



Council Agenda

Monday, April 7, 2025, 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 [Council & Committee Meetings - City of Langford](#)

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1. CALL TO ORDER

2. TERRITORIAL ACKNOWLEDGEMENT

3. MEETING CONDUCT RULES

4. APPROVAL OF THE AGENDA

5. PRESENTATIONS

5.1 West Shore Parks & Recreation Master Plan

5.2 Construction Impact Management Strategy (Early Guidance)

6. PUBLIC PARTICIPATION

7. CONSENT AGENDA

Minutes of the WSPRS Board of Directors Meeting - February 13, 2025 (RECEIVE)

Minutes of the Council Meeting - March 17, 2025 (ADOPT)

Minutes of the Special Council Meeting - March 25, 2025 (ADOPT)

Draft Minutes of the Community Advisory Committee Meeting - March 25, 2025 (RECEIVE)

8. CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

9. COMMITTEE RESOLUTIONS

9.1 Community Advisory Committee Meeting Resolutions - March 25, 2025

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12.5	BYLAW NO. 2220 “City of Langford Housing Agreement (777 Station Avenue) Bylaw No. 2220, 2025”. (ADOPTION)	139
13.	IN CAMERA RESOLUTION THAT Council close the meeting to the public pursuant to section 90 (1) (i), (k) and (2) (b) of the <i>Community Charter</i> to consider:	
	<ul style="list-style-type: none"> • 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; • the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party. 	
14.	ADJOURNMENT	



BOARD OF DIRECTORS

Minutes of the West Shore Parks and Recreation Society Board of Directors Meeting Thursday, February 13th, 2025, in the Westshore Room

PRESENT: Kimberley Guiry (attendance via MS Teams), Leslie Anderson (vice chair), Shelly Donaldson, Dean Jantzen, Alison MacKenzie

ABSENT: N/A

STAFF PRESENT:

Grant Brown, administrator
 Ron Dietrich, manager of operations
 Geoff Welham, manager of recreation
 Wei Wu, manager of finance and administration
 April Luchinski, manager of human resources
 Tiffany Moore, recorder

STAFF ABSENT: N/A

PUBLIC PRESENT: N/A

CALL TO ORDER

1. The vice chair called the meeting to order at 5:30pm.

APPROVAL OF AGENDA

2. ***MOVED/SECONDED BY DIRECTORS JANTZEN AND DONALDSON THAT THE AGENDA BE APPROVED. CARRIED***

APPROVAL OF MINUTES

3. ***MOVED/SECONDED BY DIRECTORS MACKENZIE AND JANTZEN THAT THE MINUTES OF THE REGULAR MEETING ON JANUARY 16TH, 2025, BE APPROVED AS PRESENTED. NO ERRORS, NO OMMISIONS. CARRIED***

PUBLIC PARTICIPATION

4. N/A

CHAIR'S REMARKS

5. N/A

DELEGATIONS

6. N/A

STANDING COMMITTEES

7. N/A

NEW BUSINESS

8. **a) Maintenance Staff Presentation (*visual presentation*)**

Justin Fischer, Maintenance Supervisor, gave a PowerPoint presentation highlighting the following:

- Highlights of 2024 were the replacement of the Q Centre chiller; the addition of air conditioning in the Q Centre with the capacity to expand if needed; the upgrading of five air handling units from natural gas to electric resulting in lower emissions; and the hosting of several large events such as the Slegg Show, Judo Provincials and John Horgan's Memorial.
- Major projects in 2025 include the conversion of the café to a human resources space; the addition of UV filtering to the main pool; conversion of the backlit advertising signs to LED in the Q Centre; replacement of the JDF Arena ice plant room panel; and the heat recovery project, which will enable excess heat from the JDF Arena ice plant to be used to preheat the pool water.

The board briefly enquired about a previous issue with the Q Centre air conditioning; security arrangements at the John Horgan memorial; evacuation plans for high-capacity events; and adjusting plans to accommodate projects and daily maintenance.

b) 2024 Staffing Presentation (*visual presentation*)

April Luchinski, Manager of Human Resources, gave a PowerPoint presentation highlighting the following:

- Overview of the department and introduction of the human resources team.
- Staffing levels, recruitment trends and attrition rates.
- Successes of 2024 include enhancements to exit interviews; the long service award program; employee certification tracking; scheduling app; performance management form; and the staff training program.
- The Scout application was rolled out in 2024 and has enhanced the application process and streamlined the recruitment process for HR and supervisors.

The board discussed how recruitment is coordinated between supervisors, managers and HR; the criminal record check process; de-escalation training for reception staff; and the success of the previous employee recognition program.

OLD BUSINESS

9. **a) Volleyball Assessment (*included in agenda package*)**

Ron Dietrich, Manager of Operations, reported on the following:

- The proposal for beach volleyball facilities was reviewed and staff recommended that the board encourage Urban Rec Society to attend one of the master plan engagement sessions.

The board briefly discussed alternative sites on the property for the proposed facility.

MOVED/SECONDED BY DIRECTORS JANTZEN AND DONALDSON THAT WSPRS RESPONDS IN WRITING TO DECLINE THE URBAN REC SOCIETY PROPOSAL AND RECOMMENDS THEY PARTICIPATE IN THE MASTER PLAN ENGAGEMENT SESSIONS.

CARRIED

CORRESPONDENCE

10. a) **Email from Executive Assistant, City of Langford. Re: Request from Miles Mortensen re Showers for the unhoused.**

b) **Email from Greater Victoria Velodrome Association. Re: Greater Victoria Velodrome Association wishes you a Happy New Year.**

MOVED/SECONDED BY DIRECTORS JANTZEN AND MACKENZIE THAT THE CORRESPONDENCE BE RECEIVED.

CARRIED

FOR INFORMATION

11. a) **Administrator's Report**

The administrator commented on the following:

Administration/Human Resources

The 2025 financial plan has been approved by all five member municipalities. Staff are moving ahead with procurement for planned capital projects.

The finance team is focused on year-end, closing fiscal 2024 on January 30th. This high volume, complex process relies on all departments to come together in a team approach. The 2025 insurance renewal applications have been submitted. Indications are that the public insurance market is "softening" which should result in a lower annual rate increase than the last few years. The annual asset appraisal was completed by Suncorp Valuations in December and reporting was received last month. A significant increase in the valuation of the Society's assets was seen due to large complex buildings on Vancouver Island outpacing average cost increases for the recreation industry.

The human resources (HR) team continues with the roll out of Scout Talent, the new recruitment, and onboarding software that went live on January 1st, which is resulting in a new streamlined onboarding process for staff. HR staff will be soliciting information from supervisors prior to finalizing the internal process. Updated performance management forms were rolled at the end of January, still utilizing the Society's core competencies, while addressing barriers to difficulty or time. HR continues to work with departments in gathering and recording necessary certifications that staff are required to hold and utilize existing software to notify staff when their certifications are expiring, providing them with ample time to recertify. Work continues on better utilization of the payroll systems' scheduling application, seeking how to best support supervisors in their scheduling and contacting needs for staff coverage.

The marketing team attended the Canadian Digital Marketing Summit in Victoria, the in person 1-day conference included keynote and panel discussions led by some of the top minds and brands in the digital local and international marketing world.

Operations

Maintenance

The JDF facility has experienced ongoing issues with the Air Handling Units (AHUs), which are attributed to the cold weather. The Island Temperature and Controls team is working diligently to resolve these problems. In other mechanical updates, a pump in the pool basement, which diverts heat from the leisure pool to the main pool, was rebuilt and reinstalled. A glycol leak from the air conditioning unit at the Q Centre was repaired under warranty. Boiler 2 at the Q Centre encountered flame trouble, which was traced to a faulty LFL flame safeguard controller. The controller was replaced, and the boiler is now operational. Additionally, the heaters in the hallway between the admin office and reception were repaired after burnt-out thermostats were replaced. The hallway is now warm and functional.

The Centennial Centre shutdown was completed successfully. During this time, general maintenance tasks were carried out, including waxing floors, touch-up painting, and deep cleaning all bathrooms. An exterior lock was added to the pottery studio for security, and the pottery wedging table was re-canvased. Faulty pottery wheels were rewired, and additional plugs were installed and relocated to accommodate the growing needs of the studio.

With structural plans in hand, the café demolition for the HR renovation is ongoing. Building permits have been acquired and we are currently awaiting electrical and mechanical plans from the architect for contractor work to begin.

Multiple pieces of childcare equipment were built and relocated to their new homes. An issue with locker key pins being stolen has been addressed, with 300 additional pins ordered to ensure all keys can be re-pinned.

Energy efficiency improvements were made, with all exterior lights in the seniors' area and the entire parks yard lighting converted to LED.

Mechanical lead hand and afternoon shift lead hand positions remain vacant, and candidates are being sought. The auxiliary staffing pool remains strong, with plans to add another cleaner to bolster the group. A posting for an 18-month maternity leave day shift position (Saturday to Wednesday) will be released before the end of January.

Parks

Preventive maintenance is currently underway for the fleet to ensure all equipment remains in optimal condition and to minimize downtime during the busy season.

Disease pressure on the greens remains low, which is a positive indicator of the health of the course. The golf course has been busy, reflecting strong usage and interest from the community.

The lawn bowls facility is currently closed. Some of the boards have been replaced, and this work will continue as time allows to ensure the facility is in top condition for reopening.

Work has begun on the ball diamonds, focusing on edging base paths, repairing fences, and installing new backstop boards. These improvements are expected to enhance the experience for user groups. Additionally, all three sports fields have been deep-tined to promote healthy turf growth and improve drainage.

With frost conditions present, horticulture beds by the lawn bowls area have been refreshed and revitalized. A hedge at the transit area has been removed and will be replaced with a grass-clover mix to improve aesthetics and functionality. To support naturalization efforts, an area in the Garry Oak Meadow has been blocked off. The velodrome track has been treated with a moss and algae removal product to maintain its condition.

January 2025 has seen above-average temperatures, with no rainfall recorded (0mm). This dry and mild weather has provided favorable conditions for outdoor maintenance and improvement projects.

Programs

Community Recreation

Through the Building Safer Communities grant, WSPR and the City of Colwood were able to support the Hockey 4 Youth Foundation to start their hockey program in the Westshore. Hockey 4 Youth fosters social inclusion for newcomer & high-priority teens and youth of all genders, through FREE ice hockey. The organization provides all the equipment, coaching, transportation, tournament fees and snacks, so that vulnerable youth have a chance to learn to play hockey and experience being part of a team. Through the grant, ice time once a week and transportation costs to get the youth to WSPR were covered. Over 30 youth have signed up for the program.

In January, Centennial Centre for Arts & Culture welcomed 15 new members to the pottery studio. This is the highest new member onboarding at one time since restarting post COVID-19. The private and semi-private pottery lessons on Sundays and Wednesdays are now sold out for January to April 2025. In addition, most adult pottery classes are sold out for the winter session.

Centennial Centre underwent its annual maintenance shutdown during the first two weeks of January. The maintenance team deep cleaned the washrooms, waxed the Oak Room floors, repaired wheels, the wedging table and electrical outlets in the Pottery Studio, and other yearly maintenance tasks. In addition, the pottery studio volunteers and staff deep cleaned and organized the pottery studio. The pottery community was thrilled to come back to a tidy and functional studio for 2025!

Aquatics

January at the pool began with onboarding 10 new staff and offering in-service training for the entire aquatics team. The focus included lifeguard rescues and emergency responses. The winter swim lesson set began on January 6th adding additional classes which brought the total classes being offered to 267. A Bronze Medallion course with 8 youth working on achieving this certification began in January.

Many requests from larger groups for drop-in visits were received, including requests from schools, community groups, birthdays, day cares and swim clubs. There continues to be high demand for more pool space across the board and to accommodate this, the aquafit schedule was changed to begin 30 minutes later which has been a big hit with morning lane swimmers, providing extra time in the lanes and an easier commute for our Aquafitters to get to the rec centre. West Shore's daycare swim lessons began in January through an internal partnership with the community recreation team.

Fitness and Weights

January began with a large "New Year's Resolution" rush in both the weightroom and fitness programs. 92% of registered fitness programs ran successfully above projected minimum numbers with 69% of those programs at close to full capacity.

A new drop-in bootcamp class was added to the fitness schedule on Sunday evenings to compliment the consistently full morning class and address the rising demand. Within two weeks of running, the newly added class is at full capacity.

January 2025 marked the launch of WSPR's fitness program offerings at the Old Metchosin School. A total of three programs were introduced including two Essentrics (stretch and strength) classes and one Functional Fitness class. Free trial classes were offered the first week of January to provide participants with the opportunity to try the classes and see the new space. All the program's ran successfully starting the following week, with two of the programs being full. The overwhelmingly positive response to the addition of programs in this space has been encouraging and staff look forward to adding more programs to the surrounding communities.

The WSPR fitness team has partnered with Brookes school to offer fitness classes for two groups of students twice per week as part of their physical education curriculum. The classes have been well received with eager students looking forward to the sessions.

Arena, Events, and Golf

Golf course rounds saw a slight decline in December, with approximately 30 fewer rounds played compared to the previous month. In total, 38,694 rounds were played in 2024, reflecting a slight decline from 2023, when 41,671 rounds were recorded.

In terms of local sports, both the Wolves and the Grizzlies faced challenges in December due to injuries and illness, but both teams have remained competitive in their respective leagues.

Concession sales data for 2024 highlight key trends in customer preferences. The top-selling non-alcoholic item was bottled pop, with 9,732 units sold. Popcorn led food sales with 6,218 bags purchased, while fries were the most popular hot food item, with 5,872 trays sold. Alcohol sales breakdown indicates that canned beer was the most popular choice, accounting for 57% of all alcohol sales with 12,232 units sold. Draft craft beer represented 9.8% of sales, with 2,102 pints served. Ciders, coolers, and spritzers made up 28.4% of sales with 6,125 units sold, while wine contributed 3.2% of total alcohol sales, with 703 glasses poured (323 red and 380 white). Additionally, 42 non-alcoholic beers were sold throughout the year.

The par-3 pro shop saw strong sales in various product categories. Golf balls were the top-selling non-food item, with 12,752 units sold. Among food and beverage sales, pop was the most purchased item at 1,636 units, followed by chocolate bars (1,523) and Drumstick ice cream (103). Alcohol sales in the pro shop also showed interesting trends. The best-selling beer was Lucky Lager, with 1,249 units sold. Among craft beers, Hoynes Pilsner (547) and Fat Tug (456) outsold all domestic options. Nudes was the most popular cider/spritzer, with 490 units sold. A total of 126 non-alcoholic beers were purchased. Overall alcohol sales for 2024 saw the Q Centre generating \$145,778.83 in revenue compared to \$25,882.15 from the pro shop.

Equity, Diversity, and Inclusion

Key updates, events and learnings in January included:

- Family Literacy Tour: January 25th at the Greater Victoria Public Library's Juan de Fuca branch.
- 2024's regional LIFE program statistics are currently being gathered and expected to be finalized by February 7th.

- Inclusion committee members took part in an Inclusion, Diversity, Equity and Accessibility (IDEA) awareness training session through BCRPA to enhance committee efforts.
- Staff engaged with the Greater Victoria Local Immigration Partnership which includes the Equity Table, Access Westshore and HARP's older adult subcommittee.



Grant Brown, Administrator

- The grand slam curling event will occur during the 2026-27 season and will be brought back to the board for discussion next year.
- Intercollegiate hockey playoffs will be held onsite in March 2025. UVic may seek home ice from WSPRS in the future.
- A leaking hot water tank that was located under the stage in 55+ Activity Centre auditorium caused significant damage and the flooring will be replaced. The manager of operations is in discussions with insurance providers.

The board briefly discussed the softening of insurance premiums and increased valuation. Locker key pins have been going missing and are being replaced.

b) Regional Parks & Recreation Facilities Master Plan:

The administrator commented on the following:

- The project's engagement phase started February 11th with the release of two surveys. Communication has gone out to user group, council and media contacts which direct the public to the project website where they can find information on the project as well as links to the surveys and engagement session

The board briefly inquired whether the school district has been contacted to participate. The administrator will request its engagement.

c) Pickleball Court Project Update:

The manager of operations commented on the following:

- The construction contract has been signed, and the first site visit will take place later this month.
- Staff met with two representatives of the Victoria Pickleball Association who left excited about the project.
- Considerations for lighting and signage were brought forward.

d) Strategic Plan Update:

The administrator commented on the following:

- An updated strategic plan tracking document was provided and the administrator mentioned that work will begin shortly on procurement documents for the upcoming development process for the next 5-year plan.

IN CAMERA

MOVED/SECONDED BY DIRECTORS JANTZEN AND MACKENZIE THAT THE MEETING MOVE IN CAMERA.
CARRIED

12. THAT there is a need to have a meeting closed to the public and persons other than the west shore parks & recreation board of directors and staff, and those identified under part iii, section b of the board policy manual shall be excluded on the basis of section 1.(1)(k) proposed provision of a service, AND 1.(1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

WSPRS STAFF (GEOFF WELHAM, RON DIETRICH, WEI WU AND APRIL LUNCHINSKI) LEFT THE MEETING AT 6:36PM.

ADJOURNMENT

13. MOVED/SECONDED BY DIRECTORS DONALDSON AND JANTZEN THAT THE MEETING BE ADJOURNED AT 7:14PM.
CARRIED



City of Langford

Council Minutes

March 17, 2025, 7:00 p.m.

Council Chambers & Electronic Meeting

PRESENT:	<p>Mayor S. Goodmanson Councillor K. Guiry - Remote Councillor C. Harder Councillor M. Morley Councillor L. Szpak Councillor M. Wagner Councillor K. Yacucha</p>
ATTENDING:	<p>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 - Remote M. Dillabaugh, Director of Finance K. Balzer, Director of Engineering and Public Works Y. Nielsen, Director of Parks, Recreation and Facilities K. Dube, Senior Manager of Information Technology and GIS D. Petrie, Senior Manager of Business Development and Events M. Miles, Manager of Legislative Services C. Aubrey, Fire Chief T. Preston, Superintendent, West Shore RCMP L. Zetaruk, Analyst N. Johnston, Legislative Services Administrative Coordinator</p>

Meeting available by teleconference.

1. CALL TO ORDER

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

2. TERRITORIAL ACKNOWLEDGEMENT

Councillor Harder 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.

M. Watmough, Corporate Officer noted the online attendance of Councillor Guiry.

4. APPROVAL OF THE AGENDA

MOVED BY: MORLEY
 SECONDED: YACUCHA

THAT Council approve the agenda as presented.

Motion CARRIED.

5. PRESENTATIONS

5.1 Presentation of King Charles III Coronation Medal - Presented by Jess Gunnarson, Chair, Boys & Girls Club - Recipient Brad Aschenbrenner

J. Gunnarson, Boys and Girls Club of South Vancouver Island presented the King Charles the III Coronation Medal to B. Aschenbrenner.

MOVED BY: WAGNER
 SECONDED: HARDER

THAT Council take a five minute recess at 7:11 pm.

Motion CARRIED.

The meeting resumed at 7:23 pm.

6. PUBLIC PARTICIPATION

Mayor Goodmanson opened public participation at 7:23 pm.

M. Morton, Langford Resident - Item 5.1 - Speaker congratulated B. Aschenbrenner on receipt of the King Charles III Coronation Medal. Item 12 - Speaker expressed concern with the five-year financial plan as presented. Speaker expressed concern with the RCMP funding amount for 2025.

R. Sansom - Item 10.1.2 - Speaker noted they are available for questions as the representative for the application. Speaker provided a brief overview of the proposed development.

F. Johnson, Langford Resident - Item 12.1 - Speaker expressed concern with the five-year financial plan as presented. Speaker expressed concern with the RCMP funding amount for 2025.

M. Wignall, Langford Resident - Item 12.1 - Speaker expressed concern with the five-year financial plan as presented. Speaker expressed concern with the RCMP funding amount for 2025.

W. Bowers, Langford Resident - Item 5.1 - Speaker congratulated B. Aschenbrenner on receipt of the King Charles III Coronation Medal. Item 12.1 - Speaker expressed concern with the five-year financial plan as presented. Speaker expressed concern with the RCMP funding amount for 2025.

S. Rossander, Langford Resident - Item 12.1 - Speaker expressed concern with the five-year financial plan as presented. Speaker expressed concern with the RCMP funding amount for 2025.

T. Sunshine, Langford Resident - Item 10.1.2 - Speaker expressed concern with the application as presented. Item 12.1 - Speaker expressed concern with the five-year financial plan as presented.

L. Plomp, Langford Resident - Item 5.1 - Speaker congratulated B. Aschenbrenner on receipt of the King Charles III Coronation Medal. Item 10.1.2. - Speaker expressed concern with the application as presented. Item 12.1 - Speaker expressed support for the five-year financial plan process.

J. Frederiksen, Langford Resident - Item 12.1 - Speaker expressed concern with the five-year financial plan as presented. Speaker expressed concern with the RCMP funding amount for 2025.

B. Hobbs, Langford Resident - Item 5.1 - Speaker congratulated B. Aschenbrenner on receipt of the King Charles III Coronation Medal. Item 12.1 - Speaker expressed concern with the five-year financial plan as presented. Speaker expressed concern with the RCMP funding amount for 2025.

Mayor Goodmanson closed public participation at 7:51 pm.

7. **CONSENT AGENDA**

MOVED BY: HARDER

SECONDED: SZPAK

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

- Minutes of the Committee of the Whole Meeting - January 20, 2025 (RECEIVE)
- Minutes of the Committee of the Whole Meeting - January 27, 2025 (RECEIVE)
- Minutes of the Committee of the Whole Meeting - January 30, 2025 (RECEIVE)
- Draft Minutes of the Committee of the Whole Meeting - February 18, 2025 (RECEIVE)
- Minutes of the Committee of the Whole Meeting - February 20, 2025 (RECEIVE)
- Amended Minutes of the Sustainable Development Advisory Committee - February 24, 2025 (RECEIVE)
- Council Meeting - March 3, 2025 (ADOPT)
- Draft Minutes of the Committee of the Whole Meeting - March 4, 2025 (RECEIVE)
- Draft Minutes of the Sustainable Development Advisory Committee Meeting - March 10, 2025 (RECEIVE)
- Special Council Meeting - March 11, 2025 (ADOPT)
- Committee of the Whole Meeting Resolutions - March 4, 2025 (APPROVE)

Motion CARRIED.

8. **CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA**

None removed.

9. **UNFINISHED BUSINESS**

9.1 Reconsideration of Council Meeting Resolution - March 3, 2025

This resolution is being brought back for reconsideration due to a procedural error.

9.1.1 Potential Addition of Annual Funding Request Presentation Meeting

MOVED BY: SZPAK

THAT Council refer this item to staff for guidelines around presentations and what the criteria would be in terms of timing, materials and other specifics around a presentation.

The motion was withdrawn.

MOVED BY: MORLEY
SECONDED: WAGNER

THAT Council provide a designated opportunity for the annual community and group organization funding request applicants to make a short presentation to the Community Advisory Committee (CAC) for a maximum of three (3) minutes on one or more evenings prior to the scheduled CAC meeting prior to allow for better community engagement and informed discussions and decision-making.

Motion DEFEATED.

OPPOSED: Councillors Guiry, Szpak, Yacucha, and Harder.

10. COMMITTEE RESOLUTIONS

10.1 Sustainable Development Advisory Committee Meeting Resolutions - March 10, 2025

10.1.1 Application to Rezone 2795 and 2799 Scafe Road from One- and Two-Family Residential (R2) to City Centre (CC1) to allow for the Development of a 6-Storey Residential Building

Councillor Harder excused herself due to a previously declared perceived conflict of interest pertaining to the application at 2795 and 2799 Scafe Road due to the proximity to her personal residence, and her involvement on her strata board and left the meeting at 8:10 pm.

This resolution is being brought back for reconsideration due to amended wording at the Sustainable Development Advisory Committee meeting March 10, 2025.

MOVED BY: GUIRY
SECONDED: SZPAK

THAT Council:

1. Direct staff to prepare a bylaw to amend the zoning designation of the properties located at 2795 and 2799 Scafe Road 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:
 - 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, which includes additional frontage works immediately north of the lobby as presented to Council at the time of rezoning to be maintained by the owner(s)/strata; and
 2. A storm water management plan; and
 - 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 development permit or land alterations:
 1. A construction parking and delivery management plan; and
 2. A mitigation plan;
 - iii. That the properties be consolidated prior to issuance of a Development Permit for Form and Character;
 - iv. 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 is not provided in exchange for compensation separate from that of a residential unit;
 - v. 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;
 - vi. That the building be constructed with electric heat pumps for each unit, or an equivalent electric centralized system that allows each unit to control their own temperature, be installed prior to issuance of an occupancy permit;
 - 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 5% of units constructed be directed to and sold in accordance with the terms of the Attainable Home Ownership Program Policy (POL-0166-PLAN) OR 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, and that the developer identify the Attainable Units on the plans submitted for the required Development Permit application.
- ix. That the building plan reflects the rendering by the architect in its form and character and use of materials;
- x. That landscaping should utilize native species to provide wildlife benefits and support biodiversity while reducing maintenance requirements.

AND

2. Authorize the Director of Development Services to issue the following variance within the future Development Permit for Form and Character of this site:

- a) That Table 1 of Section 4.01.01 be varied by reducing the minimum number of parking spaces from the required 1.25 spaces per dwelling, of which 0.25 shall be designed for visitor parking, to 1.08 spaces per dwelling, of which 0.08 shall be designed for visitor parking, subject to the following:
 - i. Provide at least 2 bike parking stalls per residential unit;
 - ii. Provide a bike wash and repair station;
 - iii. Provide 11 bike stalls that will accommodate cargo bikes;
 - and
 - iv. Provide electricity to all the bike stalls for e-bike charging.

Motion CARRIED.

OPPOSED: Councillor Yacucha

Councillor Harder returned to the meeting at 8:13 pm.

- 10.1.2 Application to Rezone 2614-2626 Peatt and 2622-2629 Sunderland Road from the One- and Two-Family Residential (R2) Zone to the City Centre Pedestrian (CCP) Zone to Allow for the Development of Two Mixed-Use Buildings

MOVED BY: GUIRY

SECONDED: SZPAK

THAT Council take no action with respect to this application to rezone 2614-2622 Peatt Road and 2622-2629 Sunderland Road until such time as the following items are addressed and reviewed by the Sustainable Development Advisory Committee:

- a. an appropriate ratio of three-bedroom units within this proposed development;
- b. a plan with respect to the maintenance of buildings before they are demolished;

AND

THAT Council will consider the property at 2626 Sunderland Road as a park contribution or amenity contribution should the applicant be able to purchase the property;

AND

THAT Council take no action with respect to this application until the Official Community Plan (OCP) Refresh is complete.

Motion CARRIED.

- 10.1.3 Application for a Development Variance Permit to Reduce the Required Amount of Off-Street Parking at 991 & 995 Latoria Road.

MOVED BY: GUIRY

SECONDED: SZPAK

THAT Council:

1. Direct staff to provide notice that Council will consider issuing a Development Variance Permit for 991 & 995 Latoria Road with the following variance:
 - a. That Table 1 of the Section 4.01.01 be varied to reduce the rate applicable to liquor stores from 1 per 13m² to 1 per 54m².

Subject to the following terms and conditions:

- i. That 2/3 of the parking stalls required for the liquor store use display 15-minute parking signs.

Motion CARRIED.

11. BYLAWS

11.1 BYLAW NO. 2120

“Subdivision and Development Servicing Bylaw, Amendment No. 24, (Fee Schedule), Bylaw No. 2120, 2025”. (ADOPTION)

MOVED BY: HARDER

SECONDED: WAGNER

THAT Council adopt Subdivision and Development Servicing Bylaw, Amendment No. 24, (Fee Schedule), Bylaw No. 2120, 2025.

Motion CARRIED.

11.2 BYLAW NO. 2122

"City of Langford Development Procedures, Amendment Bylaw No. 24, Bylaw No. 2122, 2025". (ADOPTION)

MOVED BY: HARDER
SECONDED: WAGNER

THAT Council adopt City of Langford Development Procedures, Amendment Bylaw No. 24, Bylaw No. 2122, 2025.

Motion CARRIED.

11.3 BYLAW NO. 2123

"City of Langford Fees and Charges, Amendment No. 16, Bylaw No. 2123, 2025".
(ADOPTION)

MOVED BY: HARDER
SECONDED: WAGNER

THAT Council adopt City of Langford Fees and Charges, Amendment No. 16, Bylaw No. 2123, 2025.

Motion CARRIED.

11.4 BYLAW NO. 2125

"City of Langford Sign Bylaw, Amendment No. 3, Bylaw No. 2125, 2025". (ADOPTION)

MOVED BY: HARDER
SECONDED: WAGNER

THAT Council adopt City of Langford Sign Bylaw, Amendment No. 3, Bylaw No. 2125, 2025.

Motion CARRIED.

11.5 BYLAW NO. 2204

"Langford Zoning Bylaw, Amendment No. 739 (2830 Jacklin Road, 2825, 2827, 2829, and 2831 Knotty Pine Road), Bylaw No. 2204, 2024". (ADOPTION)

MOVED BY: SZPAK
SECONDED: WAGNER

That Council adopt Langford Zoning Bylaw, Amendment No. 739 (2830 Jacklin Road, 2825, 2827, 2829, and 2831 Knotty Pine Road), Bylaw No. 2204, 2024 as presented.

