



Council Agenda

Monday, October 21, 2024, 7:00 PM

Council Chambers & Electronic Meeting

Electronic Meeting Instructions

To Join a Meeting:

Log into Zoom.us or the Zoom app on your device.

Enter the Meeting ID: 897 0956 7061

Dial In: 1-855-703-8985 (Canada Toll Free) or 1-778-907-2071 Meeting ID: 897 0956 7061

To Participate: During the public participation period, press **Star (*) 9** to "raise your hand".

Participants will be unmuted one by one when it is their turn to speak.

When called upon, you will have to press *6 to unmute the phone from your side as well.

We may experience a delay in opening the meeting due to technical difficulties. In the event that the meeting does not start as scheduled please be patient and stay on the line, we will get started as quickly as possible.

Public Dial-In Details are also posted at www.langford.ca

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City of Langford

Special Council Minutes

October 7, 2024, 1:00 p.m.
Council Chambers

PRESENT:

- Mayor S. Goodmanson
- Councillor K. Guiry
- Councillor C. Harder
- Councillor M. Morley
- Councillor L. Szpak
- Councillor M. Wagner
- Councillor K. Yacucha

ATTENDING:

- D. Kiedyk, Chief Administrative Officer
- B. Hutchins, Deputy Chief Administrative Officer
- M. Watmough, Director of Legislative & Protective Services
- M. Baldwin, Director of Development Services - Arrived 1:19 pm
- L. Stohmann, Director of Community Planning & Climate Change
- M. Dillabaugh, Director of Finance
- K. Balzer, Director of Engineering and Public Works
- K. Dube, Senior Manager of Information Technology and GIS
- D. Petrie, Senior Manager of Business Development and Events
- M. Miles, Manager of Legislative Services
- W. Schoenefuhs, Parks Planning Coordinator
- B. Boisvert, Legislative Services Administrative Coordinator

1. CALL TO ORDER

Mayor Goodmanson called the meeting to order at 1:04 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

Councillor Guiry read the City of Langford's Territorial Acknowledgment.

3. APPROVAL OF THE AGENDA

MOVED BY: HARDER
SECONDED: YACUCHA

THAT Council approve the agenda as presented.

Motion CARRIED.

4. IN CAMERA RESOLUTION

MOVED BY: YACUCHA
SECONDED: GUIRY

THAT Council close the meeting to the public pursuant to section 90 (1) (e), (i) and (k) of the *Community Charter* to consider:

- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Motion CARRIED.

5. ADJOURNMENT

MOVED BY: YACUCHA
SECONDED: GUIRY

THAT Council adjourn the meeting.

Mayor Goodmanson adjourned the meeting at 3:59 pm.

Motion CARRIED.

Presiding Council Member

Certified Correct - Corporate Officer



City of Langford

Council Minutes

October 7, 2024, 7:00 p.m.

Council Chambers & Electronic Meeting

PRESENT:	Mayor S. Goodmanson Councillor K. Guiry Councillor C. Harder Councillor M. Morley	Councillor L. Szpak Councillor M. Wagner Councillor K. Yacucha
ATTENDING:	D. Kiedyk, Chief Administrative Officer B. Hutchins, Deputy Chief Administrative Officer M. Watmough, Director of Legislative & Protective Services M. Baldwin, Director of Development Services L. Stohmann, Director of Community Planning & Climate Change M. Dillabaugh, Director of Finance	K. Balzer, Director of Engineering and Public Works K. Dube, Senior Manager of Information Technology and GIS D. Petrie, Senior Manager of Business Development and Events W. Schoenefuhs, Parks Planning Coordinator T. Booth, GIS Lead B. Boisvert, Legislative Services Administrative Coordinator

Meeting available by teleconference.

1. CALL TO ORDER

Mayor Goodmanson called the meeting to order at 7:02 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

Councillor Szpak read the City of Langford's Territorial Acknowledgment.

3. MEETING CONDUCT RULES

M. Watmough, Corporate Officer, read the City of Langford's meeting conduct rules.

4. APPROVAL OF THE AGENDA

MOVED BY: GUIRY

SECONDED: YACUCHA

THAT Council approve the agenda as presented.

Motion CARRIED.

5. PRESENTATIONS**5.1 Foundry, West Shore & Sooke**

Scott Bradford, Executive Director Thrive Social Services and Kathy Easton Director of Implementation, Foundry Thrive Social Services provided an overview of what the Foundry will provide to the Community.

6. PUBLIC PARTICIPATION

W. Hobbs, Langford Resident - re: Item 10.5 - The speaker does not support tax exception bylaw. re: Item 9.1 - The speaker expressed concern regarding the variety of housing requirements for those that are unhoused. The speaker expressed concern regarding affordable housing developments. The speaker requested the City of Langford be a leader for change in regard to the care of the unhoused.

S. Sifert, Langford Resident - re: Item 5.1 - The speaker expressed gratitude to the Foundry for implementing their services in the West Shore area. re: Item 9.1 - The speaker expressed concern regarding the metrics used in the report. The speaker expressed concern regarding the unhoused.

B. Prette, Langford Resident - re: Item 9.1 - The speaker expressed concern regarding the unhoused in their neighbourhood.

M. Wignall, Langford Resident - re: Item 9.1 - The speaker expressed concern regarding the unhoused. The speaker stated that the Provincial government needs to be assisting the unhoused.

7. CONSENT AGENDA

Minutes of the West Shore Parks & Recreation Society Board of Directors Meeting - June 13, 2024 (RECEIVE)

Minutes of the Special Council Meeting - September 23, 2024 (ADOPT)

Minutes of the Council Meeting - September 23, 2024 (ADOPT)

MOVED BY: HARDER

SECONDED: YACUCHA

THAT Council adopt the recommendations for each item of the Consent Agenda as presented.

- Minutes of the West Shore Parks & Recreation Society Board of Directors Meeting - June 13, 2024 (RECEIVE)
- Minutes of the Special Council Meeting - September 23, 2024 (ADOPT)
- Minutes of the Council Meeting - September 23, 2024 (ADOPT)

Motion CARRIED.

8. CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

None removed.

9. REPORTS9.1 Interim Housing Needs

MOVED BY: SZPAK
SECONDED: GUIRY

THAT Council receive the Interim Housing Needs Report, attached as Appendix A to the staff report dated October 7, 2024.

Motion CARRIED.

10. BYLAWS10.1 BYLAW NO. 2192

"Langford Zoning Bylaw, Amendment No. 731 (967A and 967B Isabell Avenue), Bylaw No. 2192, 2024". (FIRST, SECOND AND THIRD READINGS)

MOVED BY: GUIRY
SECONDED: HARDER

THAT Council give Bylaw No. 2192 first, second and third readings.

Motion CARRIED.

10.2 BYLAW NO. 2193

"Langford Zoning Bylaw, Amendment No. 732 (991 and 995 Latoria Road), Bylaw No. 2193, 2024". (FIRST, SECOND AND THIRD READINGS)

MOVED BY: GUIRY
SECONDED: WAGNER

THAT Council give Bylaw No. 2193 first, second and third readings.

Motion CARRIED.

10.3 BYLAW NO. 2205 (Background report attached)

"Road Closure Bylaw No. 2205 (967A Isabell Avenue), 2024". (ADOPTION)

MOVED BY: MORLEY
SECONDED: GUIRY

THAT Council adopt Bylaw No. 2205.

Motion CARRIED.

10.4 BYLAW NO. 2207 (Background report attached)

"City of Langford Permissive Tax Exemption Bylaw No. 2147, Amendment No. 1, Bylaw No. 2207, 2024". (FIRST, SECOND AND THIRD READINGS)

MOVED BY: WAGNER
SECONDED: GUIRY

THAT Council give first, second and third reading to City of Langford Permissive Tax Exemption Bylaw No. 2147, Amendment No. 1, Bylaw No. 2207, 2024.

Motion CARRIED.

10.5 BYLAW NO. 2208 (Background report attached)

“City of Langford Revitalization Tax Exemptions for Industrial Development Bylaw No. 2006, 2021, Amendment No. 1, Bylaw No. 2208, 2024”. (FIRST, SECOND AND THIRD READINGS)

MOVED BY: YACUCHA
SECONDED: GUIRY

THAT Council give first, second and third reading to City of Langford Revitalization Tax Exemptions for Industrial Development Bylaw No. 2006, 2021, Amendment No. 1, Bylaw No. 2208, 2024.

Motion CARRIED.

11. ADJOURNMENT

MOVED BY: YACUCHA
SECONDED: HARDER

THAT Council adjourn the meeting.

Mayor Goodmanson adjourned the meeting at 7:56 pm.

Motion CARRIED.

Presiding Council Member

Certified Correct - Corporate Officer



City of Langford

Staff Report to Sustainable Development Advisory Committee

DATE: Tuesday, October 15, 2024

DEPARTMENT: Planning

APPLICATION NO.: TUP24-0007

SUBJECT: Application for a Temporary Use Permit to permit a pet daycare and boarding kennel at unit 106-4342 West Shore Parkway.

EXECUTIVE SUMMARY:

Selena Elrod of Jurassic Bark Holistic Pet Care Ltd. has applied on behalf of the property owner, Jarnail Dadial, for a temporary use permit to allow for the uses of 'pet daycare' and 'boarding kennels' at the holistic animal hospital that is to operate from unit 106 at West Shore Business Park (4342 West Shore Parkway). With this application, the applicant is hoping to expand the range of services offered. The applicant is not proposing any alterations to the exterior of the building. Additionally, this application does not trigger any changes to the site plan or parking requirements.

BACKGROUND:

PREVIOUS APPLICATIONS

There have been no previous Planning applications associated with the unit within the industrial/commercial multi-tenant building.

Table 1: Site Data

<i>Applicant</i>	Selena Elrod (Jurassic Bark Holistic Pet Care)	
<i>Owner</i>	Jarnail Didal	
<i>Civic Address</i>	106 4342 West Shore Parkway	
<i>Legal Description</i>	Part Strata Lot 14 of Strata Plan of Part of Lot 1, Section 87, Metchosin District, Plan EPP77125	
<i>DP Areas</i>	Woodland, Habitat and Biodiversity, Steep Slopes, Extreme Fire Hazard	
<i>Zoning</i>	Existing: BP2A Business Park 2A – Sooke Road)	Proposed: BP2A Business Park 2A – Sooke Road)
<i>OCP Designation</i>	Existing: Business or Light Industrial	Proposed: Business or Light Industrial

SITE AND SURROUNDING AREA

The subject property is located in the western area of Langford, north of Sooke Road, between West Shore Parkway and Mount Wells Regional Park. The unit where the proposed business is to be located is one of the 32 units in a newly constructed business park/industrial building known as West Shore Business Park. The unit is located on the lower level of the complex, directly accessible via West Shore Parkway. The surrounding area is under development and will be further developed to include a mini storage facility, warehouse/office buildings, lumber supply store, and a concrete plant across the road.

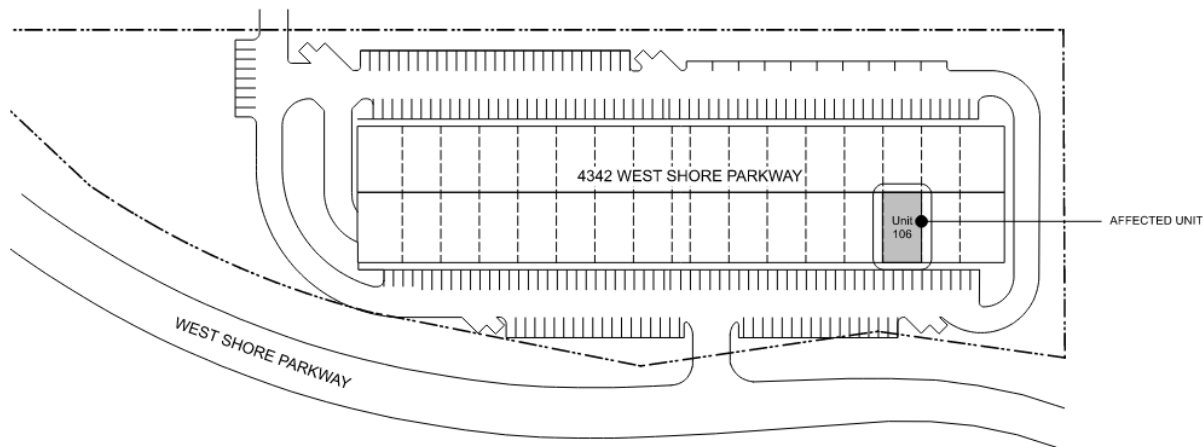
Figure 1: Subject Property and Surrounding Neighbourhood



Table 2: Surrounding Land Uses

	Zoning	Use
<i>North</i>	CD3 (Comprehensive Development 3- Westhills)	Undeveloped
<i>East</i>	BP2A (Business Park 2A – Sooke Road)	Future concrete plant
<i>South</i>	BP2A (Business Park 2A – Sooke Road)	Future office/mini storage facility Future lumber supply store
<i>West</i>	BP2A (Business Park 2A – Sooke Road) P4 (Park and Open Space)	Future 49-unit warehouse development Mount Wells Regional Park

Figure 2: Site Plan



1 Site / Key Plan
Scale: 1:1000

NOTE: NO SITE ALTERATIONS IN SCOPE OF WORK

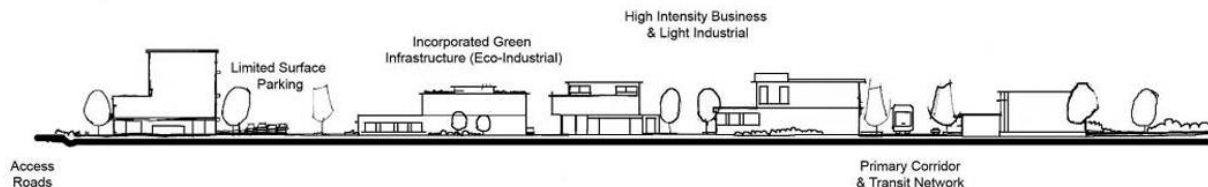
COUNCIL POLICY

OFFICIAL COMMUNITY PLAN

The Official Community Plan (OCP) Bylaw No. 1200 designated the subject properties as “*Business or Light Industrial*”, which is defined by the following text:

- *Predominantly business and light industrial precinct that supports a range of business uses;*
- *Parks, open spaces are integrated throughout the centre where appropriate to serve users and employees and green corridors (creeks, wildlife corridors, trails, etc.) that connect to other parts of the community where appropriate;*
- *Transit stops are located where appropriate.*

A Concept for Business or Light Industrial Centre



DEVELOPMENT PERMIT AREAS

- The Extreme Fire Hazard, potential Habitat and Biodiversity, Steep Slopes, and Woodland Development Permit Areas were addressed at the time of the original Development and do not create a concern for this Temporary Use Permit.
- Commercial and Industrial Development Permit Area requirements would pertain to this property regarding the form and character, however the applicant has not stated any intention to alter the exterior of the building. A building permit for tenant improvements was obtained earlier in 2024 to address the interior alteration of the unit in preparation for the business.

COMMENTARY:

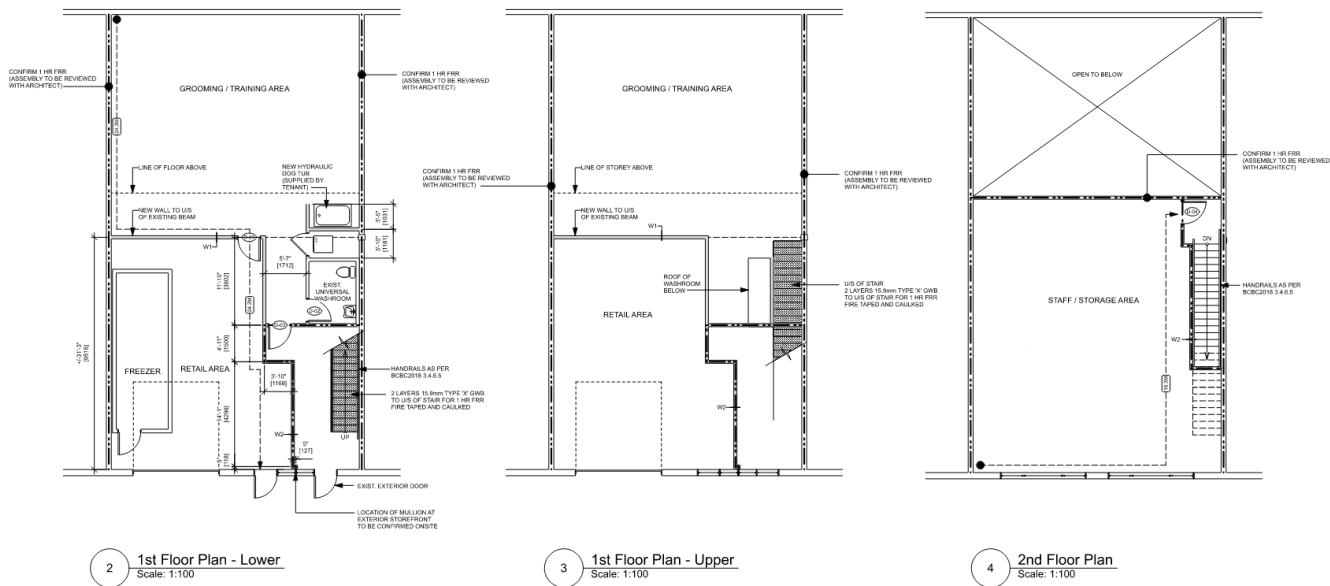
PROPOSAL

As stated above, the applicant has applied for a Temporary Use Permit to expand the range of services provided at their holistic animal hospital to include 'pet daycare' and 'boarding kennel' as defined in Zoning Bylaw No. 300. The business aims to offer integrated and holistic medicine to pets, provided by certified animal specialists and pet professionals. Some of the services will include the following:

- Acupuncture;
- Massage and chiropractic care;
- Herbology;
- Nutritional consultation;
- Fitness and weight management;
- Rehabilitation;
- Hydrotherapy; and
- Anesthetic free dental cleaning.

The floor plan of the space as it was approved through a Building Permit can be seen below in Figure 3.

Figure 3: Floor Plan



The Zoning Bylaw No. 300 does not contain the use of holistic animal hospital or pet wellness centre. Animal hospital, however, is defined in Zoning Bylaw No. 300 as the following:

Animal hospital means land, buildings and structures used for the veterinary care and treatment of domestic animals including cats, dogs, other house pets, and farm livestock such as cattle, chicken goats, horses, pigs or sheep, but does not include premises used for disposal of animal carcasses or the boarding of healthy animals.

Given that majority of the services that intend to be offered at the Jurassic Bark facility are not traditional veterinary care, emphasis was placed on provision of treatment and care by a qualified registered professional. In order to qualify as an animal hospital under the definition provided above, there must be at least one fully licenced veterinarian who has completed traditional veterinary training and education, earning a Doctor of Veterinary Medicine (DVM) degree on staff. The applicant has indicated that the business will have at least one DVM on staff.

In addition to the services that would be permitted under the definition of animal hospital, the applicant has indicated that they would like to provide remedies for behavioural and training issues in a form of supervised care and educational classes. Additionally, the business wishes to offer grooming services. These services do not meet the criteria of animal hospital under the Zoning Bylaw No. 300, and the use of ‘pet daycare’ would be more appropriate, as defined below:

Pet daycare means the daytime lodging of cats, dogs, or other domestic pets entirely within an enclosed building, for another person for financial gain, and may include accessory office, retail sales of pet food and care products, pet grooming and training. This use excludes the keeping of animals overnight, an animal shelter or an animal pound.

Additionally, the applicant indicated that the business wishes to offer overnight boarding of healthy pets. However, as noted in the two definitions provided above, both uses explicitly prohibit overnight boarding of healthy animals. While an animal hospital does permit overnight stay of animals in care for observation purposes, this is different from boarding of healthy animals proposed by the applicant. As such, a temporary use permit is required in this regard as well. Zoning Bylaw No. 300 defines boarding kennel as the following:

Boarding kennel means lands, buildings and structures used for the commercial breeding, raising, training, boarding, overnight accommodation, and grooming of dogs, cats or other household pets, and may include accessory retail sales of pet product. This use does not include an animal hospital, veterinary practice, or animal shelter but may include breeding kennel.

Currently, the Zoning Bylaw No. 300 limits boarding kennels as accessory use on the properties with lot area of 4.0 hectares (9.9 ac) or larger. Since very few properties in Langford meet with this requirement, this criterion allows Council to review ‘boarding kennel’ proposals on a case-by-case basis through a rezoning or a temporary use permit to ensure the suitability of the use for the proposed site. In this particular case, Council may deem the use appropriate for the location given the absence of nearby residential uses, the nature of anticipated uses on surrounding properties, as well as the uses permitted on the subject property itself. The BP2A (Business Park- Sooke Road West) Zone permits light industrial uses, such as manufacturing, warehouse storage, the retail sale, repair and storage of motor vehicles, as well as the retail sale of larger items like lumber and agricultural supplies. Additionally, the BP2A zone allows for commercial uses such as accessory retail stores, restaurant, and office space.

As Zoning Bylaw No. 300 does not limit the number of pets accommodated on properties where overnight boarding is allowed, Council may wish to take this opportunity to impose a limit they deem suitable for the subject property as a condition of the TUP. This would help ensure that the use of boarding kennels remains secondary to the primary use of holistic animal hospital. If Council wishes to proceed with issuance of a TUP for boarding kennels, but wants to limit the number of pets that can be boarded at the facility at any given time, they may include a condition stipulating that the operator must not keep or harbour more pets than the number specified by Council.

The three separate uses of animal hospital, pet daycare, and boarding kennel would cover all the services the applicant wishes to provide within their business.

The facility also intends to have approximately 74m² (800ft²) dedicated to retail of healthy pet food, supplements, treats and supplies, which equates to approximately 24% of the total gross floor area of the unit. BP2A zone does permit a retail store, limited to a maximum of 25% of the gross floor area of the building in which it is located, so this use is already permitted. Additionally, the use of pet daycare includes accessory retail, as defined above.

It is also important to note that parking in the BP2A zoning designation of the subject property (BP2A) is subject to a flat rate of 1 per 45m² (484.4 ft²). As a result, parking is reviewed comprehensively for the entire site and will not be impacted by the approval of this TUP.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this TUP application. Should Council determine that the uses proposed through this application are not appropriate for the subject property, a different tenant would occupy the space.

LEGAL IMPLICATIONS:

Pursuant to s. 497 of the Local Government Act, the City may issue a Temporary Use Permit (TUP) for a period of up to three years. The Local Government Act also allows a Temporary Use Permit to be extended for a maximum of an additional three years. If the holder of a TUP wishes to conduct the temporary use beyond 6 years period, they are required to make a new application to Council for a TUP or apply for rezoning.

OPTIONS:

Option 1

THAT the Sustainable Development Advisory Committee recommend that Council:

1. That Council direct staff to provide notice that Council will consider issuing a Temporary Use Permit to allow a pet daycare and boarding kennel at 106 4342 West Shore Parkway, subject to the following terms and conditions:
 - a. That the Temporary Use Permit is issued for a period of three years from time of issuance;
 - b. That the use of 'pet daycare' and 'boarding kennel' are operated in conjunction with the use of 'animal hospital' as defined in the Zoning Bylaw No. 300, and neither of the uses is operated as a stand alone use; and
 - c. That the operator of the business obtains a Business Licence from the City of Langford.

OR Option 2

THAT the Sustainable Development Advisory Committee recommend that Council take no action with respect to this Temporary Use Permit application for 106 4342 West Shore Parkway until such time as the following items are addressed and reviewed by the Sustainable Development Advisory Committee:

- a. _____;
- b. _____;
- c. _____;

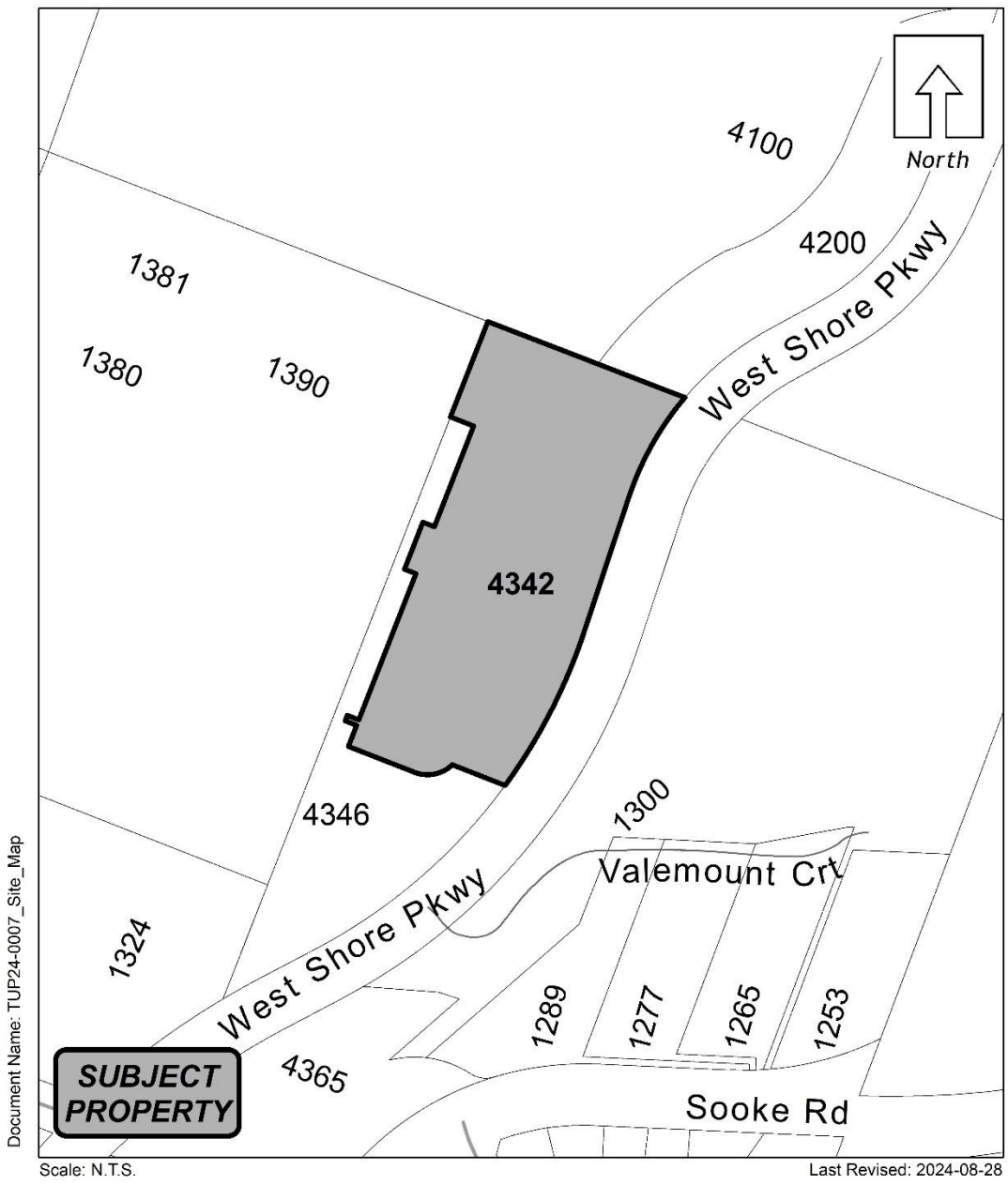
SUBMITTED BY: Anastasiya Mysak, Planner I

- Concurrence:** Matthew Baldwin, RPP, MCIP, Director of Development Services
- Concurrence:** Leah Stohmann, RPP, MCIP, Director of Community Planning and Climate Change
- Concurrence:** Melisa Miles, Manager of Legislative Services
- Concurrence:** Donna Petrie, Senior Manager of Communications & Economic Development
- Concurrence:** Yari Nielsen, Director of Parks, Recreation and Facilities
- Concurrence:** Katelyn Balzer, P.Eng., Director of Engineering and Public Works
- Concurrence:** Michael Dillabaugh, CPA, CA, Director of Finance
- Concurrence:** Braden Hutchins, Deputy Chief Administrative Officer

Attachments: Letter of Intent (106 4342 West Shore Parkway)

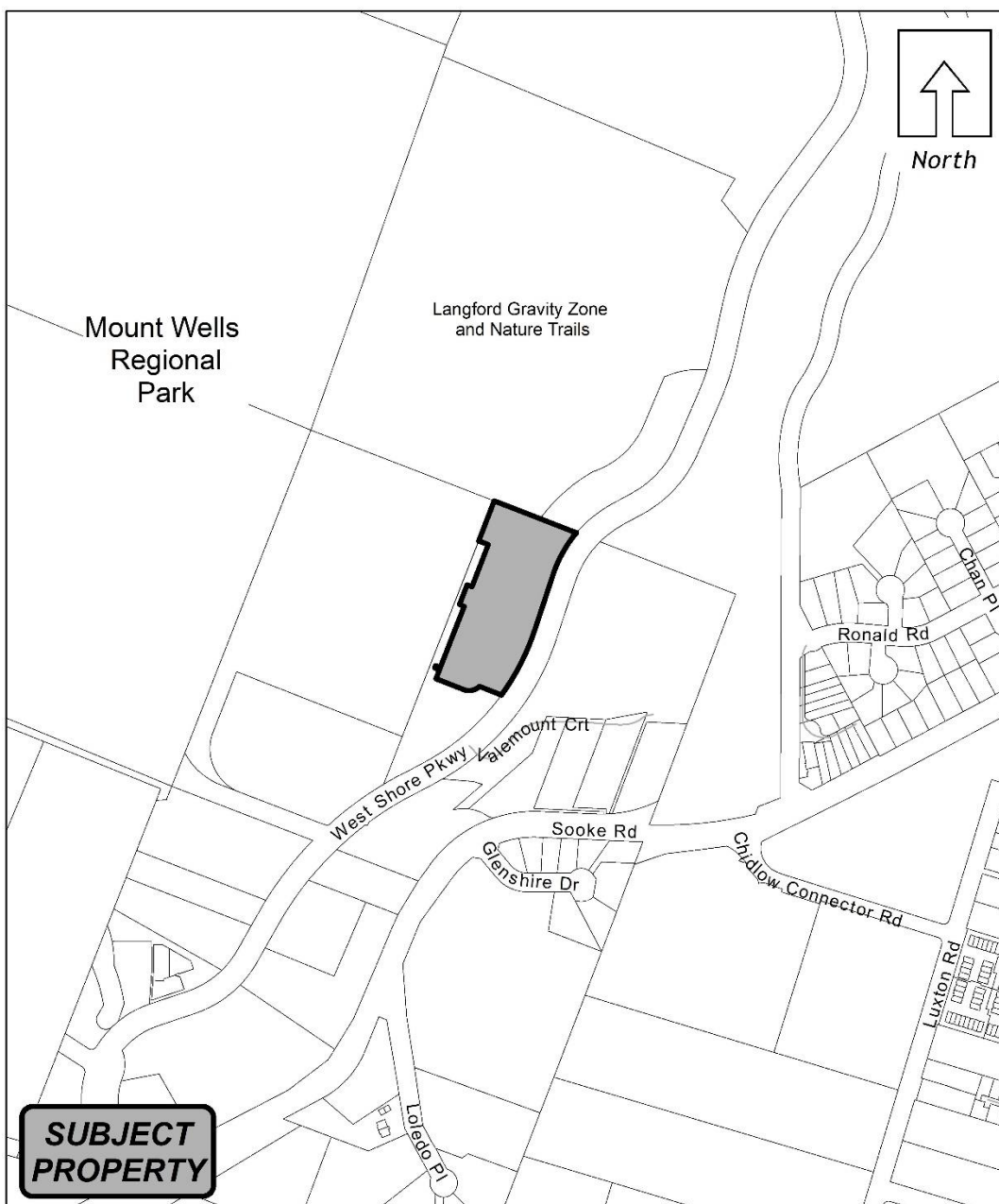
Appendix A – Site Map

**TEMPORARY USE PERMIT
(TUP24-0007)
4342 West Shore Pkwy**



Appendix B – Location Map

TEMPORARY USE PERMIT
(TUP24-0007)
4342 West Shore Pkwy



Document Name: TUP24-0007_Location_Map

Scale: N.T.S.

Last Revised: 2024-08-29

To Whom It May Concern:

My name is Selena Elrod and I am currently constructing a holistic animal hospital and pet wellness center to be located at #106 – 4342 West Shore Parkway.

Our team will consist of certified animal specialists and pet professionals to offer a wide array of integrative treatment services such as acupuncture, massage and chiropractic, herbology, nutritional consultations, fitness and weight management programs, rehabilitation, hydrotherapy, anaesthetic free dental cleanings and more. Additionally, we have approximately 800 square feet dedicated to the sale of healthy pet foods, vitamins, supplements, treats and supplies.

In addition to the permitted uses outlined for an animal hospital, we would also like to offer services supporting the mental and emotional well-being of pets, such as remedies for behavioural and training issues and a safe place for supervised care and educational classes. As such, we would like to add the uses of pet daycare, including accessory grooming and training, and an overnight boarding kennel for healthy pets.

Your consideration of a Temporary Use Permit is greatly appreciated.

With thanks,

Selena Elrod, CMT

250-580-8398

Jurassic_bark@outlook.com



City of Langford

Staff Report to Sustainable Development Advisory Committee

DATE: Tuesday, October 15, 2024

DEPARTMENT: Planning

APPLICATION NO.: Z23-0008

SUBJECT: Bylaw No. 2199 – Application to Rezone 2866 Rita Road, 2870 Rita Road, and 950 Bray Avenue from One- and Two-Family Residential (R2) to City Centre 1 (CC1) to allow a Six-Storey Apartment

EXECUTIVE SUMMARY:

Rachael Sansom and Alan Lowe have applied on behalf of 1341278 BC Ltd. to rezone 2866 Rita Road, 2870 Rita Road, and 950 Bray Avenue from One- and Two-Family Residential (R2) to City Centre 1 (CC1) to allow a six-storey apartment with approximately 77 residential rental units. The application includes a parking variance request to reduce the total required parking stalls from 96 to 85.

BACKGROUND:

PREVIOUS APPLICATIONS

There have been no previous applications made for any of the subject properties.

Table 1: Site Data

<i>Applicant</i>	Rachael Sansom and Alan Lowe	
<i>Owner</i>	1341278 BC Ltd.	
<i>Civic Address</i>	2866 Rita Road, 2870 Rita Road, and 950 Bray Avenue	
<i>Legal Descriptions</i>	LOT 11, SECTION 79, EQUIMALT DISTRICT, PLAN 17397 LOT 12, SECTION 79, ESQUIMALT DISTRICT, PLAN 17397 LOT 4, SECTION 79, ESQUIMALT DISTRICT, PLAN 18207	
<i>Size of Property</i>	2,106 m ² (combined area)	
<i>DP Areas</i>	Downtown Development Permit Area	
<i>Zoning</i>	Existing: R2 - One- and Two-Family Residential)	Proposed: CC1 - City Centre 1
<i>OCP Designation</i>	Existing: City Centre	Proposed: City Centre

SITE AND SURROUNDING AREA

The subject properties are located within Langford’s City Centre, on the corner of Bray Avenue and Rita Road, abutting the corner of Centennial Park. The lots are flat, and each contain a single-family dwelling. Across the three lots, there are two bylaw protected trees, one cedar and one Douglas-fir, which will be discussed later within this report.

The surrounding area is made up of mostly single-family homes, with an increasing number of apartments and townhomes being constructed. Council may wish to note that an existing duplex is located between the existing six-storey apartment at 968 Bray Avenue and the proposed development site. The site is located approximately 300 m from the E&N Trail, and approximately 400 m away from Langford Exchange which provides bus connections throughout the region. An increasing number of shops and services are either already located along Jacklin Road or are anticipated through prior approvals for redevelopment along the corridor. The site is also within walking distance to Goldstream Avenue which provides an additional array of services. As noted above, Centennial Park abuts the corner of the site. The park contains tennis courts, baseball diamonds, a playground and splash park, and the Centennial Centre for Arts, Culture, and Community – operated by West Shore Parks and Recreation.

Figure 1: Subject Properties



School District No 62 has been made aware of this application such that they can consider the proposed increase in density in this area as part of their long-range facility planning. The subject properties are located approximately 750 m from Ruth King Elementary School and approximately 600 m from Spencer Middle School.

Table 2: Surrounding Land Uses

	Zoning	Use
<i>North</i>	R2 (One- and Two-Family Residential)	Single Family Homes
<i>East</i>	R2 (One- and Two-Family Residential)	Single Family Homes
<i>South</i>	R2 (One- and Two-Family Residential)	Single Family Homes
<i>West</i>	R2 (One- and Two-Family Residential) CC1 (City Centre 1) P2 (Community Institutional)	Single Family Homes Six-Storey Apartments Centennial Park

COMMENTARY:Development Proposal

The applicant has applied to rezone 2866 Rita Road, 2870 Rita Road, and 950 Bray Avenue from R2 (One- and Two-Family Residential) to CC1 (City Centre 1) to allow for a six-storey apartment building with approximately 77 residential rental units. The unit makeup is comprised of 25 one-bedrooms, 4 one-bedrooms with den, 47 two-bedrooms, and 1 three-bedroom unit. All proposed ground floor units facing Bray Avenue or Rita Road have individually accessed entrances from the street, allowing the proposal to meet the CC1 zoning requirement to have a minimum of 80% active building frontage. While each unit has a private balcony, the proposal also includes a 105 m² (5% of the total lot area) outdoor common amenity area in the northwest corner of the site that includes shade tolerant plantings and outdoor seating to allow for resident gathering. To remain consistent with other rezoning applications, Council may wish to require that this building be constructed with electric heat pumps.

Site access is located on Bray Avenue near the western property boundary, providing access to surface parking and the single floor of underground parking. This allows the surface parking to be hidden behind the primary Rita Road frontage. The building is designed so that the second floor and above are extended out above the surface parking, providing partial coverage of the parking stalls. For reference, the site plan has been attached to this report.

The applicant had originally requested setback variances to the allowable projections of balconies but have since worked with staff to remove the request for the variance. Staff also requested that the project architect look at lifting the building slightly to allow the ground floor units to have a slight grade change from the sidewalk. This allows for much better privacy for ground floor residents and creates a better interface with the sidewalk. Although there will be a few steps up from the sidewalk, accessible access to the units will still be provided through the interior corridor. The applicant and project architect were able to integrate this staff suggestion into their design which will be further secured through the development permit process.

The applicant has provided a conceptual rendering of the proposed development to demonstrate the intended form and character, shown below in Figure 2. The building exhibits a modern design with proposed materials of Hardie panel, Hardie plank, stone veneer, and accents of wood siding.

Figure 2: Conceptual Rendering



Vehicle and Bicycle Parking

As noted previously, the applicant is seeking a parking variance to reduce the required parking on-site from 1.25 parking spaces per unit (96 stalls), to 1.10 parking stalls per unit (85 stalls). To support their request, the applicant has provided staff with a parking study. The parking study has found that this project will have a Walk Score of 75, which warrants that this building could provide as little as 73 parking stalls based on 77 units. Given that the applicant is intending to still provide 85 parking stalls, Council may wish to authorize the Director of Development Services to issue this parking variance request within the form and character Development Permit. Despite the parking variance, there will still be enough parking for each unit to have one assigned parking stall.

As per the zoning bylaw, all residential stalls, excluding visitor, will be constructed to include conduits capable of providing wiring for Level 2 Electric Vehicle charging. To remain consistent with other developments, Council may wish to require the applicant to register a separate covenant at the time of building permit that ensures residential parking is not provided in exchange for compensation separate from that of the residential unit.

Council may also wish to note that the applicant is required to provide at least one bike parking stall per unit, which would equal a total of 77. The applicant is proposing 85 secure indoor bike stalls, in addition to an exterior bike rack near the front entrance for visitor usage that can accommodate another 6 bikes. The indoor secure bike stalls are in the form of individual storage lockers dispersed through the 2nd through 6th floors. These storage lockers allow for dual use for both bicycles and individual storage of seasonal items.

Table 3: Proposal Data

	Permitted by R2 (Current Zoning)	Permitted by CC1 (Proposed Zoning)	Proposed by this Rezoning Application
<i>Permitted Use</i>	Single family homes, duplexes, townhomes	Apartments and commercial uses	Apartment, no commercial uses
<i>Density (FAR and/or min. lot size)</i>	400 m ² min. lot size	5.0 FAR	3.34 FAR
<i>Height</i>	11 m	6 storeys	6 storeys
<i>Site Coverage</i>	50%	n/a	71.92%
<i>Front Yard Setback (Bray Avenue)</i>	3 m / 5.5 m for a garage or carport	2 m - 1 st & 2 nd floors 4m – 3 rd – 6 th floors	2.05 m – 1 st & 2 nd floors 4.03 m – 3 rd – 6 th floors
<i>Interior Side Yard Setback</i>	1.5 m	3 m	3.46 m
<i>Exterior Side Yard Setback (Rita Road)</i>	3 m / 5.5 m for a garage or carport	2 m - 1 st & 2 nd floors 4m – 3 rd – 6 th floors	2 m - 1 st & 2 nd floors 4m – 3 rd – 6 th floors
<i>Rear Yard Setback</i>	3 m	3 m	3 m
<i>Vehicle Parking Requirement</i>	1 per each dwelling unit	1.25 spaces per unit	1.10 spaces per unit*
<i>Bicycle Parking Requirement</i>	n/a	1 per unit	1.10 per unit secure indoors, plus 6 outside entrance for visitors. Total of 91. An excess of 17.

***Variance requested**

Trees and Landscaping

As part of their application, the applicant has submitted an arborist report to assess on- and off-site trees that may be impacted by the proposed development. The report identified two on-site trees subject to the City's Tree Bylaw (having a diameter at breast height of 20 cm or more). The arborist has noted that both trees, a Deodar cedar and a Douglas-fir, will need to be removed if the development is approved due to their location within the proposed building footprint.

The arborist also identified one off-site tree that may be impacted by the proposed underground parking, located on the neighbouring property to the north at 2862 Rita Road – a City owned lot. The arborist noted that this tree may need to be removed as it may be impacted by the proposed parkade, but that they would have to determine the outcome at the time of construction. The Director of Parks, Recreation, and Facilities noted they would likely not grant the required consent to remove the Garry oak on the City owned parcel at 2862 Rita Road should it be determined that the removal is necessary. As such, the developer has since changed the footprint of the parkade to remove the risk to the Garry oak. The arborist report has been attached to this report for reference, but Council should note that this report was done prior to the change to the parkade footprint, reducing the risk to the Garry oak.

Council may wish to require through a Section 219 Covenant that tree protection fencing be installed to protect the Garry-oak tree, as per the arborist report, prior to the commencement of work on site.

The applicant has also provided a conceptual landscape plan to support their application which has been attached to this application for reference. While the applicant is proposing shrubbery, there are no on-site trees proposed due to limited space. Instead, the applicant is demonstrating 10 street trees which exceeds the requirements of the City's Subdivision and Development Servicing Bylaw, Bylaw No. 1000. Bylaw No. 1000 calls for one street tree for every 12 m of street frontage, which would require a total of 8 street trees for the subject proposal. Council may wish to secure that the extra two street trees be planted through the Section 219 Covenant since it is over and above our standard bylaw requirements. The Parks Department will confirm the locations of the trees through the civil drawing review prior to the issuance of a building permit. Additionally, the Parks Department has requested that the Section 219 Covenant ensures the owner maintains the boulevard landscaping from the back of the sidewalk, excluding the street trees which will be maintained by the City.

MULTI-MODAL NETWORK

FRONTAGE IMPROVEMENTS

The Director of Engineering has noted that full frontage requirements to Bylaw No. 1000 standards will be required, including but not limited to the following:

Bray Avenue – a 2.2 m wide concrete sidewalk, 2.6 m wide scallop parking, separated boulevard with trees, landscaping, irrigation, a 3.2 m drive lane, a 1.5 m bike lane, and streetlights.

Rita Road – a 1.8 m wide concrete sidewalk, separated boulevard with trees on both sides of the sidewalk, landscaping, irrigation, a 4.25 m drive lane, road edge parking, and streetlights.

The Director of Engineering has requested that Council require the developer to extend the sidewalk along Rita Road beyond the frontage of the development site north to the corner of Rita Road and Tennis Court Lane, in front of the City owned property at 2862 Rita Road. This will complete a sidewalk link to Tennis Court Lane which provides access to Centennial Park. As this portion of sidewalk will be well utilized by the neighbourhood, Council may wish to allow the developer to use their General Amenity Contributions towards the portion of sidewalk that extends beyond their frontage and incorporate it into the bylaw.

The applicant provided a frontage drawing to staff to demonstrate their ability to complete the required frontage improvements, as such, no road dedication was requested.

PEDESTRIAN, CYCLING AND MOTORIST NETWORK

As noted, the subject properties are well located within the Langford City Centre with good access to shops, services, and transit options. Sidewalk in front of the building will be installed along the frontage of both Bray Avenue and Rita Road, and extended to Tennis Court Lane, as discussed above. Bike lanes exist along Jacklin Road and Carlow Road, with a connection anticipated along Bray Avenue. Multiple projects are under construction along Bray which are required to complete a bike lane in their frontage, inclusive of this proposal. As noted previously, this site is approximately 300 m from the E&N Trail which provides direct walking and cycling access to Victoria. The nearest bus stop is a 3-minute walk from the site and the Langford Transit Exchange is an approximate 10-minute walk. These bus stops provide many regional connections, including the West Shore Blink Rapid Bus that provides high frequency trips to downtown Victoria. The nearest MODO carshare vehicle is located in front of Langford City Hall, approximately 850 m from the site. The Director of Engineering did not request a traffic study for the proposed development. The Ministry of Transportation and Infrastructure has noted that they have no objections to the proposal and BC Transit has expressed support.

Infrastructure

DRAINAGE AND STORMWATER

The applicant has submitted a stormwater technical memo prepared by an engineer outlining how they plan to manage stormwater on-site. This memo has been reviewed and approved by the Director of Engineering.

SEWERS

A sewer main exists along Bray Road and a connection from the building to this main would be required. Any improvements, extensions, or modifications needed to the sewer main within the municipal road right-of-way will be completed by West Shore Environmental Services at the applicant's expense.

Construction Impact Mitigation

Council may wish to require a Construction Parking and Delivery Management Plan as a condition of rezoning and require that it be provided to the satisfaction of the Director of Engineering prior to any land alteration. This should be secured within a covenant, prior to Bylaw Adoption.

CONSTRUCTION STAGING/ENCROACHMENTS

Any construction staging beyond the property limits requires a construction licence with the City, including but not limited to temporary above or below ground occupancy of any public lands or rights-of-way. Construction licences must be executed prior to any land alteration and are subject to non-

negotiable terms, conditions, and one-time and/or daily fees. All permanent encroachments and above ground temporary construction licences on public lands or rights-of-way are subject to Council approval.

Nuisance easement

Council may wish to require that the applicant provide a Section 219 Covenant registered on title prior to Bylaw Adoption that provides future landowners with the understanding that Centennial Park is located nearby, and that park and recreation uses, inclusive of sports tournaments, may result in noise or general nuisances, and that future landowners understand and accept the potential disruption to their residential occupancy of the site.

Neighbourhood Consultation

The applicant distributed 50 notices to residents of the immediate neighbourhood advising them of the application and providing their contact information for feedback. The applicant only heard back from one neighbour who had questions about the setback variances. As discussed earlier, the developer has removed the variance request from their application after redesigning the project to remove the necessity.

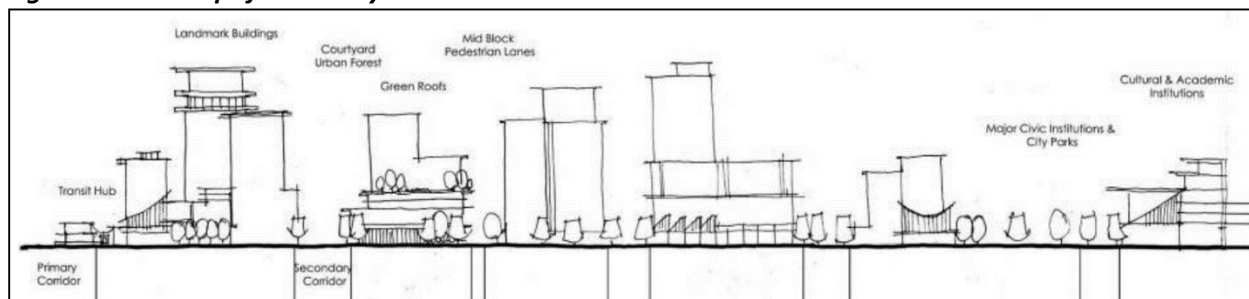
COUNCIL POLICY

OFFICIAL COMMUNITY PLAN

The Official Community Plan (OCP) Bylaw No. 1200 designated the subject properties as City Centre, which is defined by the following text:

- A major regional growth centre that supports a wide range of high-density housing, including affordable and rental housing
- A major employment area for institutional, office, commercial, light industrial uses
- Major civic uses and public buildings are key landmarks
- A major place of community gathering and celebration
- A wide range of public squares, parks and open spaces are integrated throughout
- The City's major entertainment and/or cultural precinct
- Inter-city and/or inter-regional transit hub connect residents

Figure 2: A Concept for the City Centre



The proposal meets many objectives of the City’s OCP such as locating high intensity development in and around centres and near transit corridors, provides ground floor units to ensure “eyes on the street,” and active, street-oriented design.

DESIGN GUIDELINES

The subject properties are located within the “S1: Centennial Park” neighbourhood of the City Centre Design Guidelines as outlined below. For this region of the City Centre, the design intent is as follows:


S1 Centennial Park

Surrounding a large green space, the Centennial Park neighbourhood boasts late century single-family dwellings located on cul-de-sac roads.

This neighbourhood is very suitable for mixed-use development, shared streets and enlarged walkways as well as high-density apartment buildings near Goldstream Avenue.

Other opportunities for development in this neighbourhood include townhouses and medium-density apartments to replace the single-family dwellings on cul-de-sacs and shared streets.

Emphasis within the Centennial Park neighbourhood shall be placed on a family focus and being able to move through the housing continuum by addressing various housing types.



Further to these Neighborhood Guidelines, 950 Bray Avenue and 2870 Rita Road were identified as being appropriate for consideration of the CC1 Zone on the City Centre Concept Map forming part of the City Centre Design Guidelines. The CC1 Zone allows for apartment buildings with optional ground floor commercial and a maximum height of 6-storeys. While 2866 Rita Road was identified as being appropriate for consideration of the CC2 Zone (maximum height of 4-storeys), the guideline states that where a land assembly proposes to consolidate parcels within multiple designation areas, the higher density Zone may be applied for. As such, this proposal is consistent with the City Centre Concept Map. Council may wish to note that the applicant is proposing an entirely residential building, with no ground floor commercial units.

DEVELOPMENT PERMIT AREAS

The subject properties are not located within any of the Environmental Protection or Hazardous Area Development Permit Areas. However, these properties are located within the City Centre Development

Permit Area and since the proposal is for a multi-family development, a Development Permit for Form and Character will be required.

LOW CARBON CONCRETE

In accordance with Council's Low Carbon Concrete Policy POL-0167-PLAN, Council may wish to require the applicant to utilize ready-mix concrete that meets or exceeds the weighted average Global Warming Potential targets based on Concrete BC Baseline (average) mix data for the construction of the proposed development.

ATTAINABLE HOUSING POLICY

Currently, the City's Attainable Housing Policy requires all new developments with 4-storeys or more to participate in the program but does not set out specific requirements for purpose built rental buildings. On February 21st, 2023, Council passed a resolution to direct staff to add requirements for purpose-built rental buildings for Council's consideration and to review individual proposals on a case-by-case basis in the interim, provided they meet a benchmark of including at least 10% of the units in a building for at least 10% below market rent. As we are still in the interim stage, the applicant has committed to providing at least 10% of the units at 10% below market rate, as per Council's resolution, or otherwise meet the City's current Attainable Home Ownership Policy, in the event that they proceed with a condo building. Council may wish to require the applicant to enter into a Housing Agreement securing the units prior to the issuance of a building permit. The specific units will be confirmed through the development permit process.

FINANCIAL IMPLICATIONS:

Rezoning the subject properties to permit higher density of development will increase the assessed value of lands and eventually will increase municipal revenue due to the number of units created. As the developer is responsible to complete all frontage improvements, the direct capital costs to the City associated with this development will be negligible. A summary of Amenity Contributions and Development Cost Charges that the developer will be expected to pay, is outlined in Tables 4 and 5 below.

COUNCIL'S AMENITY CONTRIBUTION POLICY

The amenity contributions that apply as per Council's current Affordable Housing and Amenity Contribution Policy are summarized in Table 4 below, based the current floor plans and total density of 77 residential units.

Table 4 – Amenity Contributions per Council Policy

Amenity Item	Per unit contribution	Total (77)
General Amenity Reserve Fund*	\$2,850 per unit (1st through 4 th storeys)	@ 49 units = \$139,650
	\$1,425 per unit (5 th & 6 th storeys)	@ 28 units = \$39,900
	\$750 per unit (1st through 4 th storeys)	@ 49 units = \$36,750

<i>Affordable Housing Reserve Fund</i>	\$375 per unit (5 th and 6 th storeys)	@ 28 units = \$10,500
TOTAL POLICY CONTRIBUTIONS		\$226,800**

*The total contribution to the General Amenity Reserve Fund may be reduced by the amount equal to the cost of constructing the sidewalk extension to Tennis Court Lane.

**Any below market rental units are subject to a 50% reduction in amenity fees on the 1st through 4th floors, as per the City's Affordable Housing and Amenity Contribution Policy. The applicant has committed to providing 10% of the units at a below market rate. Should the applicant pursue this project as an ownership building as per Council's Attainable Home Ownership Program Policy (Policy No. POL-0166-PLAN), the applicant will be eligible for a refund of amenity contributions for the units sold through the Program.

Table 5 - Development Cost Charges

Development Cost Charge	Per Unit Contribution	Total (77 units)
<i>Roads</i>	\$3,092.39	\$238,114.03
<i>Parks Acquisition and Improvements</i>	\$1,438	\$110,726
<i>ISIF</i>	\$338.08	\$26,032.05
Subtotal (DCC's to Langford)		\$374,872.08
<i>CRD Water</i>	\$1,644	\$126,588
<i>School Site Acquisition</i>	\$600	\$46,200
TOTAL DCC's (estimated)		\$547,660.08

LEGAL IMPLICATIONS:

Should Council choose to proceed with consideration of Bylaw No. 2199, the application will be prohibited from being the subject of a Public Hearing, as per the changes made by the Province to the *Local Government Act* through *The Housing Statutes (Residential Development) Amendment Act, 2023*.

The amenity contributions specified in Table 4 above are incorporated into Bylaw No. 2199 and will be payable at the time of building permit along with the current Development Cost Charges specified in the various DCC Bylaws.

Council's other conditions of approval would be registered in a Section 219 Covenant in priority of all other charges on title prior to consideration of Bylaw Adoption.

OPTIONS:**Option 1**

That the Sustainable Development Advisory Committee recommend that Council:

1. Proceed with consideration of First, Second, and Third Reading of Bylaw No. 2199, following public notification, to amend the zoning designation of the properties located at 2866 Rita Road, 2870 Rita Road, and 950 Bray Avenue from One- and Two-Family Residential (R2) to City Centre (CC1) subject to the following terms and conditions:
 - a. That the applicant provides, **as a bonus for increased density**, the following contributions per dwelling unit, **prior to the issuance of a building permit approval**:
 - i. \$750 towards the Affordable Housing Reserve Fund; and
 - ii. \$2,850 towards the General Amenity Reserve Fund;

Subject to reductions in accordance with the Affordable Housing and Amenity Contribution Policy and the Attainable Housing Policy depending on use and height.

- b. That the applicant, **prior to Bylaw Adoption**, registers a Section 219 covenant in priority of all other charges on title, that agrees to the following:
 - i. That the following will be provided and implemented to Bylaw No. 1000 standards to the satisfaction of the Director of Engineering prior to the issuance of a building permit:
 1. Full frontage improvements; and
 2. A storm water management plan.
 - ii. That the following will be provided and implemented to Bylaw No. 1000 standards to the satisfaction of the Director of Engineering prior to any land alteration:
 1. A construction parking management plan; and
 2. A mitigation plan.
 - iii. That the sidewalk will be extended beyond the frontage on Rita Road to the corner of Tennis Court Lane at the developer's expense, to the satisfaction of the Director of Engineering;
 - iv. That the properties be consolidated prior to issuance of a Development Permit for Form and Character;
 - v. That a separate covenant be registered prior to issuance of a building permit for the proposed development that ensures residential parking is allocated to each unit and visitors and is not provided in exchange for compensation separate from that of a

residential unit;

- vi. That tree protection measures, inclusive of tree protection fencing, are implemented by the project arborist prior to commencement of work to protect the Garry-oak tree located on 2862 Rita Road, and maintained throughout the construction period;
- vii. That all concrete used on-site will utilize ready-mix concrete that meets or exceeds the weighted average Global Warming Potential targets based on Concrete BC Baseline (average) mix data, and that prior to the issuance of a Building Permit the applicant shall provide a Type III Environmental Product Declaration that is 3rd party verified specifying the total Global Warming Potential value and confirming that the proposed development meets the requirements of Low Carbon Concrete Policy POL-0167-PLAN;
- viii. That, prior to the issuance of a Building Permit, the developer enters into a Housing Agreement with the City that requires a minimum 10% of units constructed be rented for at least 10% below the benchmark rent for the unit type for a term not less than 25 years or that a minimum of 5% of units constructed be directed to and sold in accordance with the terms of the Attainable Home Ownership Program Policy (POL-0166-PLAN). The developer shall identify the Attainable Units on the plans submitted for the required Development Permit application;
- ix. That the building be constructed with electric heat pumps;
- x. Acknowledgement that the site is in proximity to Centennial Park which may be utilized for various recreation uses, inclusive of sports tournaments, which may result in general noise and nuisances, and that the owner and all future owners assume all risk and annoyance of such nuisances;
- xi. That a minimum of ten street trees will be planted in the frontage, to the satisfaction of the Director of Parks, Recreation, and Facilities; and
- xii. That the strata be responsible for maintaining the boulevard landscaping from the back of the sidewalk with the exception of boulevard trees;

AND

2. Authorize the Director of Development Services to grant the following variance within the required development permit:
 - a. That Section 4.01.01 be varied to reduce the required parking from the required 1.25 space per residential unit to 1.1 spaces per residential unit.

