2014- 1

Oak Bay Police Department

1703 Monterey Ave, Victoria, B.C. V8R 5V6 (250) 592-2424 Fax (250) 592-9988

Memorandum

To: Oak Bay Mayor and Council

From: Chief Constable Fisher

File #

Date: 2013-12-05

Re: Police Dispatch Service Agreement Renewal

Our current Police Dispatch and Communications Service Agreement with the Corporation of the District of Saanich is set to expire on December 31, 2013. I have had preliminary discussions with Chief Chadwick of the Saanich Police Department and there is a common interest on the part of both of us to recommend that the agreement be renewed.

For the past few months I have been participating in a Capital Regional District committee that was struck to discuss the possibility of working towards greater integration of police communication centers in the Capital Regional District. Currently there are police communication centers at the Victoria Police Department, Saanich Police Department, and the West Shore RCMP Detachment. All police agencies in the area, with the exception of the Saanich Police Department, continue to participate in those discussions. While the committee will be recommending to the Capital Regional District that there be further study of potential governance and implementation models for an integrated police communications center for the police agencies participating there is no firm figures on the potentials costs or location of such a center. In the absence of any firm plan or option at this time I think it is logical to renew our contract with the Corporation of Saanich at this time. The work at the Capital Regional District committee level is ongoing and unless directed otherwise by the Police Board I will continue to participate in those discussions. At this point I have only committed to looking at options at that committee and there has been no firm commitment to participating in any new dispatch center at this time.

Our experience thus far has demonstrated that when issues occur in relation to the quality of the dispatch service the Sergeant in charge of the communication center has been very responsive to our enquiries and has taken appropriate steps to research and address any issues. Cost increases over the term of the contract have been limited to a percentage increase that is equivalent to the percentage annual costs increase represented by the negotiated or arbitrated general wage(s) increase for that year for the classifications within the Saanich Police bargaining unit which provides police dispatch services. Considering some of the technology upgrades and equipment costs I think that we are currently served well by the limited cost increases outlined in the language of the current agreement. The projected cost for the service in 2014 is $134,081.00.

A copy of the proposed Memorandum of Understanding for the renewed Police Dispatch and Communications Services Agreement is attached for your consideration. This agreement was discussed at our November Oak Bay Police Board meeting. The Police Board has indicated their support for the proposed renewal of this Memorandum of Understanding being brought to Mayor and Council for their consideration and a decision on renewal.

Mark Fisher
Chief Constable

2014- 2

To: Mayor and Council

From: Fire Chief

Date: December 5 , 2013

Re: Fire Dispatch Contract Renewal

Background:

The contract between The Corporation of The District of Oak Bay and the Municipality of Saanich for the provision of fire dispatch services will expire at the end of the year. We have had a contract with Saanich Fire Dispatch since 2003, and the Police Department has a similar contract. The current contract was for a five year period beginning January 1 2009.

Discussion:

The draft proposal presented for renewal before you is for an additional five year period beginning January 1 2014 and completing December 31 2018. There are annual increases of 3.5% per annum for the term of the agreement reflecting expected labour increases and service costs, and an annual fee for the supply of two workstations, which are in the Command Vehicle and Engine One. The 2014 cost of this agreement is $99,662.05, rising to $112,889.26 in 2018. This proposed rate is the same as similarly sized member municipalities (currently Esquimalt, Colwood, View Royal, Central Saanich, North Saanich and Sidney) which also use Saanich Fire Dispatch. The costs are allocated between the municipalities using a number of factors including population and call volume. The annual rate increases over the previous five years were 6% per annum; as more communities have contracted to use Saanich Fire's dispatch services the cost increases have come down.

Over the past ten years the dispatch service has proven to be very effective and professional. We have the most modern equipment being used through a Computer Aided Dispatch (CAD) system, which enhances our response effectiveness and the service we provide to our residents. Our officers are ensured immediate access to resources including notification of our on call officer. We are currently updating the Fire Department electronic record management system with Saanich Dispatch, which will allow our responding fire fighters instant access, on scene, to building preplans and emergency contacts. We share a common record management system, radio matrix, computer programs, licensing and automatic mutual aid response to multiple buildings in North Oak Bay and Saanich East.