Motion CARRIED.

11.6 BYLAW NO. 2220

"City of Langford Housing Agreement (777 Station Avenue) Bylaw No. 2220, 2025".
(FIRST, SECOND AND THIRD READINGS)

MOVED BY: WAGNER
SECONDED: MORLEY

THAT Council give first, second, and third readings to Housing Agreement Bylaw No. 2220, 2025.

Motion CARRIED.

12. REPORTS

12.1 2025-2029 Five-Year Financial Plan

M. Dillabaugh, Director of Finance provided an overview of the revised Draft Five Year Financial Plan.

MOVED BY: WAGNER
SECONDED: MORLEY

THAT Capital Project "PD37 West Shore Parkway Trail" be funded in 2025.

Motion DEFEATED.

OPPOSED: Mayor Goodmanson, Councillors Yacucha, Szpak, Harder, and Guiry.

MOVED BY: HARDER
SECONDED: SZPAK

THAT Council increase the budget for Capital Project SW01 Sidewalk Infill by \$1.2 million in 2025 to be funded through the General Amenity Fund;

AND

THAT the budget for Capital Project SW01 be decreased by \$1.2 million from the General Amenity Fund in 2026.

Motion CARRIED.

OPPOSED: Mayor Goodmanson

MOVED BY: MORLEY
SECONDED: WAGNER

THAT an additional one (1) officer be added to the four (4) West Shore RCMP Officer's that have already been decided upon in the 2025 budget for a total of five (5).

Motion DEFEATED.

OPPOSED: Councillors Yacucha, Szpak, Harder, Guiry

MOVED BY: HARDER
SECONDED: WAGNER

THAT Council approve the 2025 budget and direct staff to bring back further information related to the projected tax increases in 2026-2029 of the 2025-2029 Five Year Financial Plan to a Committee of the Whole meeting to be held on April 8, 2025.

Motion CARRIED.

OPPOSED: Councillors Guiry, Yacucha, and Szpak.

13. ADJOURNMENT

MOVED BY: HARDER

SECONDED: MORLEY

THAT the meeting adjourn at 9:43pm.

Motion CARRIED.

Presiding Council Member

Certified Correct - Corporate Officer



City of Langford

Special Council Minutes

March 25, 2025, 9:30 a.m.
Council Chambers

PRESENT:

- Councillor M. Morley - Acting Mayor
- Mayor S. Goodmanson - Remote
- Councillor K. Guiry
- Councillor C. Harder
- Councillor L. Szpak
- Councillor M. Wagner - Remote
- Councillor K. Yacucha - arrived at 10:16 am

ATTENDING:

- D. Kiedyk, Chief Administrative Officer
- M. Watmough, Director of Legislative & Protective Services
- M. Dillabaugh, Director of Finance
- L. Stohmann, Director of Community Planning & Climate Change
- Y. Nielsen, Director of Parks, Recreation and Facilities
- T. Auger, Deputy Director of Engineering Construction
- K. Dube, Senior Manager of Information Technology and GIS
- M. Miles, Manager of Legislative Services
- R. Dykstra, Manager of Development Services
- B. Boisvert, Legislative Services Administrative Coordinator

1. CALL TO ORDER

Acting Mayor Morley called the meeting to order at 9:40 am.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF THE AGENDA

MOVED BY: HARDER

SECONDED: GUIRY

THAT Council approve the agenda as presented.

Motion CARRIED.

4. IN CAMERA RESOLUTION

MOVED BY: GUIRY
SECONDED: SZPAK

THAT Council close the meeting at 9:42 am to the public pursuant to section 90 (1) (k) of the *Community Charter* to consider:

- 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: HARDER
SECONDED: GUIRY

THAT Council adjourn the meeting.

Acting Mayor Morley adjourned the meeting at 10:56 am.

Motion CARRIED.

Presiding Council Member

Certified Correct - Corporate Officer



City of Langford

Community Advisory Committee Minutes

March 25, 2025, 7:00 PM

Council Chambers & Electronic Meeting

PRESENT: Councillor C. Harder - Chair
Councillor M. Morley - Vice-Chair
Councillor K. Yacucha
C. Foxall
N. Lehman
M. McDonald
J. Whiteway

ABSENT: F. Johnson
R. Plomp

ATTENDING: M. Miles, Manager of Legislative Services
L. Fletcher, Manager of Community Safety and
Municipal Enforcement - Remote
W. Schoenefuhs, Parks Planning Coordinator
R. Gillich, Systems Administrator
B. Boisvert, Legislative Services Administrative
Coordinator

Meeting available by teleconference.

1. CALL TO ORDER

The Chair called the meeting to order at 7:00 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. MEETING CONDUCT RULES

M. Miles, Manager of Legislative Services, read the City of Langford's meeting conduct rules.

4. APPROVAL OF THE AGENDA

MOVED BY: LEHMAN

SECONDED: MORLEY

THAT the Committee approve the agenda as presented.

Motion CARRIED.

5. ADOPTION OF THE MINUTES

5.1 Minutes of the Community Advisory Committee - February 25, 2025

MOVED BY: HARDER

SECONDED: FOXALL

THAT the minutes of the Community Advisory Committee meeting held February 25, 2025, be adopted as circulated.

Motion CARRIED.

6. REPORTS

6.1 Victoria Family Court and Youth Justice Committee Annual Report

Mayor Marie T r se Little, Chair of the Victoria Family Court and Youth Justice Committee gave a brief overview of the Committee's work and its accomplishments in 2024.

MOVED BY: HARDER

SECONDED: MORLEY

THAT the Community Advisory Committee receive the 2024 Annual Report from the Victoria Family Court and Youth Justice Committee for information.

Motion CARRIED.

6.2 City Centre Park Fees and Charges Bylaw

MOVED BY: MORLEY

SECONDED: FOXALL

THAT the Community Advisory Committee recommend that Council consider giving first, second, and third reading to City Centre Park Fees and Charges Bylaw No. 1203, Amendment #2 Bylaw No. 2182, 2025 as presented.

Motion CARRIED.

6.3 Amendments to Langford's Municipal Ticket Authorization Bylaw No. 34, 1993

MOVED BY: FOXALL

SECONDED: LEHMAN

THAT the Community Advisory Committee recommend that Council provide direction to staff regarding the proposed City of Langford Ticket Information Authorization Bylaw, Amendment No. 22, Bylaw No. 2219, 2025 as follows:

1. THAT staff gather legal opinion on applying a graduated fee for the designating offences listed in Schedule 23.

Motion DEFEATED.

Councillors Harder, Morley and Yacucha and Committee Members Whiteway and McDonald opposed.

MOVED BY: HARDER
SECONDED: MORLEY

THAT the Community Advisory Committee recommend that Council consider giving first, second and third readings to the City of Langford Ticket Authorization Bylaw, Amendment No. 22, Bylaw No. 2219, 2025.

Motion CARRIED.

Committee Members Foxall and Lehman opposed.

7. ADJOURNMENT

MOVED BY: HARDER
SECONDED: LEHMAN

The Chair adjourned the meeting at 8:02 pm.

Motion CARRIED.

Presiding Council Member

Certified Correct - Corporate Officer



February 14, 2025

Attention: Mayors and Councils

Local Governments Participating in the Victoria Family Court & Youth Justice Committee

Please find attached the [2024 Annual Report](#) of the Victoria Family Court and Youth Justice Committee (VFCYJC). It was approved by our membership of appointed municipal councillors, school board trustees and citizen appointees at our Annual General Meeting on January 23, 2025.

I would appreciate if this cover letter and the Annual Report be placed on an upcoming council agenda for informational purposes.

The Victoria Family Court Committee was created in 1966 under what is now the [Provincial Court Act](#). In the late 1980s, the Committee was designated as a "Youth Justice Committee" by the Attorney General under the now-[Youth Criminal Justice Act](#). The VFCYJC became a delegated commission of the Capital Regional District through [CRD Bylaw No. 4453](#) in February, 2022.

As you'll read, the Annual Report spotlights our education and advocacy work in 2024:

* Grant funding support for three youth-serving applicants, namely the Victoria Youth Empowerment Society, the Umbrella Society and the Human Nature Counselling Society;

* Our continued multi-year campaign to secure stable funding for Greater Victoria's Mobile Youth Services Team, which in 2024 featured a [VFCYJC-commissioned report](#) from Dr. Rebeccah Nelems (titled *MYST: Critical Status Report and Recommendations*) and an editorial published in the [Victoria Times Colonist](#);

* Presentations by the Hon. Grace Lore, Minister of Children and Family Development, the Be Amazing campaign's Cathy Peters and representatives from the University of Victoria's The Law Centre;

* And a [panel presentation and discussion](#) on issues impacting the capital region's vulnerable youth, notably gang recruitment, sextortion and the importance of the [School Police Liaison Officer Program](#).

Please learn more about our work at the [Committee's website](#).

Sincerely,

Marie-Terese Little
 Chair, Victoria Family Court and Youth Justice Committee
 Mayor, District of Metchosin
 Vice-Chair, Capital Regional District

cc The Hon. David Eby, Premier of British Columbia
 cc The Hon. Niki Sharma, Attorney General
 cc Cliff McNeil-Smith, Chair, Capital Regional District

VICTORIA FAMILY COURT & Youth Justice Committee



**ANNUAL
REPORT
2024**

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Territorial Acknowledgement

The Victoria Family Court and Youth Justice Committee meets on the unceded Coast Salish territory of the Lekwungen-speaking and WSÁNEĆ nations. We acknowledge and thank the Lekwungen-speaking peoples, also known as the Songhees, Esquimalt and Beecher Bay First Nations communities, for allowing us to live on their lands.

The VFCYJC further acknowledges that the Capital Region spans the traditional territories of Coast and Straits Salish and Nuu-chah-nulth peoples and that, by virtue of being represented by all 13 municipalities, our committee is responsible to help build respectful and enduring relationships with our First Nations neighbours.

Supporting Documents

An archive of Annual Reports from the Victoria Family Court and Youth Justice Committee (VFCYJC) and regularly updated documents, resources and links to relevant organizations in the Greater Victoria region can be found at victoriafamilycourt.ca. Agendas and minutes are filed on the [CRD website](#).

2024 VFCYJC MEMBERSHIP

Marie-Térèse Little, Chair; Mayor, District of Metchosin
Adam Flint, Vice-Chair; Citizen Representative, Town of View Royal
Kimberley Guiry, Vice-Chair; Councillor, City of Langford
Cynthia Day, Past Chair; Councillor, City of Colwood
Jeff Bateman, Communications Sub-Committee Chair; Councillor, District of Sooke
Marcie McLean, Priorities Sub-Committee Chair; Councillor, District of Highlands
Esther Paterson, Treasurer; Councillor, District of Oak Bay
Ken Armour, Councillor, Town of Esquimalt
Don Brown, Councillor, Town of View Royal
Sara Duncan, Councillor, Town of Sidney
Krista Loughton, Councillor, City of Victoria
Jack McClintock, Councillor, District of North Saanich
Mena Westhaver, Councillor, District of Saanich

ALTERNATES

Kim Jordison, Councillor, City of Colwood
Terri O’Keefe, Councillor, Town of Sidney
Jim Rondeau, District of Central Saanich
Rose Stanton, Youth and Family Matters Chair; Councillor, District of Highlands
Celia Stock, Councillor, District of North Saanich

SCHOOL DISTRICT REPRESENTATIVES

Karin Kwan, Trustee, School District #61
Christine Lervold, School District #62
Teri Vanwell, Trustee, School District #63
Nola Silzer, Trustee, School District (alternate)

CRD APPOINTEES

Cheryl Chators, Boys and Girls Club of Greater Victoria
Andrew HOLETON, Alliance to End Homelessness in Greater Victoria
Bill McElroy, Capital Region Action Team on Sexually Exploited Youth
Samantha Rappaport, Brown, Henderson, Melbye

VFCYJC SECRETARY

Marnie Essery

CAPITAL REGION DISTRICT LIAISON

Steve Carey, Senior Manager, Legal Services & Risk Management
Sharon Orr, Corporate Services



THREE-YEAR STRATEGIC PLAN 2023-2026

Mission

To facilitate connections between municipal and First Nations governments, school districts, service providers, and the broader community in order to educate and advocate on the challenges and shortfalls facing youth and families who may come into contact with the justice system.

Vision

Families and youth have access to timely and appropriate supports within their communities so that they may achieve their full potential.

Goals

1. Increase awareness of the issues facing families and youth involved with the justice system while raising the profile of the Victoria Family Court and Youth Justice Committee.
 - a) Identify gaps in services.
 - b) Support youth initiatives.
2. Pursue and promote meaningful reconciliation with the Indigenous community.
 - a) Committee members participate in Cultural Competency Training
 - b) Acknowledge and reduce the over-representation of Indigenous people in the justice system.
3. Advocate for policies and initiatives that improve outcomes for families and youth who may come in contact with the justice system.
 - a) Give a platform to youth/ amplify youth voices.
4. Support equity of access to resources across the region.
 - a) Help other organizations leverage their resources in support of families and youth.
5. Facilitate collaboration between community service providers and governance bodies in the interest of better supporting youth and families.

CHAIR'S REPORT



Another eventful year has quickly passed as the VFCYJC continues its work as a still relatively recently delegated commission of the Capital Regional District.

Supporting front-line service agencies via our grant program and overall annual budget is one of the Committee's main purposes. We were delighted this year to extend funding to the Victoria Youth Empowerment Society, the Umbrella Society and the Human Nature Counselling Society in support of their work with vulnerable young people in Greater Victoria.

It was a pleasure to welcome a series of guest speakers at our regular meetings and to host our second, now annual, VFCJC Open House at Victoria City Hall. Our members again valued this opportunity to connect with representatives from nearly two dozen service agencies in the region. We plan to meet-and-greet again in 2025.

We continued our multi-year campaign to secure stable funding for the Pacific Centre Family Resource Association's councillor Mia Golden in her work with the Mobile Youth Services Team. We wrote advocacy letters to the Premier and the Minister of Public Safety. We funded a persuasive [business case study](#) authored by Royal Roads University's Dr. Rebekah Nelems. And we prepared a [Times Colonist editorial](#) that, we believe, offered compelling arguments in support of MYST's critical work.

The Committee also tracked unfolding issues relating to the School Police Liaison Officer program through meeting discussions and a regularly updated [backgrounder](#). A panel session with representatives from MYST and the Saanich and Victoria police departments pointed out the rising tide of gang recruitment and sexploitation and argued that caring, compassionate police officers in school settings is critical.

On a sad note, we all grieved the sudden death of our [Adam Flint](#), a CRD appointee and long-term member of the VFCYJC. His keen spirit, collaborative skills, good grace and kind heart are deeply missed. It was an honour to join his many friends and family members at a memorial service that demonstrated he was a loved and special man.

I'll close by saying I'm deeply grateful to be in this position as we strive to make a meaningful difference for youth and families in Greater Victoria. Sincerest of thanks to my VFCYJC colleagues and I look forward to another year of meaningful work ahead.

Respectfully submitted,

Marie-Térèse Little, PhD
 Chair, Victoria Family Court and Youth Justice Committee
 Mayor of the District of Metchosin and CRD Vice-Chair

VICE-CHAIR'S REPORT



2024 marked another year of steadfast commitment to education and advocacy for the needs of youth and families in the region by the VFCYJC. Under the strong leadership of Chair Little and Vice Chair Flint, the committee benefitted from the extensive knowledge, collaboration, and dedication of its members.

In May, we faced an immense loss with the sudden passing of Vice Chair Adam Flint. A long-standing and valued member, Adam's contributions to the VFCYJC and the broader community were significant and deeply appreciated. In his absence, I have assumed the role of Vice Chair to support Chair Little, and I am grateful for the committee's trust and support in this position.

Throughout the past year, transitioning from committee member to Vice Chair, I have been continually inspired by the committee's unwavering dedication and collaborative spirit. The emotional challenges of our work are ever-present, yet our members consistently create an environment conducive to listening, learning, support, and connection to advance our mission.

I was particularly impressed by our advocacy for a sustainable future for the Mobile Youth Service Team (MYST) and our thorough examination of how different implementations of the School Liaison Officer program impacted youth across all three school districts. With each guest speaker and delegation, committee members diligently sought opportunities to support agencies through education, advocacy, and connection.

As we look forward to the upcoming year, we anticipate unforeseen challenges, especially for the youth and families we are dedicated to serving. However, I am confident that the committee will continue to leverage our privileges to amplify our advocacy efforts and strive for meaningful change.

Sincerely,

Kimberley Guiry

Vice-Chair, Victoria Family Court & Youth Justice Committee
Councillor, City of Langford

2024 YEAR-IN-REVIEW

January

Annual General Meeting: Members welcomed back Marie-Terese Little (Metchosin), Adam Flint (View Royal) and Esther Patterson (Oak Bay) in re-elections as Chair, Vice-Chair and Treasurer respectively for 2024.

Returnee Sub-Committee chairs are Marcie McLean (Priorities/Grants), Bill McElroy (Capital Region Action Team) and Jeff Bateman (Communications/Website) with Highlands Councillor Rose Stanton stepping up to lead Youth and Family Matters.

The 2023 Annual Report was received and approved. Guest speaker Seth Recalma from the Moose Hide Campaign spoke of how this Indigenous-led grassroots initiative to engage men and boys in ending violence towards women and children has evolved into a nationwide movement. Five million moose hide pins have been distributed, and many Canadians wear them year-round or on weekly “Wear and Share Wednesdays.” Momentum is building for the annual Moose Hide Campaign Day on May 16.

At our regular meeting, Chair Little set the stage for another year of education and advocacy. The Committee voted unanimously to offer \$5k to the Mobile Youth Services Team (MYST) to help fund a business case cost/benefit analysis that would justify stable, long-term support and increased funding from the Province. All agreed that an encore open house for front-line service providers should go ahead later this year.

The Committee voted unanimously to fund the Mobile Youth Services Team (MYST) for a business case cost/benefit analysis that would justify stable, long-term support and increased funding from the Province.



MYST's Gord Magee and Mia Golden
(photo: VicPD True Blue podcast)

February

Caleigh Owen, a staff family lawyer at University of Victoria’s [The Law Centre](#), and recent graduate Megan Klymchuk discussed their experiences within the family justice system. They spoke of issues with the 2019 [Early Resolution & Case Management](#) model, in particular the challenge of identifying the degree coercion or manipulation is involved in intimate partner violence; additional training for police and judges is recommended. (See the [Jan. 2022 evaluation of this prototype program by a panel of BC family law authorities](#).) Flaws were identified in [Provincial Court of BC](#) procedures, including the lack of fillable PDF forms, plain-language guidelines and user-friendly sample forms and files. The pair also noted that the “[best interests of the child](#)” benchmark in the [BC Family Law Act](#) can be problematic due to high costs of private psychological testing. “In the system, youth don’t really have a say,” said Owen. “It’s about third parties making decisions on what is best for them and there is no one system the judiciary use for making that determination.”

Also on the agenda, Chair Little presented the [2024 VFCYJC Orientation](#); Youth & Family Matters Chair Rose Stanton shared the newly released [BC Adolescent Health Survey](#) based on surveys of 38,500 students aged 12-19 in BC’s 60 school districts; and members were encouraged to listen to a recent [Victoria PD True Blue Podcast](#) on the MYST program and read a [related memo](#) prepared for the VFCYJC by Const. Gord Magee.

April

Chair Little warmly welcomed three new CRD appointees: [Cheryl Chaytors](#), Director of Intervention Programs, [BGC South Vancouver Island](#); [Andrew Holeton](#), Director of Community Engagement & Impact, [Alliance to End Homelessness in Greater Victoria](#); and [Samantha Rapaport](#), Family Lawyer and Partner in the Victoria firm [Brown Henderson Melbye](#).

Roundtable discussion covered multiple topics raised by committee members, including the latest developments in the School Police Liaison Officer program (see [SD #61 FAQ](#) and comments from [Victoria PD Chief Del Manak](#); our [School Liaison Officer Background Paper – Summer/Fall 2023](#) will be revised to capture these updates and related recent motions from Oak Bay, Saanich and Victoria). The committee learned about a new [Lantzville treatment facility](#) for Indigenous youth that will offer culturally relevant detox and treatment services. Planning is underway for the VFCYJC’s second Open House, Wed. May 22 at Victoria City Hall.



May

Thanks were extended to all who attended our lively 2024 Open House, among them representatives from 20 Greater Victoria agencies and 15 of our own members. General agreement that the VFCYJC is well positioned to continue hosting these mix-and-mingle gatherings, perhaps next time in a more formal context where each attendee can provide activity updates.

Discussion at our monthly meeting focused on what role, if any, the VFCYJC might play in further conversations re: the School Police Liaison Officer program. We will go ahead with a solutions-oriented panel discussion. MYST's Mia Golden and Gord Magee updated us on deeply disturbing predatory activities targeting vulnerable local youth, in particular pedophiles operating online through social media. A VFCYJC-funded business case study rationalizing MYST team expansion and, critically, long-term, stable funding will be presented to the [BC Association of Chiefs of Police](#) this summer.



Adam Flint

The Committee awarded a grant to the [Victoria Youth Empowerment Society](#) (\$5,500 towards its 2024 Summer Opportunities Program).

Chair Little shared sad news of the sudden passing of Vice-Chair Adam Flint: “Adam was a fierce advocate for children and youth, and he was active on the committee since 2018 as our Town of View Royal appointee. He was kind, funny, thoughtful and hard-working, and his positive attitude will be missed. He was also an executive member of the Movember Campaign. Adam leaves behind two children and his wife Kyla. I would like to extend our condolences to his family, friends and colleagues.” ([A celebration of Adam's life.](#))



June



The Minister of Children and Family Development, the Hon. Grace Lore, graciously shared an hour of her time with the committee for a Q&A and presentation titled Youth Justice Services: Strengthening Abilities and Journeys of Empowerment (SAJE). Youth aging out of care face severely heightened life challenges, and the SAJE program provides navigators, income assistance, housing and mental health support for 10,000 eligible BC teenagers and young adults.

Following Minister Lore’s talk, the committee tackled two motions: MYST advocacy continues with a request to the CRD Board of Directors to write Minister Farnworth given that just six months of renewed funding (until Oct. 1) has been provided to counsellor Mia Golden when long-term line-item commitment and additional staffing is required; and members Krista Loughton and Marcie McLean tabled, with unanimous committee approval, a motion that the Province and other BC enforcement authorities seek revisions to sections 152 and 153 of the Criminal Code to more effectively stop online sexual exploitation and grooming of children and youth. The motion concludes that “when children and youth are victims of sexual offences the sentencing is typically the minimum recommended. There should be an increase to the minimum or a recommendation that sentencing should lean to the maximum.”

The Hon. Grace Lore
(Photo: Victoria-Beacon Hill Constituency Office)

September

The Committee hosted a panel focused on issues impacting vulnerable youth in Greater Victoria. Saanich Police Inspector [Damian Kowalewich](#), Victoria/Esquimalt Police [Deputy Chief Constable Jamie McRae](#) and MYST’s [Mia Golden](#) and [Gord Magee](#) highlighted two evolving crises: [gang recruitment](#), always a deep concern in the region but now dramatically more frequent, organized and aimed at younger children; and [sextortion](#), in which young boys in particular are lured into sharing intimate images online and then subjected to shame-based blackmail (in at least [one tragic case](#) leading to suicide). Cybercrime experts are being employed by local police to investigate and stop online crime, we learned. The School Police Liaison Officer program (see our latest [SPLO Backgrounder Ver. 7 – Sept 25, 2024](#)) was again championed as a critical intervention in gang recruitment.

Inspector Kowalewich shared his [talking points](#) for inclusion in a panel summary the VFCYJC is preparing. The committee moved that an [op-ed](#) commending recent [Les Leyne](#) columns in support of the MYST team be prepared following a [disappointing funding update](#) from Minister Farnworth.

In other business, Langford Councillor [Kimberley Guiry](#) was unanimously elected as VFCYJC Vice Chair and warmly welcomed to the role by Chair Little. The Committee awarded grants to the [Human-Nature Counselling Society](#) (\$5.5k for its 2024 [New Roots](#) youth program) and the [Umbrella Society](#) (\$4,746 for its [Navigating Substance Use and Mental Health for Students](#) program).

October

The Times Colonist published the Committee’s Op Ed expressing strong support for the Mobile Youth Services Team — “The most vulnerable youth are about to lose their most valuable support team.” It was signed by Chair Little and written by the VFCYJC’s Communications Subcommittee.

Meeting guest Cathy Peters discussed the Be Amazing campaign. Her urgent message: “Organized crime and international syndicates operate freely in British Columbia. Drug and sex trafficking are lucrative and increasing with no deterrent. Currently, gang recruitment is occurring around the province. I am in touch with all 60 School Districts to warn them that youth are being aggressively targeted (online and in person).”



Cathy Peters

Her suggested next steps:

1. Funding/training for law enforcement to better enforce the federal Protection of Communities and Exploited Persons Act.
2. A provincial public awareness campaign.
3. A human trafficking task force in BC similar to those in Alberta, Saskatchewan, Manitoba and Ontario.

(In June, the VFCYJC forwarded a motion to enforcement authorities seeking revisions to sections 152 and 153 of the Criminal Code to more effectively stop online sexual exploitation. Lt. Governor Janet Austin spoke at the UBCM conference last month about the establishment of the Human Trafficking Prevention Network of British Columbia.



November



Victoria Youth Empowerment Society Operations Director Kisa Petersen hosted an inspiring tour of its 533 Yates Street drop-in centre prior to this month's meeting, then joined us in the CRD boardroom to present the outcomes report from the VFCYJC grant that partially funded the YES Summer Opportunities Program. Hungry, cold, isolated and often desperate youth from across the region find safety and solace at YES, she told us. There they can access basic needs (shelter, food, clothing, hygiene), navigator services, life skills workshops, hot lunches and a relaxed, non-judgmental hang-out space. Newly established with assistance from the

Victoria Foundation is a food pantry stocked with donated dry goods and matched with food-prep training classes. (Independent youth under 19 often cannot access food bank services.) Donations are always welcome.

Capital Region Action Team's Bill McElroy reported out on a new ad hoc Westshore group working to help the Mobile Youth Services Team overcome still further heightened funding challenges following Westshore RCMP's decision to withdraw support for Regional Integrated Units given other localized initiatives. Treasurer Esther Patterson presented and received approval for the 2025 draft budget. The VFCYJC-funded MYST Policy Report (Sept. 26) will be circulated to a full range of provincial and other decision-makers thanks to a motion by Priorities/Grants Subcommittee Chair Marcie McLean. Chair Marie-Térèse Little welcomed first in-person attendance by two pending 2025 VFCYJC appointees, Colwood councillor Misty Olsen and Central Saanich Councillor Sarah Riddell. Special thanks was extended by Communications Subcommittee Chair Jeff Bateman to VFCYJC secretary Marnie Essery and the CRD's Sharon Orr for their exceptional work in delivering the committee's minutes and agendas.



FINANCIAL STATEMENT

1.126 Vic Family Court & Youth Justice Committee
Fiscal period January-December 2024

	2024 BOARD BUDGET	2024 JAN-DEC ACTUAL
<u>OPERATING COSTS:</u>		
Internal Allocation	316.00	315.96
Honoraria		-
Meeting Costs	8,000.00	5,689.13
Operating - Other Costs	-	391.00
Grants in aid - unspecified	48,781.00	-
Third Party Payments	1,500.00	21,046.00
TOTAL OPERATING COSTS	58,597.00	27,442.09
TOTAL COSTS	58,597.00	27,442.09
Internal Recoveries	-	-
Recoveries - Other	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	58,597.00	27,442.09
<u>FUNDING SOURCES (REVENUE)</u>		
Balance C/F from Prior to Current year	(42,773.00)	(42,773.54)
Interest Income	-	(1,228.25)
Grants in Lieu of Taxes	(824.00)	(824.12)
Requisition	(15,000.00)	(15,000.01)
TOTAL REVENUE	(58,597.00)	(59,825.92)
(Surplus)Deficit	-	(32,383.83)

- Format subject to change.
- Fiscal year is January to December in alignment with all CRD services.

2024 BUDGET AND YEAR-END

Submitted by Treasurer Esther Paterson

1.126 Vic Family Court & Youth Justice Committee Fiscal 2025 Preliminary Budget

	2025 BOARD BUDGET
<u>OPERATING COSTS:</u>	
Internal Allocation	1,172.00
Honoraria	
Meeting Costs	8,160.00
Operating - Other Costs	-
Grants in aid - unspecified	40,861.00
Third Party Payments	1,500.00
TOTAL OPERATING COSTS	51,693.00
TOTAL COSTS	51,693.00
Internal Recoveries	-
Recoveries - Other	-
OPERATING COSTS LESS INTERNAL RECOVERIES	51,693.00
<u>FUNDING SOURCES (REVENUE)</u>	
Balance C/F from Prior to Current year	(35,869.00)
Interest Income	-
Grants in Lieu of Taxes	(824.00)
Requisition	(15,000.00)
TOTAL REVENUE	(51,693.00)
(Surplus)Deficit	-

- Balance carry forward is an estimate at time of budgeting August 2024, will be updated to actual for final budget approval in March 2025.
- Grants in Lieu of Taxes is an estimate based on 2024 and will be update to actual for final budget approval in March 2025.
- Format subject to change.
- Fiscal year is January to December in alignment with all CRD services.