OR Option 2

That the Sustainable Development Advisory Committee recommend that Council take no action with respect to this application to rezone 2866 Rita Road, 2870 Rita Road, and 950 Bray Avenue under Bylaw 2199 until such time as the following items are addressed and reviewed by the Sustainable Development Advisory Committee:

- a. _____;
- b. _____;
- c. _____;

SUBMITTED BY: Julia Buckingham, Planner II

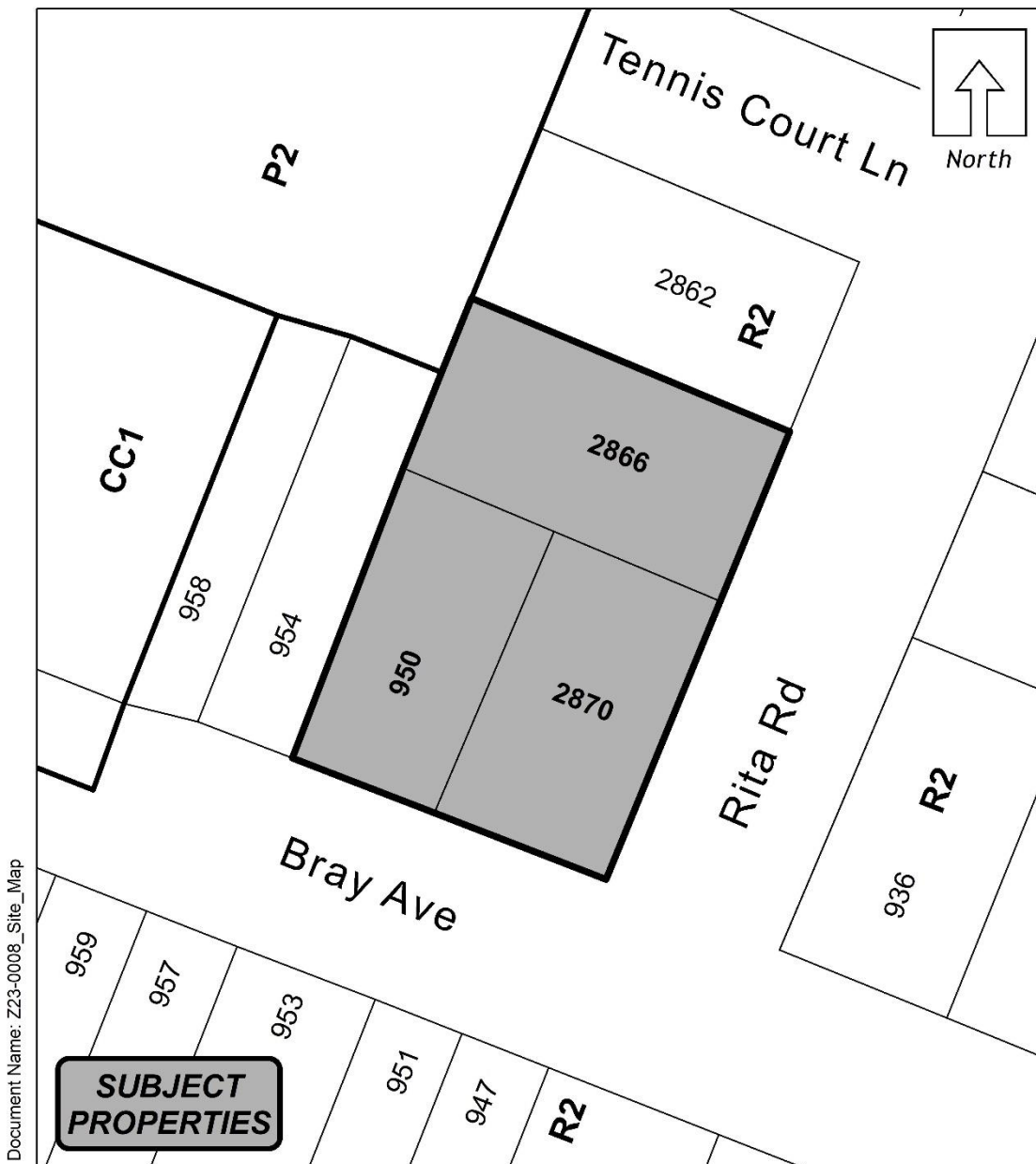
- Concurrence:** Matthew Baldwin, RPP, MCIP, Director of Development Services
- Concurrence:** Leah Stohmann, RPP, MCIP, Director of Community Planning and Climate Change
- Concurrence:** Melisa Miles, Manager of Legislative Services
- Concurrence:** Donna Petrie, Senior Manager of Communications & Economic Development
- Concurrence:** Yari Nielsen, Director of Parks, Recreation and Facilities
- Concurrence:** Katelyn Balzer, P.Eng., Director of Engineering and Public Works
- Concurrence:** Michael Dillabaugh, CPA, CA, Director of Finance
- Concurrence:** Braden Hutchins, Deputy Chief Administrative Officer

Attachments:

- Site Plan
- Arborist Report
- Landscape Plan
- Bylaw No. 2199

Appendix A – Site Map

**REZONING BYLAW AMENDMENT
(Z23-0008)
950 Bray Ave, 2866, 2870 Rita Rd**

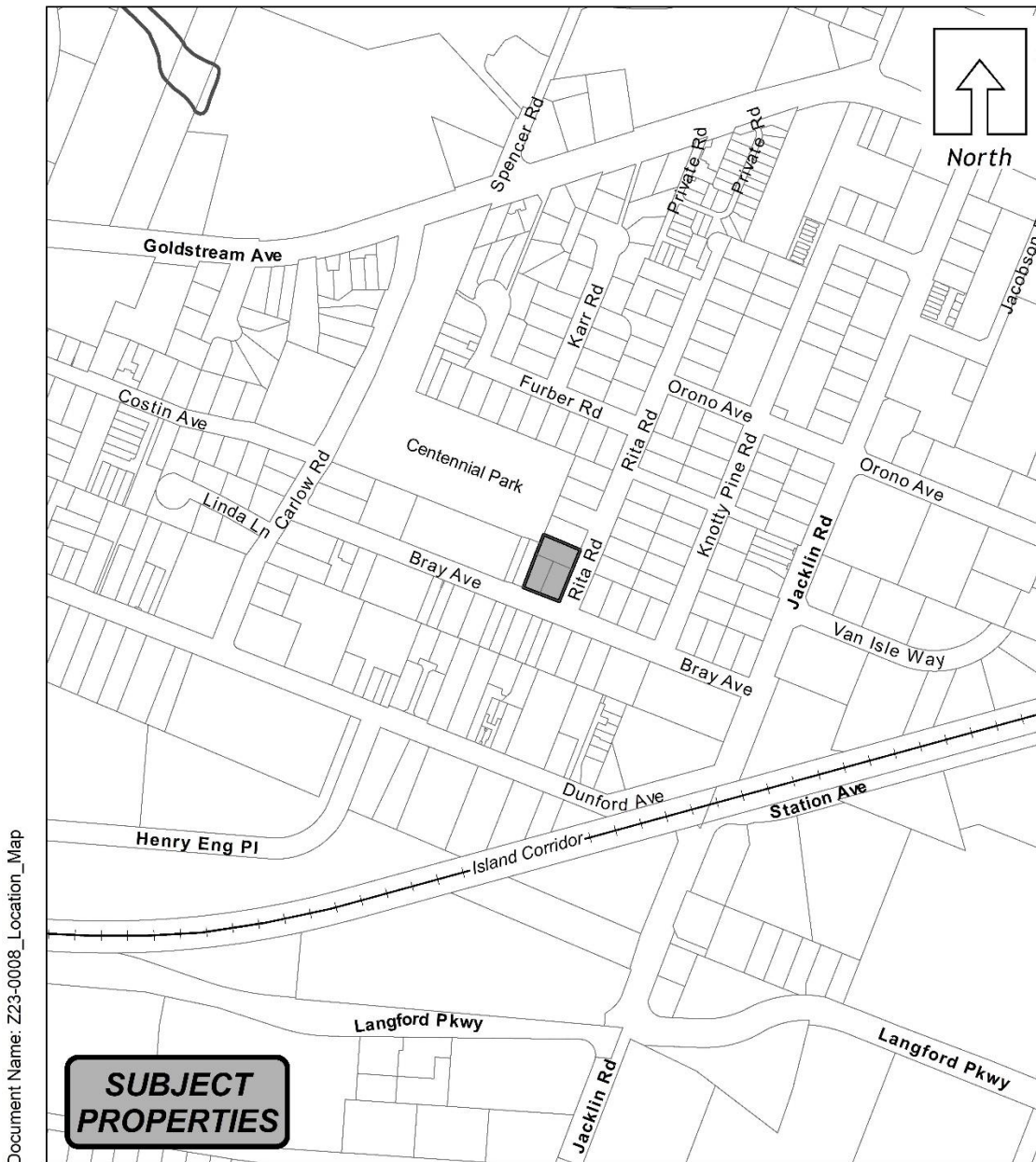


Scale: N.T.S.

Last Revised: 2024-06-18

Appendix B – Location Map

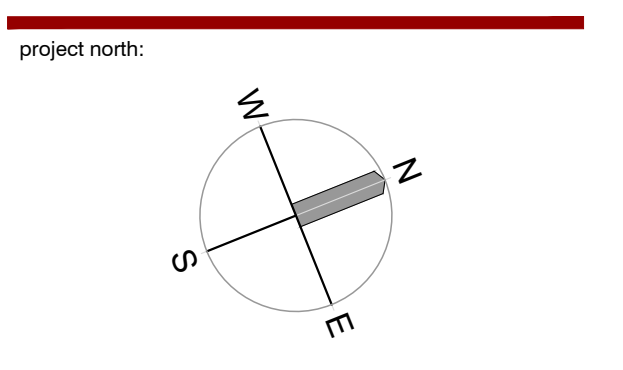
**REZONING BYLAW AMENDMENT
(Z23-0008)
950 Bray Ave, 2866, 2870 Rita Rd**



Scale: N.T.S.

Last Revised: 2024-06-18

consultants:



issue / revisions:

No.	Issue / Revisions	Date
4	ISSUED FOR REZONING & DP	28 AUG '24
3	ISSUED FOR REZONING	27 MAY '24
2	REZONING COORD	23 APR '24
1	FOR REVIEW	25 FEB '24

alan lowe architect inc.

118 - 21 Erie St. Victoria, British Columbia 1 250.360.2888

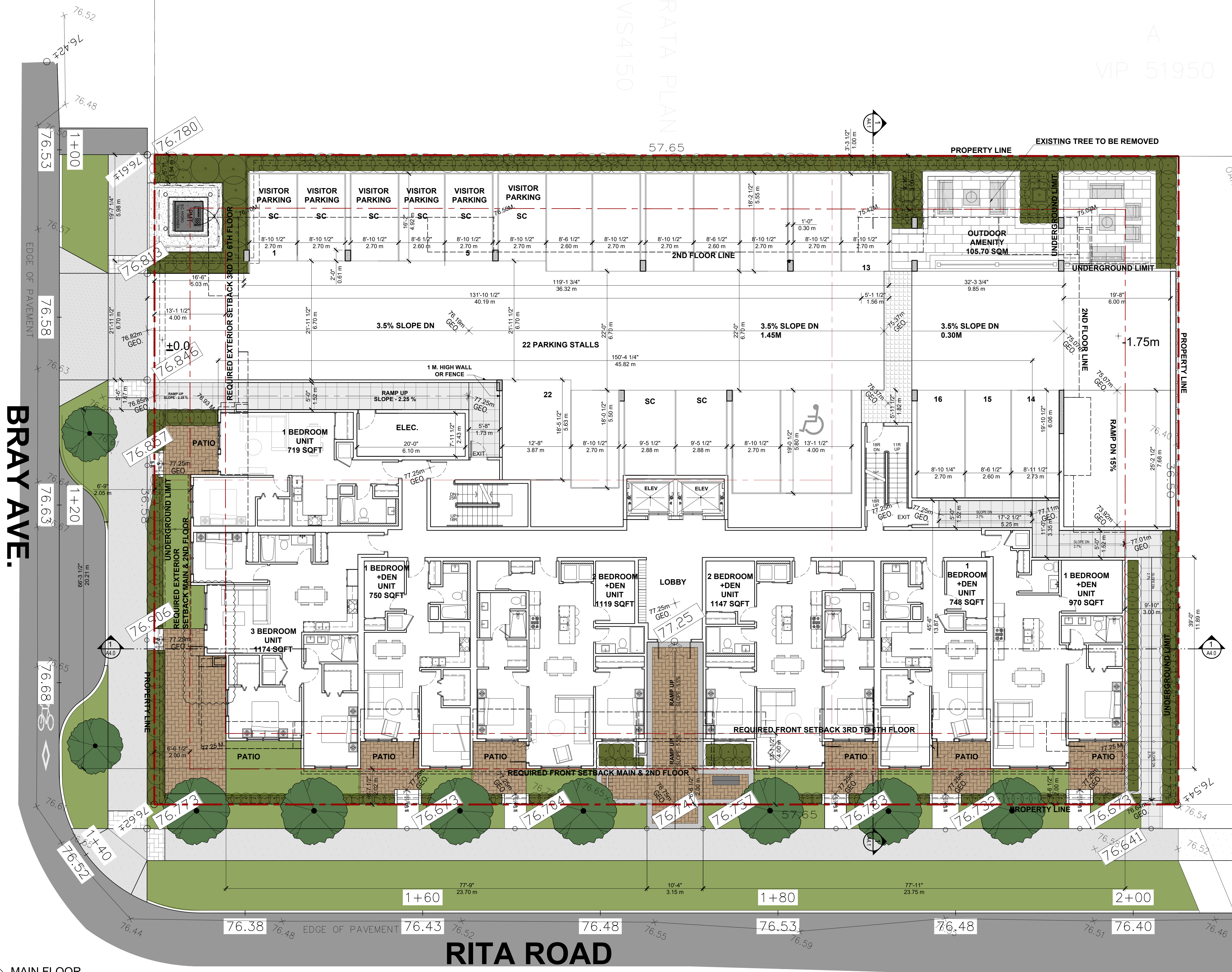


project title:
6 STOREY RESIDENTIAL BUILDING, 77 UNITS
 950 BRAY AVE. 2870, 2866 RITA RD. LANGFORD, BC
 drawing title:

MAIN FLOOR PLAN

project no.:	24.157
date:	28 AUG '24
checked by:	LOWE
scale:	AS NOTED
drawn by:	NA, RM
sheet no.:	

A2.1



1 MAIN FLOOR
 A2.1 SCALE: 1/8" = 1'0"

BRAY AVE.

RITA ROAD



TALMACK
URBAN FORESTRY
— Consultants Limited —

Box 48153 RPO - Uptown Victoria, BC V8Z 7H6
Ph: (250) 479-8733
Fax: (250) 479-7050
Email: Trees@Talmack.ca

**950 BRAY AVENUE &
2866-2870 RITA ROAD—LANGFORD, BC**

**CONSTRUCTION IMPACT ASSESSMENT &
TREE MANAGEMENT PLAN**

PREPARED FOR: Eden Developments
942 Park Royal South
West Vancouver, BC
V7T 2W4

PREPARED BY: Talmack Urban Forestry Consultants Ltd.
Robert McRae – Consulting Arborist
ISA Certified # PN-7125A
Tree Risk Assessment Qualified
Tree Appraisal Qualified

DATE OF ISSUANCE: May 7, 2024

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APPENDICES

APPENDIX A TREE MANAGEMENT PLAN

REVISION RECORD

REVISION	DESCRIPTION	DATE (YYYY-MM-DD)	ISSUED BY
0	Original CIA/TMP report for the proposed construction.	2024-04-07	RM

1. INTRODUCTION

Talmack Urban Forestry Consultants Ltd. was engaged to complete a tree inventory, construction impact assessment and tree management plan for the trees at the following proposed project:

Site:	950 Bray Avenue & 2866-2870 Rita Road
Municipality:	City of Langford
Client Name:	Eden Developments
Dates of Site Visit(s):	May 3, 2024 (initial inventory)
Site Conditions:	3 flat residential lots with no ongoing construction activity.
Weather During Site Visit:	Sunny

The purpose of this report is to address requirements of the City of Langford arborist report terms of reference and Tree Protection Bylaw No. 2117. The construction impact assessment section of this report (section 8) is based on plans reviewed to date, including site survey by Powell & Associates (dated March 23, 2023) and building plans from Alan Lowe Architect Inc. (dated April 23, 2024).

2. TREE INVENTORY METHODOLOGY

For the purposes of this report: the size, health, and structural condition of trees were documented. For ease of identification in the field, numerated metal tags are attached to the lower trunks of onsite trees. Trees located on neighbouring properties, the municipal frontage or in areas where access was restricted, were not tagged. Each tree was visually examined on a limited visual assessment basis (level 1), in accordance with Tree Risk Assessment Qualification (TRAQ) methods (Dunster *et al.* 2017) and ISA Best Management Practices.

3. EXECUTIVE SUMMARY

Based on our review of the building plans, two (2) on-site trees (20cm DBH or above, as defined by Bylaw No. 2117) are likely to require removal due to impacts from the proposed construction.

One (1) off-site tree has been assigned the retention status “to be determined (TBD)”, to be finalized by the project arborist at the time of construction, or as further information is provided.

4. TREE INVENTORY DEFINITIONS

Tag: Tree identification number on a metal tag attached to tree with nail or wire, generally at eye level. Trees on municipal or neighboring properties are not tagged.

NT: No tag due to inaccessibility or ownership by municipality or neighbour.

DBH: Diameter at breast height – diameter of trunk, measured in centimetres at 1.4m above ground level. For trees on a slope, it is taken at the average point between the high and low side of the slope.

* Measured over ivy

~ Approximate due to inaccessibility or on neighbouring property

Dripline: Indicates the radius of the crown spread measured in metres to the dripline of the longest limbs.

Relative Tolerance Rating: Relative tolerance of the tree species to construction related impacts such as root pruning, crown pruning, soil compaction, hydrology changes, grade changes, and other soil disturbance. This rating does not consider individual tree characteristics, such as health and vigor. Three ratings are assigned based on our knowledge and experience with the tree species: Poor (P), Moderate (M) or Good (G).

Critical Root Zone: A calculated radial measurement in metres from the trunk of the tree. It is the optimal size of tree protection zone and is calculated by multiplying the DBH of the tree by 6, 8, 10, 12 or 15 depending on the tree's Relative Tolerance Rating. This methodology is based on the methodology used by Nelda Matheny and James R. Clark in their book "Trees and Development: A Technical Guide to Preservation of Trees During Land Development."

- 15 x DBH = Poor Tolerance of Construction
- 12 x DBH = Moderate
- 10 x DBH = Good

To calculate the critical root zone, the DBH of multiple stems is considered the sum of 100% of the diameter of the largest stem and 60% of the diameter of the next two largest stems. It should be noted that these measures are solely mathematical calculations that do not consider factors such as restricted root growth, limited soil volumes, age, crown spread, health, or structure (such as a lean).

Health Condition:

- Poor – significant signs of visible stress and/or decline that threaten the long-term survival of the specimen
- Fair – signs of stress
- Good – no visible signs of significant stress and/or only minor aesthetic issues

Structural Condition:

- Poor – Structural defects that have been in place for an extended period of time to the point that mitigation measures are limited
- Fair – Structural concerns that are possible to mitigate through pruning
- Good – No visible or only minor structural flaws that require no to very little pruning

Suitability ratings are described as follows:

Rating: Suitable.

- A tree with no visible or minor health or structural defects, is tolerant to changes to the growing environment and is a possible candidate for retention provided that the critical root zone can be adequately protected.

Rating: Conditional.

- A tree with good health but is a species with a poor tolerance to changes to its growing environment or has a structural defect(s) that would require that certain measures be implemented, in order to consider it suitable for retention (i.e., retain with other codominant tree(s), structural pruning, mulching, supplementary watering, etc.)

Rating: Unsuitable.

- A tree with poor health, a major structural defect (that cannot be mitigated using ANSI A300 standards), or a species with a poor tolerance to construction impacts, and unlikely to survive long term (in the context of the proposed land use changes).

Retention Status:

- Remove (X) – Not possible to retain given proposed construction plans
- Retain – It is possible to retain this tree in the long-term given the proposed plans and information available. This is assuming our recommended mitigation measures are followed
- Retain * - See report for more information regarding potential impacts
- TBD - Retention status “to be determined” at the time of construction

TABLE 1. TREE INVENTORY

Tag or ID#	Surveyed? (Yes/No)	Location (On, Off, Shared, City)	Bylaw-defined? (Yes/No)	Name		dbh (cm)	Dripline diameter (m)	Critical root zone radius (m)	Relative Tolerance	Condition		Retention Suitability (on-site trees)	General field observations/remarks	Tree retention / location comments	Retention status
				Common	Botanical					Health	Structural				
587	Yes	On-site	Yes	Deodar cedar (columnar)	<i>Cedrus deodara</i>	29	8	3.5	Moderate	Good	Fair	Unsuitable	Growing ~0.5m from foundation, has been pruned for building clearance, failed limb (hanger), deflect top	Within proposed building footprint.	X
588	Yes	On-site	Yes	Douglas-fir	<i>Pseudotsuga menziesii</i>	92	14	11	Moderate	Good	Good	Unsuitable	Some historic small limb failures	Within proposed building footprint.	X
OS1	Yes	Off-site	Yes	Garry oak	<i>Quercus garryana</i>	~47, ~30	12	6.5	Good	Fair	Fair	N/A	Some stress (epicormics), stout stature, codominant union	Potential impacts from parkade.	TBD

5. SITE INFORMATION & PROJECT UNDERSTANDING

The development site consists of three residential properties (950 Bray Avenue & 2866-2870 Rita Road) in Langford, B.C., which have existing residences on each lot. It is our understanding that the proposal is to demolish the existing structures and driveways (including decommissioning of existing services), followed by construction of a new multi-unit residential complex. **At this time, we have not reviewed a site servicing plan**, though it does not appear that servicing from either the Bray Avenue or Rita Road frontage will impact trees proposed for retention.

Below is a general observation of the tree resource, as it appeared at the time of our site visit(s):

6. FIELD OBSERVATIONS

The on and off-site tree resource consists primarily of native species growing in open landscape conditions (see **Figure 1**):



Figure 1: Site context air photo: The approximate boundary of the subject site is outlined in blue.

7. TREE RISK ASSESSMENT

During our May 3 (2024) site visit and in conjunction with the tree inventory, on-site trees were assessed for risk on a limited visual basis (level 1), in the context of the existing land uses. The time frame used for the purpose of our assessment is one year (from the date of this report). Unless otherwise noted herein, we did not conduct a detailed (level 2) or advanced (level 3) risk assessment, such as resistograph testing, increment core sampling, aerial examinations, or subsurface root/root collar examinations.

Existing Land Uses

We did not observe any trees that were deemed to be moderate, high, or extreme risk (in the context of the existing land uses, which would require hazard abatement to eliminate present and/or future risks) within a 1-year timeframe. Targets considered during this TRAQ assessment include: occupants of the existing residences on-site and neighbour's (constant use), occupants of vehicles travelling or parked on Bray Avenue or Rita Road (frequent use), pedestrians travelling along the existing roadways (occasional use), occupants of front, rear, and side yards on-site and neighbour's (occasional use), hydro lines (constant use).

8. CONSTRUCTION IMPACT ASSESSMENT

8.1. RETENTION AND REMOVAL OF ON-SITE TREES

The following bylaw-defined on-site trees (indicated by tag #) are located where they are likely to be severely impacted by construction and are proposed for removal:

Remove two (2) on-site trees

- #587, 588

8.2. RETENTION AND REMOVAL OF OFF-SITE TREES

The following off-site trees (indicated by ID#) are located where they may be possible for retention provided that the critical root zones are adequately protected during construction. The project arborist must be on site to supervise any excavation or fill placement required within the critical root zones—shown on the tree management plan in **Appendix A**:

Retain and protect one (1) off-site tree (if retention is desired by owner)

- OS1

***The tree owner(s) should be notified of potential impacts. Prior written consent from the tree owner(s) is required prior to the removal of any trees located on neighbouring properties.**

8.2.1. ADDITIONAL MITIGATION MEASURES FOR OS1

The new underground parking facility is proposed within the CRZ of **Garry oak (*Quercus garryana*) OS1** (~47/30cm DBH):

- If a cut-slope is prescribed by a geotechnical engineer, over-excavation within the CRZ could result in significant impacts to OS1.
- If retention is desired by the tree owner(s), a shoring plan must be developed to restrict over-excavation to (preferably) 0.5m beyond the north property line.
- The project arborist must supervise all excavations within the CRZ and determine the final retention status based on the size and quantity of roots encountered (that require pruning). If excavations can be limited to 0.5m from the north property line, we anticipate the tree can be viable for long-term retention.
- Protective barrier fencing should be installed at the demolition phase and maintained at the edge of the CRZ until commencement of underground parking excavations, at which point the fencing may be relocated to the edge of the cut line (provided the project arborist is contacted). Permission must be granted by the tree owners to install barrier fencing on their property.

9. IMPACT MITIGATION

Tree Protection Barrier: The areas surrounding the trees to be retained should be isolated from the construction activity by erecting protective barrier fencing (see [Appendix A](#) for municipal barrier specifications). Where possible, the fencing should be erected at the perimeter of the critical root zone. The barrier fencing to be erected must be a minimum of 4 feet in height, of solid frame construction that is attached to wooden or metal posts. A solid board or rail must run between the posts at the top and the bottom of the fencing. This solid frame can then be covered with flexible snow fencing. The fencing must be erected prior to the start of any construction activity on site (i.e., demolition, excavation, construction), and remain in place through completion of the project. Signs should be posted around the protection zone to declare it off limits to all construction related activity. The project arborist must be consulted before this fencing is removed or moved for any purpose.

Arborist Supervision: All excavation occurring within the critical root zones of protected trees should be completed under supervision by the project arborist. Any severed or severely damaged roots must be pruned back to sound tissue to reduce wound surface area and encourage rapid compartmentalization of the wound. In particular, the following activities should be completed under the direction of the project arborist:

- Any excavations or additions of fill within the CRZs of protected trees to be retained.

Methods to Avoid Soil Compaction: In areas where construction traffic must encroach into the critical root zones of trees to be retained, efforts must be made to reduce soil compaction where possible by displacing the weight of machinery and foot traffic. This can be achieved by one of the following methods:

- Installing a layer of hog fuel or coarse wood chips at least 20 cm in depth and maintaining it in good condition until construction is complete.
- Placing medium weight geotextile cloth over the area to be used and installing a layer of crushed rock to a depth of 15-20 cm over top.
- Placing two layers of 19mm plywood.
- Placing steel plates.

Demolition of the Existing Buildings: The demolition of the existing houses, driveways, and any services that must be removed or abandoned, must take the critical root zone of the trees to be retained into account. If any excavation or machine access is required within the critical root zones of trees to be retained, it must be completed

under the supervision and direction of the project arborist. If temporarily removed for demolition, barrier fencing must be erected immediately after the supervised demolition.

Paved Surfaces Above Tree Roots:

If the new paved surfaces within the CRZ of tree to be retained require excavation down to bearing soil and roots are encountered in this area, this could impact their health and structural stability. If tree retention is desired, a raised and permeable paved surface should be constructed in the areas within the critical root zone of the trees. The “paved surfaces above root systems” diagram and specifications is attached.

The objective is to avoid root loss and to instead raise the paved surface and its base layer above the roots. This may result in the grade of the paved surface being raised above the existing grade (the amount depending on how close roots are to the surface and the depth of the paving material and base layers). Final grading plans should take this potential change into account. This may also result in soils which are high in organic content being left intact below the paved area.

To allow water to drain into the root systems below, we also recommend that the surface be made of a permeable material (instead of conventional asphalt or concrete) such as permeable asphalt, paving stones, or other porous paving materials and designs such as those utilized by Grasspave, Gravelpave, Grasscrete and open-grid systems.

Mulching: Mulching can be an important proactive step in maintaining the health of trees and mitigating construction related impacts and overall stress. Mulch should be made from a natural material such as wood chips or bark pieces and be 5-8cm deep. No mulch should be touching the trunk of the tree. See “methods to avoid soil compaction” if the area is to have heavy traffic.

Blasting: Care must be taken to ensure that the area of blasting does not extend beyond the necessary footprints and into the critical root zones of surrounding trees. The use of small low-concussion charges and multiple small charges designed to pre-shear the rock face will reduce fracturing, ground vibration, and overall impact on the surrounding environment. Only explosives of low phytotoxicity and techniques that minimize tree damage should be used. Provisions must be made to ensure that blasted rock and debris are stored away from the critical root zones of trees.

Scaffolding: This assessment has not included impacts from potential scaffolding including canopy clearance pruning requirements. If scaffolding is necessary and this will require clearance pruning of retained trees, the project arborist should be consulted. Depending on the extent of pruning required, the project arborist may recommend that alternatives to full scaffolding be considered such as hydraulic lifts, ladders, or platforms. Methods to avoid soil compaction may also be recommended (see “Minimizing Soil Compaction” section).

Landscaping and Irrigation Systems: The planting of new trees and shrubs should not damage the roots of retained trees. The installation of any in-ground irrigation system must consider the critical root zones of the trees to be retained. Prior to installation, we recommend the irrigation technician consult with the project arborist about the most suitable locations for the irrigation lines and how best to mitigate the impacts on the trees to be retained. This may require the project arborist supervise the excavations associated with installing the irrigation system. Excessive frequent irrigation and irrigation which wets the trunks of trees can have a detrimental impact on tree health and can lead to root and trunk decay.

Arborist Role: It is the responsibility of the client or his/her representative to contact the project arborist for the purpose of:

- Locating the barrier fencing
- Reviewing the report with the project foreman or site supervisor
- Locating work zones, where required

- Supervising any excavation within the critical root zones of trees to be retained
- Reviewing and advising of any pruning requirements for machine clearances

Review and site meeting: Once the project receives approval, it is important that the project arborist meet with the principals involved in the project to review the information contained herein. It is also important that the arborist meet with the site foreman or supervisor before any site clearing, tree removal, demolition, or other construction activity occurs and to confirm the locations of the tree protection barrier fencing.

10. DISCLOSURE STATEMENT

This arboricultural field review report was prepared by Talmack Urban Forestry Consultants Ltd. for the exclusive use of the Client and may not be reproduced, used, or relied upon, in whole or in part, by a party other than the Client without the prior written consent of Talmack Urban Forestry Consultants Ltd. Any unauthorized use of this report, or any part hereof, by a third party, or any reliance on or decisions to be made based on it, are at the sole risk of such third parties. Talmack Urban Forestry Consultants Ltd. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report, in whole or in part.

Arborists are professionals who examine trees and use their training, knowledge, and experience to recommend techniques and procedures that will improve a tree's health and structure or to mitigate associated risks. Trees are living organisms whose health and structure change and are influenced by age, continued growth, climate, weather conditions, and insect and disease pathogens. Indicators of structural weakness and disease are often hidden within the tree structure or beneath the ground. The arborist's review is limited to a visual examination of tree health and structural condition, without excavation, probing, resistance drilling, increment coring, or aerial examination. There are inherent limitations to this type of investigation, including, without limitation, that some tree conditions will inadvertently go undetected. The arborist's review followed the standard of care expected of arborists undertaking similar work in British Columbia under similar conditions. No warranties, either express or implied, are made as to the services provided and included in this report.

The findings and opinions expressed in this report are based on the conditions that were observed on the noted date of the field review only. The Client recognizes that passage of time, natural occurrences, and direct or indirect human intervention at or near the trees may substantially alter discovered conditions and that Talmack Urban Forestry Consultants Ltd. cannot report on, or accurately predict, events that may change the condition of trees after the described investigation was completed.

It is not possible for an Arborist to identify every flaw or condition that could result in failure, nor can he/she guarantee that the tree will remain healthy and free of risk. The only way to eliminate tree risk entirely is to remove the entire tree. All trees retained should be monitored on a regular basis. Remedial care and mitigation measures recommended are based on the visible and detectable indicators present at the time of the examination and cannot be guaranteed to alleviate all symptoms or to mitigate all risk posed.

Immediately following land clearing, grade changes or severe weather events, all trees retained should be reviewed for any evidence of soil heaving, cracking, lifting or other indicators of root plate instability. If added information is discovered in the future during such events or other activities, Talmack Urban Forestry Consultants Ltd. should be requested to re-evaluate the conclusions of this report and to provide amendments as required prior to any reliance upon the information presented herein.

11. IN CLOSING

We trust that this report meets your needs. Should there be any questions regarding the information within this report, please do not hesitate to contact the undersigned.

Yours truly,

Talmack Urban Forestry Consultants Ltd.

Prepared by:



Robert McRae
ISA Certified Arborist PN – 7125A
Tree Risk Assessment Qualified
Tree Appraisal Qualified
Email: Robbie@Talmack.ca

12. REFERENCES

Dunster, J.A., E.T. Smiley, N. Matheny, and S. Lily. 2017. Tree Risk Assessment Manual, International Society of Arboriculture (ISA).

The City of Langford Tree Protection Bylaw No. 2117.

13. COMPANY INFORMATION

General Liability: Intact Insurance, Policy No. 5V2147122 : \$5,000,000

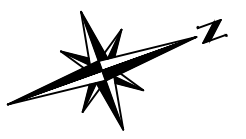
APPENDIX A - TREE MANAGEMENT PLAN



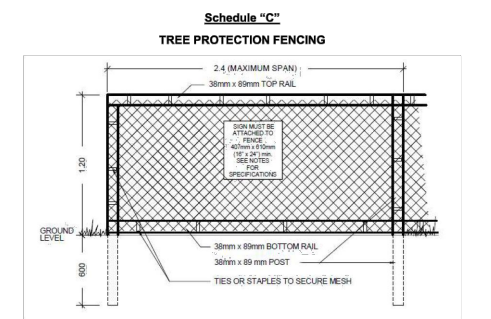
If retention is desired, install tree fencing as shown. Adjust at time of underground parking excavations – under the direction of the project

LEGEND

- Existing tree with tag or ID #
- Tree protection fencing
- Dripline radius (m)
- Critical root zone radius (m)
- Tree proposed for removal
- Site boundary



TREE PROTECTION FENCING



- Tree Protection Fencing Specifications:**
- The fence will be constructed using 38 x 89 mm (2" x 4") wood frame:
 - Top, Bottom and Posts.
 - Use orange snow fencing mesh and secure to the wood frame with "zip" ties or galvanized staples.
 - Attach a sign with minimum size of 407 mm x 610 mm (16" X 24") with the following wording:
 - DO NOT ENTER**- Tree Protection Zone (For retained trees);
 - DO NOT ENTER**- Future Tree Planting Zone (For tree planting sites)
- This sign must be affixed on every fence face or at least every 10 linear metres.
- *In rocky areas, metal posts (I-bar or rebar) drilled into rock will be accepted.
- DATE: November 2023
SCALE: N.T.S.

TREE PROTECTION NOTES

Tree protection barrier: The areas, surrounding the trees to be retained, should be isolated from the construction activity by erecting protective barrier fencing. Where possible, the fencing should be erected at the perimeter of the critical root zone. The barrier fencing to be erected must be a minimum of 1200mm in height, of solid frame construction that is attached to wooden or metal posts. A solid board or rail must run between the posts at the top and the bottom of the fencing. This solid frame can then be covered with flexible snow fencing. The fencing must be erected prior to the start of any construction activity on site (i.e. demolition, excavation, construction), and remain in place through completion of the project. Signs should be posted around the protection zone to declare it off limits to all construction related activity. The project arborist must be consulted before this fencing is removed or moved for any purpose.

Arborist supervision: All excavation occurring within the critical root zones of protected trees must be completed under the supervision of the project arborist. Any severed or severely damaged roots must be pruned back to sound tissue to reduce wound surface area and encourage rapid compartmentalization of the wound.

Demolition: The demolition of the existing houses, driveways, and any services that must be removed or abandoned must take the critical root zone of the trees to be retained into account. If any excavation or machine access is required within the critical root zones of trees to be retained, it must be completed under the supervision of the project arborist. If temporarily removed for demolition, barrier fencing must be erected immediately after the supervised demolition.

Methods to avoid soil compaction: In areas where construction traffic must encroach into the critical root zones of trees to be retained, efforts must be made to reduce soil compaction where possible by displacing the weight of machinery and foot traffic. This can be achieved by one of the following methods:

- Installing a layer of hog fuel or coarse wood chips at least 20cm in depth and maintaining it in good condition until construction is complete.
- Placing medium weight geotextile cloth over the area to be used and installing a layer of crushed rock to a depth of 15cm over top.
- Placing two layers of 19mm plywood.
- Placing steel plates.

Mulching: Mulching can be an important proactive step in maintaining the health or trees and mitigating construction related impacts and overall stress. Mulch should be made from a natural material such as wood chips or bark pieces and be 5-8cm deep. No mulch should be touching the trunk of the tree. See "methods to avoid soil compaction" if the area is to have heavy traffic.

Pruning: We recommend that any pruning of bylaw-protected trees be performed to ANSI A300 standards and Best Management Practices.

Paved surfaces above tree roots: Where paved areas cannot avoid encroachment within critical root zones of trees to be retained, construction techniques, such as floating permeable paving, may be required. The "paved surfaces above tree roots" detail above offers a compromise to full depth excavation (which could impact the health or structural stability of the tree). The objective is to avoid root loss and to instead raise the paved surface above the existing grade (the amount depending on how close roots are to the surface and the depth of the paving material and base layers). Final grading plans should take this potential change into account. This may also result in soils which are high in organic content being left intact below the paved area. To allow water to drain into the root systems below, we also recommend that the surface

be made of a permeable material (instead of conventional asphalt or concrete) such as permeable asphalt, paving stones, or other porous paving materials and designs such as those utilized by Grasspave, Gravelpave, Grasscrete and open-grid systems.

Blasting and rock removal: Care must be taken to ensure that the area of blasting does not extend beyond the necessary footprints and into the critical root zones of surrounding trees. The use of small low-concussion charges and multiple small charges designed to pre-shear the rock face will reduce fracturing, ground vibrations and overall impact to the surrounding environment. Only explosives of low phytotoxicity and techniques that minimize tree damage should be used. Provisions must be made to ensure that blasted rock and debris are stored away from the critical root zones of trees.

Scaffolding: This assessment has not included impacts from potential scaffolding including canopy clearance pruning requirements. If scaffolding is necessary and this will require clearance pruning of retained trees, the project arborist should be consulted. Depending on the extent of pruning required, the project arborist may recommend that alternatives to full scaffolding be considered such as hydraulic lifts, ladders or

platforms. Methods to avoid soil compaction may also be recommended (see "Minimizing Soil Compaction" section).

Landscaping and irrigation systems: The planting of new trees and shrubs should not damage the roots of retained trees. The installation of any in-ground irrigation system must take into account the critical root zones of the trees to be retained. Prior to installation, we recommend the irrigation technical consult with the project arborist about the most suitable locations for the irrigation lines and how best to mitigate the impacts on the trees to be retained. This may require the project arborist supervise the excavations associated with installing the irrigation system. Excessive frequent irrigation and irrigation which wets the trunks of trees can have a detrimental impact on the tree health and can lead to root and trunk decay.

Arborists role: It is the responsibility of the client or his/her representative to contact the project arborist for the purpose of:

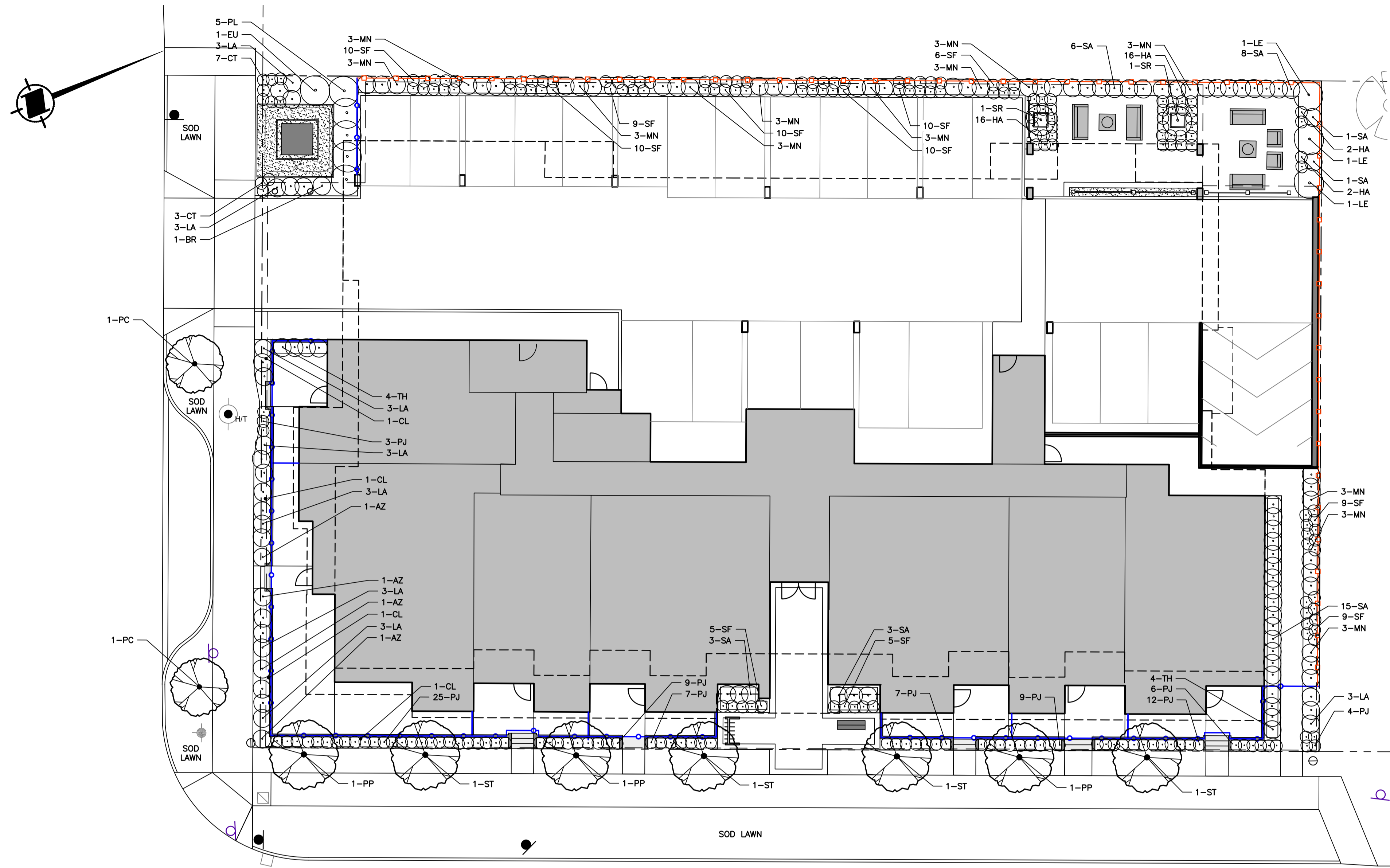
- Locating the barrier fencing.
- Reviewing the report with the project foreman or site supervisor.
- Locating work zones and machine access corridors where required.
- Supervising excavation for any areas within the critical root zones of trees to be retained including any proposed retaining wall footings and review any proposed fill areas near trees to be retained.



Tree Management Plan
950 Bray Avenue & 2866-2870 Rita Road
Langford, BC

DATE: May 7, 2024
PREPARED FOR: Eden Developments
SCALE: 1 : 200 @ 11" X 17"
DRAWN BY: RM
REVISION: 0
REFERENCE DWG: 24.757 A1.0 Site Plan





Plant List	Code	Qty.	Size
Boulevard Trees:			
Prunus cerasifera 'Pissardi' (Pissard Plum)	PC	2	5cm Cal.
Parrotia persica 'Vanessa' (Columnar Persian Ironwood)	PP	3	5cm Cal.
Styrax obassia (Snowbell)	ST	4	5cm Cal.
Hedge:			
Prunus lusitana (Portugal Laurel)	PL	5	#5 Pot
Thuja occidentalis 'Smaragd' (Emerald Arborvitae)	TH	8	1.5m Ht.
Vines:			
Clematis armandii (Evergreen Clematis)	CL	4	#1 Pot
Shrubs, Grasses & Accent Plants:			
Azalea japonica 'Hino White' (White Evergreen Azalea)	AZ	4	#3 Pot
Leucothoe fontanesiana 'Rainbow' (Drooping Leucothoe)	LE	4	#5 Pot
Sambucus racemosa (Red Elderberry)	SR	2	#5 Pot
Hakonechloa macra (Hakone Grass)	HA	36	#2 Pot
Mahonia nervosa, (Cascade Oregon Grape)	MN	33	#2 Pot
Polystichum munitum (Sword Fern)	SF	98	#2 Pot
Berberis thunbergii 'Rose Glow' (Red Barberry)	BR	1	#3 Pot
Carex testacea 'Orange Flame' (Sedge)	CT	10	#2 Pot
Euonymus alata 'Ruby Haas' (Winged Burning Bush)	EU	1	#5 Pot
Lavandula angustifolia var. Hidcote (Blue Lavender)	LA	24	#2 Pot
Pieris japonica 'Cavallini' (Dwarf Lily-of-the-Valley)	PJ	82	#1 Pot
Sarcococca humilis (Sweetbox)	SA	37	#2 Pot
Notes:			
1. Plants to be irrigated to City of Langford Specifications.			
2. Changes to plant size, quantity, or type to be reviewed & approved in writing by Calid			
NOTE:			
AS PER BY LAW 1000 REQUIREMENTS ONE (1) NEW BOULEVARD TREE REQUIRED FOR EVERY METER OF PROJECT FRONTAGE. TOTAL PROJECT FRONTAGE = 94m			
TOTAL REQUIRED BLVD TREES = 8			

PLANTING PLAN
SCALE 1:150
0m 5m

PLANTING NOTES

- CONTRACTOR TO STRIP ALL ORGANIC MATERIAL TO SPECIFIED LIMITS OF THE PLANTING AREAS AND STOCKPILE ANY SUITABLE MATERIAL FOR REUSE. EXCAVATED DEPTH FOR SHRUBS TO BE MIN. 600mm, DEPTH OF TREE PITS TO BE 800mm. (TREE PITS TO BE EXCAVATED AT SAME TIME AS ANY SERVICING/UTILITY TRENCHING IN AREA. BACKFILL WITH GROWING MEDIUM & STAKE TREE PIT LOCATIONS FOR LANDSCAPE CONTRACTOR.) SOIL VOLUME OF 10m³ REQUIRED FOR STREET TREES.
- SCARIFY AREAS SHOWING EXCESSIVE COMPACTION AND SIDES AND BOTTOM OF TREE PITS.
- CONTRACTOR TO REMOVE AND DISPOSE OF OFF-SITE ALL DEBRIS AND UNUSABLE MATERIAL, ROOTS, STONES, ETC. THAT MAY INTERFERE WITH THE PROPER GROWTH OF THE FINISHED LANDSCAPING.
- GROWING MEDIUM TO MEET MMCD SPECIFICATION AND BC LANDSCAPE STANDARDS.
- GROWING MEDIUM DEPTH TO BE MIN. 150mm FOR SOD LAWN, 600mm FOR PLANTING AREAS AND 800mm FOR TREE PITS.
- IMPORTED TOPSOIL TO CONTAIN A MIN. OF 4% ORGANIC MATTER FOR CLAY LOAMS AND 2% ORGANIC MATTER FOR SAND LOAMS, TO A MAX. OF 20% VOLUME. SOIL TO BE FREE OF ROOTS, NOXIOUS WEEDS (CRABGRASS, COUCHGRASS, HORSETAIL, SEEDS, ETC.), TOXIC MATERIALS, STONES OVER 30mm, OR FOREIGN OBJECTS. ACIDITY RANGE TO BE 5.5-7.5 pH. NATIVE TOPSOIL MAY BE USED PROVIDED IT MEETS STANDARDS SET FOR IMPORTED TOPSOIL.
- PLANTING OF TREES, SHRUBS AND GROUND COVERS TO CONFORM TO MMCD SECTION 02950 AND CITY OF LANGFORD SPECIFICATIONS (REFER TO SCHEDULE 11 FOR ADDITIONAL TREE PLANTING DETAILS & INFORMATION).
- LANDSCAPE CONTRACTOR TO ENSURE ALL MATERIALS AND PROCEDURES COMPLY WITH ACCEPTED LANDSCAPE PRACTICES. SPECIES SELECTION TO BE AS SPECIFIED. SUBSTITUTIONS WILL ONLY BE DONE WITH THE WRITTEN APPROVAL OF CALID SERVICES LTD.
- PLANT MATERIAL TO BE NURSERY GROWN STOCK AND COMPLY WITH BRITISH COLUMBIA STANDARD FOR CONTAINER GROWN PLANTS AND LANDSCAPE CANADA GUIDE SPECIFICATION FOR NURSERY STOCK. PLANTS TO BE TRUE TO NAME, TYPE AND FORM, AND BE REPRESENTATIVE OF THEIR SPECIES AND VARIETY. PLANTS TO BE OF GOOD HEALTH, PROPERLY PROPORTIONED, NOT WEAK, INJURED OR THIN.
- TREES TO BE STAKED AND BRACED IN AN UPRIGHT POSITION. INSTALL STAKES, CLAMPS, ANCHORS, FABRIC TIES AS NOT TO DAMAGE THE TREE. STAKES TO BE 100mmØ. (FABRIC TIES TO BE ARBORTIE OR APPROVED EQUAL).
- LANDSCAPE CONTRACTOR TO GUARANTEE PLANT MATERIAL FOR THE STANDARD ONE (1) YEAR MAINTENANCE PERIOD.
- LANDSCAPE CONTRACTOR IS NOT RESPONSIBLE FOR PLANT LOSS DUE TO THEFT, VANDALISM, OR ANIMALS DURING THE MAINTENANCE PERIOD, OR FAILURE BY STRATA/OWNER IN OPERATING IRRIGATION SYSTEM IN ACCORDANCE TO IRRIGATION DESIGNER'S/IRRIGATION CONTRACTOR'S RECOMMENDED WATERING SCHEDULE.
- PRUNING OF TREES TO BE DONE BY A CERTIFIED ARBORIST.
- HIGH ORGANIC CONTENT, LOW WOOD CONTENT MULCH TO BE APPLIED TO BEDS AFTER FINISHED GRADING IS APPROVED AND PLANTING COMPLETE. MULCH TO BE FREE OF CHUNKS, STICKS, SOIL, STONES, ROOTS, ETC. LANDSCAPE CONTRACTOR TO ENSURE MINIMUM BARK MULCH DEPTH OF 50mm AFTER SETTLEMENT. 1.2mØ MULCH RINGS REQUIRED FOR ALL TREES IN SOD LAWN.
- ALL TREE PITS SHALL BE INSPECTED BY CALID SERVICES LTD. PRIOR TO BACKFILLING.

IRRIGATION NOTES

- IRRIGATION SYSTEMS TO MEET MMCD AND CITY OF LANGFORD SCHEDULE 10 IRRIGATION STANDARDS. IRRIGATION CONTRACTOR TO INSTALL IRRIGATION SYSTEM TO ALL APPLICABLE PLUMBING REGULATIONS.
- PRIVATE ONSITE IRRIGATION P.O.C., TIMER & METER TO BE LOCATED WITHIN BUILDING MECHANICAL ROOM.
- SOD LAWN AREAS, TREES AND PLANTING AREAS TO BE IRRIGATED. SOD LAWN TO HAVE A MICROSPRAY IRRIGATION SYSTEM WITH HEAD TO HEAD COVERAGE. PLANTING BEDS TO BE IRRIGATED WITH DRIP IRRIGATION. TREES IN RAISED PLANTER BEDS TO HAVE ONE EMITTER LOOPS PER TREE TO PREVENT OVERWATERING.
- IRRIGATION SYSTEM TO BE DESIGNED BY A CERTIFIED IRRIGATION DESIGNER AS CERTIFIED BY IAABC OR IA. SHOP DRAWINGS TO BE PROVIDED TO CALID SERVICES LTD. (AND CITY OF LANGFORD IF REQUIRED) FOR REVIEW.
- ALL IRRIGATION COMPONENTS AND INSTALLATION TO COMPLY WITH MMCD AND IAABC STANDARDS FOR LANDSCAPE IRRIGATION SYSTEMS. SYSTEM TO INCLUDE FLOW SENSOR, CENTRAL SHUT-OFF VALVE, AND METER. PRESSURE REGULATING DEVISE AND MOISTURE SENSOR/RAIN DELAY CONTROLLER ALSO REQUIRED.
- IRRIGATION SYSTEM TO HAVE A DYNAMIC OPERATING PRESSURE BETWEEN 50 TO 90 psi.
- IRRIGATION CONTRACTOR TO ENSURE ALL CRITICAL POINTS (CORNERS, EDGES, TIGHT CONTOURS, ETC) RECEIVE FULL COVERAGE.
- IRRIGATION CONTRACTOR TO LOCATE ALL UNDERGROUND SERVICES PRIOR TO COMMENCING WORK.
- IRRIGATION SYSTEM TEST TO BE WITNESSED BY CALID SERVICES LTD. CONTRACTOR TO PROVIDE 48 HOUR NOTICE FOR REVIEW.
- IRRIGATION CONTRACTOR TO GUARANTEE WORK AND MATERIALS FOR ONE YEAR FROM DATE OF SUBSTANTIAL COMPLETION.
- IRRIGATION CONTRACTOR TO PROVIDE AS-BUILT DRAWINGS AND ZONE MAPS TO DEVELOPER.
- 150mm DIAM. PVC IRRIGATION SLEEVES REQUIRED AT PLANTER WALLS, SIDEWALKS, DRIVEWAYS, ETC. TO ENSURE ALL PLANTING AREAS MAY BE SERVICED BY SITE IRRIGATION SYSTEM. FAILURE BY CONTRACTOR TO PROVIDE IRRIGATION SLEEVES WILL RESULT IN WORK NEEDING TO BE REDONE AT CONTRACTOR'S EXPENSE. CONTRACTOR TO STAKE & LABEL ALL SLEEVES IN FIELD FOR IRRIGATION CONTRACTOR.

FOR DEVELOPMENT PERMIT ONLY
Not for Construction

NOTICE:
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THE CONTRACTOR IS TO CALL B.C. ONE CALL, AND HAVE EXISTING U/G SERVICES STAKED PRIOR TO ANY CONSTRUCTION.

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CALID SERVICES LTD. PREPARED THIS DRAWING FOR THE LISTED CLIENT ONLY AND ACCEPTS NO RESPONSIBILITY FOR THIRD PARTY USE.

Dwg. No.	REFERENCE DRAWINGS	DATE

LEGEND	
	PROP. DECIDUOUS TREE
	PROP. SHRUBS
	1.8m HT. PERIMETER FENCE (DESIGN BY OTHERS)
	1.2m HT. DECORATIVE METAL FENCE (DESIGN BY OTHERS)
	CRUSHED ROCK GRAVEL BORDER

REV.	DATE	REVISIONS	BY	APPROVED
2	AUG 28/24	TO BUILDING & PARKING CHANGES	DP	
1	AUG 1/24	TO LANGFORD COMMENTS	DP	



BRAY & RITA RESIDENTIAL DEVELOPMENT
Planting Plan
Client: Eden Developments

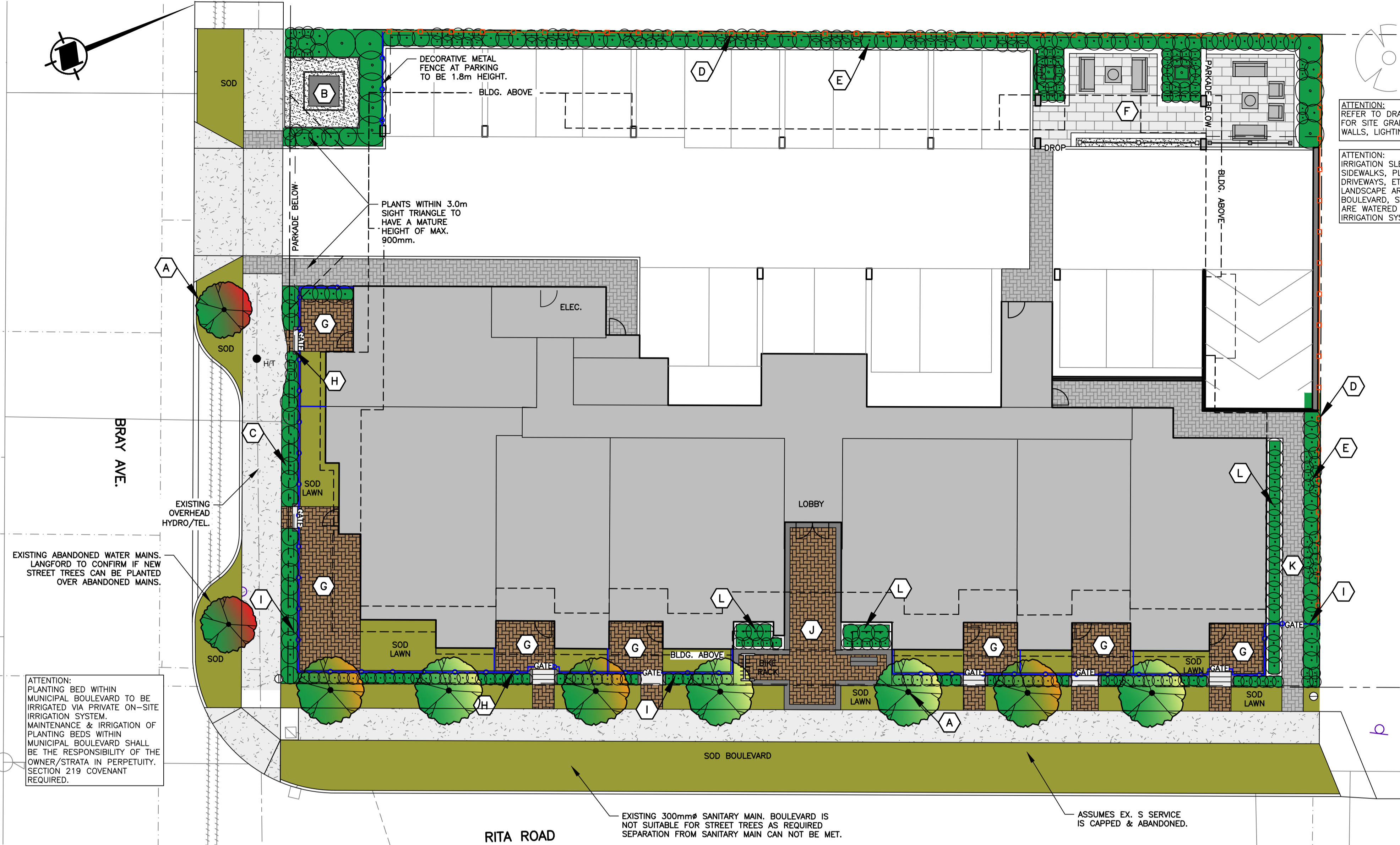
CALID Services Ltd.
207-2750 QUADRA ST. VICTORIA, B.C. V8T 4E8
PHONE (250) 386-0919 FAX (250) 381-6919 engineer@calid.ca

Drawn	dp	Date	MAY 24, 2024
Checked		Project #	0973
Approved		Scale	AS NOTED
Designed	dp		

L2

Rev. 2

CANCEL PRINTS BEARING EARLIER LETTER



GENERAL NOTES

1. ALL PLANTING, TREE PIT SOIL VOLUMES, CONSTRUCTION, AND MATERIALS TO BE IN ACCORDANCE WITH LANGFORD SPECIFICATIONS, BY-LAW 1000 (SUBDIVISION DEVELOPMENT SERVICES), AND STANDARD DRAWINGS, MMCD SPECIFICATIONS AND BC NURSERY TRADES. ALL LANDSCAPING WORK TO BE REVIEWED BY CALID SERVICES LTD.
2. ALL OFFSITE AREAS AFFECTED BY THE WORK ARE TO BE REINSTATED TO ORIGINAL OR BETTER CONDITION BY CONTRACTOR AND COMPLETED IN PROMPT MANNER TO MINIMIZE LOCAL DISRUPTION.
3. CONTRACTOR TO ENSURE POSITIVE DRAINAGE OF ALL LAWNS AND PLANTING AREAS TO AN APPROVED OUTLET. MINIMUM GRADE TO BE 2.0%.
4. CONTRACTOR TO CONFIRM LOCATION OF AND COORDINATE WITH APPLICABLE UTILITIES PRIOR TO INSTALLATION OF ANY OF THE LANDSCAPE WORKS.
5. CONTRACTOR TO BE REGISTERED WITH WORK SAFE BC AND ALL WORK TO BE CONDUCTED UNDER WORK SAFE BC REGULATIONS AND WORK AREAS TO BE PROTECTED BY APPROVED RIGID CONSTRUCTION FENCING.
6. EXISTING & PROPOSED UNDERGROUND SERVICES ARE NOT SHOWN ON THIS DRAWING. CONTRACTOR TO CONFIRM THE LOCATION OF ANY UNDERGROUND SERVICES AND COORDINATE WITH APPLICABLE UTILITIES PRIOR TO ANY EXCAVATIONS.
7. FOR ANY AMBIGUITIES IN SPECIFICATIONS THE MOST CONSERVATIVE/ROBUST SPECIFICATIONS SHALL GOVERN.
8. CONTRACTOR TO NOTIFY CALID SERVICES LTD. IMMEDIATELY OF ANY CONFLICTS OR DISCREPANCIES.
9. ALL PLANTERS OVER BUILDING SLAB REQUIRE DRAINS CONNECTED TO ROOF DRAINAGE SYSTEM. LOCATION TO BE REVIEWED BY DEVELOPER'S STRUCTURAL ENGINEER.
10. AUTOMATIC IRRIGATION SYSTEM TO LANGFORD BY LAW 1000 REQUIRED FOR ALL PLANTING AREAS, SOD LAWNS & TREES.
11. IRRIGATION REQUIREMENTS FOR MUNICIPAL SOD LAWN BOULEVARD TO BE PROVIDED BY LANGFORD PARKS. POINT OF CONNECTION FOR MUNICIPAL IRRIGATION SYSTEM TO BE REVIEWED WITH LANGFORD PARKS.
12. WELL-ROTTED, HIGH ORGANIC CONTENT, LOW WOOD CONTENT MULCH TO BE APPLIED TO PLANTING BEDS AFTER FINISHED GRADING IS APPROVED AND PLANTING COMPLETE. MULCH TO BE FREE OF CHUNKS, STICKS, SOIL, STONES, ROOTS, ETC. LANDSCAPE CONTRACTOR TO ENSURE MINIMUM BARK MULCH DEPTH OF 50mm AFTER SETTLEMENT. 1.2m² MULCH RINGS REQUIRED FOR ALL TREES IN LAWN AREAS.

KEY NOTES

- A PROPOSED BOULEVARD TREE IN SOD LAWN. HALF CIRCLE MULCH RING TO BE DISCUSSED WITH LANGFORD PARKS.
- B PMT LOCATION TO BE APPROVED BY BC HYDRO. ANTI-GRAFFITI VINYL WRAP REQUIRED. IMAGE TO BE PROVIDED BY DEVELOPER. PLANTING ALLOWED WITHIN 1.2m OF PMT AS PER BC HYDRO REQUIREMENTS.
- C PROPOSED PLANTING BORDER ON PUBLIC PROPERTY. SECTION 219 COVENANT REQUIRED. IRRIGATION VIA PRIVATE ONSITE SYSTEM. MAINTENANCE SHALL BE THE RESPONSIBILITY OF THE STRATA/OWNER IN PERPETUITY. TYPICAL
- D 1.8m Ht. PERIMETER WOOD PANEL FENCE ON PROPERTY LINE.
- E PERIMETER PLANTING AREA C/W NATIVE SHRUBS. LOW HEIGHT CURB WALL MAY BE REQUIRED OVER PARKADE TO ENSURE MIN. SOIL DEPTH OF 600mm.
- F RESIDENT AMENITY SPACE C/W SLAB UNIT PAVING, PRIVACY SCREEN FENCING, SHADE TOLERANT SPECIMEN TREES & ACCENT SHRUBS, AND OUTDOOR COUCHES. FIRE TABLES TO BE DISCUSSED WITH DEVELOPER. PRE-FABRICATED ALUMINUM PLANTERS REQUIRED FOR SPECIMEN TREES OVER PARKADE.
- G PRIVATE UNIT PATIO C/W UNIT PAVING.
- H PRIVATE WALKWAY C/W STEPS. REFER TO ARCHITECTURAL DRAWINGS FOR INFORMATION.
- I 1.2m HEIGHT DECORATIVE METAL FENCE (POWDER COATED BLACK).
- J BUILDING ENTRANCE C/W UNIT PAVING, SEATING BENCH & VISITOR BIKE PARKING.
- K 1.2m UNIT PAVER WALKWAY TO BUILDING EXIT. SECURITY GATE TO BE DISCUSSED WITH DEVELOPER.
- L RAISED PLANTER C/W SHADE TOLERANT ACCENT PLANTS & NATIVE SHRUBS. LOW LEVEL WALL MOUNTED PATHWAY LIGHTING TO BE DISCUSSED WITH DEVELOPER.

