

2014-268



OAK BAY POLICE DEPARTMENT MEMORANDUM

DATE: November 04, 2014
TO: District of Oak Bay – Mayor and Council
FROM: Chief Constable Brinton
RE: Oak Bay Police Department Provisional 2015 Budget

The following speaks to any significant variations in funding or points of interest:

Administration

The Police Board account will see a \$2000 increase. This will fund attendance to the annual Canadian Association of Police Governance Conference in Ontario, the BC Association of Police Governance Conference in B.C., and administrative costs. There are two new board members that require familiarization.

The Administration Salaries are unchanged and at the 2012 levels. Collective bargaining is expected to begin in late 2014 and may impact this.

Civilian Administrative Benefits will see a \$2261 increase as there is a change in the percent of gross salary rate used.

Conferences & Meetings will see a \$7550 increase. The 2014 Canadian Association of Chiefs of Police (CACP) annual conference was in Victoria with limited costing but will be in Quebec in 2015. There was no Leadership Conference held in 2014 but there are plans to send 5 members to the conference in 2015.

There will be a \$9490 increase in Administration.

Protective Services

Protective Services Salaries account for sworn officers and support staff within the bargaining unit. Salaries remain at the 2012 levels. Collective bargaining is expected to begin in 2014.

The Part time civilian – Front Counter/Records salary will increase as there is a demonstrated need to increase the hours from a .5 position to a .6. This represents a \$6862 salary increase.

The Regional Crime Unit, an integrated unit that OBPD had a member in no longer exists. This salary is no longer accounted for.

Other adjustments were made to account for an anticipated Annual Leave Payout Upon Retirement (Collective Agreement item) and changes in increment pay as officers reach higher service level. The overall change in Protective Services Salaries is a \$85,153 reduction.

There is a \$3104 reduction in overtime with much of it from Special event overtime that is now billed back to organizers, and savings in support staff backfilling by increasing the Front Counter employees' hours. This assists with mitigating the overall cost of this increase of hours.

The CREST radio system will see an \$11,130 increase as the entire system is being upgraded. This will represent an overall increase to CREST funding for the next number of years.

Uniform Clothing costs will see a \$4610 increase primarily due to an increase in kit and clothing needs, including bicycle patrol specific clothing.

Repairs & Supplies will see a \$7142 increase. Part of this increase is due to a re-alignments of accounts in the budget with all investigative costs moved here. There will be some increase added as we anticipate the use of contractors with the disbanding of certain integrated units. We also intend on upgrading some equipment such as a speed radar unit.

Computers General will see a \$3398 reduction as the needs have changed for 2015. This is an area that changes year to year as technology changes. A significant cost item here is implementing a mandated security feature to the network.

The Service Contract with the Saanich Police Department remains largely unchanged other than a \$6573 increase for Police Dispatching as costing

projections provided by Saanich included potential salary increases as they move ahead in their collective bargaining process.

There will be a \$72,112 increase in Protective Services.

Building Expenses

There will be no change in building related expenses

Auto Equipment

There was a decrease in fuel across all vehicles due to a reduction in the rate the municipality is billing. This represents a \$2570 reduction.

The maintenance estimates are projected by the municipal mechanics and are responsible for any budget changes for each vehicle.

PC72 (Supervisor SUV) was planned for replacement in 2014. The resulting conversion cost of \$14,000 that will be eliminated from that vehicle in 2015.

PC74 (Crown Victoria) is planned for replacement in 2015 so a conversion cost of \$14,000 will be added to this vehicle this year. This funding level was found to be accurate for a vehicle switch out.

Total Auto costs will see a \$1102 increase.

Community Program

This area will see a \$1304 increase. This is largely due to an increase in Crimestoppers due to a re-organization and contracting the services of a Restorative Justice program with the closure of a local Oak Bay based volunteer program. Overall cost increases were mitigated by adjusting other areas within this account.