Currently the only other dispatch option is with Langford Fire. The service that would be provided by Langford is simply to dispatch the initial call, after which there is no support of call monitoring, record management or resource allocation. The Langford system is designed around volunteer departments and pager systems which is not currently included in our collective agreement. The continued monitoring of the incident plays a critical role in the overall operation and safety at an incident.

The proposed agreement is attached for your information, and has been reviewed by our lawyers.

Financial Impact:

During the term of this agreement Oak Bay will pay to Saanich the following fees for the provision of fire dispatch and communications services and the supply of two CAD mobile workstations:

2014	$99,642.05
2015	$102,780.22
2016	$106,028.23
2017	$109,389.92
2018	$112,869.26

Recommendation:

That staff be directed to renew the contract for the provision of fire dispatch services by Saanich Fire Dispatch for the years 2014 to 2018.

Respectfully submitted,

D. G. Cockle
Fire Chief

I concur with the recommendation.

Patricia A. Walker
Municipal Treasurer

I concur with the recommendation.

Helen M. Koning
Chief Administrative Officer

2014- 3

To: **Mayor & Council**

From: **Director of Parks & Recreation**

Subject: **Strategic Energy Management Plan**

Date: **December 16, 2013**

BACKGROUND

For the past two years the District has partnered with BC Hydro to create a temporary Energy Coordinator position in Oak Bay. Ken Olson, Maintenance Supervisor at the Oak Bay Recreation Centre, has been in this role since January 2012 and has been working on initiatives and projects which reduce utility consumption (primarily electricity), our carbon footprint and the budgetary impact of utility costs.

Part of the Energy Coordinator's deliverables to BC Hydro is a Strategic Energy Management Plan (SEMP), a draft copy of which is attached. This SEMP highlights past successes as well as outlining proposed projects for the future.

DISCUSSION

The SEMP is being presented to Council in order to ensure the work done to date is in keeping with what Council would like to see, as well as to ensure we move forward in a coordinated fashion.

Specifically, staff would like to see the following actions result from the SEMP presentation:

1. Council provides support in principle for the SEMP. BC Hydro would like to see that Council is aware, and supportive, of the work that has gone into the plan. It would be an appropriate time for Council to provide any feedback regarding the plan. Council is not being asked to formally endorse the plan at this time, as Energy & Sustainability policies need to be developed and included.
2. Refer the development of Energy & Sustainability policies to the Environmental Advisory Committee, with drafts of each to come back to Council.
3. The Energy Coordinator be directed to provide a presentation on the SEMP to the Environmental Advisory Committee.
4. Direct the Environmental Advisory Committee to incorporate references to the SEMP (particularly sections 5.7 & 5.9) in the recommendations to come to Council regarding the approach and policies to be used in implementing an internal carbon fund (a green fund). Council referred this issue to the Environmental Advisory Committee in May of 2013, and staff believe it imperative that the Committee consider the SEMP as part of their work in this regard.

FINANCIAL IMPACT

There is no immediate financial impact in supporting the SEMP. Funding for projects listed will be sourced as required. Further, the establishment of a green fund will ensure that these funds create direct improvements in Oak Bay, thereby reducing our carbon footprint and reducing the required funding for energy consumption on an annual basis.

RECOMMENDATIONS

1. THAT Council provide support in principle for the draft of the Strategic Energy Management Plan; and

2. THAT Council refer the development of an Energy Policy and a Sustainability Policy to the Environmental Advisory Committee, with draft copies of each policy to come back to Council; and
3. THAT the Energy Coordinator be directed to provide the Environmental Advisory Committee with a presentation on the Strategic Energy Management Plan; and
4. THAT the Environmental Advisory Committee be directed to incorporate references to the Strategic Energy Management Plan in their recommendations to Council regarding the implementation of an internal carbon fund.

Ray Herman
Director of Parks & Recreation

I concur with the recommendations of the Director of Parks & Recreation.

