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STAFF REPORT: Planning & Building Services Department



REPORT TO: Committee of the Whole
MEETING DATE: August 18, 2014
REPORT NO.: BL.14.28
SUBJECT: Licensing Officer Vehicle: Request to Add to Corporate Fleet
PREPARED BY: Greg Miller, Manager, Building & By-Law Services/CBO

A. Recommendations

THAT Council receive Staff Report BL.14.28 entitled “Licensing Officer Vehicle: Request to Add to Corporate Fleet”;

AND THAT Council direct Town Staff to maintain the By-law Services Vehicle, a 2007 Chevrolet Colorado and add to the corporate fleet.

B. Background

The purpose of this report is to seek authorization from Council to add to the corporate fleet.

The Animal Control/By-law Services Division vehicle 58-07, a 2007 Chevrolet Colorado, and currently being utilized by the dedicated Animal Control Officer was approved to be replaced by Council in the 2014 budget with a maximum budget of \$30,000.00. Staff are currently in the process of replacing this vehicle and anticipates to have this completed in the next several months.

In addition to replacing the Animal Control/By-law Services Division vehicle, Council approved \$6,000.00 for mileage under the Short Term Accommodation Licensing Program’s 2014 budget. This budgeted amount was for mileage reimbursement to the Municipal Licensing Officer for the use of his own vehicle while performing his STA Licensing duties.

As the STA Licensing Program is in the initial stages of implementation, site inspection of STA licensed premises has not commenced and, therefore, mileage has not been expended to date. However, as the STA Licensing Program evolves field inspections will commence and mileage will increase accordingly.

Staff is requesting to Council that the By-Law Services Division maintain the use of the 2007 Chevrolet Colorado in addition to purchasing a newer Animal Control/By-Law Services Division vehicle as scheduled.

Upon approval by Council, the 2007 Chevrolet Colorado would be maintained within the By-Law Services Division and would be utilized by the MLEO/Municipal Prosecutor who currently utilizes the By-Law Services’ Smart Car. This would provide greater flexibility in responding to by-law related complaints such as signs where removal of same is required and certain animal control functions.

The Smart Car in turn would be utilized by the Municipal Licensing Officer in his STA Licensing related duties. It should be noted that the Smart Car is scheduled to be replaced in 2017.

C. The Blue Mountains' Strategic Plan

*Providing a strong, well managed municipal government.
Managing growth to ensure the ongoing health and prosperity of the community.*

D. Environmental Impacts

The addition of one vehicle to the corporate fleet would contribute to the carbon footprint (CO₂ emissions) by the Town. However, this would be offset by the use of the MLO's personnel vehicle.

E. Financial Impact

The STA Licensing Program of the By-Law Services Division has budgeted \$6,000 each year over the next three years to pay for mileage incurred during field inspections by the Municipal Licensing Officer. Staff believes that rather than paying for the mileage the By-Law Services Division would be better served by keeping the 2007 Chevrolet Colorado over the contract of the Municipal Licensing Officer rather than paying mileage for use of a personal vehicle.

The chart below outlines the annual costs the Town will incur under the two options.

	Town owned Vehicle	Personal Vehicle
Mileage	-	\$6,000
Licensing & Insurance	\$486	-
Repairs*	100	-
Fuel*	3,600	-
Total	\$4,186	\$6,000

*the Repairs and Fuel amounts are what the vehicle is currently costing the Town per year.

By increasing the fleet for the duration of the STA Licensing Officer contract the Town will see an estimated cost savings of \$1,814. Once this contract expires the fleet size of the By-Law Services Division will return to the current complement.

F. In Consultation With

Financial Analyst

G. Attached

N/A

Prepared by:

Respectfully submitted by:

Greg Miller
Manager, Building & By-Law Services

Troy Speck
CAO