Sundry Other Expenses

This has been adjusted by moving investigative costs to a more relevant account. Polygraph and psychological exams remain as are part of the hiring process.

Mobile Youth Services Team (MYST):

OBPD manages this integrated unit and has the lone member there. This account tracks all associated costs and recoveries from the other agencies. The budget was arrived at through the Deputy Chief's Joint Management Team

(JMT). The OBPD contribution is calculated through the integrated unit funding formula and will see a \$282 increase.

Integrated Units:

The Deputy Chief's Joint Management Team (JMT) develops the budgets for all the area's integrated units. A funding formula considering police strength, caseload, population, and tax assessment values is now used for cost sharing. There have been some adjustments based on this new formula as well as anticipated salary changes coming from the collective bargaining process currently underway in most departments.

The Regional Crime Unit and the Dive Team has closed resulting in a significant reduction.

There will be a total reduction of \$91,264.

CAPITAL EXPENDITURES

New Office Equipment

There will be no new capital equipment obtained in 2015 showing a reduction in this account of \$5850.

New Equipment – Cars:

Car 74 is planned for replacement in 2015. At the time of this report there has been no decision on the new vehicle type. The budgeted amount for vehicle replacement remains the same at 2014 which saw the replacement of one vehicle that year.

New Equipment – Computer:

All items in this account have been identified by the IT support personnel. This changes year to year as ever-greening and new capability needs emerge. There will be a \$9350 reduction in 2015.

Police Department Bldg. Renovations:

The current female washroom /locker room facility is inadequate considering that 9 females work out of the department. A renovation is proposed that will address this. This will require modifying another washroom in the building for the public. A budget amount of \$67,000 has been identified for the entire project through estimates received.

Reserve Accounts:

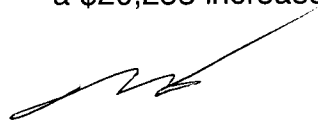
The contributions to reserves will remain the same as 2014.

Final:

The Operating Fund will be \$4,410,652 representing a 0.16% decrease.

The Capital Budget for 2015 will be \$146,300. Of this, \$98,300 will come from reserves.

The total Provisional Budget after the transfers from reserves will be \$4,458,652, a \$20,253 increase representing a 0.46% increase.



Andy Brinton
Chief Constable
Oak Bay Police Department

**2015 PROVISIONAL BUDGET
Operating Fund**

		2014 Budget	Provisional 2015 Budget	
POLICE BOARD				
10221100	5900	SUNDRY	10,000	12,000
		TOTAL POLICE BOARD	10,000	12,000
		% CHANGE		20.00%
 ADMINISTRATION				
10221200	1101	SALARIES FULL TIME	424,128	424,129
10221200	1201	BENEFITS	26,996	29,257
10221200	2001	LEGAL FEES	10,000	10,000
10221200	2100	CAR ALLOWANCE/TRAVEL	200	400
10221200	2101	CONFERENCES/MEETINGS	15,440	22,990
10221200	3300	OFFICE SUPPLIES	10,700	10,700
10221200	5900	SUNDRY	9,773	9,251
10221200	9999	RECOVERIES	(20,000)	(20,000)
		TOTAL ADMINISTRATION	477,237	486,727
		% CHANGE		1.99%
 PROTECTIVE SERVICES				
10221300	1101	SALARIES FULL TIME	2,497,946	2,412,793
10221300	1103	OVERTIME - MANAGEABLE	96,210	93,106
10221300	1106	OVERTIME - STAT. HOLIDAYS	63,197	63,197
10221300	1906	E.I.	31,000	31,000
10221300	1907	C.P.P.	63,500	63,500
10221300	1908	SUPERANNUATION	448,000	448,000
10221300	1909	GROUP INSURANCE	4,700	4,700
10221300	1931	DENTAL	40,500	40,500
10221300	1934	UNIFORM CLEAN ALL'CE	9,080	9,080
10221300	1935	WORKSAFE BC ASSESSMENTS	29,000	29,000
10221300	1936	WORKSAFE BC REIMBURSEMENTS	(33,000)	-
10221300	1939	EHB	34,000	34,000
10221300	3500	RADIO	35,370	46,500
10221300	3700	CLOTHING,UNIFORMS ETC	32,180	36,790
10221300	3800	TELEPHONE	28,900	28,960
10221300	4200	REPAIRS & SUPPLIES	29,508	36,650
10221300	4500	COMPUTER - PRIME, SOFTWARE, ETC.	42,411	39,013
10221300	4602	SMALL EQUIP. REPLACE	11,000	2,950
10221300	5901	CONTRACT - SAANICH GEN. SERVICE	190,655	190,655
10221300	5907	SUNDRY CONTRACTS: DISPATCH	134,081	142,214
10221300	6001	TRANSFER TO RES. FOR RETIREMENT	13,000	13,000
10221300	6650	IT SERVICES	4,655	4,825
10221300	8800	CAPITAL REPLACEMENT - COMPUTERS	20,000	20,000
10221300	8815	RESERVE FOR OLD MAJOR CRIMES	20,000	20,000
10221300	9999	RECOVERIES	(296,859)	(189,287)
		TOTAL PROTECTIVE SERVICES	3,549,034	3,621,146