VFCYJC SUB-COMMITTEES

We ask that members join one of the sub-committees to assist in developing materials to bring forward to the main committee. Meetings may be held via email, at any appropriate venue, and chairs may incur expenses up to \$200 to facilitate meetings without advance approval. Chairs are encouraged to present a motion to the main committee for extraordinary expenses. Our goal is to make it easier for volunteers to meet while still maintaining fiscal accountability. The practice has been to try to reserve funding for work that supports youth and families while also supporting those who give freely of their time and expertise.

Capital Region Action Team for Sexually Exploited Youth (CRAT) advocates with expertise to address issues related to sexual exploitation, grooming, pimping, coercion, youth sex work and pornography.

2024: Bill McElroy (Chair)

Communications supports outgoing communications, website content, advocacy efforts, agenda creation, and maintenance of the Facebook and Twitter accounts.

2024: Jeff Bateman (Chair), Christine Lervold, Krista Loughton, Marcie McLean, Esther Paterson.

Court Watch coordinates Indigenous and regular Court House visits to observe and report on the circumstances for youth and families. **Inactive.**

Priorities/Grants reviews completed applications in conjunction with existing VFCYJC policies and makes a recommendation in the form of a proposed motion together with their rationale to the main committee for their consideration at a regular meeting.

2024: Marcie McLean (Chair), Sara Duncan, Marie-Terese Little, Esther Paterson, Rose Stanton.

Youth & Family Matters brings information to the main committee on Family Matters, Youth Matters and monitors the circumstances that youth and families encounter during separation, divorce, and custody arrangements as well as documenting hot button issues for youth and encourages youth involvement.

2024: Rose Stanton (Chair)

Capital Region Action Team

2024 was a challenging year for CRAT. Clearly, we have not recovered from COVID, as there has been significant turnover in representatives from agencies that work with youth, meaning that attendance at CRAT meetings has been less than ideal. We only met three times in 2024. There will be an increased effort to recruit new members to CRAT by contacting youth serving agencies and have them delegate a representative to CRAT. Additionally, exploitation and luring of youth has shifted to the internet, as more youth use social media, particularly during COVID.

Last year was the 25th anniversary of CRAT. One of the projects created by CRAT back in 1998 was the Mobile Youth Support Team (MYST). MYST consisted of a police officer and 3 or 4 youth workers, to support youth who were vulnerable to sexual exploitation. Over the years, the youth workers were reduced until there were none. The police officer was hired on an integrated basis, that is, each of the 13 municipalities contributed toward the salary of the MYST Officer. During 2024, a youth worker from Pacific Centre Family Services joined the team and things began to improve, until the funding for that position ran out, and it looked as if the MYST team would be back to one. By reducing the hours of the youth worker, the position continued until the end of 2024, even though it was on a part-time basis. This is a critical position for sexually exploited youth, as MYST works “where the rubber hits the road.”

Of greater concern, we found out late in November that the District of Central Saanich had decided to withdraw from all the Integrated Police services, including MYST, effective at the end of 2024, with no consultation with affected groups. As we tried to find out details of the impact of this decision, the West Shore RCMP announced it too was withdrawing from all the integrated units, including MYST, effective the end of 2025. Although the core municipalities of Oak Bay, Esquimalt, Victoria and Saanich have said they will continue funding the MYST position, will the taxpayers of those municipalities be willing to pay for a regional service? How will this work in reality? Will MYST be able to cross municipal boundaries to prevent the sexual exploitation of youth? Will a youth who lives in Oak Bay, but hangs around in Victoria, goes to a party in Central Saanich, buys drugs in Colwood and/or is taken by a groomer to Langford be helped by MYST? Or will the team have to stop at the borders of non-member municipalities? If so, this will be a giant step backwards, as MYST is the only preventative agency working to prevent the sexual exploitation of youth within the Capital Region. In fact, MYST is one of the few such agencies in all of Canada.

CRAT has moved forward with our plans for a graphic novel about youth sexual exploitation. It has now been completed under budget. We received legacy funding several years ago for this project and it is a relief to see it come to fruition. It will be handed out after presentations and give our youth attendees a meaningful, reader-friendly point of reference they can access in future.

We are unable to include a financial statement with this report, as our financial records are maintained by the Municipality of Oak Bay, and they have had a change in personnel. Unfortunately to date I have not had a chance to make contact and meet with its new Director of Financial Services.

Submitted by Bill McElroy
Chair, Capital Region Action Team
CRD Citizen Appointee to the VFCYJC



Communications

The Communications Sub-Committee is responsible for website content creation, agenda development, advocacy letter-writing, the annual report and updates to the VFCYJC's Facebook and X accounts.

In 2024, I was joined in this work by members Christine Lervold, Krista Loughton, Marcie McLean, Esther Paterson. Adam Flint, a long-term sub-committee member, former chair and VFCYJC webmaster, continued as a vital participant until his sad and sudden passing in the spring. His bright spirit, positivity, good cheer and skills are profoundly missed by us all at the VFCYJC.

The sub-committee supported the VFCYJC in its continuing advocacy on behalf of Greater Victoria's Mobile Youth Services Team (MYST). Of particular note, our team came together in October to collectively write a *Victoria Times Colonist* editorial not long after the Province declined to renew MYST funding. Its closing line sums our position up neatly: "Trusted relationships built through this specialized and high-functioning team cannot be lost due to an interruption of service."

The VFCYJC website continued to be routinely updated with fresh content arising from regular meetings. It remains the go-to source for grant applications, links to resources and reports, and key documents related to the committee's work. The website was hacked in the summer and all credit to Victoria's Honeycomb Webworks for getting it back online in short order.

On other fronts, we organized a panel discussion featuring members of MYST and the Saanich and Victoria police departments that focused on youth issues in Greater Victoria, including the School Police Liaison Officer program; we hosted a second annual open house at Victoria City Hall in June that allowed our members to meet with representatives from front-line service agencies; and we maintained a social media presence for a small audience of followers. Thanks again to VFCYJC Secretary Marnie Essery for regularly forwarding links for posting on Facebook and X.

Communications plays a role at VFCYJC Steering Committee meetings in developing agendas for upcoming regular meetings. These agendas are drafted on-screen during the meetings and forwarded to Ms. Essery and the CRD's Sharon Orr for final preparation. Agendas and minutes are now routinely posted on the CRD website at a [dedicated VFCYJC page](#).

In 2023, Communications took responsibility for booking speakers for regular meetings, thus renewing a VFCYJC tradition that ended when the pandemic broke out. Last year our featured guests were the Honourable Grace Lore, Minister of Children and Family Development; anti-human trafficking advocate Cathy Peters; and representatives from the Moose Hide Campaign and the University of Victoria's The Law Centre.

Thanks and much appreciation to my colleagues for their good work, support and initiatives.

Sincerely,

Jeff Bateman
Chair, Communications Sub-Committee
Councillor, District of Sooke

Priorities and Grants

Victoria Family Court & Youth Justice Committee (VFC&YJC)

Priorities Sub-committee (Grants) 2024 Annual Report

Prepared by: Sub-committee chair, Marcie McLean

On February 09, 2022 VFC&YJC (Committee/ Commission) became a “Delegated Commission” of the Capital Regional District (CRD) through the CRD Board’s formal adoption & execution of Bylaw No. 4453.

Being a Delegated Commission by Bylaw No. 4453 provides the VFC&YJC all the administrative powers of the CRD Board which includes ability to provide assistance and thus, VFC&YJC is formally able to consider and provide granting funds generally to resource agencies or non-profit society's within the Greater Victoria area whose work supports children, youth and their families within the CRD pertaining to education and awareness on matters of reducing possibilities of them coming into contact with the Youth Criminal Justice system. The granting program is designed with small grants in mind and within VFC&YJC annual financial means with consideration of their required operating funds being their needed top priority.

Potential applicants can find the VFC&YJC [grant application under their website home page right side at: victoriacourt.ca](#)

The Priorities Sub-committee in 2024 consisted of the VFC&YJC Chair, treasurer, sub-committee Chair as well as at least 2 other VFC&YJC voting members who are not members of the executive for a total of 5 members, as per the VFC&YJC’s Constitution and Terms of Reference which they have held for over 60 years in 2 versions.

The Chair of the Sub-committee reviews all applications thoroughly for required completion and inclusion of required document copies before circulating the entire received application to the sub-committee for their review and consideration. Incomplete applications will not be circulated for consideration nor, if requested required information or documentation is not provided to the Sub-committee chair.

Through the Sub-committee review and their individual recommendation with their rationale, a recommendation with a brief written report is provided by the sub-committee chair to the main VFC&YJC for their consideration on a regular VFC&YJC scheduled meeting agenda.

The following are some of the current objectives’ examples of information to be provided within the Priorities (Grant) application:

1. Objectives

1.1 The statement of intended outcomes within the application will be used to assess success of the project to accomplish goals.

1.2 Applicant’s statement must demonstrate in some detail the services(s) that your proposal would provide for youth and families of the CRD that ties in with the mandate for VFC&YJC.

1.3 Applicant's statement must indicate how your proposal will help educate and bring awareness to youth and families living within the CRD about reducing risks and reducing potential involvement with the judicial court systems.

In 2024 the Priorities Sub-committee was composed of (VFC&YJC) Chair: Marie-Terese Little, Treasurer: Esther Paterson, Sub-committee Chair: Marcie McLean, as well as members Rose Stanton and, Sara Duncan. I wish to sincerely thank each of them for their care and diligence in their considerations and reviews of all applications received in 2024.

In 2024 the Sub-committee received 3 applications. The first application approved was from **Victoria Youth Empowerment Society (YES)** a BC registered society, in the amount of \$5,500.00 (their full request), towards their Summer Opportunities Program (SOP), funds provided for a youth program ages 13-18 years from within the CRD for months of June, July and August, weekdays, 4 hours a day. Providing opportunities with trained, experienced staff to engage in recreational activities/ outings and education in areas relevant to life skills and positive relationships with marginalized youth, that enhance a youth's future likelihood of making better choices in life, held within a safe supervised location in downtown Victoria where YES also provides their wrap-around services and referrals.

The Summer Opportunities Program(SOP) grant funding would also:

- *Facilitate connections between service providers & the broader community for youth & families in the CRD,

- *Help the Society leverage their resources in positive support of families and youth,

- *Continue to be a cost efficient program if the SOP continues to have the past few years of 120-200 youth participate,

- *The Society's identified goals and objectives appear to be relevant to VFC&YJC's mandate as they focus on prevention and diversion during the summer months in order to reduce youths' overall risks, thereby also reducing youth possibly becoming involved with street life and/or the judicial court system.

The second application approved by VFC&YJC was from the **Umbrella Society (US)** a registered society in BC with Federal Charitable Status legal name: Umbrella Society for Addictions and Mental Health, for their 101 Program for Navigating Substance Use and Mental Health for Students (within the CRD) in the amount of \$4,746.00 (their full request).

A few years ago the NDP government implemented BC provincial legislation directing high schools in BC to provide training in administration of Naloxone for students and teachers. This was confirmed by researching the Provincial website. The intent of the US project according to their senior grants adviser is to have peer workers provide substance use and mental health education and information in schools. The project would occur at various middle and high schools within the CRD, and the application indicated that it would **not be** reoccurring. The grant funds contributed to US are to administer approximately 40 presentations in 2024 to over 1,000 students, including providing Naloxone kits.

The US-101 Project is expected to be completed by Dec. 31, 2024 with the final 5 schools. US intends to monitor and evaluate after each school presentation school and, the required final brief written summary report to VFC&YJC on the project's outcomes in early 2025.

In 2024, the US-101 Project received 62% of their funding from Island Health.

The third application approved was from the **Human Nature Counselling Society (HNCS)**, in the amount of \$5,500.00 (their full request) for their **New Roots Program**. The HNCS is a BC Registered Society and their application indicates they're a registered charity. The project is intended to be reoccurring and the proposed funds are for: Program planning and facilitating, equipment supplies, snacks and a celebratory dinner, site rental, temporary part-time wages for clinical supervision, and back & forth local travel expenses.

The applicant by email reply indicated that HNCS does not charge fees for this particular New Roots program. HNCS's Constitution indicates that the Society's purpose is to enhance the well-being of people and families across the life span through delivering accessible nature-based therapy services.

The target ages for the program is ages 13-16 in the Victoria/ Westshore areas who are struggling with anxiety and are motivated to transform their relationship with it including with their parents/ caregivers. It is a nature based mental health and wellness initiative, which provides age-appropriate psychological education and therapeutic interventions to help youth understand anxiety and effective strategies to manage it. The program is for 8 weeks of 2 hour sessions plus 2 sessions for parents/ caregivers of these 15 youth and 20 parents, and the program will take place with permit at the grounds of Government House on Rockland Ave.

The completion date for the program is expected to be Dec. 31, 2024. HNCS provides the families with a final evaluation report with additional referrals (if needed). HNCS will also be providing the required brief written summary final report of their project's outcomes to VFC&YJC in early 2025.

In 2024, the total amount of small grants approved and provided by VFC&YJC was \$15,746.00. Please note that total for grants would normally be outside of our usual budget scope.

In November 2024, seven VFC&YJC members took YES's Operations Manager, Kisae Petersen's invitation up for a site tour of YES's facility in down town Victoria, those members learned even more about their work, operations facility and youth needs. Thank you Kisae!

Respectfully submitted,

Marcie McLean
Councillor District of Highlands
VFC&YJC Priorities Sub-committee, Chair
VFC&YJC Communications Sub-committee member

APPENDIX

Agendas and Minutes 2024

Eight regularly scheduled meetings. All documentation posted on the [CRD website](#).

Documents and Related Links

- [Panel Discussion Notes: Greater Victoria Youth Issues and Youth-At-Risk](#) ~ Mia Golden, Youth and Family Counsellor, Mobile Youth Services Team; Constable Gord Magee, MYST/Victoria Police Department; Inspector Damian Kowalewich, Saanich Police Department; Deputy Chief Constable Jamie McRae, Victoria Police Department, Sept. 27, 2024
- [School Police Liaison Officer program backgrounder](#) ~ prepared by the VFCYJC Communications Sub-Committee; latest update: Sept. 27, 2024
- [Proposal to Increase Strategic Support and Budget for the Mobile Youth Services Team: Critical Status Report and Recommendations](#) ~ Dr. Rebeccah Nelems, Sept. 26, 2024
- [Youth Justice Services: Strengthening Abilities and Journeys of Empowerment](#) ~ presentation by the Hon. Grace Lore, Minister of Children and Family Development (June 2024)
- [2023 BC Adolescent Health Survey](#) ~ released by the McCreary Centre Society, 2024

Motions Requiring Action

- **January 25, 2024**
Future Contracted Services for Youth and Family Information Projects
 MOVED by K. Guiry, SECONDED by S. Duncan
The Victoria Family Court and Youth Justice Committee spend up to \$5,000.00 for a contractor to help MYST to create a business plan, if wanted.
 CARRIED
- **May 23, 2024**
School Police Liaison Officer Program Panel Discussion
 MOVED by J. Bateman, SECONDED by M. McLean
That the Victoria Family Court & Youth Justice Committee invite Nicole Duncan, Chair School District 61; Del Manak, Victoria Police Department; Dean Duthie, Saanich Police Department; Grace Lore, Minister of Children and Family Development; and the Mobile Youth Services Team to the June 27, 2024, Victoria Family Court and Youth Justice Committee meeting.
 CARRIED

Youth Empowerment Society Grant Application

MOVED by M. McLean, SECONDED by E. Paterson,

That the Victoria Family Court & Youth Justice Committee approve the grant funding request of \$5,500.00 from the Victoria Youth Empowerment Society towards their 2024 Summer Opportunities Program.

CARRIED

- **June 27, 2024**

Advocacy Action Regarding Pedophilia and Online Grooming of Youth

MOVED by K. Loughton, SECONDED by M. McLean

That the Victoria Family Court and Youth Justice Committee requests that the Committee Chair, Mayor Marie-Terese Little, write to the Minister of Public Safety and Solicitor General, Mike Farnworth, and all of the MPs, MLAs, Police Chiefs and Police Boards, Superintendent Todd Preston, Westshore Detachment RCMP, BC Attorney General, Nikki Sharma, and Minister of Justice and Federal Attorney General Arif Virani, and Municipal Councils in the CRD, to encourage support to stop the online sexual exploitation and grooming of children and youth. The following list of legislative changes are recommended but are not exhaustive to fight against online sexual offenses against children and youth:

- 1. Add minor amendments to S.152 of the Criminal Code to specify online activity. The language does mention “indirectly” but the Crown often misses it and thus the language needs to be clear.*
- 2. Change to S.153 of the Criminal Code by replacing language regarding the person being in a position of trust or authority to be “any person.”*
- 3. When children and youth are victims of sexual offences the sentencing is typically the minimum recommended. There should be an increase to the minimum or a recommendation that sentencing should lean to the maximum.*

CARRIED

Mobile Youth Services Team Funding Request

MOVED by K. Loughton, SECONDED by T. Vanwell

That the Victoria Family Court & Youth Justice Committee recommends the Governance Committee recommends to the Capital Regional District Board that the CRD Board Chair send an advocacy letter to the Province to encourage renewed support for the Pacific Centre Family Services Association’s Mobile Youth Services Team (MYST) and its Crime Reduction and Exploitation Diversion (CRED) program, with consistent and sustainable funding for the MYST youth counsellor position in the very near future due to the critical and urgent work with vulnerable youth and their families within the CRD.

CARRIED

- **September 26, 2024**

- **Human Nature Counselling Society**

- MOVED by M. McLean, SECONDED by C. Day

- That the Victoria Family Court & Youth Justice Committee support the Human Nature Counselling Society's grant request for the amount of \$5,500.00 for their 2024 New Roots program.*

- CARRIED

- **Umbrella Society**

- MOVED by M. McLean, SECONDED by K. Loughton

- That Victoria Family Court & Youth Justice Committee support the Umbrella Society's request of \$4,746.00 to be applied to their 2024 project titled: Umbrella 101-Navigating Substance Use and Mental Health for Students*

- CARRIED

- **Times Colonist Op Ed**

- MOVED by K. Loughton, SECONDED by K. Guiry

- That the VFCYJC directs the Communications subcommittee to write an op ed for the Times Colonist regarding continued and sustained funding for M.Y.S.T.*

- CARRIED

- **November 27, 2024**

- **Distribution of MYST Business Case Report**

- MOVED by M. McLean, SECONDED by E. Paterson

- "That Victoria Family Court and Youth Justice Committee (VFC&YJC) directs the Chair to send a cover letter signed by the chair together with the Mobile Youth Services Team (MYST) Business Case Report (Report) dated September 2024 addressed to VFC&YJC prepared by Dr. Rebecca Nelems to each municipal Council within the Capital Regional District (CRD), the JDE Electoral Area(s), and the CRD Board for informational purposes as well as for their consideration of support for the Report's proposed plan(s) and its recommendations", and further, to please copy their letter(s) to:*

- *Premier of BC David Eby,*

- *Attorney General & Deputy Premier: Honourable Niki Sharma,*

- *Minister of Public Safety and Solicitor General: Honourable Gary Begg,*

- *Minister of Health: Honourable Josie Osbourne,*

- *Minister of Children and Family Development: Honourable Grace Lore,*

- *Ministers of Education and Child Care: Honourable Lisa Beare,*

- *Minister of Indigenous Relations and Reconciliation: Honourable Christine Boyle,*

- *Minister of Social Development and Poverty Reduction: Honourable Sheila Malcolmson,*

- *Minister of State for Child Care and Children and Youth with Support needs: Honourable Jodie Wickens,*

- *Minister of State for Community Safety and Integrated Services: Honourable Terry Yung,*

- *Victoria Family Court & Youth Justice Committee/Commission (for our records)*

CODE OF CONDUCT

1. Members shall at all times conduct themselves with propriety, decency and respect and with the understanding that all members of the committee and guests are to be treated fairly with dignity, courtesy, and empathy.
2. Members understand that the meetings often discuss issues where confidential personal identifying information is included. Any such confidential information shall be treated as confidential and not discussed outside of the committee.
3. Members shall act in a manner that fulfills the mandate and the mission of the Victoria Family Court and Youth Justice Committee (VFCYJC);
4. Members shall respect the due process and the authority of the Chair, Vice-Chair or the Presiding Officer;
5. Members shall give fair consideration to diverse opinions and viewpoints;
6. Members shall demonstrate professionalism, transparency, timeliness, accountability in completing tasks undertaken by the committee;
7. Members shall strive to attend all meetings, sending apologies to the Chair for necessary absences.
8. Members will prepare for the meeting by reading the agenda, papers and any emails before the meeting.
9. Members if they need to clarify anything about the agenda, process or mandate contact the Chair.
10. Members agree to arrive on time for the meeting and strive to stay to the end.
11. Members are encouraged to fully participate in the meeting.
 - a. Listen to what others have to say and keep an open mind.
 - b. Contribute positively to the discussions.
 - c. Be concise
 - d. Be respectful of others' opinions and time
 - e. Minimize the side conversations
12. Members shall always have the best interests of the VFCYJC in mind.
13. Members shall draw attention to any potential conflicts of interest that may arise in the meeting.
14. Members shall fulfil any responsibilities assigned to them at the meeting and be prepared to report back on your progress at the next meeting.
15. Each member of the committee will receive a copy of this Code of Conduct.



While *Restorative Justice Victoria* is not a VFCYJC Sub-Committee, most restorative justice organizations in BC began with involvement of a Youth Justice Committee and we are particularly proud to support the one operating in the Greater Victoria region.

Each organization is unique in response to the needs identified in our communities. The VFCYJC was a contributor to RJV's evolution in Victoria – funding the production of video presentations, supporting youth-led initiatives, and facilitating volunteer education through the provision of resource materials.

Restorative Justice Victoria is very much a success story, overcoming the differences in the provision of police services to become an organization of accomplished, skilled volunteers who can be relied on to support better outcomes for all participants who access this 'accountable option' after a crime.

RJV's volunteers are asked to provide these better outcomes for increasingly complex cases throughout the CRD even while RJV funding remains critically insecure. No less than 15 resolutions about restorative justice were sent to the Union of British Columbia Municipalities between 1999 and 2018 calling on the provincial government to support restorative justice. While 11 of these resolutions were carried by the UBCM membership, substantial action is still required.

Learn about RJV's referral process at rjvictoria.com/referring-agencies.

"Skilled volunteers are welcome. As a small non-profit organization, RJV is only able to accomplish all that we do with the help of our volunteers. Whether you volunteer on cases, in the office, or at a fundraiser, you are part of a compassionate and dedicated group that is supporting justice in our community."

Keep track of RJV activities in its monthly email newsletter, *available by request*.

**Anxiety BC**www.anxietybc.com**BC Mental Health & Substance Use Services**www.bcmhsus.ca**BC School Centered Mental Health Coalition**www.bcscmhcoalition.ca**Canadian ADHD Resource Alliance**www.caddra.ca**Capital Region Action Team**www.crat.ca**Chatterblock (Parenting Resources)**www.chatterblock.com**Disability Resource Centre**www.drcvictoria.com**Families for Addiction Recovery**www.farcanada.org**First Call BC Child and Youth Advocacy Coalition**www.firstcallbc.org**Foundry (Health & Wellness Resources for Youth)**www.foundrybc.ca**Indigenous Perspectives Society**www.ipsociety.ca**Indigenous Corporate Training Inc.**www.ictinc.ca**Island Sexual Health**

250-812-9374

Kelty Mental Health Resource Centrewww.keltymentalhealth.ca**Kids Help Phone**www.kidshelpphone.ca**Ku'uus Aboriginal Crisis Services**

1-800-588-8717

Mobile Youth Services Team (M.YST)www.pacificcentrefamilyservices.org/crimereduction-exploitation-diversion**Need2 Suicide Prevention Information and Support**www.need2.ca**Office Representative for Children and Youth**www.rcybc.ca**Restorative Justice Victoria**www.rjvictoria.com**Trans Lifeline**

1-877-330-6366

Two-Spirit, Trans, Queer & Allied Youth Drop-in and Family Support

250-475-7624

Vancouver Island Crisis Linewww.vicrisis.ca**Youth in BC - Crisis Intervention Services**www.youthinbc.com**Youthspace**Online chat for youth/young adults to age 30
6 – 11 p.m. daily. Texting support 778-783-8565



victoriafamilycourt.ca





City of Langford

Staff Report to Community Advisory Committee

DATE: Tuesday, March 25, 2025

DEPARTMENT: Parks and Recreation

SUBJECT: Bylaw No. 2182 – Amendment to City Centre Park Fees and Charges Bylaw No. 1203

EXECUTIVE SUMMARY:

The City Centre Park Fees and Charges Bylaw was last reviewed and updated in 2016, and as such, proposed amendments are explored within this report. The proposed amendments update the schedules of the bylaw to reflect the current fees for Eagle Ridge Community Centre, PlayZone, Mini Golf, Westhills Arena, and community room rentals and to remove reference to the now defunct Splash Park.

The proposed amendments also include updated rental fees for Starlight Stadium and Goudy Field, which have not been revised since the significant expansion in 2019. As well, the changes include the School District 62 fields for which the City manages the rentals under joint use agreements, North Langford Elementary and Centre Mountain Lellum Middle School.

Finally, with respect to sports fields, there is the addition of a schedule for event rentals of the Stadium where a user is looking for a full day or multiple days at the venue.

To provide further clarity, staff have attached a redline copy of the existing bylaw with the proposed amendments.

BACKGROUND:

City Centre Park is a City-owned recreational facility that opened in 2009 and encompasses Eagle Ridge Community Centre, PlayZone, Mini Golf, Westhills Arena, Starlight Stadium (“the Stadium”) and Goudy Field. In Schedule A of the City Centre Park Fees Bylaw, Starlight Stadium and Goudy Field are referred to as “Artificial Field #1” and “Artificial Field #2” respectively.

In 2019, the stadium underwent a significant expansion, including the addition of three new grandstands and VIP suites which increased the seating capacity from 1,600 to approximately 6,000.

Currently, Starlight Stadium is home to major sports teams such as Rugby Canada, Pacific FC Soccer Club, West Shore Rebels Jr. Football Team, and hosts numerous large annual events such as outdoor concerts, and culinary events. The artificial turf fields are also rented by numerous community sports teams.

As this bylaw has not been updated since 2016, fees for the stadium must be updated to reflect the expansion as well as increased operational and maintenance costs. The bylaw also needs updating to include the recently completed turf fields at North Langford Elementary and Centre Mountain Lellum Middle School, which the City programs for community use.

COMMENTARY:

Under the current bylaw, the fees shown in the 2016 version when the bylaw was last amended automatically increase by the annual tax increase percentage. Therefore, the fees for all facilities have been adjusted in the bylaw schedule to reflect current pricing. Staff are recommending that going forward the fees be adjusted by CPI with a maximum cap of 3% per year.

The primary intent of this bylaw amendment is to update the categories and pricing for public use of the stadium and turf fields, including through the addition of a schedule for event rentals.

In addition to the Starlight Stadium and Goudy Field rentals, the City also handles community rentals of the North Langford Elementary and Centre Mountain Lellum turf fields through the joint-use agreements with SD62 for building the fields. The fees to rent the SD62 fields are the same as the fees to rent the Goudy Field.

To provide consistency across turf rentals in the West Shore, staff suggest modifying the field rental categories and rates so that they more closely align with those charged by West Shore Parks and Recreation (WSP&R) for the Juan de Fuca fields and the SD62 Royal Bay artificial turf fields.

Staff are proposing a fee increase for use of the Starlight Stadium (Artificial Field # 1) to help offset the higher operational and maintenance costs associated with the facility.

While commercial groups will see a modest increase for field fees, non-profit and community youth teams will see a decrease in their hourly rates.

The chart below shows the proposed fee changes in comparison with those charged by West Shore Parks and Recreation for the JDF and Royal Bay artificial turf fields:

Bylaw No. 2182 – Amendment to City Centre Park Fees and Charges Bylaw No. 1203
20250325 – Community Advisory Committee Report
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Category	WSPR Fees	Current CoL Fees	Proposed Fees - Artificial Field #1	Proposed Fees - Artificial Field #2 / SD62 Fields
Adult	\$68.24/hour	\$92.10/hour	\$92.10/hour	\$82.89/hour
Adult (commercial)	\$102.38/hour	\$92.10/hour	\$102.38/hour	\$92.14/hour
Youth	\$42.00/hour	\$46.30/hour	\$42.00/hour	\$37.80/hour
Youth (commercial)	\$68.24/hour	\$46.30/hour	\$68.24/hour	\$61.42/hour
Youth - Non-Prime (M-F 8am - 4pm)	\$21.00/hour	n/a	n/a	n/a
Lights	\$28.38/hour	\$17.90/hour	\$20.90/hour	\$20.90/hour

“Non-profit” rates apply to non-profit organizations, community groups, minor sports organizations, etc.

“Commercial” rates apply to for-profit organizations, i.e. private coaching or leagues intended to generate revenue.

In order to avoid a large increase in fees across all groups, staff recommend keeping the hourly rates for lights lower than those charged by WSPR.

New fees for events, including an all-inclusive rental of Starlight Stadium as well as events that use only the plaza and washrooms, are being proposed. Fees will depend on whether the event is a “Commercial Use Event”, which is a publicly accessible event (festival, celebration, or special event) that is organized by a commercial group, or if the event is a “Community Use Event”, which is a publicly accessible event (festival, celebration, or special event) that is organized by a not-for-profit organization. Set-up days will be charged at 25% of the daily rate (per day) and a damage deposit will be collected that reflects 50% of the daily rental fee. These fees have been set with the intention of recovering the costs for the event, including such items as custodial fees, field preparation and staff time.