LANDSCAPE PLAN SCALE 1:150

NOTE:
 AS PER BY LAW 1000 REQUIREMENTS ONE (1) NEW BOULEVARD TREE REQUIRED FOR EVERY METER OF PROJECT FRONTAGE.
 TOTAL PROJECT FRONTAGE = 94m
 TOTAL REQUIRED BLVD TREES = 8

MODULAR PAVER SCHEDULE:

BUILDING ENTRANCE:
 TYPE: BELGARD CLASSIC STANDARD PAVERS
 FIELD COLOUR: 75% HARVEST, 25% NATURAL
 FIELD PATTERN: ASHLAR (DOUBLE STANDARD, STANDARD & HALF STANDARD)
 BORDER COLOUR: CHARCOAL
 BORDER PATTERN: SOLDIER COURSE

GROUND LEVEL AMENITY SPACE:
 TYPE: BELGARD CORTEZ SLAB PAVERS
 FIELD COLOUR: NATURAL
 BORDER COLOUR: GRANITE

PRIVATE PATIOS:
 TYPE: BELGARD CLASSIC STANDARD PAVERS
 FIELD COLOUR: HARVEST
 FIELD PATTERN: ASHLAR (DOUBLE STANDARD, STANDARD & HALF STANDARD)
 BORDER COLOUR: HARVEST
 BORDER PATTERN: SOLDIER COURSE

SITE FURNISHING SCHEDULE:

BENCH:
 URBAN FORM BENCH UFB-5
 QUANTITY: FIVE (5)
 POWDER COAT COLOUR: GREY GOLD
 RECYCLED PLASTIC WOOD COLOUR: WALNUT
 CONTACT: WISHBONE SITE FURNITURE (1-604-626-0476)

BIKE RACK:
 CORA BIKE RACK W7510 POWDER COATED BLACK
 QUANTITY:
 CONTACT: CORA CANADA, BURNABY, B.C. (1-604-437-4415)

FOR DEVELOPMENT PERMIT ONLY
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Dwg. No.	REFERENCE DRAWINGS	DATE

REV.	DATE	REVISIONS	BY	APPROVED
2	AUG 28/24	TO BUILDING & PARKING CHANGES	DP	
1	AUG 1/24	TO LANGFORD COMMENTS	DP	



BRAY & RITA RESIDENTIAL DEVELOPMENT
 Landscape Plan & Notes
 Client: Eden Developments

CALID Services Ltd.
 207-2750 QUADRA ST. VICTORIA, B.C. V8T 4E8
 PHONE: (250) 386-0919 FAX: (250) 381-6819 engineer@calid.ca

Drawn	dp	Date	MAY 24, 2024
Checked		Project #	0973
Approved		Scale	AS NOTED
Designed	dp		

L1

CITY OF LANGFORD BYLAW NO. 2199

A BYLAW TO AMEND BYLAW NO. 300, "LANGFORD ZONING BYLAW, 1999"

The Council of the City of Langford, in open meeting assembled, hereby enacts as follows:

A. Langford Zoning Bylaw No. 300, 1999 is amended as follows:

1. By deleting from the R2 (One- and Two-Family Residential) Zone and adding to the CC1 (City Centre 1) Zone the properties legally described as:

- Lot 4, Section 79, Esquimalt District, Plan 18207, PID No. 000-129-844 (2866 Rita Road);
- Lot 11, Section 79, Esquimalt District, Plan 17397, PID No. 000-769-941 (950 Bray Avenue); and
- Lot 12, Section 79, Esquimalt District, Plan 17397, PID No. 003-933-997 (2870 Rita Road);

as shown shaded on Schedule A attached to and forming part of this Bylaw.

2. By adding the following to Table 1 of Schedule AD:

Zone	Bylaw No.	Legal Description	Amenity Contributions	Eligible for Reduction in Section 2 of Schedule AD
CC1	2199	<ul style="list-style-type: none"> · Lot 4, Section 79, Esquimalt District, Plan 18207, PID No. 000-129-844 (2866 Rita Rd); · Lot 11, Section 79, Esquimalt District, Plan 17397, PID No. 000-769-941 (950 Bray Ave); and · Lot 12, Section 79, Esquimalt District, Plan 17397, PID No. 003-933-997 (2870 Rita Rd) 	<ul style="list-style-type: none"> a) \$2,850 per residential unit created towards the General Amenity Reserve Fund on the 1st through 4th storeys; and b) \$1,425 per residential unit created towards the General Amenity Reserve Fund on the 5th and 6th storeys; and c) 1,425 per non-market residential unit created towards the General Amenity Reserve Fund; and d) \$750 per unit created towards the Affordable Housing Reserve Fund on the 1st through 4th storeys; and e) \$375 per unit created towards the Affordable Housing Reserve Fund on the the 5th and 6th storeys; and f) \$375 per non-market residential unit created towards the General Amenity Reserve Fund; g) That the total contribution to the General Amenity Reserve Fund as specified in a) through c) may be reduced by the amount equal to the cost of constructing the sidewalk extension beyond the frontage on Rita Road to the corner of Tennis Court Lane, to the satisfaction of the Director of Engineering. 	No

B. This Bylaw may be cited for all purposes as “Langford Zoning Bylaw, Amendment No. 736 (950 Bray Avenue and 2866 and 2870 Rita Road), Bylaw No. 2199, 2024”.

READ A FIRST TIME this day of , 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

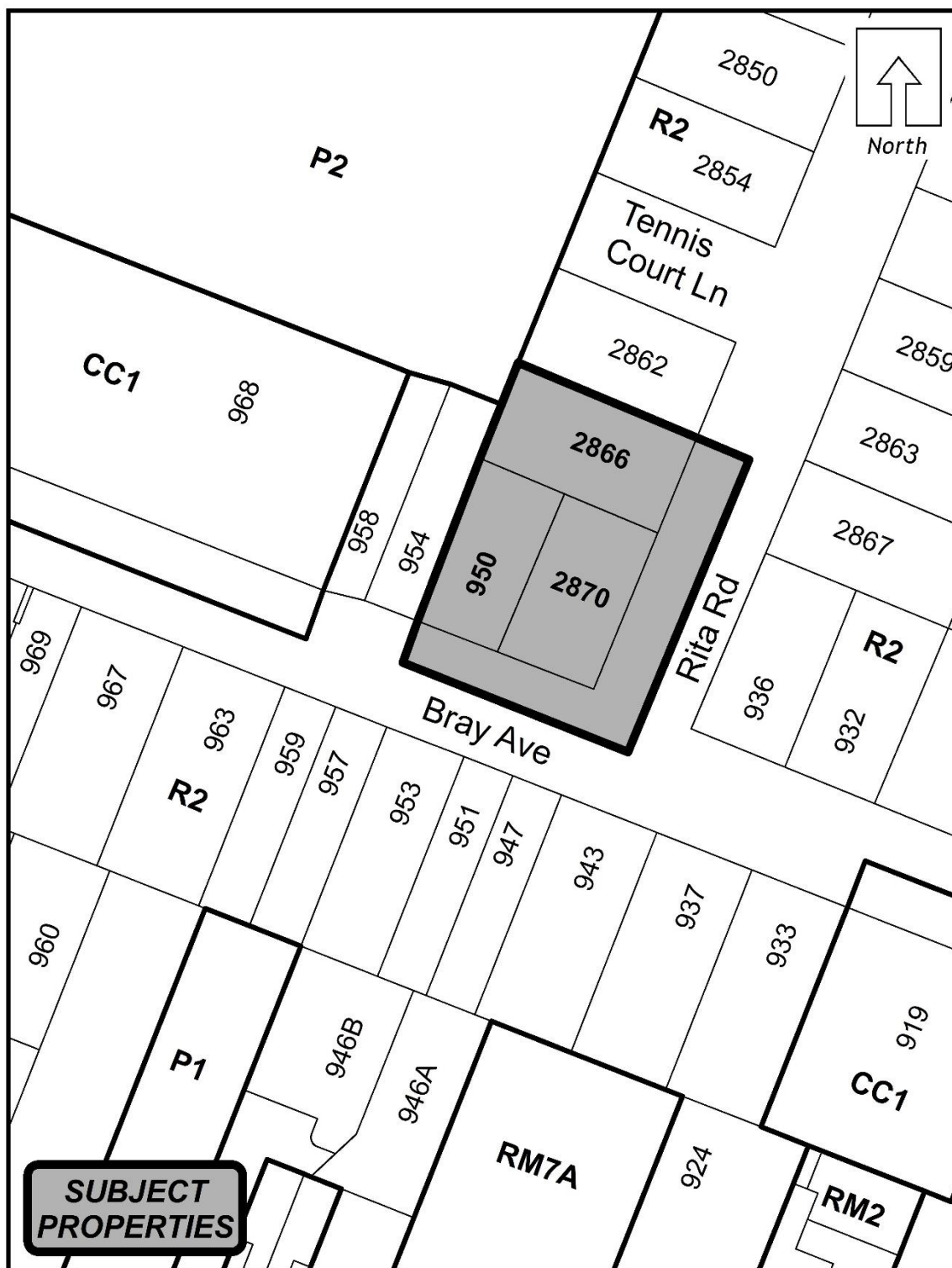
APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE this day of , 2024.

ADOPTED this day of , 2024.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER

Schedule A





Symphony (Bray Ave. & Rita RD)
Sustainable Development Advisory Committee
October 15th, 2024



Symphony (Bray Ave. & Rita RD)
Sustainable Development Advisory Committee
October 15th, 2024



S1 Centennial Park

S1 Centennial Park

- Surrounded by large green space – Centennial Park
- Increasing numbers of apartments and townhouses



CC1 City Centre Zone

- Easy access to downtown core
 - Walk score of 75
- Good access to shops, services and transit options
- 300 metres from E&N Trail



Carlow Rd

Centennial Park

Langford BC Softball Field

Langford Minor Fastball Association

Furber Rd

Karr Rd

Rita Rd

Furber Rd

Centennial Court Apartments

Costin Ave

Carlow Rd

Bray Ave

Bray Ave

Centennial Tennis Courts

Casa Victoria

Crandall Ave

GNG Painting

Nails

Rita Rd

Rita Rd

Bray Ave

Bray Ave

Rita Rd

Knotty Pine Rd

Fishtail Driving School Inc
5 Star rating driving school

Happy Campers Daycare Bray

Bray Ave

Shivan Victoria

Mystic Glass

Grayland Consulting

Rachael Sansom

- Public consultation
- 50 letters sent to neighbours
- Most homes owned by investors as holding properties
- Several homes occupied by work crews

Duplex at 954 Bray Avenue

- Client wanted to add this property as part of the project
- Negotiations with owner was not successful
 - Cost of property was not reasonable
- Still opportunity for missing middle project in future

A detailed site plan for a proposed development. The plan shows a rectangular lot bounded by Bray Avenue to the south and a road labeled 'A' to the north. The lot is divided into several sections, with building footprints and parking areas indicated. A north arrow is located in the top left corner. The plan includes various annotations such as 'STRATA PLAN VIS4150', 'PLAN', and '18207'.

Proposed Development

- 77 residential units
- 6 storey wood frame
- No setback variances requested
- Surface parking and one level of underground parking
- **Parking variance from 1.25:1 to 1.1:1**

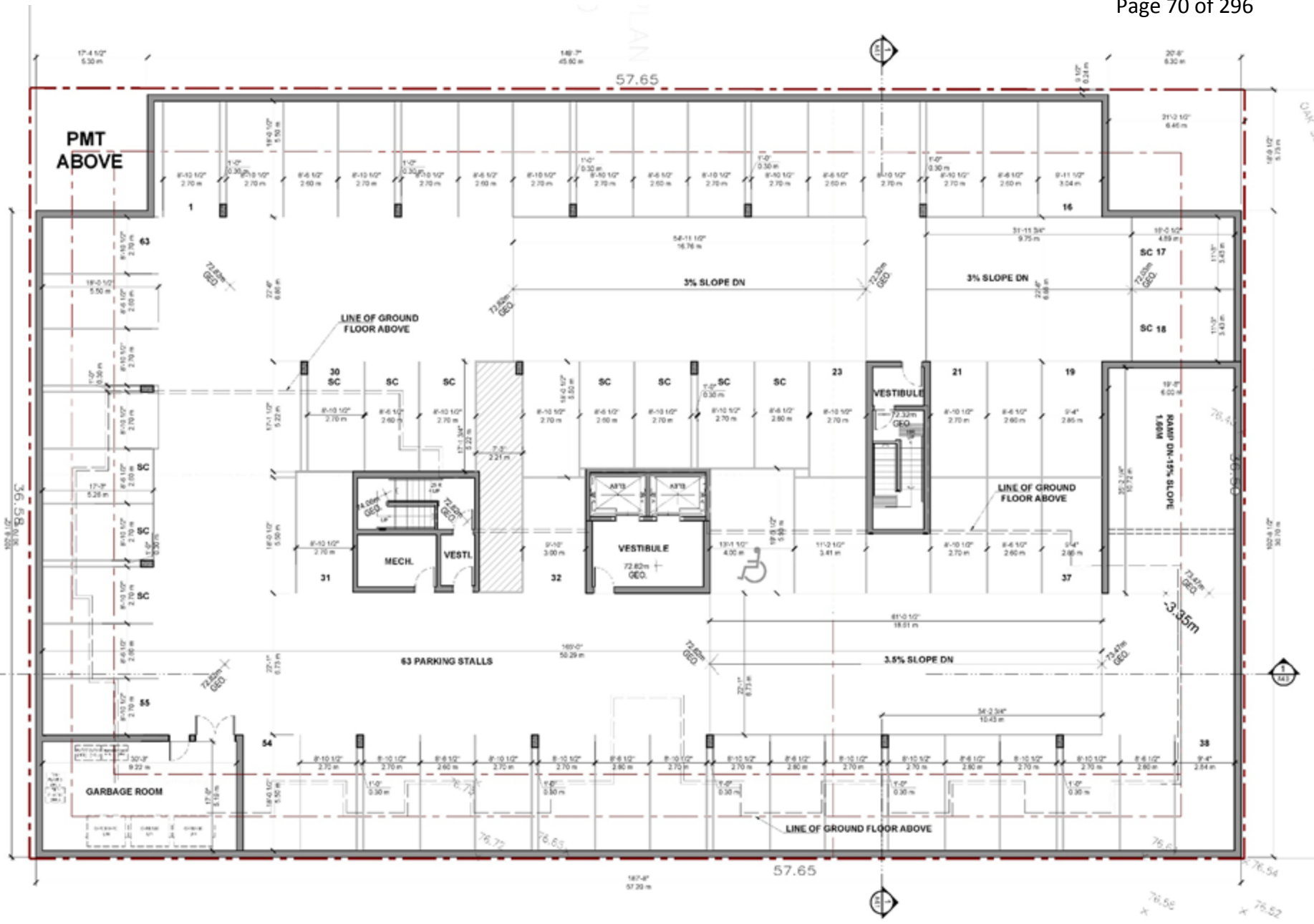


Proposed Development

- **Parking variance from 1.25:1 to 1.1:1**
- Watt Consulting study only requires 73 spaces
- 85 spaces provided in proposal
- Bike parking on each floor
- Adequate for cargo bikes and electric bikes



Development creates sidewalk off Bray down Rita towards Tennis Court Lane





Proposed materials

Hardie panel, Hardie Plank, stone veneer and wood siding



Rita Road Elevation



Bray Avenue Elevation



North Elevation



West Elevation



View from Centennial Park



Shivani Victoria

Happy Campers Daycare-Bray

Centennial Tennis Courts

Tennis Club

View from Centennial Park



Looking down Bray to Carlow



Looking down Bray to Carlow



Looking down Rita to Bray



Looking down Rita to Bray



Looking down Bray to Rita



Looking down Bray to Rita













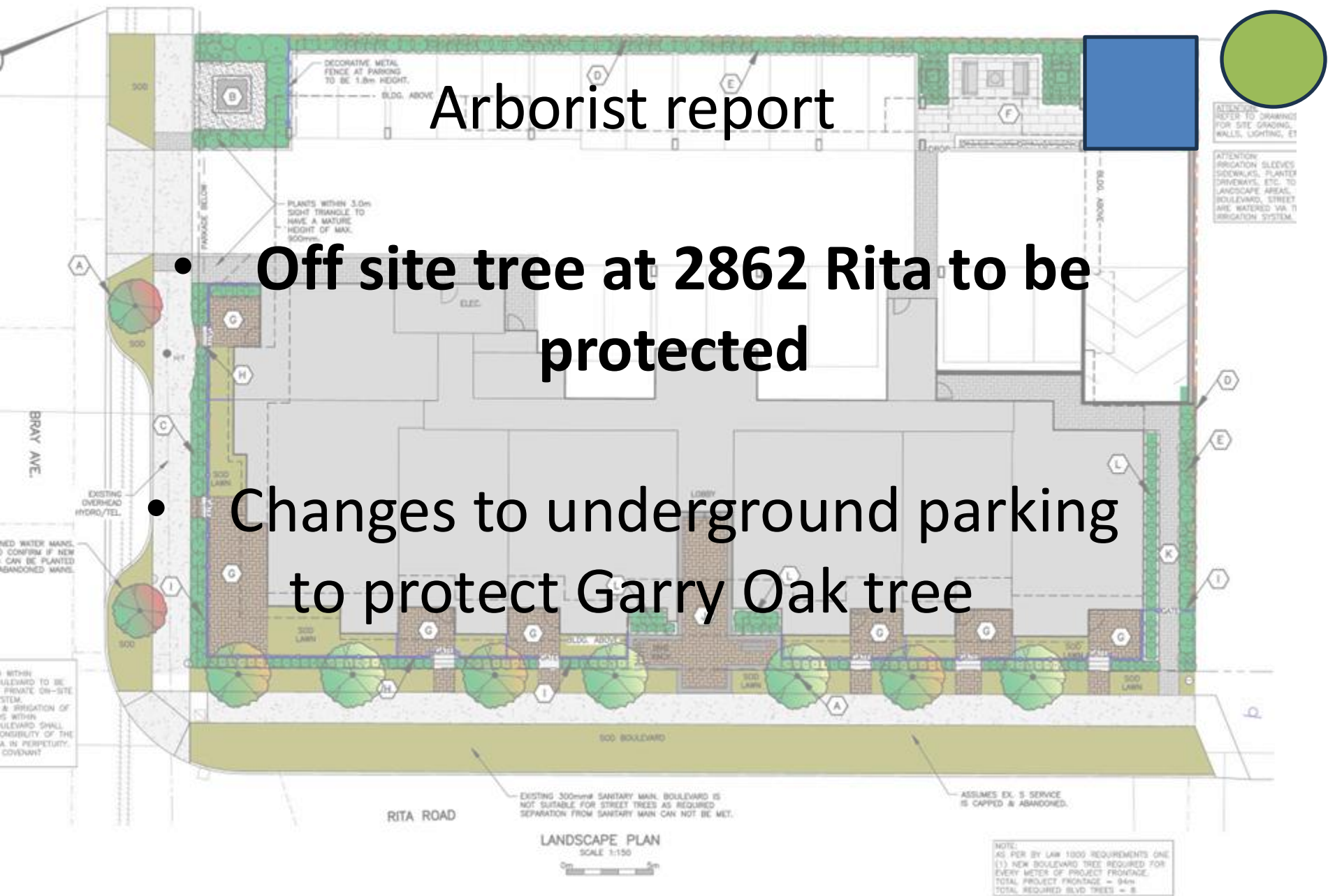




Arborist report

- Off site tree at 2862 Rita to be protected

- Changes to underground parking to protect Garry Oak tree



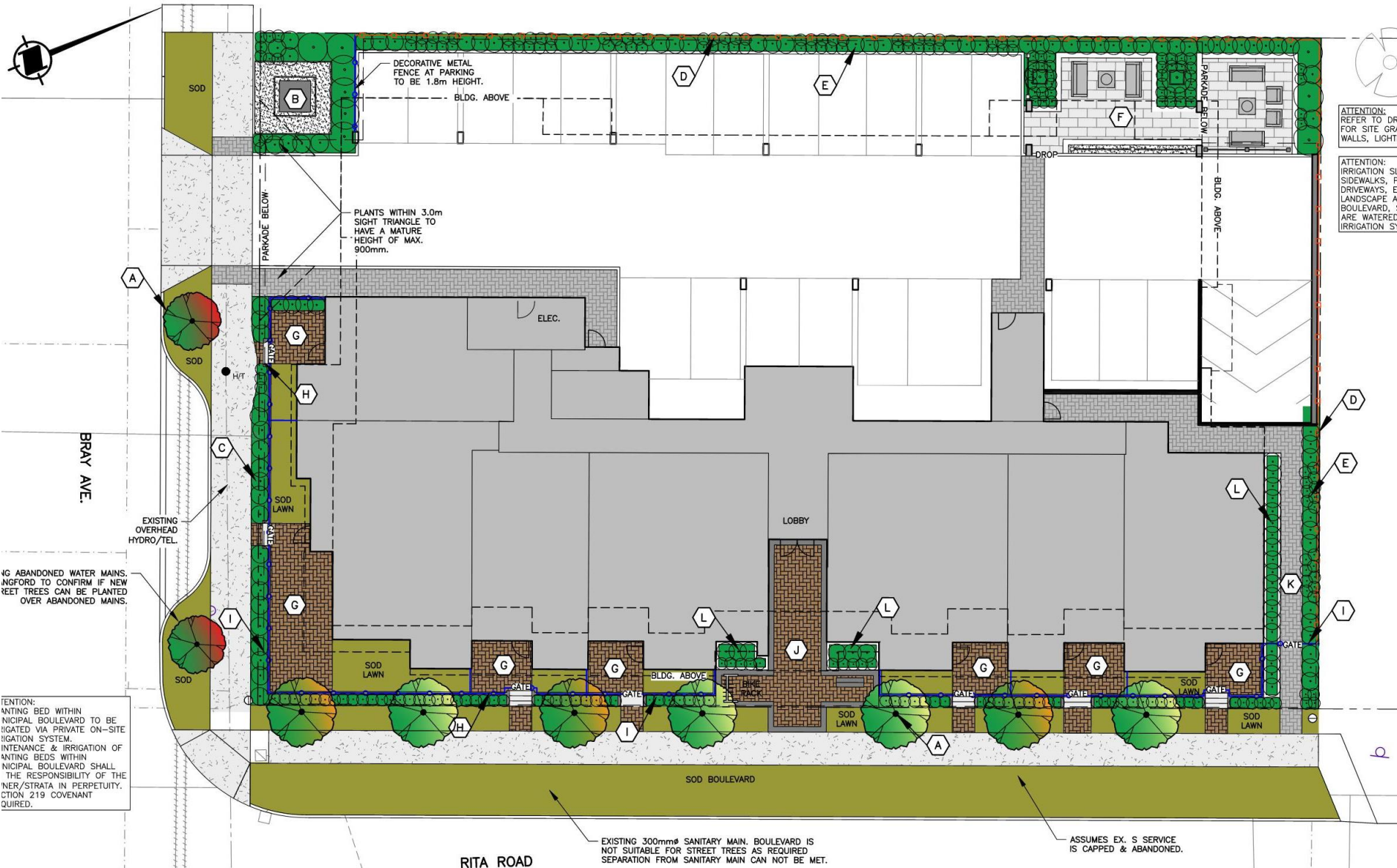
MODULAR PAVER SCHEDULE:

BUILDING ENTRANCE:

SITE FURNISHING SCHEDULE:

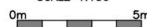
BRICK:

NOTE:
 AS PER BY LAW 1009 REQUIREMENTS ONE (1) NEW BOULEVARD TREE REQUIRED FOR EVERY METER OF PROJECT FRONTAGE.
 TOTAL PROJECT FRONTAGE = 94m
 TOTAL REQUIRED BLVD TREES = 8



LANDSCAPE PLAN

SCALE 1:150



NOTE:
 AS PER BY LAW 1000 REQUIREMENTS ONE
 (1) NEW BOULEVARD TREE REQUIRED FOR
 EVERY METER OF PROJECT FRONTAGE.
 TOTAL PROJECT FRONTAGE = 94m
 TOTAL REQUIRED BLVD TREES = 8

MODULAR PAVER SCHEDULE:

BUILDING ENTRANCE:

SITE FURNISHING SCHEDULE:

BENCH:



Thank you!
Questions?



City of Langford

Staff Report to Sustainable Development Advisory Committee

DATE: Tuesday, October 15, 2024

DEPARTMENT: Planning

APPLICATION NO.: Z22-0035

SUBJECT: Bylaw No. 2191 – Application to Rezone 946 Isabell Avenue from One- and Two-Family Residential (R2) to Residential Townhouse (RT1) to allow for the development of approximately 7 townhouse units.

EXECUTIVE SUMMARY:

Mehdi Khataw of Khataw Development has applied on behalf of Ladkeen (Canada) Ltd. to rezone 946 Isabell Avenue from R2 (One- and Two-Family Residential) to RT1 (Residential Townhouse) to allow approximately 7 townhouse units within 2 blocks. The proposal includes 8.12% (124.57m²) of covenanted non-disturbance area which contains the Streamside Protection and Enhancement Area (SPEA) of the Fire Hall Creek located to the rear of the site. The SPEA is proposed to be revegetated under the direct guidance of the project Biologist and fenced off with a permanent fence to avoid any future encroachment into the riparian habitat.

BACKGROUND:

PREVIOUS APPLICATIONS

An environmental Development Permit DP08-0037 was issued in July 2008, to lift and move the existing dwelling into the Riparian Development Permit Area in order to facilitate a future one-lot subdivision of the subject property. The proposal did not proceed.

Table 1: Site Data

<i>Applicant</i>	Mehdi Khataw
<i>Owner</i>	Ladkeen (Canada) Ltd.
<i>Civic Address</i>	946 Isabell Avenue
<i>Legal Description</i>	Lot 6, Section 84, Esquimalt District, Plan 22027
<i>Size of Property</i>	1,533 m ²
<i>DP Areas</i>	Riparian

<i>Zoning</i>	Existing: R2	Proposed: RT1
<i>OCP Designation</i>	Existing: Neighbourhood	Proposed: Neighbourhood

SITE AND SURROUNDING AREA

The subject property is located in south Langford, east of Happy Valley Road, on the north side of Isabell Avenue. The site does not contain any trees, is flat in nature, and contains an established single-family dwelling, which is not proposed to be retained as part of this proposal. Fire Hall Creek is located north of the subject site, with the creek's 10m SPEA partially situated along the rear of the subject site.

The surrounding neighborhood is primarily composed of small lot and conventionally sized single-family subdivisions. The subject site is surrounded by small lot single family subdivisions immediately to the north, east, and west. The same applicant has also proposed a 19-unit townhome development on the south side of Isabell Avenue, approximately 100m from the subject site. Ernhill Park, Sedgwick Park, and Ed Fisher Memorial Park are all located within a fifteen-minute walk from the subject site. The Galloping Goose Regional Trail is located approximately 300m from the development site, with the closest access point off the Isabell Avenue cul-de-sac. Happy Valley Elementary School is located approximately 650m away from the site. School District No 62 has been made aware of this application such that they can consider the proposed increase in density in this area as part of their long-range facility planning.

The proposed development is also located within 800m of a Controlled Access Highway under the jurisdiction of the Ministry of Transportation and Infrastructure (MoTI) and is therefore subject to their review and approval. During the referral stage of the application, MoTI has not identified any concerns with the proposal and indicated that they have no objection to the proposal in principle.

Figure 1: Subject Property and Surrounding Neighbourhood

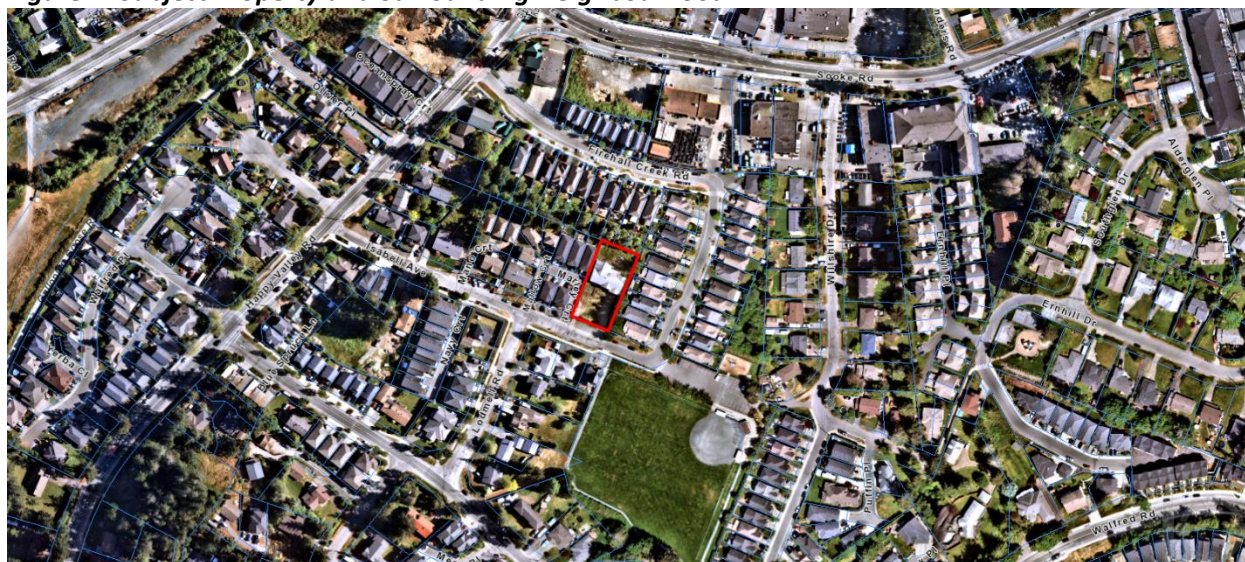


Table 2: Surrounding Land Uses

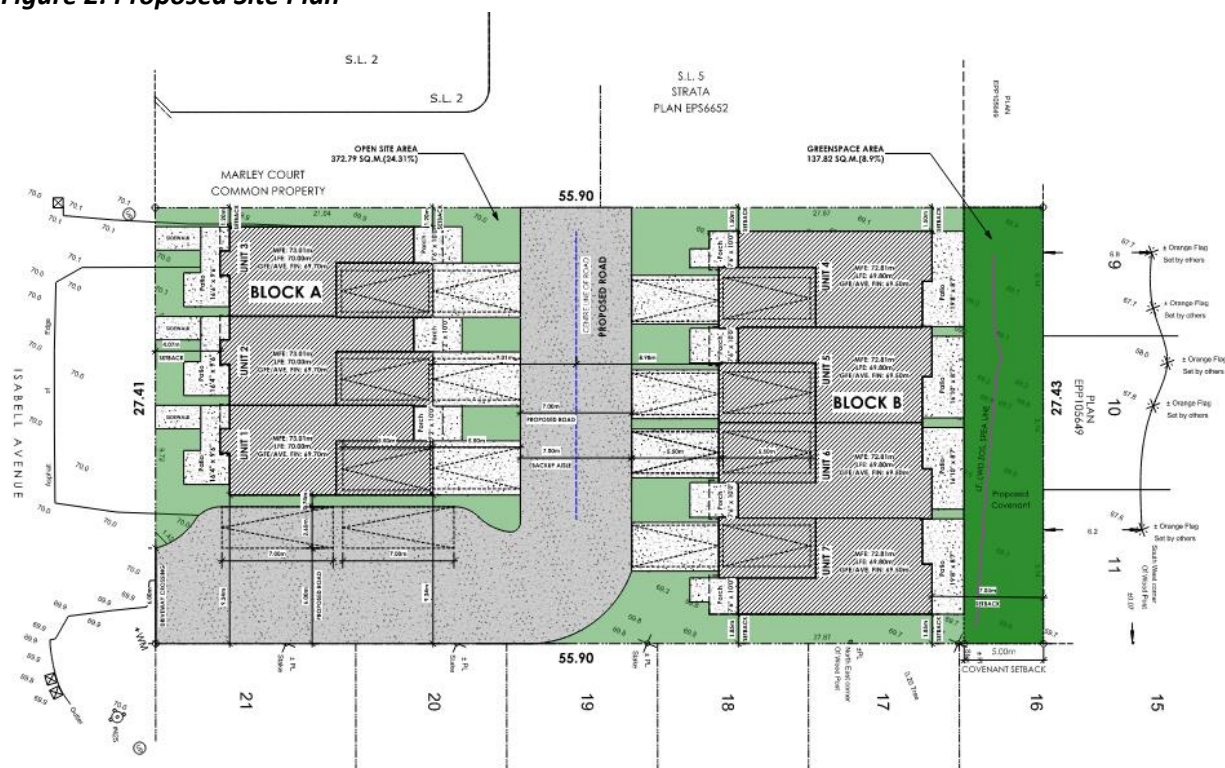
	Zoning	Use
<i>North</i>	RS1 (Residential Small Lot)	Single-family dwellings on small lots
<i>East</i>	RS1 (Residential Small Lot)	Single-family dwellings on small lots
<i>South</i>	RS1 (Residential Small Lot) R2 (One- and Two-Family Residential)	Single-family dwellings on small lots Duplex
<i>West</i>	RS1 (Residential Small Lot)	Single-family dwellings on small lots

COMMENTARY:

DEVELOPMENT PROPOSAL

As noted above, the applicant is proposing to rezone the subject property from R2 to RT1 to allow for approximately 7 townhouse units within two blocks. The proposed site plan can be seen below as Figure 2.

Figure 2: Proposed Site Plan



One of the blocks along the front is proposed to contain three units, and the townhouse block along the rear of the property is proposed to be contain four dwelling units. Both townhouse blocks are two storeys high, feature a single-car garage and one storey of living space above, large enough to accommodate 3-bedroom layouts, making them suitable for families with children and other larger household types.

Each unit includes two parking spaces, one in the enclosed garage and second one on the driveway, which meets the requirement of the Zoning Bylaw No. 300. The applicant is also proposing a total of two visitor parallel parking spaces to be located along the strata access road, south of Block A. To remain consistent with townhouse developments that have been recently rezoned, Council may wish to require that garages are to be used for parking of vehicles and not the storage of items in a manner that would prevent utilization of the garage space for parking purposes. This requirement should be secured through a Section 219 Covenant prior to bylaw adoption, in favour of the City, but should require that the strata bylaws of the resulting strata corporation are reflective of this requirement, such that the strata is responsible for enforcing the covenant rather than the City.

In a similar manner, Council may wish to secure a requirement to incorporate electric heat pumps for heating and cooling, to remain consistent with recent rezoning applications.

The applicant has submitted two conceptual renderings of their proposal to better articulate the design of the proposed townhomes (Figures 3 and 4).

Figure 3: Rendering Of the Block a Of Proposed Townhouse Development as Seen from Isabell Avenue



Figure 4: Rendering Of the Block B Of Proposed Townhouse Development as Seen from The Strata Road



The buildings have a West-Coast modern style, mixing monochromatic cladding and natural wood shades. The primary materials proposed are concrete fibre panels, vertical metal siding, and cedar

longboard. The final design, including finishing materials, will be secured through the Form and Character Development Permit.

Each unit contains no less than 10m² of ground level private open space for the use of the residents of each townhome. Additionally, a total of 8.12% (124.57m²) of the site along the rear is proposed to be retained as a common area. As this area contains part of the SPEA for the Fire Hall Creek, it is designated as a non-disturbance area and is required to be fenced off with a permanent fence to ensure no further disturbance of the riparian habitat.

The applicant will also be required to install a 1.8m solid privacy fence along the property lines that do not abut the highway to screen the development from adjacent properties. For the front property line abutting Isabell Avenue, the fence may not exceed 1.2m and is required to provide less than complete visual screening. As shown on the landscaping plan attached, the applicant is proposing 0.9m cedar horizontal slat fence for the units facing Isabell Avenue.

Table 3: Proposal Data

	Permitted by R2 (Current Zoning)	Permitted by RT1 (Proposed Zoning)	Proposed by Rezoning Application
<i>Permitted Use</i>	<ul style="list-style-type: none"> • Single -family dwelling • Duplex • 4-unit townhouse 	Townhouse	Townhouse
<i>Density (FAR and/or min. lot size)</i>	400m ²	1.2 FAR	1.0 FAR
<i>Height</i>	11m	3 storeys	2 storeys
<i>Site Coverage</i>	50%	60%	
<i>Front Yard Setback</i>	3.0m (5.5m for garage or carport)	3.0m (5.5m for garage or carport)	4.07
<i>Interior Side Yard Setback</i>	1.5m	1.2m	1.20
<i>Exterior Side Yard Setback</i>	3.0m (5.5m for garage or carport)	3.5 (5.5m for garage or carport)	N/A
<i>Rear Yard Setback</i>	3.0m	5.5m	7.03m
<i>Vehicle Parking Requirement</i>	1 per dwelling unit	2 per dwelling unit + 2 visitor stalls	2 per dwelling unit + 2 visitor stalls
<i>Bicycle Parking Requirement</i>	N/A	1 per dwelling unit	1 per dwelling unit

As can be seen in Table 3, under the current zoning, the property can have a 4-unit townhome without having to rezone the site, in accordance with the recent Bylaw changes. The applicant wishes to increase the density on site to 7 townhome units.

Additionally, as can be seen from the table above, the applicant is not utilizing the entirety of the height allowance permitted by the zone and is proposing two storey dwellings instead of three storey dwellings. The applicant has identified this design was utilized to remain consistent with the immediate neighbourhood, which is predominantly comprised of two storey homes.

VARIANCES

Although not listed in the table above, one variance to Section 3.16.01(1) of the Zoning Bylaw No. 300 is required to facilitate this project. Section 3.16.01(1) stipulates that no building or structure may be located within 30m of the natural boundary of any watercourse. The Director of Development Services is authorized to approve a variance for the setback of a building from a watercourse otherwise required by the Zoning Bylaw No. 300, if the R.P. Bio confirms that the variance would not result in any encroachment into or impact to the SPEA. As the proposed non-disturbance area containing the SPEA has been identified by the project Biologist and approved by the province, the variance will be issued within the Development Permit.

ARBORIST REPORT & LANDSCAPING

As there are no trees currently present on site that would require removal, no arborist report and tree inventory was submitted for Council's consideration. The applicant did, however, obtain the Riparian Areas Protection Regulation (RAPR) Assessment Report, which includes recommendations pertaining to the protection and restoration of the riparian habitat, historically disturbed by human activity. The report was approved by the province in accordance with regulations.

Aside from retention and revegetation of the 124.57m² of property along the rear of the lot containing the 10m SPEA, the applicant is proposing some extensive landscaping on private property, where space allows. Council may wish to note that the landscaping concept plan demonstrates approximately 32 trees to be planted on site, in addition to some ornamental shrubs. The proposed species are 13 Japanese cherry trees, 9 Asian white birch trees, 3 pin oaks, 4 Greenspire lindens, and 3 Eddie's white wonder dogwood trees. The exact species and location will be confirmed at the time of Form and Character Development Permit, but the number of trees planted is expected to remain consistent with the number provided within the landscaping plan.

Council should note that the landscaping plan will be secured through the Form and Character Development Permit, which will provide assurance that trees on private property will be maintained in accordance with the plan in perpetuity, as any change to the landscaping plan would be subject to the approval of the Director of Development Services through a Development Permit amendment.

The Parks Department has indicated that boulevard trees are required at a rate of 1 tree per 12 linear meters of frontage. For any required boulevard trees that cannot be accommodated within the frontage without compromising sound arboricultural practices, due to the size or other characteristics of the frontage, cash-in-lieu would be required in accordance with Bylaw No. 1000.

MULTI-MODAL NETWORK

FRONTAGE IMPROVEMENTS

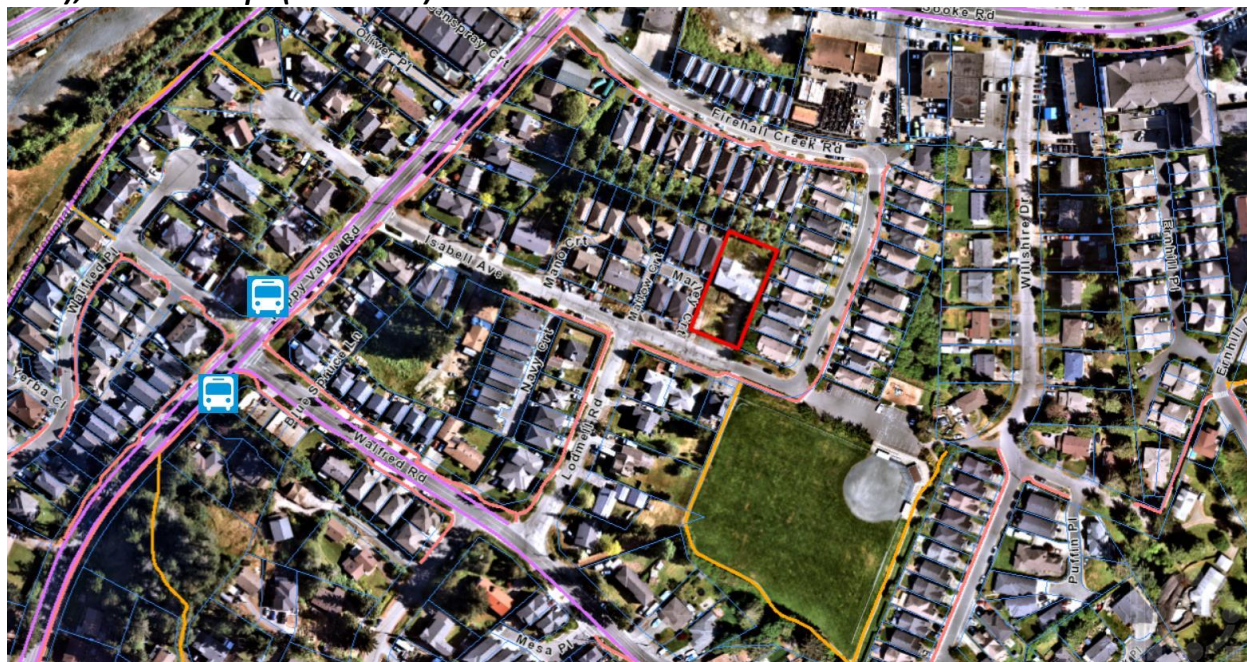
Full frontage improvements will be required in accordance with Bylaw No. 1000 and to the satisfaction of the Director of Engineering prior to the issuance of a building permit. Of note, the Engineering Department has indicated that the proposal will be required to provide three angled parking stalls, streetlights, and a minimum of two boulevard trees. The Director of Engineering noted that angled parking, although not preferred everywhere in the City, is required in this area to help alleviate some of the street parking concerns that the neighbourhood is experiencing due to proximity to Ed Fisher Memorial Park. The Director of Engineering has reviewed and approved the preliminary frontage drawing for this proposal.

PEDESTRIAN, CYCLING AND MOTORIST NETWORK

Sidewalks are situated along the south side of Isabell Avenue, and are expected to be completed with the development of 967A Isabell. Bike lanes exist on both sides of Happy Valley Road, approximately 170m from the subject site, providing bicycle access to the downtown core and beyond, via Sooke Road. The Galloping Goose Trail offers cycling connections throughout the Greater Victoria region.

There are several bus stops within walking distance of the development site, including two bus stops along Happy Valley Road near the intersection of Happy Valley and Walfred Road, which provide access to routes 48, 52, 55, and 64. Route 48 offers service to and from downtown Victoria during peak commuting hours. Route 52 runs throughout the day to provide service between the Colwood Exchange and Bear Mountain. Route 55 offers service to Langford Exchange, which in turn offers transfers to many other routes, including Blink Rapid Line 95, a key commuting service into downtown Victoria. Route 64 travels from Langford Exchange to Sooke Town Centre via Happy Valley Road. Multiple other bus routes are available along Sooke Road within walking distance of the site.

Figure 5: Ortho Map Showing Bike Lanes (purple lines), Sidewalks (pink lines), Trails (orange lines), and Bus Stops (blue icons):



INFRASTRUCTURE

SEWERS

A sewer main exists along Isabell Avenue and a connection from the units to this main would be required. Any improvements, extensions, or modifications needed to the sewer main within the municipal road right-of-way will be completed by West Shore Environmental Services at the applicant's expense.

FIRE ACCESS AND FIRE PREVENTION PROTECTION

No ladder fire truck turning template was required as the strata road access does not exceed the 90m specified in Building Bylaw No. 1160.

STORMWATER MANAGEMENT

The applicant will be required to provide a storm water management plan to the satisfaction of the Director of Engineering prior to the issuance of a building permit. As part of their application, the applicant has submitted a stormwater technical memo outlining how they plan to adequately manage storm water on-site. This memo has been reviewed and approved by the Director of Engineering.

CONSTRUCTION IMPACT MITIGATION

Council may wish to require a Construction Parking and Deliveries Management Plan as well as an Erosion and Sediment Control Plan as a condition of rezoning and require that it will be provided to the satisfaction of the Director of Engineering prior to any land alteration. Additionally, as per Bylaw 1000, Section 2.5, a Mitigation Plan is required prior to land alteration to the satisfaction of the Director of Engineering (this is an interim measure for all developments, until the Good Neighbour Policy is adopted). A Mitigation Plan is required where there is reasonable ground to anticipate any discharge of contaminants, pollutants, silts, airborne particles (dust) or materials (toxic or natural) to watercourses, municipal ditches and sewage systems, public or private lands, waters or the atmosphere. The construction impact mitigation measures should be secured within a Section 219 covenant, prior to Bylaw Adoption.

NEIGHBOURHOOD CONSULTATION

The developer held a public information session on Sunday, November 12th, 2022. The developer sent out the notice to 45 neighbours, notifying them of the upcoming neighbourhood consultation meeting. 10 residents have attended the session to discuss the proposal.

COUNCIL POLICY

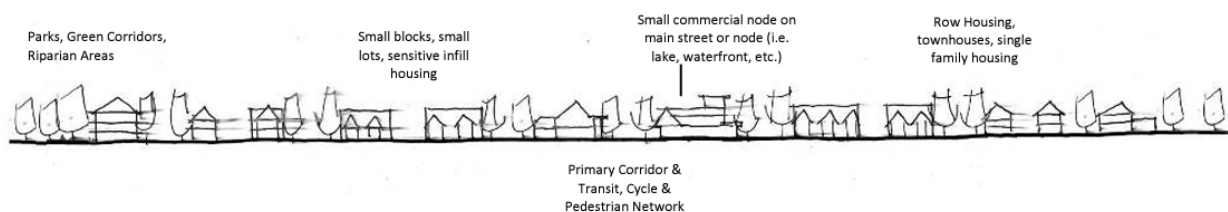
OFFICIAL COMMUNITY PLAN

The Official Community Plan (OCP) Bylaw No. 1200 designated the subject properties as “Neighbourhood”, which is defined by the following text:

Existing settled areas throughout the community predominantly located on the valley floor.

- *Predominantly residential precinct that supports a range of low and medium density housing choices including secondary suites*
- *This area allows for residential and mixed-use commercial intensification of streets that connect centres and/or are serviced by transit*
- *Schools, community facilities and other institutional uses are permitted throughout the area*
- *Retail serving local residents is encouraged along transportation corridors*
- *Home-based businesses, live-work housing is encouraged*
- *Parks, open spaces and recreational facilities are integrated throughout the area*
- *This area allows for Neighbourhood Centres to emerge in the form of medium density mixed-use nodes at key intersections.*

A Concept for Neighbourhood Areas



Policies of the Neighbourhood OCP designation support clustered densification in established areas as well as the diversification of housing stock through the incorporation of housing such as coach housing, row housing, live/work units and townhouses. The proposal is consistent with this designation in that it increases density in an existing developed area. Policy 3.9.3 in the OCP presents “16 units per acre” as a guide for residential density for infill development in areas designated as “Neighbourhood”. The proposed development represents a density of approximately 18 units per acre, which exceeds this recommendation. Despite this, the density modifier in the Neighbourhood Designation can be considered as an average of the designation. Additionally, given the location of the parcel close to the Sooke Road corridor, the composition of the neighbourhood, and the layout of the site, which incorporates protection and revegetation of the SPEA, Council may wish to explore the higher density as proposed through this application.

SOUTH LANGFORD NEIGHBOURHOOD PLAN

The South Langford Neighbourhood Plan (SLNP) designates 946 Isabell Avenue as Urban Residential. This designation is described as the following:

Urban Residential – applies to areas where the availability of municipal services allow for a variety of residential development that is more intensive than suburban residential, and that may include single-family residential dwelling without secondary suites, townhousing, and attached housing. A maximum density of one unit per 200m² (2152.85 ft²) is applicable.

Council may wish to note that the South Langford Neighbourhood Plan precedes the City’s Official Community Plan, and that the SLNP was retained within the Design Guideline as a reference. Council may also wish to note that zoning amendments are required to comply with the OCP density objectives but is not required to comply with the Design Guidelines, including SLNP. Based on the density noted above, the property would be suitable for a maximum of 6 units. This proposal exceeds the prescribed density by one dwelling unit. Having said that, SLNP generally supports densification in the area through construction of townhomes.

DEVELOPMENT PERMIT AREAS

The subject property is not located in the Riparian Development Permit Area in accordance with the Map 13 of the Official Community Plan. However, a stream meeting the definition of a watercourse has been previously identified north of the subject property. The report by a qualified environmental professional has confirmed the presence of SPEA on the subject site, therefore a Development Permit will be required in this regard. The SPEA has been previously disturbed by human activity, and will be revegetated, enhanced, and fenced off with a permanent chain link fence to avoid any further encroachment. Prior to any land alterations, the applicant will need to obtain a Development Permit which will outline any requirements stemming from a qualified professional's review of the site, as it was accepted by the province.

Additionally, given the proposed land use, a Form and Character Development Permit will also be required and will ensure that the proposal complies with the standards prescribed by Zoning Bylaw No. 300 as well as Multi-Family Design Guidelines.

LOW CARBON CONCRETE

In accordance with Council's Low Carbon Concrete Policy POL-0167-PLAN, Council may wish to require the applicant to utilize ready-mix concrete that meets or exceeds the weighted average Global Warming Potential targets based on Concrete BC Baseline (average) mix data for the construction of the proposed development.

FINANCIAL IMPLICATIONS:

Rezoning the subject properties to permit higher density of development will increase the assessed value of lands and eventually will increase municipal revenue due to the number of units created. As the developer is responsible to complete all frontage improvements, the direct capital costs to the City associated with this development will be negligible. A summary of Amenity Contributions and Development Cost Charges that the developer will be expected to pay, is outlined in Tables 4 and 5 below.

COUNCIL'S AMENITY CONTRIBUTION POLICY

The amenity contributions that apply as per Council's current Affordable Housing and Amenity Contribution Policy are summarized in Table 4 below, based the current floor plans and total density of 7 residential units.

Table 4 – Amenity Contributions per Council Policy

Amenity Item	Per unit contribution	Total (based on 7 units)
General Amenity Reserve Fund	\$3,660	\$25,620

<i>Affordable Housing Reserve Fund</i>	\$610	\$4,270
TOTAL POLICY CONTRIBUTIONS	\$4,270	\$29,890

Table 5 - Development Cost Charges

Development Cost Charge	Per Unit Contribution	Total (based on 7 units)
<i>Roads</i>	\$3,865.00	\$27,055.00
<i>Storm Drainage</i>	\$1,028.00	\$7,196.00
<i>Parks</i>	\$2,078.00	\$14,546.00
<i>ISIF</i>	\$441.96	\$3,093.72
Subtotal (DCC's to Langford)	\$7,412.96	\$51,890.72
<i>CRD Water</i>	\$2,557.00	\$17,899.00
<i>School Site Acquisition</i>	\$900.00	\$6,300.00
TOTAL DCC's (estimated)	\$10,869.96	\$76,089.72

LEGAL IMPLICATIONS:

Should Council choose to proceed with consideration of this proposal, Bylaw No. 2191 will be scheduled for consideration of first, second, and third readings. As per recent changes to the *Local Government Act*, a Public Hearing is not permitted. Although Public Hearing requirement is waived for the proposal, the required notification will be sent out to the owners and tenants in occupation of real property, any part of which is within 100m of the legal boundaries of the subject area, prior to consideration of first reading.

The amenity contributions specified in Table 4 above are incorporated into Bylaw No. 2191, and will be payable at the time of building permit along with the current Development Cost Charges specified in the various DCC Bylaws.

Council's other conditions of approval would be registered in a Section 219 Covenant in priority of all other charges on title prior to consideration of Bylaw Adoption.

OPTIONS:**Option 1**

THAT the Sustainable Development Advisory Committee recommend that Council:

1. Proceed with consideration of First, Second, and Third Reading of Bylaw No. 2191, following public notification, to amend the zoning designation of the property located at 946 Isabell Avenue from R2 to RT1 subject to the following terms and conditions:
 - a. That the applicant provides, **as a bonus for increased density**, the following contributions per dwelling unit, **prior to the issuance of a building permit**:
 - i. \$610 towards the Affordable Housing Reserve Fund; and
 - ii. \$3,660 towards the General Amenity Reserve Fund.
 - b. That the applicant, **prior to Bylaw Adoption**, registers a Section 219 covenant in priority of all other charges on title, that agrees to the following:
 - i. That the following will be provided and implemented to Bylaw No. 1000 standards to the satisfaction of the Director of Engineering prior to the issuance of a building permit:
 1. Full frontage improvements; and
 2. A storm water management plan.
 - ii. That the following will be provided and implemented to Bylaw No. 1000 standards to the satisfaction of the Director of Engineering prior to any land alterations:
 1. A mitigation plan;
 2. A construction parking and deliveries management plan; and
 3. An erosion and sediment control plan.
 - iii. That electric heat pumps are installed in the townhouse units;
 - iv. That all concrete used on-site will utilize ready-mix concrete that meets or exceeds the weighted average Global Warming Potential targets based on Concrete BC Baseline (average) mix data, and that prior to the issuance of a Building Permit the applicant shall provide a Type III Environmental Product Declaration that is 3rd party verified specifying the total Global Warming Potential value and confirming that the proposed development meets the requirements of Low Carbon Concrete Policy POL-0167-PLAN;
 - v. That a separate covenant is registered, prior to issuance of a building permit, that agrees to the following:
 1. That the owner agrees that the garages are to be used for the parking of

vehicles and not the storage of items preventing the parking of vehicles therein, and that the strata bylaws of the resulting strata corporation are reflective of this requirement, such that the strata is responsible for enforcement of this restriction; and

- 2. That the strata be responsible for maintaining the boulevard landscaping from the back of the sidewalk with the exception of boulevard trees.

OR Option 2

THAT the Sustainable Development Advisory Committee recommend that Council take no action with respect to this application to rezone 946 Isabell Avenue under Bylaw No. 2191 until such time as the following items are addressed and reviewed by the Sustainable Development Advisory Committee:

- a. _____;
- b. _____;
- c. _____;

SUBMITTED BY: Anastasiya Mysak, Planner I

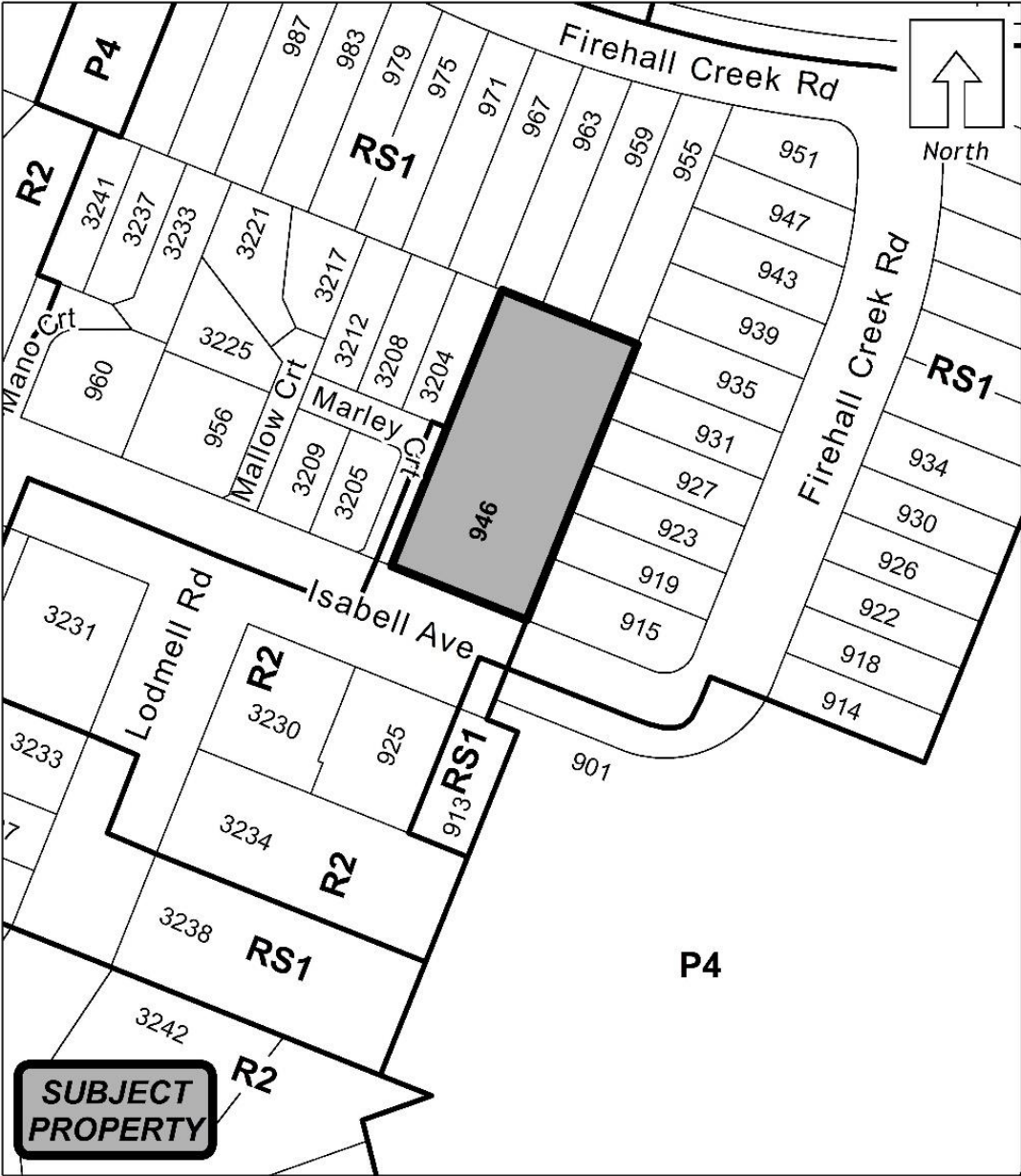
- Concurrence:** Matthew Baldwin, RPP, MCIP, Director of Development Services
- Concurrence:** Leah Stohmann, RPP, MCIP, Director of Community Planning and Climate Change
- Concurrence:** Melisa Miles, Manager of Legislative Services
- Concurrence:** Donna Petrie, Senior Manager of Communications & Economic Development
- Concurrence:** Yari Nielsen, Director of Parks, Recreation and Facilities
- Concurrence:** Katelyn Balzer, P.Eng., Director of Engineering and Public Works
- Concurrence:** Michael Dillabaugh, CPA, CA, Director of Finance
- Concurrence:** Braden Hutchins, Deputy Chief Administrative Officer

Attachment(s):

- Proposed Site Plan (946 Isabell Avenue)
- Proposed Landscaping Plan (946 Isabell Ave)
- Bylaw No. 2191

Appendix A – Site Map

**REZONING BYLAW AMENDMENT
(Z22-0035)
946 Isabell Ave**



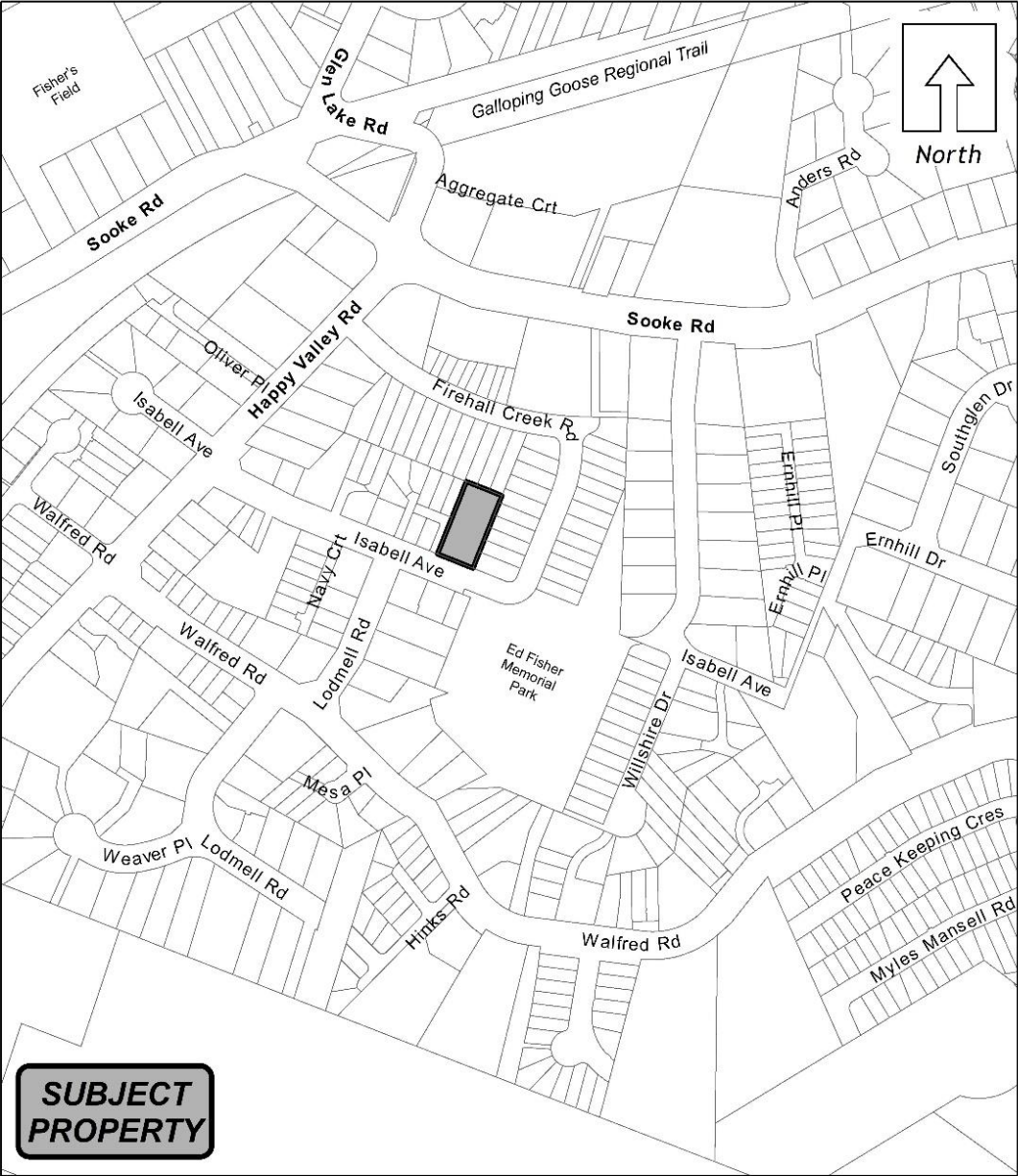
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Scale: N.T.S.