Patricia Walker
Municipal Treasurer

I concur with the recommendations of the Director of Parks & Recreation.

Helen Koning
Chief Administrative Officer

2014-6

Memorandum

TO:	Mayor and Council	**DATE:** December 11, 2013
FROM:	Roy Thomassen Director of Building and Planning	
SUBJECT:	Property protected pursuant to Section 962 of the *Local Government Act* 2753 Somass Drive Lot A, Section 61, Victoria District, Plan 3929	

Background

At the November 25, 2013 Council meeting, Council ordered that temporary protection be placed on the property located at 2753 Somass Drive for a period of not longer than 60 days. This property was then referred to the Heritage Commission for its assessment and recommendation with respect to the proposed renovation.

The property and plans were considered by the Heritage Commission on December 10, 2013. The minutes of the Heritage Commission are part of the agenda for this Council meeting. The Commission did not have any concerns with the requested alterations to the building as shown on the attached plans.

Recommendation

If Council wishes to allow the alterations to 2753 Somass Drive as recommended by the Heritage Commission, the 60 day temporary protection order made November 25, 2013 pursuant to *Section 962* of the *Local Government Act* would need to be lifted.

Roy Thomassen, Director
Building and Planning

2014-8

MEMORANDUM

TO: Mayor and Council

FROM: Municipal Treasurer

DATE: December 11, 2013

RE: Oak Bay Arts Laureate Terms of Reference

BACKGROUND:

At the November 25, 2013 Council meeting draft terms of reference were presented during the New Business section of the meeting. After some discussion there was agreement that the guidelines around the reimbursement of expenses and obtaining prior approval of proposed projects to be undertaken would be reviewed and changed by staff. The revised terms of reference, which are attached to this memorandum, were to be reconsidered at the next Council meeting.

DISCUSSION:

The fact that the Arts Laureate position will be funded by up to three different organizations (the District of Oak Bay, the Oak Bay Business Improvement Association and the Oak Bay Tourism Committee) complicates matters somewhat; some of the projects that the Arts Laureate will wish to undertake could fall outside of the scope of allowable expenses for municipalities. In order to avoid problems, the terms of reference have been written specifically for tasks that will be funded by municipal monies.

The document identifies that the funding will come out the Community Initiatives Committee budget, and also stipulates that Council is to receive a report before November 30th each year. The report will contain a summary of how funds were used and an evaluation of the program in the previous calendar year.

The scope of the position has purposely been left open, since the incumbent's interests and creativity will dictate how the mandate is carried out. In order to avoid leaving the Finance Department to decide whether or not an expense is appropriate, the terms of reference require the Arts Laureate to liaise with the Community Initiatives Committee, informing its members of planned activities. The minutes of the Committee can then be passed on to the Treasurer.

OPTIONS:

1. Council can adopt the terms of reference for the Arts Laureate as attached.

2. Council can request that further amendments to the terms of reference be made, and have the amended document brought back to the next Council meeting.

FINANCIAL IMPACT:

During the 2013 Estimates deliberations the Committee determined that $2,500 would be allocated towards the funding of this position. The terms of reference do not stipulate any specific level of funding, and Council will be able to adjust this amount each year during Estimates deliberations.

RECOMMENDATION:

That Council adopts the attached terms of reference for the Oak Bay Arts Laureate.

Patricia A. Walker
Municipal Treasurer

I concur with the recommendation of the Municipal Treasurer.

Helen M. Koning
Chief Administrative Officer

OAK BAY ARTS LAUREATE

TERMS OF REFERENCE

The Oak Bay Arts Laureate is an honourary position created by the District of Oak Bay, funded in part by the District. Other organizations within the Municipality may provide funds to the Arts Laureate for work outside of these terms of reference. These terms of reference apply only to the projects funded by the District.

