

2014-226

**MEMORANDUM**

**TO:** Mayor and Council  
**FROM:** Municipal Treasurer  
**DATE:** September 2, 2014  
**RE:** **Community Association of Oak Bay Grant Application**

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**BACKGROUND:**

The Community Association of Oak Bay is requesting a grant of \$20,000 over two years towards the carving and installation of a welcome pole on the Oak Bay High School grounds. Every year during Estimates Committee deliberations there is some money put into the budget for "one-time" grant requests that may come in during the year, after the deadline of February 28<sup>th</sup> that most requests are received by.

**DISCUSSION:**

In its covering letter the Association states that the Oak Bay Police and Firefighters want to help with the project and in the application itself under "List other potential income already solicited, amounts requested and amounts granted" the Oak Bay Police and Fire are shown as being asked to fund \$5,000. I have contacted the Fire and Police Chiefs and both confirm that they are aware that only Council can approve grants and neither has been formally approached for funding. Under the list of partners in the project, the Oak Bay Police are listed. The Police Chief has informed me that this might be the provision of an honour guard at the pole's unveiling.

The grant application is for \$20,000 over 2 years. Council can direct that the Five Year Plan Bylaw be amended to reflect a portion of this amount be included in the 2015 budget. This would be done with the understanding that the new Council will review and formally approve the list of grants in 2015. This year the unallocated, unspent amount for one time grants is \$6,187.

**OPTIONS:**

1. That the grant application be received without any action;
2. That the \$6,187 available in the one time grants be approved for 2014 for the welcome pole project and staff be directed to add \$13,813 to the 2015 grant budget, with the money to be paid upon staff receiving evidence that the remainder of the funding is in place; or

3. That some other amounts be approved for 2014 and 2015 for the welcome pole project , with the money to be paid upon staff receiving evidence that the remainder of the funding is in place; or
4. That the full \$20,000 be approved in 2014 for the welcome pole project, with the money to be paid upon staff receiving evidence that the remainder of the funding is in place.

**FINANCIAL IMPACT:**

1. The \$6,187 currently unallocated in the grant budget will remain available for other applicants.
2. No unspent money will be left in the unallocated grants budget. In 2014 Oak Bay completed its commitment of ten annual payments towards the City of Victoria multiplex, and therefore the grant budget would have been decreasing by \$17,800; if \$13,813 is added to the budget there will still be a net decrease.
3. The unspent money in the 2014 grant budget totals \$6,187. If Council approves more than this amount as a grant towards the project in 2014, the excess will be funded from the contingency amount in the budget. Council should be satisfied that this is an appropriate use of the contingency account, which is usually set aside for emergencies or unusual events that were not anticipated when the budget was set.
4. Funding the full \$20,000 in 2014 will mean that \$13,813 will be funded by the contingency account. Please refer to the comments in #3.


**RECOMMENDATION:**

If Council wishes to fund the welcome pole project on the School District land, I recommend that \$6,187 be approved for the welcome pole project in 2014 and staff be directed to add \$13,813 to the 2015 grant budget, with the money to be paid upon staff receiving evidence that the remainder of the funding is in place



Patricia A. Walker  
Municipal Treasurer

I concur with the recommendation of the Municipal Treasurer



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Helen M. Koning  
Chief Administrative Officer

**To:** Mayor and Council  
**From:** Deputy Municipal Clerk  
**Date:** September 2, 2014  
**Re:** **Bylaws for Council Meeting of September 8, 2014**

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**For Adoption**

Bylaw No. 4623, Oil Burning Equipment and Fuel Tank Regulation Bylaw Amendment Bylaw No. 1, 2014

Bylaw No. 4623 updates the Fire Department schedule of fees for various services.

Bylaw No. 4624, Fire Regulation Bylaw Amendment Bylaw No. 1, 2014

At a Committee of the Whole meeting, the Fire Chief submitted a memorandum outlining recommended amendments to the Fire Regulation Bylaw. The revisions include a revised fee schedule to more accurately reflect (and to be consistent with fees assessed by other Greater Victoria Fire Departments) staff costs relating to various services.

Additionally, a change to include the opportunity to consider requests for special open air fire permits relating to cultural celebration and/or cultural observation events was suggested, as well as a recommendation to increase the public liability insurance requirement to \$5,000,000.



Cindy Denomme  
Deputy Municipal Clerk

Attach.