Last Revised: 2024-06-26

Appendix B – Location Map

**REZONING BYLAW AMENDMENT
(Z22-0035)
946 Isabell Ave**



Document Name: Z22-0035_Location_Map_June_26

Scale: N.T.S.

Last Revised: 2024-06-26

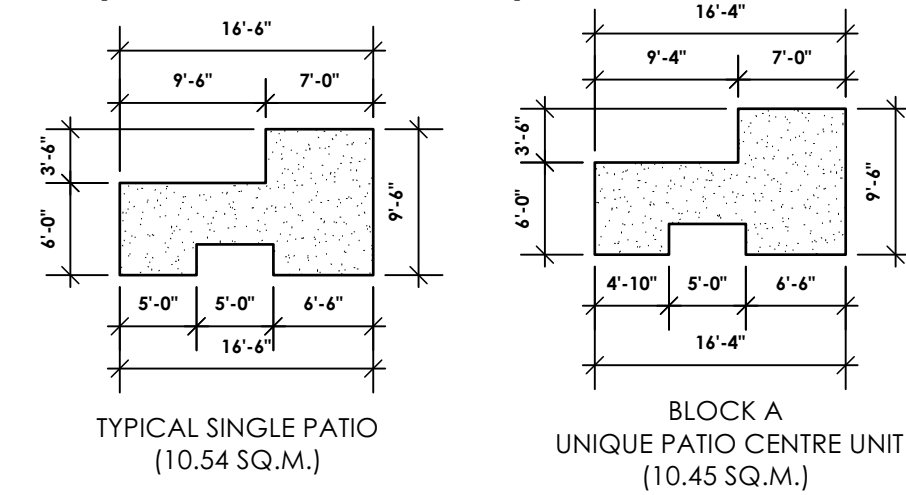
SKETCH PLAN OF PROPOSED BARE LAND STRATA PLAN OF LOT 6, SECTION 84, ESQUIMALT DISTRICT, PLAN 22027.

NOTE:
 Approving Authority and engineering requirements may dictate change to this lot layout or lot yield.
 Lot dimensions, offsets, and areas shown may vary upon completion of a comprehensive legal survey.
 This plan is for application purposes only and is for the exclusive use of our client.
 This plan shall not be used to define property lines or property corners.
 Unregistered interests have not been included or considered.
 Existing structures to be removed.
 Field survey dated August 5, 2022.
 Field survey for orange flags & south easterly property line dated October 14, 2022.
 PID: 003-290-182
 Building envelopes must be approved by Approving Authorities prior to reliance.
 Base Image derived from CRD Web Site

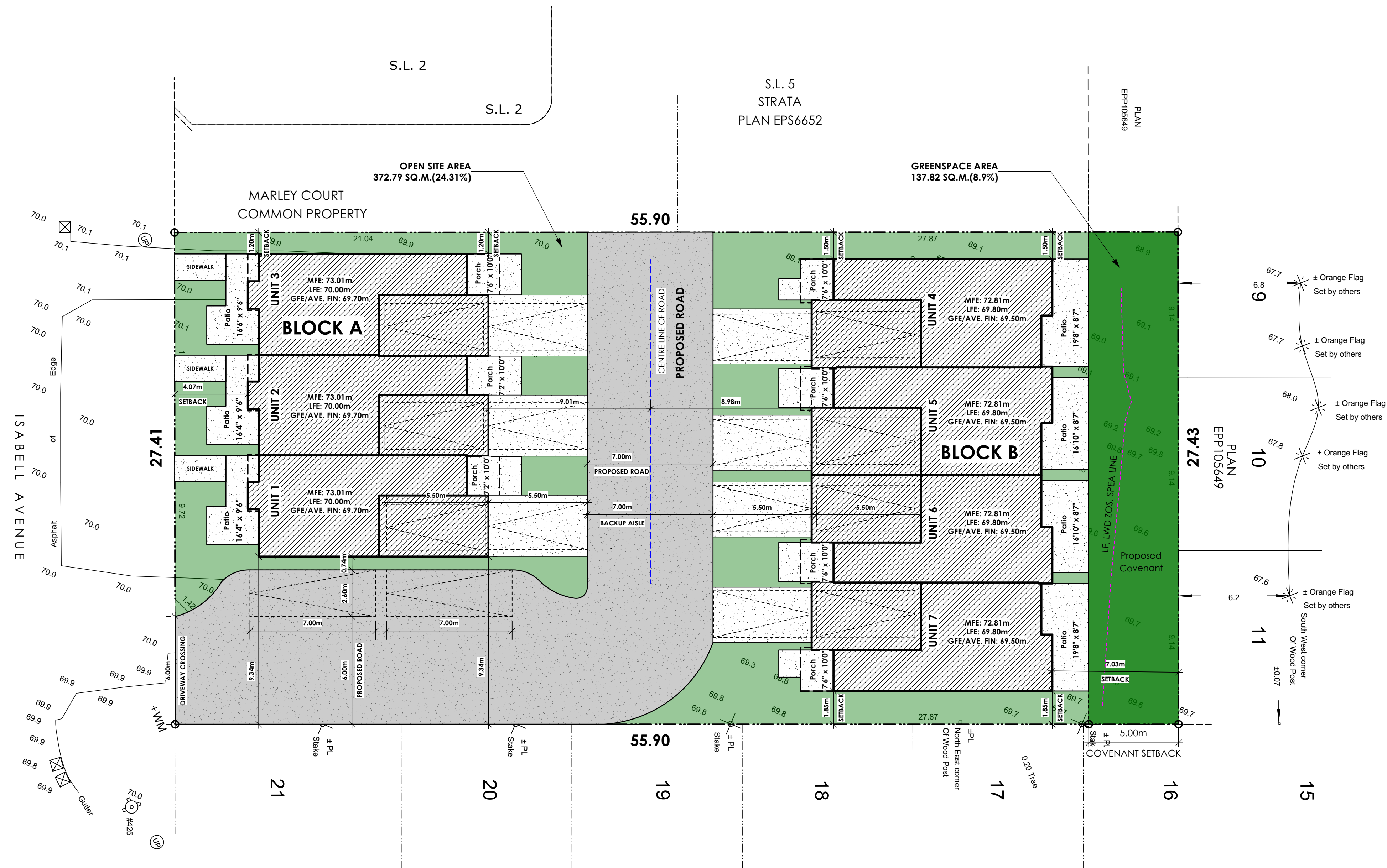
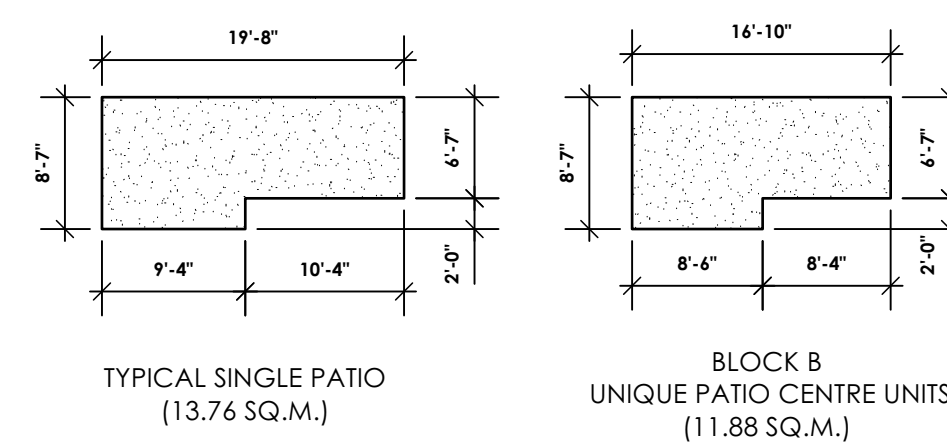
SITE DATA	REZONE TO RT1	
ITEMS	PERMITTED	PROPOSED
LOT AREA PROPOSED		1532.89
OPEN SITE AREA		20.80 %
PROPOSED GREENSPACE %		8.12 %
PROPOSED GREENSPACE SQ.M.		124.57 sq.m.
LOT COVERAGE	60.00 %	34.67 %
BUILDING HEIGHT	3 STORIES	2 STORIES
SETBACKS		
-NORTH (REAR)	5.50 m.	7.03 m.
-SOUTH (FRONT)	3.00 m.	4.07 m.
-EAST (INTERIOR)	1.20 m.	1.85 m.
-WEST (INTERIOR)	1.20 m.	1.20 m.
PROPOSED FLOOR AREA FOR 7 DWELLINGS		
- BLOCK A - UPPER		216.09 sq.m.
- BLOCK A - LOWER		142.02 sq.m.
- BLOCK B - UPPER		309.26 sq.m.
- BLOCK B - LOWER		205.05 sq.m.
TOTAL GROSS FLOOR AREA		895.76 sq.m.
TOTAL GARAGE AREAS ALL BLOCKS		135.05 sq.m.
F.A.R.	0.5 TO 1.0	*0.58 TO 1.0

***INDICATES VARIANCE IS REQUIRED**
PARKING CALCULATION:
 7 DWELLING UNITS: 2 STALLS PER UNIT = 14 PARKING STALLS REQUIRED
 VISITOR PARKING: 2 STALLS REQUIRED
 PROPOSED: 2 STALLS PER UNIT = 14 PARKING STALLS
 2 STALLS TOTAL
 OPEN SITE REQUIREMENTS:
 PROVIDE ONE 10 SQ.M. CONCRETE PATIO FOR AN AMENITY SPACE AT THE REAR OF EACH DWELLING UNIT; 3 METRE MINIMUM DIMENSION

BLOCK A - PRIVATE OPEN SPACES (CONCRETE PATIO @ FRONT)



BLOCK B - PRIVATE OPEN SPACES (CONCRETE PATIO @ REAR)



1 Site Plan - Proposed
 Scale: 1:150



#105 - 859 ORONO AVENUE
 VICTORIA, B.C.
 V9B 2T9
 P. 250.382.7374
 F. 250.382.7364

Date
 August 12, 2024

Project Address
 946 Isabell Avenue
 Langford, BC

Prepared for
 Khataw Developments

Project #
 8870

Scale
 Not to Scale

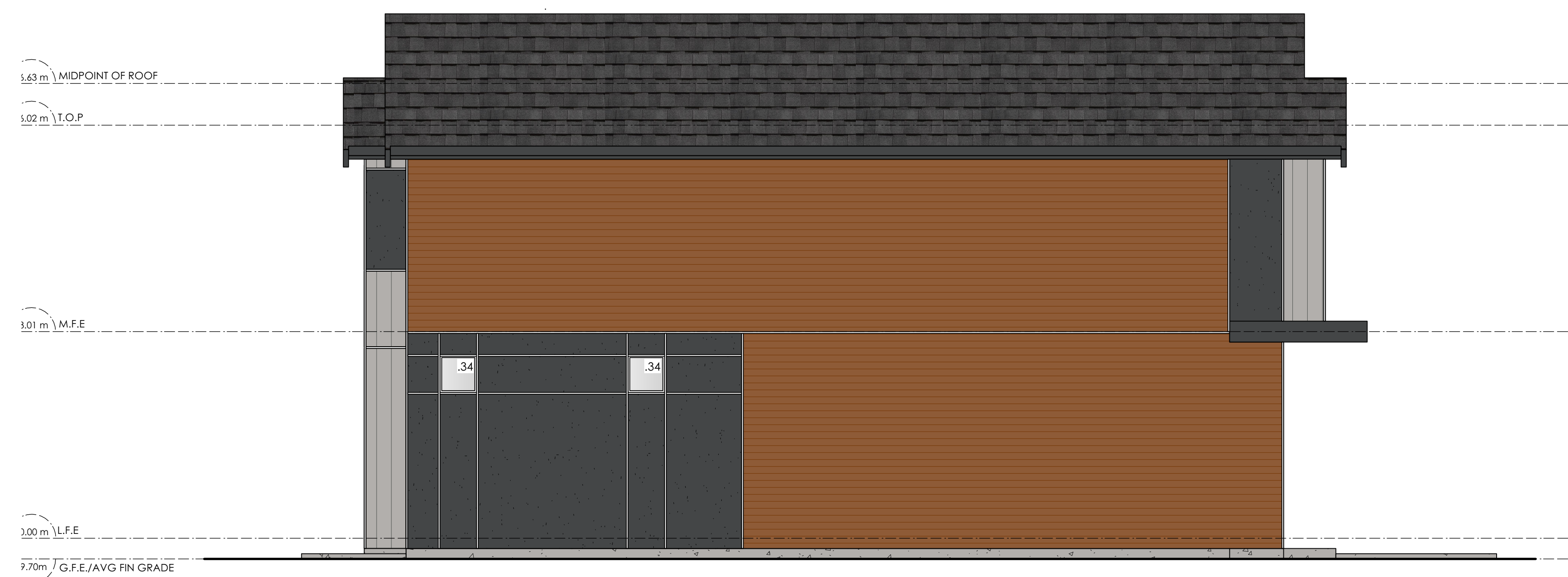
Drawn By
 MIS

Proposed Rezoning - 946 Isabell Ave



2 **Front Elevation**
Scale: 1/4" = 1'-0"

ROOF		BLACK SHINGLE
SOFFIT		IRON ORE (OR SIMILAR)
DOWNSPOUTS		IRON ORE (OR SIMILAR)
GUTTER		IRON ORE (OR SIMILAR)
TRIMBOARDS		BENJAMIN MOORE - GRAPHITE (OR SIMILAR)
PANEL SIDING		LONGBOARD CLADDING - WESTERN CEDAR (OR SIMILAR)
PANEL SIDING		CONCRETE FIBRE PANEL - GRAPHITE (OR SIMILAR)
METAL SIDING		VERTICAL METAL SIDING - LIGHT GREY (OR SIMILAR)
DOORS		CEDAR GEL STAIN (OR SIMILAR)
CONCRETE		GREY



3 **Right Side Elevation**
Scale: 1/4" = 1'-0"

Limiting Distance	9.34	m.
Exposed Building Face	89.03	sq.m.
Allowable Openings	70.00	%
Allowable Opening Area	62.32	sq.m.
Proposed Openings	0.68	sq.m.

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Khataw Developments

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Proposed Rezoning - 946 Isabell Ave



4 **Rear Elevation**
Scale: 1/4" = 1'-0"

Limiting Distance	9.01	m.
Exposed Building Face	111.32	sq.m.
Allowable Openings	34.00	%
Allowable Opening Area	37.85	sq.m.
Proposed Openings	36.36	sq.m.

ROOF	BLACK SHINGLE
SOFFIT	IRON ORE (OR SIMILAR)
DOWNSPOUTS	IRON ORE (OR SIMILAR)
GUTTER	IRON ORE (OR SIMILAR)
TRIMBOARDS	BENJAMIN MOORE - GRAPHITE (OR SIMILAR)
PANEL SIDING	LONGBOARD CLADDING - WESTERN CEDAR (OR SIMILAR)
PANEL SIDING	CONCRETE FIBRE PANEL - GRAPHITE (OR SIMILAR)
METAL SIDING	VERTICAL METAL SIDING - LIGHT GREY (OR SIMILAR)
DOORS	CEDAR GEL STAIN (OR SIMILAR)
CONCRETE	GREY



5 **Left Side Elevation**
Scale: 1/4" = 1'-0"

Limiting Distance	1.20	m.
Exposed Building Face	88.96	sq.m.
Allowable Openings	7.00	%
Allowable Opening Area	6.23	sq.m.
Proposed Openings	1.72	sq.m.

Date
August 12, 2024

Project Address
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Langford, BC

Prepared for
Khataw Developments

Project #
8870

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Proposed Rezoning - 946 Isabell Ave



6 **Triplex - Main Floor Plan**
Scale: 1/4" = 1'-0"

FLOOR AREAS FOR MUNICIPAL BYLAWS:

UNIT 3: 508.67 ft ² (47.26 m ²)	UNIT 3 - GARAGE: 193.17 ft ² (17.95 m ²)
UNIT 2: 515.83 ft ² (47.92 m ²)	UNIT 2 - GARAGE: 193.17 ft ² (17.95 m ²)
UNIT 1: 504.17 ft ² (46.84 m ²)	UNIT 1 - GARAGE: 193.17 ft ² (17.95 m ²)
TOTAL: 1528.67 ft² (142.02 m²)	TOTAL: 579.51 ft² (53.85 m²)

BUILDING AREAS FOR CONSTRUCTION:

UNIT 3: 534.33 ft ² (49.61 m ²)	UNIT 1 - GARAGE: 223.33 ft ² (20.75 m ²)
UNIT 2: 530.67 ft ² (49.30 m ²)	UNIT 2 - GARAGE: 220.67 ft ² (20.50 m ²)
UNIT 1: 537.67 ft ² (49.95 m ²)	UNIT 3 - GARAGE: 220.67 ft ² (20.50 m ²)
TOTAL: 1602.67 ft² (158.86 m²)	TOTAL: 664.67 ft² (61.75 m²)

DOOR SCHEDULE

(A)	8'0" X 6'8" (96" X 80")	(F)	2'10" X 6'8" (34" X 80")
(B)	6'0" X 6'8" (72" X 80")	(G)	2'8" X 6'8" (32" X 80")
(C)	5'0" X 6'8" (60" X 80")	(H)	2'6" X 6'8" (30" X 80")
(D)	4'0" X 6'8" (48" X 80")	(J)	2'4" X 6'8" (28" X 80")
(E)	3'0" X 6'8" (36" X 80")	(K)	2'0" X 6'8" (24" X 80")
		(L)	1'6" X 6'8" (18" X 80")

Date
August 12, 2024

Project Address
946 Isabell Avenue
Langford, BC

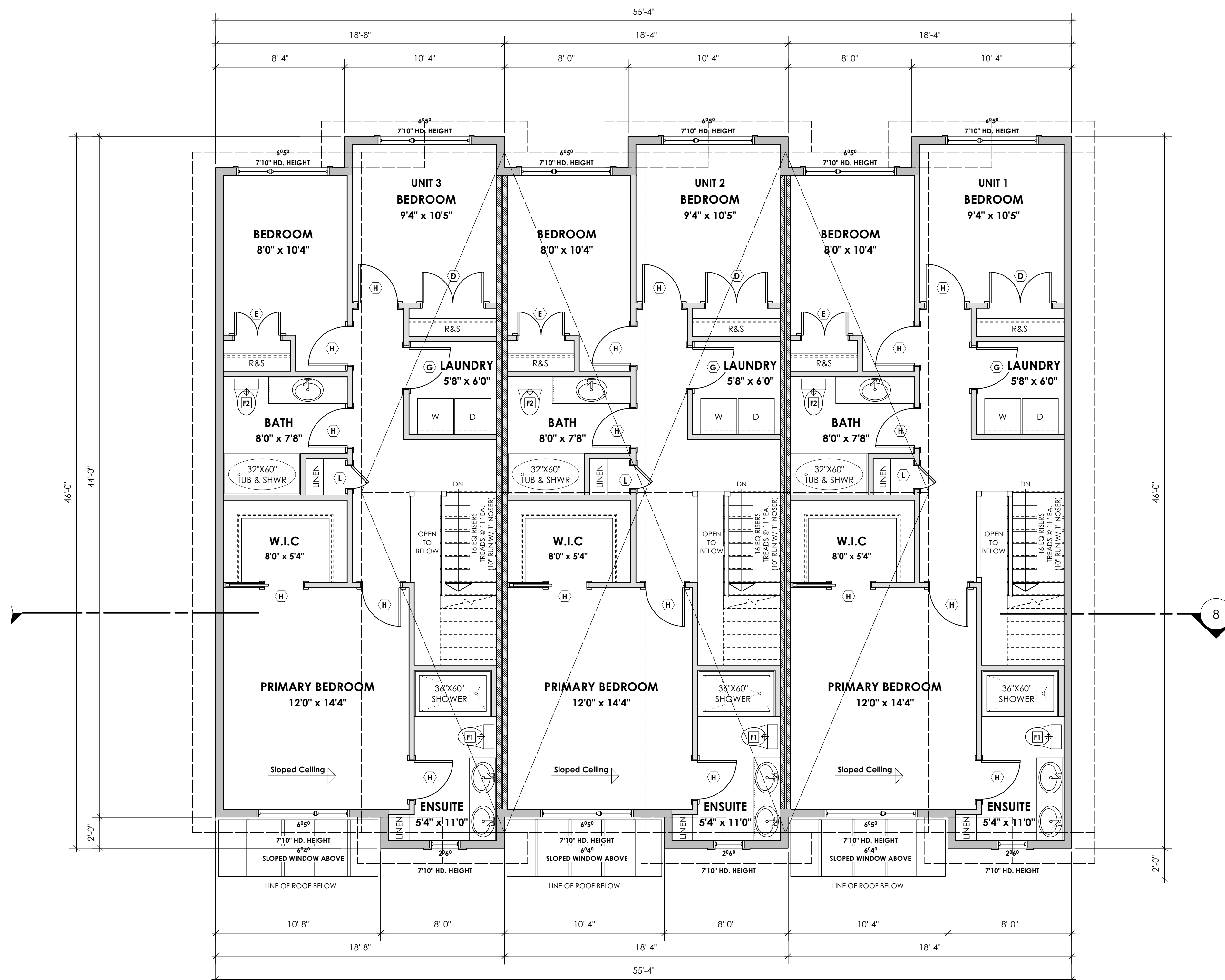
Prepared for
Khataw Developments

Project #
8870

Scale
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Drawn By
MIS

Proposed Rezoning - 946 Isabell Ave



7 **Triplex - Upper Floor Plan**
Scale: 1/4" = 1'-0"

FLOOR AREAS FOR MUNICIPAL BYLAWS:	BUILDING AREAS FOR CONSTRUCTION:	DOOR SCHEDULE
UNIT 3: 770.76 ff² (71.61 m²)	UNIT 3: 813.71 ff² (75.60 m²)	(F) 210 X 68 (34" X 80")
UNIT 2: 784.50 ff² (72.88 m²)	UNIT 2: 806.78 ff² (74.95 m²)	(A) 80 X 68 (96" X 80")
UNIT 1: 770.67 ff² (71.60 m²)	UNIT 1: 813.75 ff² (75.60 m²)	(G) 28 X 68 (32" X 80")
TOTAL: 2325.93 ff² (216.09 m²)	TOTAL: 2434.24 ff² (226.15 m²)	(B) 60 X 68 (72" X 80")
		(C) 50 X 68 (60" X 80")
		(D) 40 X 68 (48" X 80")
		(E) 30 X 68 (36" X 80")
		(H) 26 X 68 (30" X 80")
		(J) 24 X 68 (28" X 80")
		(K) 20 X 68 (24" X 80")
		(L) 16 X 68 (18" X 80")

Date
August 12, 2024

Project Address
946 Isabell Avenue
Langford, BC

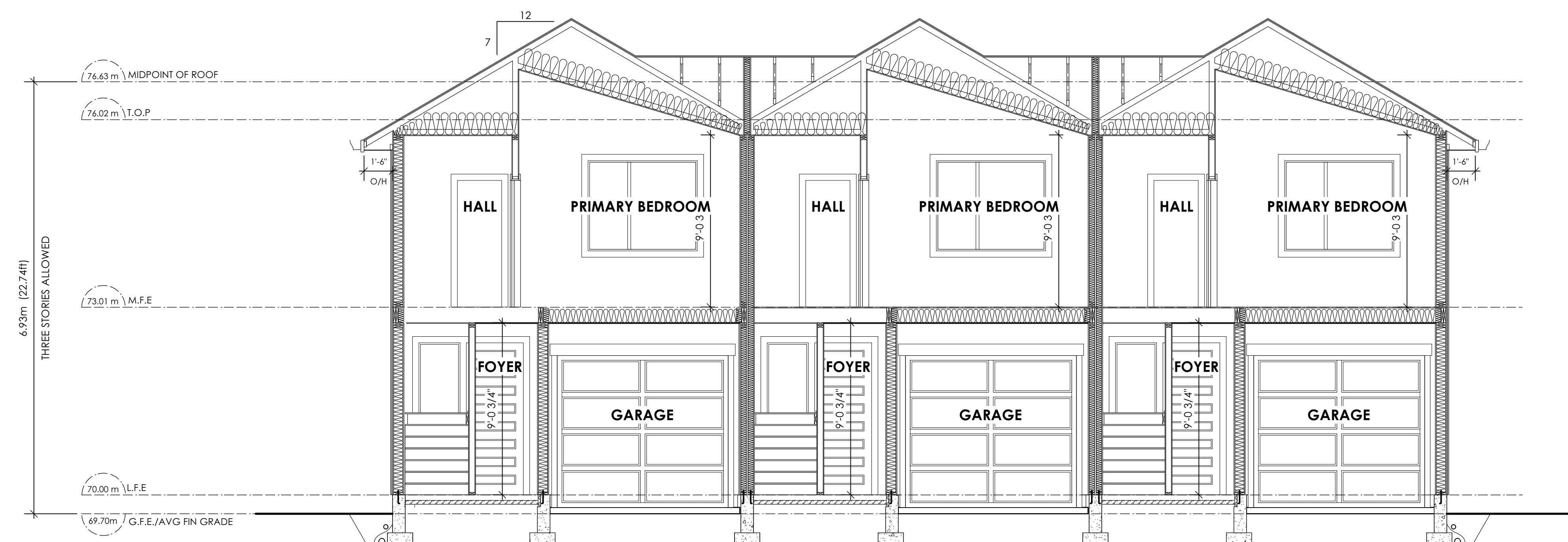
Prepared for
Khataw Developments

Project #
8870

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MIS

Proposed Rezoning - 946 Isabell Ave



8 Triplex Section (Block A)

Scale: 1/4" = 1'-0"

ALL STRUCTURE TO BE VERIFIED OR DESIGNED BY A STRUCTURAL ENGINEER.
STRUCTURAL ENGINEER TO LOCATE AND DESIGN REQUIRED EXTERIOR
AND INTERIOR WALL BRACING TO RESIST LATERAL LOADS IN COMPLIANCE
WITH B.C. BUILDING CODE 9.23.13 AND SUPPLY DETAILS IF REQUIRED

Date

August 12, 2024

Project Address

946 Isabell Avenue
Langford, BC

Prepared for

Khataw Developments

Project #

8870

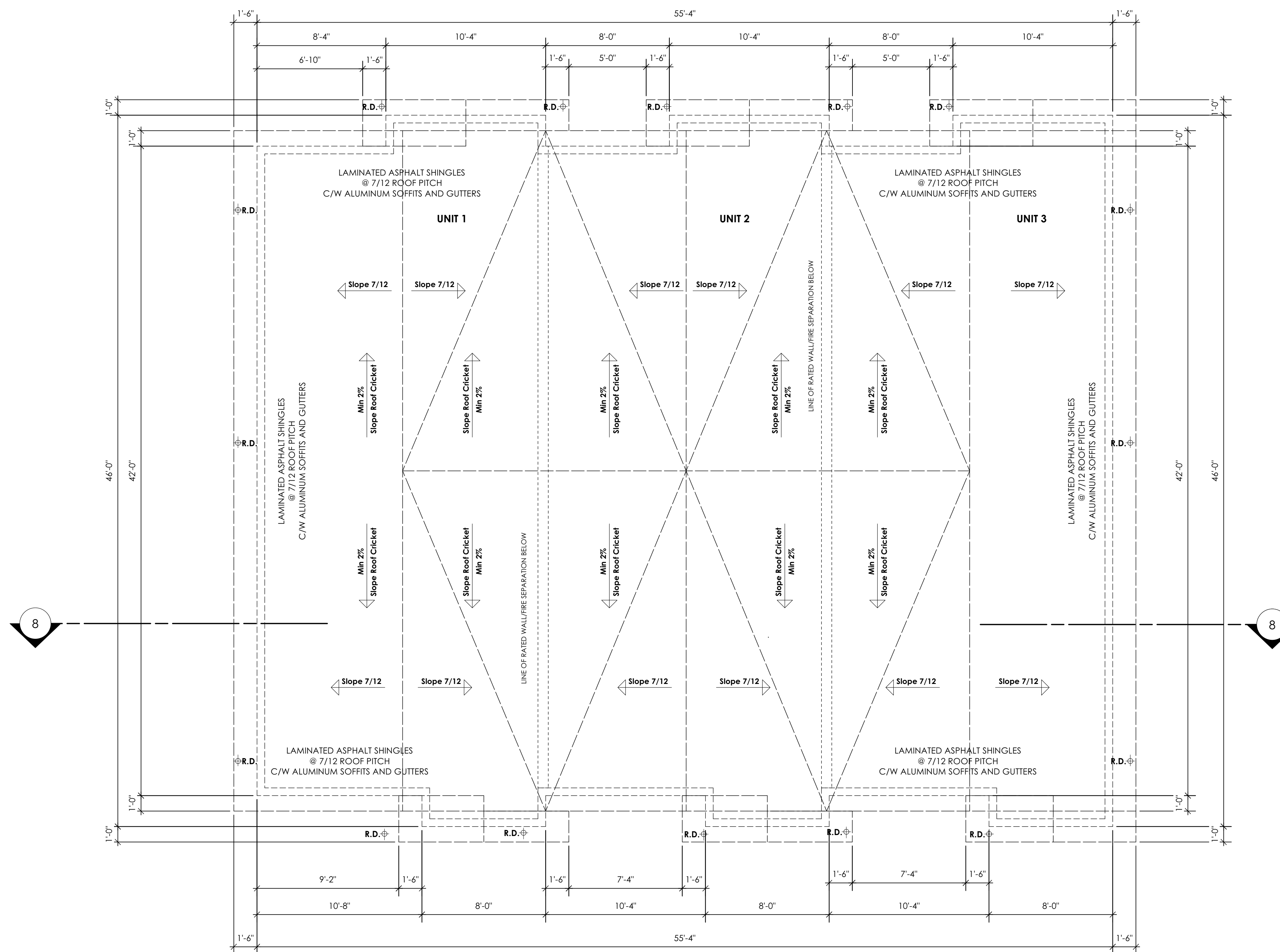
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Drawn By

MIS

Proposed Rezoning - 946 Isabell Ave



9 Triplex Roof Plan
Scale: 1/4" = 1'-0"

ROOF DRAINAGE:
VERIFY PLACEMENT OF ROOF DRAINS (R.D.) AND RAIN WATER LEADERS (R.W.L.) PRIOR TO STARTING WORK. ROOF DRAIN PLACEMENT, SIZE, AND CONNECTIONS TO COMPLY W/ BCBC 5.6.2.2 & 9.26.18

OVERFLOW SCUPPERS:
ROOFING SUB TRADE TO PROVIDE ADEQUATE OVERFLOW SCUPPERS ON ROOF PARAPET WALLS AND ROOF DECK PARAPET WALLS. VERIFY NUMBER REQUIRED AND LOCATION ON SITE.

ROOF SLOPE:
ENSURE ADEQUATE ROOF SLOPE WITH SUB-TRADE/CONTRACTOR PRIOR TO STARTING WORK. TRUSS MANUFACTURER TO FABRICATE MIN 2% SLOPE TO DRAINS ON "FLAT" PORTIONS OF ROOF TO COMPLY W/ BCBC 9.26.3.1. (SEE MANUFACTURER FOR SPECIFICATIONS AND INSTALLATION INSTRUCTIONS FOR ROOF DRAINS)

ROOF VENTING:
PROVIDE ADEQUATE ROOF VENTING TO COMPLY W/ BCBC 9.19.1 - (SEE MANUFACTURER FOR SPECIFICATION AND INSTALLATION INSTRUCTIONS FOR ROOF VENTS). REVIEW AND VERIFY MECHANICAL DRAWINGS FOR SPECIFICATIONS AND LOCATIONS OF MECHANICAL EQUIPMENT, SHAFTS AND VENTS.

Date
August 12, 2024

Project Address
946 Isabell Avenue
Langford, BC

Prepared for
Khataw Developments

Project #
8870

Scale
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Drawn By
MIS

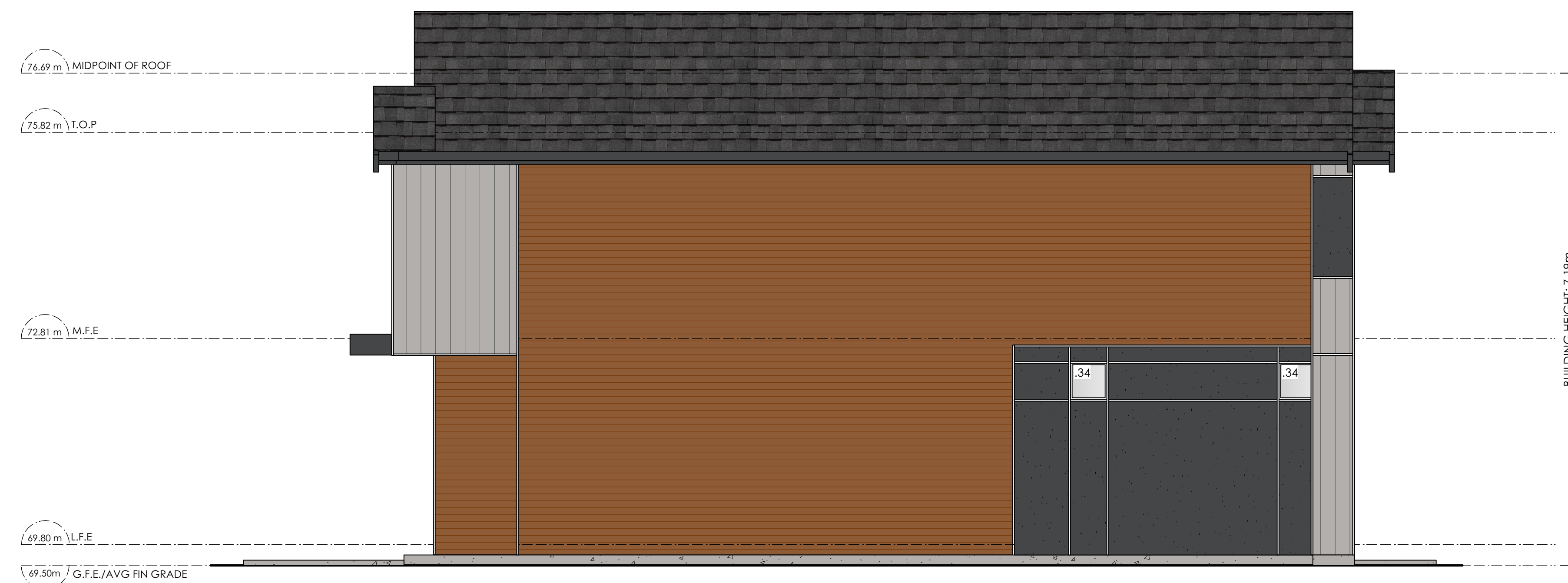
Proposed Rezoning - 946 Isabell Ave



10 **Front Elevation**
Scale: 1/4" = 1'-0"

Limiting Distance	8.98	m.
Exposed Building Face	148.08	sq.m.
Allowable Openings	34.00	%
Allowable Opening Area	50.35	sq.m.
Proposed Openings	48.48	sq.m.

ROOF	BLACK SHINGLE
SOFFIT	IRON ORE (OR SIMILAR)
DOWNSPOUTS	IRON ORE (OR SIMILAR)
GUTTER	IRON ORE (OR SIMILAR)
TRIMBOARDS	BENJAMIN MOORE - GRAPHITE (OR SIMILAR)
PANEL SIDING	LONGBOARD CLADDING - WESTERN CEDAR (OR SIMILAR)
PANEL SIDING	CONCRETE FIBRE PANEL - GRAPHITE (OR SIMILAR)
METAL SIDING	VERTICAL METAL SIDING - LIGHT GREY (OR SIMILAR)
DOORS	CEDAR GEL STAIN (OR SIMILAR)
CONCRETE	GREY



11 **Right Side Elevation**
Scale: 1/4" = 1'-0"

Limiting Distance	1.85	m.
Exposed Building Face	89.03	sq.m.
Allowable Openings	8.50	%
Allowable Opening Area	7.57	sq.m.
Proposed Openings	0.68	sq.m.

Date
August 12, 2024

Project Address
946 Isabell Avenue
Langford, BC

Prepared for
Khataw Developments

Project #
8870

Scale
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Drawn By
MIS

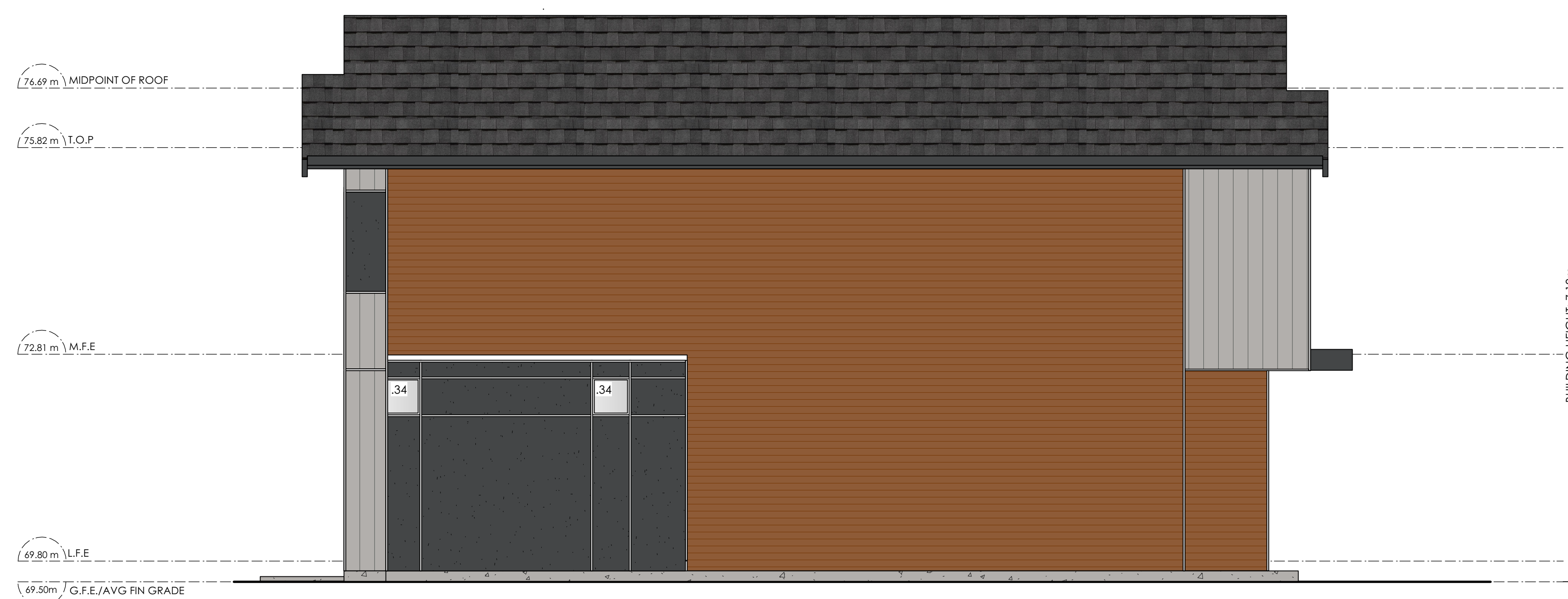
Proposed Rezoning - 946 Isabell Ave



12 **Rear Elevation**
Scale: 1/4" = 1'-0"

Limiting Distance	7.01	m.
Exposed Building Face	148.08	sq.m.
Allowable Openings	45.00	%
Allowable Opening Area	66.63	sq.m.
Proposed Openings	52.60	sq.m.

ROOF	BLACK SHINGLE
SOFFIT	IRON ORE (OR SIMILAR)
DOWNSPOUTS	IRON ORE (OR SIMILAR)
GUTTER	IRON ORE (OR SIMILAR)
TRIMBOARDS	BENJAMIN MOORE - GRAPHITE (OR SIMILAR)
PANEL SIDING	LONGBOARD CLADDING - WESTERN CEDAR (OR SIMILAR)
PANEL SIDING	CONCRETE FIBRE PANEL - GRAPHITE (OR SIMILAR)
METAL SIDING	VERTICAL METAL SIDING - LIGHT GREY (OR SIMILAR)
DOORS	CEDAR GEL STAIN (OR SIMILAR)
CONCRETE	GREY



13 **Left Side Elevation**
Scale: 1/4" = 1'-0"

Limiting Distance	1.50	m.
Exposed Building Face	89.03	sq.m.
Allowable Openings	7.00	%
Allowable Opening Area	6.23	sq.m.
Proposed Openings	0.68	sq.m.

Date
August 12, 2024

Project Address
946 Isabell Avenue
Langford, BC

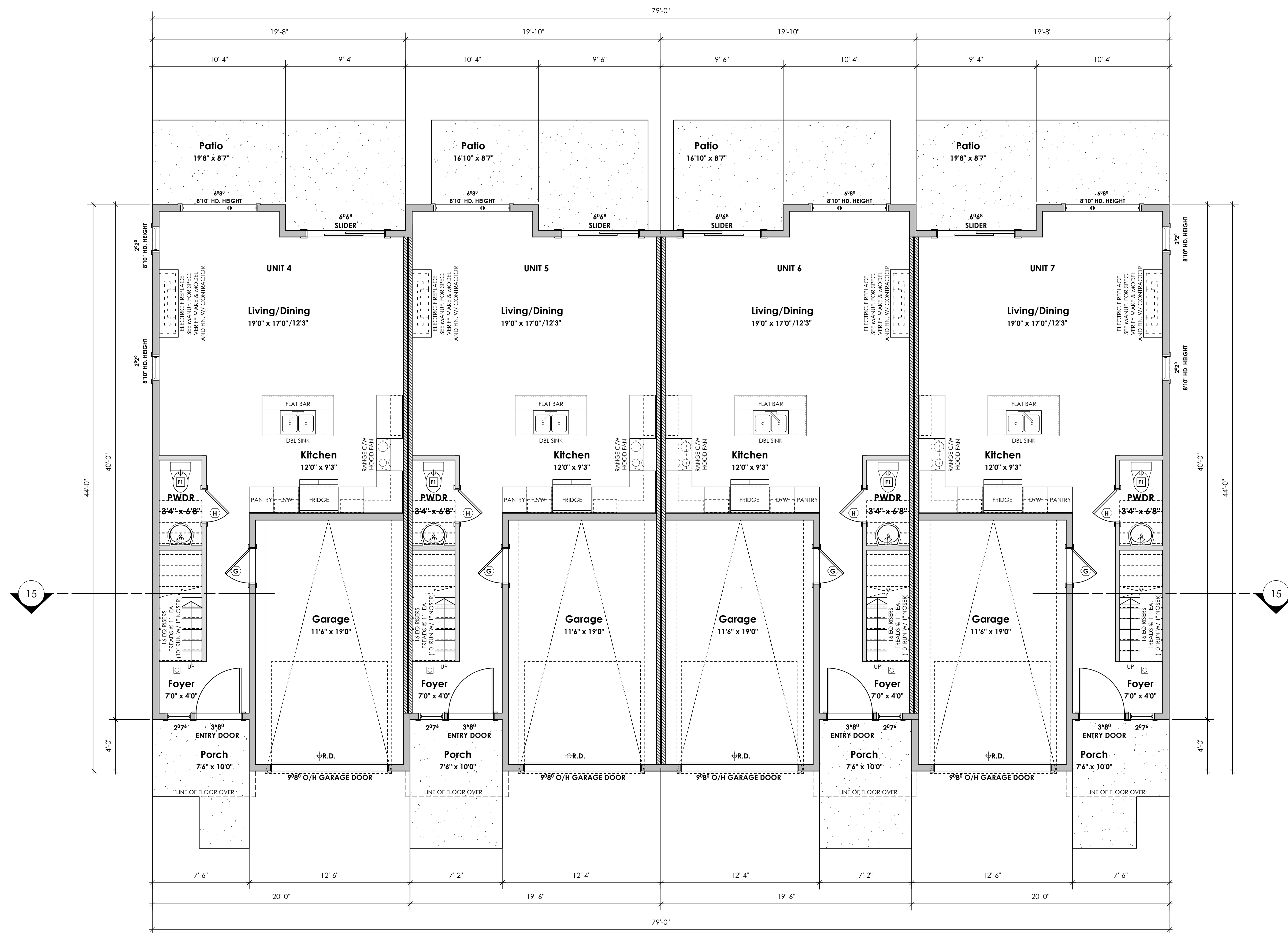
Prepared for
Khataw Developments

Project #
8870

Scale
Not to Scale

Drawn By
MIS

Proposed Rezoning - 946 Isabell Ave



13 **Quadplex - Main Floor Plan**
Scale: 1/4" = 1'-0"

FLOOR AREAS FOR MUNICIPAL BYLAWS:

UNIT 1: 552.83 ft ² (51.36 m ²)	UNIT 1 - GARAGE: 218.50 ft ² (20.30 m ²)
UNIT 2: 555.17 ft ² (51.58 m ²)	UNIT 2 - GARAGE: 218.50 ft ² (20.30 m ²)
UNIT 3: 555.17 ft ² (51.58 m ²)	UNIT 3 - GARAGE: 218.50 ft ² (20.30 m ²)
UNIT 4: 542.83 ft ² (50.53 m ²)	UNIT 4 - GARAGE: 218.50 ft ² (20.30 m ²)
TOTAL: 2206.00 ft² (205.05 m²)	TOTAL: 874.00 ft² (81.20 m²)

BUILDING AREAS FOR CONSTRUCTION:

UNIT 1: 577.00 ft ² (53.61 m ²)	UNIT 1 - GARAGE: 247.33 ft ² (22.98 m ²)
UNIT 2: 570.67 ft ² (53.02 m ²)	UNIT 2 - GARAGE: 246.67 ft ² (22.92 m ²)
UNIT 3: 570.67 ft ² (53.02 m ²)	UNIT 3 - GARAGE: 246.67 ft ² (22.92 m ²)
UNIT 4: 577.00 ft ² (53.61 m ²)	UNIT 4 - GARAGE: 247.33 ft ² (22.98 m ²)
TOTAL: 2295.34 ft² (213.26 m²)	TOTAL: 988.00 ft² (91.80 m²)

DOOR SCHEDULE

(A) 8'0" x 6'8" (96" x 80")	(F) 2'10" x 6'8" (34" x 80")
(B) 6'0" x 6'8" (72" x 80")	(G) 2'8" x 6'8" (32" x 80")
(C) 5'0" x 6'8" (60" x 80")	(H) 2'6" x 6'8" (30" x 80")
(D) 4'0" x 6'8" (48" x 80")	(J) 2'4" x 6'8" (28" x 80")
(E) 3'0" x 6'8" (36" x 80")	(K) 2'0" x 6'8" (24" x 80")
	(L) 1'6" x 6'8" (18" x 80")

Date
August 12, 2024

Project Address
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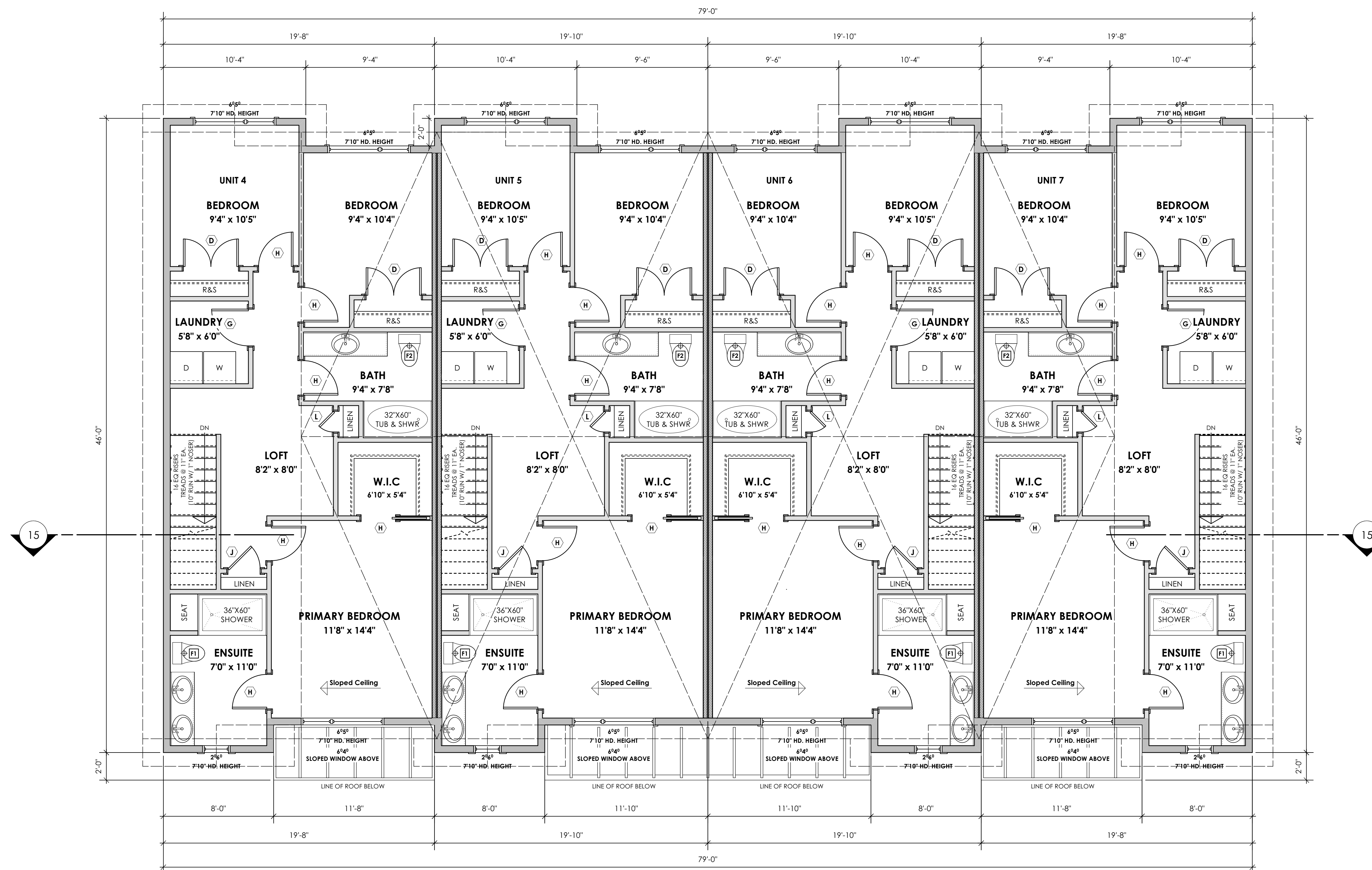
Prepared for
Khataw Developments

Project #
8870

Scale
Not to Scale

Drawn By
MIS

Proposed Rezoning - 946 Isabell Ave



14 **Quaplex - Upper Floor Plan**
Scale: 1/4" = 1'-0"

FLOOR AREAS FOR MUNICIPAL BYLAWS:	BUILDING AREAS FOR CONSTRUCTION:	DOOR SCHEDULE
UNIT 1: 825.33 ft ² (76.68 m ²)	UNIT 1: 869.67 ft ² (80.79 m ²)	(F) 210 X 68 (34" X 80")
UNIT 2: 839.00 ft ² (77.95 m ²)	UNIT 2: 862.78 ft ² (80.15 m ²)	(G) 28 X 68 (32" X 80")
UNIT 3: 839.00 ft ² (77.95 m ²)	UNIT 3: 862.78 ft ² (80.15 m ²)	(H) 26 X 68 (30" X 80")
UNIT 4: 825.33 ft ² (76.68 m ²)	UNIT 4: 869.67 ft ² (80.79 m ²)	(J) 24 X 68 (28" X 80")
TOTAL: 3328.66 ft ² (309.26 m ²)	TOTAL: 3464.90 ft ² (321.88 m ²)	(K) 20 X 68 (24" X 80")
		(L) 16 X 68 (18" X 80")

Date
August 12, 2024

Project Address
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Langford, BC

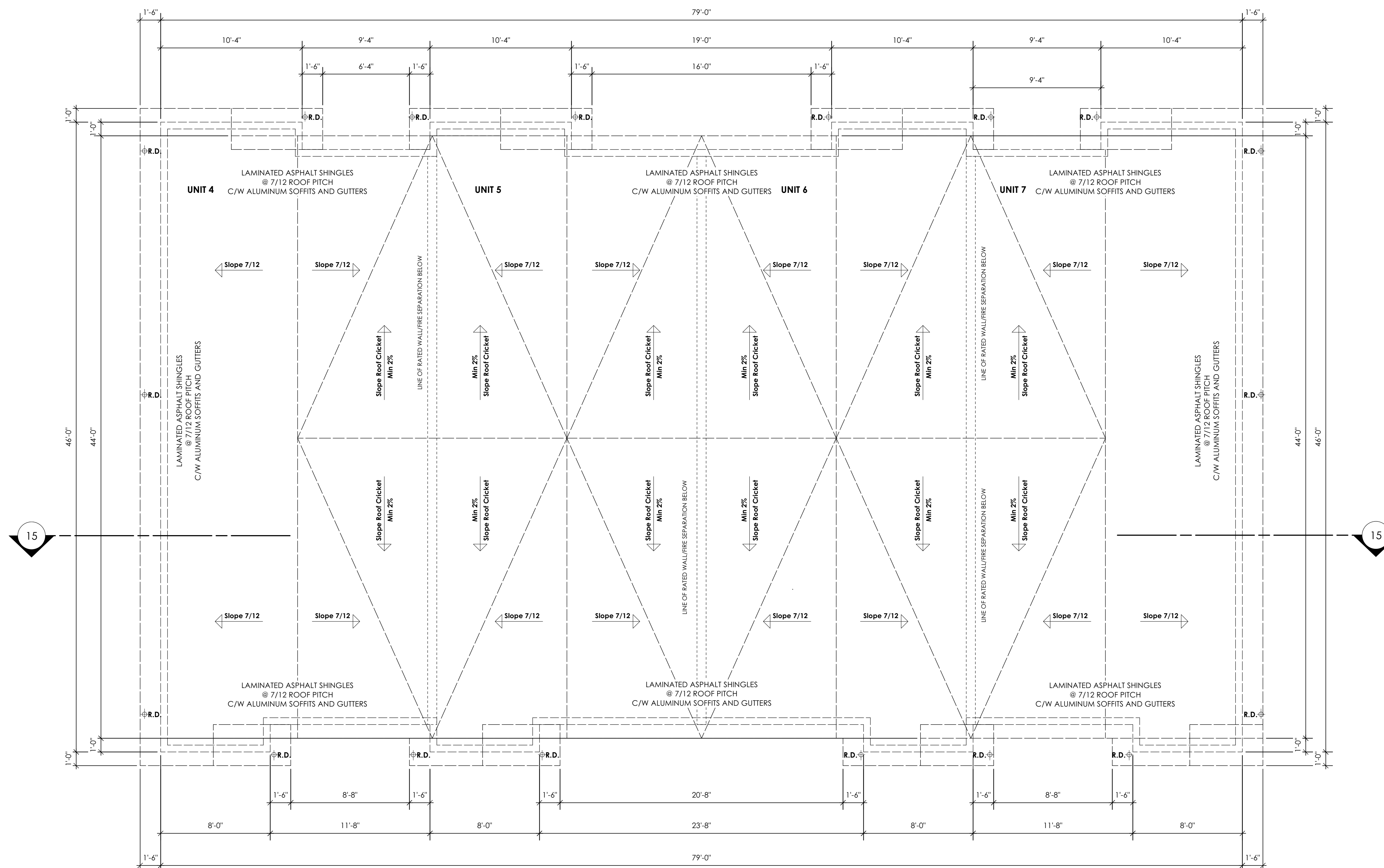
Prepared for
Khataw Developments

Project #
8870

Scale
Not to Scale

Drawn By
MIS

Proposed Rezoning - 946 Isabell Ave



14 **Quadplex Roof Plan**
Scale: 1/4" = 1'-0"

ROOF DRAINAGE:
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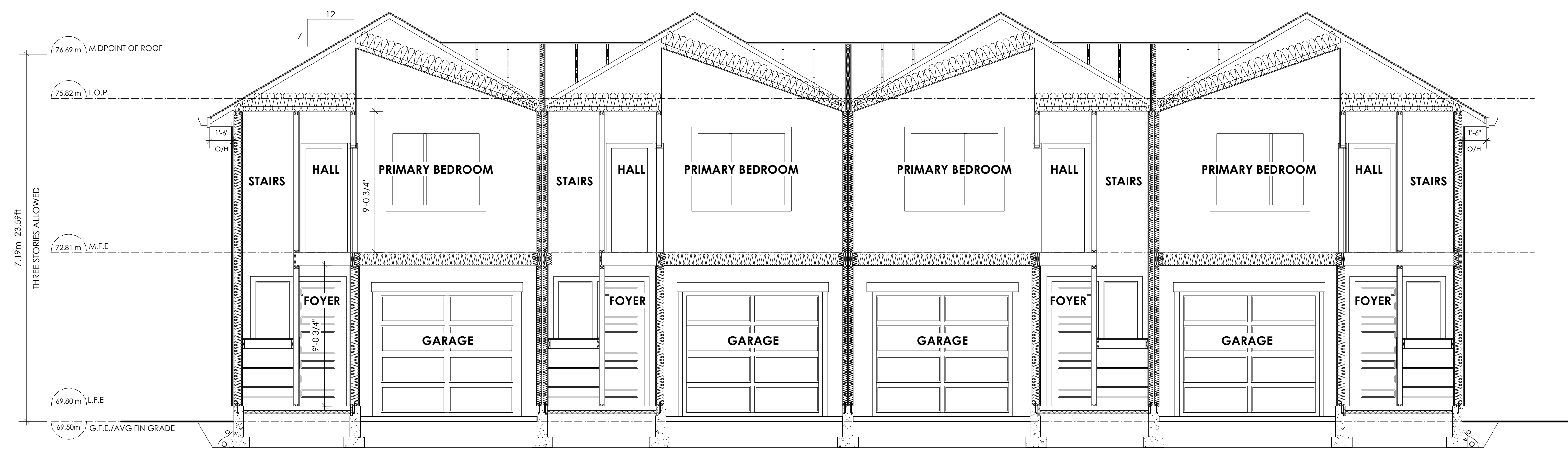
Prepared for
Khataw Developments

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8870

Scale
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Drawn By
MIS

Proposed Rezoning - 946 Isabell Ave



15 **Quadplex Section (Block B)**

Scale: 1/4" = 1'-0"
 ALL STRUCTURE TO BE VERIFIED OR DESIGNED BY A STRUCTURAL ENGINEER.
 STRUCTURAL ENGINEER TO LOCATE AND DESIGN REQUIRED EXTERIOR
 AND INTERIOR WALL BRACING TO RESIST LATERAL LOADS IN COMPLIANCE
 WITH B.C. BUILDING CODE 9.23.13 AND SUPPLY DETAILS IF REQUIRED

Date
August 12, 2024

Project Address
946 Isabell Avenue
Langford, BC

Prepared for
Khataw Developments

Project #
8870

Scale
Not to Scale

Drawn By
MIS

**CITY OF LANGFORD
BYLAW NO. 2191**

**A BYLAW TO AMEND BYLAW NO. 300,
"LANGFORD ZONING BYLAW, 1999"**

The Council of the City of Langford, in open meeting assembled, hereby enacts as follows:

A. Langford Zoning Bylaw No. 300, 1999 is amended as follows:

1. By deleting from the R2 (One- and Two-Family Residential) Zone and adding to the RT1 (Residential Townhouse) Zone legally described as Lot 6, Section 84, Esquimalt District, Plan 22027, PID No. 003-290-182 (946 Isabell Avenue), as shown shaded on Schedule A attached to and forming part of this Bylaw.
2. By adding the following to Table 1 of Schedule AD:

Zone	Bylaw No.	Legal Description	Amenity Contributions	Eligible for Reduction in Section 2 of Schedule AD
RT1	2191	a) Lot 6, Section 84, Esquimalt District, Plan 22027, PID No. 003-290-182 (946 Isabell Ave)	A)\$3,660 per residential unit created towards the General Amenity Reserve Fund; and B)\$610 per unit created towards the Affordable Housing Reserve Fund	No

B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 730 (946 Isabell Avenue), Bylaw No. 2191, 2024".