PURPOSE

1.1 The Arts Laureate acts as a good will ambassador to enhance arts and culture within the community of Oak Bay.

SCOPE

2.1 The Arts Laureate will work with, and provide support to, art and cultural organizations with in Oak Bay.

2.2 The Arts Laureate may organize and coordinate events and create projects that enhance arts and culture in Oak Bay.

2.3 The Arts Laureate will liaise with the Community Initiative Committee, informing its members of the events and projects that will be funded by the municipal monetary contribution.

2.3 The Arts Laureate may liaise with other arts and cultural organizations within the Capital Regional District.

2.3 Notwithstanding subsection 2.1, in accordance with the *Community Charter*, Section 25, the Arts Laureate must not provide a benefit, advantage or other form of assistance to a business.

FUNDING AND REPORTING

3.1 Funding for the Arts Laureate will be included in the annual municipal budget, within the Community Initiatives Committee section.

3.2 Requests for reimbursement of costs to organize events, create projects and for out-of-pocket expenses incurred while carrying out the duties of the Arts Laureate shall be submitted to the Municipal Treasurer. These will be accompanied by supporting receipts and invoices.

3.3 Before November 30th the Arts Laureate will report to Council on the activities carried out during the year. This report will include a formal evaluation of the year's program and a detailed statement indicating how funds were used.

SELECTION

4.1 The first Arts Laureate will be selected by the Mayor.

4.2 Subsequent Arts Laureates will be appointed using a selection process established by Council which will incorporate such attributes as experience, background and interest.

TERM OF APPOINTMENT

5.1 The term of the Arts Laureate will expire December 31 of the year in which there is a general local election.

5.2 Council has the authority to terminate the appointment of the Arts Laureate without notice.

MEMORANDUM

2014-9

To: Mayor and Council

From: Fernando Pimentel
Deputy Treasurer

Date: December 9, 2013

Re: 2014 Tender Award Recommendations

Recently we received the annual tender proposals on a number of products and services. The following shows the responses and our recommendations. The prices shown are final and include all applicable taxes unless otherwise stated.

BACKHOE RENTAL; PW01-2014

Contractor	Hourly Rate
W.A. Jones & Sons	**$60.78**
Don Mann Excavating Ltd	$93.45

Hourly Rate 2013: $66.08

It is recommended that W.A. Jones & Sons be awarded the Backhoe Rental tender based on low bid.

GRAVEL SUPPLY TENDER; PW02-2014

Contractor	Cost Components	Projected Annual Cost - 2014 *
Lehigh Northwest Materials	Material (tender)	$100,110
	Trucking	28,784
	Total Costs	**$128,894**

**Based on typical volume and mix of materials. Does not include applicable tax.*

Projected Material Annual Cost 2013: $132,000

It is recommended that Lehigh Northwest Materials be awarded the gravel supply contract based on low bid.

READY MIX CONCRETE; PW03-2014

Contractor	Rate / M^3	Delivery / load
Butler Brothers Supplies	**$194.88**	**$48.16**

M^3 Rate 2013: $188.16
Delivery / load 2013: $48.16

It is recommended that Butler Brothers Supplies be awarded the Ready Mix Concrete tender.

TANDEM TRUCK RENTAL TENDER; PW04-2014

Contractor	Hourly Rate
Lopeter Trucking Ltd	**$47.15**
W.A. Jones & Sons	$51.33
Don Mann Excavating Ltd	$93.45

Hourly Rate 2013: $56.00

It is recommended that Lopeter Trucking Ltd be awarded the Tandem Truck Rental tender based on low bid.

OPTIONS

1. Reject all recommendations. This option is not recommended. The tender bids for the Backhoe and Tandem Truck Rental is the lowest in 10 years. The Gravel Supply tender is a small decrease of 2% and the Ready Mix Concrete tender before delivery charge has an increase of 3%.

2. That Council approve all of the tender recommendations. This option is recommended.

RECOMMENDATION

That Council approve all of the tender recommendations.

Fernando Pimentel
Deputy Treasurer

The required funds are included in the financial plan. I concur with the recommendation of the Deputy Treasurer.

Patricia Walker
Municipal Treasurer

I concur with the recommendation of the Deputy Treasurer.

Helen Koning
Chief Administrative Officer