

To: Committee of the Whole, Finance Section
From: Municipal Treasurer
Date: March 14, 2013
Re: Commentary on the Monthly Statement of Revenues and Expenditures for February

This memorandum ties into the numbers on the Statement of Revenues and Expenditures, with explanations for variances that are +/- 5% beyond what might be expected.

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: \$158,822 Budget: \$847,000 18.75%

Normally this would not be identified as an area that needed further explanation, since the 18.75% collected appears to be well within the expected range. However, it should be noted that this is due to the dog and business licenses that are paid at the beginning of the year. The building permit revenue is lagging, and the budget will have to be adjusted in the final estimates process. At February 28 the licenses and permits are as follows:

	Year to Date	Budget	% Collected
Dog licenses	\$51,580	\$60,000	86.0%
Business licenses	\$75,410	\$85,000	88.7%
Building permits	<u>\$30,307</u>	<u>\$675,000</u>	4.5%
	<u>\$129,171</u>	<u>\$820,000</u>	

The building permit budget contains \$350,000 for the expected revenue from the Oak Bay High School project. The “regular” building permits are at 9.3% of budget.

(4) Penalties and Interest on Taxes YTD: \$772 Budget: \$114,000 0.68%

Penalties account for \$100,000 of the budget. These are brought into revenue in July, after the tax due date, and are charged on all outstanding 2013 property taxes. The interest is reflected in income as taxes from 2012 and 2011 are paid off.

(5) Transfers from Reserve Funds YTD: \$0 Budget: \$2,907,187

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.

(6) Miscellaneous Other Revenues YTD: \$2,266 Budget: \$332,001 0.68%

\$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.

(7) Conditional Transfers from Other Governments YTD: \$21 Budget: \$1,096,872

A capital grant for Bowker Creek remediation work accounts for \$738,000 of the budget. \$288,872 of the budget is made up of grants provided to small municipalities, which are usually paid in the spring.

EXPENDITURES

(8) Other General Government YTD: \$94,793 Budget: \$1,309,901 7.24%

Included in this category are the grants which are not paid until later in the year. The grants budget includes \$500,000 for the Greater Victoria School Board.

(9) Other Recreational & Cultural Services YTD: \$58,374 Budget: \$94,128 62.02%

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.

(10) Debt Charges YTD: \$22,288 Budget: \$553,191 4.03%

The majority of the budget is made up of semi-annual payments to the Municipal Finance Authority (\$369,541), 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.

(11) Transfer to Own Reserves & Utilities YTD: \$212,058 Budget: \$2,691,252 7.88%

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 ones will be carried out at the end of the year.

(12) Capital Expenditures YTD: \$150,391 Budget: \$3,715,699 6.61%

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 2012 and are continuing in 2013.

(13) Transmit Taxes to Others YTD: \$0 Budget: \$15,674,932

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

(14) Miscellaneous Other Services YTD: \$24,609 Budget: \$371,767 6.62%

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

WATER UTILITY FUND

(15) Internal Revenues YTD: \$0 Budget: \$436,132

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

(16) Water Supply and Operation YTD: \$216,630 Budget: \$2,765,952 7.83%

\$1,935,000 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

(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: \$43,399 Budget: \$2,781,904 1.56%

\$1,368,738 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.



Patricia Walker
Municipal Treasurer



MEMO

2013-73

TO: Committee of the Whole
FROM: Director of Engineering Services
DATE: March 18, 2013
RE: Pavement Management Study

BACKGROUND

At the Committee of The Whole meeting of December 3, 2012, a motion was approved stating, "That it be recommended to Council that an updated report on the findings of the October 2012 Pavement Management Study be provided prior to budget deliberations, and that this report include a revised analysis of the roads based on traffic volume and additional budget scenarios that contemplate potential external funding."

DISCUSSION

The Engineering Department worked with Public Works to screen the total inventory of road segments as to their inclusion in the final analysis of the data set. This process involved the classifying of all streets into categories 1, 2, and 3 with category 1 being the most significant. This resulted in a 20% reduction of the overall data set from the original analysis. Additionally, available traffic counts and local, updated paving costs were included in the analysis. The running of the computer model has provided a five-year plan of streets to be addressed through various maintenance treatments ranging from pavement overlays to full road rebuild. The program is based on a \$300,000 per year expenditure and its intent is to target road upgrades in the most cost-effective manner. The updated report is attached as Attachment # 1.