**2015 PROVISIONAL BUDGET
Operating Fund**

		2014 Budget	Provisional 2015 Budget
AUTO EQUIPMENT # 73 (2008 Toyota Camry Hybrid)			
10221733	4201	GAS & OIL FOR EQUIPM'T 1,350	1,250
10221733	4202	EQUIP'T PARTS SUPPLIES 2,017	3,131
		TOTAL AUTO EQUIPMENT # 73 3,367	4,381
		% CHANGE	30.12%
AUTO EQUIPMENT # 74 (2011 Ford Crown Victoria)			
10221734	4201	GAS & OIL FOR EQUIPM'T 8,775	8,125
10221734	4202	EQUIP'T PARTS SUPPLIES 4,840	19,001
		TOTAL AUTO EQUIPMENT # 74 13,615	27,126
		% CHANGE	99.24%
AUTO EQUIPMENT # 75 (2014 Ford Police Interceptor)			
10221735	4201	GAS & OIL FOR EQUIPM'T 8,775	8,125
10221735	4202	EQUIP'T PARTS SUPPLIES 3,045	4,501
		TOTAL AUTO EQUIPMENT # 75 11,820	12,626
		% CHANGE	6.82%
AUTO EQUIPMENT # 76 (2007 Toyota Camry)			
10221736	4201	GAS & OIL FOR EQUIPM'T 1,620	1,500
10221736	4202	EQUIP'T PARTS SUPPLIES 2,492	2,479
		TOTAL AUTO EQUIPMENT # 76 4,112	3,979
		% CHANGE	-3.23%
AUTO EQUIPMENT # 79 (2011 Mazda 3)			
10221739	4201	GAS & OIL FOR EQUIPM'T 1,350	1,250
10221739	4202	EQUIP'T PARTS SUPPLIES 2,069	2,023
		TOTAL AUTO EQUIPMENT # 79 3,419	3,273
		% CHANGE	-4.27%
10282191	6217	TRANS RESERVE POLICE CAR 35,000	35,000
		TOTAL POLICE AUTOMOBILES 108,667	109,769
		% CHANGE	1.01%
COMMUNITY PROGRAM			
10221800	5900	SUNDRY 19,800	21,104
		TOTAL COMMUNITY PROGRAM 19,800	21,104
		% CHANGE	6.59%
MOBILE YOUTH SERVICES TEAM			