READ A FIRST TIME this day of , 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

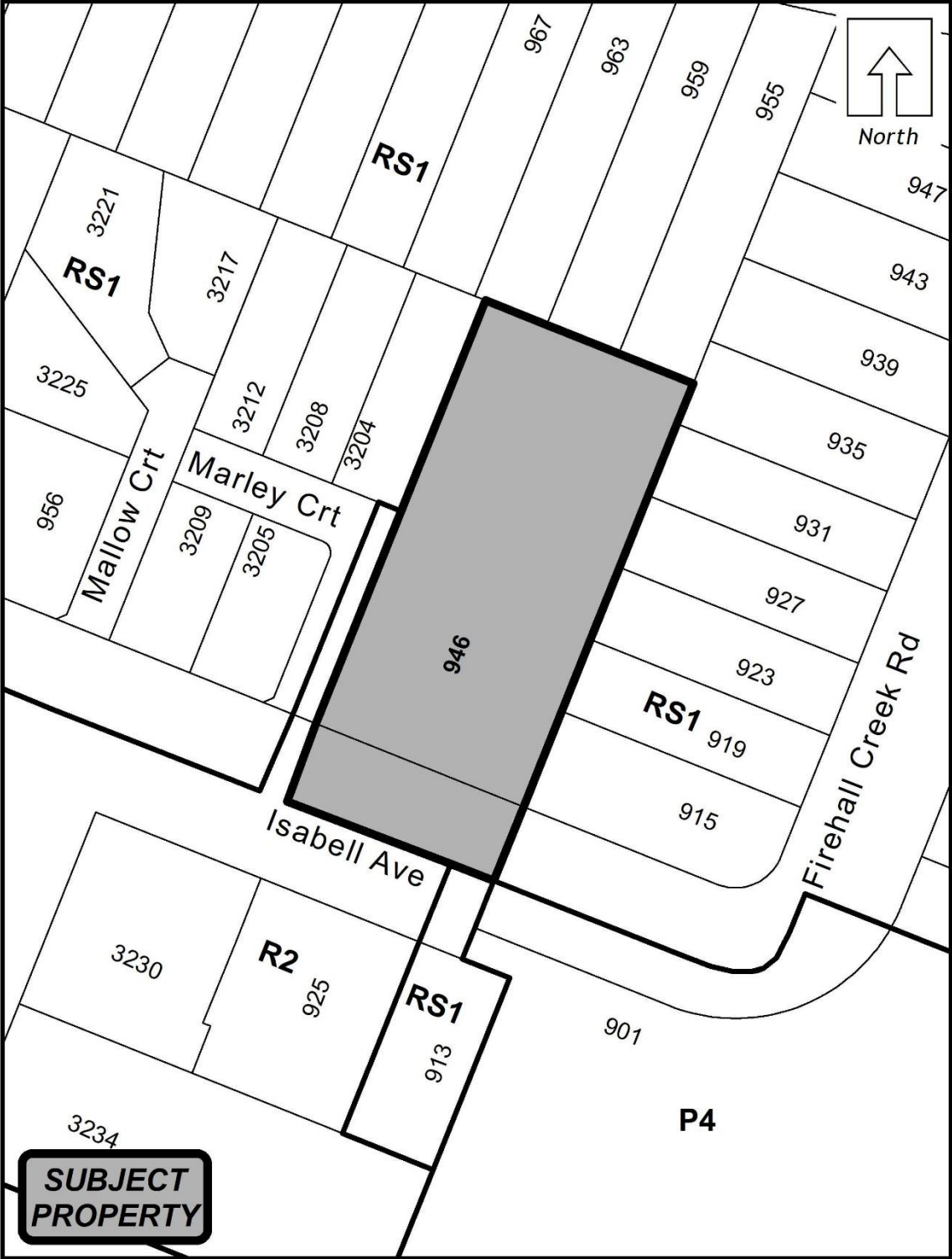
APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE this day of , 2024

ADOPTED this day of , 2024.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER

Schedule A



946 ISABELL AVENUE

REZONING PROPOSAL FOR RESIDENTIAL TOWNHOMES

OCP COMPLIANCE

The property lies within the Neighbourhood OCP designation.

OCP Designations

 Agricultural	 Hillside or Shoreline	 Open Space
 Business or Light Industrial	 Mixed Use Employment Centre	 Village Centre
 City Centre	 Neighbourhood	 Town Centre
	 Neighbourhood Centre	





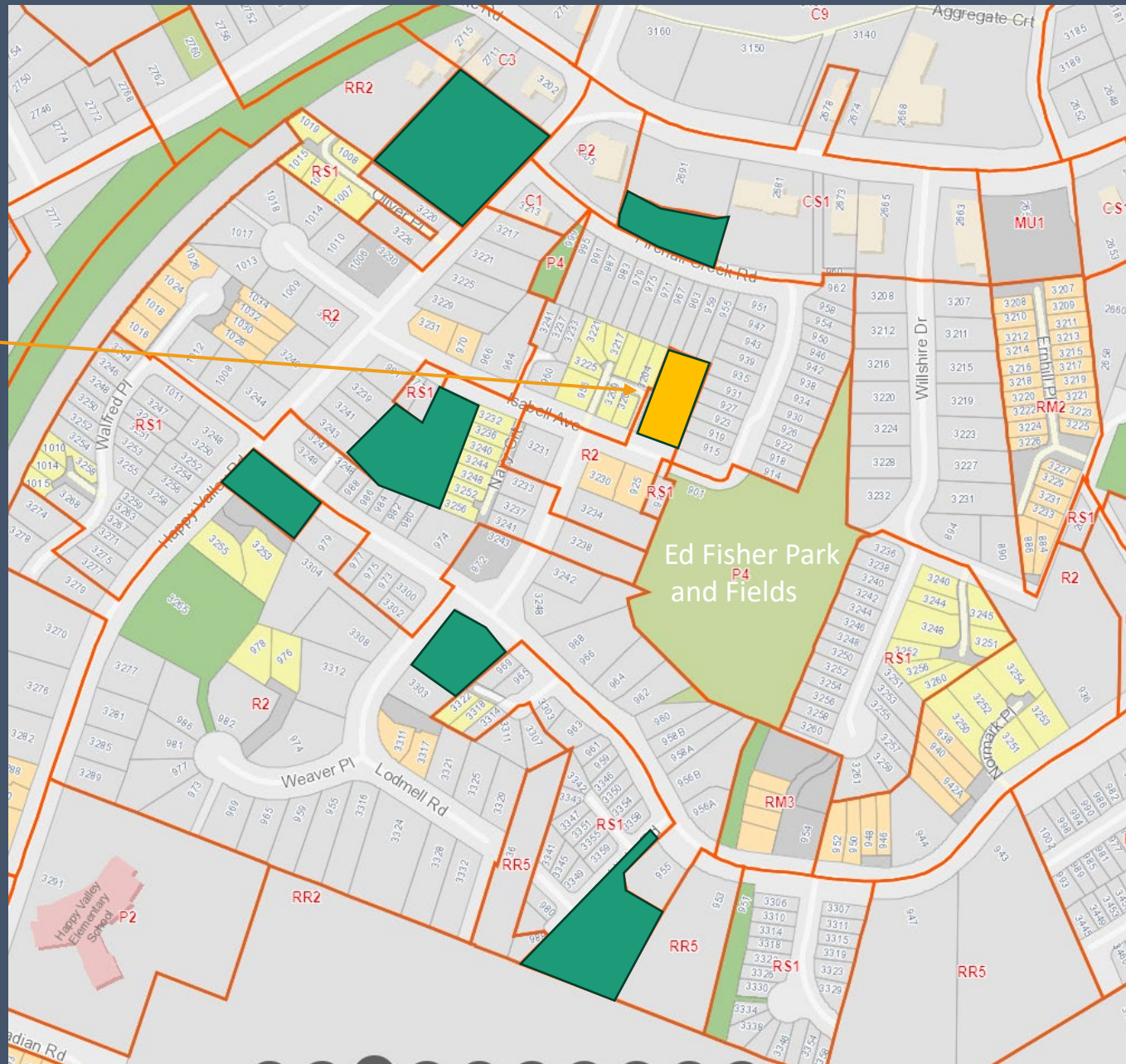
Neighbourhood

Existing settled areas throughout the community predominantly located on the valley floor.

- Predominantly residential precinct that supports a range of low and medium density housing choices including secondary suites
- This area allows for residential and mixed use commercial intensification of streets that connect centres and/or are serviced by transit
- Schools, community facilities and other institutional uses are permitted throughout the area
- Retail serving local residents is encouraged along transportation corridors
- Home-based businesses, live-work housing is encouraged
- Parks, open spaces and recreational facilities are integrated throughout the area
- This area allows for *Neighbourhood Centres* to emerge in the form of medium density mixed-use nodes at key intersections.
- Transit stops are located where appropriate

SITE and SURROUNDING USES

-  946 Isabell Ave
-  Existing Townhouse Zoned Land



EXISTING CONDITIONS





PROPOSED TOWNHOMES SITE PLAN

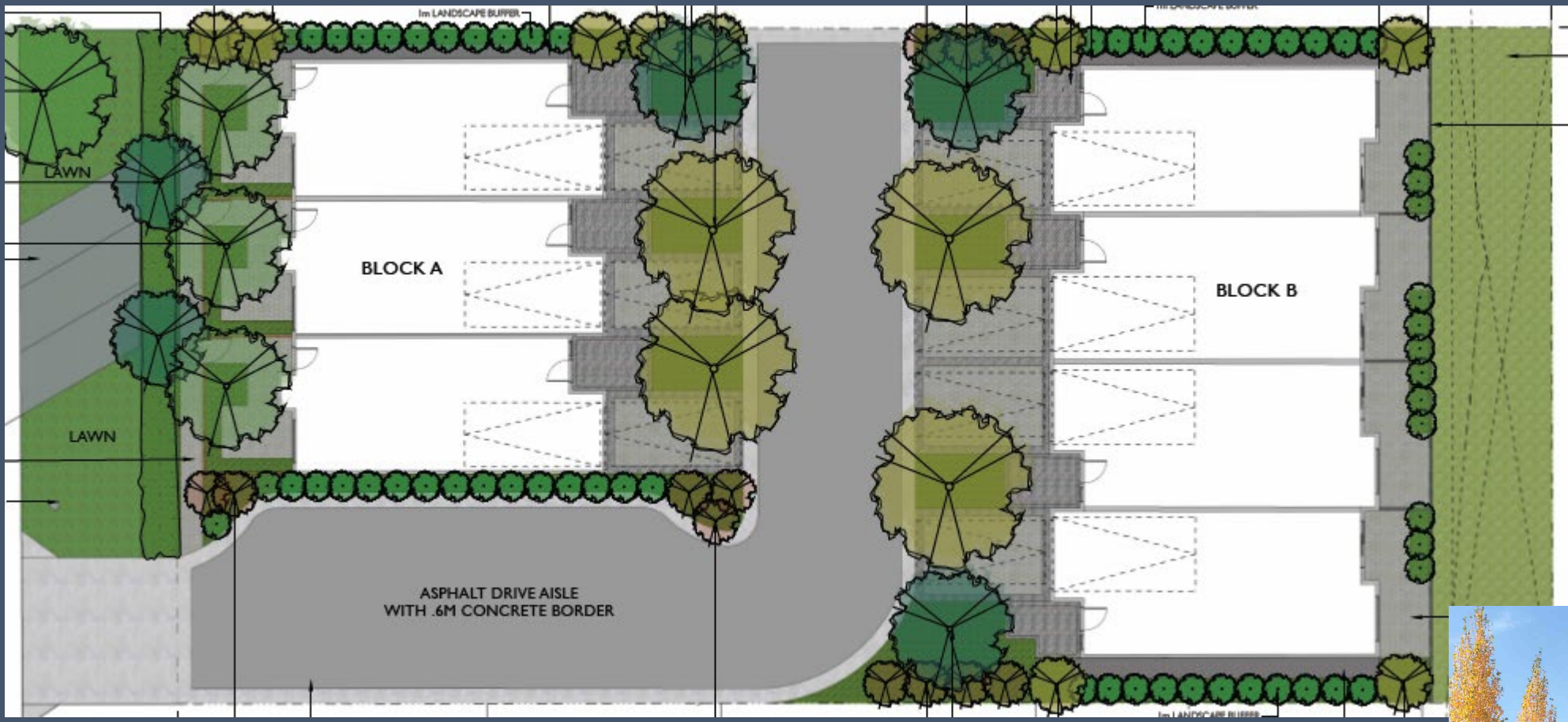
PROPOSED TOWNHOMES - ELEVATIONS



Conceptual Rendering – 946 Isabell Avenue



LANDSCAPE PLAN

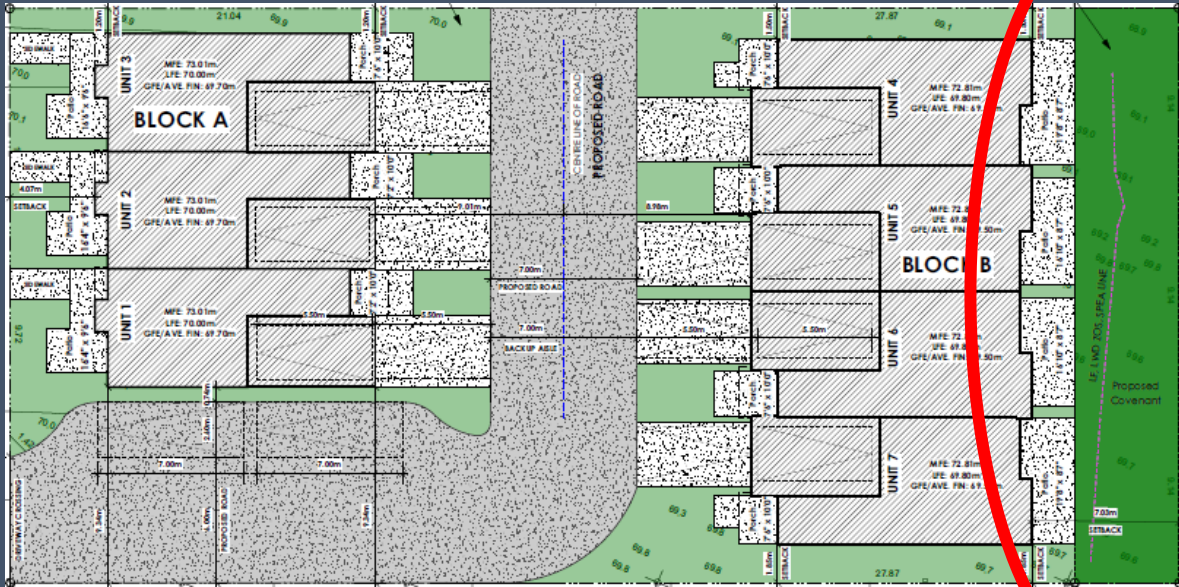


No trees to be removed for this development

Private amenity spaces for each unit.

Ed Fisher Park is right across the street, complete with playing fields and a playground.

FIREHALL CREEK RIPARIAN AREA



A 5-metre wide riparian enhancement area has been protected adjacent to Firehall Creek.

This area will be rehabilitated, invasive species removed and replanted in accordance with QEP recommendations.

A RAPR Submission #7957E approval was granted by the Ministry on March 1, 2024.

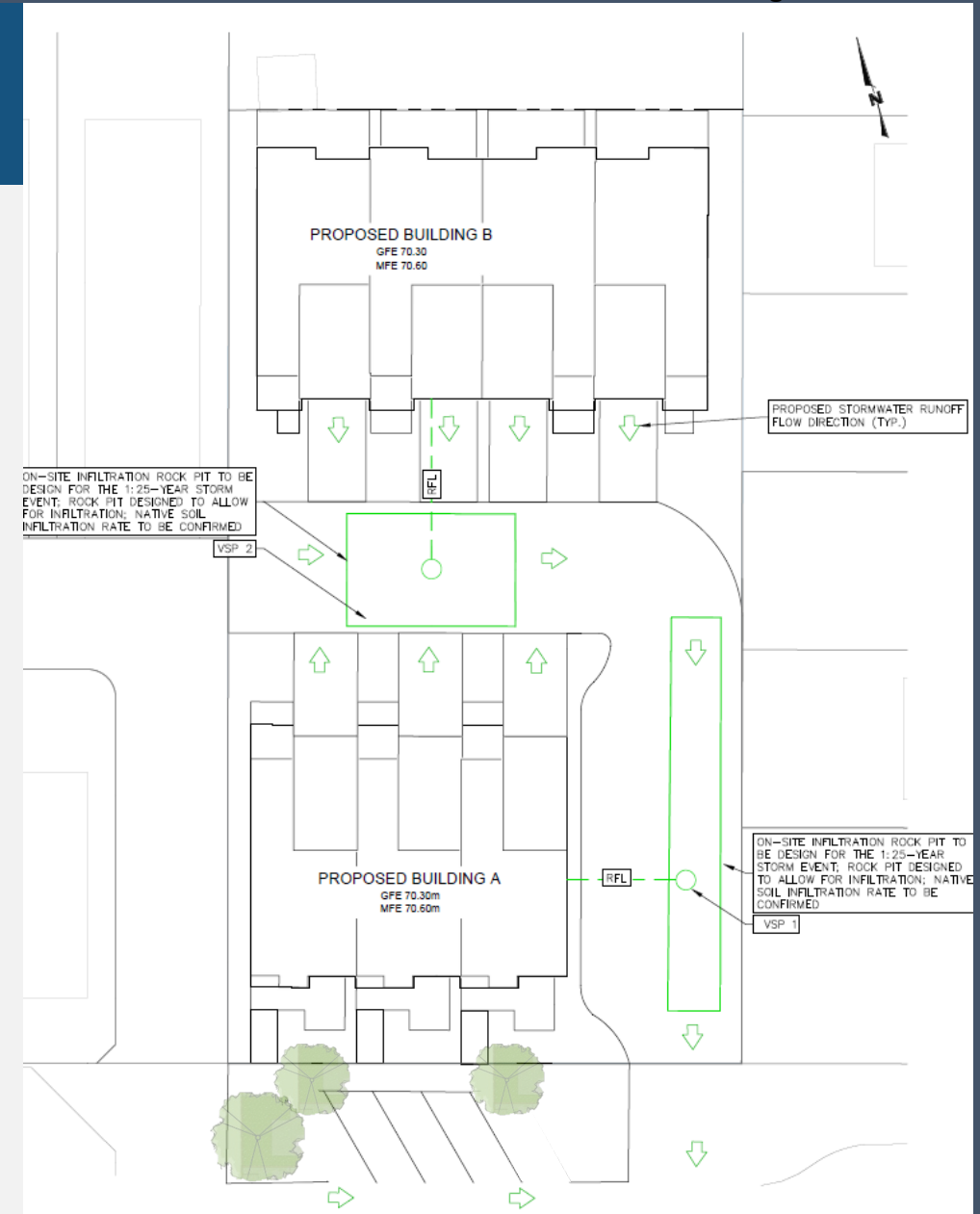
The Bilston Watershed Habitat Protection Association has been advised of this application and of the RAPR approval via email.

STORM WATER MANAGEMENT

The Isabell / Walfred area master drainage plans were created and implemented over the last 20 years, with massive detention facilities and pipework installed under Ed Fisher field and downstream to the Firehall Creek system.

Storm Drainage for this site will be designed in accordance with Langford Bylaws and managed to ensure no negative impacts to surrounding properties. Storm waters will be detained using infiltration chambers and slowly released to mimic existing conditions.

The effects of climate change are factored into these designs.



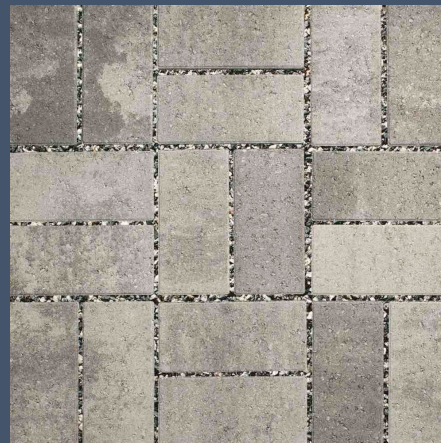
SITE SERVICING AND FRONTAGE IMPROVEMENTS

- West Shore Environmental Sewer Service Available.
- CRD Water for domestic and fire fighting.
- Frontage works will include street lighting and 3 public parking spaces and street trees.
- All services to be underground.
- “Good Neighbour” Construction practices will be employed for noise, dust and mud control. No blasting is expected.
- Trades parking will be on site.



GREEN CHECKLIST

- Trees strategically planted to provide shade in summer but allow light and warmth in the winter months.
- 29 new trees to be planted.
- Permeable patio pavers.
- Electric heat pumps for reduced fossil fuel dependency
- EV Charger ready in each garage
- Built to Step Code 3 and Built Green Gold, Build Green Certified builder.
- Carbon sequestered concrete for foundations.
- Long lasting low maintenance exteriors
- Energy Star appliances



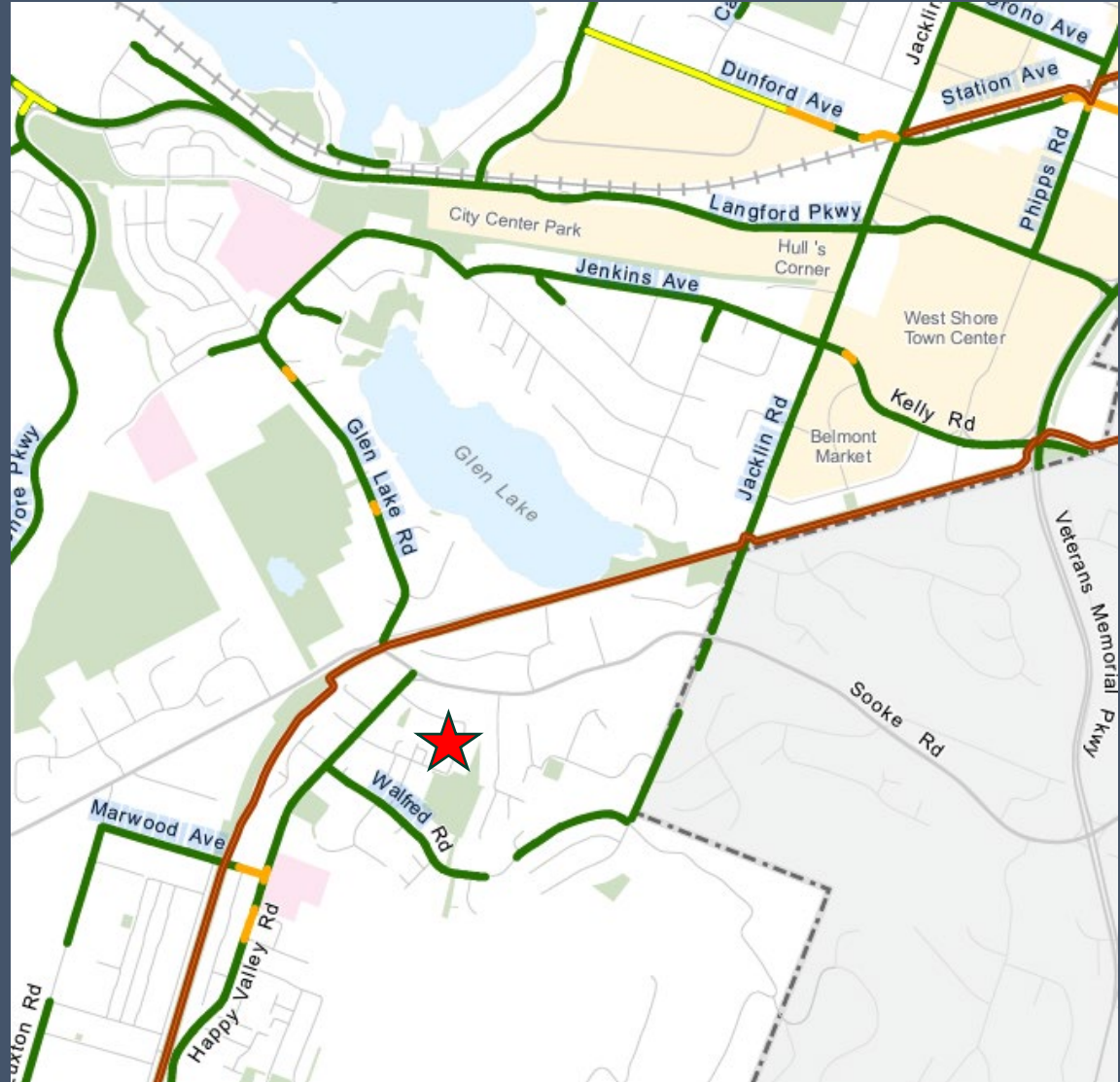
ENVIRONMENTAL BENEFITS

- Densification and infill development reduces urban sprawl.
- Easy access to transit and cycling reduces dependence on automobiles.
- Walking distance to shops and services
- Native and compatible plantings and drought resistant landscape materials will be used.
- Large family sized units with home offices, reducing the need to commute.
- Riparian restoration for Firehall Creek tributary.



ACCESS TO CYCLING

Access to cycling facilities and the Galloping Goose Trail nearby.

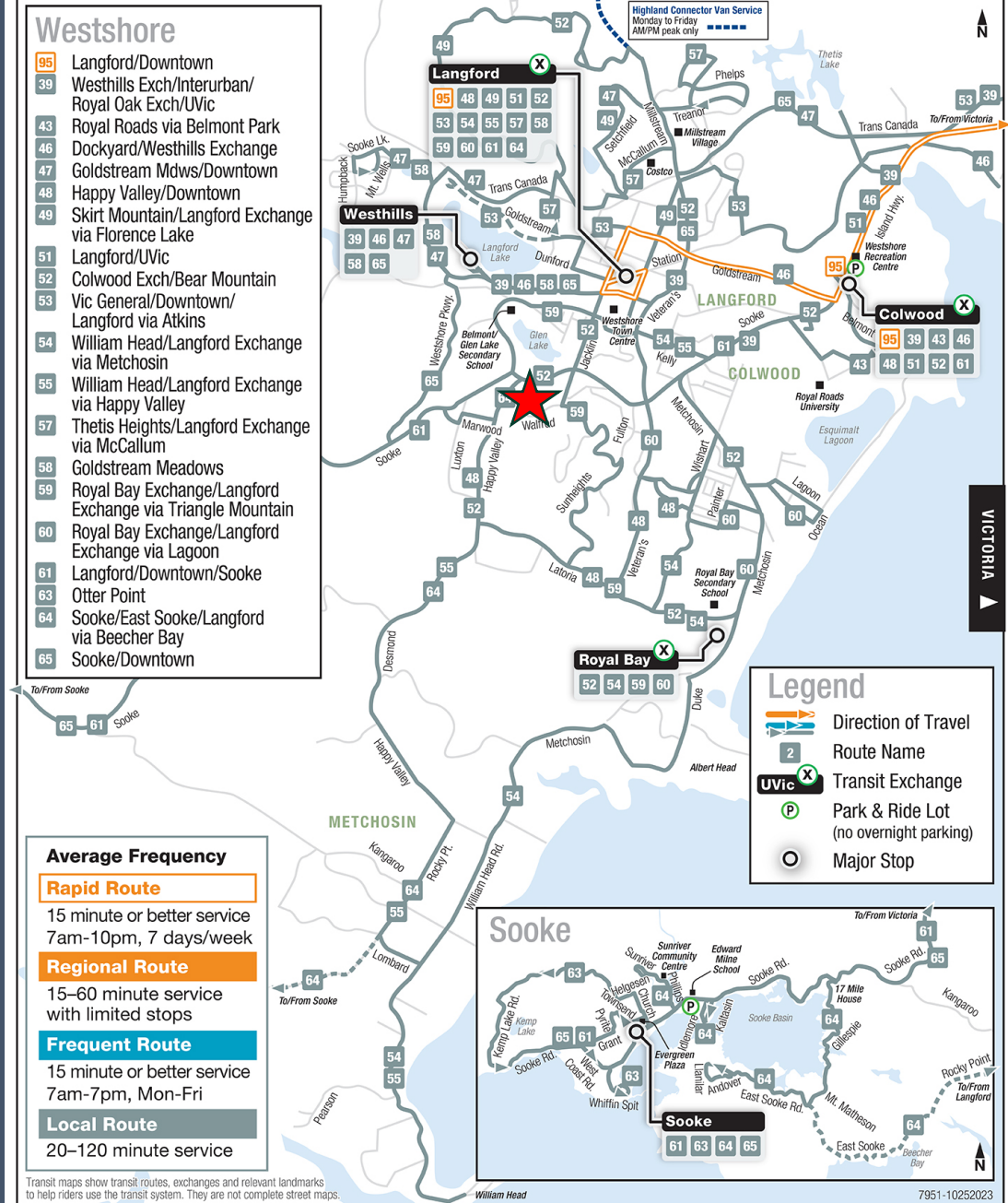


ACCESS TO TRANSIT

B.C. Transit available on Happy Valley (Routes 52,48 and 64) and Sooke Road (Route 52)



Regional Map of Westshore



Transit maps show transit routes, exchanges and relevant landmarks to help riders use the transit system. They are not complete street maps.

946 ISABELL AVENUE

THANK YOU FOR YOUR TIME

**CITY OF LANGFORD
TEMPORARY USE PERMIT**

TUP24-0003 – 2860 Turnstyle Crescent

That Temporary Use Permit No. TUP24-0003 be issued by the Council for the City of Langford to Erica Sorensen to operate a personal service home business on the land legally described as Strata Lot 26, Section 1, Goldstream District, Strata Plan EPS4171, PID No. 030-540-771 (2860 Turnstyle Crescent), pursuant to section 493 of the *Local Government Act*, and subject to the following terms and conditions:

1. Conditions

The following requirements are imposed under Section 493 of the *Local Government Act*:

- a) That the temporary use permit is issued for a period of three (3) years from time of issuance;
- b) That the operator of the business obtains a Business Licence from the City of Langford; and
- c) That the garage must be used for parking.

2. Expiry

That the Temporary Use Permit is issued for a period of three (3) years and will expire on 21 October 2027.

Notice of Intent

City Hall Council Chambers
Third Floor, 877 Goldstream Avenue

This meeting will be held electronically and in person at the above address. Information on how to participate in this meeting is listed below.

MEETING DATE:
21 October 2024
STARTING AT:
7:00PM
How to Connect:

Teleconference # 1-855-703-8985 (Canada Toll Free)
1-778-907-2071 (long distance charges may apply)

Zoom.us or Zoom app on your mobile device
Meeting ID #897 0956 7061

File No:

TUP24-0003

Location:

2860 Turnstyle Crescent, as shown shaded on the attached map

Zoning:

Comprehensive Development 1—Goldstream Meadows (CD1)

Purpose:

To allow for a personal service home business.



Langford.ca

2nd Floor, 877 Goldstream Avenue, Langford, BC V9B 2X8 | t 250.478.7882



City of Langford

IMPORTANT – COUNCIL MEETING NOTICE OWNER/OCCUPANT

Read the Report:

The report will be available here [Langford.ca/city-hall/public-notices](https://langford.ca/city-hall/public-notices) once the agenda is posted to the website the Friday before the meeting.

**Ask Questions or
Submit Questions:**
Email: planning@langford.ca
Mail: City of Langford

You must include your first initial, last name, and city of residence. Correspondence may be submitted to the email noted above and will be circulated to Council before the meeting.

Speak at the Meeting:

You may speak during the “Public Participation” section of the meeting. Participation is by phone or via Zoom app, or in person—see the website for more information.

Watch the Meeting:

View in the Zoom app, or watch the recording at [Langford.ca](https://langford.ca).

«File»

«Recipients» «Current»

«MailingAddress»

«City» «Prov» «PostalCode»

Langford.ca

2nd Floor, 877 Goldstream Avenue, Langford, BC V9B 2X8 | t 250.478.7882



City of Langford

View Royal asks for public input on Urban Forest Strategy

An online survey is now available for residents

The Town of View Royal is looking to get input from residents to guide the future of the town's parks, green-spaces, woodlands as well as trees along streets and private land.

The town is working to create an Urban Forest Strategy, which would provide a short-term to long-term plan to create a "diverse, resilient and healthy urban forest by enhancing its management, protection and growth," according to the town's news release.

The town says the strategy will aim to

assess the current condition of the urban forest, to establish a community-supported vision and goals, and provide strategic actions to grow, manage, and protect the urban forest.

"The urban forest in View Royal is a vital asset that contributes to improved air quality, biodiversity, and recreational opportunities. However, pressures from urban growth, climate change, and various other forest health concerns pose significant challenges to its resilience," noted the release.

The first round of public engagement is now open, inviting residents to share their perspectives through an online survey, available here: www.viewroyal.ca/EN/main/town/projects/urban-forest-strategy-1.html.

The survey will be available until Oct. 30.

Mystery donor raises West Shore food bank stakes for Victoria Grizzlies

A mystery donor has raised the stakes for the Victoria Grizzlies, who this season have two goals on the ice: beating the opposition and helping to support West Shore families struggling with their food bills.

Earlier in September, it was announced Waterworks Irrigation will donate \$20 to the Goldstream Food Bank for every goal the Grizzlies score during the 2024/25 campaign, both at home and on the road.

After reading the news in the Goldstream Gazette, an anonymous season ticket holder pledged to donate an additional \$40, raising the total



Victoria Grizzlies

(Facebook/Victoria Grizzlies)

donation to \$60 every time the Grizzlies light the lamp.

"The season ticket holder would like to remain anonymous and make sure that Waterworks Irrigation gets all of the credit for this promotion

as it was their vision to make a difference in the community in which we live, that made this all possible," said the Grizzlies in a press release.

The fundraising began on Friday (Sept. 27).



City of Langford

Notice of Intention to Consider Issuance of a Temporary Use Permit

Council for the City of Langford hereby gives Notice of Intention to consider issuance of a Temporary Use Permit at its Regular Meeting scheduled for 21 October 2024, at 7 pm. This meeting is being held electronically and with in-person attendance.

File	TUP24-0003
Purpose	The purpose of the proposed Temporary Use Permit is to allow for a personal service home business.
Applicant	Erica Sorensen
Location	2860 Turnstyle Crescent



The purpose of this Notice is to acquaint the property owners and residents in the area with the specifics of the proposed temporary use permit. Should you wish to make a submission to the Council in writing we require your name and civic address and that this be received, either electronically or by mail, by noon on the Tuesday prior to the meeting date. You may also speak at the Council Meeting during the **Public Participation** Section of the meeting.

PLEASE NOTE: Information about how to connect to this meeting electronically is indicated in the table below:

<p>Teleconference # 1-855-703-8985 (Canada Toll Free) OR 1-778-907-2071 (long distance charges may apply) Meeting ID #897 0956 7061 – Zoom.us or Zoom app on your mobile device</p>

The Agenda, including the material that Council may consider in relation to the temporary use permit, will be uploaded to our website: Council & Committee Meetings - City of Langford no later than the Friday before the meeting. Correspondence may be submitted by emailing planning@langford.ca or by writing to Langford City Hall, 2nd Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8. You may also contact the Planning Department at (250) 478-7882.

Marie Watmough
Corporate Officer

LET'S PLAN LANGFORD. FOR RESILIENCY.

SHARE YOUR THOUGHTS WITH US!

Community Wildfire Resiliency Plan Survey Closes November 10th

A new Community Wildfire Resiliency Plan will guide the City on priorities for managing wildfire risk in the wildland-urban interface, the area where homes and buildings meet forest vegetation.

The City wants to hear from residents about the impacts caused by wildfire and priorities for wildfire management.

Please share your ideas by completing the survey by Nov 10th.



LetsChatLangford.ca

Showcase your beautiful Colwood for 2025 calendar photo competition

Colwood residents are being asked to channel their artistic flair to show off the community's beauty and vibrancy for the city's 2025 calendar contest.

No matter your skill level, the annual competition is asking all local photographers to submit photos of places, activities and features that bring them joy in Colwood.

And as Colwood is home to beautiful beaches, parks and trails, iconic sites and a unique mix of neighbourhoods, there is no end of inspiration for those wanting to take part in the contest.

"There are some beautiful examples submitted already, such as a snowy view of Hatley Drive, morning mist from Triangle Mountain and the pathway through Colwood Creek Park," said Sandra Russell, communication manager for the city, who is encouraging locals to not just focus on waterfront and iconic historic sites, but also places within Colwood neighbourhoods.

"All the submissions [so far] are really lovely and sorting through them to create the calendar will be wonderful but challenging," she adds.

Entries should showcase beautiful and thought-provoking settings, seasons, and quintessential Colwood experiences, which will make people want to visit the city.

Winning photos will be featured in the 2025 Colwood calendar, as well as showcased on the city's social media pages, quarterly newsletters, and other city publications throughout the year. The photographer of each image selected for the calendar will also receive a gift card to a local Colwood business.

The closing date for entries is Sunday, Nov. 3.

For more information about the competition and to upload your entry, visit the website: www.colwood.ca/parks-recreation-culture/colwood-calendar-contest.



(City of Colwood/Facebook)

The City of Colwood has put out a call for residents' best photos of the city for the annual calendar competition. Photos can be of places, activities and features that bring you joy in Colwood, including views such as the one from Havenwood Park.



City of Langford

Notice of Intention to Consider Issuance of a Temporary Use Permit

Council for the City of Langford hereby gives Notice of Intention to consider issuance of a Temporary Use Permit at its Regular Meeting scheduled for 21 October 2024, at 7 pm. This meeting is being held electronically and with in-person attendance.

File	TUP24-0003
Purpose	The purpose of the proposed Temporary Use Permit is to allow for a personal service home business.
Applicant	Erica Sorensen
Location	2860 Turnstyle Crescent



The purpose of this Notice is to acquaint the property owners and residents in the area with the specifics of the proposed temporary use permit. Should you wish to make a submission to the Council in writing we require your name and civic address and that this be received, either electronically or by mail, by noon on the Tuesday prior to the meeting date. You may also speak at the Council Meeting during the **Public Participation** Section of the meeting.

PLEASE NOTE: Information about how to connect to this meeting electronically is indicated in the table below:

<p>Teleconference # 1-855-703-8985 (Canada Toll Free) OR 1-778-907-2071 (long distance charges may apply) Meeting ID #897 0956 7061 – Zoom.us or Zoom app on your mobile device</p>

The Agenda, including the material that Council may consider in relation to the temporary use permit, will be uploaded to our website: [Council & Committee Meetings - City of Langford](https://www.langford.ca/city-hall/agendas-and-minutes/) no later than the Friday before the meeting. Correspondence may be submitted by emailing planning@langford.ca or by writing to Langford City Hall, 2nd Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8. You may also contact the Planning Department at (250) 478-7882.

Marie Watmough
Corporate Officer

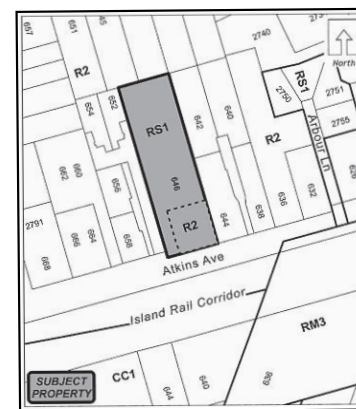


City of Langford

Notice of Proposed Rezoning Bylaw

NOTICE is hereby given that pursuant to Section 467(2) of the *Local Government Act*, the Council of the City of Langford will consider first, second, and third readings of Bylaw No. 2203 being a Bylaw to amend Zoning Bylaw No. 300 for the City of Langford, at the meeting noted below.

Meeting Date and Time	October 21st, 2024, 7:00 pm
Meeting Place	City Hall Council Chambers, Third Floor, 877 Goldstream Avenue
Bylaw No.	2203
Location	646 Atkins Avenue as shown shaded on the plan below
Purpose	To amend the City of Langford Zoning Bylaw No. 300 to maintain a portion of the existing lot and zoning as One- and Two-Family Residential (R2) and rezone the majority of the lot to the Residential Small Lot (RS1) zone for future subdivision into approximately six residential lots.



PLEASE NOTE: This meeting will be held electronically and in person at the above address. Information about how to connect to this meeting is indicated in the table.

<p>Teleconference # 1-855-703-8985 (Canada Toll Free) OR 1-778-907-2071 (long distance charges may apply) Meeting ID #897 0956 7061 – Zoom.us or Zoom app on your mobile device</p>

Council will not answer questions about the proposal or proposed bylaw except to provide clarification. Please have all your questions answered in advance of the Council Meeting by contacting the Planning Department as noted below.

The Agenda, including material that Council may consider in relation to the bylaw, will be posted to the City's website: <https://www.langford.ca/city-hall/agendas-and-minutes/> no later than the Friday before the Council Meeting. Correspondence may be submitted by emailing planning@langford.ca or by writing to Langford City Hall, 2nd Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8. You may also contact the Planning Department at (250) 478-7882.

Marie Watmough
Corporate Officer



Staff Report to Council

DATE: Monday, October 21, 2024

DEPARTMENT: Engineering

SUBJECT: B.C. Active Transportation Infrastructure Grant Application 2024

EXECUTIVE SUMMARY:

The purpose of this report is to seek Council approval to apply for the B.C. Active Transportation Infrastructure Grant for the current intake which closes on October 31st, 2024. The B.C. Active Transportation Infrastructure Grants Program provides guidance and cost-sharing for B.C. communities to make it easier and safer for people to walk, ride, or roll using active transportation modes. This aligns with Council's strategic priorities to improve and expand active transportation infrastructure.

Staff are recommending the following shovel-ready projects for this year's grant application:

1. Latoria Road Phase 1A from Triangle Trail to Golden Spire Crescent at a total estimated cost of \$4,500,000; and
2. Latoria Road Phase 1B from Golden Spire Crescent to Whimfield Terrace at a total estimated cost of \$4,000,000.

The Latoria Active Transportation Infrastructure Project is being expedited ahead of the City's Active Transportation Plan because the new elementary school is set to open in September 2025. This work aligns with Colwood's ultimate road cross-section for Latoria Road (for continuity across borders) and the BC Active Transportation Design Guide, which aims to create safe routes to school and a connected pedestrian/bike network for all ages and abilities in South Langford. This work would be done in coordination with the CRD's watermain replacement project to reduce construction impacts and capitalize on cost sharing opportunities. Both projects are priorities to be completed in 2025.

BACKGROUND:

Active transportation relates to human-powered forms of commuting to work, school, recreation, socializing, or running errands. It can take many forms and is continually evolving as new technologies emerge. It includes:

- Walking;
- Cycling;
- Rolling (wheelchairs, skateboarding, in-line skating); and/or
- Other emerging modes that are legal in B.C.

The B.C. Active Transportation Infrastructure Grants Program provides cost-sharing opportunities for network planning grants and infrastructure grants. Funding from these grant programs support the development of active transportation infrastructure for all ages and abilities. For example, infrastructure grants fund:

- Multi-use protected travel lanes;
- Pedestrian and cycling safety improvements;
- End-of-trip facilities and other amenities; and/or
- Lighting and wayfinding.

The funding is not available for:

- Maintenance;
- Beautification;
- Recreation sites (e.g. skateboard park); nor
- Projects that create an unsafe or illegal environment.

The B.C. Active Transportation Infrastructure Grants Program aligns with [CleanBC Roadmap to 2030](#) and the [Clean Transportation Action Plan](#). Active transportation infrastructure improves:

- Safety (see [ICBC Statistics](#) and crash maps for the province and Transport Canada's [National Collision Database](#));
- Local economic opportunities and tourism;
- Air quality, environment, and GHG mitigation efforts;
- Physical and mental health;
- Accessibility and equity; and
- Community connectivity.

As mentioned, there are two types of grants available through this program:

1. The Active Transportation Infrastructure Grant; or
2. The Active Transportation Network Planning Grant*.

**Note: The City of Langford is ineligible for the Active Transportation Network Planning Grant because it is only open to communities with a maximum population size of 25,000. The City of Langford has commissioned its first Active Transportation Network Plan this year, funded by the Local Government Capacity Grant Funding. The current equivalent of the City of Langford's Active Transportation Network Plan can be found in the Official Community Plan – [Map No. 09](#).*

The City of Langford is eligible and may apply this year (2024) for a maximum of two Active Transportation Infrastructure Grants for different projects or different phases of the same project if they satisfy the following criteria:

- Projects under \$1M funded prior to 2023/24, or projects over \$1M funded prior to 2022/23, must be completed by the application submission date;
- The project is part of an active transportation network plan or equivalent;
- The project can begin construction once provincial funding has been announced;

- Projects will be completed by March 2026 (projects under \$1 million) or by March 2027 (projects over \$1 million); and
- Projects are open to the public.

The Province cost-shares to a maximum of \$500,000 per project. Provincial cost-share portions are determined by the type and size of community applying for a grant. Percentage of eligible funding by applicant's community profile:

- Indigenous community or local government(s) working in partnership with an Indigenous community - 80%;
- Population less than 15,000 - 70%;
- Population between 15,000 to 25,000 - 60%; or
- Population over 25,000 - 50%.

Successful recipients of a grant will:

- Be asked to sign a Conditional Grant Agreement;
- Receive initial funding when the Agreement is signed;
- Submit before and after photos;
- Submit expense reports with supporting documentation; and
- Receive the remainder of the grant funding when the Agreement is fulfilled.

The B.C. Active Transportation Infrastructure grant application submitted by the City must be endorsed by Council via a resolution and needs to confirm the following:

- That the applicant's share of funding is available and supported;
- That the project is a municipal priority and is intended to be complete within the required timeline; and
- For Infrastructure projects, that the proposed project is "shovel ready" or equivalent wording.

This year's intake is open from September 3, 2024, to October 31, 2024.

COMMENTARY:

With last year's grant application having been successful, staff have taken a similar approach this year by engaging a qualified consultant on the designs and application. With the consultant's expertise and input, staff will have a complete application with shovel-ready designs accompanied by cost estimates and all the necessary documentation and data collection to be eligible. It is important to note however, regardless of how strong the application is, grant funding is competitive province-wide and there is no guarantee of receiving funding in any given year. This means staff have to be strategic and efficient with the amount of time and consulting budget spent on these applications annually.

Project Selection Considerations

With the creation of Langford's first Active Transportation Plan underway, it was a challenge for staff (even with the assistance of the consultant) to select projects that would have the most potential for

success in the grant application process and that would not conflict with any future master plans (which are to be completed within the next 12 months approximately). However, the City does not want to miss out on grant funding opportunities for essential active transportation safety improvements while these plans are being developed, especially around safe routes to school.

Only large high-ranking capital-corridor active transportation projects were considered in the evaluation, such as Latoria Road (from Happy Valley Road to the Colwood border) and Glen Lake Road (from Sooke Road to Alouette Drive), because those projects are where the City needs the most financial assistance. Other active transportation projects were considered but were either already funded and underway at the time of this application, required further public engagement, or were too complex to have shovel-ready within the time constraints.

A noteworthy consideration in the evaluation was prioritizing safe routes to school. Sooke School District No. 62 (SD62) is currently constructing the 480-seat [SCIANEW STELITKEĒ Elementary School](#) at 802 Latoria Road which is projected to open September 2025. This school site is just north of the [Latoria-Klahanie Traffic Signal and Pedestrian Improvements Project](#) the City completed this year, dedicating nearly \$1.2 million of Road Development Cost Charge, Road Maintenance, and Multi-Use Path funds to these safety upgrades, in partnership with SD62 and ICBC. However, there are no sidewalks on Latoria Road beyond these upgrades.

Regarding consideration for utility upgrade coordination, the CRD has notified the City that both of the water mains in Latoria Road and Glen Lake Road are scheduled for replacement over the next two years consecutively, as they do not have the capacity to do both upgrades in the same year. The CRD asked the City if we had a preference for which road was done first. Since the new elementary school is projected to open September 2025, the City expressed interest in Latoria Road being prioritized in 2025, and Glen Lake Road in 2026. Both of the utility upgrades and road widening with surface works are necessary, and construction coordination between the City will result in less impact to residents and the travelling public. There are also cost sharing opportunities with completing the works at the same time with the same contractor (e.g. mobilization/demobilization, traffic control, pavement, etc.).

Latoria Road Active Transportation Project

Currently, the Latoria Active Transportation Infrastructure Project is being expedited ahead of the City's Active Transportation Plan because the new elementary school is set to open in September 2025. This work aligns with Colwood's ultimate road cross-section for Latoria Road (for continuity across borders), and the BC Active Transportation Design Guide, which aims to create safe routes to school, and a connected pedestrian and bike network for all ages and abilities in South Langford. Given that many families live near the school and aren't eligible for bus services, the City understands that offering various alternative routes to school can help ease congestion during peak hours once the school opens.

Latoria Road is a minor single-lane east-west connector road with bike lanes in south Langford extending from the intersection at Happy Valley Road to the Colwood border with Pritchard Creek running parallel and crossing at two locations; see the typical existing road cross-section in Figure 1.



Figure 1: Latoria Road Typical Existing Road Cross-Section

The ultimate road cross-section for Latoria Road will maintain the 3.2 m vehicular travel lanes and turning lanes but will widen the road to add concrete barriers in a 0.6 m buffer for separated protected bike lanes (on both sides of the road) and a 2.0 m concrete sidewalk (on one side due to constraints within the road right-of-way). See Figure 2 for the proposed typical 2-lane and 3-lane ultimate road cross-section for Latoria Road.

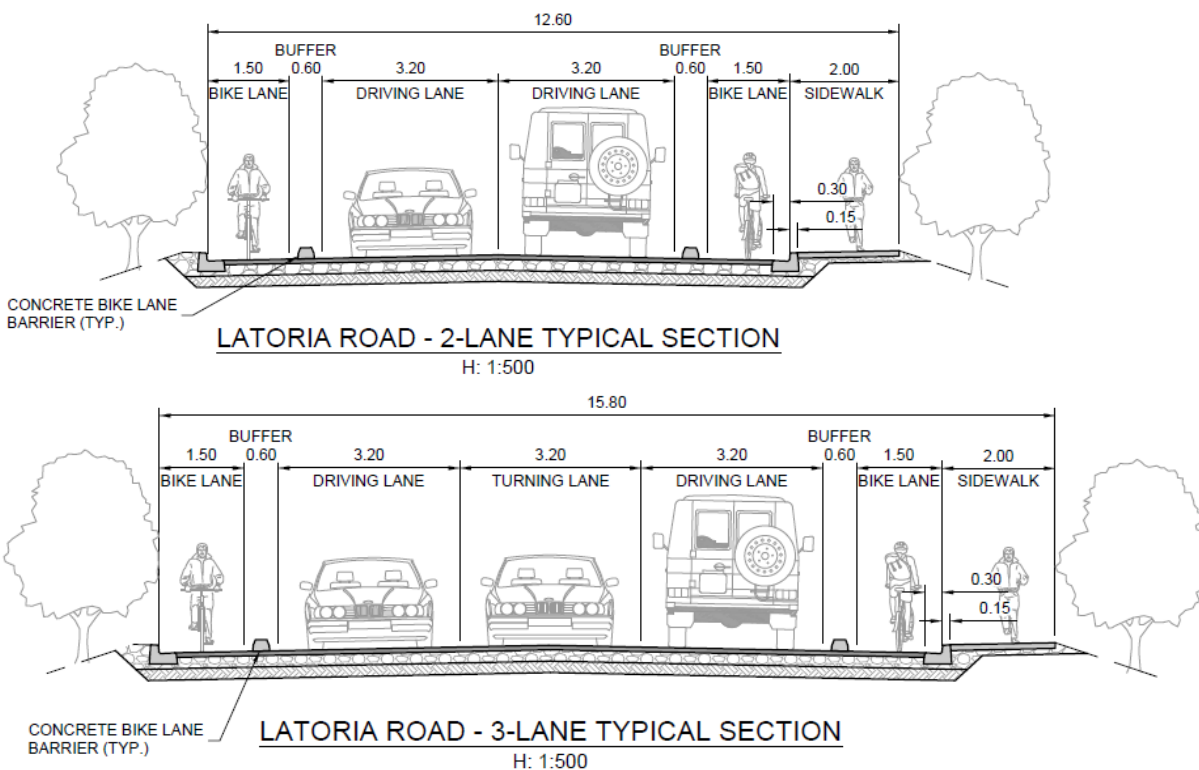


Figure 2: Latoria Road Proposed Ultimate Road Cross-Sections (N.T.S.)

This is a typical design used throughout the CRD to retrofit road networks for all ages and abilities active transportation infrastructure, similar to the improvements completed this year on Goldstream Avenue west of Jacklin Road. There will be sufficient breaks in the concrete bike lane barriers to allow for full turning movements of the largest vehicle where necessary, as modeled by a designer using turning templates.

The project also includes relocating bus stops to more desirable locations, adding a pick-up and drop-off area near the new school, relocating hydro poles and culvert extensions. The project will create green space on centre medians where space allows and greening on the outer shoulder of the sidewalk and opposite bike lane. Staff prioritized pedestrian safety and environmental protection of Pritchard Creek over the minor vehicular inconvenience of yielding to oncoming traffic in the proposed sections of dual centre left turn lanes. Dual centre left turn lanes allow for full turning movements in and out of existing driveways.

Project Phasing

This project has been divided logistically into three phases. Phase one of this project will commence in 2025, subject to the City's successful BC Active Transportation Grant application and will include:

- Protected bike lanes on both sides of Latoria Road from Triangle Trail to Whimfield Terrace.
- The addition of sidewalk on one side of Latoria Road, starting on the south side from the existing sidewalk, east of Pritchard Creek Road to Klahanie Drive, and switching to the north side at the new elementary school from Klahanie Drive to the existing pathway connection to Whimfield Terrace.

Phases two and three will connect sidewalks, from Whimfield Terrace to the Colwood Border, and from Happy Valley Road to Pritchard Creek Road, respectively. For the purposes of the grant application, staff are recommending breaking Phase 1 into Phase 1A (330 m) and 1B (250 m), respectively west and east of Golden Spire Crescent. See Figure 3 for a schematic of the project phasing.

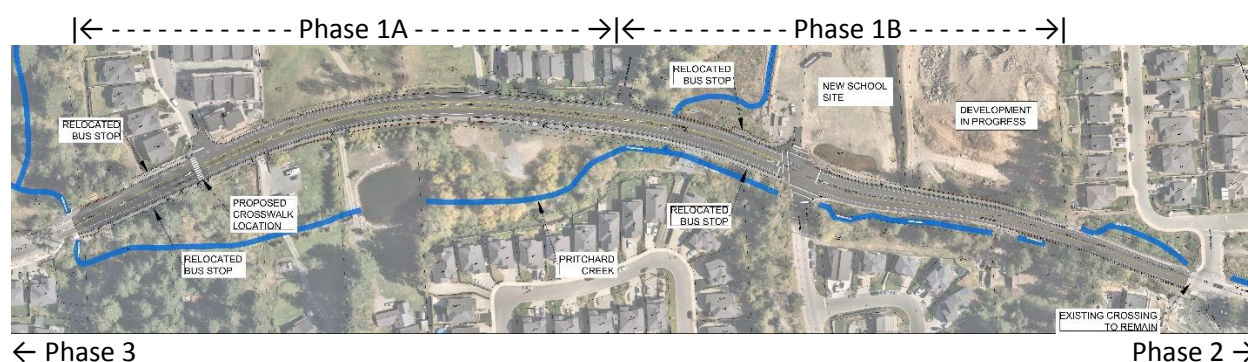


Figure 3: Latoria Road Active Transportation Project Phasing Schematic

Public Engagement

The City of Langford sought public feedback to support its BC Active Transportation Infrastructure Grant and requested residents to provide their input by end of day, October 22nd, 2024 by:

- Completing a short survey located at LetsChatLangford.ca;
- Attending the Langford Fire Department Open House, October 6, 2024, 10 a.m. to 2 p.m., 2625 Peatt Road; and/or
- Attending the October 21st Council Meeting to provide input during public participation.
- For accessibility, paper copies were available at the open house and are still available at the Engineering counter at City Hall.

Mailers were sent out to all addresses within 300 m of Latoria Road within Langford, notifying residents of the project, the grant application, and the engagement opportunity. Preliminary results indicate strong support for sidewalks and safe routes to school, with some minor hesitations but overall support expressed for the concrete curbs for the protected bike lanes.

Staff are also seeking letters of support from our partners at the Ministry of Transportation and Infrastructure (MOTI), RCMP, SD62, ICBC, BC Transit, Langford Fire Department, bike societies, stream societies, and the local MLA prior to the deadline, if possible.

FINANCIAL IMPLICATIONS:

The Latoria Road Phase 1A and 1B Class-D cost estimated is \$8,500,000. If successful in these grant applications, the B.C. Active Transportation Infrastructure Grant would contribute up to a total maximum of \$1,000,000 in funding, based up to a 50% cost share, with the remainder of costs to be paid for from Canada Community-Building Fund – Community Works Fund (Gas Tax) Gas Tax, General Amenity, and/or Capital Reserve Funds, as necessary and as determined by Council through the annual budget process. If unsuccessful in these grant applications, the shovel-ready designs will be used when the City has adequate funding to complete the projects in the future.

LEGAL IMPLICATIONS:

Latoria Road Phase 1A and 1B projects will be completed within the City-owned road right-of-way.

STRATEGIC PLAN ALIGNMENT:

4c | Improve and Expand Active Transportation Infrastructure

OPTIONS:

Option 1

THAT Council resolves that the City's share of funding for Latoria Road Phase 1A and 1B is available and supported, that these projects are a municipal priority, that these projects will be complete within the required timeline, that these proposed projects are shovel-ready according to the criteria in section three of the infrastructure application.

And therefore, Council direct staff to apply for the 2024 B.C. Active Transportation Infrastructure Grant for each of the following shovel-ready projects:

1. Latoria Road Phase 1A from Triangle Trail to Golden Spire Crescent at a total estimated cost of \$4,500,000; and
2. Latoria Road Phase 1B from Golden Spire Crescent to Whimfield Terrace at a total estimated cost of \$4,000,000;

AND

THAT Council approve Phase 1 of the Latoria Road Active Transportation Project as presented for construction in 2025, in coordination with the CRD's watermain replacement project;

AND

THAT Council commit to funding the City's share of the works via Canada Community-Building Fund – Community Works Fund, General Amenity, and/or Capital Reserve Funds.

OR Option 2

THAT Council take no action in relation to the 2024 B.C. Active Transportation Infrastructure Grant.

SUBMITTED BY: Katelyn Balzer, P.Eng., Director of Engineering and Public Works

Concurrence: Melisa Miles, Manager of Legislative Services

Concurrence: Donna Petrie, Senior Manager of Communications & Economic Development

Concurrence: Yari Nielsen, Director of Parks, Recreation and Facilities

Concurrence: Matthew Baldwin, RPP, MCIP, Director of Development Services

Concurrence: Leah Stohmann, RPP, MCIP, Director of Community Planning and Climate Change

Concurrence: Michael Dillabaugh, CPA, CA, Director of Finance

Concurrence: Marie Watmough, Director of Legislative & Protective Services

Concurrence: Darren Kiedyk, Chief Administrative Officer



City of Langford

Staff Report to Council

DATE: Monday, October 21, 2024

DEPARTMENT: Administration

SUBJECT: Arts and Culture Strategy Scope of Work

EXECUTIVE SUMMARY:

The development of an Arts and Culture Strategy is a key Council initiative, identified in the 2023-2027 Council Strategic Plan. An Arts and Culture Strategy will deliver a clear set of priorities and tangible actions that are feasible and advance community objectives towards the support and growth of arts and culture in the City of Langford.

The purpose of this report is to seek Council's endorsement on the general scope of work for a five-year Arts and Culture Strategy, prior to issuing a Request for Proposals (RFP) to retain professional consulting services, anticipated in late fall 2024. As there is a clear synergy between the Arts and Culture Strategy and the Placemaking Strategy, which is also identified in the Council Strategic Plan but not yet funded, the proposed scope includes incorporating early consideration of the role placemaking will play in the implementation of the Arts and Culture Strategy.

The targeted completion date for the Arts and Culture Strategy is the first quarter of 2026.

BACKGROUND:

Creating an Arts and Culture Strategy is a priority of Council, identified in the 2023-2027 Council Strategic Plan.

The objectives of the Arts and Culture Strategy are to:

- Develop a vision for arts and culture that is inclusive, diverse, and accessible.
- Increase awareness of the arts and culture sector in Langford by identifying organizations and artists that are active in the community.
- Engage the community and key partners on their needs and priorities with respect to arts and culture, including physical space needs.
- Clarify the roles and responsibilities of the City and its partners.

- Increase capacity and collaboration between the City and its partners.
- Support the integration of arts and culture into City-wide planning and place-making processes.
- Guide and support Council decision-making and City service delivery in a context of limited resources, to establish and maintain an engaging and prominent arts and culture scene.

The City plans to issue an RFP to retain professional consulting services for the development of a five-year Arts and Culture Strategy, with a targeted completion date of the first quarter of 2026.

The Successful Proponent will have to demonstrate extensive experience in arts and cultural strategy formulation, including community engagement, and the ability to deliver a clear set of priorities and tangible actions which are both feasible and advance community objectives towards the support and growth of arts and culture in the City of Langford.