THE CORPORATION OF THE DISTRICT OF OAK BAY

BYLAW NO. 4623

A Bylaw to amend the  
“Oil Burning Equipment and Fuel Tank Regulation Bylaw, 2002”

The Municipal Council of The Corporation of the District of Oak Bay, in open meeting assembled, enacts that Bylaw No. 4144, being the Oil Burning Equipment and Fuel Tank Regulation Bylaw, 2002, is amended as follows:

- 1 The Oil Burning Equipment and Fuel Tank Regulation Bylaw, 2002 is amended by repealing Schedule “B” and replacing it with the following Schedule “B” that is attached to and forms part of this bylaw.
- 2 This Bylaw may be cited as the *Oil Burning Equipment and Fuel Tank Regulation Bylaw Amendment Bylaw No. 1, 2014*.

READ a first, second and third time by the Municipal Council on August 18, 2014

ADOPTED and FINALLY PASSED by the Municipal Council on

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Mayor

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Municipal Clerk

Sealed with the Seal of The Corporation  
of the District of Oak Bay

## "SCHEDULE "B"

Bylaw No. 4144  
Oil Burning Equipment and Fuel Tank Regulation Bylaw, 2002

Oak Bay Fire Department Schedule of Fees

<b><u>DESCRIPTION</u></b>	<b><u>FEE</u></b>
<b><u>Oil Burning Equipment:</u></b>	
For the installation of any oil equipment to the B. C. Building Code and CAN/CSA B139 - Installation Code for Oil Burning Equipment. Combustible liquid fuel tank capacity: up to 1,400 litres (300 gallons).	Combined permit and inspection fee of \$100.00. Re-inspection fee of \$50.00.
For the installation of any oil equipment to the B. C. Building Code and CAN/CSA B139 - Installation Code for Oil Burning Equipment. Combustible liquid fuel tank capacity: over 1,400 litres (300 gallons).	Combined permit and inspection fee of \$100.00 plus 1.5 cents for every 1 litre of capacity of the tank. Re-inspection fee of \$50.00.
For the replacement, renewal or alteration of any oil burner or oil burning equipment.	Combined permit and inspection fee of \$100.00. Re-inspection fee of \$50.00.
<b><u>Flammable Liquid and Combustible Liquid Fuel Tanks:</u></b>	
For the installation or replacement of flammable and combustible fuel tanks. Tank capacity: up to 1,400 litres (300 gallons).	Combined permit and inspection fee of \$100.00. Re-inspection fee of \$50.00.
For the installation or replacement of flammable and combustible fuel tanks. Tank capacity: over 1,400 litres (300 gallons).	Combined permit and inspection fee of \$100.00 plus 1.5 cents for every 1 litre of capacity of the tank. Re-inspection fee of \$50.00.
Removal or rendering inert an underground fuel storage tank (permit and inspection).	Combined permit and inspection fee of \$100.00.
<b><u>General</u></b>	
For any other permit or inspection required pursuant to the provisions of this Bylaw.	\$50.00
For any request for written inspection report, permit or document pursuant to this Bylaw.	\$25.00

THE CORPORATION OF THE DISTRICT OF OAK BAY

BYLAW NO. 4624

A Bylaw to amend the *Fire Regulation Bylaw, 1994*

The Municipal Council of The Corporation of the District of Oak Bay, in open meeting assembled, enacts that Bylaw No. 3803, being the *Fire Regulation Bylaw, 1994*, as amended, is further amended as follows:

- 1 Section 46(1) is repealed and substituted with “(1) in connection with a not-for-profit community event, and/or a cultural celebration and/or observation, which Council has determined to be for the benefit of the Municipality at large, provided that:”.
- 2 Section 46(1)(d)(iii) is amended by deleting “Three Million Dollars (\$3,000,000.00)” and substituted with “Five Million Dollars (\$5,000,000.00)”.
- 3 Appendix “1” to this Bylaw is added as “Schedule “A”.
- 4 This Bylaw may be cited as the *Fire Regulation Bylaw Amendment Bylaw No. 1, 2014*.

READ a first, second and third time by the Municipal Council on August 18, 2014

ADOPTED and FINALLY PASSED by the Municipal Council on

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Mayor

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Municipal Clerk

Sealed with the Seal of The Corporation  
of the District of Oak Bay

"SCHEDULE "A"

Bylaw No. 3808  
Fire Regulation Bylaw, 1994

Oak Bay Fire Department Fees for Service

Fire Department Consultation Fees	\$110.00 per hour
Fire Code and Fire Department Records Search including report requests for the purchase, sale, financing or refinancing of any building or property.	\$100.00
Fire Safety Plan Reviews	\$100.00
Fire Investigation Report	\$100.00
Contract Fire Investigation Services	\$110.00 per 2 hour minimum
Fire Guard Watch (Standby)	\$200 per hour, 15 minute increments
Special Duty/Contract Fire Services (Engine Company)	\$500 per hour, minimum 3 hours"