While these fees are new to the Bylaw, they are consistent with the rates charged under contracts for events since 2021.

Stadium – Event Rentals

	Commercial Use	Community Use and Not-For-Profits	Set-Up Day	Damage Deposit
All-Inclusive Stadium Rental	\$5,000/day	\$2,500 per day	25% of daily rate/day	50% of daily license fee
Plaza & Washrooms Only Rental	\$2,500/day	\$1,250/day	25% of daily rate/day	50% of daily license fee

FINANCIAL IMPLICATIONS:

Booking revenues generated as a result of this bylaw are collected by the Operator of City Centre Park as hired by the City, with the exception of the full stadium rental fees which are collected directly by the City. The City's revenue collection is as per the agreements with the Operator. The fees are used to offset the operating and maintenance costs associated with City Centre Park. The All-Items Consumer Price Index for Greater Victoria fee increase model will be used to account for annual inflation. It is intended that these fee charges will offset the costs of the operating the facilities, while keeping the facilities financially accessible to youth and not for profit groups.

LEGAL IMPLICATIONS:

Pursuant to the *Community Charter*, Council may, by bylaw, impose a fee payable in respect of the use of municipal property, including the use of the stadium and fields at City Centre Park.

STRATEGIC PLAN ALIGNMENT:

5 – Good Governance

OPTIONS:

Option 1

THAT the Committee recommend that Council give first, second, and third reading to City Centre Park Fees and Charges Bylaw No. 1203, Amendment #2 Bylaw No. 2182, 2025 as presented.

OR Option 2

THAT the Committee recommend that Council give first, second, and third reading to City Centre Park Fees and Charges Bylaw No. 1203, Amendment #2 Bylaw No. 2182, 2025 with the following amendments:

1. _____
2. _____
3. _____

OR Option 3

THAT the Committee recommend that Council take no action with respect to City Centre Park Fees and Charges Bylaw No. 1203, Amendment #2 Bylaw No. 2182, 2025 at this time.

SUBMITTED BY: Megan Treleaven, Parks Administrative Coordinator

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

Concurrence: 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: Braden Hutchins, Deputy Chief Administrative Officer
Concurrence: Darren Kiedyk, Chief Administrative Officer

Attachment 1: Redline copy of Schedule A of the City Centre Park Fees Bylaw
Attachment 2: Bylaw 2182

SCHEDULE "A"

Fields and Stadium

	Professionals, Adults and Admission Games	Westshore Youth and Paying Leagues' Practices	Langford Youth Only
Artificial Field #1	\$79.50/hour	\$39.90/hour	\$28.05/hour
Lights	\$15.45/hour	\$15.45/hour	\$15.45/hour
Stadium Dressing Rooms	\$11.30/hour	\$11.30/hour	\$11.30/hour
Stadium Washrooms	\$11.30/hour	\$11.30/hour	\$11.30/hour
Stadium Fee	\$540.25	\$540.25	\$540.25
Stadium Fee with upright change over	\$746.00	\$746.00	\$746.00

Stadium and Fields – Hourly Bookings

	Adult (non-profit)	Youth (non-profit)	Adult (commercial)	Youth (commercial)
Artificial Field #1	\$92.10/hour	\$42.00/hour	\$102.38/hour	\$68.24/hour
Artificial Field #2 / SD62 Fields	\$82.89/hour	\$37.80/hour	\$92.14/hour	\$61.42/hour
Lights	\$20.90/hour	\$20.90/hour	\$20.90/hour	\$20.90/hour
Stadium Dressing Rooms/Washrooms	\$14.47/hour	\$14.47/hour	\$14.47/hour	\$14.47/hour
Goudy/SD 62 Washrooms	\$13.15/hour	\$13.15/hour	\$13.15/hour	\$13.15/hour

"Non-profit" rates apply to non-profit organizations, community groups, minor sports organizations, etc.

"Commercial" rates apply to for-profit organizations, i.e. private coaching or leagues intended to make revenue.

Stadium – Event Rentals

	Commercial Use	Community Use and Not-For-Profits	Set-Up Day	Damage Deposit
All-Inclusive Stadium Rental	\$5,000/day	\$2,500 per day	25% of daily rate/day	50% of daily license fee
Plaza & Washrooms Only Rental	\$2,500/day	\$1,250/day	25% of daily rate/day	50% of daily license fee

"Community Use Event" is a publicly accessible activity (festival, celebration or special event) that is organized by a not-for-profit organization.

“Commercial Use Event” is a publicly accessible event (festival, celebration or special event) that is organized by a commercial group.

Family Fun Park

Playzone Drop-in			
	Regular Admission	Langford Residents	Sanctioned School Trips
Ages 0-11 months	Free	Free	n/a
Age 12-23 months	\$5.10 \$7.30	\$4.10 \$6.21	n/a \$6.70
Ages 2-3 years	\$8.15 \$11.60	\$6.50 \$9.86	\$4.00 \$6.70
Ages 4-12 years	\$10.80 \$14.95	\$8.65 \$12.71	\$4.00 \$6.70
Adult (accompanying child)	Free	Free	Free

Splash Park or Outdoor Ice Rink			
	Regular Admission	Langford Residents	Sanctioned School Groups
Splash Park	\$3.10	\$2.50	n/a
Outdoor skating	\$3.10	\$2.50	n/a
Fire Pit Use/Private Booking	\$10.00/hour	\$10.00/hour	n/a
Group – 2.5 hours			\$40.00
Group – 2 hours			\$50.00

Public Skate – Outdoor Ice Rink		
	Regular Admission	Langford Residents
Child (4-12 years)	\$5.65	\$4.80
Youth (12-18 years)	\$6.70	\$5.70
Adult (18+ years)	\$8.00	\$6.80
Senior (65+ years)	\$6.70	\$5.70

Mini-Golf						
Green Fees	Regular Admission		Langford Residents		Sanctioned School Groups	
	18 Holes	36 Holes	18 Holes	36 Holes	18 Holes	36 Holes
Individual Rates						
Adult (13+ years)	\$6.70 \$8.75	\$10.30 \$10.80	\$5.35 \$7.44	\$8.25 \$9.18		
Child (12 years and under)	\$5.15 \$6.70	\$7.70 \$8.75	\$4.10 \$5.70	\$6.15 \$7.44		
Senior (65+ years)	\$5.15 \$6.70	\$7.70 \$8.75	\$4.10 \$5.70	\$6.15 \$7.44		
Group Rates	10 – 20					
Adult	\$5.65 \$7.20					
Child	\$4.10 \$5.40					
Group Rates	20+					
Adult	\$5.15 \$6.70					
Child	\$3.60 \$4.90					

Dry Floor Arena			
Regular rental rate		\$90.30/hour	\$117.95/hour
Year-round leagues		\$77.45/hour	\$101.20/hour
Sanctioned School Groups – limited availability		\$31.90/hour	\$41.70/hour
Daily Rate		\$1,543.50	\$2044.55
	Regular Admission	Langford Residents	Sanctioned School Trips
Youth drop in roller (12-18 yrs)	\$5.15 -\$8.25	\$4.10 -\$7.01	
Adult drop in roller	\$6.45 -\$8.25	\$5.15 -\$7.01	
Public skate – child (4-12 yrs)	\$3.35 -\$5.65	\$2.70 -\$4.80	
Public skate – youth (12-18 yrs)	\$4.65 -\$6.70	\$3.70 -\$5.70	
Public skate – adult	\$6.45 -\$8.00	\$5.15 -\$6.80	
Public Skate – senior	\$6.70	\$5.70	

Ice Arena			
Sanctioned School Groups – limited availability	\$74.35/hour \$95.00/hour		
Minor Hockey and Hockey Academy	\$117.85/hour \$150.55/hour		
Youth – Other Minor Hockey, PCHA, camps/clinics	\$172.95/hour		
Langford Non-Prime (midnight – 3:00pm on weekdays)	\$135.35/hour \$172.95/hour		
Langford Prime (3:00pm – midnight on weekdays and 8:00am – midnight on weekends)	\$180.35/hour \$230.30/hour		
Non-Prime (midnight – 3:00pm on weekdays)	\$159.00/hour \$203.00/hour		
Prime (3:00pm – midnight on weekdays and 8:00am – midnight on weekends)	\$212.00/hour \$270.70/hour		
Outdoor Ice (Seasonal)	\$295.00/75 mins		
Outdoor Ice (Schools During school hours)	\$95.00/hour		
	Regular Admission	Langford Residents	Sanctioned School Trips
Youth drop in ice (12-18 yrs)	\$5.15	\$4.10	
Adult drop in ice	\$6.45	\$5.15	
Splash park	\$3.10	\$2.50	
Outdoor ice	\$3.10	\$2.50	

	Regular Admission	Langford Residents
Child Public Skate (4 – 12 years)	\$5.65	\$4.80
Youth Public Skate (12 – 18 years)	\$6.70	\$5.70
Adult Public Skate (18+ years)	\$8.00	\$6.80
Senior Public Skate (65+ years)	\$6.70	\$5.70

Private Room Rentals			
	Boardroom	Classroom (500 sq ft) or ERC/WHA Party Room	2 Classrooms (1000 sq ft)
Less than 2 hours	\$51.25	\$42.65	\$63.95
2 – 3.99 hours	\$79.15	\$69.30	\$106.60
4 – 5.99 hours	\$95.80	\$90.60	\$133.25
Full day (6 – 10 hours)	\$140.10	\$133.25	\$202.55

*All fees exclude applicable taxes.

**CITY OF LANGFORD
BYLAW NO. 2182**

A BYLAW TO AMEND THE CITY CENTRE PARK FEES & CHARGES BYLAW NO. 1203, 2008

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

- A. City Centre Park Fees and Charges Bylaw No. 1203, 2008 is amended as follows:
 - 1. By deleting Schedule A in its entirety and replacing it with a new Schedule A as attached hereto and forming part of this Bylaw.
- B. By replacing section 4.0 of Bylaw No. 1203, 2008 to read as follows:
“That the fees in Schedule “A” automatically be adjusted effective May 1 of each year by the annual percentage change in the All-Items Consumer Price Index (CPI) for Greater Victoria for the then most recently ended calendar year as published by Statistics Canada or successor in function to a maximum increase of 3% per year”.
- C. This Bylaw may be cited for all purposes as “City Centre Park Fees & Charges Bylaw No. 1203, Amendment No. 3, Bylaw No. 2182, 2025”.

READ A FIRST TIME this ____ day of ____, 2025.

READ A SECOND TIME this ____ day of ____, 2025.

READ A THIRD TIME this ____ day of ____, 2025.

ADOPTED this ____ day of ____, 2025.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER

SCHEDULE "A"**Stadium and Fields – Hourly Bookings**

	Adult (non-profit)	Youth (non-profit)	Adult (commercial)	Youth (commercial)
Artificial Field #1	\$92.10/hour	\$42.00/hour	\$102.38/hour	\$68.24/hour
Artificial Field #2 / SD62 Fields	\$82.89/hour	\$37.80/hour	\$92.14/hour	\$61.42/hour
Lights	\$20.90/hour	\$20.90/hour	\$20.90/hour	\$20.90/hour
Stadium Dressing Rooms/Washrooms	\$14.47/hour	\$14.47/hour	\$14.47/hour	\$14.47/hour
Goudy/SD 62 Washrooms	\$13.15/hour	\$13.15/hour	\$13.15/hour	\$13.15/hour

"Non-profit" rates apply to non-profit organizations, community groups, minor sports organizations, etc.

"Commercial" rates apply to for-profit organizations, i.e. private coaching or leagues intended to make revenue.

Stadium – Event Rentals

	Commercial Use	Community Use and Not-For-Profits	Set-Up Day	Damage Deposit
All-Inclusive Stadium Rental	\$5,000/day	\$2,500 per day	25% of daily rate/day	50% of daily license fee
Plaza & Washrooms Only Rental	\$2,500/day	\$1,250/day	25% of daily rate/day	50% of daily license fee

"Community Use Event" is a publicly accessible activity (festival, celebration or special event) that is organized by a not-for-profit organization.

"Commercial Use Event" is a publicly accessible event (festival, celebration or special event) that is organized by a commercial group.

Family Fun Park

PlayZone Drop-In			
	Regular Admission	Langford Residents	Sanctioned School and Daycare Trips
Ages 0-11 months	Free	Free	n/a
Age 12-23 months	\$7.30	\$6.21	\$6.70
Ages 2-3 years	\$11.60	\$9.86	\$6.70
Ages 4-12 years	\$14.95	\$12.71	\$6.70
Adult (accompanying child)	Free	Free	Free

Public Skate – Outdoor Ice Rink		
	Regular Admission	Langford Residents
Child (4-12 years)	\$5.65	\$4.80
Youth (12-18 years)	\$6.70	\$5.70
Adult (18+ years)	\$8.00	\$6.80
Senior (65+ years)	\$6.70	\$5.70

Mini-Golf				
	Regular Admission		Langford Residents	
Individual Rates	18 Holes	36 Holes	18 Holes	36 Holes
Child (12 years and under)	\$6.70	\$8.75	\$5.70	\$7.44
Adult (13+ years)	\$8.75	\$10.80	\$7.44	\$9.18
Senior (65+ years)	\$6.70	\$8.75	\$5.70	\$7.44
Group Rates	10 – 20			
Adult	\$7.20			
Child	\$5.40			
Group Rates	20+			
Adult	\$6.70			
Child	\$4.90			

Dry Floor Arena	
Regular Rental Rate	\$117.95/hour
Year-Round Leagues	\$101.20/hour
Sanctioned School Groups – Limited Availability	\$41.70/hour
Daily Rate	\$2044.55

	Regular Admission	Langford Residents
Youth Drop In Roller Hockey (12-18 years)	\$8.25	\$7.01
Adult Drop In Roller Hockey (18+ years)	\$8.25	\$7.01
Child Public Skate (4-12 years)	\$5.65	\$4.80
Youth Public Skate (12 – 18 years)	\$6.70	\$5.70
Adult Public Skate (18+ years)	\$8.00	\$6.80
Senior Public Skate (65+ years)	\$6.70	\$5.70

Ice Arena		
Sanctioned School Groups – Limited Availability (Indoor or Outdoor)		\$95.00/hour
Minor Hockey (JDF) and Belmont Hockey Academy		\$150.55/hour
Youth – Other Minor Hockey, PCHA, camps/clinics		\$172.95/hour
Langford Non-Prime (Midnight – 3:00pm on weekdays)		\$172.95/hour
Langford Prime (3:00pm – Midnight on weekdays and 8:00am – midnight on weekends)		\$230.30/hour
Non-Prime (Midnight – 3:00pm on weekdays)		\$203.00/hour
Prime (3:00pm – midnight on weekdays and 8:00am – midnight on weekends)		\$270.70/hour
Outdoor Ice (Seasonal)		\$295.00/75 mins
Outdoor Ice (Schools During school hours)		\$95.00/hour
	Regular Admission	Langford Residents
Child Public Skate (4 – 12 years)	\$5.65	\$4.80
Youth Public Skate (12 – 18 years)	\$6.70	\$5.70
Adult Public Skate (18+ years)	\$8.00	\$6.80
Senior Public Skate (65+ years)	\$6.70	\$5.70

Private Room Rentals			
	Boardroom	Classroom (500 sq ft) or ERC/WHA Party Room	2 Classrooms (1000 sq ft)
Less than 2 hours	\$51.25	\$42.65	\$63.95
2 – 3.99 hours	\$79.15	\$69.30	\$106.60
4 - 5.99 hours	\$95.80	\$90.60	\$133.25

Full day (6 – 10 hours)	\$140.10	\$133.25	\$202.55
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*All fees exclude applicable taxes.



City of Langford

Staff Report to Community Advisory Committee

DATE: Tuesday, March 25, 2025

DEPARTMENT: Bylaw and Enforcement

SUBJECT: Amendments to Langford's Municipal Ticket Authorization Bylaw No. 34, 1993

EXECUTIVE SUMMARY:

The recent adoption of City of Langford Tree Protection Bylaw No. 2206 brings forward the need to update the City of Langford Ticket Information Authorization Bylaw 1993 also known as the "Municipal Ticket Information" or "MTI" bylaw. The proposed amendments will allow for the issuance of tickets for infractions of the Tree Protection Bylaw where necessary.

Staff are recommending that the Community Advisory Committee recommend that Council consider giving first three readings of City of Langford Ticket Authorization Bylaw No. 34, 1993, Amendment No. 22, Bylaw No. 2219, 2025, to incorporate the suggested amendments.

BACKGROUND:

At the Regular Council Meeting held December 2, 2024, Council adopted City of Langford Tree Protection Bylaw No. 2206. In order to maintain reliable means of enforcement where necessary, the "City of Langford Ticket Information Authorization Bylaw, 1993" (MTI Bylaw) needs to be amended to allow for the issuance of tickets for infractions of the Tree Protection Bylaw.

COMMENTARY:

Penalties may be imposed for violations of a regulatory bylaw through the Municipal Ticket Information (MTI) process. The *Community Charter* requires penalties for identified infractions, which are subject to issuance of an MTI be included in the Municipal Ticket Authorization Bylaw.

City of Langford Ticket Authorization Bylaw No. 34, 1993, Amendment No. 22, Bylaw No. 2219, 2025 provides an authorization schedule which replaces the schedule associated with the former Tree Protection Bylaw, Bylaw No. 2179, now repealed, and presents new infraction penalties arising from the adoption of Tree Protection Bylaw No. 2206.

Other minor amendments include updating the name of the municipality from "District of Langford" to "City of Langford" and adding the root bylaw number into the citation, as it was never included.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

LEGAL IMPLICATIONS:

The MTI system of administering penalties to address violations of regulatory bylaws is legislated through the *Community Charter*. Municipal ticketing is an effective enforcement tool for local governments.

STRATEGIC PLAN ALIGNMENT:

This amendment supports the following Council Strategic Plan initiatives:

- 1g - Develop an Urban Forest Management Plan
- 1h - Develop an Interim Tree Protection Bylaw

OPTIONS:

Option 1

THAT the Community Advisory Committee recommend that Council consider giving first, second and third readings to the City of Langford Ticket Authorization Bylaw, Amendment No. 22, Bylaw No. 2219, 2025.

OR Option 2

THAT the Community Advisory Committee recommend that Council provide direction to staff regarding the proposed City of Langford Ticket Information Authorization Bylaw, Amendment No. 22, Bylaw No. 2219, 2025 as follows:

- 1. _____;
- 2. _____;
- 3. _____.

SUBMITTED BY: Lorne, Fletcher, Manager, Municipal Enforcement & Community Safety

- 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:** Katelyn Balzer, P.Eng., Director of Engineering and Public Works
- Concurrence:** Marie Watmough, Director of Legislative & Protective Services
- Concurrence:** Braden Hutchins, Deputy Chief Administrative Officer
- Concurrence:** Darren Kiedyk, Chief Administrative Officer

Attachments: Proposed City of Langford Ticket Information Authorization Bylaw No. 34, 1993, Amendment No. 22, Bylaw No. 2219, 2025.

**CITY OF LANGFORD
BYLAW NO. 2219**

A BYLAW TO AMEND BYLAW NO. 34, DISTRICT OF LANGFORD TICKET INFORMATION AUTHORIZATION BYLAW, 1993.

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

1. Bylaw No. 34 cited as “District of Langford Ticket Information Authorization Bylaw, 1993” is amended by:
 - a) Deleting the wording in Section 5 in its entirety and replacing with the following wording “*This Bylaw may be cited as “City of Langford Ticket Information Authorization Bylaw No. 34, 1993.”*”.
 - b) Deleting Schedule 23 in its entirety and replacing with new Schedule 23 as attached hereto and forming part of this bylaw.
2. This Bylaw may be cited as the “City of Langford Ticket Information Authorization Bylaw No. 34, 1993, Amendment No. 22, Bylaw No. 2219, 2025”.

READ A FIRST TIME this day of , 2025

READ A SECOND TIME this day of , 2025

READ A THIRD TIME this day of , 2025

ADOPTED this day of , 2025

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER

SCHEDULE 23
BYLAW NO. 2219

CITY OF LANGFORD TREE PROTECTION BYLAW NO. 2206, 2024

<u>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</u>	<u>SECTION</u>	<u>FINE</u>
1. Cut or Damage Tree Contrary to Bylaw	3.2	\$1000.00
2. Fail to Obtain Permit	3.2	\$1000.00
3. Fail to Meet Permit Conditions	7.1	\$1000.00
4. Disobey Order	8.5	\$1000.00

**CITY OF LANGFORD
TEMPORARY USE PERMIT**

TUP21-0006 – 1057 Marwood Avenue

That Temporary Use Permit No. TUP21-0006 be renewed by the Council for the City of Langford to Jordan Owens of RedBlue Heating and Refrigeration on behalf of O and M Enterprises Inc. to allow a temporary light industrial business use of HVAC/R fabrication, installation, and service at 1057 Marwood Avenue, subject to the following terms and conditions:

1. Appendix

The site shall be developed in accordance with the site plan attached (Appendix A).

2. Conditions

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

- a) That the temporary use permit renewal be issued for a period of three years from time of issuance;
- b) That the unenclosed storage use is completely screened to a height of at least 2.5 m (8.2 ft) by building or a solid decorative fence located within a landscape and screening area not less than 1.5 (4.9 ft) in width or both;
- c) That business operations at the site be restricted to the hours of 7 a.m. to 7 p.m.; AND
- d) That site lighting will be shielded to ensure that light does not shine directly onto or spill onto the neighboring properties.

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:

April 7th, 2025

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:

TUP21-0006

Location:

1057 Marwood Avenue, as shown shaded on the attached map

Zoning:

Heavy Industrial (M3)

Purpose:

To allow the light industrial business of fabrication, installation, and servicing of HVAC/R systems for a further three-year period.



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 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.

«File»

«Recipients» «Current»

«MailingAddress»

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City of Langford

Victoria Uber drivers on the road to union certification

Tony Trozzo

Uber drivers across Greater Victoria are now in the midst of a waiting game, following a union vote that ran from March 17 to 19, on whether to unionize with UFCW Local 1518.

More than 500 drivers signed union cards before the vote, which could lead to the first Uber driver union in Canada.

The process of unionization began several months ago when Uber drivers in Victoria reached out to the union. Patrick Johnson, president of United Food and Commercial Workers Union Local 1518, explained that the effort was driver-led from the start.

“We’ve been working with them for six to nine months,” Johnson said. “It came from drivers in Victoria who were wanting a better grasp on the workflow of the company.”

Some of the key issues behind the push for unionization include pay transparency and the ability to advocate for workers’ rights regarding the deactivation of accounts.

Johnson emphasized that Uber drivers have varying work schedules, with some working part time and others full time, which creates different needs.

“There’s the Uber driver that drives for two hours every couple of days, and there’s the Uber driver that drives for 60 hours a week,” Johnson said. “The union’s goal is to support them in advocating for better transparency in how they are paid and how their work is managed.”

While the vote ended at noon Wednesday, the outcome might not be immediately clear. Johnson noted that disputes over worker classifications and eligibility requirements could delay the results.



Beatrice Nahirnick was the first Uber driver in Victoria. (Tony Trozzo/Victoria News)

“We won’t know the results right away,” Johnson said. “We have some hearing dates set at the BC Labour Relations Board over the next 60 days. These hearings will address issues like how many drivers are eligible and how long they must have worked for Uber before being allowed to vote.”

UFCW has been working with Uber drivers across the country since 2022, assisting with issues like account deactivations and advocating for better conditions within the gig economy. Johnson stressed the importance of representing gig workers the same way as traditional workers.

“The Uber driver needs representation as much as the factory worker or someone working in a traditional work site,” Johnson said.

Beatrice Nahirnick, the first-ever Uber driver in Victoria, says driving for Uber has been her favourite job, but she hopes unionization would help improve communication with the company.

“You only ever speak to AI when you’re trying to get through, and AI could be good sometimes, yes, but it’s certainly not the same as having a personal conversation

with somebody,” Nahirnick said. “That’s where the union, I think, is gonna make a difference – they’re gonna put people back into the equation.”

She has also experienced firsthand one of the core issues driving unionization. Her wife, Manuela, has been unable to work since October due to a background check error that has kept her off the streets since October.

“It’s just been an absolute nightmare trying to get her back to being able to drive. And she’s not the only one – there’s lots of people that put up with that, and there’s no recourse.”

Despite these challenges, Nahirnick says she still loves driving for Uber, especially since she gets to work alongside her small service dog.

“I get to work at my own pace and pick my own hours with my little 14-pound service dog, Honey Toes, and she rides with me on every ride,” she said. “But I really am hopeful that this vote will help us all come together on the same page.”

The results of the vote will determine whether Uber drivers in Greater Victoria move forward with unionization, potentially setting a precedent for other gig workers in Canada.



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 April 7th, 2025, at 7 pm. This meeting is being held electronically and with in-person attendance.

File Temporary Use Permit No. TUP21-0006
Purpose The purpose of the proposed Temporary Use Permit is to allow the light industrial business of fabrication, installation, and servicing of HVAC/R systems for a further three-year period.
Applicant RedBlue Heating and Refrigeration
Location 1057 Marwood Avenue

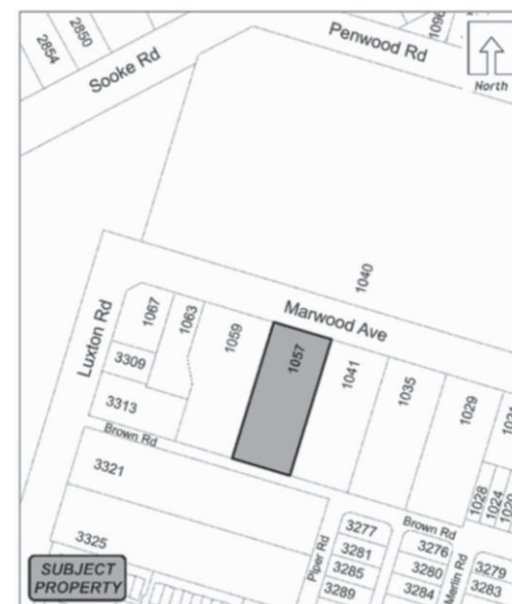
Information about how to connect to this meeting electronically is indicated in the table below

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

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.

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



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Construction continues on the new SCIANEW STELITKEL Elementary School in Langford. (Arnold Lim / Goldstream Gazette)

\$1M provincial boost paves way for safe sidewalks at new Langford school

40 new housing units and a daycare centre, with 73 provincial-funded childcare spaces will be created

Ben Fenlon

The countdown is on to construct safe sidewalks for a new Langford elementary school opening in the fall.

Located on Latoria Road, opposite Klahanie Drive, SCIANEW STELITKEL Elementary School will accommodate 480 students when it opens its doors in September.

While building work is well on its ways to completion, construction has yet to start on sidewalks that will connect the school between Triangle Trail to Whimfield Terrace.

The lack of a safe route to school for pedestrians and cyclists has been an ongoing concern in the community.

The route was described as a “terrifying corridor” by Coun. Keith Yacucha in October last year, with worries also raised by Coun. Kimberley Guiry, who said she was “afraid” for children to walk the stretch of road.

But a safer route is on the horizon – hopefully in time for the school’s opening in September.

Funding for phase one of the Latoria Road sidewalk and bike lane project has been approved as part of the city’s 2025 budget. And now the city has received a \$1 million boost from the province’s Active Transportation Infrastructure Grant.

Plans are now moving forward to construct over 600 metres of sidewalk, including protected bike lanes, that connect to the new school, giving students safe, accessible routes to walk, run, or roll to class.

“The Latoria Road Active Transportation Project aligns with the council’s priorities to enhance transportation infrastructure and will provide a safe route to the new elementary school opening in September 2025,” said Mayor Scott Goodmanson. “With many families nearby and ineligible for bus services, this initiative will help reduce congestion during peak hours.”

The news has also been welcomed by Guiry, who urged council last October to approve funding for the project instead of waiting for the 2025 budget discussions – words that fell on deaf ears at the time.

“This is very exciting news and I’m so happy for our community and the future students of SCIANEW STELITKEL,” she said. “This is a great partnership with the province for achieving both of our active transportation goals as well as providing safe routes to school.”

“We can achieve great things when multiple levels of government work together alongside school districts to meet the needs of a growing community.”

Announcing news of the \$1M funding in a social media post Thursday (March 27), Langford-Highlands MLA Ravi Parmar described the sidewalk infill project as the ‘final missing piece of the puzzle’ for the new school.

“My hope is that the City of Langford will do everything in its power to streamline this project and ensure that we can have sidewalks right along Latoria built in time for the new school opening up this September,” he said.

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City of Langford

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Location	1057 Marwood Avenue

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Marie Watmough
Corporate Officer

CITY OF LANGFORD
DEVELOPMENT VARIANCE PERMIT

DVP24-0012 – 991 and 995 Latoria Road

That Development Variance Permit No. DVP24-0012 be issued by Council for the City of Langford to Karam Sandhu to reduce of the required parking for a liquor store (one of the tenancies) from 23 stalls to 6 stalls at 991 and 995 Latoria Road; subject to the following terms and conditions:

1. Variances

The following regulations of Zoning Bylaw No. 300 be varied pursuant to section 498 of the *Local Government Act*:

- a) That Table 1 of the Section 4.01.01 be varied to reduce the rate applicable to liquor stores from 1 per 13m² to 1 per 54m².

2. Conditions

The following requirements are imposed pursuant to section 498 of the *Local Government Act*:

- a) That two-thirds of the parking stalls required for the liquor store display 15-minute parking signs.

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.

DEVELOPMENT VARIANCE PERMIT
(DVP24-0012)
991, 995 Latoria Rd

MEETING DATE:
7 April 2025

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: DVP24-0012

Location: 991 and 995 Latoria Road, as shown shaded on the plan

Zoning: C1 (Neighbourhood Commercial)

Purpose: Development Variance Permit Application to vary the City of Langford Zoning Bylaw No. 300 for a reduction of the required parking for a liquor store (one of the tenancies) from 23 stalls to 6 stalls.

Langford.ca

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City of Langford

IMPORTANT – COUNCIL MEETING NOTICE OWNER/OCCUPANT

Read the Report: The report will be available here 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

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City of Langford



City of Langford

Staff Report to Council

DATE: Monday, April 7, 2025

DEPARTMENT: Engineering

SUBJECT: Construction Impact Management Strategy Engagement Summary and Early Guidance

EXECUTIVE SUMMARY:

The purpose of this report is to inform Council of the public engagement results and to seek Council endorsement for the recommended seven-step, data-driven Construction Impact Management Strategy as follows:

1. Promote the Early Guidance for Construction Impact Management.
2. Integrate the Construction Bylaw Enforcement Officer position.
3. Commence proactive education and enforcement measures.
4. Draft new bylaws/amendments in order of public priority.
5. Concurrently draft the 'Good Neighbour' Policy.
6. Seek input from key partners and committee.
7. Bring forward results for Council consideration and adoption.

Staff are also seeking approval in principle from Council for the immediate implementation of the Early Guidance for Construction Impact Management as drafted.

BACKGROUND:

On May 18, 2023, the concept of a Construction Impact Management Strategy for Langford was first discussed as part of the [Strategic Planning Progress Update](#) to Council. Council also passed a resolution that supported, in principle, interim measures to provide [Early Guidance for Development Applications](#). Alongside the first guideline for "High Quality Growth and Density", the second guideline was as follows:

"Less Impactful, More Livable Construction"

To mitigate the construction impacts of medium and high-density growth on existing neighbours and neighbourhoods in a rapidly and continuously changing city, applications should propose and implement a well-considered "good neighbour commitment" that reflects established high-quality practice in maintaining urban livability during construction.

On June 5, 2023, staff provided a Staff Report which gave a detailed review of a proposed [Construction Nuisance Dust Control Bylaw](#) and Council passed the following resolution:

THAT Council direct Staff to draft guidelines for review by the Sustainable Development Advisory Committee that will form, in whole or in part, the Construction Impact Management Strategy;

AND

THAT Council direct Staff to broaden the existing dust control plan requirements and incorporate the standard additional penalty clauses (from the draft Bylaw No. 1666) into Bylaw No. 1000 and/or 1800 with the omnibus amendments for review by the Sustainable Development Advisory Committee.

This report addresses the first paragraph of the June 5, 2023 resolution above.

On July 17, 2023, Council [adopted Bylaw No. 2103](#) to amend Subdivision and Development Servicing Bylaw No. 1000 (Amendment No. 24) which addresses the second paragraph of the June 5, 2023 resolution above.

Further, on November 20, 2023, Council authorized the Mayor and CAO to execute licence agreement CON23-0162 ([Request for Construction Licence – Application for Lane Closure at 2826 Jacklin Rd](#)) with the context of this being “in advance of a Construction Impact Management Strategy and ‘Good Neighbour’ Policy” anticipating the need for street occupancy permits with daily fee rates. While this work is ongoing, staff have been requiring developers to submit a request for a construction licence to occupy the road right-of-way with the following daily fee rates of:

- *\$0.85 per square metre per day to occupy existing public sidewalks or parking stalls; and*
- *\$1.15 per square metre per day to occupy existing public bike lanes or vehicular lanes.*

Also, on November 20, 2023, Council adopted the [2023-2027 Council Strategic Plan](#). Under Strategic Priority 1: Sustainable Development, Objective 1f was “Develop a Construction Impact Management Strategy and ‘Good Neighbour’ Policy” with the following description:

This strategy and policy will result in a written commitment from each developer and business at the earliest stage of permitting on how they intend to be a “good neighbour”. It is in everyone’s best interest to accommodate growth, development, and business operations in such a way that is reasonably livable for neighbouring residents. Its success will require an additional Bylaw officer dedicated to site inspections and enforcement of these commitments.

To support the development of a Construction Impact Management Strategy, an internal working group with senior representation from the Engineering, Bylaw, Planning, Building and Parks Departments was formed to complete three tasks:

1. *Review established ‘Good Neighbour’ policies in BC and Langford’s existing bylaws;*
2. *Compile a list of common construction-related complaints; and*
3. *Undertake a gaps analysis of existing bylaws in relation to those complaints.*

The results and initial recommendations from the working group for the potential [Construction Impact Management Strategy](#) were presented in a staff report to the Sustainable Development Advisory Committee on June 10, 2024, and to Council on June 17, 2024. Council passed the following resolution:

THAT Council direct staff to proceed with community engagement with respect to concerns and priorities around the Construction Impact Management Strategy, and report back to Council once complete;

AND

THAT Council direct staff to formulate a facilitated focus group of key partners to better understand how bylaw amendments or new bylaws related to the construction impact management strategy and good neighbor policy could accommodate growth, development, and business operations, in such a way that is reasonably livable for neighbouring residents, and report back to Council with results in future bylaw staff reports.

On February 3, 2025, staff presented the first [2023-2027 Council Strategic Plan Review](#).

Staff recommended and Council supported splitting objective 1f into two as follows:

- *1f(a): Develop a Construction Impact Management Strategy and Early Guidance Document for Implementation (Funded, Q1 2025)*
- *1f(b): Draft the 'Good Neighbour' Policy and Priority Bylaws/Amendments for Adoption (Partially Funded, Q2 2026)*

The following status update on objective 1f was provided:

The community engagement survey for the Construction Impact Management Strategy closed in Q4 2024. A staff report is forthcoming in Q1 2025 with the recommendations based on the survey data collected, including but not limited to:

- *A draft Early Guidance Document for immediate implementation;*
- *A prioritized list of supporting bylaws/amendments; and*
- *Resourcing requests for next steps.*

COMMENTARY:

Public Engagement Summary

The [Construction Impact Management Strategy Survey](#) was open on *Let's Chat Langford* from October 1st to November 19th, 2024, and in those seven weeks 273 surveys were completed. The preamble, background, questions, and format of the survey was formulated in accordance with International Association for Public Participation (IAP2) best practices for public engagement. Staff promoted the survey through social media, electronic boards throughout the city, newspapers, digital media, and at the Langford Fire Rescue Open House on October 6, 2024.

The intention of this survey was to better understand how residents are impacted by construction in Langford. This was also an opportunity for the City to obtain confirmation of how and where residents

are impacted by construction, to understand the community's priorities for change, and to learn about how some contractors are already being good neighbours.

The preamble and background set the stage for what is or is not included in this survey and why:

Since the majority of complaints in a growing city are related to construction nuisances, the City is addressing this first through the Construction Impact Management Strategy. Nuisances caused by on-going business operations will not be addressed through the Construction Impact Management Strategy but rather through the next phase of the 'Good Neighbour' Policy process.

The following is a representation of the order and focus of the strategy and policy that was provided in the survey preamble:

1. *Construction Impact Management Strategy focus → Development/Construction*
2. *'Good Neighbour' Policy focus → Development/Construction + Business Operations*

It was also stated that targeted public engagement will take place with the business and development community later this year, through a facilitated focus group of key partners, when draft bylaw amendments have been prepared, in accordance with Council's direction.

As stated in the survey background:

The Construction Impact Management Strategy will balance the unavoidable impacts of construction, such as noise and road closures during allowable hours, with the expectation that contractors be "good neighbours" by communicating with residents and minimizing or making good on impacts to nearby homes and businesses.

Staff took it a step further and provided clarification upfront on what is considered to be reasonable verses unreasonable construction impacts, since the City is only looking to address poor construction practices through this strategy and policy:

Examples of Reasonable Impacts (considered legitimate disruptions):

- *Noise during allowable times*
- *Some dust or equipment exhaust*
- *Crane setup/take-down*
- *Hammering, drilling, blasting*
- *Equipment back-up beepers*
- *Extra-long concrete pours*
- *Planned and limited road/sidewalk closures or traffic changes*
- *Construction licences for street occupancy for extended periods of time, in agreement with the City*

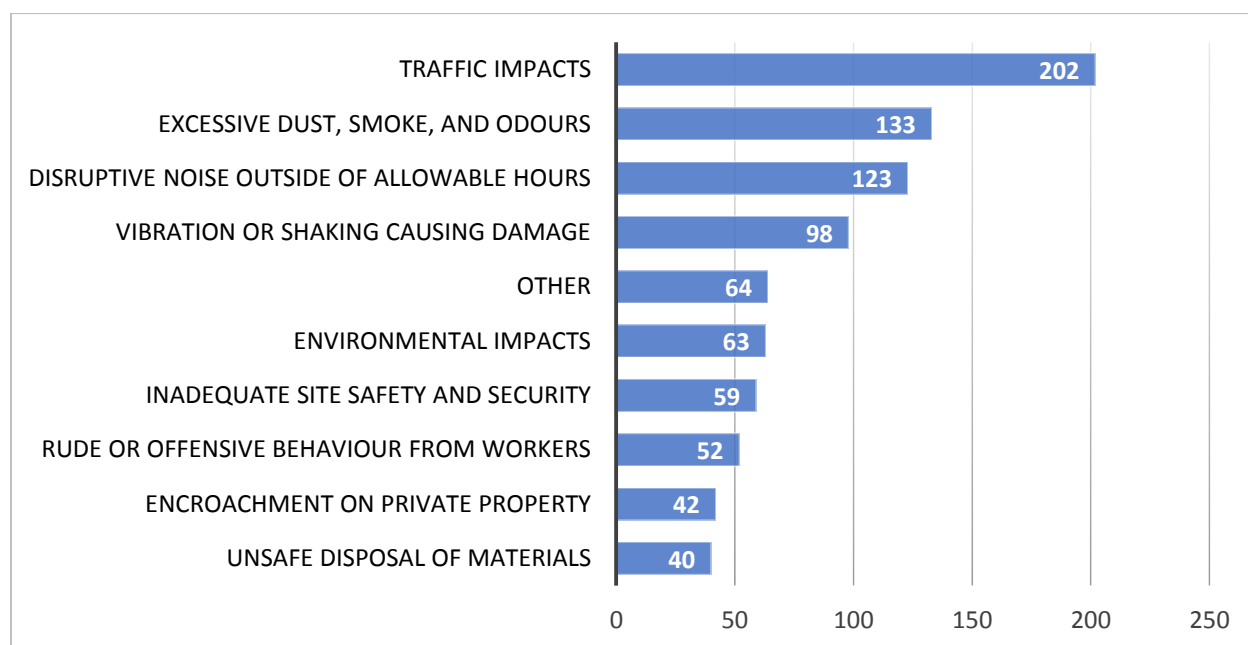
Examples of Unreasonable Impacts (considered poor construction practices):

- *Noise outside of allowable times*
- *On-street parking violations*
- *Damage to surrounding properties*
- *Rude or offensive behaviour from workers*
- *Inadequate site security and safety*

- Excessive dust and smoke
- Insufficient erosion and sediment control or environmental spills
- Improper storage of materials
- Unpermitted sidewalk/street blockages

In the survey, four key questions were asked, along with eight standard neighbourhood/demographics questions, and the mapping tool which allows participants to pinpoint areas of note. The following is a summary of the key results; see attached for the direct results from Let’s Chat Langford for further information, excluding the written responses.

Question No. 1: Which of the following unreasonable construction impacts have you experienced? (Select all that apply) (Checkbox Question) (260 responses, 13 skipped) Results:



Question No. 2: Which actions would be most useful for the City to take to minimize unreasonable construction impacts? (Rank in order from most useful to least useful) (Ranking Question) (261 responses, 12 skipped) Results with corresponding bylaws:

Priority Ranking	Description	Corresponding Bylaw
1	Regulate noise from machinery near homes and businesses.	Bylaw No. 2056 & 1800 - Noise Regulation Bylaw and/or Soil Removal and Disposition Bylaw
2	Combine and improve existing nuisance bylaws to fill gaps and support enforcement efforts.	New - Comprehensive Nuisance Bylaw

3	Explore if the City could suspend business licenses for multiple confirmed ongoing bylaw violations by developers/contractors.	Bylaw No. 216 - Business Licence & Regulation Bylaw
4	Require developers/contractors to pay fees for extended exclusive use of public roads, sidewalks, parking, or bike lanes.	Bylaw No. 33 - Traffic (Highway Use) Bylaw
5	Add new rules to City construction contracts to prevent unnecessary extended road closures.	New - Supplemental Conditions for Construction Contracts
6	Require contractors to provide a comprehensive geotechnical plan when applying for permits to remove or deposit soil.	Bylaw No. 1800 - Soil Removal and Disposition Bylaw
7	Create new rules for maintaining buildings and abandoned or derelict structures.	New - Standards of Maintenance Bylaw
8	Require developers/contractors to put artistic screening around empty lots and construction sites, standardize emergency contact signage for these sites, and restrict trades advertising signage on construction fencing.	Bylaw No. 1160 & 1201 - Building Bylaw and/or Design Guidelines and Development Permit Areas

Question No. 3: Do you have any other comments related to unreasonable construction impacts or ideas to minimize unreasonable impacts? (Please describe) (Text Box Question) (192 responses, 81 skipped)
Results:

The top 10 general discussion topics in order of highest frequency were: 1. Roads, 2. Traffic, 3. Blasting, 4. Neighbours, 5. The City, 6. Closures, 7. Noise, 8. Parking, 9. Dust, and 10. Clean Up.

Staff reviewed all the responses in detail and created a list of the unreasonable construction impacts mentioned by the public. The public engagement list exceeded the original list of common construction-related complaints compiled by the working group. Staff attempted to address all the frequent examples of poor construction practices in Langford in the attached draft Early Guidance for Construction Impact Management to developers and contractors.

Regarding the ideas or suggestions provided by the public on how to minimize unreasonable impacts, there were many excellent suggestions. There was understanding expressed for living in a growing city and the need for housing, while others expressed having been negatively impacted for years due to consecutive construction projects surrounding their homes. All suggestions will be taken into consideration when drafting the proposed new bylaws or bylaw amendments that support the 'Good Neighbour' Policy. The following are summarized examples of the public's suggestions in alphabetical order:

- Add requirements for third-party pre-blast surveys
- Allow major road construction at night
- Better coordination between municipalities
- Hire local contractors
- If impacts cannot be minimized, then benefits should be maximized

- Incentivize or penalize schedules for faster completion
- Incorporate area-based management into permitting
- No peak hour lane closures
- Reduce noise bylaw hours, 12 hours every day is too long
- Reduce speed limits in construction zones
- Try to keep fees affordable

Question No. 4: Do you have any examples of how developers/contractors have been good neighbours in your community? (Please describe) (Text Box Question) (148 responses, 125 skipped) Results:

There were many examples of how developers/contractors have been good neighbours in Langford. There was great appreciation expressed for all the kind acts, large and small. Staff tabulated the approximate number of positive versus negative response. While there were more positive examples than negative, this question also had the highest number of skips (30% positive, 24% negative, 46% skipped).

Many of the 'good neighbour' examples had to do with cleanliness and garbage pickup, considerate personnel, upfront contact information provided, responsive to requests, questions answered, workers supporting local businesses, extra sweeping and snow shovelling, proactive tree protection, respect for property lines, safe pedestrian and cycling detours, accommodated special requests, privacy respected, etc.

Question No. 5 to 12: Demographics Summary

The following highlighted demographic results are representative of the highest percentage of respondents in each category:

- Live in Langford
- Live in the City Centre
- Are 35 to 44 years old
- Live in a Single Detached House or Duplex
- Owns Their Home
- Makes over \$100,000 per year
- Identifies as a Woman
- Found out through the Let's Chat Langford Newsletter

For the complete demographic results, see the Let's Chat Langford Survey Response Report attached to the staff report.

The Recommended Construction Impact Management Strategy

The recommended seven-step Construction Impact Management Strategy is as follows:

1. Promote the Early Guidance for Construction Impact Management.
2. Integrate the Construction Bylaw Enforcement Officer position.
3. Commence proactive education and enforcement measures.
4. Draft new bylaws/amendments in order of public priority.
5. Concurrently draft the 'Good Neighbour' Policy.

6. Seek input from key partners and committee.
7. Bring forward results for Council consideration and adoption.

The Draft Early Guidance for Construction Impact Management

The attached Early Guidance document is drafted as a stand-alone quick-start framework, so that it can be easily forwarded by staff to developers at the earliest stage of development, and handed-out onsite to contractors at pre-construction meetings or as issues arise. It would be provided to developers and contractors in Langford, as an interim measure ahead of the forthcoming 'Good Neighbour' Policy and supporting bylaws/amendments.

There are four main sections within the Early Guidance document, containing practical lists focused on providing clarification and transparency for ease of transition:

1. The Construction Impact Management Strategy
2. Early Guidance for Construction Impact Management
3. Commonly Misunderstood or Overlooked Construction-Related Requirements
4. Construction Impact Management Best Practices & Common Courtesies

The Recommended New Bylaws/Amendments in Order of Public Priority

The recommended eight new bylaws/amendments to be completed as part of Strategic Objective 1f(b) in order of public priority are as follows:

1. Bylaw 33 – Traffic (Highway Use) Bylaw
2. NEW – Comprehensive Nuisance Bylaw
3. Bylaw 2056 – Noise Regulation Bylaw
4. Bylaw 1800 – Soil Removal and Deposition Bylaw
5. Bylaw 216 – Business Licence and Regulation Bylaw
6. NEW – Supplemental Conditions for Construction Contracts
7. NEW – Standards of Maintenance Bylaw
8. Bylaw 1160 and/or 1201 – Construction Screening/Signage

FINANCIAL IMPLICATIONS:

With the term position policy drafter having been included in the approved 2025 Budget, no additional resourcing is anticipated. Both Strategic Plan Objectives 1f(a) and 1f(b) are now considered fully funded.

LEGAL IMPLICATIONS:

None known.

STRATEGIC PLAN ALIGNMENT:

1f(a) – Develop a Construction Impact Management Strategy and Early Guidance Document for Implementation

1f(b) – Draft the ‘Good Neighbour’ Policy and Priority Bylaws/Amendments for Adoption

OPTIONS:

Option 1

THAT Council endorse the recommended seven-step Construction Impact Management Strategy supported by public engagement;

AND

THAT Council support in principle the Early Guidance for Construction Impact Management as drafted for immediate implementation.

OR Option 2

THAT Council direct staff as follows regarding the Construction Impact Management Strategy:

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

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

Concurrence: Lorne Fletcher, Manager Community Safety and Municipal Enforcement

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: Braden Hutchins, Deputy Chief Administrative Officer

Concurrence: Darren Kiedyk, Chief Administrative Officer

Attachments: 1. Construction Impact Management Strategy Survey Responses Report
 2. Early Guidance for Construction Impact Management

Construction Impact Management Strategy - Survey

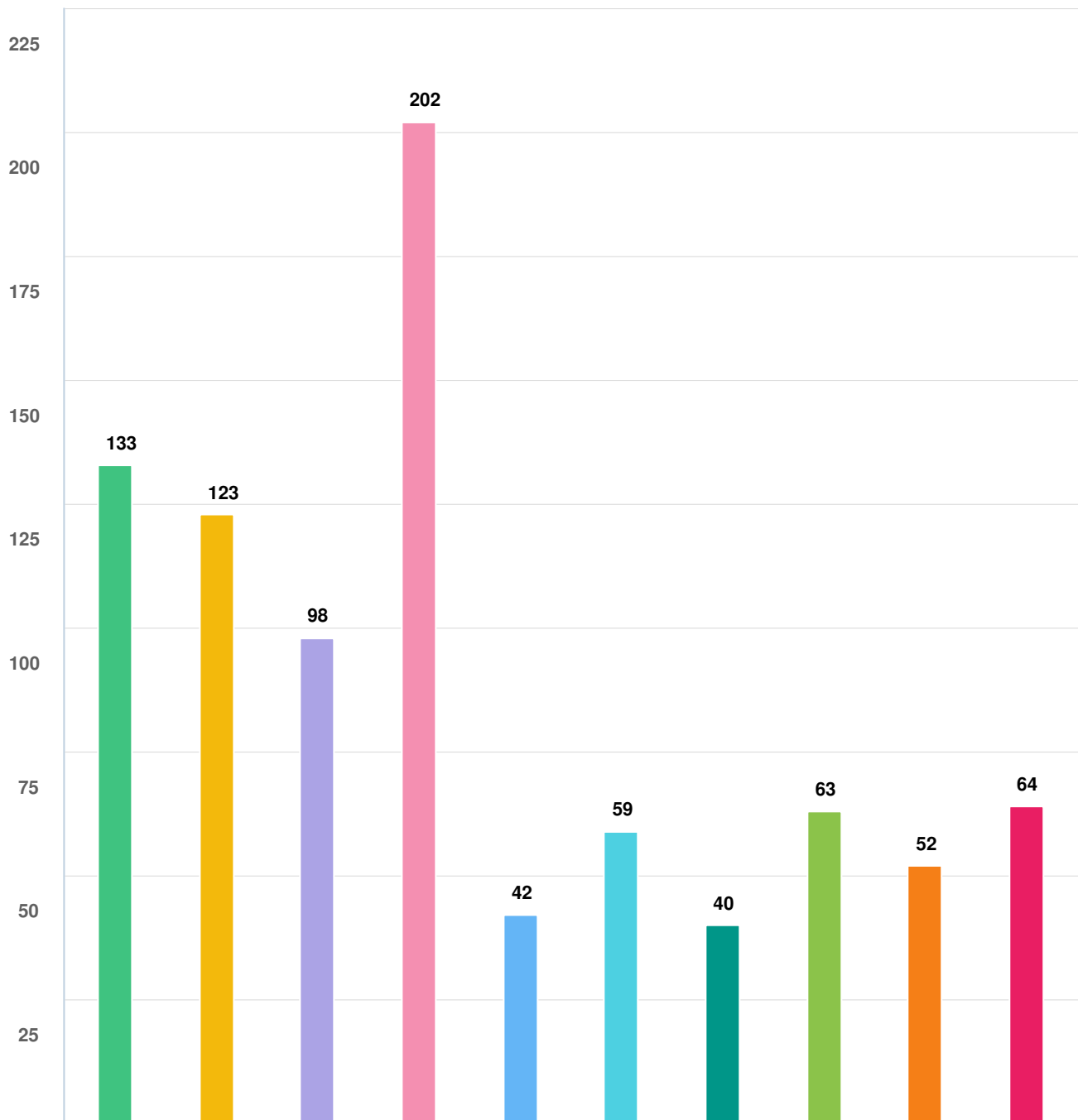
SURVEY RESPONSE REPORT

01 October 2024 - 19 November 2024

PROJECT NAME:

Construction Impact Management Strategy

Q1 Which of the following unreasonable construction impacts have you experienced?
(Select all that apply)



Question options

- Excessive dust, smoke, and odours
 ● Disruptive noise outside of allowable hours
● Vibration or shaking causing damage
- Traffic impacts, such as extended roadblocks or reduced parking
 ● Encroachment on private property
- Inadequate site safety and security
 ● Unsafe disposal of materials
● Environmental impacts, such as spills or pollution
- Rude or offensive behaviour from workers
 ● Other (please explain)

Optional question (260 response(s), 13 skipped)

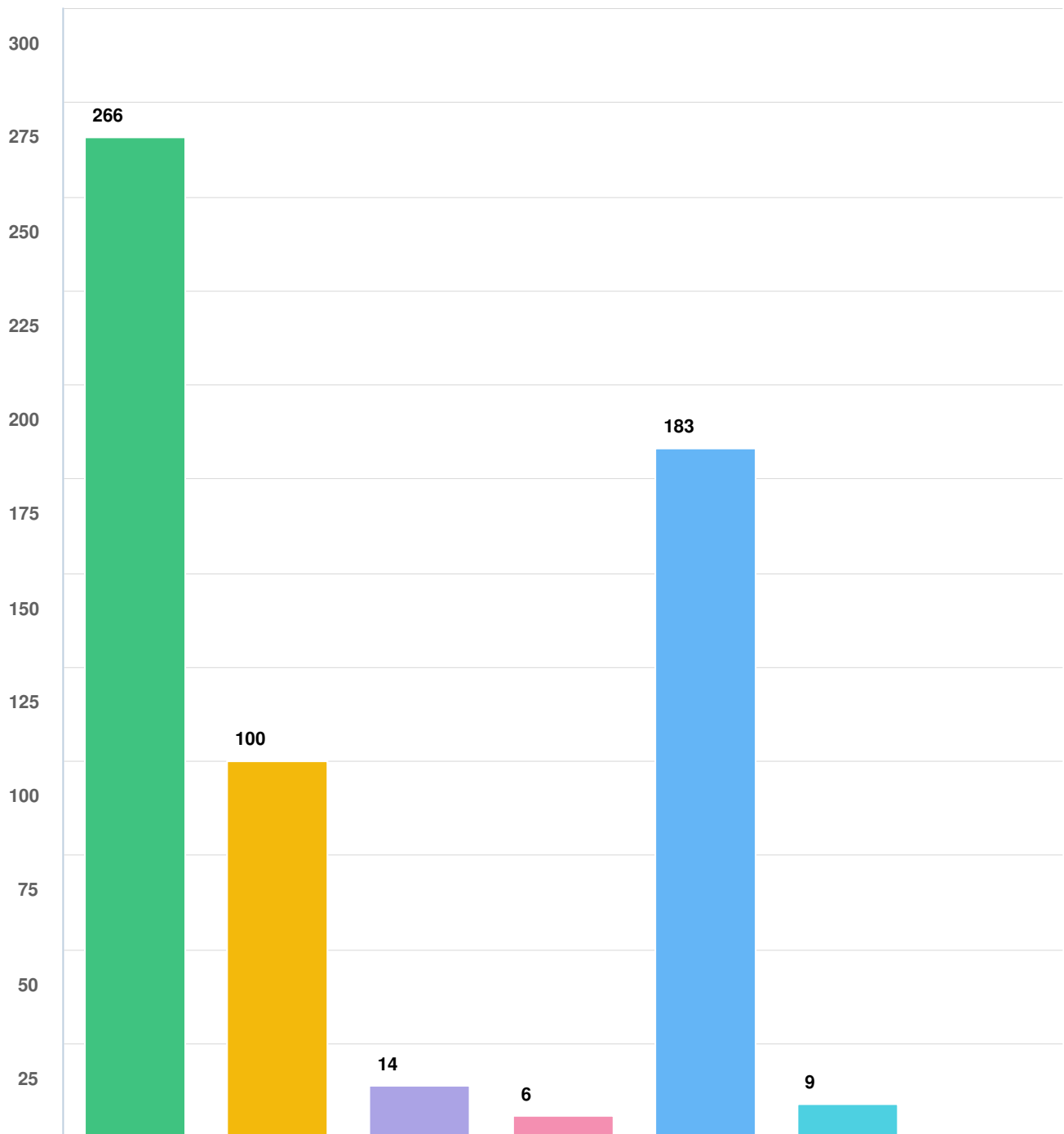
Question type: Checkbox Question

Q2 | Which actions would be most useful for the City to take to minimize unreasonable construction impacts? (Rank in order from most to least useful)

OPTIONS	AVG. RANK
Regulate noise from machinery near homes and businesses.	3.54
Combine and improve existing nuisance bylaws to fill gaps and support enforcement efforts.	3.92
Require developers/contractors to pay fees for extended exclusive use of public roads, sidewalks, parking, or bike lanes.	4.05
Explore if the City could suspend business licenses for multiple confirmed ongoing bylaw violations by developers/contractors.	4.05
Add new rules to City construction contracts to prevent unnecessary extended road closures.	4.31
Require contractors to provide a comprehensive geotechnical plan when applying for permits to remove or deposit soil.	4.33
Create new rules for maintaining buildings and abandoned or derelict structures.	4.68
Require developers/contractors to put artistic screening around empty lots and construction sites, standardize emergency contact signage for these sites, and restrict trades advertising signage on construction fencing.	5.39

Optional question (261 response(s), 12 skipped)
Question type: Ranking Question

Q5 Do you (select all that apply):

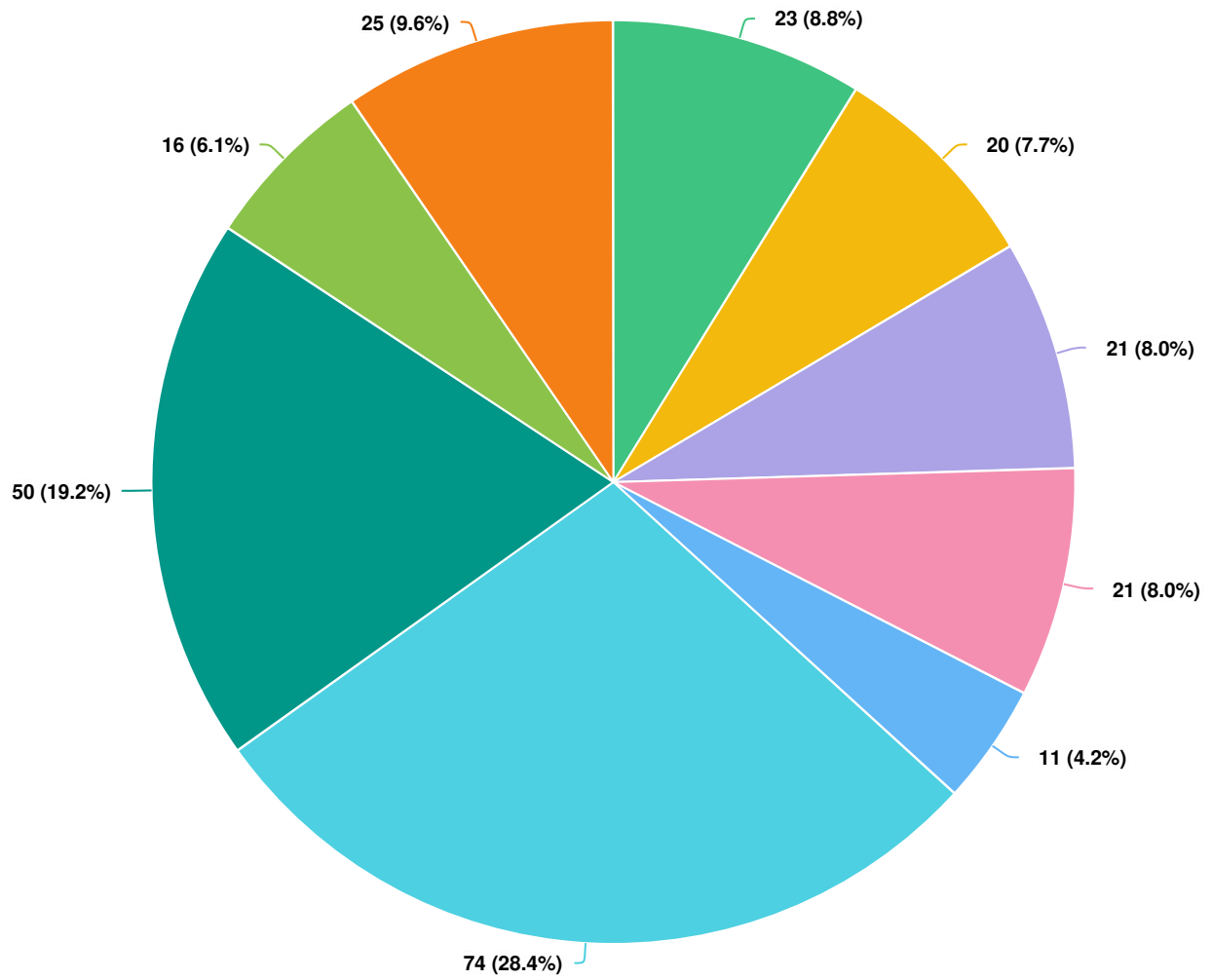


Question options

- Live in Langford
- Work in Langford
- Go to grade school in Langford (elementary or high school)
- Go to a post secondary school in Langford
- Access shopping, recreation, or other activity in Langford
- Other (please specify)
- None of the above

Optional question (272 response(s), 1 skipped)
 Question type: Checkbox Question

Q6 What neighbourhood do you live in?