COMMENTARY:

The purpose of this report is to seek Council approval of the proposed scope of work to allow staff to proceed with issuing an RFP to retain professional consulting services for the development of a five-year Arts and Culture Strategy:

Proposed Scope of Work

The Successful Proponent will undertake research, engagement, and analysis for the development of the Arts and Culture Strategy. The City of Langford expects the proponent to apply the lens of innovation, inclusivity, and equity when developing its proposal and is encouraged to propose alternative approaches or activities which may benefit the City and the community.

Background Research and Analysis

The Successful Proponent will:

- Review and evaluate the City's current policies, plans, and practices as they relate to arts and culture, including but not limited to the Official Community Plan, 2023-2027 Council Strategic Plan, 5-Year Tourism Strategy, Community Amenity Contribution Policy, and the financial support (cash and in-kind) provided to arts and culture organizations and events in the community.
- Gather baseline information on the arts and culture sector in Langford, including existing facilities, services, and programs, key partners, and community organizations. This information will be used to develop a high-level arts and culture Facilities Needs Assessment and Cultural Map.

- Review and analyze demographic information and community profiles as it relates to arts and culture in Langford.
- Identify and research current trends and best practices in relation to the arts and culture sector, including potential funding and governance models, as well as partnership and service delivery models.

During this phase, the Successful Proponent will need to devise a Workplan that outlines the background research required as well as a comprehensive Community Engagement Strategy.

Communications and Engagement

The Successful Proponent will engage with key partners including but not limited to: The West Shore Arts Council, the Victoria Conservatory of Music (Westhills location), Arts & Culture Colwood Society, Coast Collective, Inter-Cultural Association of Greater Victoria, CRD Arts and Culture support service staff, School District 62, West Shore Parks and Recreation, YM/YWCA, Juan de Fuca Performing Arts Centre Society, and The Langford Station artist vendors.

The community engagement process will articulate an inclusive community vision, identify the detailed needs and priorities for arts and culture services, programs, and facilities, and explore the role of public spaces and placemaking in advancing a robust vision for arts and culture in Langford. This may include the development of a Strengths, Opportunities, Aspirations, and Results (SOAR) Analysis.

The Successful Proponent will have access to the City's communications tools, such as "Let's Chat Langford" (the City's online public engagement platform), social media channels, City website, and digital signage. The City will provide administrative support for advertising, programming of content on Let's Chat Langford, coordinating venues, and other supports as needed.

At the conclusion of this phase, the Successful Proponent must develop an Engagement Summary, including a detailed analysis of data collected through the various engagement methods to be shared with the City. The Successful Proponent will share their approach to data analysis for transparency and accountability.

Draft Arts and Culture Strategy

A draft Arts and Culture Strategy will be completed by the Successful Proponent and reviewed with the project team, senior management, and Mayor and Council for comment and revisions prior to delivery of the final Strategy.

As a minimum, the draft Arts and Culture Strategy will contain the following:

- Executive Summary

- Introduction (e.g., definitions, community profile, overview of the planning process, linkages to existing plans and practices)
- Community Engagement Summary (e.g., overview of communications and engagement activities, key engagement findings, a SOAR analysis)
- High-level Arts and Culture Facility Needs Assessment
- Cultural Map
- Community Vision/Values Statements
- Goals, Strategic Directions, and Recommendations
- Implementation Plan/Action Plan which identifies priorities, phasing (short, medium, and long-term), roles, and relative estimated costs

Final Arts and Culture Strategy

Incorporating feedback on the draft plan, the Successful Proponent must finalize the Arts and Culture Strategy into a user friendly, visually appealing and accessible document.

FINANCIAL IMPLICATIONS:

The approved budget for the Arts and Culture Strategy is \$75,000.

LEGAL IMPLICATIONS:

None noted.

STRATEGIC PLAN ALIGNMENT:

Objective 3f | CREATE AN ARTS AND CULTURE STRATEGY

An Arts and Culture Strategy will set the path forward for Langford to become a destination for the arts and will highlight and celebrate the diverse cultures in Langford. It will also clarify the arts and culture space needs of Langford residents, with a focus on inclusivity, diversity, and accessibility.

OPTIONS:

Option 1

THAT Council endorse the Arts and Culture Strategy RFP scope of work as presented.

OR Option 2

THAT Council endorse the Arts and Culture Strategy RFP scope of work with the following modifications:

- a. _____;
- b. _____; and
- c. _____.

SUBMITTED BY: Donna Petrie, Senior Manager of Communications & Economic Development

Concurrence: Matthew Baldwin, RPP, MCIP, Director of Development Services

Concurrence: Leah Stohmann, RPP, MCIP, Director of Community Planning and Climate Change

Concurrence: Melisa Miles, Manager of Legislative Services

Concurrence: Wolfgang Schoenefuhs, Parks Planner

Concurrence: Katelyn Balzer, P.Eng., Director of Engineering and Public Works

Concurrence: Michael Dillabaugh, CPA, CA, Director of Finance

Concurrence: Marie Watmough, Director of Legislative & Protective Services

Concurrence: Braden Hutchins, Deputy Chief Administrative Officer

Concurrence: Darren Kiedyk, Chief Administrative Officer



City of Langford

Staff Report to Council

DATE: Monday, October 21, 2024

DEPARTMENT: Legislative Services

SUBJECT: Accessibility Plan for the City of Langford from the Capital West Accessibility Advisory Committee

EXECUTIVE SUMMARY:

The Capital West Accessibility Advisory Committee (the “Committee”) has produced the first Accessibility Plan in accordance with the *Accessible BC Act*. The Accessibility Plan includes an overarching plan as well as individualized plans specific to the municipality’s needs and initiatives. Each member municipality will be receiving their specific plan from the Committee before the end of 2024.

BACKGROUND:

At its Regular Meeting held November 6, 2023, Council considered the Capital West Accessibility Advisory Committee Terms of Reference, accessibility progress update, and next steps in facilitating the launch of the inaugural Accessibility Plan initiative.

With the City hosting the Committee for the first year and providing all administrative duties, the Capital West Accessibility Advisory Committee (CWAAC) has met five times (four regular meetings and one special meeting).

COMMENTARY:

The Accessible BC Act sets out a series of areas that an Accessibility Plan should consider. In consultation with the Province, it was determined that the focus of the inaugural Accessibility Plan would be on service delivery and employment, the same two issues focussed on by the Province.

Prior to commencing work on the Accessibility Plan, the Committee undertook two surveys – the first being to seek input as to how people wanted to be engaged, which ran from December 8, 2023, to January 31, 2024, and the second to identify barriers to municipal service delivery and employment that individuals may face, which ran from March 1, 2024, to April 7, 2024. Responses were received from nearly 350 people. This work then formed the basis for CWAAC’s next steps of facilitated public engagement through a consultancy with lived experience.

This firm, Changing Paces, led three in-person and four online engagement sessions in July 2024, adapting an originally scheduled in-person session to an online session to accommodate the Sooke

Area Wildfire challenges and adding an additional online session to ensure sufficient opportunities for public participation. The table below outlines the date, time and location of these engagement sessions:

Date and Time	Location
July 16, 2024 7:00 – 9:00 p.m.	Virtual
July 18, 2024 1:00 – 3:00 p.m.	Virtual
July 22, 2024 1:00 – 3:00 p.m.	Colwood City Hall
July 23, 2024 7:00 – 9:00 p.m.	Langford Legion
July 24, 2024 10:00 a.m. – 12:00 p.m.	Virtual
July 25, 2024 10:00 a.m. – 12:00 p.m.	Esquimalt Gorge Park Pavilion
July 26, 2024 10:00 a.m. – 12:00 p.m.	Virtual

Changing Paces presented their report, including recommendations to CWAAC at a Special Committee meeting in early September 2024.

The Changing Paces report, a review of the survey responses provided, and discussions with staff form the basis of the draft Accessibility Plan appended to this report as Attachment 1. The other partner municipalities in the Committee are utilizing the same opening and closing sections, however the core of the plans are specific to each of the municipalities.

The City of Langford specific plan sets out the identified issues, what we have done to date to address those issues and plans for the future to further mitigate accessibility issues or to avoid them from the outset.

The next steps will see the draft Accessibility Plan posted on the City’s website and made available at City Hall for public review and comment. The Plan and comments received will then come back to Council for consideration at a future meeting so that a final Accessibility Plan can be put in place, as set out in the *Accessible BC Act*. The Accessibility Plan will serve as the tool for accessibility-related service delivery and employment improvements in the City as we work toward becoming a barrier-free community.

As set out in the Terms of Reference, the CWAAC is nearing the point in time where it will transition to be a group comprised of community representatives. Advertisements for one (1) citizen representative have been placed in the Goldstream Gazette with additional information available on the website and the City’s social media channels. The posting will close at 4:00pm on October 23, 2024. While this is Langford process, each of the partner municipalities will undertake its own appointment process throughout October, November, and December. This timeline should see a new Committee in place for the first quarter of 2025, coinciding with the start of the City of Colwood’s assumption of the annual hosting responsibilities. An amended Terms of Reference is provided as Attachment “2” to this report, updated to reflect a joint community committee composition.

FINANCIAL IMPLICATIONS:

The partner municipalities that form the Capital West Accessibility Advisory Committee have agreed to equally share the cost of developing this plan into an accessible and editable document. The City of Langford offered to oversee this process and retained the services of Eclipse360 to produce a professional document that can be edited and provided to all member municipalities and posted digitally on the City website.

LEGAL IMPLICATIONS:

In accordance with the *Accessible BC Act*, the municipality is required to produce an Accessibility Plan in order to identify, remove and prevent barriers to individuals in or interacting with the organization. This plan must be reviewed every three years. While this inaugural plan focuses on Employment and Service Delivery, the Committee will assist the municipalities in developing a plan that addresses all areas identified in the legislation over time.

STRATEGIC PLAN ALIGNMENT:

6g – Develop and Implement an Accessibility Plan

OPTIONS:

Option 1

THAT Council receive the City of Langford's Draft Accessibility Plan in partnership with the Capital West Accessibility Advisory Committee;

AND

THAT the document be made available for public inspection at City Hall and on the City's website.

SUBMITTED BY: Nisa Johnston, Legislative Services Administrative Coordinator

Concurrence: Melisa Miles, Manager of Legislative Services

Concurrence: Donna Petrie, Senior Manager of Communications & Economic Development

Concurrence: Yari Nielsen, Director of Parks, Recreation and Facilities

Concurrence: Matthew Baldwin, RPP, MCIP, Director of Development Services

Concurrence: Leah Stohmann, RPP, MCIP, Director of Community Planning and Climate Change

Concurrence: Katelyn Balzer, P.Eng., Director of Engineering and Public Works

Concurrence: Michael Dillabaugh, CPA, CA, Director of Finance

Concurrence: Marie Watmough, Director of Legislative and Protective Services

Concurrence: Braden Hutchins, Deputy Chief Administrative Officer

Concurrence: Darren Kiedyk, Chief Administrative Officer

Attachments:

Attachment 1: Draft Accessibility Plan - (City of Langford)

Attachment 2: Capital West Accessibility Advisory Committee Terms of Reference



DRAFT ACCESSIBILITY PLAN

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Introduction

The City of Colwood, Township of Esquimalt, District of Highlands, City of Langford, District of Metchosin, District of Sooke and the Town of View Royal have partnered to show their commitment to making sure our services are available to, and inclusive of everyone including employees.

Together, our partnering municipalities form the Capital West Accessibility Advisory Committee. The Committee recognizes that accessibility doesn't have borders, and when our communities work together, we are able to strive toward our goal of becoming a barrier-free region by sharing resources, knowledge, and skills.

The first accessibility plan, this plan, will begin to satisfy the requirements of the *Accessible BC Act* by providing clear instructions on how the partner municipalities will provide more accessible employment standards and improve service delivery through an accessibility lens. Accessibility Plans will be created and revised in consultation with the Committee, however the document will ultimately belong to each municipality to serve as a guiding resource.

In 2023, the Committee Terms of Reference were created. The membership of the Committee was comprised of staff members from the seven municipalities (City of Colwood, Township of Esquimalt, District of Highlands, City of Langford, District of Metchosin, District of Sooke and the Town of View Royal). The Terms of Reference outline the process for membership transition in early 2025 to comprise of citizen representatives from the member municipalities.

Territorial Acknowledgement

The member municipalities comprising of the Capital West Accessibility Advisory Committee sit upon the traditional territories of the following Nations:

- BOKÉĆEN (Pauquachin)
- MÁLEXEĒ (Malahat)
- Sc'ianew (Beecher Bay)
- SṪÁUTW (Tsawout)
- T'Sou-ke
- WJOLEĒLP (Tsartlip)
- WSIKEM (Tseycum)
- x^wsepsəm (Esquimalt)
- Songhees
- Lək^wəŋən, SENĆOŦEN, and Hul'q'umi'num speaking First Nations

We respect and acknowledge the rich diversity within each of these Nations.

Vision Statement

The Capital West Accessibility Advisory Committee is looking forward to the accessibility journey across all partner municipalities. Through public feedback, Committee work, ongoing learning, and Federal and Provincial legislation, we are working towards a future where everyone is able to participate fully and equally and is empowered to live their life to the fullest. Municipal facilities, spaces, and services welcome all to explore, visit, and enjoy. Employment opportunities are meaningful and accessible, welcoming diverse applicants. The member municipalities continue to learn and adapt by receiving feedback from residents and visitors, while developing and implementing exciting advances towards universal design. With support from the CRD, Provincial and Federal Governments, things that were once viewed as “accommodations” or “accessible features” are now becoming the common standard.

Background

What is the Accessible BC Act?

Introduced in 2021, the *Accessible BC Act* was passed by the Provincial Government of British Columbia. The *Accessible BC Act*, or “the Act” enables improvements to accessibility to all residents and visitors. The Act also shares some similarities with the *BC Human Rights Code* and other pieces of legislation. There are eight (8) standards included within *the Act*:

1. Employment
2. Service Delivery
3. Built Environment
4. Information and Communications
5. Transportation
6. Health
7. Education
8. Procurement

This plan focuses on Employment and Service Delivery. As accessibility work continues within the member municipalities, the plan will be revisited and revised as we address the other standards prescribed by the legislation.

The *Act* recognizes several types of barriers that people experience including attitudinal, physical, informational or communication, systemic, technological, and sensory.

Over 750 organizations in the Province are required to take action to identify and remove barriers to accessibility. Municipalities are an example of one of these organizations and must meet the following requirements to the extent possible with a goal of:

- Committee makeup to be reflective of the diversity of persons within our communities including Indigenous perspectives. 50% of committee membership must be people with disabilities, or individuals who support persons with disabilities. As written in the Committee Terms of Reference, the membership of the Capital West Accessibility

Advisory Committee will be expanded to include citizen representatives from all partner municipalities. Working collaboratively with the Province of British Columbia, the first step identified for the partner municipalities was to focus on the aspects of Service Delivery and Employment.

- Establishing a committee to assist in identifying barriers to interacting with the local government and provide recommendations on the removal and prevention of these barriers.
- Create an Accessibility Plan to identify, remove, and prevent barriers to individuals in or interacting with the municipality, review and update at least once every 3 years, and consider comments received from public feedback.
- Create a feedback mechanism for receiving questions and comments from the public pertaining to accessibility.

To comply with the Act, and with support from the Province, the Capital West Accessibility Advisory Committee was formed. Working together, the Committee has produced an overarching Accessibility Plan which is customized for each municipality. While these areas are different, the plans unite us and share similarities that create an accessible experience for residents and visitors in each community.

Accessibility work is ongoing and requires continuous adaptation and review. The Capital West Accessibility Advisory Committee will collaborate with the member municipalities as identified in the Terms of Reference.

Member Municipalities

The member municipalities are located on the Southern end of Vancouver Island within the Capital Regional District. All municipalities share serene natural beauty and unique connections to nature such as lakes, oceans, mountains, and forests. The region includes urban centers and is integral to the islands workforce and provides housing, shopping, and recreational aspects for residents while balancing rural charm, west coast character and stunning areas with untouched natural elements.

Our communities offer rich cultural heritage including community events including, festivals, markets and local artwork that support social connection. The member municipalities are places for people to discover, feel welcome, and belong. Our ongoing work regarding accessibility will further our commitment to vibrancy, resiliency, and diversity.

The table below provides some additional information regarding the makeup of our communities:

	Colwood	Esquimalt	Highlands	Langford	Metchosin	Sooke	View Royal
Total Population	18,961	17,533	2,482	46,584	5,067	15,086	11,575
Citizens over 65	3,655	3,625	450	6,405	1,320	3,055	2,415
Parks	50	30	7	57	6	80	72
Land Area (square kilometers)	17.66	7.08	38.01	41.43	69.57	56.62	14.33

Definitions

To work together effectively, we must first create a shared understanding for concepts and words you will find in this plan. Below are some helpful definitions:

“Accessibility” is the concept of making a product, service, or experience that can be used or interacted with by everyone – including individuals with disabilities or impairments.

“Barrier” Anything that hinders the full and equal participation in society of a person with a disability

(a) caused by environments, attitudes, practices, policies, information, communications or technologies, and

(b) affected by intersecting forms of discrimination.

“Capital West Accessibility Advisory Committee” Committee comprised of the City of Colwood, City of Langford, Town of View Royal, Township of Esquimalt, District of Sooke, District of Highlands, and District of Metchosin.

“Disability” means an inability to participate fully and equally in society as a result of the interaction of an impairment and a barrier.¹

“Impairment” includes a physical, sensory, mental, intellectual, or cognitive impairment, whether permanent, temporary, or episodic.²

“Inclusion” is the practice of providing equitable access to opportunities and resources for anyone who might otherwise be excluded or marginalized.

¹ Definition as written from the *Accessible BC Act* (Government of British Columbia , 2023).

² Definition as written from the *Accessible BC Act* (Government of British Columbia , 2023).

“Plain Language” is the use of basic sentence structure and simple language so that the audience understands the message clearly.

About the Capital West Accessibility Advisory Committee

Recruitment

The Capital West Accessibility Advisory Committee was initially formed of staff representatives from each of the participating municipalities. The Terms of Reference for the Committee state that membership will transition to members of the public from each municipality.

Meetings and Information

Each member municipality has a webpage focused on accessibility where you can also find information about the Committee. The member municipalities will rotate hosting the Committee on an annual basis. If you are unsure who is hosting or where you can get information, please reach out to any of the member municipalities.

Public Consultation Conducted to Date

Summary

The Capital West Accessibility Advisory Committee has completed two phases of formal public consultation between December 2023 and July 2024. In addition to the formal engagement, each member municipality, as required by the *Accessible BC Act*, has established an email address to receive input, ideas, and comments from the public pertaining to accessibility. Feedback received through this required mechanism helps inform the accessibility work of the communities.

If using email does not work for you, please contact your municipality. Our municipal partners are happy to work together to find a solution.

The first phase of public consultation consisted of two surveys that were available online through the Let's Chat Langford platform, on paper, and could be emailed if requested. Survey #1 (Appendix 1) focused on finding out how people would like to engage with their municipality when talking about accessibility, where these engagement sessions should take place, and if they should be in person or online. Survey #2 (Appendix 2) explored accessibility needs from the perspective of individuals with disabilities and those who support individuals with disabilities in respect to municipal service delivery and employment. This survey was more in depth and robust asking participants questions about their personal experiences interacting with their municipality, accessing services provided, and applying for or working with their municipality in an employment or volunteer capacity.

The Committee reviewed the results of the surveys and discovered that more information was needed from the public regarding municipal service delivery and employment prior to the member municipalities drafting their accessibility plans.

The Committee released a Request for Proposals to retain a professional consultant with lived experience to guide the next phase of public consultation. Changing Paces, a professional firm which specializes in coaching, counselling, advocacy, and support for individuals with disabilities or accessibility needs was selected and awarded the contract. Beginning in July 2024, Changing Paces worked with the Committee to host in person and online accessibility engagement based around the findings of Survey #2. After the public consultation was complete, Changing Paces produced a final report for the Committee (Appendix 3). The feedback received during all phases of public engagement has informed this Accessibility Plan and will continue to shape and support the work undertaken by the partner municipalities as a result. All communities involved with the Capital West Accessibility Advisory Committee are committed to listening and learning from the public to increase accessibility throughout the region.

Who Was Consulted?

Participants of Phase 1 and 2 of the public consultation that helped inform this plan include members of the public, municipal staff members, families and caregivers of those with disabilities, community organizations, and service providers. This diverse participation resulted in rich and wholesome discussions including the sharing of personal experiences, suggestions, critical observations, and solution-based conversations.

In total, the Committee heard from 378 members of the public throughout all phases of engagement.

How Consultation Was Conducted

In Phase 1 of public engagement, Survey #1 and #2 were hosted through the City of Langford's "Let's Chat Langford" platform that offers online survey hosting capabilities and information sharing. This platform provides a simple and accessible survey format that can be easily accessed across many devices. Recognizing a need for multiple document formats, the partner municipalities also provided printed paper copies of the surveys and were able to email surveys directly to those interested in completing one.

After hearing from the public in Phase 1, the Committee worked with Changing Paces to deliver both in person and virtual engagement sessions. Our earlier feedback showed a need for engagement opportunities at different times of day and in different parts of the region. The partner municipalities were tasked with selecting locations in Esquimalt, Colwood, and Langford for people to gather and discuss accessibility. In addition, four online sessions were held at different times of day. While the sessions followed the same agenda, the conversations were shaped by the diversity and experiences of those present resulting in varying discussions.

Discussions and Key Themes – Phase 1

Survey #1 and #2 provided valuable feedback pertaining to public engagement, municipal service delivery, and employment.

Survey #1 – (December 2023 – January 2024): How and Where Should Public Engagement Take Place?

The purpose of this survey was to find out from the communities when, where, and how public engagement should take place. The Committee wanted to learn from the public prior to retaining a consultant and beginning robust public engagement.

The following key themes and discussions were captured regarding when public engagement should take place:

- Respondents wanted multiple opportunities to provide feedback at different times of days and on different days of the week.
- Proximity to transit routes and being mindful of transit schedules.

The following key themes and discussions were captured regarding where public engagement should take place:

- As the Committee represents a larger geographic area, respondents wanted to see engagement sessions in more than one municipality.
- The survey asked respondents to identify specific accessible locations that engagement could take place. Many respondents suggested schools, municipal facilities and government buildings, hotels, and community spaces (such as community halls, and cultural facilities).
- Importance of online sessions was stressed noting individuals' busy schedules, transportation needs, personal devices and accessibility assistive technology, and personal health requirements.

The following key themes and discussions were captured regarding how public engagement should take place:

- Respondents noted a need for more than one format of presentation at public engagement events such as oral speakers, accompanying presentation, Braille, large print copies of the presentation, and closed captioning.
- An open, inviting environment free of judgement and prejudice where those with lived experience can be heard and understood.

When retaining the services of Changing Paces, the Committee was able to accurately represent the needs and wishes of the public by providing the consultant with this information from Survey #1 to help them build engagement sessions that would meet the needs of the communities.

Survey #2 – (March 2024 – April 2024): Accessibility & You

This survey focused on respondents' interactions with the municipalities through the lens of service delivery and employment. Respondents were asked to share their personal experiences, challenges, and ideas regarding these topics.

The survey opened with questions about the individual responding, asking them to self-identify any accessibility challenges or disabilities they felt comfortable sharing. The survey also invited those who care for or support an individual with accessibility challenges or disabilities to participate.

The results of this section found that our communities have many individuals living with pain related disabilities, and physical or mobility related disabilities. The survey also found that many participants were completing this survey from the point of view of a caregiver.

The following key themes and discussions were captured regarding barriers encountered when accessing municipal information:

- Websites are difficult to navigate, contain outdated information, and lack accessibility tools and considerations.
- Accessing and interacting with Council, Committee, and Board meetings is challenging from an accessibility perspective.
- Wish for more formats of municipal information (online, physical print materials, emails, newsletters, social media, news releases).
- Difficult to interact with municipal staff and Council.

Most respondents noted difficulty accessing municipal parks, trails, and playgrounds as well as participating in municipal events.

The following key themes and discussions were captured regarding barriers encountered when applying for jobs or volunteer opportunities within the member municipalities:

- Opportunities are not advertised as accessible, or do not provide enough information about what is expected from an individual.
- Respondents were unsure if their specific needs could or would be accommodated.

When searching for a job or volunteer position, accessible parking, availability of adapted spaces such as accessible washrooms, breakrooms, and common areas, and flexibility within work schedules were identified by the most respondents as highly important.

Respondents were asked to identify their top three (3) accessibility improvements they would like to see their municipality make. While many diverse answers were provided, the following three were the most common:

- Accessible parking
- Accessible washrooms
- Sidewalk upgrades

Changing Paces Engagement (July 2024) In Person and Virtual Sessions:

The Committee retained the services of Changing Paces beginning in June of 2024. Working together, the Capital West Accessibility Advisory Committee and Changing Paces reviewed

Survey #1 and #2 agreeing that more engagement was needed relating to municipal services delivery and employment.

Changing Paces took Survey #2 and built a more robust engagement outline focusing on encouraging the public to expand further and provide more information to help inform the member municipalities' accessibility plans.

Public engagement sessions began in July of 2024 with Committee members and municipal staff working alongside Changing Paces to capture the thoughts and feedback of participants. Three (3) in person sessions were held in Colwood, Langford, and Esquimalt. In addition, four (4) online sessions were conducted. These sessions took place on different days of the week, at different times to accommodate the varying needs of the communities.

Participants were taken through an engaging introduction from Changing Paces, and then asked to discuss accessibility and their experiences, suggestions, and ideas in a judgement free environment. Questions about municipal service delivery and employment had participants considering the ways they interact with their municipal governments, and how these interactions could be improved or changed to enhance accessibility. Employment related questions had respondents thinking about their personal needs and accommodations within a workplace setting and how the municipalities could become more inclusive employers.

While all sessions online and in person followed the same agenda, each session was unique thanks to the diversity of the participants. Changing Paces was able to gather the feedback from the public and produce a final report (Appendix 3) that was presented to the Capital West Accessibility Advisory Committee at its Special Meeting held September 4, 2024.

The report summarized all feedback received throughout the public engagement campaign. Changing Paces then turned this feedback into identifiable barriers categorized as physical, communication, digital, customer service, policy related, systemic, and attitudinal. They also provided recommendations that municipalities could consider when addressing these barriers.

All feedback collected throughout Phase 1 and 2 of the Capital West Accessibility Advisory Committee's public engagement has helped form this Accessibility Plan. While some feedback collected throughout the public engagement campaign has been municipality specific, we shared many areas and aspects of municipal service delivery and employment that could be reviewed, changed, or enhanced to support accessibility in our communities.

While the City of Colwood, City of Langford, Town of View Royal, Township of Esquimalt, District of Sooke, District of Highlands, and District of Metchosin have worked together to develop this accessibility plan, these communities provide varying municipal services and employment opportunities. Working towards an accessible community is a journey, and we are all at different places. As a result, each member municipality has written their own unique section of this Accessibility Plan. There may be repetition and overlap showing that we have identified the same needs.

For ease of the reader, each Accessibility Plan is sorted into the following three (3) categories:

- What we have done (past)
- What we are doing (present)
- What we may explore (future)

Accessibility work is ongoing and continually modernizing. The following plan will support the member municipalities as they strive toward becoming barrier-free.

Individual Accessibility Plans

In this section of the Plan, each partner municipality will present their individual accessibility plans. These are based off of feedback received and differ from community to community. The plans are presented in the following order:

1. City Of Colwood
2. Township of Esquimalt
3. District of Highlands
4. City of Langford
5. District of Metchosin
6. District of Sooke
7. Town of View Royal

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COLWOOD'S ACCESSIBILITY PLAN SECTION**



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OF ESQUIMALT'S ACCESSIBILITY PLAN
SECTION**



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OF HIGHLANDS' ACCESSIBILITY PLAN
SECTION**





Enhancing Accessibility in Langford: A Way Forward

This is the City of Langford's first formal Accessibility Plan. This document, drafted in consultation with the public, accessibility consultants, the Capital West Accessibility Advisory Committee, and City staff strives to bring accessibility into all conversations at the municipal level, recognizing that the City is a place for all to feel welcome and valued.

This Accessibility Plan will guide the City's projects, strategic planning efforts, and day-to-day operations.

As described earlier in the Plan, the *Accessible BC Act* outlines eight objectives that municipalities must address over time:

- 1. Employment**
- 2. Delivery of Services**
3. Built Environment
4. Information and Communications
5. Transportation
6. Health
7. Education
8. Procurement

While this initial plan addresses the following two objectives, (Employment and Service Delivery,) it is important to note that there are impacts on several of the other objectives not specifically targeted:

Objective 1: Employment

The City prides itself on being a diverse, inclusive, and equitable employer. As such, it is important for City employees to have the required training, support and policies to carry out their duties efficiently.

Objective 2: Delivery of Services

"Service Delivery" is an all-encompassing term for all goods and services provided by the municipality, and how the public interacts with them.

Core Values and Strategic Plan Alignment

As presented in Council's 2023-2027 Strategic Plan, the following *core values* support this Accessibility Plan as the City moves forward:

Community Involvement embodies inclusivity, collective progress, and active democracy. It is the commitment to engaging with the community, valuing every voice, and fostering equality. By going further together, we forge unity through diverse participation. Communicating democratic ideals of fairness and shared decision-making.

Continuous Learning is an ongoing and lifelong pursuit of knowledge, skills, and personal and organizational development. It involves staying receptive to new ideas, adapting to changing circumstances, and consistently acquiring fresh insights. This process fosters adaptability, growth, and improvement.

As accessibility work continues in Langford, inclusivity, education, engagement, and adaptability will remain important aspects of ensuring the community needs are met.

Strategic Initiative 6G "Develop and Implement an Accessibility Plan" The Accessible BC Act requires all local governments to develop an Accessibility Committee and Accessibility Plan, and to provide a tool to receive feedback on accessibility concerns within the community. The City is working in collaboration with neighbouring communities on these requirements to ensure the unique needs of Langford's residents and visitors are met.

This plan has been developed through feedback received including surveys and engagement opportunities and meets Strategic Initiative 6G as outlined above. Throughout the document, alignment with Council strategic priorities are referenced.

Accessibility Plan Objective 1: Employment

The City of Langford is dedicated to fostering an equitable, inclusive, and diverse workplace that addresses the needs of its staff. The City is enhancing the integration of accessibility practices across all areas of employment, from application to onboarding. Langford offers a chance for meaningful work that supports a diverse and vibrant community.

What We've Done:

The City has implemented the following practices pertaining to accessibility:

Offers the Option of Virtual Interviews When Recruiting New Employees
Virtual interviews are offered to accommodate a variety of needs.
Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

Provides Sit-stand Desks at Most Working Spaces Within City Hall
Sit-stand desks are standard within City Hall providing users with a personalized and adaptable experience.
Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

What We're Doing:

The City has been working toward implementation of the following accessibility solutions:

Developing Report Writing Standards and Training for Staff
The City is preparing report writing training that includes the use of plain language and accessibility standards.
Strategic Plan Alignment: <i>5 – Good Governance</i>
Strategic Plan Alignment: <i>6G – Develop and Implement an Accessibility Plan</i>

What We May Explore:

To improve the City's accessible employment model, all feedback has been reviewed, and the organization is dedicated to continual learning, and adopting standards and tools that support a diverse, adaptable workforce committed to serving the community.

Exploring Opportunities for Accessibility Training for Staff

The City may explore accessibility training for Council and staff to enhance awareness and improve service delivery.

Strategic Plan Alignment: *5 – Good Governance*

Revising Job Descriptions and Advertisements to be More Inclusive and Accessible

Job descriptions and advertisements may be revised in order to promote accessibility and inclusivity for those currently employed or seeking employment with the City.

Strategic Plan Alignment: *6G - Develop and Implement an Accessibility Plan*

Revising Interview and Hiring Practices to Become More Inclusive and Accessible

The City may explore new interview and hiring practices that promote an accessible and inclusive experience.

Strategic Plan Alignment: *6G - Develop and Implement an Accessibility Plan*

Development of a Standardized Two-way Process for Requesting and Amending Workplace Accommodations in Which the Employer and Employee Work Together

The City may develop a standardized process to work with their employees to find suitable workplace accommodations and solutions.

Strategic Plan Alignment: *6G - Develop and Implement an Accessibility Plan*

Continue Implementation of Accessible Workspace Enhancements in City Owned Facilities

Accessible equipment may be added to City workspaces for employee use on an as needed basis to meet individual needs.

Strategic Plan Alignment: *6G - Develop and Implement an Accessibility Plan*

Accessibility Plan Objective 2: Service Delivery

Providing services in the City of Langford reflects a dedication to:

- Providing the services our residents need and want.
- Delivering services in a helpful and courteous manner.

- Assisting all individuals in a meaningful way that addresses and accommodates their unique needs.

What We've Done:

The City has implemented the following pertaining to accessible service delivery:

<p>Joined the Capital West Accessibility Advisory Committee</p>
<p>The City of Langford worked alongside partner municipalities to bring the Capital West Accessibility Advisory Committee forward. Langford served as the host municipality for the Committee's inaugural year providing meeting Chair duties and administrative support.</p>
<p>Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i></p>
<p>Implemented Closed Captioning Capability on Council and Committee Meeting Recordings</p>
<p>Council, Committee, and Board meetings hosted in the City of Langford Council Chambers now have the ability for viewers to see live closed captioning during meetings and in the recordings.</p>
<p>Strategic Plan Alignment: <i>5 – Good Governance</i></p>
<p>Removed the Front Row of Chairs in Council Chambers to Create Space for Mobility Devices</p>
<p>The front row of chairs closest to the doors in Council Chambers have been removed to create a welcoming and accessible space for wheelchairs and other mobility devices.</p>
<p>Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i></p>
<p>Installed Screens at Council and Staff Seats in Chambers to View Presentations</p>
<p>Screens to display presentations were installed at every Council and Staff seat to enhance accessibility.</p>
<p>Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i></p>
<p>Purchased Assistive Tools for Use at Reception and Public Facing Areas</p>
<p>Purchased signing and cheque writing guides and magnifying glasses to assist individuals.</p>
<p>Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i></p>

Created a Page on the City Of Langford Website to Share Information About Accessibility and the Capital West Accessibility Advisory Committee
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The City maintains a dedicated webpage focused on promoting and enhancing accessibility in Langford.
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Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

Created a dedicated Email Address to Receive Accessibility Correspondence from the Public
--

As required by the <i>Accessible BC Act</i> , the City has set up a feedback mechanism for the public to use (accessibility@langford.ca). In addition, the City works with individuals to provide alternate solutions for receiving feedback.
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Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

Implemented an Accessibility Menu on the Website

The City has implemented an accessibility tool (UserWay) within the website that customizes the experience on the website based on selections made by the user.

Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

Created Standards for Social Media Posts and Promotional Materials Through an Accessibility Lens

When developing promotional materials for the City, contrast, adequate text size, and appropriate fonts are considered in development. Social media platforms include accessibility features that can be customized to the needs of each specific user offering an accessible and familiar experience.
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Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

Completed a Website Accessibility Audit
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Based on the WCAG 2.0 Level AA compliance criteria, the previous version of the City website was rated as semi-compliant. To address this, the City of Langford conducted a series of comprehensive updates aimed at achieving full WCAG 2.0 AA compliance. These updates included improvements to font readability, color contrast adjustments, and the addition of appropriate image tagging. Additionally, general code revisions were made to ensure the website is easily navigable by screen readers.

Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

Online Payment Capability for Parking Infractions

Langford offers an online payment module for members of the public to pay parking infractions. This module can be accessed through the City website.

Strategic Plan Alignment: *5 – Good Governance*

Burning Permits, Campfire Permits, and Fireworks Permit Exams Available Online

Langford offers an online module to obtain a Campfire or Burning Permit. Fireworks exams are also offered online through the City's website.

Strategic Plan Alignment: *5 – Good Governance*

Partnered With 4VI to Produce Accessible Travel Guides

To best serve travellers of all abilities, 4VI, together with Spinal Cord Injury BC (SCIBC) and the City of Langford, developed travel information guides featuring accessible tourism products available within the City for those with physical mobility considerations or other barriers.

Strategic Plan Alignment: *3D – Implement the Five-Year Tourism Strategy*

City Surveys Provided in Multiple Formats

While the Let's Chat Langford platform hosts many of the City's surveys, they are also available on paper or can be mailed or emailed to promote participation.

Strategic Plan Alignment: *5C – Expand Opportunities of Public Engagement*

Designed Accessible and Inclusive Engagement Materials for the Urban Forest Management Plan

Throughout the Urban Forest Management Plan development process, the City utilized an inclusive and accessible approach to public engagement.

Strategic Plan Alignment: *1G – Develop an Urban Forest Management Plan*

Designed Accessible Public Engagement Materials for the Official Community Plan Refresh

The Official Community Plan Refresh engagement materials were designed to be inclusive, accessible, and interactive to allow for diverse participation.

Strategic Plan Alignment: *1A – Refresh the Official Community Plan (OCP)*

Included Accessibility Considerations When Drafting the Official Community Plan Refresh and Engagement Materials.
--

The Official Community Plan is the long-term vision for the community expressed through objectives and policies about land use and development. The Refresh places importance on equity and accessibility for all residents. When creating engagement materials, accessibility needs were considered. Accessibility related feedback will form an important component of the policy choices being considered as part of the OCP Refresh.
--

Strategic Plan Alignment: <i>1A – Refresh the Official Community Plan (OCP)</i>

Implemented Construction Licences to Ensure Accessibility and Continued Access to Public Areas

The City requires developers wishing to utilize the road right-of-way for their exclusive use for a period of time to apply for a Construction Licence which includes provisions to minimize accessibility impacts to sidewalks, bike lanes, multi-use lanes, parking stalls, and vehicle lanes.
--

Strategic Plan Alignment: <i>1F – Develop a Construction Impact Management Strategy and “Good Neighbour Policy”</i>

Designed Inclusive Banners for Streetlights
--

The City produced streetlight banners that were installed throughout Langford that represent the diverse community.

Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

Strategic Plan Alignment: <i>3F – Create an Arts and Culture Strategic Plan</i>

Strategic Plan Alignment: <i>6F - Develop and Implement a Placemaking Strategy</i>
--

Included Accessibility Considerations When Drafting the Active Transportation Plan and Transportation Master Plan Scope of Work
--

When drafting the Active Transportation Plan and Transportation Master Plan scope of work, the City ensured that a variety of accessibility needs were incorporated.
--

Strategic Plan Alignment: <i>4A – Develop a Transportation Master Plan</i>
--

Strategic Plan Alignment: <i>4B - Develop an Active Transportation Plan</i>

Added Accessible Picnic Benches and Resting Places Throughout City Parks
Picnic tables designed for accessibility enable people to position their mobility devices right at the table.
Strategic Plan Alignment: <i>6A – Undertake a Parks Needs Assessment</i>

New Signs at Jordie Lunn Bike Park to Indicate Terrain Difficulty and Key Information
Signage has been installed that recommends needed skill level, expected features, and directionality to help users determine which trail network suits their needs.
Strategic Plan Alignment: <i>6A – Undertake a Parks Needs Assessment</i>

Included Accessibility Considerations in the Community Garden Policy
The Community Garden Policy indicates that a minimum of 10% of garden plots will be designed to include accessible features including but not limited to raised garden beds and pathing that allows for mobility devices.
Strategic Plan Alignment: <i>2C – Review and Action the Food Security Policy as Detailed in the OCP</i>

What We're Doing:

The City has been working toward implementation of the following accessibility solutions:

Designing and Implementing a Public Engagement Strategy
Standards have been created to enhance accessibility within public engagement opportunities.
Strategic Plan Alignment: <i>5C - Expand Opportunities for Public Engagement</i>
Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

Creating an Accessibility Checklist for City Events
A checklist is being created to ensure accessibility needs are considered when designing and facilitating City led events.
Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

Utilizing the Let's Chat Langford Platform to Host City Information and Projects

Let's Chat Langford provides details about the City's major projects in one place, making it easier for users to participate and access information.

Strategic Plan Alignment: *5C - Expand Opportunities for Public Engagement*

Strategic Plan Alignment: *5D - Improve Access to City Information*

Improving Paper Copies of City Surveys

The City is researching ways to improve the format of paper surveys in order to meet accessibility standards.

Strategic Plan Alignment: *5C - Expand Opportunities for Public Engagement*

Producing Accessible Documents for Public Use

When creating new forms, print materials, and online documents, the City considers accessibility features including font type, size, contrast, and alternate text.

Strategic Plan Alignment: *6G - Develop and Implement an Accessibility Plan*

Improving Search Categorization on the Langford Website to Improve User Experience

The City is actively working on a solution to improve search functionality on the website.

Strategic Plan Alignment: *6G - Develop and Implement an Accessibility Plan*

Considering Accessibility Needs When Drafting the Construction Impact Management Strategy and Good Neighbour Policy

The Construction Impact Management Strategy and Good Neighbour Policy will consider accessibility needs in areas undergoing development.

Strategic Plan Alignment: *1F - Develop a Construction Impact Management Strategy and "Good Neighbour Policy"*

Creating Accessible Features Within Existing and New Recreational Spaces and Parks

When planning new parks, playgrounds, and recreational spaces, accessible features are being added in the concept and design phase.

Strategic Plan Alignment: *6A – Undertake a Parks Needs Assessment*

What We May Explore:

The City of Langford is aware that the sections above do not encompass all needs and feedback received through the Committee's consultation process. To address these gaps, accessibility needs will inform the City's projects, strategic plan initiatives, and day to day operations.

Service Delivery:**Objective 2A: Staff and/or Council Training**

The City will consider implementing the following regarding accessibility within the objective of Staff and/or Council Training:

Provide Additional Training Opportunities for Council and Staff Including but not Limited to Accessibility Topics and Service Delivery

The City may provide training opportunities for Council and staff to enhance skills and explore opportunities to improve accessibility.

Strategic Plan Alignment: <i>5 – Good Governance</i>
--

Provide Funding for Staff to Complete the Rick Hansen Accessible Spaces Certification or Other Accessibility Training Opportunities
--

The City may offer training opportunities to staff who wish to further their education and credentials pertaining to accessibility.

Strategic Plan Alignment: <i>5 – Good Governance</i>
--

Provide Accessible Document Creation and Communications Training for Staff

When developing forms, documents, and communications on behalf of the City, specific training may be provided to staff to ensure that accessibility needs are considered.

Strategic Plan Alignment: <i>5 – Good Governance</i>
--

Objective 2B: Technological Improvements or Enhancements

The City of Langford is evaluating the implementation of the following measures to enhance accessibility as part of its technological upgrades:

Accessibility Improvements to the Technology in Council Chambers
The City may consider improvements such as the installation of a hearing loop, closed captioning enhancements, podium wiring, and general functionality improvements that enhance public participation in Council Chambers.
Strategic Plan Alignment: <i>5 – Good Governance</i>

Digital Upgrades and Regular Audits of the City’s Website to Promote and Enhance Accessibility
In order to provide an accessible and user-friendly experience, the City’s website will continue to receive audits and updates.
Strategic Plan Alignment: <i>5 – Good Governance</i>

Review and Improve Access to the City Website on Mobile Devices
The City might consider updates to its mobile website to improve user experience and accessibility.
Strategic Plan Alignment: <i>5 – Good Governance</i>

Revise City Produced Documents in Order to Meet Accessibility Standards
The City may update print materials, brochures, templates, and official municipal documents to meet accessibility standards.
Strategic Plan Alignment: <i>5 – Good Governance</i>

Design and Install Informational Signage at Parks, Trails, and Playgrounds
Additional signage may be designed and installed to provide users with information about parks, trails, playgrounds, or recreational spaces.
Strategic Plan Alignment: <i>6A - Undertake a Parks Needs Assessment</i>

Objective 2C: Policy and Procedure Related to Accessibility

The City of Langford will consider implementing the following regarding accessibility within the objective of policy and procedures:

Research Online Payment Options for Municipal Fees and Taxes
Self-service modules and additional online payment options may be explored for a variety of municipal fees and property taxes.
Strategic Plan Alignment: <i>5 – Good Governance</i>

Consider Accessibility Needs as the Disaster Mitigation Strategy Processes are Developed

Accessibility needs will be considered in the development of the Disaster Mitigation Strategy and accompanying programs and public engagement opportunities.
--

Strategic Plan Alignment: <i>2E - Develop an Overarching Disaster Mitigation Strategy with Respect to Climate Change and Build Resiliency as a Community Based on Specific Initiatives</i>
--

Purchase, Upgrade, or Replace Specialized Equipment and Emergency Response Programming and Procedures That Reflect the Needs of the Community
--

While the City complies with emergency response requirements, new equipment, programming, procedures, processes, technology, and tools may be explored that benefit the community.
--

Strategic Plan Alignment: <i>2E - Develop an Overarching Disaster Mitigation Strategy with Respect to Climate Change and Build Resiliency as a Community Based on Specific Initiatives</i>
--

Strategic Plan Alignment: <i>6H - Implement the Recently Developed Fire Master Plan</i>

The Built Environment:

Through public engagement, it became clear that further awareness is needed with respect to the difference between a municipal service and the built environment (on-street parking, sidewalks, signage, facilities, etc.). The following section is intended to highlight both current initiatives and future goals with respect to the built environment.

Throughout public consultation, respondents discussed accessible parking issues including but not limited to:

- Accessible parking spot sizes (dimensions)
- Accessible parking locations
- Accessible parking minimums

The City of Langford understands that parking needs greatly impact residents and visitors which is why parking is mentioned numerous times within the Strategic

Plan. The BC Building Code acknowledges accessible parking, and as required, the City will defer to the BC Building Code for on-site parking requirements at non-municipal facilities.

Through parking reviews, the City may make recommendations and decisions regarding accessible parking, and parking minimums.

What We've Done:

While outside of the scope of this initial Accessibility Plan, the City has implemented the following pertaining to the built environment:

<p>Commissioned an Accessibility Audit on the Langford Station Cultural District</p> <p>The Langford Station Cultural District underwent an accessibility audit in 2023. The recommendations within are being actioned by staff in order to make the space more accessible for all, including the addition of ramps for use by visitors and vendors.</p> <p>Strategic Plan Alignment: <i>3F – Create an Arts and Culture Strategic Plan</i></p>
<p>Installed an Accessible Washroom at The Langford Station Cultural District</p> <p>An accessible washroom facility was built at The Langford Station Cultural District for use by the public.</p> <p>Strategic Plan Alignment: <i>3F – Create an Arts and Culture Strategic Plan</i></p> <p>Strategic Plan Alignment: <i>6G – Develop and Implement an Accessibility Plan</i></p>
<p>Annual Sidewalk Inspection and Repair Program</p> <p>Each year, Engineering staff inspect sidewalks throughout the City for damage and possible improvements.</p> <p>Strategic Plan Alignment: <i>4C – Improve and Expand Active Transportation Infrastructure</i></p>
<p>Reception Area and Public Facing Upgrades Within City Hall That Promote Accessibility and Respond to Diverse Needs</p> <p>The renovated reception area will include accessibility features such as varying counter heights.</p> <p>Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i></p>

Installed Motion Activated Automatic Doors at City Hall’s Second Floor Entrance
--

The doors to City Hall on the second floor can be opened by a motion activated panel to enhance accessibility.
--

Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

Installed an Intercom Speaker at the Public Doors at Fire Hall No. 1 to Assist Visitors
--

The installation of an intercom system provides an accessible audio alternative for those visiting Fire Hall No. 1 to speak with administration.
--

Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

What We’re Doing:

While outside of the scope of this initial Accessibility Plan, the City has been working toward implementation of the following accessibility solutions:

Adding Sidewalks to Previously Unfinished Road Shoulders or Frontage Through the Sidewalk Infill Program

Through the Sidewalk Infill Program, the City continues to improve accessibility and connectivity throughout Langford.
--

Strategic Plan Alignment: <i>4C - Improve and Expand Active Transportation Infrastructure</i>

Accessibility Condition Assessments will be Conducted on Existing Transportation Infrastructure When Drafting the Active Transportation Plan and Transportation Master Plan
--

When drafting the Active Transportation Plan and Transportation Master Plan, the condition of existing transportation infrastructure will be assessed for users of all ages, stages, and abilities.

Strategic Plan Alignment: <i>4A – Develop a Transportation Master Plan</i>
--

Improvements to the Accessible Parking Area as Identified in The Langford Station Cultural District Accessibility Audit
--

Improvements such as paving and widening are underway at the Langford Station Cultural District accessible parking area.
--

Strategic Plan Alignment: <i>3F – Create an Arts and Culture Strategic Plan</i>

Strategic Plan Alignment: <i>6G – Develop and Implement an Accessibility Plan</i>

What We May Explore:

While outside of the scope of this initial Accessibility Plan, the City will consider implementing the following regarding accessibility within the built environment:

Conduct an Accessibility Audit on the City Hall Workspaces, Public Spaces, and Municipal Facilities
--

To provide the best service, the City may retain an accessibility consultant to provide recommendation for improvement.

Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

Accessibility Improvements to Municipal Facilities That Enhance Public Participation, Access, and Useability

The City is committed to improving access and useability to increase participation in municipal initiatives and receive input from all individuals.

Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

Improvements to Council Chambers That Enhance Physical Access and Participation
--

Features within Council Chambers that enhance physical accessibility and promote diverse participation may be considered including but not limited to, renovations and new furniture.

Strategic Plan Alignment: <i>5 – Good Governance</i>
--

Upgrades and Renovations to Provide Accessible Washrooms in Municipal Facilities

Features may be installed to provide accessible washrooms within municipal facilities.
--

Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

Enhance Physical Accessibility Within Parks and Trail Networks

The City may explore the addition of accessible features such as boardwalks, grade softening, wider trails, and railings. Trails and parks may include accessible features such as wider trails,
--

Strategic Plan Alignment: <i>6A - Undertake a Parks Needs Assessment</i>
--

Install Accessible Surfacing or Replace Existing Surfacing Where Possible
--

Where possible, the City may install rubberized surfacing, pavement, or other recognized accessible options in parks, trails, recreational spaces, and municipal facilities.
--

Strategic Plan Alignment: <i>6A - Undertake a Parks Needs Assessment</i>
--

Updated Wayfinding Signage

Signage and wayfinding tools such as braille and audio signage may be considered throughout the City.

Strategic Plan Alignment: <i>6F - Develop and Implement a Placemaking Strategy</i>
--

Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

General Accessibility Feedback

While this Accessibility Plan focuses on **Service Delivery** and **Employment**, public engagement opportunities provided further information regarding additional accessibility aspects.

The following are examples of general accessibility feedback that was collected through public engagement that does not fall within the scope of this initial Accessibility Plan:

Advocate to Other Levels of Government for the Promotion and Enhancement of Accessibility
--

In order to reach the City's goal of becoming a barrier free community, advocacy may be required through inter-governmental discussions and meeting opportunities.
--

Strategic Plan Alignment: <i>5A - Be at the Table for Strategic Regional Discussions and Decisions</i>
--

Look for Opportunities to Collaborate and Work With Neighbouring Local Governments to Promote and Enhance Accessibility
--

Opportunities may arise with neighbouring local governments to work collaboratively in order to promote cohesive accessibility needs.

Strategic Plan Alignment: <i>5A - Be at the Table for Strategic Regional Discussions and Decisions</i>
--

Work With Recreational Partners to Provide Options That Promote Accessibility and Diverse Programming
--

When collaborating with recreational partners, think about improvements and cooperative efforts that can enhance accessibility.

Strategic Plan Alignment: <i>6A - Undertake a Parks Needs Assessment</i>
--

Strategic Plan Alignment: <i>6B - Develop a Parks, Recreation, and Trails Master Plan</i>

Strategic Plan Alignment: <i>6L - Increased Access to Recreation Infrastructure and Services</i>
--

Hiring Consultants to Provide Advice and Complete Work That Promotes or Enhances Accessibility on Behalf of the Municipality

The City may benefit from working with professional consultants as required. Strategic partnerships can help the City complete work quickly and accurately.

Strategic Plan Alignment: <i>6G - Develop and Implement an Accessibility Plan</i>

Conclusion

This Accessibility Plan will be reviewed by the City in collaboration with the Capital West Accessibility Advisory Committee every three years.

Working alongside our municipal partners within the Capital West Accessibility Committee, accessibility consideration will continue to be a priority of the City. The accessibility feedback mechanism, accessibility@langford.ca remains available for use. Comments and feedback will be reviewed and responded to accordingly.

The City aims to foster and advance accessibility, continually working toward the objective of creating a community without barriers.

**PAGE INTENTIONALLY BLANK – DISTRICT
OF METCHOSIN’S ACCESSIBILITY PLAN
SECTION**



**PAGE INTENTIONALLY BLANK – DISTRICT
OF SOOKE’S ACCESSIBILITY PLAN SECTION**



**PAGE INTENTIONALLY BLANK – TOWN OF
VIEW ROYAL'S ACCESSIBILITY PLAN
SECTION**



Monitoring and Evaluation

Member municipalities will be utilizing this plan to develop more specific projects that will be undertaken to promote and enhance accessibility. The development of these sub-plans or specific projects will be a step forward towards implementing changes and developing accessible practices.

This plan is intentionally not prescriptive. Rather than outlining the exact steps that are to be undertaken, the plan recognizes that while member municipalities are similar, they provide diverse services and employment opportunities. The intent is that this plan will get member municipalities striving to continually enhance accessibility.

This plan will be reviewed by each partner municipality every three years.

Conclusion & Next Steps

Accessibility improvements, learning, and work will continue after the implementation of this plan. As mentioned earlier in this plan, the Capital West Accessibility Advisory Committee will be expanded to include members of the public with lived experience. Subsequent plans will focus less on internal operations such as employment and municipal service delivery, and more on community building and -improvements that will benefit residents and visitors as they access and interact with the member municipalities.

How to Give Feedback

Thank you for reviewing our plan! Do you have accessibility related feedback for your community? Feel free to reach out to your municipality to discuss your ideas!

City of Colwood

3300 Wishart Road, Colwood BC V9C 1R1

accessibility@colwood.ca

250-294-8157

Corporation of the Township of Esquimalt

1229 Esquimalt Road, Esquimalt BC V9A 3P1

accessibility@esquimalt.ca

250-414-7177

District of Highlands

1980 Millstream Road, Victoria BC V9B 6H1

accessibility@highlands.ca

250-414-1773

City of Langford

2nd Floor, 877 Goldstream Avenue, Langford BC V9B 2X8

accessibility@langford.ca

250-478-7882

District of Metchosin

4450 Happy Valley Road, Victoria BC V9C 3Z3

accessibility@metchosin.ca

250-474-3167

District of Sooke

2205 Otter Point Road, Sooke BC, V9Z 1J2

accessibility@sooke.ca

250-642-1634

Town of View Royal

45 View Royal Avenue, Victoria BC, V9B 1A6

accessibility@viewroyal.ca

250-479-6800

Appendices:

Appendix 1: Survey #1 “How and Where Should Public Engagement Take Place?” Excerpt of Results

Appendix 2: Survey #2 “Accessibility & You” Excerpt of Results

Appendix 3: Final Report “What We Heard” from Changing Paces

Appendix 1 - Survey #1 “How and Where Should Public Engagement Take Place?” Excerpt of Results

Question 1: What types of engagement would you like to see?

Online surveys	129
In person focus groups facilitated by an instructor	112
Written submissions (email, letter)	81
Paper surveys or comment cards	45

Note: Question 1 allowed for respondents to select multiple options.

Question 1 also offered a fillable field for options outside of those provided. The following was received:

- Public meetings where accessibility items are the only ones discussed.
- Newsletter with updates from all involved communities with progress reports. Respondent noted that this would be nice to see every 2 months.
- Community Zoom calls/online focus groups.
- Materials using large fonts and braille.
- Visual aids and graphics use wherever possible.
- More opportunities to discuss directly with Councils. Respondent noted that this could be formal or informal (meet and greet, coffee shop pop-up)
- Advertisements in local newspapers
- Open house style engagement at municipal hall
- Open house style engagement at malls
- Virtual session hosted by a facilitator.
- Mail out

Question 2: Please indicate which venue(s) or type of venue(s) are most accessible for in-person engagement.

Please note you can include venues within any of the partner municipalities (Langford, Colwood, View Royal, Esquimalt, Highlands, Sooke, Metchosin).

General submissions included:

- School Gyms
- City Hall
- Community Centre
- Recreation Centers
- Currently empty storefronts in malls or shopping centers
- Auditoriums
- Libraries
- Churches
- Buildings with a community room
- Government buildings

Respondents noted the following pertaining to a specific municipality:

Municipality:	Suggestions:
Colwood	<ul style="list-style-type: none"> • Royal Roads University • Emery Hall • Seniors Center
Langford	<ul style="list-style-type: none"> • Langford in General • Starlight Stadium • Westhills YW/YMCA • Four Points Sheraton • Legion • Belmont Market • Millstream Shopping Center • West Shore Mall
View Royal	<ul style="list-style-type: none"> • Victoria Scottish Community Centre
Esquimalt	<ul style="list-style-type: none"> • Esquimalt Recreation Centre • Gorge Pavilion • Legion
Highlands	<ul style="list-style-type: none"> • Highlands Community Hall.
Sooke	<ul style="list-style-type: none"> • Whiffin Spit • John Phillips Memorial Park • Ed Macgregor Park • Edward Milne School Parking Lot • Legion
Metchosin	<ul style="list-style-type: none"> • Metchosin Community Hall • Gym in the Metchosin Arts and Cultural Center • Hans Helgesen • St. Mary's Church • Metchosin Golf Course

Respondents noted that locations should be outfitted with ramps, automatic doors, elevators, adequate handicapped parking, and accessible washrooms. Respondents also noted that while a building may have a ramp, there may still be barriers to enter the building such as a step or ledge.

The ability for the room to host more than one interactive option was also noted as important. For example, in person oral presentation and an accompanying slide presentation, braille information, posters with large font etc.

Ample and free parking was also noted as high importance for respondents when selecting a location. Proximity to transit routes was also highlighted. A need for HandiDart parking was also identified.

Respondents noted the importance of engagement events being held in Sooke due to proximity to other municipalities, and difficulties with transit.

Importance was placed on smaller gatherings. Respondents chose to disclose that due to health challenges, they would feel unsafe in a large gathering. These same respondents noted a preference for either online events, or online

options.

Many responses indicated that engagement events should take place in every municipality involved. From those who selected specific locations, Langford, Sooke and Esquimalt were identified.

Question 3: Do you have any other suggestions?

This question was open ended and allowed respondents to type/write their own answer. Due to the nature of this question, there was a variety of responses. To make it easier to follow, the responses have been organized into categories:

Challenges:

- Lack of public engagement (public apathy)
- Don't forget about deaf or blind people when planning events.
- Disabilities and challenges can be very diverse.
- Need for American Sign Language interpreters for events.
- Closed captioning.
- Don't forget families and caregivers.
- Can be difficult to make improvements to accessibility while growing as a community.
- Lack of beach accessibility

Event Specific:

- When planning an event, be aware of bus service end times.
- Host events at multiple times of the day so more people may attend.
- Dark evenings can be a barrier for people to attend events.
- Need for small, intimate events.
- Need for large gathering events.
- Importance of virtual options so more people can participate and use their own devices/adaptive technology.
- Consider traffic impacts when choosing a time for engagement activities.
- Don't forget about service animals at events.
- Advertise events as wheelchair accessible (but only if they are).
- Difference between handicapped parking and accessible parking.

Committee Feedback:

- Sub-committee made up of residents.
- Excitement for the public to join the Committee and a wish that they had been included as members from the beginning.
- Would like to see more progress reports coming from Committee to the Council level.
- Request to see the feedback presented.
- Don't forget to include the Disability Alliance of BC, Inclusion BC, BC Coalition of People with Disabilities, BC Center for Ability, Island Deaf and Hard of Hearing Center, and Canadian National Institute for the Blind when promoting the Committee.

General Accessibility Considerations:

- Request input before making changes to barriers in the community.
- Wish for the process to be quick.
- Desire for road structure to be left out.
- Public availability of the Station Road (Langford) Accessibility Report.
- Ability to speak freely with no judgement.
- Wish to not hire consultants.

- Municipalities should publish a document listing all accessible buildings/businesses and their features (automatic doors, accessible washrooms, etc.

Appendix 2 - Survey #2 “Accessibility & You” Excerpt of Results

Question 1: Do you (or the person you are assisting) identify as having a disability or disabilities, or have you or they experienced an accessibility challenge at any time? (*The Accessible British Columbia Act defines “disability” as meaning an inability to participate fully and equally in society as a result of the interaction of an impairment and a barrier.*)

This question was multiple choice, and the following answers were collected:

Yes	90
No	59
No, but I have a connection with someone with a disability	30
Prefer not to answer	5

Question 2: Which type or types of disabilities impact you (or the person you are assisting)?

Physical/mobility	91
Learning	9
Developmental	7
Memory	11
Hearing/auditory	25
Mental health related	29
Seeing/visual	11
Pain-related	38
I do not have a disability and I am not assisting someone with a disability	47
Prefer not to answer	6

This question allowed respondents to select multiple options.

While this question also had a field titled “other”, the responses collected above are adequate. Information collected in this fillable field included personal and possibly identifiable information about the respondent(s) such as explicit details of a medical condition.

Question 3: Please identify your age range (or that of the person you are assisting)

Under 18	7
18-24	2
25-34	12
35-44	21
45-54	24
55-64	30
65-74	51
75+	29
Prefer not to answer	3

Question 4: In which of the partner municipalities do you (or the person you are assisting) live?

Colwood	22
Esquimalt	14
Highlands	10
Langford	77
Metchosin	28
Sooke	6
View Royal	12
I do not live in one of the partner municipalities, but I often visit these areas.	11
I do not live in one of the partner municipalities and I am rarely in these areas.	0

Question 5: What barriers, if any, do you (or the person you are assisting) experience when accessing municipal information? (Consider your municipality's website, public engagement tools (such as this survey), news releases, Council meeting recordings, or other documents produced by the municipality. Examples of barriers might be lack of alt text, confusing or offensive language, lack of captioning, etc.)