**2015 PROVISIONAL BUDGET
Operating Fund**

		2014 Budget	Provisional 2015 Budget	
10221850	1101	SALARIES FULL TIME	93,950	96,773
10221850	1201	BENEFITS FULL TIME	20,672	23,225
10221850	1103	OVERTIME	1,000	1,000
10221850	2101	CONFERENCES	5,210	1,500
10221850	3700	CLOTHING	1,070	1,070
10221850	3800	PHONE	1,000	1,000
10221850	4201	GAS & OIL FOR EQUIPM'T	3,500	3,500
10221850	8800	CAPITAL REPLACEMENT - VEHICLE	1,290	5,000
10221850	5900	SUNDRY EXPENSES	0	350
10221850	9999	RECOVERIES - OTHER MUNICIPALITIES	(121,410)	(126,854)
		TOTAL MOBILE YOUTH SERVICES TEAM	6,282	6,564
		% CHANGE		4.49%
		OTHER EXPENSES		
10221900	5706	DOMESTIC VIOLENCE UNIT	21,408	22,328
10221900	5900	SUNDRY	4,400	2,400
10221900	5901	CROWD MANAGEMENT UNIT	3,015	3,183
10221900	5903	EMERGENCY RESPONSE TEAM	29,922	31,379
10221900	5904	DIVE TEAM	5,333	-
10221900	5914	MOBILE CRISIS RESPONSE TEAM	13,667	14,430
10221900	5917	REGIONAL CRIME UNIT	89,927	-
10221900	5919	UNDERCOVER POLICING UNIT	4,754	5,160
		TOTAL OTHER EXPENSES	172,426	78,880
		% CHANGE		-54.25%
		TOTAL POLICE DEPARTMENT	4,417,624	4,410,652
				-0.16%

	2015	2014
NEW EQUIPMENT-OFFICE (Capital) 10-286201-7100		
Speed reader board (pole mounted)	\$ -	\$ 5,850
NEW EQUIPMENT-CARS (Capital) 10-286207-7100		
Replacement vehicle - Car 74 (72 replaced in 2014)	\$ 40,000	\$ 40,000
Vehicle camera (carried forward from previous year)	\$ 13,300	\$ 13,300
	<u>\$ 53,300</u>	<u>\$ 53,300</u>
NEW EQUIPMENT-COMPUTER (Capital) 10-286208-7100		
New server implementation *	\$ 10,000	\$ 17,000
OPCC File Transfer system (lesser amt for 2015 shown on page 10)	\$ -	\$ 12,350
E-Comm equipment	\$ 6,000	\$ -
Switches (2)	\$ 5,000	\$ -
PRIME/CPIC 2 Factor firewall	\$ 5,000	\$ -
1 MDT	\$ -	\$ 6,000
	<u>\$ 26,000</u>	<u>\$ 35,350</u>
* Servers purchased in 2014		
POLICE DEPARTMENT BLDG RENOVATIONS (Capital) 10-286204-5907		
Cell B switch for CCTV camera	\$ -	\$ 4,500
Women's washroom/shower area & public washroom	\$ 67,000	\$ -
	<u>\$ 67,000</u>	<u>\$ 4,500</u>
Total Capital Purchases	\$ 146,300	\$ 99,000
<u>Funding from Reserves:</u>		
Vehicle camera - Provincial Grant Reserve	\$ 13,300	
Replacement of Vehicle #74 - Vehicle Replacement Reserve	\$40,000	
Server - Computer Replacement Reserve	\$10,000	
Washroom renovation - Structural Repairs Replacement Reserve	\$35,000	
	<u>\$ 98,300</u>	
Capital purchases funded by taxes	\$ 48,000	

2014-270

MEMORANDUM

TO: Mayor and Council

FROM: Director of Building and Planning

DATE: November 3, 2014

RE: Amendment to Heritage Revitalization Agreement Bylaw
2176 Windsor Road
Lot A (DD385125I), Block 2, Section 23, Victoria District, Plan 1091

BACKGROUND:

On September 29th Council adopted and passed Bylaw No. 4625, a Bylaw to authorize the Heritage Revitalization Agreement for 2176 Windsor Road. The owner would like an amendment to Clause 13 "Agreement Terminates if Subdivision not Approved" which states:

"This Agreement shall immediately terminate and cease to have any force or effect if the Subdivision has not been approved under the *Land Title Act* within two (2) years after the date hereof, in which case all of the statutory and common law relative to the pre-existing nonconforming use of the Existing Dwelling and the Lands shall apply."