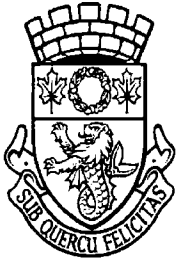
RECOMMENDATION

That this report be received for information and that the Pavement Management Study be referred to Estimates Committee.

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

2013-74

MEMO



TO: Committee of the Whole
FROM: Director of Engineering Services
DATE: March 18, 2013
RE: Haultain Street Bike Route

BACKGROUND

At the January 21, 2013, Committee of the Whole meeting, staff was requested to “provide an additional report to the Committee of the Whole which considers additional options for enhancing cyclist safety when crossing at the north side of the Haultain Street and Foul Bay Road intersection, including cost estimates”.

It was also recommended, “that the total cost of wayfinding signs along the entire Haultain corridor to Estevan Avenue be referred to Estimates Committee”.

DISCUSSION

Foul Bay Road and Haultain Street (Various Issues)

Consideration has been given to three changes proposed by the Active Transportation Advisory Committee (ATAC) to the intersection at Foul Bay Road and Haultain Street in order to enhance cyclist safety. The results of the investigation of these changes are as follows.

Cross-Walks: In addition to consultation with ATAC, staff contacted the City of New Westminster where a double crosswalk is located. The double crosswalk in New Westminster is primarily for high pedestrian volume and is not installed for the purpose of cyclists.

Double crosswalks are used at intersections with high pedestrian volume. It is not appropriate to install a crosswalk for the purpose of cyclists (drivers have no legal obligations to stop for mounted cyclists using crosswalk). In addition, there is no sidewalk on the north side of Haultain Street, in either Oak Bay or Saanich. An additional crosswalk at this intersection is not recommended due to the absence of sidewalks.

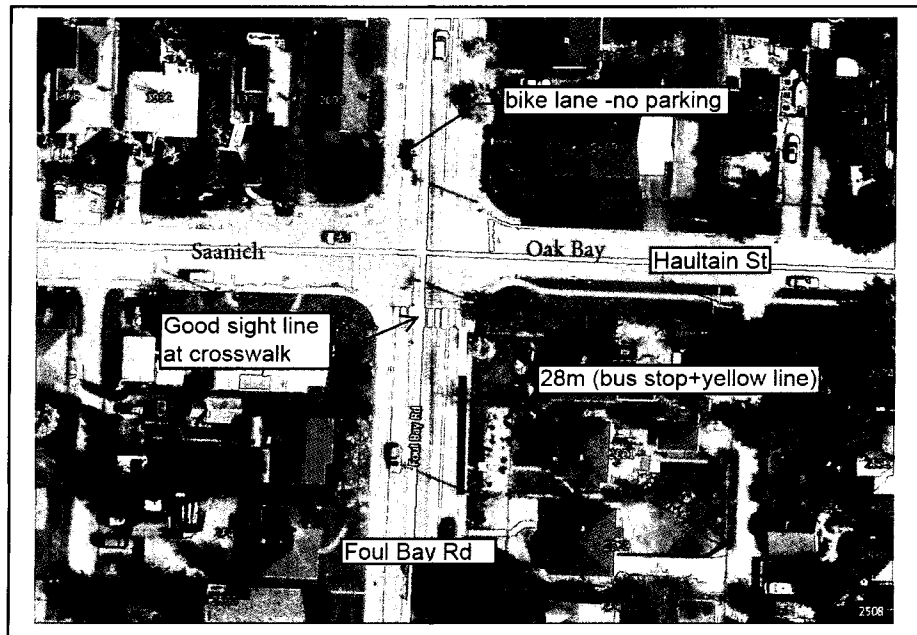
No sidewalk on northside of Haultain St.



Bulges: Bulges are often installed to address sight line deficiencies. The cost to install a single 'bulge' is approximately \$10,000.

Currently there is a bus stop on the southeast corner of this intersection and no parking is allowed on the northwest. This results in very good sight lines for the existing crosswalk on Foul Bay Road (see photos below). The Transportation Association of Canada recommends a 30m distance of no parking space approaching a crosswalk. The existing no parking and bus stop space together measure approximately 28m on the southeast and more than 30m of no parking space on the northwest.

Good Sight Lines at Haultain and Foul Bay



Directional Closure: Staff also reviewed intersection treatments along Haultain Street within the District of Saanich and the City of Victoria. At *Haultain Street and Richmond Road*, directional closure is used to prohibit through traffic on Haultain and some left turn movements at this intersection, while still permitting access by cyclists (see photo below). At *Haultain Street and Shelbourne Street*, traffic lights and directional closure are used to prohibit through traffic on Haultain and some other movements (see photo below).

If the Committee of the Whole wishes staff to explore the possibility of blocking through traffic on Haultain at Foul Bay, additional data and public consultation would be required. As has been previously reported, cyclists can dismount and utilize the existing flash beacon and crosswalk to cross Foul Bay Road safely. In the long term, a traffic light warrant study could be conducted at this intersection.

Intersection of Haultain and Richmond at Saanich and Victoria border
(Looking east from west)



- No through traffic on Haultain
- Right turn only for eastbound
- No left turn for northbound

Intersection of Haultain and Shelbourne within City of Victoria
(Looking west from east)



- No through traffic on Haultain
- Right turn only for westbound
- No left turn for southbound

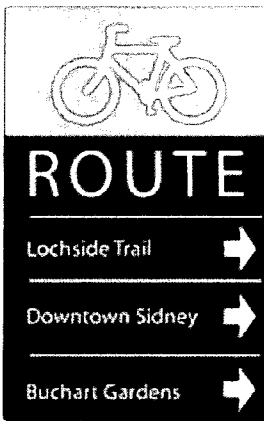
Accident History: The ICBC data base shows the following MV Accident history along Foul Bay Road from 2007 to 2012:

- Lansdowne: 57
- Neil: 13
- Haultain: 11
- Fort: 79.

Wayfinding Signs

The CRD Pedestrian and Cycling Master Plan Design Guidelines recommend standard on-street wayfinding signage. It has been proposed that the Haultain corridor would be an appropriate route along which to place these signs.

The initial starting point for the signs is generally agreed to be Foul Bay Road at Haultain Street. There has been discussion regarding potential destinations to be identified on the signs, including Estevan Village, Willows Beach, the Oak Bay Recreation Centre and the Oak Bay High School. It is the opinion of the Engineering Department that this signage exercise has the potential to expand over time but that, as an initial project, it may be appropriate to install signage along the Haultain Corridor providing direction towards Estevan Village and Willows Beach. Signs would be placed at intersections and at a spacing of approximately 200m. To provide adequate signage for this route, a total of 20 signs would be required, at a cost of approximately \$3,000. As per the recommendation of the Committee of the Whole on January 21, 2013, these costs have been referred to Estimates Committee.



Example of CRD standard wayfinding sign

Kickstand Sessions

As this report is being written, staff is preparing to attend the Kickstand Sessions bicycle forum, at which the Foul Bay Road and Haultain Street intersection along with other locations in Oak Bay will be used as case studies. Other case study locations are: Oak Bay Avenue; Foul Bay and Lansdowne; Foul Bay and Cadboro Bay; Lansdowne and Henderson; and the Bowker walkway.

Staff will report back to the Committee of the Whole on the forum in general and on any specific recommendation pertaining to aspects discussed in this report.

RECOMMENDATION

That this report be received for information.

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

2013-75

Memorandum

TO:	Committee of the Whole	DATE: March 6, 2013
FROM:	Director of Building and Planning	
SUBJECT:	<u>Uplands Building Permit Application</u> 3160 Weald Road LOT B BLOCK 20 SECTION 31 VICTORIA PLAN 2713	

Background

The original proposal for the construction of a new residential dwelling at 3160 Weald Road was approved by Council late in 2012. The applicant has returned with revisions to the original proposal. Revisions include changes to the windows, garage door and front entry door.

Discussion

Attached for your information are:

- (a) The report of the Advisory Design Panel meeting of August 15, 2012, regarding the proposed work.
- (b) Reduced copies of the plans of the proposed work

Recommendation

THAT it be recommended to Council that the revisions to the originally approved plans for the construction of the new residential dwelling located at 3160 Weald Road be approved as to architectural design.



Roy Thomassen, Director of
Building & Planning

2013-76

TO: Committee of the Whole

DATE: March 11, 2013

FROM: Director of Building and Planning

SUBJECT: 2321 Lansdowne Road
Lot 37, Section 31, Victoria District, Plan 7700
Development Variance Permit

ZONE: RS-4, One Family Residential

Background

The owner has constructed an expanded lower deck without first obtaining building permits for the work. The existing gross floor area exceeds that permitted and is non-conforming; consequently variances are required from the Zoning Bylaw to accommodate this proposal.

Discussion

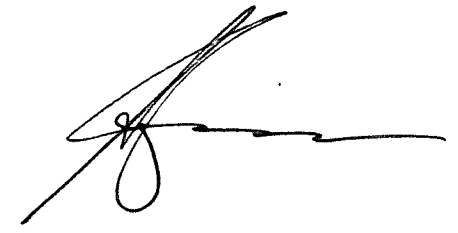
The applicants are requesting relief from the following section of Zoning Bylaw #3531:

Zoning By-law Sections	Required/Permitted	Requested	Variance
6.4.4. (6)(b) Maximum gross floor area above .8 meters below grade	360m ² (3875ft ²)	552m ² (5944ft ²)	192m ² (2066ft ²)
6.4.4. (6)(b) Maximum gross floor area	480m ² (5167ft ²)	552m ² (5944ft ²)	72m ² (775ft ²)

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

Recommendation

That Committee receive this report for information and direction.



Roy Thomassen, Director
Building and Planning

2013-77

TO: Committee of the Whole

DATE: March 11, 2013

FROM: Director of Building and Planning

SUBJECT: 2028 Runnymede Ave
Lot B, Section 47, Victoria District, Plan 20683
Development Variance Permit

ZONE: RS-4, One Family Residential

Background

The owners are in the process of a major renovation to their home and would now like to construct a raised patio area. This area is counted in the gross floor area and would exceed that permitted making it non-conforming; consequently variances are required from the Zoning Bylaw to accommodate this proposal.

Discussion

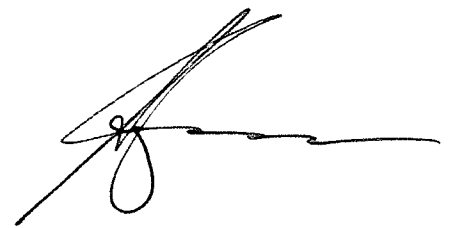
The applicants are requesting relief from the following section of Zoning Bylaw #3531:

Zoning By-law Sections	Required/Permitted	Requested	Variance
6.4.4. (6)(b) Maximum gross floor area above .8 meters below grade	360m ² (3875ft ²)	500.7m ² (5390ft ²)	140.7m ² (1514ft ²)
6.4.4. (6)(b) Maximum gross floor area	480m ² (5167ft ²)	500.7m ² (5390ft ²)	20.7m ² (223ft ²)

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

Recommendation

That Committee receive this report for information and direction.



Roy Thomassen, Director
Building and Planning

2013-78

TO: Committee of the Whole

DATE: March 13, 2013

FROM: Director of Building and Planning

SUBJECT: 2280 Florence Street
Lot 34, Block 1, Section 28, Victoria District, Plan 915
Development Variance Permit

ZONE: RS-5, One Family Residential

Background

The owners have applied for a major renovation to their home which involves the redevelopment of all three floors. The existing basement level is within .8 metres of grade. The gross floor area exceeds what is permitted by the Zoning Bylaw above this level; consequently, a variance is required to accommodate this proposal.

Discussion

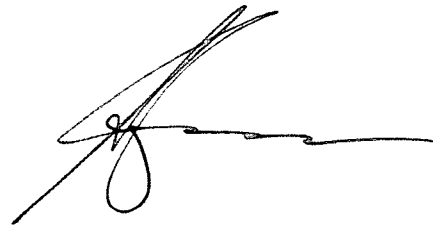
The applicants are requesting relief from the following section of Zoning Bylaw #3531:

Zoning By-law Sections	Required/Permitted	Requested	Variance
6.5.4. (6)(a) Maximum gross floor area above .8meters below grade	240m ² (2583ft ²)	319m ² (3432ft ²)	79m ² (850ft ²)

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

Recommendation

That Committee receive this report for information and direction.



Roy Thomassen, Director
Building and Planning

2013-79

TO: Committee of the Whole

DATE: March 14, 2013

FROM: Director of Building and Planning

SUBJECT: 2405 Hamiota Street
Lot 8, Block 2, Section 61, Victoria District, Plan 876
Development Variance Permit

ZONE: RS-5, One Family Residential

Background

The owners would like to develop their basement into living space for their growing family. There has been some development in the basement without permits which would become part of the overall plan to fully develop the basement involving elimination of the covered parking space. With the elimination of the parking space a variance to the Parking Facilities Bylaw No. 3540 would be required.

Discussion

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

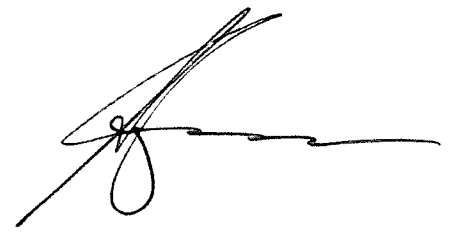
Parking Facilities By-law Sections	Required	Requested	Variance
4.1 + Schedule "A", A.1.(a) Minimum No. of Parking Spaces	2	1	*

**Note: The requested variance is to delete the required covered parking space and have 1 uncovered parking space on site.*

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

Recommendation

That Committee receive this report for information and direction.



Roy Thomassen, Director
Building and Planning

2013- 80

TO: Committee of the Whole

DATE: March 14, 2013

FROM: Director of Building and Planning

SUBJECT: 2423 Beach Drive
Lot 18, Block 14, Section 2, Victoria District, Plan 379
Development Variance Permit

ZONE: RS-5, One Family Residential

Background

The owners have made application to raise their home by .71 meters (2'-4") in order to accommodate development of their basement. A front addition and a two- storey rear addition, including a new deck with carport, are proposed. The existing siting of the building is non-conforming and with the lower floor within .8 meters of grade, gross floor area will be exceeded; consequently, variances are required from the Zoning Bylaw to accommodate this major redevelopment.

Discussion

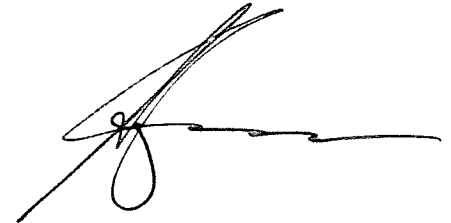
The applicants are requesting relief from the following section of Zoning Bylaw #3531:

Zoning By-law Sections	Required/Permitted	Requested	Variance
6.5.4.(2)(e) Minimum total of side lot lines	4.57m (15ft)	4.35m (14.3ft)	0.22m (.7 ft)
6.5.4. (6)(a) Maximum gross floor area above .8meters below grade	240m ² (2583ft ²)	305m ² (3280ft ²)	65m ² (700ft ²)
6.5.4. (11) Minimum second storey side lot line setback (North Side)	3.0m (9.8 ft)	1.82m (6 ft)	1.18m (3.9 ft)
6.5.4. (11) Minimum second storey side lot line setback (South Side)	3.0m (9.8 ft)	2.53m (8.3ft)	.47m (1.5ft)

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

Recommendation

That Committee receive this report for information and direction.



Roy Thomassen, Director
Building and Planning

2013- 81

TO: Committee of the Whole

DATE: March 14, 2013

FROM: Director of Building and Planning

SUBJECT: 3063 Larkdowne road
Lot 31, Section 31, Victoria District, Plan 7700
Development Variance Permit

ZONE: RS-4, One Family Residential

Background

The owner would like to rebuild the existing rear deck in the same location; however, the combined side yard setback is non-conforming. Consequently a variance is required from the Zoning Bylaw to accommodate this proposal.

Discussion

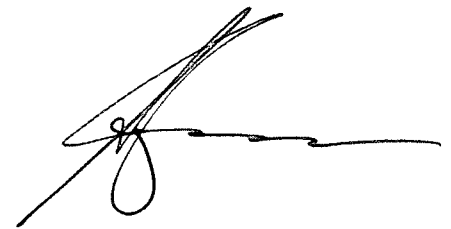
The applicants are requesting relief from the following section of Zoning Bylaw #3531:

Zoning By-law Sections	Required/Permitted	Requested	Variance
6.4.4.(2)(e) Minimum total of side lot lines	4.57m (15ft)	4.42m (14.5ft)	0.15m (0.5 ft)

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

Recommendation

That Committee receive this report for information and direction.



Roy Thomassen, Director
Building and Planning