Feedback specific to each municipality:

Colwood	<ul style="list-style-type: none"> • Prefer written and print materials over online only. • Wish to engage in person rather than only online. • Difficulty hearing at Council meetings or on the recorded video. • Wish to see local newspapers used more as an outlet for municipal information. • Wish to receive an email newsletter with updates from municipality. • Links are out of date on website. • Wish for more contact information for City staff.
Esquimalt	<ul style="list-style-type: none"> • Website is difficult to use. • "Link in bio" is not user friendly or accessible. • No captioning or unsure how to access captioning on Council Meetings. • Too much information only shared on Facebook and not offline.
Highlands	<ul style="list-style-type: none"> • Website is difficult to use.
Langford	<ul style="list-style-type: none"> • Website is difficult to use. • Website is not accessible.

	<ul style="list-style-type: none"> • Event calendars are not up to date. • No captioning or unsure how to access captioning on Council Meetings. • Search function on website is not helpful. • Difficulty finding information pertaining to finances. • Difficulty finding information pertaining to development. • Committee and Council resolutions are difficult to find on website. • Difficult to get in touch with City staff. • Difficult to get replies from City staff and Council. • Difficulty accessing Council meetings through doors after 7pm. • Inconsistent sound in Council Chambers • Contact phone number send callers through too many steps or loops them back through.
Metchosin	<ul style="list-style-type: none"> • Website is too basic. • Information is difficult to find on website. • Search function on website is not helpful. • Difficulty hearing at Council meetings. • Timeliness of information on website to be improved.
View Royal	<ul style="list-style-type: none"> • Website navigation is difficult. • Inconsistent sound in Council Chambers during meetings and on recordings
Sooke	<ul style="list-style-type: none"> • Website is difficult to use. • Website homepage is too cluttered. • Website is not up to date. • Takes too much time to find what you are looking for on website.

General Feedback:

- Respondents who have colour blindness have a particularly difficult time accessing our municipal websites.
- Website information can be convoluted or insufficient.
- Not everyone uses websites or the internet.
- Confusing to access municipal information.

Question 6: Please indicate if you (or the person you are assisting) experience any barriers.

Accessing municipal parks, trails, playgrounds?	61
Accessing municipal programs or services?	18
Engaging with Council?	27
Accessing municipal buildings and grounds?	24
Interacting with bylaws or policies?	15

Interacting with municipal staff?	20
Participating in municipal events?	30
Interacting with signage/wayfinding around the municipality?	15
Accessing municipal sidewalks, crosswalks, and bike lanes?	69

This question also allowed respondents to type/write their own answers through a field titled “other.” The following feedback was collected:

- Difficulty accessing municipal buildings during renovations and building alterations. Wished for municipalities to make sure ramps and accesses are available for those who need them at all times.
- Snow and inclement weather make transportation and access to municipal buildings difficult as when snow is piled, it is often placed in accessible parking areas.
- Snow piles on sidewalks and crosswalks prevent those with mobility assistive devices from accessing municipal roadways.
- Wish to see stronger municipal policies and bylaws around supportive housing and accessible units.
- Difficulty hearing in large or crowded places or events.
- Lack of access to public washrooms.
- Beach accesses are often limited to those who are not using mobility assistive devices.
- Need for more accessible parking.

Question 7: What barriers do you (or the person you are assisting) experience when applying for jobs or volunteer positions with your local government? (*Examples of barriers might relate to job postings, interviews, communications regarding employment, etc.*)

This question allowed respondents to type/write their own answers. The following feedback was collected:

Feedback specific to a municipality:

Colwood	<ul style="list-style-type: none"> • Hard to sit or stand for long periods of time. • Inadequate bus service and lack of stops
Esquimalt	<ul style="list-style-type: none"> • Discrimination for disability and being transgender. • Lack of accessibility information so I don't feel comfortable applying. • Lack of understanding of what a neurodiverse person may need.
Highlands	None collected.
Langford	<ul style="list-style-type: none"> • Not sure if hearing loops are available. • Not sure if sign language interpreters are available. • Information overload. • Generally struggle in interview settings • Lack of close proximity parking can lead to lots of walking which I am unable to do. • Timelines to apply are too short. • Perceived or real age barriers • Inadequate bus service and lack of stops

	<ul style="list-style-type: none"> • Very few positions available • Unsure of what positions are available. • Stairs generally are a barrier for me accessing volunteer opportunities in the community.
Metchosin	<ul style="list-style-type: none"> • Difficulty navigating website. • Need visual diagrams to understand concepts and often, those are not provided or included.
View Royal	None collected.
Sooke	<ul style="list-style-type: none"> • Would like positions, but currently not able to do them. • Previous volunteer positions were not accommodating, nervous to try again.

General Feedback:

- Difficult or confusing interview processes
- High-level language.
- Discrimination based on being in a wheelchair.

Question 8: What supports are important to you (or the person you are assisting) when working or looking for a job?

Accessible Parking	49
Adapted spaces such as restrooms, breakrooms, reception area, meeting areas, or pathways	42
Modified workstations such as standing desks or wheeled mobility device-adaptive desks	36
Assistive devices such as screen readers, braille displays, text-to-speech software, strobe light/visual smoke alarms, or hearing loops	11
Flexible work hours	55
Shorter workdays	31
Working from home	54
I am not working or looking for a job	71

This question allowed respondents to type/write their own answers. The following feedback was collected:

- Accessible pedestrian and rolling lanes for transportation to and from work.
- Advocacy needed for more bus stops and service so employees can meet work start times.
- Rather than adapted spaces, have them be inherently accessible from the beginning.
- Free and safe staff parking.
- Employer and staff education regarding trauma informed care and accessibility.
- Soft lighting.
- Soft door closing.

- Office space to limit distractions.
- Communication supports.
- Support for neurodivergence.
- Elevators and adequate seating.

Question 9: Please list the top 3 accessibility improvements you (or the person you are assisting) want to see your municipality or the municipality you visit make:

Colwood	<ul style="list-style-type: none"> • Accessible parking, especially at events. • Advocacy needed for accessible parking at schools. • Accessible public washrooms • Removal of gravel and bark mulch on trails. • Flat and firm surfacing for trails. • More sidewalks • Wider sidewalks • More pedestrian crossings • Remove “maze gates” at local parks (entrances that include switchbacks). • Wheelchair access to local parks to be improved. • Wheelchair access to beaches to be improved. • Quiet spaces or covered tent at local events for neurodiverse and families to rest. • Have accessibility requirements built into the development and building process. • Signage to indicate terrain and difficulty of trails.
Esquimalt	<ul style="list-style-type: none"> • More sidewalks • Wider sidewalks • More bus shelters
Highlands	<ul style="list-style-type: none"> • Sidewalks • Streetlighting • Road markings need to be more visible. • Consider installation of “cat eyes” on the roads.
Langford	<ul style="list-style-type: none"> • Complete sidewalks • Accessible benches • Automatic doors to be mandated in community. • Smoother transitions and curb cuts • Automatic doors with adequate opening time. • Lights at crosswalks • ASL interpreters • Staff training for hearing technology. • Staff training regarding accessibility accommodations. • Pedestrian rolling lanes and paths. • Adult change stations in public washrooms
Metchosin	<ul style="list-style-type: none"> • Lighting at building entrances.

	<ul style="list-style-type: none"> • Ramps. • Safer bike access on roads. • More roadside trails that support walking, biking, and mobility assistive devices. • Improve accessibility to Pioneer Museum, Metchosin School. • Paving trails and access to farmer's market. • Gravelled areas changed to smaller aggregate. • Sound system upgrade in Council Chambers. • Accessibility signage. • Safer street crossings. • Accessible parking. • Advocacy needed for additional bus routes and more service. • Upgrade museum and bookstore halls to allow wheelchair access. • Crosswalk installation across Happy Valley to the MyChosen Café. • Elevator installation in the Metchosin Arts and Cultural Centre Building. • Need for more housing options such as assistive housing, supportive housing, co-ops. • Add participation on Zoom for Council meetings.
View Royal	<ul style="list-style-type: none"> • Wider sidewalks. • Wider streets.
Sooke	<ul style="list-style-type: none"> • Sidewalks (need more, and wider ones). • Wheelchair ramps in more places.

Sidewalks are extremely important to respondents, but it should be noted that these sidewalks are needing to be made of quality materials, adequate width or oversized, and align appropriately with curb cuts and adjoining walking paths or sidewalks.

Question 10: Do you have any additional comments or ideas for improving accessibility in our municipalities?

Colwood	<ul style="list-style-type: none"> • Consider using all forms of communication. • Sidewalk and bus stop maintenance during snow events is not sufficient. • Need for additional traffic calming in areas that do not have sidewalks. • More streetlighting • Need for more public washrooms. • Need for rubber surfacing in playgrounds. • Need for accessible park benches to be placed in shaded areas. • More budget for accessible retrofits. • Need for live captioning and ASL interpreters at municipal engagement events. • Install lighting at crosswalks. • Opportunities to work from home with flexible hours or at an
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	<p>adaptive workspace.</p>
Esquimalt	<ul style="list-style-type: none"> • Need for more accessible parking. • Reduce foliage and plants near sidewalks and cut back overhangs. • Reduce tripping hazards on sidewalks. • More sidewalks • Connectivity for sidewalks • More accessible parking spaces • Access to sidewalks while areas are under construction. • Website is difficult to navigate. • Accessible access to beachfronts and trails
Highlands	<ul style="list-style-type: none"> • Accessible trails • More bike lanes • Wider road shoulders
Langford	<ul style="list-style-type: none"> • Publish results of Langford Station accessibility audit publicly. • Wish for the building code standards to be exceeded. • Need for advocacy to the CRD to improve the access at Atkins to the E&N Trail. • Staff training regarding accessibility and inclusivity. • Boardwalks and lakefront spaces to increase accessibility. • Insufficient parking in downtown core. • Need for both wider and longer accessible parking spots. • Explore possibility of car free roads in downtown core. • Simpler reception system over the phone. • Need for sidewalks and crosswalks particularly on Walfred Road. • Need for more parks and trails in the downtown core. • Reports are difficult to understand and there's a need for visuals to be included. • Advocacy is needed to improve BC Transit service and scheduling. • More playgrounds are needed. • Universal design could be adopted in the City to be a leader. • Need for accessible drinking water stations for humans and their service animal companions. • Provide answers to questions in plain language and take time to explain concepts. • Reduce plants and foliage at corners so pedestrians can be seen. • Sidewalk access at Redington Ave to Millstream Plaza is needing to be improved. • Need for more walkable areas. • Need for engagement with seniors living in care facilities. • Include more part time and remote work options in the job bank on the website. • Need for more green spaces to promote mental and physical health. • Advocacy needed for BC Transit service in the area. • Need for additional safety measure with bike lanes.

	<ul style="list-style-type: none"> • More enforcement for illegal parking as it can obstruct walkways and accesses. • Advocacy needed for the CRD to review connections for the Galloping Goose Trail from an accessibility perspective. • Audio Visual in Council Chambers needs to be improved. • Meeting minutes are difficult to find.
Metchosin	<ul style="list-style-type: none"> • Community Ambassadors to welcome newcomers. • Need for one information hub for accessible features located within the municipality. • Need for flattening and smoothing trails for ease of use with mobility assistive devices. • Lack of housing options may make people need to leave as downsizing or aging-in-place is not an option. • Need for paved or hard surfacing around municipal buildings. • Need for more street lighting. • Need for more parks, trails, and outdoor spaces to have accessible features. • Wish to see public engagement regarding accessible parking.
View Royal	<ul style="list-style-type: none"> • Increased availability of public washrooms. • More sidewalks. • Sidewalk maintenance. • More accessible parking spaces. • Separated bike lanes. • Clearer website. • Larger website font. • Active transportation needs an accessibility lens as not everyone can use it.
Sooke	<ul style="list-style-type: none"> • Wish to establish a day to celebrate people with diverse abilities. • Need for more automatic doors. • Need for single accessible washrooms with locking doors for privacy. • Connecting sidewalks. • Safer crosswalks. • Opportunities to work from home with flexible hours or at an adaptive workspace.

General Feedback:

- Excited to apply to join the Capital West Accessibility Advisory Committee.
- Municipal advocacy needed to remove utility poles from sidewalks and walkways.
- Electric cars are very quiet and can be a hazard for those with hearing impairments.
- Municipalities could go on a “walk and roll” in their community with those with lived experience to review challenges firsthand.
- Make use of local agencies and resources that help further accessibility in our communities.
- “Live Chat” feature to speak with municipal staff.

- Difficulty finding support or advocates within the community.
- Local government is confusing; would like opportunities to learn about it.



Appendix 3 – Final Report “What People Said...” from Changing Paces

Capital West Accessibility Advisory Committee Community Engagement Report

Developed by ChangingPaces.com

Delivered on September 5, 2024

Introduction

In July 2024, the Capital West Accessibility Advisory Committee (CWAAC) hired Changing Paces, an accessibility consulting firm, to conduct a survey they had developed. The intention was to have facilitated sessions to more fully consider the questions sent out to the community in the spring of 2024. They ran four two-hour virtual workshops, and three in-person workshops titled “Gauging Accessibility in Capital West AAC Communities.” The workshops were facilitated by Trish Robichaud, the founder and CEO of Changing Paces, and Marie Marchildon, a Subject Matter Expert on disability, both having lived experience with disability.

The CWAAC is comprised of the Corporate Officers representing seven municipalities: The City of Colwood, the Township of Esquimalt, the District of Highlands, the City of Langford, the District of Metchosin, the District of Sooke, and the Town of View Royal. From March 1, 2024, to April 7, 2024, the committee undertook a survey to determine what barriers people with disabilities encounter within their municipalities.

Hiring Changing Paces to facilitate a more in-depth exploration of the needs of people with disabilities around municipal facilities, goods, and services in the seven municipalities, was the next step in compiling information to use in creating the communities’ accessibility plan. By engaging people face-to-face, even if over Zoom, the level of authenticity and vulnerability of the participants grew

exponentially. This allowed the feedback to directly reflect actual municipal barriers experienced by citizens with disabilities in these seven communities. The focus of the initial accessibility plan is Service Delivery and Employment.

Along with a more in-depth look at the survey, the presentation included sharing their personal experience with disability. Discussion included topics such as stigma, barriers, the pros and cons of labels, and ideas for improving working relationships between people with disabilities and municipal staff. Also discussed was “what it would be like to have ultimate accommodations on the job.” These discussions proved to be hearty and insightful, providing rich qualitative data.

The quality of the data collected is substantial. Changing Paces participated in the effort to promote the engagement events along with the partner municipalities. Changing Paces used social media channels, emailed disability organizations and various stakeholders, and placed ads in the local paper. In total, thirty surveys were gathered. The following is the collected data, together with target areas to address, and our recommendations for CWAAC’s inaugural accessibility plan.

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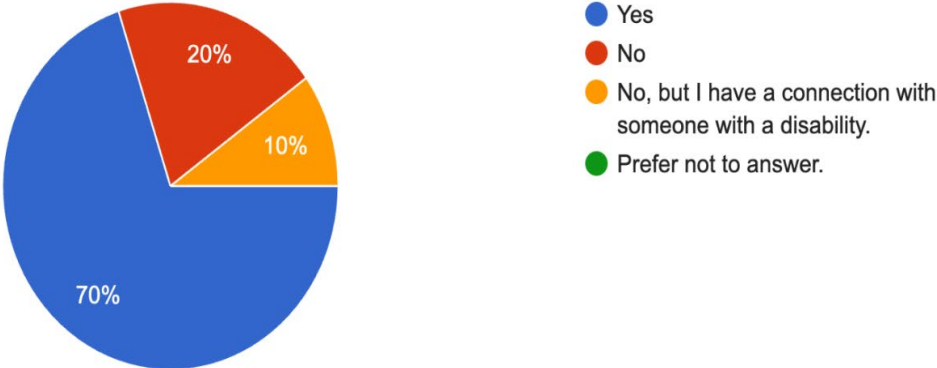
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Question 1.

1. Do you (or the person you are assisting) identify as having a disability or disabilities, or have you or they experienced an accessibility challenge at any time ?

30 responses



70% - Yes

20% - No

10% - No, but I have a connection with someone with a disability.

0% - Prefer not to answer.

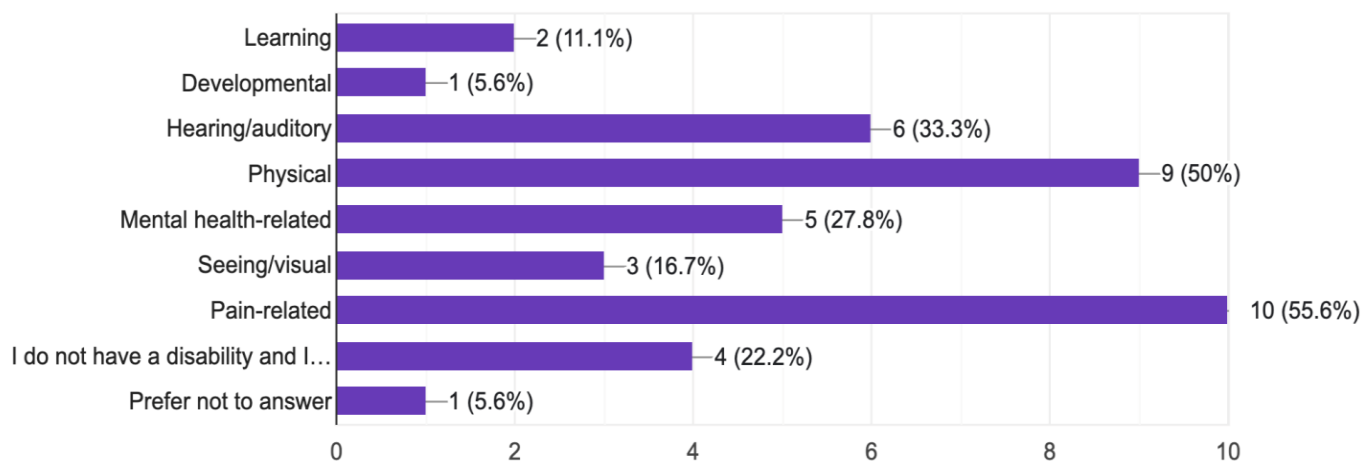
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This pie chart shows the percentage of individuals who have or know anyone with a disability or have experienced an accessibility challenge. [The data indicates that the “Yes” was the most answered, noting the importance of addressing accessibility challenges and issues.] While the survey represents a small sample size relative to the overall population, the quality of the discussions makes it clear that there is a need to address accessibility challenges and issues across all seven municipalities.

Question 2.

2. Which type or types of disabilities impact you (or the person you are assisting) ? (Select all that apply)

18 responses



11.1% - Learning

5.6% - Developmental

33.3% - Hearing/auditory

50% - Physical

27.8% - Mental health-related

16.7% - Seeing/visual

55.6% - Pain-related

22.2% - I do not have a disability and I am not assisting someone with a disability.

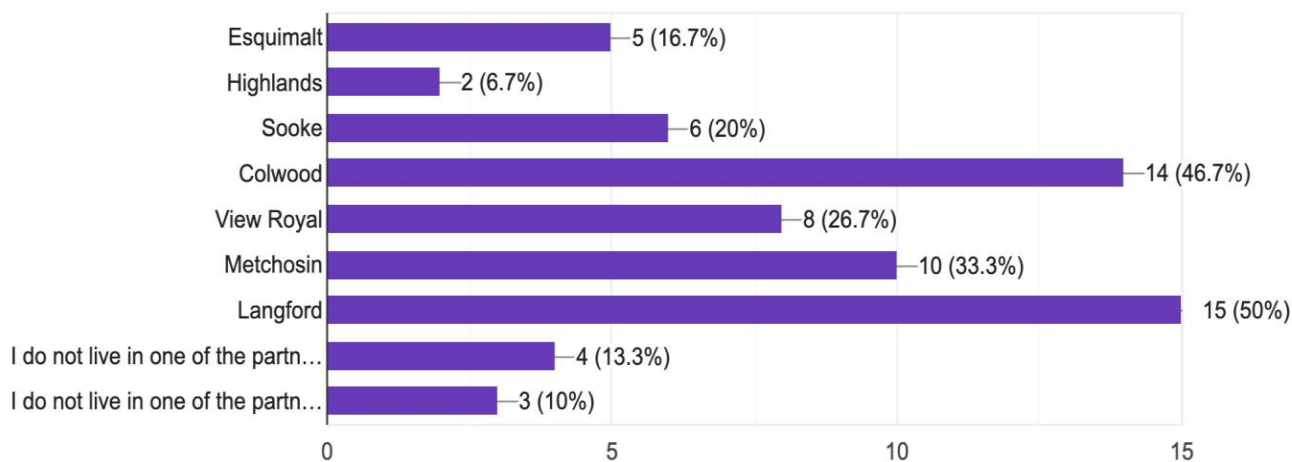
5.6% - Prefer not to answer

The bar graph above shows the type/s of disabilities that the respondents may have encountered or are currently experiencing. Physical and pain-related disabilities ranked the highest out of the choices.

Question 3.

3. In which of the partner municipalities do you (or the person you are assisting) live or regularly access municipal services? Check all that apply.

30 responses



16.7% - Esquimalt

6.77% - Highlands

20% - Sooke

46.7% - Colwood

26.7% - View Royal

33.3% - Metchosin

50% - Langford

13.3% - I do not live in one of the partner municipalities, but I often visit these areas.

10% - I do not live in one of the partner municipalities and I am rarely in these areas.

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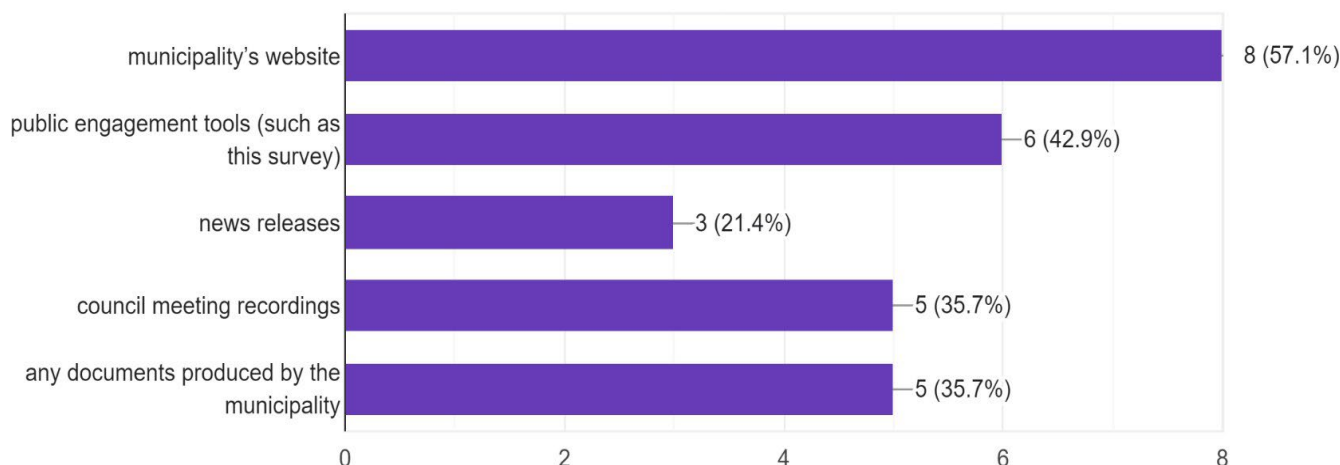
The bar graph indicates that most of the respondents came from the municipalities of Langford (50%) and Colwood (46.7%). Regardless

of the municipality, some answers to our surveys had similarity in terms of addressing accessibility issues, which will be explored more below.

Question 4A.

4A. Where, if at all, have you (or the person you are assisting) encountered a barrier to accessing municipal information?

14 responses



The bar graph shows areas that the respondents encountered the following barriers to accessing municipal information. The “municipality's website” and “public engagement tools” ranked as the two highest.

42.9% - municipality's website

33.3% - public engagement tools (such as this survey)

19% - news releases

28.6% - Council meeting recordings

28.6% - any documents produced by the municipality

4.8% - I have not encountered this, but we have heard many times where persons have had trouble with website, news releases, Council meetings

4.8% - Any documents produced, personal interaction, people are uncomfortable do not know what to say, maximize font size on signage, presentations

.....
 The following questions below and their responses exhibit the accessibility concerns that need the municipalities' attention.

Question 4B.

4.B. If you (or the person you are assisting) indicated experience with a barrier when accessing municipal information, on part one of this question, please provide details below.

What People Said:

In terms of accessing municipal information, the issues most often raised were website accessibility, online information, and ease of access. Specifically, they said the following:

- Municipal websites not user friendly to diverse needs of people with disabilities, very limited/no engagement opportunities for PWD [persons with disabilities], no notice/accommodation to reduce/eliminate barriers for them, news releases not in alternate formats/sufficient notice for booking transportation, not enough accessible parking, no universally accessible bathrooms on site, automatic doors not working or don't exist, recordings difficult to impossible for those visually/hearing impaired, documents not in alternate format and documents not readily available.
- Sometimes it is difficult to find documents on websites, especially if visually challenged. Alternative formats would be useful.
- Too many levels you need to navigate to get to the correct department.
- The search function on websites is very difficult.
- An event was held that didn't offer suitable parking (required walking a long distance)
- Website a hunt and search exercise.
- Trying to access documents can be difficult.
- Not in plain language and in symbols colors or red.
- Council meetings are long and exhaust me. I can watch the live meeting on Zoom, and watch recordings, but it's hard to participate with the public comment process.
- Websites are difficult to navigate, information is in more than one place, difficult to assess what is the most recent information.
- Some surveys don't work with just the use of a keyboard and screen-reader. Glad this this one does.
- The person I am assisting wants more info or is looking to be involved, but often feels information is lacking.
- Easier access to resources.

- Knowing the engagement opportunity might only see or recognize if it was on Colwood's Instagram.
- Finding forms and you have to go to many different spots to find what you need.
- People using microphones do not speak loud enough and I can't hear questions or comments.
- Langford website is not user friendly, can't do simple searches, and not-community focused.

Identified Barriers

a. Physical Barriers

- Inadequate accessible parking and long walking distances at events.
- Lack of universally accessible bathrooms and functional automatic doors
- Poor audio quality during meetings, making it hard to hear speakers.

b. Communication Barriers

- News releases and documents not available in accessible formats.
- Delays in accessing front counter staff.
- Lengthy Council meetings that may hinder participation.

c. Digital Barriers

- Websites are not user-friendly or accessible for people with disabilities.
- Difficulty navigating websites and using search functions.
- Information is scattered, outdated, and hard to find.
- Lack of alternative formats for documents and forms.
- Surveys and digital resources are often not compatible with assistive technology.
- Difficulties accessing recordings and participating in public participation opportunities.

d. Customer Service Barriers

- Lack of clear and accessible information about resources and opportunities.

Changing Paces' Recommendations:

4B 1. Physical Solutions

4B-1i – Strive to exceed the minimum number of accessible parking spaces required by the Province of BC.

4B-1ii - An accessible front entrance with a power door should be provided to ensure ease of access for all individuals.

4B-1iii - Accessible washrooms should also include power doors to ensure ease of access for all individuals.

4B-1iv - In large or elongated spaces, consider adding seating or resting spots throughout to provide comfort and accessibility for everyone.

4B 2. Communication Solutions

4B-2i - Accessible document training is essential to ensure staff can create alternate formats, such as Microsoft Word, PDF, PowerPoint, and social media content.

4B-2ii - Providing timely notices of community events and meetings allows individuals to book transportation as needed.

4B-2iii - Municipalities may consider increasing front counter staff coverage. This is an opportunity to hire diverse people, including those with disabilities.

4B-2iv - Council meeting locations should include hearing loops to accommodate those who have trouble hearing.

4B 3. Digital Solutions

4B-3i - The partner municipalities may wish to consider conducting an accessibility audit on each site where budgetary considerations are allowed, if they have not already done so.

4B-3ii - When creating forms for internal or external use, consider using electronic forms to enhance accessibility.

4B-3iii - Remind staff to allow their devices to update automatically to ensure accessibility features are up to date.

4B-3iv - On pages with downloadable files, videos, or documents, municipalities should provide an email address for those needing help accessing these resources.

4B 4. Customer Service Solutions

4B-4i - Wherever a service counter is provided, it is recommended to include a space with lowered counter height to accommodate the needs of individuals with disabilities.

4B-4ii - Customer service training should be conducted for all staff including accessibility. This training is most effective when all organization members participate, as this can foster a more inclusive company culture.

Question 4C.

4 C. If you (or the person you are assisting) indicated experience with a barrier when accessing municipal information in part one of this question, please share any ideas you might have on how to reduce or eliminate that barrier.

What People Said:

To address accessibility issues when accessing municipal information, the respondents shared the following suggestions:

- Provide 'plain language' documents.
- Provide a front counter customer service agent.
- Pay attention to meeting times – Council meeting times are hard.
- Access needs to be thought of right at the beginning and not just as an afterthought.
- Phone information may assist people with visual impairments. In-person services may be more helpful than on-line materials.
- Drop down windows showing all departments.
- I understand there is work updating the website. I trust this will make a big difference.
- Always have Accessibility parking options.
- Provide alternate text in plain language.
- Website not user-friendly.
- Better ways to search.
- Support artificial intelligence (AI) use for accessibility.
- I'd like to feel more confident that writing a letter to the Council & the District of Sooke was really going to take action. I feel people who also present in person get more attention to the issue they're writing about. I can't even sit on the wobbly folding chairs long enough to wait for a turn to speak at Council.
- More streamlined website. Perhaps a 'Where do you want to go' prompt on the opening page would help? Searching documents is especially cumbersome, perhaps more selection prompts like a selection prompt to search by year and type of document one wants.
- More info municipalities could share.
- I would make it, so it picks out many words when related to the search item.
- Use door to door mail or flyers for information.
- Remind speakers to speak clearly and loudly. Consider closed captioning for recorded

meetings.

- Larger font on communications, signs, alternative formats e.g.: audio, PDFs, screen readers.
- Improve search features and design of websites to help people easily find whatever they are looking for.

Identified Barriers

a. Communication Barriers

- Lack of plain language documents and alternate text.
- Inadequate phone and in-person services for people with visual impairments.
- Font sizes on communications and signs is too small, lack of alternative formats like audio or screen readers.
- Ineffective methods for disseminating information, such as limited use of door-to-door mail or flyers.
- Need for municipalities to share more information and improve public engagement.
- Accessibility needs not being considered early enough in planning processes.

b. Customer Service Barriers

- Limited front counter customer service for direct assistance.
- Perception that in-person presentations to the Council are more effective than written communication.
- Speakers at meetings need to speak more clearly and loudly, consideration of closed captioning for recordings.

c. Physical Barriers

- Minimal accessible parking options at municipal sites.
- Lack of accessible seating during Council meetings (e.g., wobbly chairs, chairs with no arms, chairs with arms).

d. Digital Barriers

- Website not user-friendly, with poor search functionality and cumbersome navigation.
- Need for a more streamlined website with prompts for easier document searching.
- Larger role for alternative formats in communications, such as PDFs, audio versions, and screen reader compatibility.

Changing Paces' Recommendations:

4C 1. Communication Solutions

As in recommendations for Question 4B under communication barriers, and consider training on accessible documents,

4C 2. Customer Service Solutions

[See 4B RE: Customer Service Solutions:]

4C-2i - If someone has indicated that they cannot attend a Council meeting in person, they could be offered the option of participating virtually through electronic means.

4C-2ii - Municipalities may wish to partner with organizations that support people with disabilities who are looking for work. Staff training may help establish a company culture that encourages and supports people's self-disclosure of their disabilities.

4C-2iii - Speakers at meetings should have microphones. If microphones are unavailable, speakers can be asked to stand up when contributing to help carry their voice. Municipalities may consider closed captioning options.

4C 3. Physical Solutions

4C-3i - Municipalities should ensure there is a sufficient number of accessible parking spaces based on how many parking spots there are in total.

4C-3ii - Seating at Council meetings include space for mobility devices. Chairs must be stable and include both those with arms and those without.

4C 4. Digital Solutions

[Refer to 4B 3i, RE: Digital Solutions for recommendations on websites]

[Refer to 4B 3 RE: Digital Solutions for accessible document training it would be best to include making audios and videos accessible as well.]

Question 5.

5 A-J. Please indicate if you (or the person you are assisting) experience any barriers:

- A. Accessing municipal parks, trails, playgrounds?
- B. Accessing municipal programs or services?

- C. Engaging with Council?
- D. Accessing municipal buildings and grounds?
- E. Interacting with bylaws or policies?
- F. Interacting with municipal staff?
- G. Participating in municipal events?
- H. Interacting with signage/wayfinding around the municipality?
- I. Accessing municipal sidewalks, crosswalks, and bike lanes?
- J. Other (if you wish, please provide additional information about these experiences)

What do you recommend as possible solutions to eliminate these barriers?

Question 5A.

5 A. Parks, Trails, and Playgrounds

What People Said:

When it comes to accessibility barriers in terms of parks, trails, and playgrounds, the respondents said the following:

- Universally accessible parks, trails and playgrounds where everyone is included.
- More accessible swimming and sports activities in nature/outside.
- Paved well even walkways, sitting areas.
- Build Ramps, not stairs. Everyone can use a ramp.
- Accessible benches/picnic tables (for rest) and participation.
- Accessing Esquimalt lagoon beach. I access near garbage cans 32 & 33 area - take risks with crutches to get through gravel dumped on narrow pathways (32).
- Better surfacing of the ramp at Ed McGreggor Park - very slippery when wet. Surfacing on park trails to be wheelchair navigable.
- Using symbols, colours, braille.
- Flashing light for crosswalk at the corner Veterans Memorial Park and Veterans Memorial Highway, 1 more accessible parking spot. Ramp access to gazebo.
- Conduct accessibility assessments of all public trails and fund implementation of improvements such as signage to provide trail difficulty rating.
- Wood chips instead of rubberized surfaces. My wife has noted to the City of Colwood that not

- all parks are inclusive (for wheelchairs or motorized scooters).
- Could not get my mom's wheelchair through the gate easily at one of the parks in Langford. She was visiting from another municipality, and we went elsewhere to let my child to play.
 - Creating a municipal accessibility plan for parks & playgrounds. Add more playground equipment that are accessible, education for municipal staff.
 - Use fine-grained material on trails instead of coarse gravel.
 - [Use coloured garbage cans as they are easier to locate] More options; clearly sharing information on accessibility for parks, trails & playgrounds.
 - Recognition that trails are now regional roads so they can be treated as such.
 - Pay attention to include people with disabilities given that there are more and more people walking over time so space will become limited.
 - Ensure good communication between all trail users (including cyclists and those not on cycles).
 - Bicycle lanes should be wide.
 - Thank you for providing the bicycle rack.
 - Gravel is not an accessible surface.
 - Gravel is also unstable and can have people lose their footing (this point was trying to demonstrate that there is no good use for gravel when it comes to the public).
 - Ramps that are wood are not accessible (slip hazard).
 - Need more accessible playgrounds.
 - Access to parks and trails from parking lot can be hard.
 - Elevator is not reliable.
 - Events by the [Sooke] river are not accessible.
 - MacGreggor Park has challenging parts in it where events are sometimes hosted

Identified Barriers

a. Physical Barriers

- Low number of universally accessible parks, trails, and playgrounds.
- Walkways, ramps, and sitting areas are not always paved, reliance on stairs limits access.
- Surfaces like gravel and wood can create mobility challenges and safety hazards.
- Inaccessible park gates, playground equipment, and resting spots like benches and picnic tables.
- Limited accessible parking spots near key facilities and events.
- Unreliable and inaccessible elevator services at public locations.

b. Communication Barriers

- Lack of plain language documents and alternate formats such as braille, symbols, and larger fonts.

- Poor communication regarding accessibility features in parks, trails, and public spaces.
- Limited use of clear signage and accessible information indicators (e.g., color-coded garbage cans).

c. Policy-Related Barriers

- Municipal initiatives may overlook accessibility considerations.
- Need for comprehensive policies for creating and maintaining accessible public spaces and services.

Changing Paces' Recommendations:

5A 1. Physical Solutions

5A-1i - Strive towards providing accessible playgrounds, adequate bench or rest stops, and smooth surfaces in common go-to areas.

5A-1ii - Surfaces such as gravel and wood chips are difficult to navigate. For better accessibility use asphalt or rubberized surfaces instead.

5A-1iii - Seating and rest stops, such as benches and picnic tables, make trails or grounds accessible for individuals who tire easily or have mobility issues.

5A-1iv - Consult with playground experts to ensure that playground equipment is designed to be accessible.

5A-1v - Washroom facilities should be designed to be fully accessible or at the very least, include an accessible stall as a minimum standard with a goal of being fully accessible.

5A-1vi - Where possible, include additional temporary accessible parking spaces near the entrance of any event.

5A 2. Communication Solutions

[See 4B Digital Solutions RE: accessible document support]

5A-2i - Create an inventory online of the accessibility features at parks, trails, and public spaces by each respective municipality would be a major asset to the public.

5A-2ii - Signage should include oversized text with significant contrast between the background and the text for better readability.

5A-2iii - Provide signage indicating trail difficulty or challenges to help users navigate effectively.

5A 3. Policy-Related Solutions

5A-3i - Integrate accessibility at the core or onset of your planning and processes rather than addressing it afterward.

5A-3ii - Develop accessibility policies for maintaining accessible public spaces and services, including an accessible customer service policy.

Question 5B.

5 B. Programs or Services

What People Said:

When assessing programs or services of municipalities, the respondents said:

- Listen to people with lived experience and value their input and put these ideas into action. Lip service happens far too often. Accessibility to community spaces remains a barrier to participation. Well-defined easy access to programs [including those that have] time sensitive [registration]. We have an annual service review where levels of service are discussed, leading to budget decisions.
- Limited accessible options for neurodiverse & physical disabilities.
- Swim programs needed evenings or weekends, or you could have partners to connect with to do workouts or swimming buddies.
- At reception the only thing I would add would be space for a mobility scooter/wheelchair to wait safely and at least 2 chairs one with arms. Sofa and sofa type chairs are difficult sit and get up from.
- Create and expand public service/ program models and introduce democratic participatory planning and administration.
- Make station avenue accessible with ramps.
- Education and training for all, but for public-facing and front-counter staff.
- Teach people to recognize differences in others and react appropriately and accordingly.
- Present all options for people (paper, QR code, online, over the phone, in person, etc.).
- Have an “accessibility concierge” type of person to help out with all things accessibility.
- Networking [knowing what resources are available in the community and nearby].

Identified Barriers

a. Physical Barriers

- Accessibility to community spaces.
- Limited accessible options for neurodiverse and physically disabled individuals in municipal programs.
- Need for more space at reception areas for mobility scooters/wheelchairs and seating with proper support.
- Need for ramps and better surfacing in public spaces.

b. Communication Barriers

- Perceived lack of meaningful engagement with people with lived experience.
- The need for well-defined and easy access to time-sensitive programs.
- Inadequate presentation of service options (e.g., paper, QR code, online, phone, in-person).
- Absence of an “accessibility concierge” to assist with accessibility-related needs.

c. Systemic Barriers:

- Need to create and expand public service/program models.
- Need for accessibility considerations to be addressed during annual service reviews and budget decisions when considering new initiatives.

d. Customer Service Barriers

- Insufficient education and training for public-facing staff to recognize and appropriately respond to differences in others.

e. Digital Barriers

- Potential issues with integrating various communication tools and platforms to ensure accessibility.

Changing Paces’ Recommendations:

5B 1. Physical Solutions

5B-1i – Contact neurodiverse and physically disabled populations for input on the types of programs they’d be interested in and their needs for participation.

5B-1ii - Work towards providing sufficient space in reception areas for mobility scooters and wheelchairs and plan for strong, supportive seating.

5B 2. Communication Solutions

5B-2i - Value and leverage the lived experience of people with disabilities in the community.

5B-2ii - Once contact is made with disability organizations, develop relationships with people in communications to share information about accessible municipal programs.

5B-2iii - Include multiple avenues for people to communicate with you when sending any communication, such as phone, email, QR code, online, and in-person options.

5B-2iv - Consider appointing an “accessibility concierge” to assist the public or staff with accessibility-related needs. This person could work closely department/person responsible for Human Resources to facilitate necessary accommodations.

5B 3. Systemic Solutions

5B-3i - The involvement of people with disabilities in the community is central to the idea of “Nothing about us, without us.” Remember that “Disability inclusion is an opportunity, not an obstacle.

5B-3ii - Suggest to the department/person responsible for Human Resources that they implement a policy ensuring accessibility concerns or feedback are responded to confirming receipt within 48 hours and are addressed at the start of every service review or operations meeting.

5B 4. Customer Service Solutions

[See 4B 4. RE: Customer Service Training]

5B 5. Digital Solutions

5B-5i – Integrate and manage various communication tools and platforms can be integrated to ensure accessibility, provided a person highly competent in digital accessibility manages them.

Question 5C.

5 C. Engaging Council

What People Said:

When it comes to the Council and accessibility measures, the following were mentioned:

- It is important that Council hear people with disabilities, respond to their issues that they raise and do something about it. 'Actions speak louder than words.' Collaborating with partners such as community groups and accessibility committees is also important as they are already doing the work and have expertise that should be valued and appreciated.
- In-person opportunities to meet staff and Council are very helpful.
- Easier access to their contact info is needed.
- Sooke's Council meetings scheduled times align with work hours of residents, or when residents are stuck in the atrocious traffic back up.
- Have way if needed, for someone to sign (ASL) having a video or shows the words.
- When the receptionist is not available, the message is too long. Prefer human contact and the receptionist you have is excellent!!!! Perhaps a confirmation that the message was received or if the message has been rerouted to another department that can better answer a question or concern.
- Remove arbitrary rules that limit public input which have an especially detrimental impact on those with accessibility issues - on matters of city governance and expand opportunities for said public input.
- Teach council members to speak clearly and loudly because being deaf is an invisible disability.
- Some people, not Council, have difficulty engaging because they don't want to say wrong thing or offend (so they avoid).

Identified Barriers

a. Communication Barriers

- Need easier access to contact information for Council members and staff.
- Need for tools or support for those requiring sign language interpretation or other communication aids.
- Long or unclear automated messages when reception is unavailable, preference for human contact and confirmation messages.
- Need for Council members to speak clearly and loudly to accommodate those with hearing impairments.
- Challenges in engagement due to fear of saying the wrong thing or offending.

b. Attitudinal Barriers

- Lack of action and response from Council to issues raised by people with disabilities; need for genuine collaboration with community groups and accessibility committees.
- Rules that limit public input may disproportionately impact those with accessibility issues.
- Inadequate acknowledgment of invisible disabilities and corresponding communication needs.

c. Systemic Barriers

- Need to expand opportunities for public input and remove barriers that prevent effective participation in municipal governance.
- Limited engagement opportunities with Council and staff due to scheduling and access issues.

d. Physical Barriers

- In-person opportunities to meet staff and Council are helpful, but there may be physical barriers to accessing these opportunities if not well accommodated.
- Elevator is a challenge at Sooke Council Chambers.

Changing Paces' Recommendations:

5C 1. Communication Solutions

5C-1i - Consider ensuring contact information for Council members and staff is available on the website and at the municipal office at reception, with a Braille version available upon request.

5C-1ii - If someone wants to attend and has a hearing disability, strive to offer several options. These may include investing in hearing loops, using PowerPoint to transcribe amplified audio on a screen, or booking an ASL interpreter.

5C-1iii - If possible, consider implementing an automated option that allows callers to speak directly to a person when contacting the municipality.

5C-1iv - It is suggested that at the start of every Council meeting, the person opening the meeting may ask speakers to talk clearly and articulately for the sake of those with hearing loss or those who speak English as a second language.

5C 2. Attitudinal Solutions

[See 4B RE: Customer Service Solutions, response from Council, inadequate acknowledgment of invisible disabilities]

5C 3. Systemic Solutions

5C-3i - Consider making Council members available to engage with the public outside of business hours once a month, ensuring that this schedule is widely known.

5C-3ii - Strive to allow people to give input in multiple formats, such as written, verbal, American Sign Language, Augmentative or Alternative Communication, or by proxy, to encourage greater inclusion and a variety of perspectives.

5C 4. Physical Solutions

5C-4i - If a person with a disability cannot visit the municipality, consider having a Council member arrange to meet them in person, on the phone, or electronically.

5C-4ii - Strive to ensure that all elevators in municipal buildings are maintained and functioning.

Question 5D.

5 D. Municipal Buildings and Grounds

What People Said:

For accessibility within municipal buildings and grounds, the respondents mentioned the following:

- All municipal buildings and grounds need to be universally accessible. There is a lot of work to do in this area.
- Well defined depts [departments], larger signs, well managed walkways, and easy accessing entrances.
- New Arts and Culture Gallery has a gravel parking lot.
- Make sure toilets are high enough to get off.
- Reliable Elevator.
- Colours symbols, and braille.
- Asked for a bike rack at town hall and they installed one! It works well to lock up my large adult tricycle.
- One more accessible parking space would be nice, signage to make sure parked trucks don't block the sidewalk by backing into space and taking up space on the sidewalk.

- Ensuring walk paths are in good condition and ramps and parking spots are accessible Higher toilets.
- Terrible bathroom in Langford city hall because need for key and limited keys.
- Also, can't access building except for the short time when door unlocked.
- Accessibility features aren't included.
- Accessible parking isn't sufficient (not enough or poorly designed spots).
- Proximity of accessible parking should be considered.
- Accesses and pathways are too narrow for mobility assistive devices.
- "I feel I am taking risks to access areas I want to go".
- Should have signage that tells users how hard the trail is or what to expect in terms of challenges.
- Need more accessible playground equipment that prioritizes all children playing together, not just "disabled" kids in one area and "everyone else" somewhere else.
- Municipal buildings parking is not sufficient nor accessible.
- Staff need training to assist those with disabilities and different needs.
- Accessibility is often an afterthought for municipal events.

Identified Barriers

a. Physical Barriers

- All municipal buildings and grounds need to be universally accessible.
- Insufficient or poorly designed accessible parking spots; need for more spaces and better signage to prevent obstruction.
- Pathways and entrances are too narrow for mobility assistive devices.
- Gravel parking lots and walkways create accessibility challenges.
- Toilets not fully accessible
- Challenges with elevators and poorly maintained access points.
- Inadequate or inaccessible bathroom facilities with limited access.

b. Communication Barriers

- Need for clear signage, including larger signs, colors, symbols, and braille to aid navigation and understanding.
- Lack of signage indicating trail difficulty or challenges.

c. Systemic Barriers

- Accessibility features are often included as an afterthought rather than integrated into planning from the start.

- Limited training for staff to assist those with disabilities effectively.

Changing Paces' Recommendations:

5D 1. Physical Solutions

[See 4C 3. RE: for details on Physical Solutions and Parking.]

[See 5A 1. RE: for information on Physical Solutions related to surfaces and other aspects.]

5D-1i - All municipal facilities would benefit from implementation of universal design principles.

5D 2. Communication Solutions

[See 5H RE: for details on Signage.]

5D-2i - Ensure clear signage, including larger signs, colors, symbols, and braille, to aid navigation and understanding.

5D 3. Systemic Solutions

[See section 4B 4. RE: for details on Customer Service solutions and training.]

5D-3i - When planning new development or major renovations, consider accessibility from the beginning. Retrofitting after the fact will be far more costly than incorporating accessibility features from the start.

Question 5E.

5 E. Bylaws or Policies

What People Said:

As for accessibility in the municipalities' bylaws or policies, the respondents noted these:

- Accessible parking violators need to be fined and this needs to be enforced. Not happening currently and limited to no parking for accessible vans/Handy Dart/ facility day program vans/buses. Limited to no policy info ever seen re: accommodations/inclusiveness.
- Plain language materials are important.
- Old bylaws and policies and not regularly enforced.

- One size does not fit all & there should be opportunities to apply alternative.
- Late entrance of [residents with] lived experience to the committee process.
- I would like to see bylaws implemented for accessibility and safety for all new commercial buildings/including restaurants, cafes. Would like to see Traffic Impact Assessments address accessibility and safety measures as population increases and that they become part of the development permit process and transparent to the public.
- On leash / Off leash bylaws. Have safe areas where dogs must be on leash.
- Other people's lack of awareness means challenges for people with vision issues or mobility, tree branches or car mirrors if sidewalk blocked for example.
- Encourage diversity

Identified Barriers

a. Policy-Related Barriers

- Old bylaws and policies are not regularly enforced; need for updated policies on accommodations and inclusiveness.
- Lack of policy information on accommodations and inclusiveness.

b. Communication Barriers

- Plain language materials are important but not consistently provided.
- Late inclusion of lived experience in the committee process.
- Lack of awareness among the public about accessibility needs and inclusive practices.

Changing Paces' Recommendations:

5E 1. Policy-Related Solutions

5E-1i - Whenever possible, strive to exceed minimum standards for the number of accessible parking spaces.

5E-1ii - Municipalities are encouraged to review and update all organizational policies to ensure accessibility and inclusiveness are integrated throughout. HR policies should include a variety of accommodation opportunities for employees with disabilities.

5E 2. Communication Solutions

5E-2i - Bylaws and policies should be written in plain language as much as possible.

5E-2ii - Build public awareness of accessibility needs and inclusive practices by incorporating accessibility into all public gatherings and events.

Question 5F.

5 F. Municipal Staff

What People Said:

For municipal staff, the respondents said:

- Some municipal staff are fantastic and some rude and disrespectful. More awareness training and 'hands on' learning experiences need to happen regularly not just once and 'tick the box.'
- Education programs and walk through sessions pointing out the barriers.
- Provide communication training for staff when engaging with neuro diverse populations.
- Shorter message when receptionist is not available to ensure that those with disabilities such as auditory, memory loss do not have to hang up and repeat the call. Human contact is preferred.
- Respectful workplace culture is needed.
- Provide a front counter customer service agent.
- Pay attention to meeting times – Council meeting times are hard.
- Education and training for all, but for public facing and front counter staff.
- Teach people to recognize differences in others and react appropriately and accordingly.
- Say your name to people with a vision issue.
- People skills training, disability awareness and accessibility and inclusion training
- Training for inclusivity, patience, respect.
- Provide tools to help; many are not costly (for example, a signature guide by the cash register, fold where you need the person to sign a document).
- Share information.
- Ask the person if they need assistance (do not just “take over” and help).
- Ask the person if they need assistance each time they come in as the situation could vary from day to day.
- Ensure the conversation is with the customer and not the person that may be assisting them.
- People with disabilities often feel like an afterthought when municipal staff create events or processes.
- When past experiences are negative, people find it hard to keep trying and showing up again and again to be disappointed or treated poorly.
- Staff need to show that people with disabilities are welcomed and embraced.
- People need explanation when told no by staff regarding proposed accessibility improvements.
- Mail in voting is an accessible option.
- Be kind.
- Organization wide, people need more training.

- Ask people every time they come in if they need assistance. Just because they say yes or no one time, they may not the next time.
- Speak directly to the person and not their assistance person.
- Purchase a signing guide for people to use.
- Look for inexpensive additions and retrofits that can be available at the counter for people to use (magnifying glasses, screens).
- Customer service should be seen as public service.
- Service delivery should be broadened.
- Organization wide training.
- Go out to the people, don't make them come to you.
- Lack of resources.
- Broad staff training is needed to assess the needs of the people you serve.
- Improve recreational facilities so people using it can be independent.
- Train staff to be calm, use plain language, give space and time for those to come up with answers.
- Be mindful of attitudinal barriers and facial expressions.
- Don't speak for those with disabilities.

Identified Barriers

a. Communication Barriers

- Lack of proper communication between staff and customers, such as not speaking directly to the customer.
- Automated messages or answering services used when front counter staff are unavailable are too lengthy, creating difficulties for those with auditory or memory issues.
- Staff would benefit from more training in communication with neurodiverse populations.

b. Customer Service Barriers

- Inconsistent treatment and inclusivity from some municipal staff, including instances of intolerance and disrespect.
- Perceived lack of a respectful workplace culture and failure to recognize and address the needs of people with disabilities.
- Negative past experiences lead to reluctance to engage with municipal services.
- Insufficient training for staff on disability awareness and accessibility, with a lack of practical, real-life scenario-based education.

c. Systemic Barriers

- Inadequate organization-wide training on disability awareness and inclusivity.

- Lack of regular, hands-on education programs for staff to address accessibility barriers.
- Service delivery needs to be consistently aligned with the following principles of public service:
Dignity;
Independence;
Inclusion;
Equal Opportunity.

d. Policy-Related Barriers

- Insufficient policies and practices to address the needs of people with disabilities, including the absence of front-counter customer service agents.

Changing Paces' Recommendations:

5F 1. Communication Solution

[See 4B RE: Customer Service Solutions and training]

[See 5B RE: Physical Solutions and Neurodiversity]

5F-1i - Municipalities are encouraged to ensure their phone systems include an option for callers to speak to someone live. This does not require a full-time receptionist but rather a system that allows calls to be directed to an available staff member already at their desk.

5F 2. Customer Service Solutions

[See 4B RE: Customer Service Solutions and customer service training]

5F 3. Systemic Solutions

[See 4B RE: Customer Service Solutions and customer service training]

5F 4. Policy-Related Barriers

[See 5F RE: Municipal Staff and Communication Solution]

Question 5G.

5 G. Municipal Events

What People Said:

For municipal events, the respondents said:

- Welcoming, universally accessible location with at least 2 weeks' notice so that persons with disabilities can book transportation and arrange caregivers with lots of promotion where people feel valued will result in more attendance and participation.
- Many events not fully accessible and usually the committee members putting on the events there is no one with a disability pointing out the possible barriers.
- 'Quiet spaces,' 'sensory safe spaces', accessible parking and election advance poll.
- Sometimes transportation to get to the event or feeling lonely at the event.
- Increase Accessible Parking/Identify if Event is Accessibility Friendly on Posters and Website/Wheelchair or Mobility Scooter able to navigate site ground.
- Beach access can be difficult because of the terrain.
- Accessibility parking.
- Make everyone feel welcome at the start, not an afterthought, priority parking for people with needs.
- Encourage developers and stakeholders to consider accessibility in all municipal projects.
- Include accessibility requirements in project guidelines and review processes and consult with accessibility experts during planning stages.
- Consider disabilities in community planning to create an inclusive environment.
- Engage with disability advocacy groups during the planning process and conduct accessibility audits of public spaces.
- Ensure all engagement events are accessible to everyone.
- Adjust the height of boards, provide alternative ways to participate (e.g., digital sticky notes), and ensure venues are physically accessible.
- Improve access to meetings for those who cannot attend physically or lack remote technology.
- Offer hybrid meeting options, provide necessary technology, or support, and ensure meeting materials are accessible in various formats.

Identified Barriers

a. Communication Barriers

- Event information and promotional materials lack clear indicators of accessibility features, making it difficult for people to know if an event is accessible.
- Event details are not always communicated far enough in advance, hindering planning for transportation and caregiver arrangements.

b. Physical Barriers

- Many events are not fully accessible, with inadequate provisions for people with disabilities.
- Lack of "quiet spaces" or "sensory safe spaces" at events.
- Inadequate accessible parking and difficulty navigating event grounds with wheelchairs or mobility scooters.
- Beach access and other event locations are challenging due to terrain issues.

c. Systemic Barriers

- Lack of consistency in applying accessibility requirements across all city projects and events.
- Perceived insufficient engagement with disability advocacy groups during the municipal event planning process.

d. Policy-Related Barriers

- Perceived lack of accessibility considerations in project guidelines or review processes.
- No clear policies or practices to ensure all engagement events are accessible to everyone.

e. Customer Service Barriers

- Perceived lack of training or awareness on accessibility needs and inclusive planning.
- Need for improved education on creating universally accessible and welcoming environments for all attendees.

Changing Paces' Recommendations:

5G 1. Communication Solutions

5G-1i - Event promotion would be more effective for people with disabilities if promotional materials included accessibility information.

5G-1ii – Where possible, event promotion should begin three to four weeks before to allow time for arranging transportation and caregivers.

5G 2. Physical Solutions

5G-2i - Engage with disability advocacy groups during new municipal initiative planning processes and conduct accessibility audits of public spaces.

5G-2ii - Empower the disability community to help plan and volunteer to support attendees with disabilities.

5G-2iii - Offering a “quiet tent” is an option for individuals needing a safe decompression space. It should be in a low-noise area with minimal stimuli.

5G-2iv - Plan for more accessible spaces than anticipated. Post signage indicating accessible parking from the road to the parking spaces.

5G-2v - If an event is held where the terrain changes, plan a path on an easy-to-navigate surface for people using mobility devices.

5G 3. Systemic Solutions

5G-3i. - Recommend that the CWAAC develop a checklist of accessibility requirements and considerations for municipal events or projects and a policy for its use. When planning accommodations, including a committee member with lived experience is best.

5G 4. Policy-Related Solutions

[See above RE: checklist]

[See above RE: policy]

5G 5. Customer Service Solutions

5G-5i - Event organizers would benefit from having refresher training on disability awareness. Volunteers should also receive training on accommodating people with disabilities prior to the event.

Question 5H.

5 H. Signage/Wayfinding

What People Said:

For accessibility issues with signage/wayfinding, these were mentioned:

- More attention to what barriers for persons with disabilities is and fixing these in the budget.
- Braille and large print options are useful.
- Confusing signage, small print unrecognizable symbols.
- Have recorded options that people can play aloud. Braille signage.
- Contrast large print.
- It's nice to see First Nations names and words on signage.

- Would like to see a signage/wayfinding map on website that specifically lists/shows accessible information such as parking (number of spots), accessible public bathrooms, accessible outdoor seating or quiet spots that would help someone plan their way around.
- Signage for trails on ability level.
- Color contrast is helpful; larger font - maximize the space on a sign, or on online seminar slides/presentations, use simple fonts.
- Easier to read, sometimes too much information.
- Ensure entrance welcoming, bright, well-signed, good power door openers.
- Take a different approach if first approach isn't working.
- Offer text, email, interpreter services, and staff trained in sign language and other languages.
- More signage is needed.
- Galloping Goose Trail: Improve signage and reduce speeds of bikes and scooters on the trail. Work with the CRD to install clear signage and enforce speed limits.

Identified Barriers

a. Communication Barriers

- Signage options do not include recorded options and Braille.
- Website signage/wayfinding maps should include accessible information such as parking spots, public bathrooms, and outdoor seating.

b. Physical Barriers

- Confusing signage with small print and unrecognizable symbols makes navigation difficult.
- Lack of color contrast and large print on signs affects readability.
- Signs and entrances need to be welcoming, well-signed, and equipped with power door openers.

c. Systemic Barriers

- Signage needs to be considered for accessibility features.
- Improvement and maintenance of signage, including trail signs.

d. Policy-Related Barriers

- Need for policies ensuring signage includes accessible formats and adequate wayfinding information.
- Inconsistent application of accessibility standards in signage and wayfinding systems.

e. Customer Service Barriers

- Need for effective signage practices and accessible wayfinding solutions.

Changing Paces' Recommendations:

5H 1. Communication Solutions

5H-1i - Signage options should include recorded formats and Braille to ensure information is accessible to everyone.

5H-1ii - Website signage and wayfinding maps could include accessible information such as parking spots, public bathrooms, and outdoor seating.

5H 2. Physical Solutions

5H-2i - All signage should use large print, high-contrast colors between text and background, and Braille wherever possible.

5H 3. Systemic Solutions

5H-3i - Consider the accessibility of municipal signage during the onset of budgeting to save significantly in the long run.

5H 4. Policy-Related Solutions

5H-4i - All municipalities should consider policies regarding signage based on the information above.

5H-4ii - Aim to consistently apply the established accessible policies and standards in all signage and wayfinding systems.

5H 5. Customer Service Solutions

5H-5i - Staff may consult with external organizations that specialize in disability solutions such as the Rick Hansen Foundation, to learn effective signage practices and accessible wayfinding solutions.

Question 5I.

5 I. Sidewalks, Crosswalks, Bike lanes

What People Said:

For Sidewalks, Crosswalks, Bike lanes accessibility issues, here are some of the respondents' concerns:

- Bus stop.
- Cross walks with signal lights though I realize that several of the busy roads in the area are under Provincial, not local, jurisdiction.
- Maybe provide crossing guards at intersections.
- Cars are the largest danger to me.
- Speed limits should be reduced to 30 km/hour.
- Crosswalks with signal lights.
- Advocacy with the province to improve pedestrian safety on HWY 14.
- Otter point road crossing near the legion is unsafe.
- Crosswalks need to have more time to cross.
- Integrate accessibility into all committees.
- All the focus and budget spent on new and improvements to bike lanes. Not enough attention and budget spent on improving people of all ages and abilities being able to get around their communities and other communities as well.
- Some streets have no sidewalks or have sidewalks that go to gravel, not suitable for wheelchairs (e.g. at Grant and Otter Point Road).
- Evenly paved walkways, wider sidewalks even level walkways without barriers i.e. garbage cans, flowerpots, short light wait times.
- Standard treatment of surfaces, curbs, signs, lighting.
- Speed[ing] is a problem.
- Lack of sidewalks, uncontrolled sidewalks need lights.
- More sidewalks uneven, not maintained powers quick timers on walk signs, maintenance during motor vehicles on sidewalks snow on corners and sidewalks.
- A crosswalk from Pelican Drive in Colwood to Duke Road in Metchosin. This is a municipal boundary, crossing a fast-moving arterial road. Two municipalities would have to join to provide a link between Latoria Creek Park and surrounding neighborhoods to access the waterfront.
- Signal lights at crosswalks on main roads. Perhaps consider crossing guards during busy traffic times.
- Wider sidewalks allow mobility devices and bikes not to crowd people on foot.
- Sidewalks cleared as soon as possible to allow people with disabilities to get to work safely and without having to leave home 15-20 mins later to get to an appointment or bus stop. Fall leaves and spring cherry blossoms need to be cleared along sidewalks as they are easy to slip on.
- Focus on improving intersections on major roads to provide more space for wheelchairs and mobility devices at crossings and pedestrian safety islands/corner safety islands. Maintain minimum 2m wide sidewalk width standard to help provide accessibility and comfort to those

using wheelchairs and mobility devices.