The owner would like this clause to be removed or extended to a ten year limit for subdivision approval before termination of the agreement.

DISCUSSION:

At a meeting June 10th, 2014 with the owners there were clarifications to the agreement discussed and time frames that would occur moving forward. With regards to Clause 13; neither the consulting planner nor the Director of Building and Planning stated that this clause would be changed to their desired ten year time frame.

In regards to the subdivision it was clearly discussed that the Subdivision Bylaw has specific time frames for subdivision completion. The preliminary layout consideration sent to the owners July 22, 2014 which outlines conditions that must be completed in order for the subdivision to be given final consideration, also states that it expires after 180 days. There is an option for an applicant to request an extension in writing and the Bylaw allows a maximum extension of another 180 days. After the extension expires an applicant must then reapply as a new subdivision application.

We have consulted with our solicitor and the following concerns have been identified:

- The conservation assessment/plan is based on a present-day assessment of the property and what is required now. Rehabilitation of the dwelling in 10 years or more, could have different priorities and different restoration work required, and likely different conservation guidelines, and ideally a new plan would be prepared.
- Oak Bay's bylaws will change over time, and the agreement does not contemplate any bylaws other than the ones currently in force.

- Future councils (and future residents) may have different priorities and may not be in favour of the terms of this agreement as the character of the neighbourhood evolves, for example.
- Any public hearings held on the matter in 2014 would become irrelevant in 10 or 20 years.
- The agreement includes variances to the subject property; development variance permits expire after two years pursuant to the *Local Government Act*, similar to the expiry in clause 13 of the agreement. The HRA is a form of development, creating a new single family dwelling lot and upgrades to an existing building which should be limited to the standard two year time frame.
- If the building were to be damaged by fire or earthquake and was not able to be rebuilt the subdivision Approving Officer would be obligated to deny a subdivision application at a later date.
- Increasing the time frame to 10 years or unlimited to accommodate a selling scheme to the property is not recommended.
- A 10 year or unlimited time frame provides far too many unknowns.

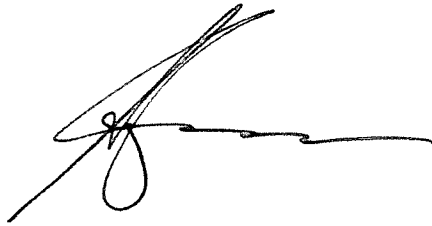
OPTIONS:

1. That the application to amend Clause 13 of the HRA for 2176 Windsor Road be denied.
2. That Council direct staff to prepare the requested Bylaw amendment to be brought back to a future Council meeting for consideration.

RECOMMENDATION(S):


That the application to amend Clause 13 of the HRA for 2176 Windsor Road be denied.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

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



Helen Koning
Chief Administrative Officer

2014-271

To: Mayor and Council
From: Municipal Clerk
Date: October 28, 2014
Re: **Business Improvement Area Renewal – Report on Counter-Petition Results**

BACKGROUND:

On September 15, 2014, Council gave three readings to Bylaw No. 4626, *Oak Bay Business Improvement Area Bylaw, 2015*.

The current five year mandate of the Village Business Improvement Area expires on December 31, 2014. Bylaw No. 4626 would continue the Business Improvement Area (BIA) for a further five years, setting a limit of \$400,000 to be raised from tax levies against business properties during that term.

Council has agreed to treat the renewal as a municipal initiative, and to provide a counter-petition opportunity to those property owners liable to be charged. The scheme of the legislation is that Council may proceed to adopt the bylaw unless at least 50% of the owners of properties liable to be charged, together representing not less than 50% of the assessed value of land and improvements that would be subject to the BIA tax levy, petition against the initiative.

