees per day.
- Oak Bay’s Bylaw officer, who has been with the District for nine years, has never impounded a skate/longboard or received any complaint regarding boarding.
- In 2013, there was one inquiry about boarding on a specific street; the officer confirmed that boarding was permitted on this street since it was not denoted or indicated in a bylaw. Oak Bay Police have had no issues or complaints with skate/longboarding in the District.

Site Visits with Resident: Staff met with Mr. Bennet on site on January 30, 2014. Mr. Bennet discussed his, and other neighbour's concerns. (detailed below)]

a) Safety Concerns:

* there is a concern that longboarders may be hit at the intersection of Barkley Terrace and King George Terrace due to visibility issues as vehicles turn from King George Terrace onto Barkley Terrace.

* there is also a concern that, as residents exit their driveways or garages, they may not see the longboarders due to the narrow road, rock bluffs and shrubbery at/or overhanging the pavement edge.

b) Drainage Concerns: – Mr. Bennet claims that water 'sheets' on the road surface, especially at the corner of Barkley Terrace and King George Terrace. There is concern this could result in a safety issue during sub-zero temperatures when the water freezes. Mr. Bennet suggested that transverse water controls, similar to the ones by 137 Barkley Terrace (see picture 1), could be added to the road from approximately 158 Barkley Terrace south to King George Terrace. He feels that these water controls would move the water to the edge of road and prevent large areas of water sheeting on the road with the added benefit of deterring longboard activity. Staff will monitor this during heavy rainfall events to assess the merit of this suggestion.

Staff have made some observations and recommendations while visiting the site that, if implemented, would be an overall improvement to safety. They are as follows:

a) Improve sightlines for safety

Trim back and lower plants at the intersection of Barkley and King George Terraces. Vehicles, especially those, turning left onto Barkley Terrace from King George Terrace are restricted from seeing cars, bikes, boarders, and pedestrian exiting Barkley Terrace (see picture 6).

of Have boulevard plantings removed back by at least 2 metres where possible from edge pavement (see pictures 3,4,5).

b) Water sheeting and icing

Monitor the intersection during heavy rainfall and freezing temperatures to determine a method of water control if required.

OPTIONS:

1. That it be recommended to Council that the status quo be maintained.
2. That it be recommended to Council to consider changes to the Streets and Traffic Bylaw to include additional skate/longboarding prohibitions and direct staff to research options for fining via ticket.
3. That it be recommended to Council that staff be directed to work with residents to address safety measures related to line-of-sight improvements and water sheeting issues.

4. That it be recommended to Council that staff be directed to follow some other course of action identified by Council.

FINANCIAL IMPACT:

not known.

RECOMMENDATION:

That Committee of the Whole receive this report and provide direction to staff on how it wishes to proceed.

Respectfully Submitted,



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

Municipal Treasurer

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



Helen Koning
Chief Administrative Officer

ATTACHMENT 'A'



Oak Bay Police Department

1703 Monterey Ave, Victoria, B.C. V8R 5V6

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

Memorandum

February 11, 2014

Dear Sir,

With regard to the meeting held on Sunday, February 2nd at Oak Bay Council Chambers with representatives of the local Longboarding community and His Worship, Mayor Nils Jensen, I offer the following synopsis of the discussion.

The Mayor and I met with Kurt Gallant, a pro longboarder from the One Six Board Shop Team, and Nick Mickelberry and Zen May, both local resident longboarders and Oak Bay High students to discuss their sport and the safety aspects and concerns for road safety. The discussion focused mainly on the longboarding activity in Oak Bay and how they as a group manage their welfare and protection against the inherent dangers of longboarding on well used and traveled roadways.

It was learned that the local longboarding that takes place is primarily out of convenience and fun, and Oak Bay is not considered to be a destination point for regional boarders. As one of the boys stated, and I am paraphrasing it, "it's convenient to hang for a couple of hours and hone our skills after school without traveling very far".