- Not all sidewalks are up to new accessible standards (less than 1.2m wide) Not enough space on the island when waiting to cross or steep drops.
- Galloping Goose speed limit.
- Reduce speed maximums on trails.
- Hearing e-bikes/scooters is an issue. Ideally, they would be more audible.
- Pavers uneven, tripping hazard.
- Make more even transitions to road - not raised.
- Make sure snow removal isn't blocking access.

Identified Barriers

a. Physical Barriers

- Uneven sidewalks, including transitions to gravel, pose accessibility challenges.
- Sidewalks and crosswalks may lack sufficient width, making it difficult for mobility devices to navigate.
- Pavers and surfaces can be uneven, creating tripping hazards.
- Insufficient space on pedestrian safety islands and steep drops at crossings impedes accessibility.

b. Communication Barriers

- Information about accessibility features at crosswalks and sidewalks is often not clearly communicated.

c. Policy-Related Barriers

- Inconsistent attention and budget allocation between bike lanes and pedestrian infrastructure hinder overall accessibility improvements.
- Lack of standardized treatment for sidewalk surfaces, curbs, and lighting affects navigation.
- Speed limits and traffic controls, such as the absence of crossing guards or reduced speed zones, contribute to pedestrian safety issues.

d. Systemic Barriers

- Not all sidewalks meet new accessibility standards.

Changing Paces' Recommendations:

5I 1. Physical Solutions

5I-1i - Strive to update sidewalks, ensuring they are wide enough for electronic mobility devices and that smooth transitions occur where the sidewalk ends.

5I 2. Communication Solutions

5I-2i – Consider allowing longer crossing times at crosswalk signal lights as a simple accommodation that benefits all pedestrians.

5I-2ii - Strive to incorporate top-of-the-line crosswalk features, including audio signals and clear signage. Consistency between municipalities could be beneficial.

5I 3. Policy-Related Solutions

5I-3i - Incorporating accessibility considerations at the baseline of every budget meeting for infrastructure helps municipalities avoid costly retrofits for bike lanes, sidewalks, curbs, and lighting.

5I 4. Systemic Solutions

5I-4i.- Strive to meet accessibility standards for all new sidewalks.

5 J. Additional Information Please

The following were just additional notes:

- Snow clearing and put all the snow in the 2 disability parking spots.
- Mail in ballot.
- Elections need work so voting is easier.
- Advance voting should have accessibility line as in avoid the long wait, identify /make more accessible priority parking.

Changing Paces' Recommendations:

5J-i - Snow ploughing or placement in accessible parking spaces makes them unusable.

5J-ii - Offering alternative voting methods to ensure inclusivity for the public

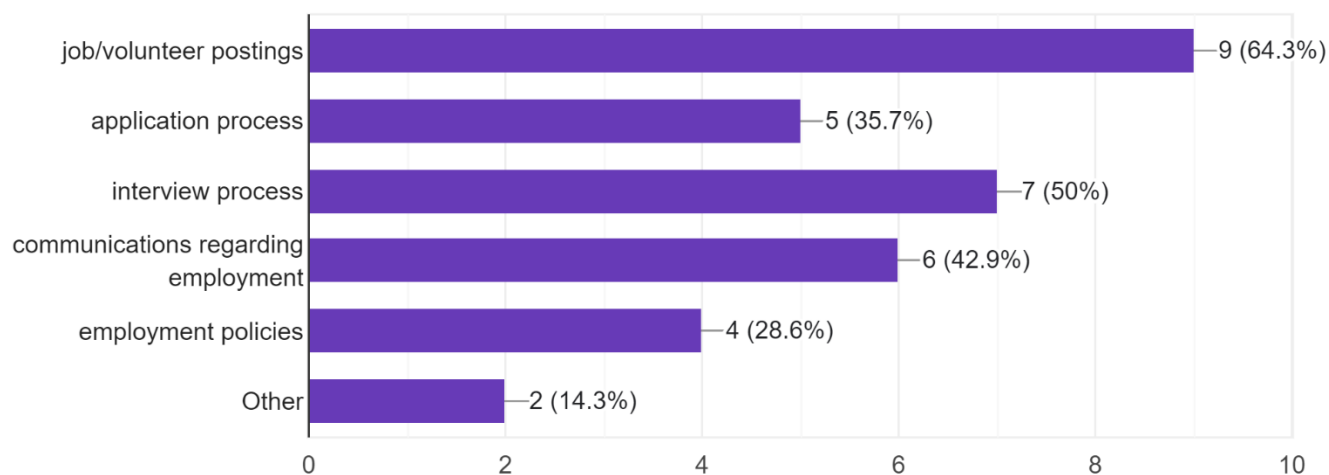
5J-iii - On voting days, consider accessibility needs such as chairs and empty spaces for mobility devices to accommodate all voters effectively.

5J-iv - On each voting day, aim to provide extra accessible parking to ensure sufficient space for voters with disabilities.

Question 6A

6A. Where do you (or the person you are assisting) experience barriers when applying for jobs or volunteer positions with your local government?

14 responses



64.3% - job/volunteer postings

35.7% - application process

50% - interview process

42.9% - communications regarding employment

28.6% - employment policies

14.3% - Other

What People Said:

When it comes to barriers with job application or volunteer positions, most respondents had difficulty or needed help with job/volunteer postings over the other 5 choices

Question 6B.

6 B. If you (or the person you are assisting) indicated experience with a barrier when accessing municipal employment and volunteer opportunities in part one of this question, please provide specific details below.

What People Said:

When accessing municipal employment and volunteer opportunities, the following were noted:

- A lot of work needs to be done in this area. Not much accommodation/equity and volunteers not always valued.
- Job descriptions are inadequate and often have way too much listed as requirements.
- Interview process focuses too much on talking and discussion. Creativity is needed in this process to allow people to shine in other ways.
- Not clear process on how picked, how hired, time limit for process.
- Maybe work with agencies support people with employment like community living in Victoria, lifetime networks to find ways to support that person or trained staff to be able to work with that person.
- Retired and can only make suggestions that bring attention to the interview process.

Identified Barriers

- **Systemic Barriers**
 - Unclear hiring processes, including ambiguous criteria and timelines.
- **Attitudinal Barriers**
 - Negative perceptions about hiring individuals with disabilities, leading to discriminatory practices.
 - Volunteers with disabilities are not always valued or recognized appropriately.
- **Communication Barriers**
 - Job postings lack inclusivity, such as not providing alt text for photos.\
- **Digital Barriers**
 - Poor acoustics in committee or Council rooms create challenges for individuals with hearing impairments.
- **Customer Service Barriers**
 - Need for better support tools and training for staff working with individuals with disabilities.

Changing Paces' Recommendations:

6B 1. Systemic Solutions

6B-1i - Include contact information in the job postings clearly stating that assistance is available if required to apply for the job.

6B 2. Attitudinal Solutions

6B-2i - Customer service training helps dispel stereotypes and stigma surrounding hiring individuals with disabilities.

6B-2ii – Involving volunteers with disabilities in municipal roles will provide valuable insights and unique perspectives and possibly lead to a reliable source of future employees.

6B 3. Communication Solutions

6B-3i - Make job postings accessible and be willing to accommodate various needs in the hiring process.

6B 4. Digital Solutions

6B-4i - Equip Council rooms with microphones and provide speakers amplifying sound to enhance accessibility. Consider playing PowerPoint presentations in the background to ensure that the text on the screen is captured effectively.

6B 5. Customer Service Solutions

6B-5i - Customer service training is recommended to ensure that staff can effectively support all individuals, including those with disabilities

Question 6C.

6 C. If you (or the person you are assisting) indicated experience with a barrier when accessing municipal employment and volunteer opportunities in part one of this question, please share any ideas you might have on how to reduce or eliminate that barrier.

What People Said:

For addressing barriers when accessing municipal employment and volunteer opportunities, the respondents suggested the following:

- Where possible, include 'wheelchair' symbols on application forms/job ads to indicate that the position would be suitable for a person with disabilities.

- Note that 'accommodation available' is near the top of the job ad as opposed to the bottom of the ad.
- Include the level of effort required for the position in the job ad.
- List specifically: 'Available accommodation might include...' in the job ad.
- Interview processes could be made more inclusive and provide a more stress-free process if interview questions were provided in advance allowing people to have time to think about the questions and respond in a meaningful way.
- Make sure that the reception area is clear, the receptionist is at the desk to greet applicants and can help applicants in the waiting area if required. Ensure the path to the interview room and interview room can be navigated easily, chairs w/without arms if needed. Identify washroom area. Make sure to walk back with the applicant to reception.
- Realize that panel interviews can be more stressful than one on one.
- Overcome language barriers at service counters.
- Increase representation of youth and seniors in volunteer and employment opportunities.
- Allow demonstrative interviews (perform a task).
- Education and training for interviewers, panels, recruiters and general employees to assess and remove personal bias in the process (i.e. 'People with disabilities can't do _____', 'This person has _____. They can't do this job/they won't be an effective team member.')
- Develop working partnerships with organizations that place those looking for work. You can find talent looking for you.

Identified Barriers

• **Communication Barriers**

- Language barriers at service counters.
- Not having access to interview questions in advance causes stress and impedes thoughtful responses.
- Perceived lack of awareness about the stress of panel interviews and the importance of accommodating various needs.

• **Physical Barriers**

- Reception area and interview room are not always accessible or easy to navigate.
- Absence of clear paths, lowered service counters, appropriate chair options, and identified washroom locations.

• **Customer Service Barriers**

- Lack of staff assistance to applicants in the waiting area and exiting after the interview.

- **Systemic Barriers**

- Perceived lack of diverse representation (youth and seniors) in volunteer and employment opportunities.

Changing Paces' Recommendations:

6C 1. Communication Solutions

6C-1i - If you know the languages commonly spoken by the public in your municipality, consider using a translation app or tool to assist staff in communications at service counters.

6C-1ii - If interviews require multiple participants, try to accommodate requests to break them into one-on-one sessions to facilitate more effective communication.

6C 2. Physical Solutions

6C-2i - Ideally, provide an accessible reception area, with a lowered service counter and interview room with clear paths, appropriate chair options, and easily identifiable accessible washroom locations to ensure easy navigation.

6C 3. Customer Service Solutions

6C-3i - Have a receptionist or staff person assist applicants in the waiting area and guide them back after the interview.

6C 4. Systemic Solutions

6C-4i - Embrace diversity to drive innovation by including youth and seniors with disabilities in volunteer and employment opportunities, helping municipalities stay connected to their communities

Question 7A.

7A. What supports are important to you (or the person you are assisting) when working or looking for a job? (Select all that apply)

17 responses



76.5% - Accessible Parking

76.5% - Any adapted spaces such as restrooms, breakrooms, reception area, meeting areas, or pathways.

76.5% - Any assistive devices such as screen readers, braille displays, text-to-speech software, strobe light/visual smoke alarms, or hearing loops.

What People Said:

- Provide accessible parking for both staff and the public.
- Designate accessible parking spaces close to entrances and ensure they are well-marked
- Design office layouts to maximize natural light and views of outdoor spaces.
- Reduce noise levels to improve concentration and reduce fatigue.
- Use soundproofing materials and create quiet zones.
- Reduce noise and improve concentration with private workspaces.
- Provide cubicles or closed offices for employees who need them.
- Ensure employees have a consistent and personalized workspace.
- Assign permanent desks and ensure setups remain unchanged.
- Have small tools and devices available for both members of the public and staff to use.

Changing Paces' Recommendations:

7A 1. Physical Solutions

7A-1i: Strive to exceed the provincial minimum requirements for accessible parking spaces in municipal parking lots. If possible, provide signage on a pole as well as on the ground to signify the designation of accessible parking spaces.

7A-1ii: Consider allowing employees to personalize their workspace as it may reduce anxiety and provide comfort, leading to higher rates of productivity.

7A-1iii: If a private office is not an option, consider providing noise-canceling headphones as an affordable accommodation for employees needing reduced noise.

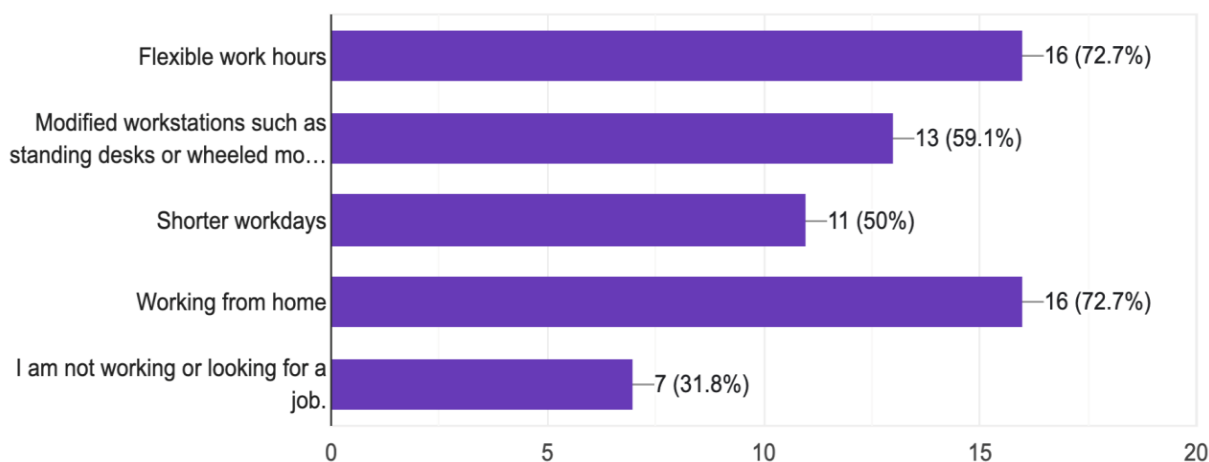
7A 2. Environmental Solutions

7A-2ii: Noise-canceling headphones could be a cost-effective accommodation for employees who are bothered by high noise levels, as they often help improve concentration and reduce fatigue.

Question 7B.

7B. What supports are important to you (or the person you are assisting) when working or looking for a job? (Select all that apply)

22 responses



72.7% - Flexible work hours

59.1% - Modified workstations such as standing desks or wheeled mobility device-adaptive desks.

50% - Shorter workdays

72.7% - Working from home

31.8% - I am not working or looking for a job.

What People Said:

Out of all the choices when it comes to the ideal work environment or when looking for a job, “flexible work hours” and “working from home” were the two most desired.

Moreover, the following are anecdotes that relate to the topic:

- Provide flexible hours or a split shift option.
- Offer extended hours or flexible scheduling for public services.
- Customize workstations to meet individual needs.
- Provide ergonomic assessments and necessary adjustments, such as standing desks or specialized equipment.
- Chair with pullout for legs/adaptable workspace.
- Need training on voice to text.
- Lighting accommodation.
- Customizable desks.
- More space.
- Sound sensitive areas.
- More flexibility in hours.
- Work from home.
- Ideally, a workplace should be compassionate and provide a flexible culture.
- Accommodation should be normalized.

Changing Paces’ Recommendations:

7B 1. Employment Solutions

7B-1i: Consider offering flexible scheduling options, such as split shifts, limited extended hours, and work-from-home options, to accommodate the diverse needs of municipal workers, including those with disabilities. This flexibility could greatly benefit both the public and all municipal employees. People with disabilities, like everyone else, have appointments and other responsibilities that could be managed more effectively with flexible scheduling.

7B 2. Physical Solutions

7B-2i: Strive to invest time and resources in customizing workstations for employees with disabilities. Taking the necessary steps to ensure comfort and accessibility in the workplace can lead to increased productivity. When selecting products like chairs and

desks, please consider brands and items that the individual already knows work well for their body, ensuring that the accommodations are truly effective.

Question 7C.

7 C. What supports are important to you (or the person you are assisting) when working or looking for a job?

What People Said:

When working or looking for a job, respondents need support with the following:

- All the above and others not mentioned above such as mentoring, job sharing, funding for workplace modifications, ergonomic desks, back supports etc.
- Psychological safety (related to attitudinal barriers), recognition of intersectionality (e.g., having a disability and other identity, such as being an immigrant) and its impact on policies and practices, non-bureaucratic process of securing accommodations.
- The employer should be equal opportunity employer.
- Ready accommodations or openness to.
- Flexible hours, work from home.
- Working interviews- do away with rigid outdated interview processes.
- Partnerships with union representatives to develop job descriptions that reflect more flexibility in hours worked.
- Inclusion and adaptability.
- Opportunity to work from home, accessible parking, if in office own workspace.
- To feel a part of team and making friendships.
- I liked being able to work from home as a writer, with flexible work hours as long as I got the project done.
- Accessible break rooms/kitchens with toasters/coffee makers etc. easy to access, including sink and paper towels. Flexible dress code.

Changing Paces' Recommendations:

7C 1. Communication Solutions

7C-1i - Ensure that accommodations discussed during the hiring process are carried over into the workplace through contracts or written agreements with specifics, where possible.

7C-1ii - Strive for a more interviewee-centered approach by being flexible and prepared to move beyond traditional formalities. Focus on questions directly related to the job to assess fit and needs better.

7C 2. Physical Solutions

7C-2i - Aim to accommodate individual body types by considering ergonomic workplace modifications such as adjustable desks, back supports, and accessible break rooms. Be open to a variety of solutions, which may be informed by the lived experiences of people with disabilities.

7C-2ii - Consider flexible work schedules, such as hybrid home/office arrangements to better accommodate diverse needs.

7C-2iii - Incorporate accessibility in to break rooms so that amenities like toasters, coffee makers, and sinks are within reach. Be open to making case-by-case adjustments and discussing needs.

7C-2iv - Strive to keep office equipment such as printers in accessible locations and provide both private and collaborative workspaces when possible.

7C 3. Customer Service Solutions

7C-3i - Consider implementing a program for individuals with disabilities paired with mentoring or job-sharing opportunities. This may allow individuals to settle in and adjust their accommodations as needed.

7C-3ii - Strive to partner with union representatives and be open to developing job descriptions that include an offer of support if help is needed to apply.

7C-3iii - Be willing to provide accommodations and explore various solutions, which may foster a more inclusive workplace culture and allow individuals to contribute their own solutions, such as personal computers and adaptive technology.

7C 4. Systemic Solutions

7C-4i - Consider including people with disabilities at various organizational levels and giving them influence over developing policies and practices. This approach may more effectively integrate individuals into the municipal work culture.

7C-4ii - Strive for simplified or streamlined processes to discuss and secure accommodations promptly.

7C 5. Attitudinal Solutions

7C-5i - Strive for comprehensive customer service training.

7C-5ii - Be open to multiple ways of achieving solutions and working styles. This flexibility

may accommodate diverse learning and working preferences and enhance overall workplace inclusivity.

Question 8.

8. Please list the top 3 accessibility improvements, in ANY area you (or the person you are assisting) want to see your municipality or the municipality you visit make:

What People Said:

For the respondents, the top three accessibility improvements that need attention are:

- Universally accessible municipal halls, functional and accessible parking that accommodates not just cars but accessible vans, more hiring of people with lived experience for accessibility work, general access emails need to be replied to, followed up on.
 - Accessibility for getting to municipal buildings and events), accessibility to municipal policies and information and accessibility to recreation activities.
 - Easy access, many rest spots, accessible facilities within the buildings.
 - Sidewalks, continuing consistently.
 - Enough accessible parking.
 - Inclusive outdoor spaces, including playgrounds, parks, and beaches.
 - Ample accessibility parking spots.
-
- Hiring of people with intellectual disabilities, neurodiversity, and fetal alcohol spectrum disorders - employment is for all, go door-to-door to engage with residents, increased bus and Handy Dart options.
 - Maintenance, universal design, accommodation.
 - Higher toilets with grab rail in all bathrooms.
 - More toilets in public spaces.
 - Education and awareness.
 - Bike lanes would encourage faster moving bikes to move from trails onto the roadways, a trail rating system, like ski hills and bike trails.
 - Crosswalks, sidewalks and wider parking spaces to ease access in and out of vehicles.
 - Work from home is a useful improvement for lots of workers! Flexible work hours at home or at the worksite are also a good improvement. Also, Bus Stops that let buses use their ramps.
 - Visual recognition on the City Website that Langford is an inclusive environment. That the wheelchair sign is not a stigma and can be visible on seating and is in fact a relief to some people with disabilities coming to City Hall.
 - Improved intersection for pedestrian / mobility devices user safety and comfort.
 - Expanded sidewalk network - min 2m width.
 - Improved trails with better signage to aid those with disabilities.

- Sick days for mental health.
- Sidewalk improvements.
- Bus stop upgrades.
- Parks/Trails upgrades.
- Parks accessibility, communication tools, better working environments to be more inclusive.
- Trail signage walkways, more accessible play equipment.
- Better on leash bylaw. Beach accessibility.
- Closed office/cubicles to limit office noise.
- Closed captioning (live and recorded).
- Auditory changes to committee / Council rooms.
- More paved trails, better street lighting, more public washrooms.
- Accessibility for wheelchairs/walkers.
- Use fine grained gravels on trails, walkways.
- Flexibility in work hours, schedules.
- Society's awareness as to what diversity is.
- Willingness to act once you know.
- Individualization / customizable spaces.
- Emergency plan that works for all.
- Website optics need to feel inclusive.

Identified Barriers

a. Physical Barriers

- Insufficient accessible parking for vans and cars.
- Inconsistent sidewalks; some go to gravel, not suitable for wheelchairs.
- Lack of accessible facilities in municipal buildings (e.g., higher toilets, more public washrooms).
- Sidewalks and crosswalks need improvement for width, maintenance, and accessibility.
- Inadequate or unclear access to municipal buildings and events.
- Infrastructure that does not adequately consider universal accessibility.
- Limited accessibility in recreational areas, including trails and beach access.
- Insufficient improvements in outdoor recreational facilities to support accessibility.

b. Communication Barriers

- Lack of responsiveness and follow-up on general access emails.

c. Employment Barriers

- Limited accommodation and flexibility in job descriptions and hiring practices.

- Outdated interview processes and lack of inclusivity in employment practices.
- Perceived inadequate support and accommodations for employees with disabilities (e.g., ergonomic adjustments, flexible work arrangements).
- Lack of ready and effective accommodations or modifications in the workplace.
- Insufficient support for people with intellectual disabilities.

d. Attitudinal Barriers

- Insufficient efforts to promote an inclusive environment and address societal stigma around disabilities.

Changing Paces' Recommendations:

8 1. Physical Solutions

i - Strive to exceed the provincial minimum requirement for accessible parking spots, ensuring that these spots are on level ground and kept open during special events.

8-1 ii - Aim to ensure smooth transition points and adequate width of sidewalks.

8-2 iii - Consider providing a raised toilet seat in public washrooms as an inexpensive way to enhance accessibility.

8-1 iv - Work towards incorporating accessibility into all future planning, development, and maintenance of sidewalks and crosswalks. It could be beneficial to include input from individuals who use mobility devices in the planning process.

8-1 v - To improve accessibility, strive for large, clear signage, and consider having a welcoming person guide attendees at municipal events.

8-1 vi - To work towards a fully accessible future, consider accessibility from the initial stages of infrastructure planning and include it in every stage of development.

8-1 vii - Aim to create more accessible recreational areas, both indoor and outdoor, including trails and beach access.

8 2. Communication Solutions

[See 4B RE: Digital Solutions websites]

8-2 i - Consider improving the follow-up on general access emails to ensure timely responses.

8-2 ii - Consider using talk and convert dictionary apps to assist with overcoming language

barriers at service counters.

8 3. Employment Solutions

[See 7C RE: Physical Solutions employment supports]

[See 4B RE: Customer Service training support for people with intellectual disabilities.]

8 4. Attitudinal Solutions

[See 4B RE: Customer Service training, societal stigma, mental health]

Conclusion

While municipalities have clearly made strides in accessibility, there remains an exciting opportunity to further enhance the experiences of people with disabilities and the community as a whole. The challenge of designing user-friendly products, services, vehicles, and environments for people with disabilities is significant. Historically, this has led to accessibility being addressed later in the process. However, with the Accessible British Columbia Act (ABCA) now placing accessibility at the forefront, the Capital West AAC is in a strong position to recommend meaningful action for their respective Council's and municipalities' consideration.

The survey results clearly highlight the immense value that municipalities could gain by embedding an accessible mindset from the earliest stages of planning—whether for projects, policies, or events—and carrying this commitment through to completion. This approach is best realized through collaboration with disability consultants, who bring crucial expertise and insights to ensure that accessibility is thoughtfully integrated into every aspect.

Additionally, the survey underscored a need for regular Customer Service Training, which is typically conducted every two to three years. There are a number of organizations that are well-prepared to deliver this training. By adopting a forward-thinking approach and achieving tangible short-term goals, municipalities can create environments that are not only accessible but also empowering for everyone.

While addressing physical, communication, systemic, or technological barriers can be complex, the power to transform attitudinal barriers lies within each of us. By fostering empathy and embracing kindness, we can create an inclusive culture that extends beyond meeting minimums established through regulations. True accessibility is about building a community where everyone feels valued and supported.

The initial focus of the Accessibility Plans for the Capital West AAC member municipalities is on service delivery and employment, but the committee is laying the groundwork for addressing other accessibility

themes in the future. This demonstrates a commitment to ongoing improvement and expansion of accessibility initiatives.

The Capital West AAC has several opportunities to lead in advancing accessibility:

- Developing comprehensive, multi-municipal accessibility plans.
- Creating standardized accessibility guidelines that can be adopted across jurisdictions.
- Serving as a model for inter-municipal collaboration on accessibility issues.
- Driving innovation in accessible service delivery and employment practices.

By taking a proactive and collaborative approach, the Capital West AAC can help ensure that accessibility becomes a fundamental consideration in all municipal planning, policies, and services across the region.

This report has been submitted by,



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Changing Paces
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CAPITAL WEST ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE

1.0 Composition

The Capital West Accessibility Advisory Committee represents the member municipalities of the City of Colwood, the Township of Esquimalt, the District of Highlands, the City of Langford, the District of Metchosin, the District of Sooke, and the Town of View Royal that have chosen to participate in the Committee.

2.0 Mandate

2.1 In accordance with the *Accessible BC Act*, the mandate of the Capital West Accessibility Advisory Committee is:

- 2.1.1 to assist member municipalities to identify barriers to individuals in or interacting with the municipality;
- 2.1.2 to advise member municipalities on how to remove and prevent barriers to individuals in or interacting with the municipality; and
- 2.1.3 Receive in a consultative capacity, updates to the member municipality's accessibility plans.

3.0 Membership

- 3.1 The Committee is comprised of one (1) volunteer citizen member representing each participating member municipality for a total of seven (7) voting members.
- 3.2 The term will be for approximately two years ending on December 31, 2026.
- 3.3 The Chair and Vice Chair will be selected annually at the first meeting by resolution of the Committee members.

4.0 Meetings

- 4.1 The Committee will meet electronically a minimum of four (4) times per year at 2:00 p.m. on the fourth Wednesday of the following months: February, May, September and November or as established by the Committee in consultation with the host municipality.
- 4.2 Meeting length is not to exceed two (2) hours.
- 4.3 Special meetings may occur if required to address time sensitive business items that are referred to the Committee by a member municipality.

5.0 Agendas

- 5.1 At least one week (seven (7) consecutive days) days prior to each meeting, the host municipality shall:
 - 5.1.1 prepare an agenda which lists and briefly summarizes the matters to be considered at the meeting;

5.1.2 provide an electronic copy to all Committee members; and

5.1.3 post the agenda at the host municipality's designated public notice posting place and on the host municipality's website.

5.2 Non-hosting member municipalities shall endeavour to provide a link to the agenda posted on the host municipality's website, once the agenda is posted, in advance of the meeting.

5.3 The agenda must include a description of:

5.3.1 the way in which the meeting is to be held electronically;

5.3.2 how the public may hear, or see and hear the proceedings; and

5.3.3 the location where the public may attend to hear, or see and hear, the meeting.

5.4 The order of business at regular Committee meetings shall be as follows:

- 1) Call to Order
- 2) Introduction of Late Items
- 3) Approval of the Agenda
- 4) Adoption of Minutes
- 5) Business Items
- 6) Unfinished Business
- 7) Adjournment

5.5 Business at Committee meetings must, in all cases, be taken up in the order in which it is listed on the agenda unless otherwise resolved by a majority vote of those members present.

6.0 Quorum

6.1 Quorum for the Committee is a majority of its appointed voting members, including the Chair.

6.2 If there is no quorum in attendance within 15 minutes of the advertised start time, the recording secretary shall record the names of the members in attendance and those absent and then adjourn the meeting to the next regularly scheduled Committee meeting.

7.0 Motions

7.1 Decisions of the Committee shall be made by motion.

7.2 Motions shall be seconded before discussion can take place.

7.3 Motions that are not seconded will not be recorded in the meeting minutes.

8.0 Amendments

8.1 A member may, without notice, move to amend a motion that is being considered at a meeting.

- 8.2 An amendment may propose to add, strike out, or strike out and add words to an original motion.
- 8.3 Amendments must be strictly relevant to the main motion and not nullify or alter in a material way or be contrary to the principle embodied in the main motion.
- 8.4 Only one amendment shall be allowed to be before the Committee at one time and shall be decided before the main motion is decided.
- 8.5 An amendment that has been defeated by a vote cannot be proposed again.

9.0 Voting

- 9.1 Each member has one vote on any motion or question.
- 9.2 Each member present at the time of voting:
 - 9.2.1 must vote on the matter by indicating their assent or dissent, or if participating electronically without video, by verbally stating their vote as either in favour or opposed;
 - 9.2.2 no member may leave a meeting once a vote on a matter has been called; and
 - 9.2.3 if a member abstains from voting or does not indicate how they vote, the member is deemed to have voted in the affirmative.
- 9.3 A motion or any other question before the Committee is decided by a simple majority of the quorum.
- 9.4 If the vote of the members present at the time of voting are equal for and against the motion, the motion is defeated.
- 9.5 The Chair must state the name or names of the members opposed and the recording secretary shall record those names in the minutes.

10.0 Minutes

- 10.1 Minutes of the Committee meetings must:
 - 10.1.1 be legibly recorded;
 - 10.1.2 record the names of all members in attendance and record voted in opposition of each motion voted upon in the meeting;
 - 10.1.3 be certified correct by the recording secretary;
 - 10.1.4 be signed by the Chair or presiding member once the minutes are adopted; and
 - 10.1.5 be circulated for information to member municipalities.
- 10.2 Recommendations for consideration will be included in the Committee minutes provided to member municipalities as described in section 10.1.5.

11.0 Public Attendance and Input

11.1 All meetings must be open to the public unless the meeting is permitted to be closed in accordance with the Community Charter.

11.2 Meetings will be held electronically for the members with the public able to observe the proceedings either electronically or in-person at a location to be determined and provided by the host community.

12.0 Host Municipality Responsibilities

12.1 Committee meetings will be hosted on an annual rotational basis by the member municipalities.

12.2 The annual hosting rotation aligns with the calendar year.

12.3 During its year of hosting, the host member municipality is responsible to provide:

12.3.1 staff support for agenda preparation, minute-taking, and minute distribution;

12.3.2 a physical location within the host municipality where members of the public can hear, or see and hear, the proceedings of the meeting; and

12.3.3 record keeping for the year, including the posting of public agendas and minutes on the host municipality's website.

12.4 A staff person will be selected from the host municipality as a staff liaison to the Committee.



City of Langford

Staff Report to Council

DATE: Monday, October 21, 2024

DEPARTMENT: Legislative Services

SUBJECT: Ukraine Funding Update

EXECUTIVE SUMMARY:

Vancouver Island Supports the Ukraine (VISU) recently approached the City to request that Council consider providing \$5,000 in 2024 prior to their upcoming deployment in late November.

VISU has expressed that they are thankful for Langford's commitment to consider contributing \$5,000 annually through the Financial Plan moving forward commencing in 2025, however due to rising needs in the Ukraine VISU has scheduled an immediate trip to provide assistance.

BACKGROUND:

In 2023, Council supported VISU in the amount of \$5,000 for their humanitarian efforts in the Ukrainian community of Horokhiv. The City's contribution provided technical equipment to establish an after-school educational program focused on STEAM (science, technology, engineering, arts, and math) for students in the community of Horokhiv.

At its Regular meeting held Monday, August 19, 2024, Council passed the following resolution:

THAT Council direct staff to send a letter to the West Shore municipalities of Colwood, Highlands, Metchosin, and View Royal to seek interest in collaborating to support Vancouver Island Supports the Ukraine in their fundraising activities supporting the Ukraine;

AND

That Council direct staff to work with VISU to explore establishing a Friendship City agreement with one of the Ukraine municipalities of Horohiv, Boratyn, Olyka, Kamin-Kashyrsk, and Kivertsy either individually or as a collaboration with one or more of the West Shore municipalities.

AND

That Council consider contributing \$5,000.00 annually in support of the Ukraine through the Friendship City program through the City of Langford's Financial Plan.

COMMENTARY:

VISU has reported that the STEAM program has been successful with both educators and students participating in and benefitting from hands on experience with computers, printers, and 3-D printers. The Mayor of Horokhiv, Victor Hodyk, has asked VISU if they would consider assisting in the expansion of the program by providing additional funds that will be utilized by their staff to acquire new equipment to expand the after-school program curriculum offerings.

VISU and their team of volunteers are approaching Council to request funding for their upcoming deployment scheduled in late November to help meet immediate needs in the Ukrainian communities. The following priorities have been identified by VISU through their Ukrainian partners:

- Establish a regional breast milk center at the Ivano-Frankivsh Regional Children's hospital;
- Work with four (4) Ukrainian School Districts as part of a "global citizenship initiative" promoting community and peace as established by the School District No. 62 (Sooke) School Board; and
- Provide "community-to-community" projects as requested by the Ukrainian partners. For example, the City of Langford, City of Colwood, and District of Oak Bay provided a used school bus, two large diesel generators, and technical equipment for the school district interested in developing a STEAM based after-school activity to benefit educators and students.

At this time, VISU is requesting \$5,000 from the City of Langford in advance of their late November 2024 departure to the Ukraine. As this request is not identified within Council's August 19, 2024, resolution, staff have prepared this report outlining their request.

FINANCIAL IMPLICATIONS:

VISU is requesting \$5,000 from the City of Langford in advance of their next deployment to the Ukraine at the end of November 2024. This amount would be funded from the Council Contingency.

LEGAL IMPLICATIONS:

There are no legal implications associated with this report.

STRATEGIC PLAN ALIGNMENT:

There are no current Strategic Plan initiatives that directly align with this report.

OPTIONS:

Option 1

THAT Council provide Vancouver Island Supports the Ukraine (VISU) with \$5,000.00 in advance of their November 2024 deployment to the Ukraine funded from Council Contingency.

OR Option 2

THAT Council receive this report for information.

SUBMITTED BY: Melisa Miles, Manager of Legislative Services

Concurrence: Donna Petrie, Senior Manager of Communications & Economic Development

Concurrence: Matthew Baldwin, RPP, MCIP, Director of Development Services

Concurrence: Leah Stohmann, RPP, MCIP, Director of Community Planning and Climate Change

Concurrence: Katelyn Balzer, P.Eng., Director of Engineering and Public Works

Concurrence: Michael Dillabaugh, CPA, CA, Director of Finance

Concurrence: Marie Watmough, Director of Legislative & Protective Services

Concurrence: Darren Kiedyk, Chief Administrative Officer



City of Langford

Staff Report to Council

DATE: Monday, October 21, 2024

DEPARTMENT: Planning

APPLICATION NO.: Z24-0002

SUBJECT: Adoption of Bylaw No. 2192 – Application to Rezone 967A Isabell Avenue from One- and Two-Family Residential (R2) and Residential Small Lot (RS1) to Residential Townhouse (RT1) to allow for the development of approximately 19 townhouse units.

BACKGROUND:

At their Regular meeting of August 19th, 2024, Council passed the following resolution with respect to 976A Isabell Avenue:

That Council:

1. *Proceed with consideration of First, Second, and Third Reading of Bylaw No. 2192, following public notification, to amend the zoning designation of the property located at 967A Isabell Avenue from RS1 and R2 to RT1 subject to the following terms and conditions:*
 - a. *That the applicant provides, **as a bonus for increased density**, the following contributions per dwelling unit, **prior to the issuance of a building permit: (secured in Bylaw No. 2192)***
 - i. *\$610 towards the Affordable Housing Reserve Fund; and*
 - ii. *\$3,660 towards the General Amenity Reserve Fund;*
 - b. *That the applicant provides, **prior to Bylaw Adoption**, a release of the covenant that was previously registered under CA5774371 through Bylaw No. 1646, and registers a Section 219 covenant in priority of all other charges on title, that agrees to the following: (complete)*
 - i. *That the following will be provided and implemented to Bylaw No. 1000 standards to the satisfaction of the Director of Engineering prior to the issuance of a building permit:*
 1. *Full frontage improvements; and*

2. *A storm water management plan.*
- ii. *That the following will be provided and implemented to Bylaw No. 1000 standards to the satisfaction of the Director of Engineering prior to any land alteration:*
 1. *A mitigation plan;*
 2. *A construction parking and deliveries management plan; and*
 3. *An erosion and sediment control plan.*
 - iii. *That, prior to the issuance of a Development Permit, the developer completes the process of road closure and disposition, and consolidates approximately 163.4m² of municipal road right of way into the subject property;*
 - iv. *That a separate covenant be registered , prior to issuance of a building permit for the proposed development, agreeing that the garage are to be used for the parking of vehicles and not the storage of items preventing the parking of vehicles therein, in favour of the strata*
 - v. *That a separate covenant is registered, prior to issuance of a building permit for the proposed development agreeing that the strata be responsible for maintaining the boulevard landscaping from the back of the sidewalk with the exception of boulevard trees;*
 - vi. *That all concrete used on-site will utilize ready-mix concrete that meets or exceeds the weighted average Global Warming Potential targets based on Concrete BC Baseline (average) mix data, and that prior to the issuance of a building permit the applicant shall provide a Type III Environmental Product Declaration that is 3rd party verified specifying the total Global Warming Potential value and confirming that the proposed development meets the requirements of Low Carbon Concrete Policy POL-0167-PLAN;*
 - vii. *That electric heat pumps are installed in each townhouse unit;*
 - viii. *That tree protection measures, inclusive of tree protection fencing, are implemented prior to commencement of work to protect the trees identified for retention in the arborist report throughout the construction period. A written confirmation from the project arborist that the tree protection fencing was installed shall be submitted to the City , prior to commencement of work, to the satisfaction of the Director of Parks, Recreation and Facilities;*
 - ix. *That the large diameter cypress tree currently existing within the frontage shall be retained. If the tree cannot be retained under the current proposal, the proposal*

shall be adjusted accordingly to ensure preservation of the tree. If mutually agreed upon by the developer and the City of Langford that the tree cannot be preserved, then a cash contribution based on the assessed value of the tree shall apply and be payable by the developer to the City of Langford, prior to occupancy permit. If the tree is removed without the consent of the City of Langford, the developer shall provide a cash contribution to the City equal to three (3) times the assessed value of the tree.

AND

2. Amend the text of Schedule AD of the Zoning Bylaw No. 300 to remove the amenity contributions related to Bylaw No. 1646; **(secured in Bylaw No. 2192)**

AND

3. Direct staff to prepare a Bylaw to proceed with road closure and disposition of approximately 163.4m² of municipal road right of way as shown on the Road Closure Plan, attached to this report.

AND

4. Authorize the Director of Development Services to issue the following variance in the Form and Character Development Permit: **(to be dealt with in future development permit)**
 - i. Section 6.28.07(d) be varied to reduce the minimum rear yard setback from the required 5.5m to 5.0m.

COMMENTARY:

This application was prohibited from being the subject of a Public Hearing, as per the changes made by the Province to the *Local Government Act* through *The Housing Statutes (Residential Development) Amendment Act, 2023*.

Council gave first, second and third readings of Bylaw No. 2192 on October 7th, 2024. The information considered in relation to this Bylaw as well as the video recording of the Meeting can be found at the following link on the City's website: [Council Meeting - October 07, 2024 \(escribemeetings.com\)](https://www.escribemeetings.com)

The applicant has registered a Section 219 Covenant against the title of the subject properties that agrees to items 1. b. i-ix in Council's resolution dated August 19th, 2024, noted above.

Bylaw No. 2192 was signed by the Minister of Transportation and Infrastructure on October 9, 2024.

As there are no outstanding conditions required at this time, Council may wish to proceed with bylaw adoption.

OPTIONS:

Option 1

That Council adopt Bylaw No. 2192 as presented.

OR Option 2

That Council take no action regarding Bylaw No. 2192.

SUBMITTED BY: Anastasiya Mysak, Planner I

Concurrence: Matthew Baldwin, RPP, MCIP, Director of Development Services

Concurrence: Leah Stohmann, RPP, MCIP, Director of Community Planning and Climate Change

Concurrence: Melisa Miles, Manager of Legislative Services

Concurrence: Donna Petrie, Senior Manager of Communications & Economic Development

Concurrence: Wolfgang Schoenefuhs, Parks Planner

Concurrence: Katelyn Balzer, P.Eng., Director of Engineering and Public Works

Concurrence: Michael Dillabaugh, CPA, CA, Director of Finance

Concurrence: Marie Watmough, Director of Legislative & Protective Services

Concurrence: Braden Hutchins, Deputy Chief Administrative Officer

Concurrence: Darren Kiedyk, Chief Administrative Officer

**CITY OF LANGFORD
BYLAW NO. 2192**

**A BYLAW TO AMEND BYLAW NO. 300,
"LANGFORD ZONING BYLAW, 1999"**

The Council of the City of Langford, in open meeting assembled, hereby enacts as follows:

A. Langford Zoning Bylaw No. 300, 1999 is amended as follows:

1. By deleting from the R2 (One- and Two-Family Residential) Zone and the RS1 (Residential Small Lot) Zone and adding to the RT1 (Residential Townhouse 1) Zone legally described as Lot A, Section 84, Esquimalt District, Plan EPP124594, PID No. 031-852-378 (967A and 967B Isabell Avenue), as shown shaded on Schedule A attached to and forming part of this Bylaw.
2. By removing the amenity contributions required through Bylaw No. 1646 from Table 1 of Schedule AD and adding the following to Table 1 of Schedule AD:

Zone	Bylaw No.	Legal Description	Amenity Contributions	Eligible for Reduction in Section 2 of Schedule AD
RT1	2192	a) Lot A, Section 84, Esquimalt District, Plan EPP124594, PID No. 031-852-378, (967A and 967B Isabell Avenue)	a) \$3,660 per residential unit created towards the General Amenity Reserve Fund; and b) \$610 per residential unit created towards the Affordable Housing Reserve Fund	No

- 3. This Bylaw may be cited for all purposes as “Langford Zoning Bylaw, Amendment No. 731 (967A and 967B Isabell Avenue), Bylaw No. 2192, 2024”.

READ A FIRST TIME this 7th day of October, 2024.

READ A SECOND TIME this 7th day of October, 2024.

READ A THIRD TIME this 7th day of October, 2024.

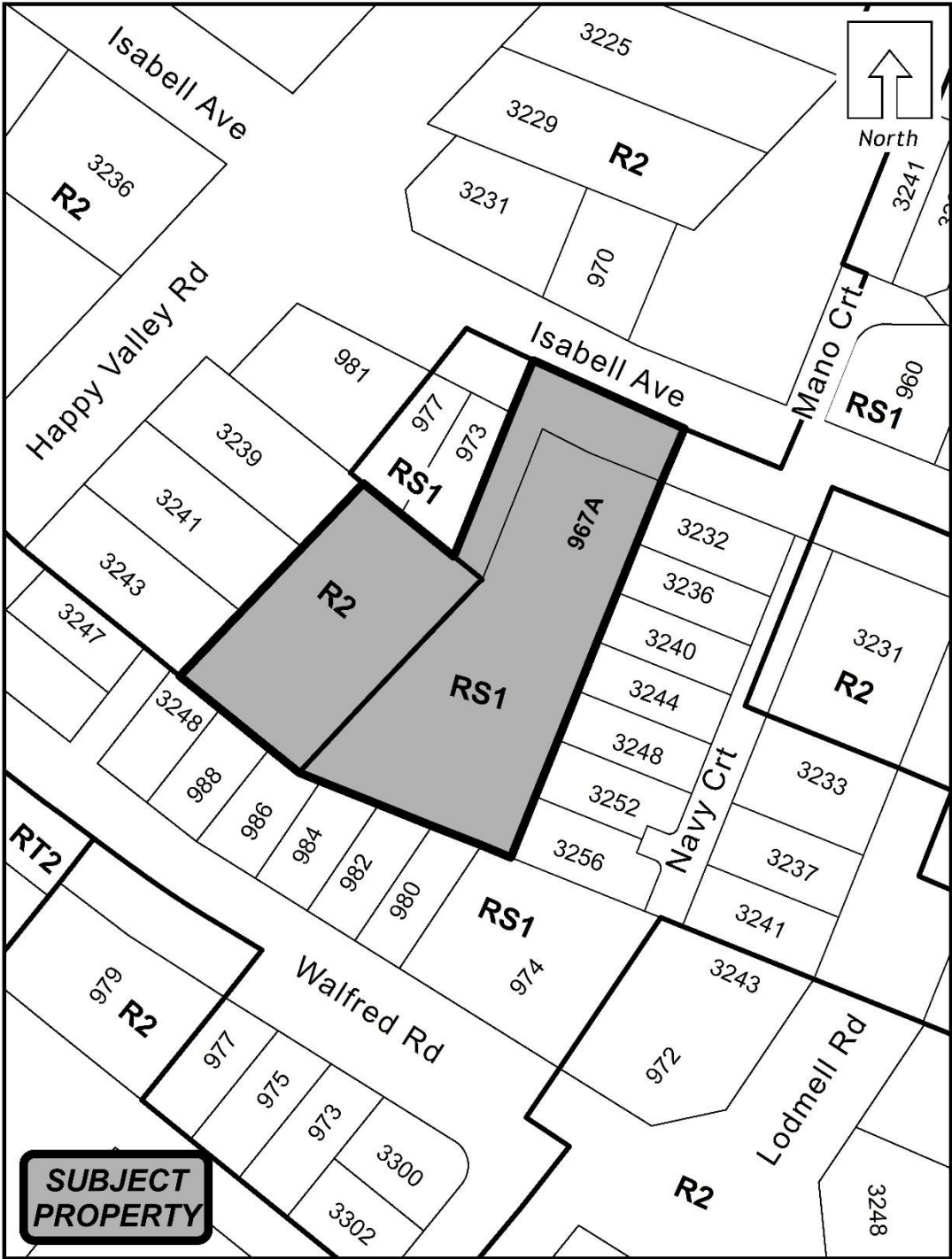
APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE this 9th day of October, 2024

ADOPTED this day of , 2024.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER

Schedule A





City of Langford

Staff Report to Council

DATE: Monday, October 21, 2024

DEPARTMENT: Planning

APPLICATION NO.: Z24-0008

SUBJECT: Adoption of Bylaw No. 2193 – Application to amend the text of the Section 3.26.02(10) of Zoning Bylaw No. 300 to allow for a 100-child group daycare at 991 & 995 Latoria Road.

BACKGROUND:

At their Regular meeting of August 19th, 2024, Council passed the following resolution with respect to 991 & 995 Latoria Road:

That Council:

1. *Proceed with consideration of First, Second, and Third Reading of Bylaw No. 2193 to amend the text of the section 3.26.02(10) of the Zoning Bylaw No. 300 to allow for a 100-child group daycare on the property located at 991 & 995 Latoria Road, subject to the following terms and conditions:*
 - a. *That the applicant, **prior to Bylaw Adoption**, register a Section 219 covenant in priority of all other charges on title, that agrees that the strata be responsible for maintaining the boulevard landscaping back of the sidewalk, with the exception of boulevard trees. (complete)*

COMMENTARY:

The Public Hearing for this application was waived in accordance with the Local Government Act and in accordance with the City's Public Notification Procedures Bylaw.

Council gave first, second and third readings of Bylaw No. 2193 on October 7th, 2024. The information considered in relation to this Bylaw as well as the video recording of the meeting can be found at the following link on the City's website: [Council Meeting - October 07, 2024 \(escribemeetings.com\)](https://www.langford.ca/council-meeting-october-07-2024)

The applicant has registered a Section 219 Covenant against the title of the subject properties that agrees to item 1. a. in Council's resolution dated August 19th, 2024, noted above.

The property is not located within 800m of a controlled access highway and as such the bylaw does not require signature by the Minister of Transportation and Infrastructure. As there are no outstanding conditions required at this time, Council may wish to proceed with bylaw adoption.

OPTIONS:

Option 1

That Council adopt Bylaw No. 2193.

OR Option 2

That Council does not adopt Bylaw No. 2193.

SUBMITTED BY: Anastasiya Mysak, Planner I

Concurrence: Matthew Baldwin, RPP, MCIP, Director of Development Services

Concurrence: Melisa Miles, Manager of Legislative Services

Concurrence: Donna Petrie, Senior Manager of Communications & Economic Development

Concurrence: Yari Nielsen, Director of Parks, Recreation and Facilities

Concurrence: Leah Stohmann, RPP, MCIP, Director of Community Planning and Climate Change

Concurrence: Katelyn Balzer, P.Eng., Director of Engineering and Public Works

Concurrence: Michael Dillabaugh, CPA, CA, Director of Finance

Concurrence: Marie Watmough, Director of Legislative & Protective Services

Concurrence: Braden Hutchins, Deputy Chief Administrative Officer

Concurrence: Darren Kiedyk, Chief Administrative Officer

**CITY OF LANGFORD
BYLAW NO. 2193**

**A BYLAW TO AMEND BYLAW NO. 300,
“LANGFORD ZONING BYLAW, 1999”**

The Council of the City of Langford, in open meeting assembled, hereby enacts as follows:

- A. Langford Zoning Bylaw No. 300, 1999 is amended as follows:
 - 1. By amending the text of Section 3.26.02(10) to allow a maximum of 100 children for a daycare at the property legally described as Lot A, Section 79, Metchosin District, Plan EPP115091, PID No. 031-542-476 (991 and 995 Latoria Road), as shown shaded on Schedule A attached to and forming part of this Bylaw.

- B. This Bylaw may be cited for all purposes as “Langford Zoning Bylaw, Amendment No. 732 (991 and 995 Latoria Road), Bylaw No. 2193, 2024”.

READ A FIRST TIME this 7th day of October, 2024.

READ A SECOND TIME this 7th day of October, 2024.

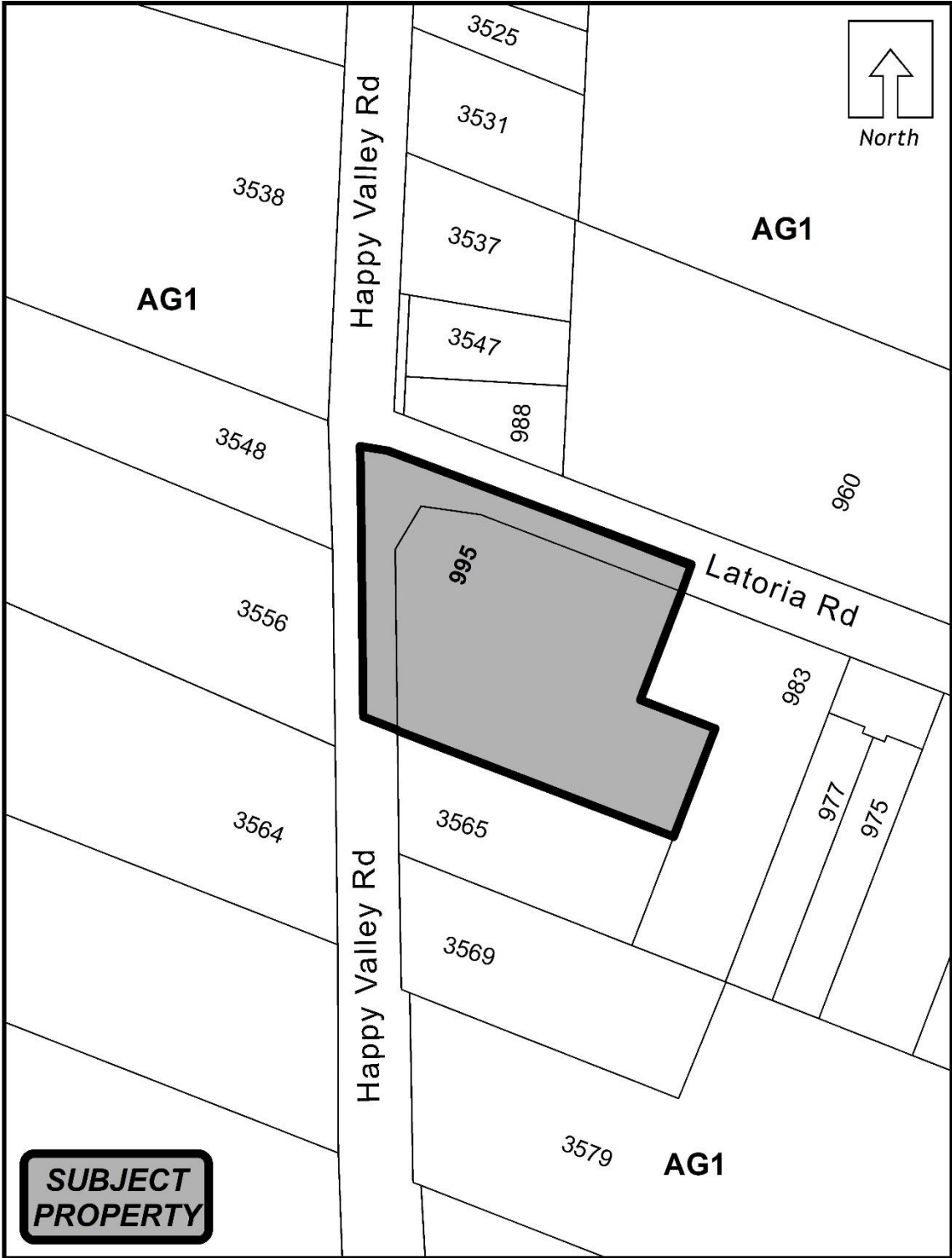
READ A THIRD TIME this 7th day of October, 2024.

ADOPTED this day of , 2024.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER

Schedule A



CITY OF LANGFORD BYLAW NO. 2203

A BYLAW TO AMEND BYLAW NO. 300, "LANGFORD ZONING BYLAW, 1999"

The Council of the City of Langford, in open meeting assembled, hereby enacts as follows:

A. Langford Zoning Bylaw No. 300, 1999 is amended as follows:

1. By deleting from Table 1 of Section 4.01.01, within Section "I. Residential", the following:

Residential uses on Lots within a Restricted Zone and shown on Schedule AA, in Bylaw No. 300 (<i>Bylaw No. 2183</i>)	0 spaces per dwelling unit
--	-----------------------------------

2. By adding to table Table 1 of Section 4.01.01, within Section "I. Residential", the following:

Residential uses on Lots within a Restricted Zone and shown on Schedule AA that have a lot area of 281 m ² or greater	0 spaces per dwelling unit
Residential uses on Lots within a Restricted Zone that have a lot area of less than 281 m ² developed	1 space per dwelling unit

3. By deleting from the R2 (One- and Two-Family Residential) Zone and adding to the RS1 (Residential Small Lot) Zone legally described as Lot 6, Section 72, Esquimalt District, Plan 9468, PID No. 004-508-602 (646 Atkins Avenue); as shown shaded on Schedule A attached to and forming part of this Bylaw.

4. By adding the following to Table 1 of Schedule AD:

Zone	Bylaw No.	Legal Description	Amenity Contributions	Eligible for Reduction in Section 2 of Schedule AD
RS1	2203	<ul style="list-style-type: none"> • Lot 6, Section 72, Esquimalt District, Plan 9468, PID No. 004-508-602 (646 Atkins Ave) 	<ul style="list-style-type: none"> a) \$610 per townhouse unit towards the Affordable Housing Reserve Fund b) \$660 per single family home or half duplex towards the Affordable Housing Reserve Fund; c) \$3,660 per townhouse unit towards the General Amenity Reserve Fund; and d) \$3960 per single family home or half duplex towards the General Amenity Reserve Fund. 	No

B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 738 (646 Atkins Avenue), Bylaw No. 2203, 2024".

READ A FIRST TIME this day of , 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE this day of , 2024

ADOPTED this day of , 2024.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER

**CITY OF LANGFORD
BYLAW NO. 2207**

**A BYLAW TO AMEND
"CITY OF LANGFORD PERMISSIVE TAX EXEMPTION BYLAW NO. 2147, 2023"**

The Council of the City of Langford, in open meeting assembled, hereby enacts as follows:

- 1. City of Langford Permissive Tax Exemption Bylaw No. 2147, 2023 is amended as follows:
 - a) By adding as Section 1 (ix):
 - ix. All land and improvements, located at 2832 Bryn Maur Rd, owned by Goldstream Masonic Hall Association.
- 2. This Bylaw may be cited for all purposes as "City of Langford Permissive Tax Exemption Bylaw No. 2147, Amendment No. 1, Bylaw No. 2207, 2024".

READ A FIRST TIME this 7th day of October, 2024.

READ A SECOND TIME this 7th day of October, 2024.

READ A THIRD TIME this 7th day of October, 2024.

ADOPTED this day of October, 2024.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER

**CITY OF LANGFORD
BYLAW NO. 2208**

**A BYLAW TO AMEND
"City of Langford Revitalization Tax Exemptions for Industrial Development
Bylaw No. 2006, 2021"**

The Council of the City of Langford, in open meeting assembled, hereby enacts as follows:

1. Revitalization Tax Exemptions for Industrial Development Bylaw No. 2006, 2021 is amended as follows:

a) By deleting Section 4, 7, 8, 11, 12, 13, 14, 15, 16, 17 and 18 in its entirety and replacing it with:

4. This Bylaw has been established to achieve the following objectives for the land and improvements in the Revitalization Area:

- (a) Provide incentives for industrial development;
- (b) Stimulate and diversify the local economy;
- (c) Grow the industrial tax base; and
- (d) Encourage business development and job creation.

7. The tax exemption available under this Bylaw is only applicable to the municipal portion of property value taxation levied on both land and improvements pursuant to the provisions of the *Community Charter*.

8. The maximum tax exemption authorized pursuant to this Bylaw must not result in the taxable assessed value to drop below the original assessed value set out in each section.

11. In sections 12 – 18 of this Bylaw "Remainder Lot A" means Lot A after the area labelled "Residential Area" on the sketch attached to this Bylaw as Schedule A is subdivided from Lot A.

12. Subject to section 13, Lot A in years 1 to 5 will receive a tax exemption equal to 90% of any increase between the current year's assessed value without reference to this bylaw and the assessed value (base year) chart seen below:

Assessed Values	
Class 01	993,500
Class 05	4,283,000
Class 06	5,276,000
Class 08	9,540,000

13. In the event Lot A is subdivided to create Remainder Lot A, then in the remaining years of 1 to 5 after that subdivision, Remainder Lot A will receive a tax exemption equal to 100% of any increase between the current year’s assessed value without reference to this bylaw and the assessed value (base year) chart seen below:

Assessed Values	
Class 01	894,200
Class 05	3,854,700
Class 06	4,748,400
Class 08	8,586,000

14. In years 1 to 5, every lot in the Revitalization Area other than Lot A and Remainder Lot A will receive a tax exemption equal to 100% of any increase between the current year’s assessed values without reference to this bylaw and the assessed value (base year) chart seen below:

Assessed Values		
15369.010	Class 06	442,800
15373.020	Class 06	57,600
15359.000	Class 06	291,400
15358.010	Class 06	260,100

15. In years 6 and 7, Lot 9 will receive a tax exemption equal to 48% of any increase between the current year’s assessed value without reference to this bylaw and the assessed value (base year) seen below:

Assessed Value		
15359.000	Class 06	291,400

16. In years 6 and 7, Lot 8 will receive a tax exemption equal to 42% of any increase between the current year’s assessed value without reference to this bylaw and the assessed value (base year) seen below:

Assessed Value		
15358.010	Class 06	260,100

17. Subject to section 18, in years 6 and 7, Lot A will receive a tax exemption equal to 51% of any increase between the current year’s assessed values without reference to this bylaw and the assessed values (base year) seen below:

Assessed Values	
Class 01	993,500
Class 05	4,283,000
Class 06	5,276,000
Class 08	9,540,000

18. In the event Lot A is subdivided to create Remainder Lot A, then in the remaining years of years 6 and 7 after that subdivision the Remainder Lot A for each year will receive a tax exemption equal to 55.36% of any increase between the current year’s assessed values without reference to this bylaw and the assessed values (base year) seen below:

Assessed Values	
Class 01	894,200
Class 05	3,854,700
Class 06	4,748,400
Class 08	8,586,000

2. This Bylaw may be cited for all purposes as “City of Langford Revitalization Tax Exemptions for Industrial Development Bylaw No. 2006, 2021, Amendment No. 1, Bylaw No. 2208, 2024”.

READ A FIRST TIME this 7th day of October, 2024.

READ A SECOND TIME this 7th day of October, 2024.

READ A THIRD TIME this 7th day of October, 2024.

ADOPTED this day of October, 2024.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER