

2014-171

To: Committee of the Whole, Finance Section
From: Municipal Treasurer
Date: June 11, 2014
Re: Monthly Statement of Revenues and Expenditures for May 2014

BACKGROUND:

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

DISCUSSION:

REVENUES

(1) Taxes YTD: \$3,217,059 Budget: \$36,881,251 8.72%

The property tax notices were mailed on May 26 and the due date is July 2.

(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) Services Provided to Other Governments

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

(4) Solid Waste YTD: \$1,448,847 Budget: \$1,455,432 99.55%

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

(5) Licenses and Permits YTD: \$599,506 Budget: \$787,400 76.14%

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 May 31 the licenses and permits are as follows:

	Year to Date	Budget	% Collected
Dog licenses	\$58,037	\$60,000	96.73%
Business licenses	\$88,046	\$87,000	101.20%
Building permits	<u>\$441,276</u>	<u>\$615,000</u>	65.56%
	<u>\$587,359</u>	<u>\$762,000</u>	

(6) Fines YTD: \$16,837 Budget: \$32,000 52.62%

Fine revenue is recorded as it is paid, not as the tickets are written, and there is therefore always a lag between what is happening on the streets and the revenue. The Commissionaire has recently noticed that he has been writing fewer tickets. This is due to students no longer being at Camosun and the University, and because people who park in the areas that he has been asked to concentrate are obeying the regulations much better than they used to. Therefore, in future months we can expect the percentage to budget figure to be more normal or even drop below the expected amount.

(7) Rentals YTD: \$167,632 Budget: \$323,000 51.90%

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

(8) Returns on Investments YTD: \$49,216 Budget: \$175,000 28.12%

The working capital that we have available to invest drops during the first 5 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.

(9) Penalties and Interest on Taxes YTD: \$2,034 Budget: \$114,000 1.78%

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.

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

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

(11) Miscellaneous Other Revenues YTD: \$22,197 Budget: \$596,961 3.72%

\$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.

(12) Cond.'l Transfers from Other Gov'ts YTD: \$57,377 Budget: \$1,214,917 4.72%

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, but had not been received by the end of May.

EXPENDITURES

(13) General Administration YTD: \$474,886 Budget: \$1,413,147 33.60%

The budget in this category includes consulting money, a large percentage of which has not yet been spent, and money to be reserved for future computer equipment replacements, which has not yet been transferred.

(14) Other General Government YTD: \$318,255 Budget: \$892,705 35.65%

This category includes the budgets for the grants, which are paid out in July, carbon offsets which are recorded in December and the election. These all help to explain the 35.65% of budget spent to date.

(15) Emergency Preparedness YTD: \$33,292 Budget: \$106,508 31.26%

The training, contracts and transfer to reserve to cover the future purchase of a new vehicle are all under budget, which accounts for the 31.26% actual to budget figure.

(16) Building Dept., Bylaw Enforcement, Animals

YTD: \$206,897 Budget: \$590,627 35.03%

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

(17) Roads, Sidewalks, Transportation YTD: \$446,083 Budget: \$1,640,737 27.19%

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.

(18) Garbage Collection & Disposal YTD: \$439,173 Budget: \$1,239,458 35.43%

The May tipping fees will be paid in June. With the estimated costs added into the above total, the percentage changes to 37%.

(19) Other Recreational & Cultural Services YTD: \$63,159 Budget: \$94,553 66.80%

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.

(20) Debt Charges YTD: \$126,439 Budget: \$447,242 28.27%

The annual principal payment on MFA debt of \$144,000 is made in October. The other reason for the actual costs being low compared to budget is that the Fire Department's breathing apparatus has not yet been purchased. When it is, part of the funding will come from a lease, for which \$31,600 has been budgeted.

(21) Transfers to Own Reserves YTD: \$512,790 Budget: \$2,990,588 17.15%

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.

(22) Transfer to Library, Social Grants YTD: \$568,539 Budget: \$984,634 57.74%

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 May covers the rent to the end of July.

(23) Capital Expenditures YTD: \$677,074 Budget: \$3,398,777 19.92%

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

(24) Transmit Taxes to Others YTD: \$0 Budget: \$16,391,206

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

(25) Misc. Other Services YTD: \$61,195 Budget: \$417,225 14.67%

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

WATER UTILITY FUND

(26) Water Revenues YTD: \$1,002,152 Budget: \$3,396,183 29.51%

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.

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

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

(28) Water Supply and Operation YTD: \$646,380 Budget: \$2,716,315 23.80%

\$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

(29) Sewer Revenues YTD: \$475,267 Budget: \$1,671,057 28.44%

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.

(30) Internal Revenues YTD: \$512,790 Budget: \$1,586,937 32.31%

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

(31) 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.

(32) Sewer Supply and Operation YTD: \$146,153 Budget: \$3,355,543 4.36%

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

RECOMMENDATION:

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



Patricia Walker
Municipal Treasurer

2014-172

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: June 3, 2014
RE: Uplands Building Permit Application – 3120 Humber Road
Lot 3, Section 31, Victoria District, Plan 6057

BACKGROUND:

An Uplands building permit application has received for the construction of an addition of a single garage bay to replace an existing bay which will be converted to a mudroom and an upper floor renovation and addition at the house located at 3120 Humber Road.

DISCUSSION:

Attached for your information are:

- a) The report of the Advisory Design Panel meeting of June 3, 2014 relating to the proposed works at 3120 Humber Road.
- b) Memo from Municipal Arborist dated May 22, 2014 regarding trees on the subject property.
- c) Reduced copies of the plans of the proposed work.

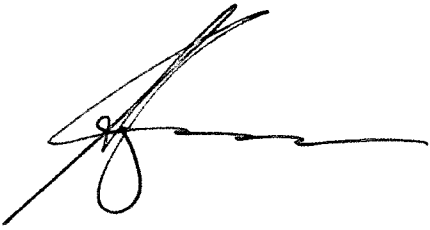
OPTIONS:

1. That it be recommended to Council that the plans to construct an addition of a single garage bay to replace an existing bay which will be converted to a mudroom and an upper floor renovation and addition 3120 Humber Road be approved as to siting and architectural design.
2. That it be recommended to Council that the application be denied.

RECOMMENDATION(S):

That it be recommended to Council that the plans to construct an addition of a single garage bay to replace an existing bay which will be converted to a mudroom and an upper floor renovation and addition 3120 Humber Road be approved as to siting and architectural design.

Respectfully Submitted,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Roy Thomassen
Director of Building and Planning

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

Helen Koning
Chief Administrative Officer

MEMORANDUM

TO: Committee of the Whole

FROM: Director of Building and Planning

DATE: June 6, 2014

RE: Development Variance Permit – 2732 Bowker Avenue
Lot 29, Section 61, Victoria District, Plan 874
RS-5, One Family Residential

BACKGROUND:

The owner has proposed an envelope in which to construct an in ground pool. They have not selected the actual pool they would like to install and therefore are requesting a certain area that may contain their final pool selection. The proposed siting of the pool envelope is 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.(7) Minimum clear space between buildings and structures (north side)	3.0 m (9.8 ft)	0 m	3.0 m (9.8 ft)
6.5.4.(7) Minimum clear space between buildings and structures (north/west side)	3.0 m (9.8 ft)	.914m (3 ft)	2.09m (6.8 ft)
6.5.4.(7) Minimum clear space between buildings and structures (west side)	3.0 m (9.8 ft)	0.76 m (2.5 ft)	2.24m (7.34 ft)
6.5.4.(7) Minimum clear space between buildings and structures (south side)	3.0 m (9.8 ft)	0.6 m (2.0 ft)	2.4 m (7.8 ft)

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

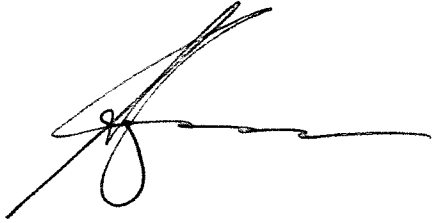
OPTIONS:

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

RECOMMENDATION:

That a resolution authorizing the issuance of a development variance permit, as outlined in the June 6, 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 loop on the left and a long, horizontal stroke extending to the right.

Roy Thomassen
Director of Building and Planning

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

Helen Koning
Chief Administrative Office

2014-174

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: June 6, 2014
RE: Development Variance Permit – 3671 Crestview Road
Lot 17, Section 31, Victoria District, Plan 9595

RS-4, One Family Residential

BACKGROUND:

The proposal is to add a top floor to the existing building for a master bedroom. The main floor deck is being reconfigured and enlarged with a raised patio for the hot tub. A small addition at the front entry will also increase floor area in the basement. With the top floor and deck additions the allowable gross floor area will be exceeded that permitted; consequently variances are required from the Zoning Bylaw to accommodate this proposal.

As the lot size is quite large the actual floor area ratio equates to approximately .23 to 1.

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>
6.4.4.(6)(b) Maximum gross floor area above .8 meters below grade	360 m ² (3875 ft ²)	415m ² (4467 ft ²)	55m ² (592ft ²)
6.4.4.(6)(b) Maximum gross floor area	480 m ² (5167 ft ²)	658 m ² (7083 ft ²)	178m ² (1916ft ²)

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

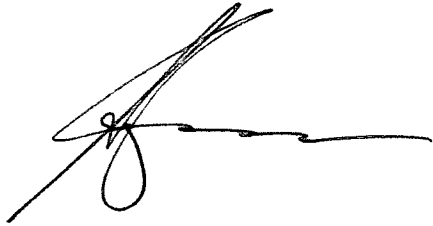
OPTIONS:

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

RECOMMENDATION(S):

That a resolution authorizing the issuance of a development variance permit, as outlined in the June 6, 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 Building and Planning

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

Helen Koning
Chief Administrative Officer

2014-175

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: June 9, 2014
RE: Development Variance Permit – 1081 Roslyn Road
The Northerly 72 feet of Lot 1, Block 5, Section 23, Victoria District,
Plan 1091
RS-5, One Family Residential

BACKGROUND:

The owner has been doing major interior work and would like to replace their existing deck, however 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.(6)(a) Maximum gross floor area above .8meters below grade	240 m ² (2583 ft ²)	292 m ² (3143 ft ²)	52 m ² (560 ft ²)

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

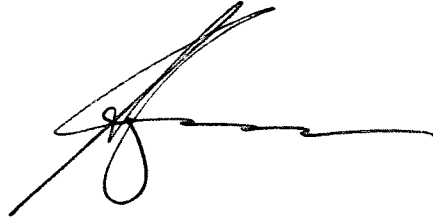
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the June 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 June 9, 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, sweeping initial 'R' followed by a horizontal line that ends in a small flourish.

Roy Thomassen
Director of Building and Planning

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

Helen Koning
Chief Administrative Office

2014-176

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: June 9, 2014
RE: Development Variance Permit – 2162 Epworth Street
Lot 27, Block 2, Section 28, Victoria District, Plan 915
RS-5, One Family Residential

BACKGROUND:

The owner has made an application for a new deck to replace the existing rotten smaller deck. The existing clearance between buildings is 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 Parking Facilities Bylaw #3540:

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.(7) Minimum clear space between buildings and structures	3.0 m (9.8 ft)	0.73 m (2.4 ft)	2.27 m (7.4 ft)

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

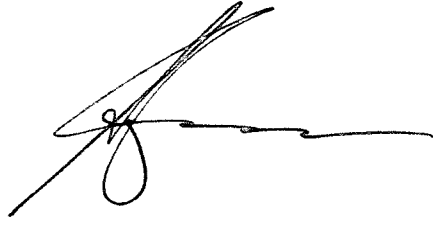
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the June 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 June 9, 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 several overlapping loops and a long horizontal stroke extending to the right.

Roy Thomassen
Director of Building and Planning

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

Helen Koning
Chief Administrative Office

2014-177

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: June 10, 2014
RE: Development Variance Permit – 2151 Haultain Street
Lot 1, Section 28, Victoria District, Plan 14993

RM-3, Multiple Dwelling Use-Three Storey

BACKGROUND:

The proposal is to legitimize an additional residential suite which was constructed without permits in a previous laundry/storage room on the main floor of the above apartment building. All required upgrades necessary will be addressed in accordance with the BC Building Code to accommodate this suite.

This proposal will increase the number of suites to 35 from the original approved 31 suites. The site contains 38 parking stalls currently and there is no plan to provide more parking. The number of parking stalls required would not be met; consequently a variance is required from the Parking Facilities Bylaw to accommodate the additional suite.

Although the variance seems rather large, it really involves the addition of one suite which would normally require 2.25 parking spaces to be provided, however the variance must address the existing non-conforming parking situation.

The multi family RM-3 zone for this cluster of apartment buildings has been developed with an average of approximately 1 to 1 parking ratio. With this ratio it has been noted previously that there are concerns from some neighbours in the area.

DISCUSSION:

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

<u>Parking Facilities By-law Section(s)</u>	<u>Required</u>	<u>Requested</u>	<u>Variance</u>
4.1 + Schedule "A", A.2.(a) Minimum No. of Parking Spaces	79 stalls	38 stalls	41 stalls

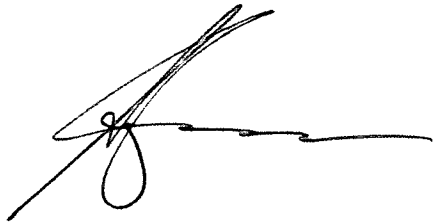
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the June 10, 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 June 10, 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, appearing to read '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.

Helen Koning
Chief Administrative Office

2014-178

MEMORANDUM

TO: Committee of the Whole

FROM: Director of Building and Planning

DATE: June 9, 2014

RE: Development Permit to Amend Land Use Contract No. 12
1375 Newport Avenue
Lot 1 to 23, Section 23, Victoria District, Strata Plan 704, Together
with an interest in the common property in proportion to the unit
entitlement of the strata lot as shown on form 1
RM-4 Multiple Dwelling Use- 4 storey

BACKGROUND:

The owners have made an application to repair the roofing membrane on the parkade, this will require them to remove all existing landscaping and redevelop the landscaping at the front of 1375 Newport Avenue.

Discussion:

The Official Community Plan designates all Multiple Residential and Commercial zones as Development Permit areas and requires Council approval as to form and character. This property is zoned RM-4 which is in a Development Permit Area as identified in the Official Community Plan. This property has a Land Use Contract, No. 12, which specifies that the landscaping must be in conformance with the submitted landscaping plans (1976). The modification proposed involves new front landscaping in accordance with the attached plans date stamped April 16, 2013.

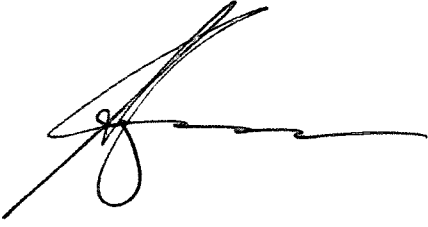
OPTIONS:

1. That a resolution authorizing the issuance of a Development Permit to amend the Land Use Contract No. 12, as outlined in the June 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 to Amend the Land Use Contract No. 12 be denied.

RECOMMENDATION):

That a resolution authorizing the issuance of a Development Permit to amend the Land Use Contract No. 12, as outlined in the June 9, 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 several overlapping loops and a long horizontal stroke extending to the right.

Roy Thomassen
Director of Building and Planning

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

Helen Koning
Chief Administrative Officer