The majority of active and competitive longboarding takes place in other neighboring municipalities where there are more challenging runs with more inclines, grades and curves.

The boys at the meeting were very articulate and very passionate about their sport and the reputation around it. They are all strong advocates for safety and promote the use of helmets and knee and elbow pads. They also are very cognizant of the dangers of longboarding on the roadways and spoke to how they utilize "spotters" and hand signals for alerting other boarders of dangers on the road and approaching vehicles.

The discussion came around to the idea of a "ban" or bylaws restricting the longboarding to certain areas, as well as a possible bylaw requiring proper safety equipment be used. All were in agreement that a ban would not likely stop the activity from happening and then there would be the issue of implementing new bylaws and enforcing them.

Also discussed was the issue that the majority of kids, in the opinion of the delegates, who do not follow safety guidelines are the ones who are new to the sport and aren't well versed in the "code of conduct", albeit an informal one, that is followed by established long boarders. This prompted the idea of a one hour seminar or forum at Oak Bay High to discuss and teach safe boarding protocols to up and coming boarders.

I was very impressed with the delegates, their forthrightness and openness to discuss the issues with municipal authorities and their passion for making longboarding an acceptable sport. Their commitment to contribute to educating new boarders and endorsing safety measures for participants was also very impressive.

Overall, it was a very informative discussion and all parties agreed that more education, awareness and open dialogue will help promote a better understanding of this sport and the young people who are active in it.

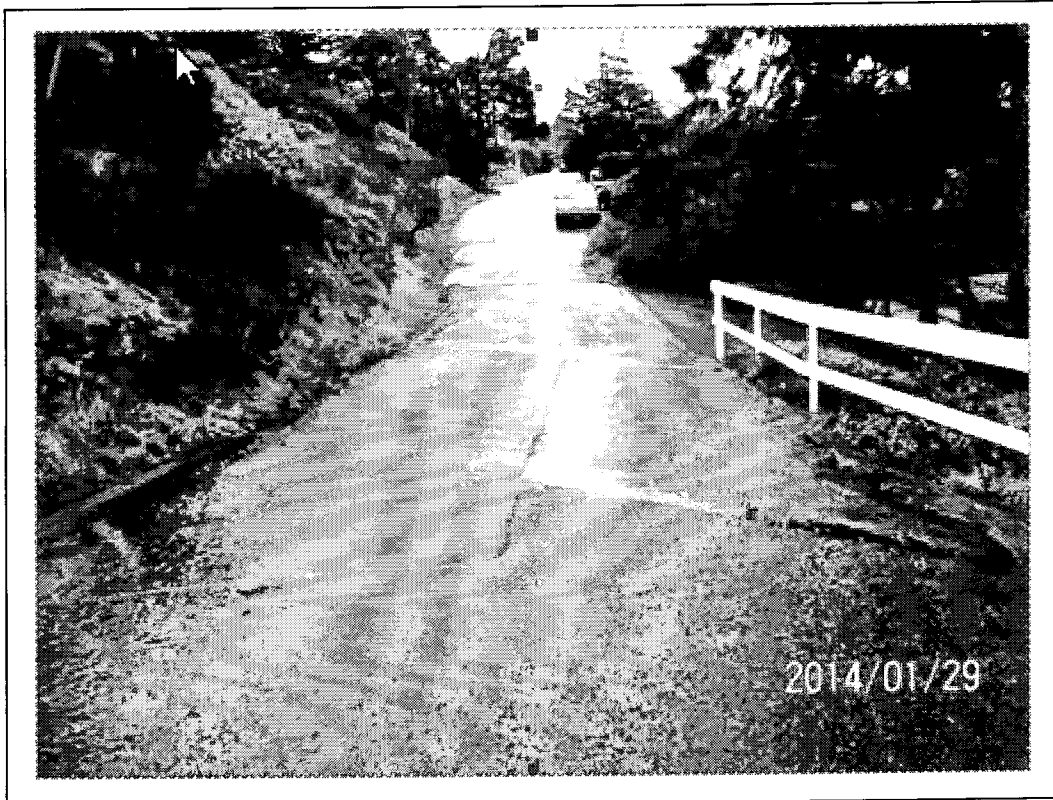
Respectfully submitted,

Rick Anthony

Community Liaison Officer

Oak Bay Police

PHOTOGRAPHS
Attachment 'B'



1). Existing traverse water control at #137 Barkley Terrace.



2). Existing road surface at #157 - #175, #158 - #176 Barkley Terrace



3). Existing shrubs, rocks, & trees at # 182 – # 185 Barkley Terrace



4). Existing plantings and road surface at #182 Barkley Terrace and # 30 King George Terrace.

2014-54

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Engineering Services
DATE: January 15, 2014
RE: Request to Revise Parking Restrictions - St. Patrick Church

BACKGROUND:

There are 5 angle parking spaces immediately in front of the church without parking restriction. The church has requested that the parking in that area be changed to "2 hour, 8:00am -5:00pm, Monday – Friday".

The reason for the request is to increase parking availability for church users.

DISCUSSION:

Staff reviewed the historical files and old Traffic Control Orders for parking regulations in this area. These 5 parking spaces are not regulated, and are now used mostly by employees from businesses nearby.

Changing to "2 hour, 8:00am -5:00pm, Monday – Friday" will not negatively impact residents in this area. It will be more convenient for church users, and conversely less convenient for users from further afield.

Currently there are a total of 75 parking stalls inside the church property - 60 for church users and 15 for St. Clare Housing (the resident building on the property).

OPTIONS:

1. That it be recommended to Council that the current unrestricted parking regulations for the 5 spaces adjacent to the St. Patrick's Church Property not be changed.
2. That a Traffic Control Order to limit the unrestricted parking spaces adjacent to St. Patrick's Church to "2 hours, 8:00am -5:00pm, Monday – Friday" be brought forward to Council for formal consideration.

RECOMMENDATION:

1. That a Traffic Control Order to limit the unrestricted parking spaces adjacent to St. Patrick's Church to "2 hours, 8:00am -5:00pm, Monday – Friday" be brought forward to Council for formal consideration.

2014-55

TO: Committee of the Whole
FROM: Municipal Clerk
DATE: February 14, 2014
SUBJECT: **Proposed Bylaw Amendments - Fine Increase for Feeding Deer**

BACKGROUND:

The District of Oak Bay is currently working on a deer management strategy with the Capital Regional District, as endorsed by Council in November of 2013. Part of the program includes public education and refinement/enforcement of bylaws in respect to feeding deer.

Currently, the Animal Control Bylaw contains a prohibition on feeding deer, raccoons, and domestic rabbits with a corresponding fine in the Ticket Information Utilization Bylaw of \$100.00.

Given Council's commitment to the deer management strategy objectives of bylaw refinement/enforcement and public education, and in light of the costs to the Municipality in dealing with dead and injured deer as a result of what appears to be an increased deer population, consideration could be given to higher fines for feeding deer.

DISCUSSION:

As noted above, the Ticket Information Utilization Bylaw establishes ticket fines for various offences, including contravention of the prohibition on feeding deer. The Community Charter permits a maximum fine of \$1,000.00 for an offence contained in the ticketing bylaw.

Originally, when the Animal Control Bylaw was amended in 2010 to prohibit the feeding of deer, raccoons and domestic rabbits, the fine for all three offences was set at \$100.00. Since that time, the costs attributable to deer removal and disposal has been assessed. Therefore, it would be supportable to increase the fine for feeding deer to an amount higher than that for feeding rabbits and raccoons as a disincentive to those who intentionally feed them, which leads to increased costs to the Municipality as the deer population increases.

To provide some context, costs for the removal and disposal of deer by the Municipality have been estimated at \$130.00 per deer. With approximately 40 deer being disposed of in 2013, this amounted to over \$5,000.00.