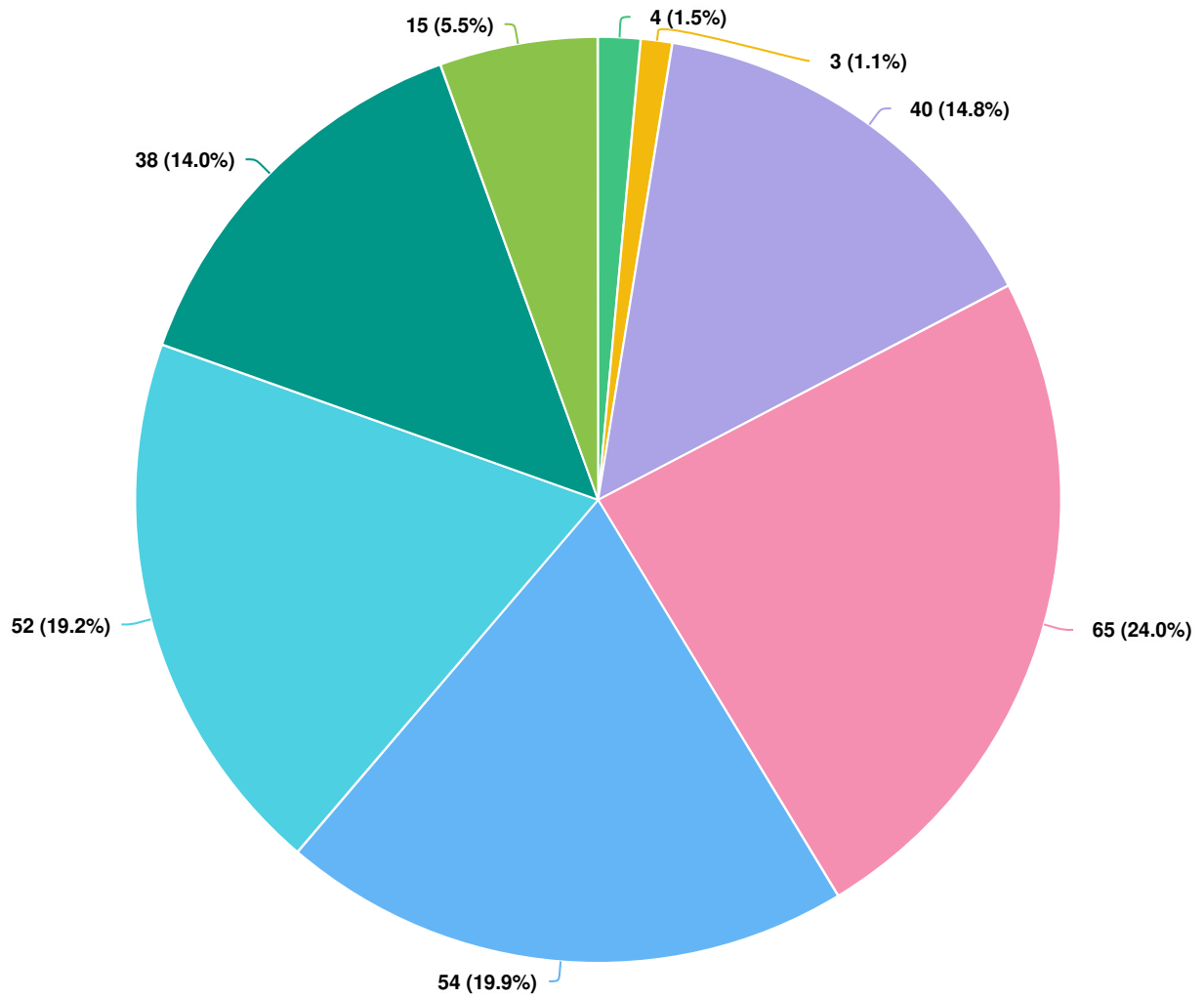


Question options

- Bear Mountain
- North Langford
- Thetis & Millstream
- Mill Hill
- Goldstream Meadows
- City Centre
- South Langford
- Westhills
- Langford Lake and Glen Lake

*Optional question (261 response(s), 12 skipped)
Question type: Dropdown Question*

Q7 Please indicate your age group:

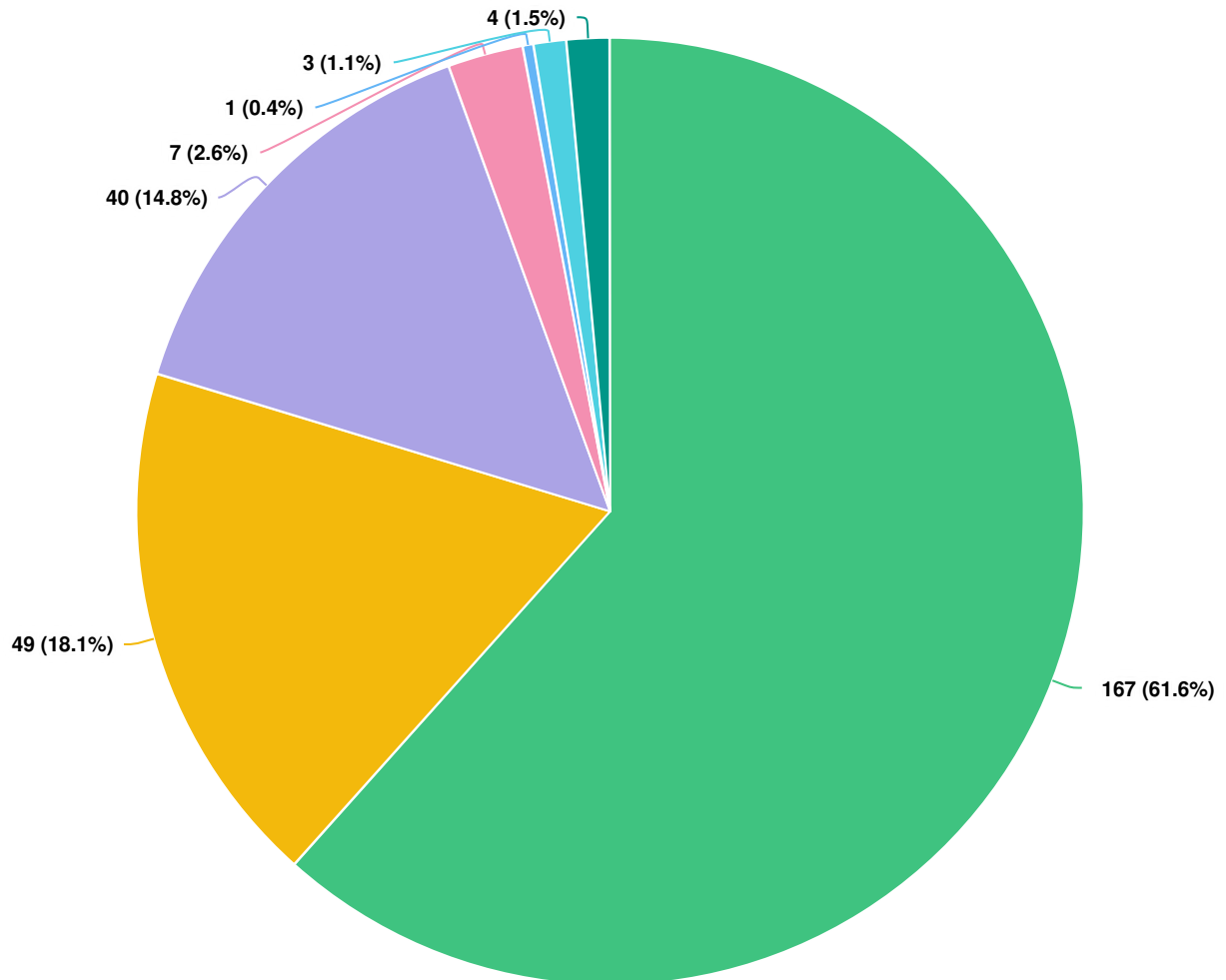


Question options

- Under 18 years
 ● 18 to 24 years
 ● 25 to 34 years
 ● 35 to 44 years
 ● 45 to 54 years
 ● 55 to 64 years
- 65 and older
 ● Prefer not to answer

Optional question (271 response(s), 2 skipped)
 Question type: Radio Button Question

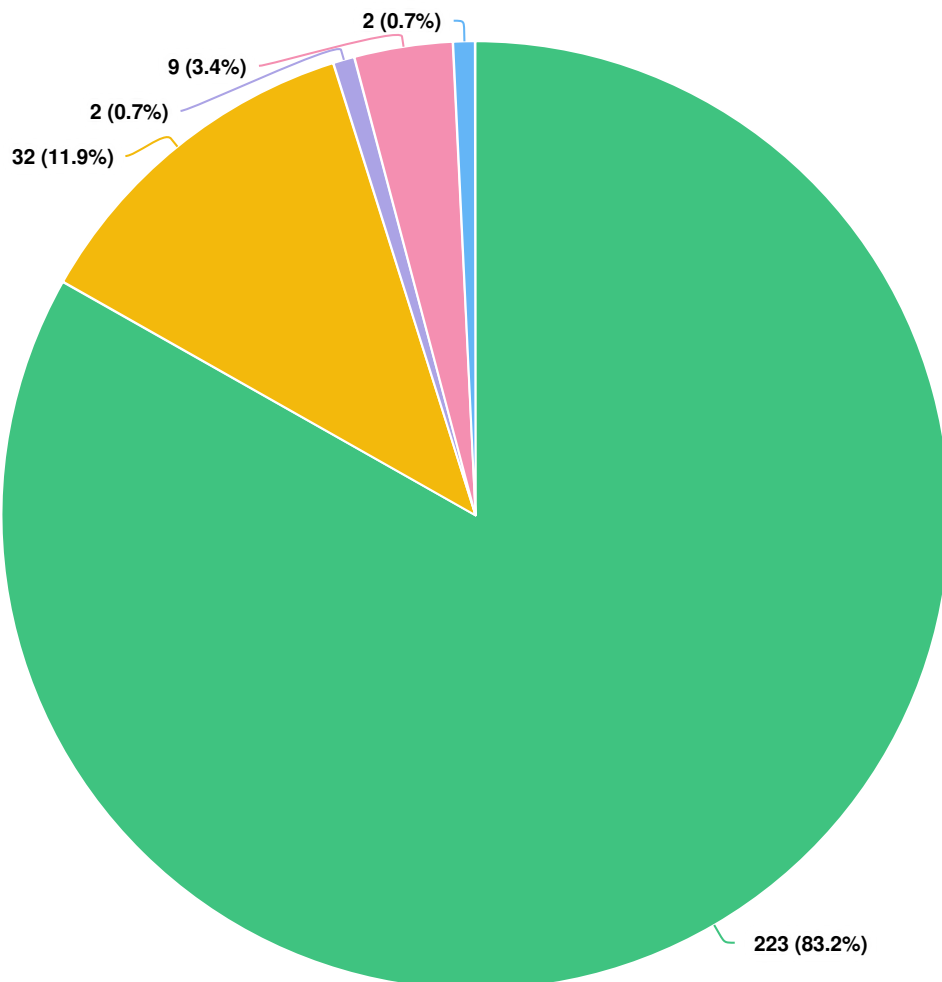
Q8 What type of housing structure do you live in?



Question options

- Single detached house or duplex
- Townhouse/Row house
- Apartment/Condo
- Suite in a house
- Laneway home
- Prefer not to answer
- Other (please specify)

Optional question (271 response(s), 2 skipped)
 Question type: Radio Button Question

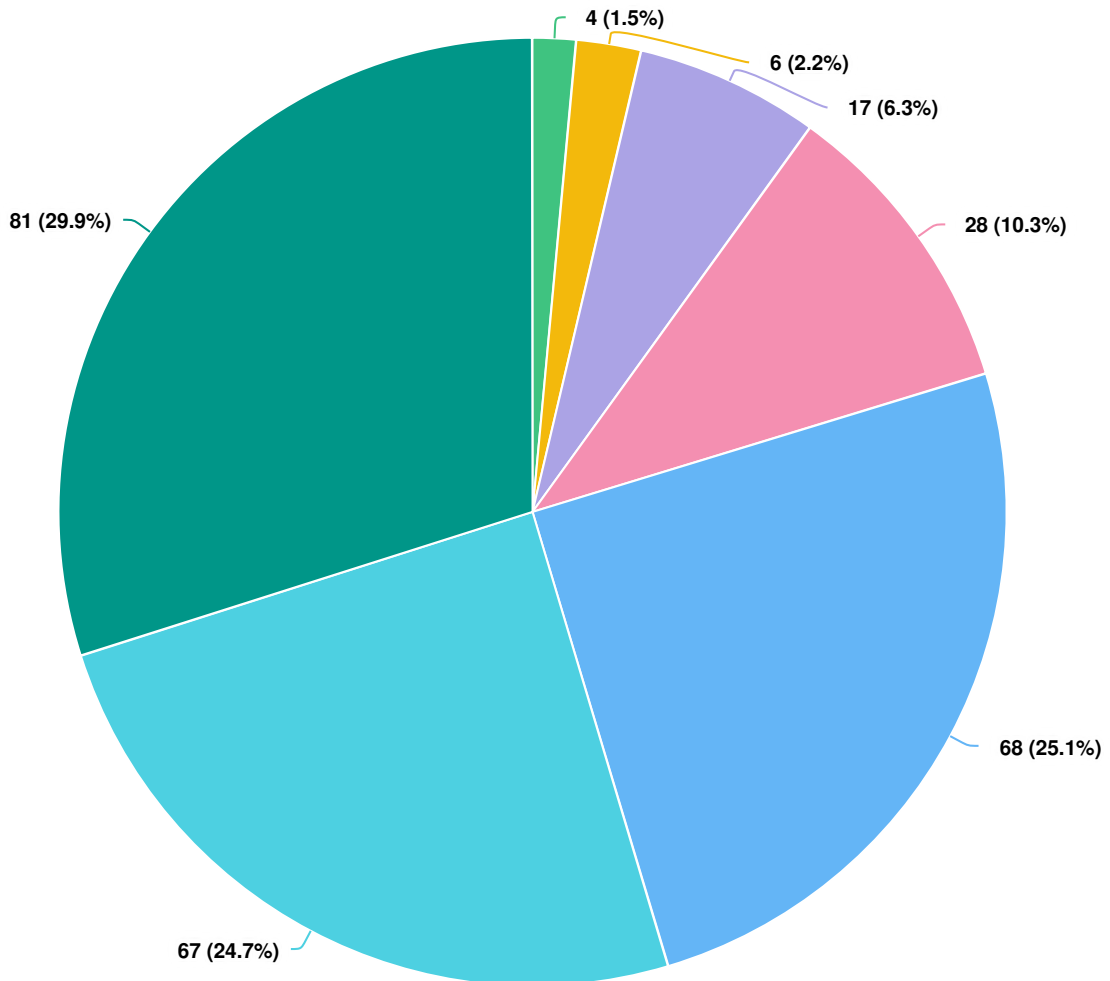
Q9 Do you own or rent your home?**Question options**

● Own ● Rent ● I don't live in Langford ● Prefer not to answer ● Other (please specify)

Optional question (268 response(s), 5 skipped)

Question type: Radio Button Question

Q10 What is your total household income before-tax?

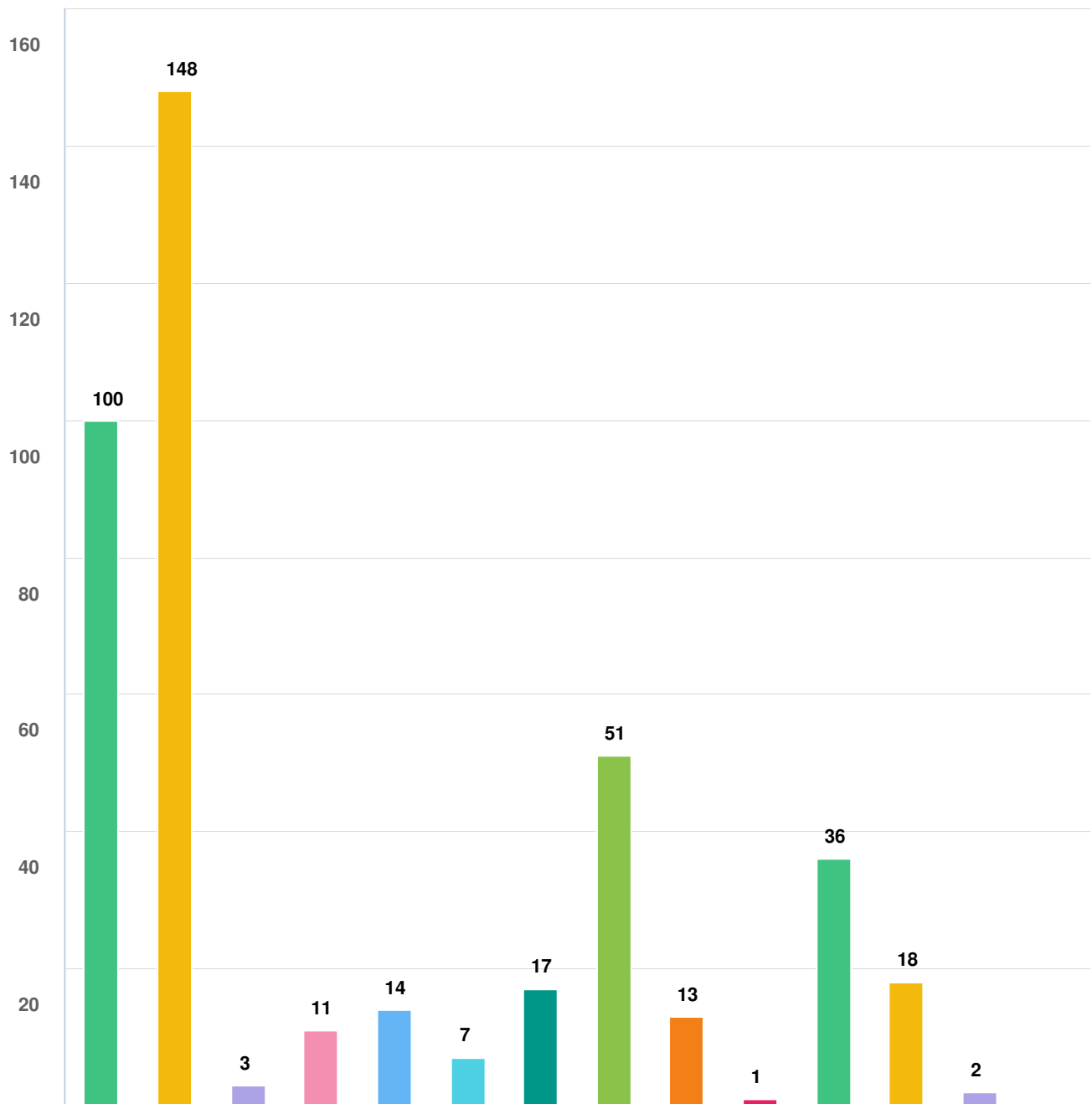


Question options

- Under \$25,000
- \$25,000 to \$49,999
- \$50,000 to \$74,999
- \$75,000 to \$99,999
- \$100,000 to \$149,000
- \$150,000 or over
- Prefer not to answer

*Optional question (271 response(s), 2 skipped)
Question type: Radio Button Question*

Q11 Do you consider yourself any of the following (select any that apply)?

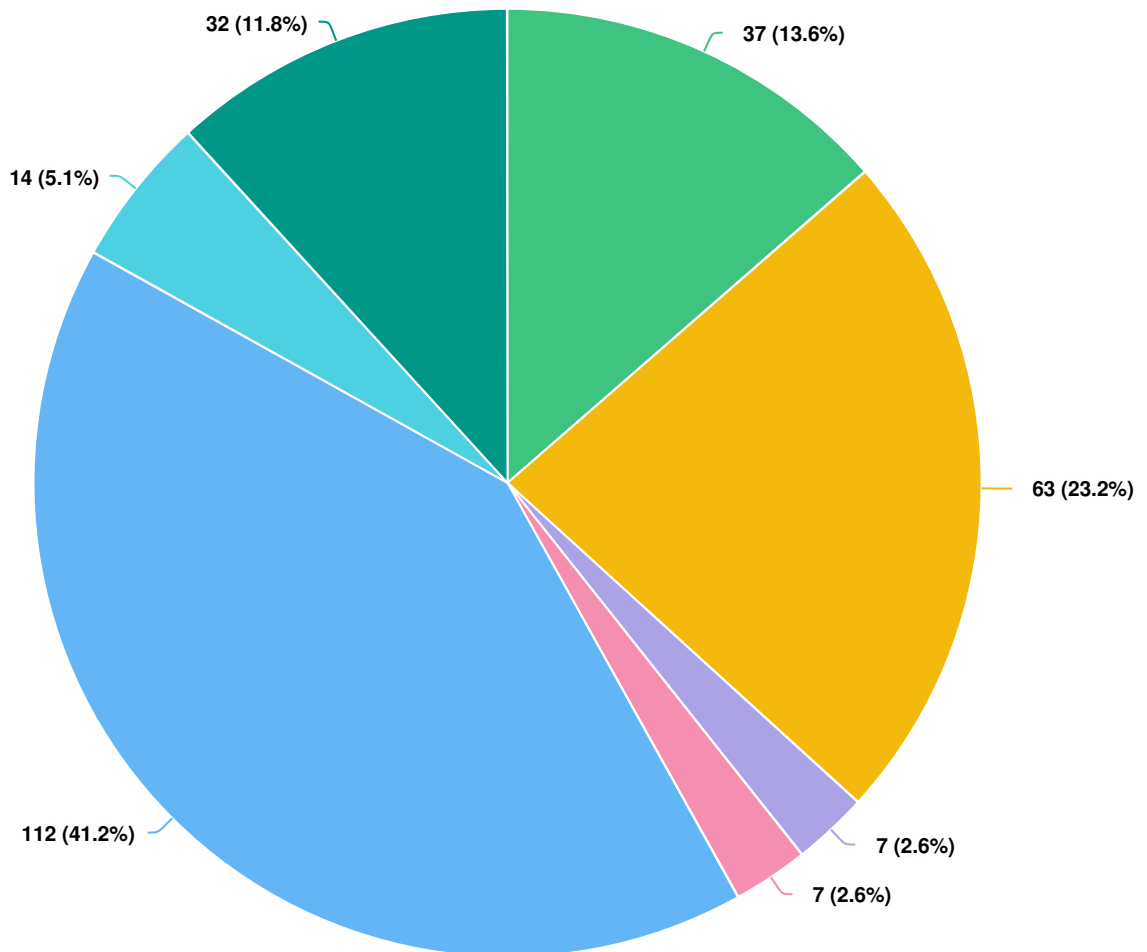


Question options

- Man ● Woman ● Gender non-binary ● 2SLGBTQIA+ ● Visible Minority
- Indigenous (First Nation, Métis, Inuit) ● Person with a disability
- I am a caregiver for children (parent, grand parent, foster parent, etc.) ● I am a caregiver for an aging parent or family member
- New to Canada (moved to Canada in the past 5 years) ● New to Langford (moved to Langford in the last 5 years)
- Prefer not to answer ● Any other identity that is important to you ● Refugee

Optional question (271 response(s), 2 skipped)
Question type: Checkbox Question

Q12 | How did you find out about this public engagement process?



Question options

- City of Langford's website
 ● Social media
 ● Local newspaper
 ● Event
 ● Let's Chat Langford Newsletter
- Digital media
 ● Other (please specify)

*Optional question (272 response(s), 1 skipped)
Question type: Radio Button Question*

Early Guidance for Construction Impact Management

- Langford is growing—this guidance helps ensure that construction grows with care.

A quick-start framework for builders to reduce neighbourhood disruptions and be good neighbours from day one.



APRIL 2025

What is a Construction Impact Management Strategy?

The Construction Impact Management Strategy is a stepped process that will balance the unavoidable impacts of construction, such as noise and road closures during allowable hours, with the expectation that contractors be “good neighbours”. This will be achieved by developers and contractors communicating with residents and minimizing or making good on impacts to nearby homes and businesses.

The Construction Impact Management Strategy is a key component of the forthcoming ‘Good Neighbour’ Policy. This policy will result in a written commitment from each property owner at the earliest stage of permitting on how they intend to be a “good neighbour”. Since the majority of complaints in a growing city are related to construction nuisances, the City is addressing this first through the Construction Impact Management Strategy.

Why is a Construction Impact Management Strategy necessary?

Hundreds of residents and visitors have indicated that they are negatively impacted by unreasonable construction nuisances (poor construction practices) in various ways every day in Langford. Some residents in established neighbourhoods have been surrounded by consecutive developments and construction zones for years. The compounding effect of continuous construction has taken its toll.

On the other hand, development provides modern amenities and essential housing, and many residents’ livelihoods depend on construction. There is a need to accommodate growth and development in such a way that is reasonably livable for neighbouring residents and businesses. Finding this balance is the overall goal.