DISCUSSION:

In the assessment roll for 2014, the total value of Class 6 (Business) land and improvements within the BIA is \$67,499,600, spread across 29 properties.

I hereby certify that by the deadline date of October 27, 2014, valid petitions against the Bylaw had been received from the owners of only two properties, representing an assessed value of \$3,354,000, or 4.97% of the total.

Council is now in a legal position to adopt Bylaw No. 4626.

RECOMMENDATION:

The appropriate disposition of this report would be a motion to receive. The bylaw itself is to be dealt with later in the agenda for the Council meeting of November 10, 2014.



Lorraine Hilton

Bylaw No. 4626, Oak Bay Business Improvement Area Bylaw, 2015

Counter Petition Results

Valid petitions against the Council Initiative represented by Bylaw No. 4626 were received in respect of the following properties:

<u>Legal Description</u>	<u>Civic Address</u>	<u>Class 6 Assessed Value</u>	<u>% of Total BIA Assessed Value</u>
Lot 1, Block 1, Section 69, Victoria District, Plan VIP298 except those parts in Plans 3863 and 603 BL; and Lot 2, Block 1, Section 69, Victoria District, Plan VIP298 except part in Plan 3863	2012 Oak Bay Ave	\$ 283,000	0.42%
Lots 1 and 2, Section 23, Victoria District, Plan VIP1292	2201 Oak Bay Ave	\$ 3,071,000	4.55%

2014-272

MEMORANDUM

TO: Oak Bay Council
FROM: Director of Engineering Services
DATE: October 29, 2014
RE: Development of an Oak Bay Age-Friendly Action Plan

BACKGROUND:

There is a grant opportunity from the Province of British Columbia (the Province). Launched in 2004, the Seniors' Housing and Support Initiative was created through a one-time \$2,000,000 million dollar grant from the, now, Ministry of Community, Sport & Cultural Development to assist local governments to prepare for an aging population. A maximum of 25 grants, Province wide of up to \$20,000, matching funds and/or cost sharing are not required, are available for 2015 community planning initiatives or community projects. The priority in 2015 is to engage communities that have not yet completed an age-friendly plan or undertaken a project focused on age-friendly communities.

DISCUSSION:

Based on discussions with the Province, staff believes a study or plan for Oak Bay has a higher possibility of success than simply requesting funding for curb drops which was staffs' initial interest. Given the submission deadline was October 31, 2014 and staff received the application package very late, staff submitted the application without Council endorsement. Staff applied for the grant for "The District of Oak Bay Age-Friendly Action Plan".

One requirement of the application is a Council resolution of endorsement. Staff advised the Province that, due to timing issues, the Council resolution would have to be submitted after the initial application was submitted. This arrangement was acceptable to the Province. The purpose of this memo is to request a resolution from Council to endorse this application.

OPTIONS:

1. That the Director of Engineering Services be authorized, on behalf of the District of Oak Bay, to submit an application for funding of \$20,000 to the Ministry of Community, Sport & Cultural Development to develop an Oak Bay Age-Friendly action plan.
2. That the application to the Ministry of Community, Sport & Cultural Development to develop an age-friendly action plan be withdrawn.

FINANCIAL IMPACT:

No additional cost to Oak Bay.

RECOMMENDATION(S):

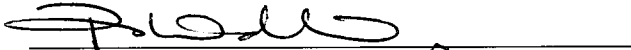
That the Director of Engineering Services be authorized, on behalf of the District of Oak Bay, to submit an application for funding of \$20,000 to the Ministry of Community, Sport & Cultural Developments to develop an Oak Bay Age-Friendly action plan.

Respectfully Submitted,




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

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



Patricia Walker
Municipal Treasurer

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



Helen Konig
Chief Administrative Officer