The following table, while not exhaustive, illustrates the fines set for feeding deer in some other jurisdictions in the Province:

Local Government	Fine for Feeding Deer
Central Saanich	\$250.00
Esquimalt	\$100.00
Saanich	\$100.00
Victoria	\$300.00
Kimberley	\$500.00
Invermere	\$100.00 First Offence; \$250.00 Subsequent Offence
Cranbrook	Not a ticketable Offence; Up to \$10,000 through prosecution.

In an effort to keep the fines somewhat similar between the various communities and comparable to other fines in Oak Bay's Ticket Information Utilization Bylaw, while still recognizing the increased costs to the Municipality in dealing with an increasing number of deer, a fine amount of \$300.00 would seem reasonable.

It would be staff's intention to work with our animal control contractor, Victoria Animal Control Services Ltd. (VACS) to deliver appropriate educational information on the issues associated with feeding deer as part of our enforcement protocol.

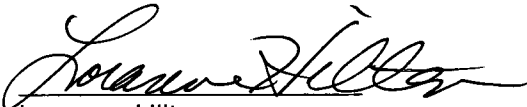
OPTIONS:

1. That staff be directed to bring forward Animal Control Bylaw and Ticket Information Utilization Bylaw amendments to increase the fine for feeding deer to \$300.00, or another fine amount determined by Council.
2. That this report be received for information.

RECOMMENDATION:

That staff be directed to bring forward Animal Control Bylaw and Ticket Information Utilization Bylaw amendments to increase the fine for feeding deer to \$300.00, or another fine amount determined by Council.

Respectfully submitted,


 Lorraine Hilton
 Municipal Clerk

I concur with the recommendation of the Municipal Clerk.


 Helen Koring
 Chief Administrative Officer

2014-56

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Engineering Services
DATE: January 29, 2014
RE: Electrical Vehicle (EV) charging stations at Municipal Hall

BACKGROUND:

Oak Bay is one of the first organizations approved to receive a grant from the Province of BC to install Electrical Vehicle (EV) charging stations. After the provincial approval, staff worked together with other municipalities in the region and selected the charging station equipment supplier - AddÉnergie Technologies Inc (the company) from Quebec. The dual charging station was installed in March 2013 on the municipal hall parking lot with a charging time limit of 30 minutes. The province contributed 75%, \$7,954 of the total cost of \$10,605.

DISCUSSION:

Based on discussions with neighbouring municipalities in the region in early 2013, it was suggested charging could be free initially and is currently still free to use. The public can obtain a card from AddÉnergie Technologies Inc (\$10 fee) or use a credit card to unlock the station and access the hydro to charge their vehicles.

Based on the group agreement with AddÉnergie Technologies Inc, the charging station is remotely real time monitored by the company. Oak Bay can access the web portal to get usage and other data for the station. This service is free for Oak Bay for 5 years, until March 31, 2018. After this date the service fee will be approx \$540 per year. Once Oak Bay decides to charge users, the company will collect the funds from users and split 50%- 50% between the company and Oak Bay.

The decision for Oak Bay to make is whether or not to initiate a charge in the future. This should probably be done in concert with neighbouring municipalities. Staff have contacted the Province and learned that currently the "vast majority" of the EV charging stations in the Province are free to use. Some organizations are planning to introduce fees. But under the *Utilities Commission Act*, municipalities or other organizations are not allowed to resell electricity, so the charging station user fee would need to be considered as a "parking" fee, or fees to recover the installation, maintenance and operational cost.

Since the station was installed, staff have received complaints that the 30 minute charging time is too short; and other people have complained that the station should not be free to use. The reason for the 30 minute time limit was that this station should not be used as primary charging point. Its intention is to have a "top-up" point when the public is doing business at the municipal hall or in the village area. It has been stated by the Province that the free to use model encourages people to go "green". More EVs will reduce green house gas emissions and will

2014-57

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Engineering Services
DATE: February 6, 2014
RE: Stamped Asphalt Pedestrian Traffic Calming Installation
(Tod Road and Musgrave Street)

BACKGROUND:

The above intersection is a stop sign controlled intersection on Tod Road at the juncture with Musgrave Street. The sidewalk is discontinuous at this juncture and the proposed installation will emphasize pedestrian priority and improve safety. It is close to Willows School and is a busy walking route for students. There have been requests over the years by residents and Council members to improve this crossing.