Early Guidance

For transparency and ease of transition, the following practical top 10 list of “early guidance” for construction impact management is being provided to developers and contractors in Langford, as an interim measure ahead of the forthcoming ‘Good Neighbour’ Policy and supporting bylaws/amendments:



Top 10 List of Early Guidance

1. **Fully contain** the development within the **property limits**, above/below ground and air space included, unless otherwise agreed upon.
2. **Do not block** property accesses/driveways, fire hydrants, mailboxes, intersections, signage, crosswalks, sidewalks, trails, multi-use paths, etc. **Do not utilize** without permission any existing parking stalls/lanes, road/bike lanes, bus stops/lanes, pickup/drop-off zones, etc.
3. Keep sidewalks, bike lanes, roads and surrounding area **free of debris daily** (e.g. garbage, gravel, mud, etc.). Ensure that all construction materials are **securely contained** within the site.
4. Be considerate of **light intrusions** (e.g. flood lighting and security lighting orientation) and surrounding **air quality/intakes** (e.g. portable washroom placement and maintenance, second-hand smoke, welding fumes, idling trucks and generator exhaust, etc.).
5. Keep **noise to a minimum** and within the allowable hours, mobilization and demobilization included, no loud music or profanity, shield loud pumps or generators, etc.
6. **No more rock crushing or aggregate processing onsite**, in existing neighbourhoods, near occupied residences.
7. Prior to construction, **maintain the property and any existing homes to a livable standard** (e.g. continuous landscape and building maintenance, snow removal, invasive species control, rodent control, graffiti removal, no boarded-up windows, no tarped rooves, demolish buildings that are uninhabitable as permitted, etc.).
8. **Secure the site** to prevent unauthorized entry (to **protect** the public and wildlife).
9. Clearly **post project signage** containing 24/7 emergency contact information (ensure the signage is kept in good legible condition with the information updated as needed).
10. When installing **construction fencing or hoarding**, ensure adequate **sightlines** and **setbacks** are maintained, and that it is **aesthetically pleasing** for the neighbourhood (essential project signage only, no private advertising).

Clarification on Common Requirements

For additional clarification and as a reminder, the following list of seven current/ commonly misunderstood or overlooked construction-related requirements is also provided:

1. **Extended Street Occupancy** is discouraged and is currently not permitted without a Licence of Occupation or Encroachment Agreement, both of which require Council authorization and are subject one-time and/or daily scaled fee rates.
 - a. Approval is not guaranteed, and a Professional Traffic Management Plan or Traffic Impact Assessment may be required.
 - b. Where pedestrian detours onto the road are necessary, adequate protection is required and accessibility needs must be accommodated (e.g. portable concrete curbs/barriers, wheelchair/bike ramps, temporary crosswalks or crossing guards, etc.).
 - c. Highway Use Permits are only for temporary road closures, daily mobile construction operations, frontage improvements, or servicing connections.
2. **Construction Parking and Deliveries Management Plan** approval is required prior to any land alteration.
 - a. Provide sufficient space for trades parking, laydown areas, and deliveries onsite.
 - b. Take into consideration all construction phasing and transitions.
 - c. Ensure everyone who attends to the site adheres to it.
3. **Mitigation Plan** approval is required prior to any land alteration.
 - a. Ensure erosion and sediment control, dust control, and storm water management measures are effective and suitably maintained at all times.
 - b. Identify all natural and hazardous or toxic materials onsite, and ensure proper handling, storage, and disposition of materials.
4. A comprehensive **Geotechnical Plan** showing the intent and scope of all geotechnical works on and off site is required and must be certified by a Professional Engineer and submitted with the construction drawings for approval.
 - a. Including but not limited to all landscape or engineered cut/fill slopes, retaining walls, shoring and stabilization (both onsite or offsite, temporary or permanent) require approval prior to land alteration.
5. Existing **public or private trees** identified to be retained must be protected throughout the entirety of the project in accordance with bylaw requirements.

6. **Safeguard** streamside protection and enhancement areas (**SPEAs**) and comply with regional **habitat protection timing windows** (for birds, fish, and other wildlife), all as identified by the Qualified Environmental Professional and approved/permitted by the respective Provincial or Federal agencies.
7. **Inform the City** in accordance with bylaw requirements for posting traffic and blasting **advisories on our website**.

Best Practices and Common Courtesies

Not everything can nor will be regulated. Sometimes the most effective tools to mitigate impacts are simply considered industry best practices or common courtesies. The following top 10 list of common-sense construction impact mitigative measures that are likely to be incorporated into the 'Good Neighbour' Policy but not the bylaws are:

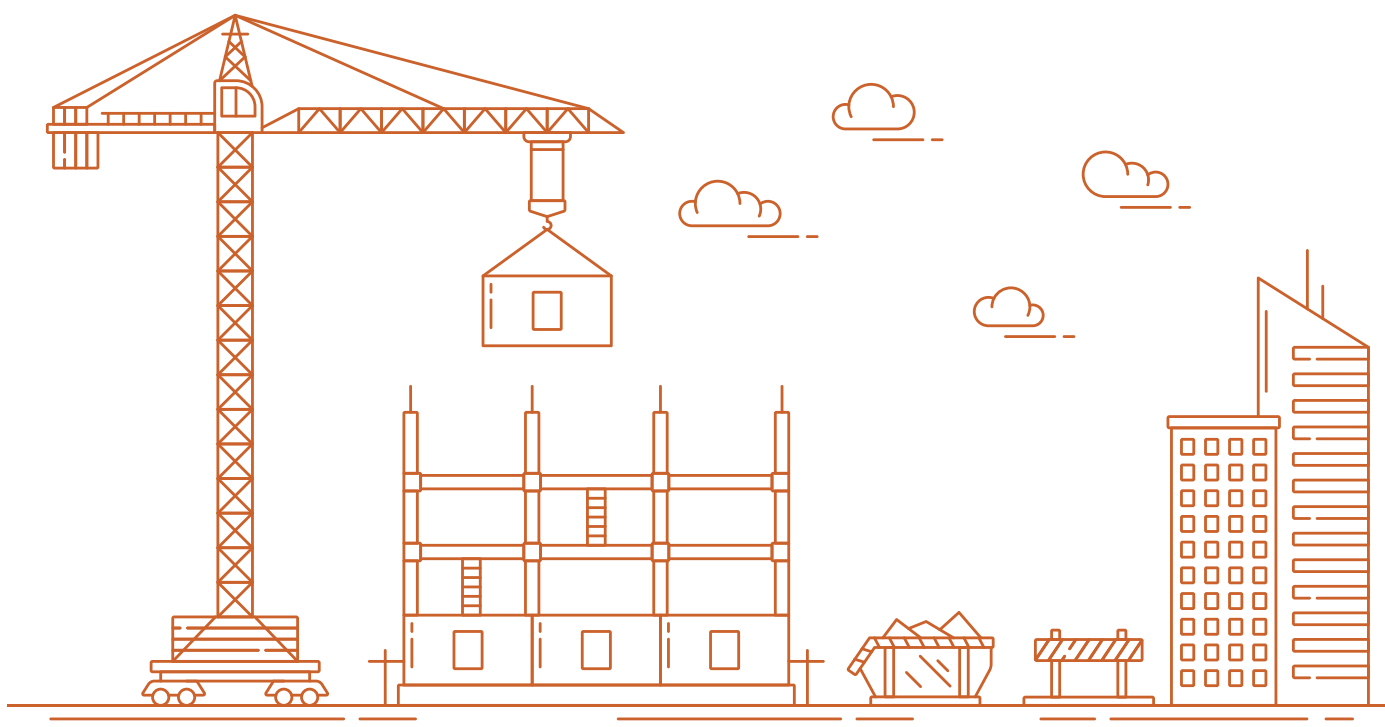
1. Obtain all required **permits and approvals** well in advance of commencing each phase of work. Do not proceed without authorization.
2. Ensure **bylaw and legislation compliance** at every stage and by every person employed on the site. Display or have readily available all approved plans/permits onsite, include them in the site orientation, and review them regularly together.
3. Respect City **staff time** and inspection **hold points**. Give adequate notice for scheduling inspections, do not bury or cover uninspected works, and address deficiencies expediently.
4. Develop a **respectful relationship** with the surrounding community ahead of construction.
5. Keep **open lines of communication** with neighbours throughout construction.
6. Be **proactive in notifying neighbours** of the anticipated work phases/timelines and any upcoming changes, especially disruptive but unavoidable activities, including but not limited to approved road closures, blasting, drilling, pile driving, crane setup/take down, large deliveries, etc.
7. When permitted frontage or utility works are required within the public road right of way, **coordinate construction works** to minimize the overall impact.
8. Manage and maintain a **safe, clean, and organized** job site every day, onsite and the surrounding area offsite.

9. **Do not enter** onto other private property, **nor utilize** water or power outlets from others' properties without permission.
10. **Make up for legitimate impacts** (e.g. offer to wash the dust off the neighbour's house, fix the damage to their lawn or fence, etc.).

The City commits to a fair and balanced approach during this transition period, understanding that further engagement is required. Targeted engagement with the business and development community will take place later this year, through a facilitated focus group of key partners, when draft bylaw amendments have been prepared, in accordance with Council's direction.

This Early Guidance document will remain in effect until the 'Good Neighbour' Policy is adopted. Please be advised, nothing in this Early Guidance document negates nor takes precedence over any enacted legislation, bylaws, or policies. However, if voluntarily adhered to by developers and contractors, would immediately result in "more livable, less impactful construction" for residents and businesses in Langford.

Thanks in advance for being a good neighbour!





City of Langford

Staff Report to Council

DATE: Monday, April 7, 2025

DEPARTMENT: Administration

SUBJECT: Social Media Policy Update

EXECUTIVE SUMMARY:

In June 2023, Langford updated its Social Media Policy to prepare for launching the City's first Facebook account. The account was opened in August 2023 as a tool to communicate City projects, events, business openings, media releases, advisories, and other City business with the public. Over the past year, City staff have encountered increased challenges with respect to monitoring the Facebook account and are recommending updates to the Policy to foster a safe and respectful information sharing process.

In addition to removing comments that directly violate the Policy, staff spend considerable time reviewing comments that do not breach the policy but could reasonably be harmful to residents and staff. This duty to monitor, evaluate, and remove comments in order to create a safe online environment requires staff to monitor the account outside of regular working hours. The public and staff are also reporting mental fatigue as many of the comments are offensive and unkind which can be challenging to read. This report details the Policy review process taken and sets out three options for Council's consideration.

BACKGROUND:

POL-0172-ADMIN titled "Social Media Policy," was adopted by Council in June 2023. The Policy provides rules and guidelines for the use of the City of Langford's official social media accounts and content related to the City of Langford by the public, employees and members of Council. Further, the Policy supports the City's commitment to provide accurate, transparent, and publicly accessible information on City policies, programs, and services.

The intention of launching social media pages, and specifically the City Facebook page was to provide another avenue to inform the public about City business, such as events, openings, projects, media releases, and advisories. In general, social media has proven to be an effective resource for quickly sharing information with residents and other interested parties. However, over the past year, the Facebook account has become an outlet for unkind and inappropriate dialogue amongst members of the community. While the City encourages respectful debate and differing points of view, more

commonly the conversations are verging on bullying. More frequently, threatening, racist, homophobic, or defamatory comments have to be deleted. Due to the increasing occurrence of inappropriate conversations, staff have been closely monitoring the Facebook page outside of office hours often late into the evening and all day and night on weekends. Monitoring is generally managed by the department manager with some outside support. Staff believe it is time to review and amend the Policy to ensure the page is a useful tool for sharing City information while respecting staff's personal time.

While it should be noted that there are not currently issues with other social media pages, staff recommend turning off commenting on all social media pages. As set out below, there are a multitude of options for the public to connect directly with staff and Council without having a need for social media commenting. Further, while there are currently no issues with other pages, there is no guarantee that this will continue to be the case.

COMMENTARY:

Current Policy

POL-0172-ADMIN was adopted by Council in June 2023 and has not been amended since.

Since the City's Facebook page was launched in summer of 2023, staff have noted the following challenges online that are not sufficiently covered within the existing Policy:

- Disrespectful and unproductive conversations occurring between residents in the comment sections of City Facebook page posts, resulting in the need for staff to monitor outside of office hours including evenings and weekends to uphold the Policy.
- A general decline in civility including but not limited to bullying, hateful, or intimidating comments on the City's Facebook page, creating an unproductive and unkind online environment.
- Ability to share misinformation, which detracts from the intent of sharing City messaging and can cause confusion for the general public.

As a result, staff spend a significant amount of time intervening or removing comments entirely. With the current staffing levels, the need to constantly monitor social media accounts has become unmanageable. Staff believe that the proposed amendments to the Policy as outlined in this report and in Attachment 2 would eliminate this demand.

Staff believe the City's social media accounts should serve solely as a tool that supports information sharing, not as a two-way engagement tool. Staff would like to note that there are multiple opportunities for the public to engage directly with the City:

- Through online surveys on LetsChatLangford.ca (an online engagement tool aimed at enhancing community involvement, on which the City has conducted 19 online projects since its inception).
- Attending a Council meeting in-person or on-line.
- Sending an email or letter to Council.
- Attending a public engagement event (which have taken place at different locations and have encompassed both community events and standalone sessions such as open houses, and most recently an *ideas fair*).
- Phoning or coming into City Hall.

Together, these on-line and in-person engagement opportunities have been healthy forums that provide meaningful opportunities for conversation and helpful feedback for staff.

Research

Since the Policy's implementation in summer of 2023, staff have continued to compile and review Social Media policies from other jurisdictions. Through this research, staff were able to identify other communities experiencing similar declines in online civility and have opted to disable commenting on social media, including:

- City of Victoria
- City of Duncan
- City of Port Alberni
- District of Tofino
- City of Cranbrook
- City of Fernie

Staff wish to note that while amending the Policy to implement more stringent comment guidelines has been utilized by other jurisdictions, this amendment will continue to result in staff spending a considerable amount of time reading, evaluating, monitoring, and deleting comments and posts. Removing the ability to leave a comment will not require additional staff time online.

Proposed Policy Updates

Staff have drafted an update to POL-0172-ADMIN (see attached) for Council consideration to eliminate public commenting on all City social media pages. All sections related to public commenting have been amended or deleted as the context requires.

The policy itself has been placed into the current policy template that meets the brand standards and enhance accessibility.

FINANCIAL IMPLICATIONS:

Removing the ability to comment on all City social media platforms, will save considerable staff time. Similarly, this proposed amendment will alleviate the need for staff to work on evenings, weekends, and statutory holidays to monitor, evaluate, and remove posts and comments. As mentioned above, additional guidelines may increase civility but will require the same amount of staff time to maintain a safe environment online. Additional staff capacity will be required to maintain this level of review should staff continue to experience objectionable comments online.

LEGAL IMPLICATIONS:

There are no legal implications associated with this report.

STRATEGIC PLAN ALIGNMENT:

5 – Good Governance

5g – Maintain the City’s Long-Standing Corporate Efficiencies

OPTIONS:**Option 1**

THAT Council approve POL-0172-ADMIN “Social Media Policy” Amendment No. 1 as presented.

OR Option 2

THAT Council direct Staff to close the City’s Facebook account.

OR Option 3

THAT Council take no action regarding POL-0172-ADMIN “Social Media Policy” at this time.

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

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 & Protective Services

Concurrence: Braden Hutchins, Deputy Chief Administrative Officer

Concurrence: Darren Kiedyk, Chief Administrative Officer

Attachments: Attachment 1 – Current POL-0172-ADMIN “Social Media Policy”

Attachment 2 – POL-0172-ADMIN “Social Media Policy” Redline Copy

Attachment 3 – Proposed POL-0172-ADMIN “Social Media Policy” Amendment #1



City of Langford

Policy Name: Social Media Policy

DEPARTMENT: Administration

New Amendment

SP Governance/Corporate Policy and Planning/Policies and Procedures

POLICY NO: POL-0172-Admin

New Policy

City of Langford Social Media Policy

Contents

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1.0 Purpose

This Social Media Policy provides rules and guidelines for the use of social media by the public, employees and members of Council related to the City of Langford's official social media accounts and content related to the City of Langford. Social media includes any online platform or application that enables users to create, share, or exchange information and content on social media platforms including but not limited to, Facebook, Twitter, LinkedIn, Instagram, and Let's Chat Langford (Granicus software).

This Policy is intended to support City staff and Council in the effective and responsible use of social media for their work and to ensure the City of Langford's official social media accounts provide accurate, transparent, and publicly accessible information on City policies, programs and services.

As the City of Langford can only recommend that employees and members of Council use best practices for communication on their personal social media accounts, Sections 3.2 and 4.0 should be considered guidelines rather than requirements.

For questions or concerns regarding the City of Langford's social media activity and/or this Social Media Policy, please contact social@langford.ca.

2.0 Public Social Media Use

2.1 Terms of Use

The City of Langford social media accounts serve to inform residents and visitors about City programs and services, career opportunities and to promote events in Langford. These social media channels are intended to encourage positive dialogue and provide citizens with a way to access information about their community.

To enforce respectful, safe and constructive discussion on all City social media platforms, the City reserves the right to delete comments, messages and posts that include:

- Violent, obscene, profane, hate-based, or racist posts, links or images.
- Comments that threaten or defame any person, group or organization.
- Personal, sensitive, or confidential information about any person (ex. addresses, phone numbers, email addresses or other information).
- Solicitations, commercial endorsements or advertisements.
- Comments that suggest or encourage illegal activity, including material that violates copyright or trademark law.
- Promotion of political candidates.
- Comments that violate the Terms of Service of the social media platform.

Violating these Terms of Use may also result in the removal of access to the site. The City of Langford is not responsible for the conduct of other social media users, nor material posted by users who interact with the City on social media.

2.2 Personal Information and Privacy

By engaging with the City of Langford's social media platform, you acknowledge and agree that you are providing your informed consent to the disclosure of any personal information you provide, including your image, on a public social media platform (in accordance with the BC *Freedom of Information and Protection of Privacy Act* [FOIPPA]). Any information collected via social media, including your image, may be stored and/or accessed outside of Canada on servers not belonging to the City. To protect your own privacy and the privacy of others, please do not share any personal information, including phone numbers and email addresses.

The personal information you post may be collected by the City of Langford under s. 26 (c) of FOIPPA for the purposes of engaging with the public, including promoting the City. For more information about the collection, use or disclosure of personal information via social media, contact the City at social@langford.ca or 250-478-7882.

3.0 Employee Social Media Use

The City of Langford recognizes the value of social media as a tool for conducting business and encourages its appropriate use by City staff. Social media can facilitate information sharing, timely communication and collaborative dialogue with residents, and offer accessible opportunities to engage community members.

3.1 Corporate Use

When using social media for City purposes, employees must adhere to the same standards of conduct as they would in any other work situation, such as a meeting, conference, or public event. These rules and guidelines dictate the appropriate use of the City of Langford's official social media accounts, including:

- Instagram: [@cityoflangford](https://www.instagram.com/cityoflangford)
- [LinkedIn: City of Langford](#)

Official City of Langford social media accounts may only be posted on and managed by designated social media spokespersons who have received training in appropriate use of public communications channels. Employees wishing to provide content for the official social media channels should email social@langford.ca. The City's social media accounts are monitored during business hours (8:30 a.m. - 4:30 p.m., Monday through Sunday).

Departments must obtain approval from the Chief Administrative Officer before launching new social media accounts or platforms.

Voice & Tone

Designated employees who are posting to and moderating the City's official social media accounts should strive to provide accurate, transparent, and accessible information. This includes:

- Being polite, respectful, and positive.
- Checking for spelling and grammatical errors.
- Protecting their personal information and the personal information of any other staff or residents.
- Confirming the accuracy of responses to questions with the appropriate program or services staff.
- Responding to appropriate comments and questions promptly.
- Ensuring permissions: graphics must not contain copyrighted photos or photos without the express consent of the photographer and the person or guardian of a minor depicted.

Accessibility Considerations

As a prescribed organization under the *Accessible British Columbia Act*, the City of Langford's social media accounts must abide by the following guidelines to ensure information posted is accessible to all residents and visitors:

- **AltText:** Alt Text, also called alternative text or image descriptions, should be added to all photos and graphics posted on social media accounts.
- **Plain Language:** Social media posts should be written in short, direct sentences with easy-to understand words.
- **Captioning:** All videos should include captions or subtitles that describe the audio in the video.
- **Design:** Graphics should include high contrast between text and graphic elements, and use simple fonts with clear separation between letters.

Election Periods

During the pre-campaign period and campaign period of a municipal election, the City of Langford official social media accounts will remain neutral, sharing only procedural information.

The City of Langford official social media accounts will not post content that could constitute or be perceived as constituting election advertising in favour of any candidate.

3.2 Personal Use

Employees should be aware of their position as civil servants and representatives of the City of Langford in public spaces, including on social media. The City of Langford expects employees to conduct themselves in a way that maintains and enhances the public's trust and confidence.

Employees must conduct themselves in a way that separates their personal and professional use of social media and must avoid all conflicts of interest, real or perceived. To help distinguish personal and professional opinions, employees are recommended to include a statement in their bio that makes it clear that the views expressed on their personal social media accounts do not reflect the official views of the City of Langford.

Employees should consider the following in their personal social media use:

- City authorization is required before posting City-owned logos, photographs, graphics or other media.
- Do not place yourself in a conflict of interest by revealing confidential or privileged City information.
- Do not comment on or identify other City employees without their consent.
- All employees must abide by the Respectful Workplace Policy, Confidential Information Policy, Employee Bylaw and other applicable City policies that govern behavior.

The City recognizes that employees are proud of the work they do and encourages them to share posts from the City of Langford's official social media accounts to celebrate organizational achievements and raise community awareness of programs and services.

4.0 Use of Social Media by Members of Council

As elected officials, Council members retain the right to manage and maintain their personal social media accounts and post as private citizens. However, as representatives of the City of Langford Council, members are encouraged to post on social media in a way that reflects positively on Council and the City as a whole.

Guidelines for personal social media use include:

- Serving constituents by providing accurate and timely information about Council decisions and City services and programs.
- Behaving in accordance with the Council Code of Conduct Policy, Confidential Information Policy, and the Respectful Workplace Policy.
- Refraining from posting content on social media during confidential meetings, including Council or committee meetings considering in camera items.
- Not responding to service requests directly – instead referring individuals to the proper City channels.
- Developing a personal policy regarding the removal of threatening, discriminatory, hate-based or harassing comments or messages, and blocking individuals that make these comments.
- Not using City resources or materials for personal, re-election or campaign purposes.

Council members are advised to avoid engaging in emotion-driven conversations on social media and in other online spaces. If citizens have concerns or questions, Council is advised to address them directly by arranging a meeting or phone call, or directing citizens to the appropriate City department which is often more effective.

<p>Adopted by Council Meeting Date: June 19, 2023</p>	<p style="text-align: center;">CERTIFIED CORRECT</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <hr/> <p>Administrator</p> </div> <div style="text-align: right;"> <p>Braden Hutchins Corporate Officer</p> <p>Date: <i>June 19, 2023</i></p> </div> </div>
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CITY OF LANGFORD SOCIAL MEDIA POLICY	
Council Policy: POL-0172 - ADMIN Amendment # 1	Original Policy: June 2023 Amended: 2025
Presiding Council Member, NAME	
Date:	Signature:
<p>1. PURPOSE</p> <p>This Social Media Policy provides rules and guidelines for the use of social media by the public, employees and members of Council related to the City of Langford’s official social media accounts and content related to the City of Langford. Social media includes any online platform or application that enables users to create, share, or exchange information and content on social media platforms including but not limited to, Facebook, Twitter, LinkedIn, Instagram, and Let’s Chat Langford (Granicus software).</p> <p>This Policy is intended to support City staff and Council in the effective and responsible use of social media for their work and to ensure the City of Langford’s official social media accounts provide accurate, transparent, and publicly accessible information on City policies, programs and services.</p> <p>As the City of Langford can only recommend that employees and members of Council use best practices for communication on their personal social media accounts, Sections 3.2 and 4.0 should be considered guidelines rather than requirements.</p> <p>For questions or concerns regarding the City of Langford’s social media activity and/or this Social Media Policy, please contact social@langford.ca.</p> <p>2. PUBLIC SOCIAL MEDIA USE</p> <p><u>2.1. Terms of Use</u></p> <p>The City of Langford social media accounts serve to inform residents and visitors about City programs and services, career opportunities, events and other City related business and to promote events in Langford. These social media channels are intended to encourage positive dialogue and provide citizens with a way to access information about their community.</p> <p>To enforce respectful, safe and constructive discussion on all City social media platforms, the City reserves the right to delete comments, messages and posts on platforms that allow commenting that include:</p>	



- ~~Violent, obscene, profane, hate-based, or racist, or otherwise objectionable posts, links or images.~~
- ~~Comments that threaten, intimidate, or defame any person, group or organization.~~
- ~~Comments that are perceived as unkind or bullying.~~
- ~~Personal, sensitive, or confidential information about any person (ex. addresses, phone numbers, email addresses or other information).~~
- ~~Solicitations, commercial endorsements or advertisements.~~
- ~~Comments that suggest or encourage illegal activity, including material that violates copyright or trademark law.~~
- ~~Comments that are inaccurate.~~
- ~~Promotion of political candidates.~~
- ~~Comments that violate the Terms of Service of the social media platform.~~

~~Violating these Terms of Use may also result in the removal of access to the site. The City of Langford is not responsible for the conduct of other social media users, nor material posted by users who interact with the City on social media. The City reserves the right to hide or remove posts that are deemed inappropriate. To protect both the public and staff and maintain a safe and respectful space, public comments are disabled on the City's Facebook page.~~

2.2. Personal Information and Privacy

~~By engaging with the City of Langford's social media platform, you acknowledge and agree that you are providing your informed consent to the disclosure of any personal information you provide, including your image, on a public social media platform (in accordance with the BC *Freedom of Information and Protection of Privacy Act* [FOIPPA]). Any information collected via social media, including your image, may be stored and/or accessed outside of Canada on servers not belonging to the City. To protect your own privacy and the privacy of others, please do not share any personal information, including phone numbers and email addresses.~~

~~The personal information you post may be collected by the City of Langford under s. 26 (c) of FOIPPA for the purposes of engaging with the public, including promoting the City. For more information about the collection, use or disclosure of personal information via social media, contact the City at social@langford.ca or 250-478-7882.~~

3.0 EMPLOYEE SOCIAL MEDIA USE

The City of Langford recognizes the value of social media as a tool for conducting business and encourages its appropriate use by City staff. Social media can facilitate information sharing, and timely communication ~~and collaborative dialogue with residents, and offer accessible opportunities to engage community members.~~

3.1. Corporate Use



When using social media for City purposes, employees must adhere to the same standards of conduct as they would in any other work situation, such as a meeting, conference, or public event. These rules and guidelines dictate the appropriate use of the City of Langford's official social media accounts, including:

- Instagram: [@cityoflangford](#)
- LinkedIn: City of Langford
- Facebook: [facebook.com/CityofLangford](https://www.facebook.com/CityofLangford)

Official City of Langford social media accounts may only be posted on and managed by designated social media spokespersons who have received training in appropriate use of public communications channels. Employees wishing to provide content for the official social media channels should email social@langford.ca. The City's social media accounts are monitored during business hours (8:30 a.m. - 4:30 p.m., Monday through Sunday). Departments must obtain approval from the Chief Administrative Officer before launching new social media accounts or platforms.

3.1.1. Voice and Tone

Designated employees who are posting to **and moderating** the City's official social media accounts should strive to provide accurate, transparent, and accessible information. This includes:

- Being polite, respectful, and positive.
- Checking for spelling and grammatical errors.
- Protecting their personal information and the personal information of any other staff or residents.
- ~~Confirming the accuracy of responses to questions with the appropriate program or services staff.~~
- ~~Responding to appropriate comments and questions promptly.~~
- Ensuring permissions: graphics must not contain copyrighted photos or photos without the express consent of the photographer and the person or guardian of a minor depicted.

3.1.2. Accessibility Considerations

As a prescribed organization under the Accessible British Columbia Act, the City of Langford's social media accounts must abide by the following guidelines to ensure information posted is accessible to all residents and visitors:

- **AltText:** Alt Text, also called alternative text or image descriptions, should be added to all photos and graphics posted on social media accounts.



- **Plain Language:** Social media posts should be written in short, direct sentences with easy-to-understand words.
- **Captioning:** All videos should include captions or subtitles that describe the audio in the video.
- **Design:** Graphics should include high contrast between text and graphic elements, and use simple fonts with clear separation between letters.

3.1.3. Election Periods

During the pre-campaign period and campaign period of a municipal election, the City of Langford official social media accounts will remain neutral, sharing only procedural information.

The City of Langford official social media accounts will not post content that could constitute or be perceived as constituting election advertising in favour of any candidate.

3.2 Personal Use

Employees should be aware of their position as civil servants and representatives of the City of Langford in public spaces, including on social media. The City of Langford expects employees to conduct themselves in a way that maintains and enhances the public's trust and confidence.

Employees must conduct themselves in a way that separates their personal and professional use of social media and must avoid all conflicts of interest, real or perceived. To help distinguish personal and professional opinions, employees are recommended to include a statement in their bio that makes it clear that the views expressed on their personal social media accounts do not reflect the official views of the City of Langford. Employees should consider the following in their personal social media use:

- City authorization is required before posting City-owned logos, photographs, graphics or other media.
- Do not place yourself in a conflict of interest by revealing confidential or privileged City information.
- Do not comment on or identify other City employees without their consent.
- All employees must abide by the Respectful Workplace Policy, Confidential Information Policy, Employee Bylaw and other applicable City policies that govern behavior.

The City recognizes that employees are proud of the work they do and encourages them to share posts from the City of Langford's official social media accounts to celebrate organizational achievements and raise community awareness of programs and services.

4.0 USE OF SOCIAL MEDIA BY MEMBERS OF COUNCIL



As elected officials, Council members retain the right to manage and maintain their personal social media accounts and post as private citizens. However, as representatives of the City of Langford Council, members are encouraged to post on social media in a way that reflects positively on Council and the City as a whole.