DISCUSSION:

Staff has investigated the "Streetscape Stamped Asphalt Surfacing System". It has been used in BC and around the CRD region. It has the following advantages:

- Highly skid/slip resistant for safety – the anti-skid elements are embedded while the material is hot.
- Enhanced durability – designed for extreme use and wear.
- Accessibility and maintenance – user friendly surface, easy to repair.
- Enhanced visibility – bright color and various patterns are available.

More details are provided on the attached drawing (attachment #1). The Engineering Department proposes that pattern option "A" be implemented at this location (see attachment #2).

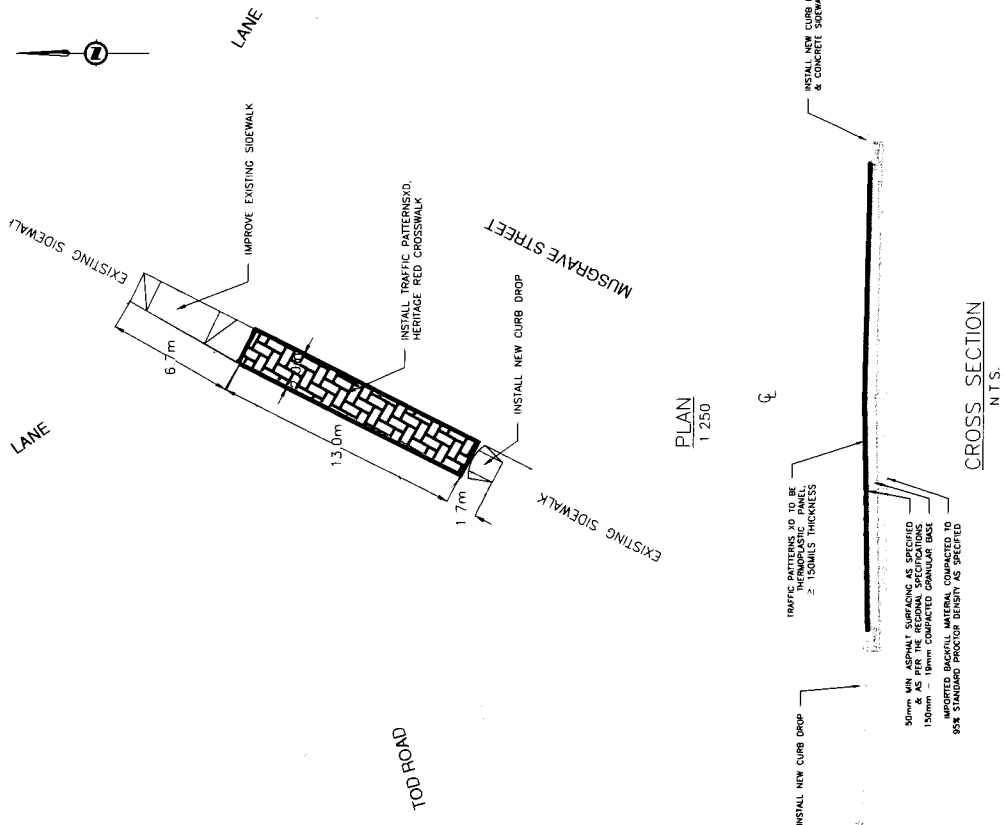
This treatment has received a favorable review and endorsement from the Active Transportation Advisory Committee.

FINANCIAL IMPACT:

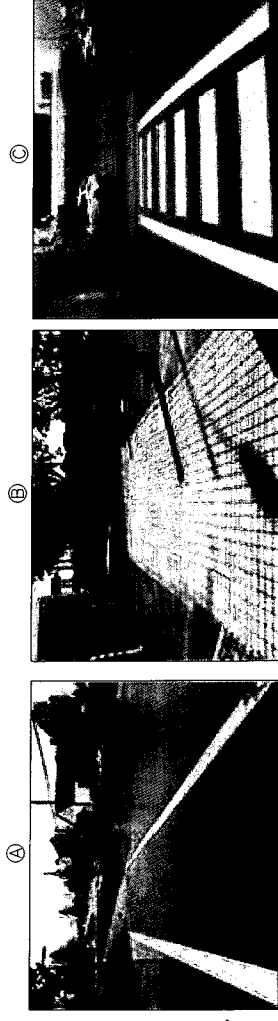
Total estimated cost of the project is \$7,245.25 plus tax. This includes a 50% discount from the contractor and funding for this work is available through the traffic calming account.

ATTACHMENT #1

INTERSECTION CURRENT CONDITION



SAMPLES OF TRAFFIC PATTERNSXD



COST:
 * **CONTRACTOR COST** (AT 50% OFF REGULAR)
 TRAFFIC PATTERNS XD CROSSWALK INSTALLATION 357H² (33.2m²) \$ 2,945.25
 (Does not included new asphalt)
 * **PUBLIC WORK COST**
 MILL OUT THE AREA AND RE-PAVE \$ 4,300.00
TOTAL \$ 7,245.25 + TAX

WATER		SEWER		GAS	
CURB	C	MANHOLE	M	CHAMBER	CH
SIDEWALK	S/W	DRAIN	D	INSPECTION	I
EDGE PAVE	E	SEWER	S	VALVE	V
UG UTIL	U	CHAMBER	CH	WATER	W
THREE	T	VALVE	V	CHAMBER	CH
		CLEANOUT	CO	WATER	W
		ISLAND PIPE	IP	WATER	W
		POLE	P	WATER	W
		MONUMENT	M	WATER	W
		IRON PIN	IP	WATER	W
		LEAD PLUG	LP	WATER	W
		TERMINUS	T	WATER	W
		WALK	W	WATER	W
		P & M	P	WATER	W
		SURVEY	S	WATER	W
		MONUMENT	M	WATER	W

LEGEND - EXISTING SERVICES SHOWN SOLID		REVISIONS	
IRON PIN	IP ^o	ISSUE	DESCRIPTION
LEAD PLUG	LP ^o	DATE	BY
TERMINUS	T		
WALK	W		
P & M	P		
SURVEY	S		
MONUMENT	M		

THE CORPORATION OF THE DISTRICT OF BRITISH COLUMBIA		PROJECT	
MUSGRAVE & TODD RD CROSSWALK PROPOSED IMPROVEMENTS		CHECKED	SHEET NO.
APPROVED	DM	DESIGNED	RD
DWG NO	FIG. 2014-04-01	DRAWN	AV
DATE	FEB 2013	ISSUE	01 OF 02
SCALE	H AS SHOWN		
V AS SHOWN			

ATTACHMENT # 2



SAMPLE "A" SUGGESTED BY OAK BAY ENGINEERING



The Corporation
of the District of
Oak Bay
British Columbia

APPROVED: DM	PROJECT		
DESIGN: RD	CROSSWALK & CURB DROP INSTALLATION TOD RD & MUSGRAVE ST		
CHECKED: DM	DATE: FEB 11, 2014	SCALE N T S.	
DRAWN: AV	DWG No.: FIG-2014-04-02	SHEET No.: 02 OF 02	ISSUE: A

2014-58

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Engineering Services
DATE: February 11, 2014
RE: Request For Proposal - Uplands Field Survey

BACKGROUND:

The District of Oak Bay is required by the Province to eliminate 'combined sewer over flows.' The Uplands is the only area within Oak Bay whose sewer and storm flows are accommodated by a single pipe. During certain rainfall intensity storms, the single pipes' capacity is exceeded and the additional combined flow runs directly into the receiving waters. The purpose of this staff report is to:

- a) secure Committee of the Whole approval for staff to issue a Request for Proposal (RFP) for an Uplands field survey.
- b) to obtain Committee of the Whole approval to accept Kerr Wood Leidal's estimated budget of \$3000 to manage the RFP process. (Attachment 'A')

DISCUSSION:

The Ministry of Environment, through its Municipal Sewer Regulation, has mandated that combined sewer and storm water overflows must be eliminated. This means that all coastal communities must take the appropriate action to separate storm water flow from sanitary sewage flow in municipalities where single pipe systems occur.

Currently in Oak Bay, the Uplands neighbourhood has a single pipe system to accommodate both sanitary sewer and storm water flows. This single pipe system is the original system installed more than 100 years ago. As compliance is mandatory, Oak Bay needs to undertake the necessary due diligence to inform options and decisions going forward as we move towards compliance.

The subject Request For Proposal (RFP) is to contract an engineering firm to gather data that will inform preliminary design options to address the separation of storm water flows from sanitary sewer flows. The work consists of a regional survey of property elevations in relation to the existing pipe location. This information is key to informing options to address the storm water sewer separation requirements going forward.

We anticipate that survey work will commence in the Uplands in late May or early June, and that the data will be collected over a period of 10 to 12 weeks. We expect an update on Phase 1 of the findings to come to Council in the fall identifying a range of options and an order of magnitude of costs. This information will be shared with the community.

Prior to the commencement of survey work, we will follow up with a letter to Uplands residents introducing the engineering firm that will be conducting the work, and outlining the logistics of the survey. Notices will also be posted in the Oak Bay News and project updates will be available on the Oak Bay website.

OPTIONS:

1. To recommend to Council to approve the issuance of the RFP for an Uplands Field Survey and accept the Kerr Wood Leidal Associates Ltd estimate for management of same.
2. To recommend to Council not to approve the issuance of the RFP for an Uplands Field Survey.

FINANCIAL IMPACT:

\$3,000.00

RECOMMENDATION:

That Committee of the Whole recommend to Council to approve the issuance of the RFP for the Uplands Field Survey and accept the Kerr Wood Leidal Associates Ltd. estimate to manage same.

Respectfully Submitted,



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

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



Helen Koning
Chief Administrative Officer



KERR WOOD LEIDAL
consulting engineers

Vancouver Island
201 - 3045 Douglas Street
Victoria, BC V8T 4N2
T 250 595 4223
F 250 595 4224

February 07, 2014

Dave Marshall, B.Sc., ASCT
Director of Engineering Services
The District of Oak Bay
2167 Oak Bay Avenue
Victoria, BC V8R 1G2

Dear Mr. Marshall:

RE: REQUEST FOR PROPOSAL – UPLANDS SURVEY
Proposal for Consulting Engineering Services
Our File 547-033

The District has asked KWL to manage the RFP process for the abovementioned uplands survey RFP. The scope of work includes:

- Amending the RFP (already done) to include an extra option.
- Posting the RFP on BC Bid.
- Answering questions from Proponents.
- Issuing addenda.
- Attending the closing of the RFP
- Assessing the proposals for completeness, qualifications, corporate strength, and cost.
- Producing a memo with the assessment along with a recommendation.

The effort required of such an assignment may vary greatly and we suggest that the District budget \$3,000 for KWL's services.

To accept this proposal and to enter into a contract with KWL for this project please provide written acceptance (e-mail is suitable) to the undersigned. The terms and conditions of this contract are as described in the *Master Municipal Construction Documents Association's Client/Consultant Agreement*.

We look forward to working with you on this project.

Yours truly,

KERR WOOD LEIDAL ASSOCIATES LTD.

A handwritten signature in black ink, appearing to read 'Rob Warren', is written over a white background.

Rob Warren, P.Eng.
Project Manager