Guidelines for personal social media use include:

- Serving constituents by providing accurate and timely information about Council decisions and City services and programs.
- Behaving in accordance with the Council Code of Conduct Policy, Confidential Information Policy, and the Respectful Workplace Policy.
- Refraining from posting content on social media during confidential meetings, including Council or committee meetings considering in camera items.
- Not responding to service requests directly – instead referring individuals to the proper City channels.
- Developing a personal policy regarding the removal of threatening, discriminatory, hate-based or harassing comments or messages, and blocking individuals that make these comments.
- Not using City resources or materials for personal, re-election or campaign purposes.

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Adopted by Council Meeting Date:	CERTIFIED CORRECT	
	<hr/> ADMINISTRATOR	<hr/> DATE:



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Adopted by Council Meeting Date:	CERTIFIED CORRECT
	<hr/> ADMINISTRATOR DATE:



City of Langford

Staff Report to Council

DATE: Monday, April 7, 2025

DEPARTMENT: Building

SUBJECT: Bylaw No. 2121 – Building Fees

EXECUTIVE SUMMARY

The purpose of this report is to introduce a revised Bylaw No. 2121 which corrects the fee schedule for Building Permit applications from an earlier draft of Bylaw No. 2121 which Council has given 1st, 2nd and 3rd reading. The proposed new fee schedule includes the 5.5% increase over the current schedule as intended in the original draft.

BACKGROUND:

At the Regular meeting of February 25, 2025, Council's Community Advisory Committee reviewed a report and Bylaw No. 2121 with respect to increasing Building Permit fees. A recommendation from that Committee meeting was received by Council at Council's Regular meeting of Monday, March 3rd and Bylaw No. 2121, as drafted, was given 1st, 2nd and 3rd reading.

After the March 3rd meeting of Council, it was determined that the fee increase percentage based on inflation had not been properly applied to the fee schedule attached to Bylaw No. 2121 as initially drafted.

COMMENTARY:

Council may now wish to correct the fee schedule for building permit fees by rescinding 1st 2nd and 3rd reading for Bylaw No. 2121 and giving 1st, 2nd and 3rd reading to Bylaw No. 2121 as amended to include fee increases in accordance with inflation.

FINANCIAL IMPLICATIONS:

Increasing development application fees will mean that a greater percentage of the cost of processing development services fees are borne by the applicant, and less by the general taxpayer.

LEGAL IMPLICATIONS:

There are no legal implications with respect to the proposed bylaw amendments. The City is permitted, under the *Local Government Act*, to collect fees in compensation for services such as applications to amend the Official Community Plan, rezoning, Development Permits, Development Variance Permits, Building Permits, Temporary Use Permits and Sign Development Permits.

STRATEGIC PLAN ALIGNMENT:

5bi – *Ensure that all Budgets are Fiscally Sustainable*. Ensuring that sources of revenue are not eroded by inflation aids in ensuring that the City's budget is sustainable.

5g – *Maintain the City's long-standing corporate efficiencies*. Including these adjustments ensures that the work required by staff is funded proportionally by those utilizing the service rather than by general revenue.

OPTIONS:**Option 1**

THAT Council rescind 1st, 2nd and 3rd readings of Bylaw 2121 as given on March 3rd, 2025 and give 1st, 2nd, and 3rd readings to Bylaw 2121 as amended.

OR Option 2

THAT Council take no action at this time with respect to Bylaw No. 2121 at this time.

SUBMITTED BY: 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: Wolfgang Schoenefuhs, Parks Planner

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

Concurrence: Trevor Auger, Deputy Director of Engineering Construction

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

Concurrence: Marie Watmough, Director of Legislative & Protective Services

Concurrence: Darren Kiedyk, Chief Administrative Officer

Attachments: Bylaw 2121

**CITY OF LANGFORD
BYLAW NO. 2121**

**A BYLAW TO AMEND BYLAW NO. 1160,
“LANGFORD BUILDING BYLAW NO. 1160, 2008”**

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

- A. Bylaw No. 1160 cited as “Building Bylaw No. 1160, 2008” is amended as follows:
 - 1. By deleting Appendix “A” to Bylaw No. 1160 and replacing it with Appendix “A” attached to this bylaw.
- B. That the fees automatically be adjusted effective May 1 of each year by the annual percentage change in the All Items Consumer Price Index (CPI) for Greater Victoria for the then most recently ended calendar year as published by Statistics Canada or successor in function.
- C. This Bylaw may be cited for all purposes as “Langford Building Bylaw No. 1160, Amendment No. 16, Bylaw No. 2121, 2025”.

READ A FIRST TIME this day of , 2025.

READ A SECOND TIME this day of , 2025.

READ A THIRD TIME this day of , 2025.

ADOPTED this day of , 2025.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER

APPENDIX "A"

A. GENERAL

1. **Double Permit Fee** - if any work for which a permit is required under this bylaw shall commence before a permit has been obtained, the fee payable as determined in the above schedule shall be doubled.
2. **Refunds** - At any time before the work has commenced in respect to which a permit has been issued, the permit holder may apply for cancellation of the permit. Upon receipt of such application, the Chief Building Inspector, if satisfied that the work has not commenced, shall cancel the permit and shall refund to the permit holder 50% of the fee paid in respect of the permit, but not less than the application fee.
3. **Re-inspection Fees** - Where any inspection carried out pursuant to this bylaw discloses faulty work and a subsequent inspection is made necessary, the fee for such subsequent inspection shall be **\$63.41**. Where a permit holder fails to have the work to be inspected accessible and ready at the time the inspection is called for, the Chief Building Inspector may charge an additional fee of **\$63.41** for each subsequent call for inspection made necessary. Re-inspection fees must be paid prior to the re-inspection.
4. **Reduction of Fee Where a Certified Registered Professional Reviews** - Where a registered professional engineer or architect reviews and certifies an application for a building permit as being in compliance with this bylaw and the Building Code, and where the City of Langford relies upon that certification in issuing a building permit, the building permit fee shall be reduced by 5%.

B. SCALE OF FEES - BUILDING PERMITS

1. The charge for permits issued in accordance with this Bylaw, shall be based on the value of construction as determined by the Chief Building Inspector and the fee shall be calculated in accordance with the following scale:
 - (a) For permits \$1,000.00 or less in value **\$63.41**
 - (b) For permits in excess of \$1,000.00, the fees shall be **\$63.41** for the first thousand, plus **\$12.66** per thousand or part for the next \$99,000.00, plus **\$10.18** per thousand, or part thereof, for the next \$900,000, plus **\$5.12** per thousand, or part thereof, for the next \$14,000,000, plus **\$2.58** per thousand or part thereof for all values in excess of \$15,000,000.
 - (c) For extension of permit **\$63.41**
 - (d) Application Fee, non-refundable, included in Building Permit Fee, paid at the time of building permit application:
 - (1) For permits with a construction value of \$200,000 or less **\$123.22**
 - (2) For permits with a construction value more than \$200,000 **\$1,196.97**

(e) Revision fees

(1) For permits with a construction value of \$500,000 or less	\$63.41
(2) For permits with a construction value of more than \$500,000	\$126.81

2. The value of construction shall be the greater of:

(a) the contract price including taxes and a reasonable allowance for extras, or

(b) the estimated value as determined by the Chief Building Inspector in accordance with the Marshall & Swift, "Marshall Valuation Service" or "Residential Cost Handbook".

3. The fee for a permit to wreck, demolish or remove a building from a lot shall be: **\$63.41** plus deposits and fees as required.4. The fee for a permit to move a building on to a site shall be based on the value of the building and the value of work required on site. The minimum permit fee shall be **\$126.81**.**C. SCALE OF FEES - PLUMBING PERMITS**

1. Plumbing Fixtures:

(a) For each fixture	\$19.15
(b) For any alteration or replacement not involving installation of a fixture	\$31.70
(c) For each internal roof leader	\$12.66
(d) Hydronic heating system	\$63.41

2. Sewer Connections:

(a) House storm drain	\$31.70
(b) House sanitary sewer	\$31.70
(c) House sanitary sewer and removal or de-commission of septic tank	\$63.41
(d) For private storm drains or sanitary sewers larger than 100 mm (4 in) or longer than 76 m (250 ft) per 30.5 m (100 ft)	\$31.70
(e) Manholes, catch-basins or interceptors	\$63.41
(f) Pumping stations	\$63.41

3. Fire Protection Equipment:	
(a) Sprinkler system 1 to 8 sprinkler heads	\$38.03
(b) Each additional 20 sprinkler heads	\$25.37
(c) Standpipe hose outlets	\$25.37
(d) Fire Hydrants	\$25.37
4. Hot Water Storage Tank	\$19.15
5. Residential Irrigation Backflow Valve	\$38.03
6. Commercial Irrigation Backflow Valve	\$126.81
7. Water and drain connections for a swimming pool (each)	\$19.15
9. Minimum plumbing permit fee	\$19.15
10. Water service connection to property line	\$31.70

D. SCALE OF FEES - CHIMNEY, FIREPLACE AND SOLID FUEL BURNING APPLIANCE PERMITS AND OIL BURNING EQUIPMENT

1. Chimney	\$31.70
2. Fireplace Including Chimney	\$50.85
3. Unused Solid fuel burning stove, range, furnace, boiler, or space heating appliance (existing chimney)	\$31.70
4. Unused Solid fuel burning stove, range, furnace, boiler or space heating appliance (new Chimney)	\$50.85
5. Installation or replacement of a residential above-ground oil supply tank	\$31.70

**CITY OF LANGFORD
BYLAW NO. 2182**

A BYLAW TO AMEND THE CITY CENTRE PARK FEES & CHARGES BYLAW NO. 1203, 2008

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

- A. City Centre Park Fees and Charges Bylaw No. 1203, 2008 is amended as follows:
 - 1. By deleting Schedule A in it’s entirety and replacing it with a new Schedule A as attached hereto and forming part of this Bylaw.
- B. By replacing section 4.0 of Bylaw No. 1203, 2008 to read as follows:
 “That the fees in Schedule “A” automatically be adjusted effective May 1 of each year by the annual percentage change in the All-Items Consumer Price Index (CPI) for Greater Victoria for the then most recently ended calendar year as published by Statistics Canada or successor in function to a maximum increase of 3% per year”.
- C. This Bylaw may be cited for all purposes as “City Centre Park Fees & Charges Bylaw No. 1203, Amendment No. 3, Bylaw No. 2182, 2025”.

READ A FIRST TIME this ____ day of ____, 2025.

READ A SECOND TIME this ____ day of ____, 2025.

READ A THIRD TIME this ____ day of ____, 2025.

ADOPTED this ____ day of ____, 2025.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER

SCHEDULE "A"**Stadium and Fields – Hourly Bookings**

	Adult (non-profit)	Youth (non-profit)	Adult (commercial)	Youth (commercial)
Artificial Field #1	\$92.10/hour	\$42.00/hour	\$102.38/hour	\$68.24/hour
Artificial Field #2 / SD62 Fields	\$82.89/hour	\$37.80/hour	\$92.14/hour	\$61.42/hour
Lights	\$20.90/hour	\$20.90/hour	\$20.90/hour	\$20.90/hour
Stadium Dressing Rooms/Washrooms	\$14.47/hour	\$14.47/hour	\$14.47/hour	\$14.47/hour
Goudy/SD 62 Washrooms	\$13.15/hour	\$13.15/hour	\$13.15/hour	\$13.15/hour

"Non-profit" rates apply to non-profit organizations, community groups, minor sports organizations, etc.

"Commercial" rates apply to for-profit organizations, i.e. private coaching or leagues intended to make revenue.

Stadium – Event Rentals

	Commercial Use	Community Use and Not-For-Profits	Set-Up Day	Damage Deposit
All-Inclusive Stadium Rental	\$5,000/day	\$2,500 per day	25% of daily rate/day	50% of daily license fee
Plaza & Washrooms Only Rental	\$2,500/day	\$1,250/day	25% of daily rate/day	50% of daily license fee

"Community Use Event" is a publicly accessible activity (festival, celebration or special event) that is organized by a not-for-profit organization.

"Commercial Use Event" is a publicly accessible event (festival, celebration or special event) that is organized by a commercial group.

Family Fun Park

PlayZone Drop-In			
	Regular Admission	Langford Residents	Sanctioned School and Daycare Trips
Ages 0-11 months	Free	Free	n/a
Age 12-23 months	\$7.30	\$6.21	\$6.70
Ages 2-3 years	\$11.60	\$9.86	\$6.70
Ages 4-12 years	\$14.95	\$12.71	\$6.70
Adult (accompanying child)	Free	Free	Free

Public Skate – Outdoor Ice Rink		
	Regular Admission	Langford Residents
Child (4-12 years)	\$5.65	\$4.80
Youth (12-18 years)	\$6.70	\$5.70
Adult (18+ years)	\$8.00	\$6.80
Senior (65+ years)	\$6.70	\$5.70

Mini-Golf				
	Regular Admission		Langford Residents	
Individual Rates	18 Holes	36 Holes	18 Holes	36 Holes
Child (12 years and under)	\$6.70	\$8.75	\$5.70	\$7.44
Adult (13+ years)	\$8.75	\$10.80	\$7.44	\$9.18
Senior (65+ years)	\$6.70	\$8.75	\$5.70	\$7.44
Group Rates	10 – 20			
Adult	\$7.20			
Child	\$5.40			
Group Rates	20+			
Adult	\$6.70			
Child	\$4.90			

Dry Floor Arena	
Regular Rental Rate	\$117.95/hour
Year-Round Leagues	\$101.20/hour
Sanctioned School Groups – Limited Availability	\$41.70/hour
Daily Rate	\$2044.55

	Regular Admission	Langford Residents
Youth Drop In Roller Hockey (12-18 years)	\$8.25	\$7.01
Adult Drop In Roller Hockey (18+ years)	\$8.25	\$7.01
Child Public Skate (4-12 years)	\$5.65	\$4.80
Youth Public Skate (12 – 18 years)	\$6.70	\$5.70
Adult Public Skate (18+ years)	\$8.00	\$6.80
Senior Public Skate (65+ years)	\$6.70	\$5.70

Ice Arena		
Sanctioned School Groups – Limited Availability (Indoor or Outdoor)		\$95.00/hour
Minor Hockey (JDF) and Belmont Hockey Academy		\$150.55/hour
Youth – Other Minor Hockey, PCHA, camps/clinics		\$172.95/hour
Langford Non-Prime (Midnight – 3:00pm on weekdays)		\$172.95/hour
Langford Prime (3:00pm – Midnight on weekdays and 8:00am – midnight on weekends)		\$230.30/hour
Non-Prime (Midnight – 3:00pm on weekdays)		\$203.00/hour
Prime (3:00pm – midnight on weekdays and 8:00am – midnight on weekends)		\$270.70/hour
Outdoor Ice (Seasonal)		\$295.00/75 mins
Outdoor Ice (Schools During school hours)		\$95.00/hour
	Regular Admission	Langford Residents
Child Public Skate (4 – 12 years)	\$5.65	\$4.80
Youth Public Skate (12 – 18 years)	\$6.70	\$5.70
Adult Public Skate (18+ years)	\$8.00	\$6.80
Senior Public Skate (65+ years)	\$6.70	\$5.70

Private Room Rentals			
	Boardroom	Classroom (500 sq ft) or ERC/WHA Party Room	2 Classrooms (1000 sq ft)
Less than 2 hours	\$51.25	\$42.65	\$63.95
2 – 3.99 hours	\$79.15	\$69.30	\$106.60
4 - 5.99 hours	\$95.80	\$90.60	\$133.25

Full day (6 – 10 hours)	\$140.10	\$133.25	\$202.55
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*All fees exclude applicable taxes.

CITY OF LANGFORD BYLAW NO. 2194

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) Zone legally described as:

- Lot 9, Section 5, Esquimalt District, Plan 24870, PID No. 002-830-108 (2799 Scafe Road); and
- Lot 10, Section 5, Esquimalt District, Plan 24870, PID No. 002-830-256 (2795 Scafe 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	2194	<ul style="list-style-type: none"> • Lot 10, Section 5, Esquimalt District, Plan 24870, PID No. 002-830-256 (2795 Scafe Rd); and • Lot 9, Section 5, Esquimalt District, Plan 24870, PID No. 002-830-108, (2799 Scafe Rd) 	<ul style="list-style-type: none"> a) \$2,850 per residential unit on the 1st to 4th storeys of the building towards the General Amenity Reserve Fund; b) \$1,425 per residential unit on the 5th and 6th storeys of the building towards the Affordable Housing Reserve Fund; c) \$750 per residential unit on the 1st to 4th storeys of the building towards the Affordable Housing Reserve Fund; and d) \$375 per residential unit on the 5th and 6th storeys of the building towards the Affordable Housing Reserve Fund 	No

3. This Bylaw may be cited for all purposes as “Langford Zoning Bylaw, Amendment No. 733 (2795 and 2799 Scafe Road), Bylaw No. 2194, 2025”.

READ A FIRST TIME this day of , 2025.

READ A SECOND TIME this day of , 2025.

READ A THIRD TIME this day of , 2025.

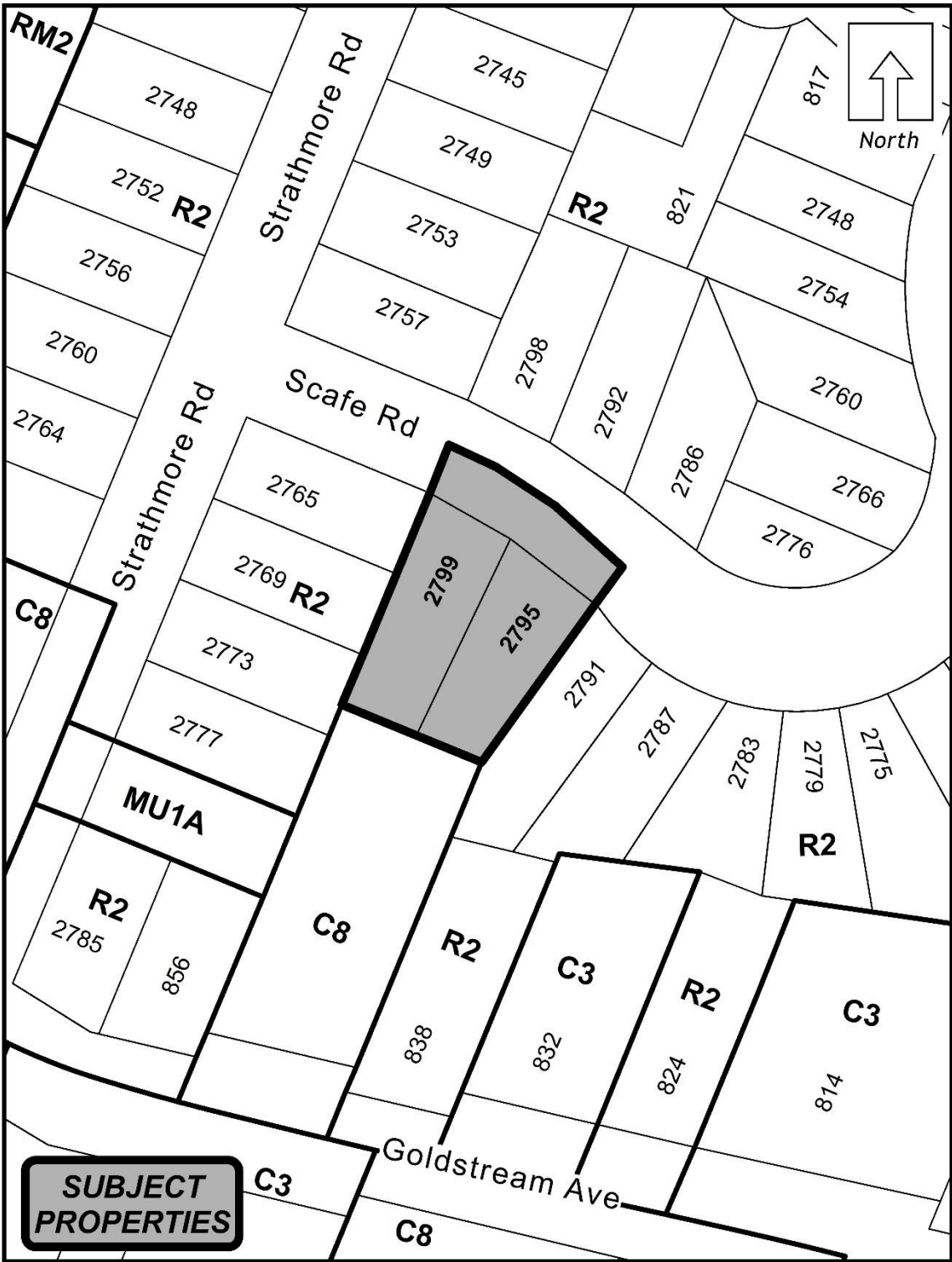
APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE this day of , 2025

ADOPTED this day of , 2025.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER

Schedule A



**CITY OF LANGFORD
BYLAW NO. 2219**

A BYLAW TO AMEND BYLAW NO. 34, DISTRICT OF LANGFORD TICKET INFORMATION AUTHORIZATION BYLAW, 1993.

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

- 1. Bylaw No. 34 cited as “District of Langford Ticket Information Authorization Bylaw, 1993” is amended by:
 - a) Deleting the wording in Section 5 in its entirety and replacing with the following wording “*This Bylaw may be cited as “City of Langford Ticket Information Authorization Bylaw No. 34, 1993.”*”.
 - b) Deleting Schedule 23 in its entirety and replacing with new Schedule 23 as attached hereto and forming part of this bylaw.
- 2. This Bylaw may be cited as the “City of Langford Ticket Information Authorization Bylaw No. 34, 1993, Amendment No. 22, Bylaw No. 2219, 2025”.

READ A FIRST TIME this day of , 2025

READ A SECOND TIME this day of , 2025

READ A THIRD TIME this day of , 2025

ADOPTED this day of , 2025

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER

SCHEDULE 23
BYLAW NO. 2219

CITY OF LANGFORD TREE PROTECTION BYLAW NO. 2206, 2024

<u>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</u>	<u>SECTION</u>	<u>FINE</u>
1. Cut or Damage Tree Contrary to Bylaw	3.2	\$1000.00
2. Fail to Obtain Permit	3.2	\$1000.00
3. Fail to Meet Permit Conditions	7.1	\$1000.00
4. Disobey Order	8.5	\$1000.00

**CITY OF LANGFORD
BYLAW NO. 2220**

A BYLAW TO AUTHORIZE A HOUSING AGREEMENT

WHEREAS 1334908 Station Holdings Ltd. is the owner of the land legally described as: Lot 5, Section 72, Esquimalt District, Plan 7280, PID No. 000-050-601 (the "Property");

WHEREAS the City and 1334908 Station Holdings Ltd. have agreed to enter into a housing agreement under s.483 of the *Local Government Act* to establish restrictions on the occupancy of the dwelling units to be constructed on the Property as set out in Appendix "A" to this Bylaw;

NOW THEREFORE the Council of the City of Langford, in open meeting assembled, enacts as a bylaw under s.483 of the *Local Government Act* as follows:

1. Council hereby authorizes the City to enter into a housing agreement, attached as Appendix "A", with respect to the Property to be registered as a covenant against the Property.
2. The Mayor and Corporate Officer of the City are authorized to execute the Form C – Housing Agreement;
3. The Corporate Officer is authorized to sign and file in the Land Title Officer a notice of the housing agreement, as required by the *Local Government Act*.
4. The appendix attached to this Bylaw is incorporated into and forms a part of this Bylaw.
5. The Bylaw may be cited as "City of Langford Housing Agreement (777 Station Avenue) Bylaw No. 2220, 2025".

READ A FIRST TIME this 17th day of March, 2025.

READ A SECOND TIME this 17th day of March, 2025.

READ A THIRD TIME this 17th of March, 2025.

ADOPTED this day of , 2025.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER

Schedule A**TERMS OF INSTRUMENT - PART 2****CITY OF LANGFORD -ATTAINABLE HOUSING DOWN PAYMENT ASSISTANCE****PROGRAM HOUSING AGREEMENT AND SECTION 219 COVENANT**

THIS AGREEMENT dated for reference ____, 2025 is

BETWEEN:

1334908 STATION HOLDINGS LTD, 205-774 Goldstream Ave, Victoria, V9B 2X3

(the "**Owner**")

AND:

CITY OF LANGFORD, 2nd floor, 877 Goldstream Avenue, Victoria,
B.C. V9B 2X8

(the "**City**")

WHEREAS:

- A. The Owner is the registered owner of the land legally described in the *Land Title Act* Form C attached to and forming part of this Agreement (the "**Land**"),
- B. The Owner intends to construct on the Land one or more buildings, including residential dwelling units to be provided as "Attainable Housing Units" under this Agreement,
- C. Pursuant to section 483 of the *Local Government Act*, the City may, by bylaw, enter into an affordable housing agreement with an owner of land that includes terms and conditions regarding the occupancy of housing units identified in the agreement, including terms and conditions respecting form of tenure, availability of housing units to classes of persons, the administration and management of the housing units and sale prices of housing units, including the manner in which the housing units will be made available to persons within such a class,
- D. The City has established an "Attainable Housing Program" pursuant to which the City will provide an opportunity for a Qualified Buyer who has been approved by the City as meeting the Qualified Buyer criteria as described in this Agreement and applicable City policy, to purchase a Housing Unit,
- E. The City may provide a grant to those Qualified Buyers who meet the residency requirements described in clause 1(k)(ii)(A) or (C) of this Agreement, or as amended by applicable City policy, to assist with the purchase of Housing Units under housing agreements entered into in connection with this Program, including this Agreement, as follows:

- (a) Household Income of less than \$129,999 will receive a grant in the amount of 75% of the 5% down payment;
 - (b) Household Income of between \$130,000 and \$139,999 will receive a grant in the amount of 50% of the 5% down payment; and
 - (c) Household Income of between \$140,000 to \$156,000 will receive a grant in the amount of 25% of the 5% down payment,
- F. The Owner and the City wish to enter into this Agreement respecting the occupancy, tenure, availability and sale price of the affordable housing units to be constructed on the Land,
- G. Council of the City has adopted a bylaw authorizing the City to enter into this Agreement as a housing agreement under section 483 of the *Local Government Act*.

THIS AGREEMENT is evidence that in consideration of \$1.00 paid by the City to the Owner, and other good and valuable consideration, the receipt of which the Owner hereby acknowledges, the City and the Owner agree, as a covenant granted by the Owner to the City under section 219 of the *Land Title Act* and as a housing agreement under section 483 of the *Local Government Act*, as follows:

1. **Definitions** - In this Agreement:

- (a) "Arm's Length" has the same meaning under the *Income Tax Act* (Canada).
- (b) "Construction Requirements" means the Housing Unit construction requirements specified in **Schedule A**.
- (c) "Family" means one or more persons related by blood, marriage, common law, adoption, or foster parenthood.
- (d) "Gross Floor Area" has the same meaning as defined by the City's Zoning Bylaw No. 300, as amended from time to time.
- (e) "Household Income" means the aggregate annual income (gross) from all sources of the applicable individual and their spouse or partner, by marriage, common law or otherwise, if any, based on the tax returns filed by such individuals with Canada Revenue Agency for the most recent taxation year.
- (f) "Housing Units" means the residential dwelling units identified and designated pursuant to this Agreement as "Attainable Units", once constructed on the Land and, following deposit of a strata plan under the *Strata Property Act* that creates each such "Attainable Unit" as a separate strata lot, "Housing Units" shall refer to those strata lots.

- (g) "LTO" means the Victoria Land Title Office.
- (h) "Maximum Price First Sale" means the following amount, as applicable to each Unit Type:
 - (i) One-Bedroom Unit: \$399,000 (including GST);
 - (ii) One-Bedroom (with Den) Unit: \$425,000 (including GST);
 - (iii) Two-Bedroom Unit: \$450,000 (including GST);
 - (iv) Two-Bedroom (with Den) Unit: \$475,000 (including GST); and
 - (v) Three-Bedroom Unit: \$499,000 (including GST).
- (i) "One-Bedroom Units" means the Housing Units identified as one-bedroom units under and in accordance with section 2.
- (j) "One-Bedroom (with den) Units" means the Housing Units identified as one-bedroom (with den) units under and in accordance with section 2.
- (k) "Qualified Buyer" means an individual who:
 - (i) has a Household Income of no more than the applicable amount as follows, having regard to the Unit Type:
 - (A) One-Bedroom Unit: \$130,000;
 - (B) One-Bedroom (with den) Unit: \$135,000;
 - (C) Two-Bedroom Unit: \$145,000;
 - (D) Two-Bedroom (with den) Unit: \$150,000
 - (E) Three-Bedroom Unit \$156,000; and
 - (ii) Meets one of the following residency criteria:
 - (A) For the 6 months immediately before the date that such person applies to the City to become a Qualified Buyer, has been either a resident of the City of Langford, as determined in accordance with section 67 of the Local Government Act, or has been employed by a business located with the City of Langford; or
 - (B) For the 6 months immediately before the date that such person applies to the City to become a Qualified Buyer, has been either a resident of the District of Sooke, District of Metchosin, City of Colwood, Town of View Royal, or the District of Highlands, as determined in accordance with section 67 of the Local Government Act, or has been employed by a business located within one of these aforementioned municipalities; or
 - (C) Is a member of the Canadian Armed Forces posted in Victoria or of the

RCMP posted in the Westshore; and

- (iii) does not own, and whose spouse or partner, by marriage, common law or otherwise, if any, does not own, either directly or indirectly through a trust, business asset or otherwise:
 - (A) any interest in real property anywhere in the world, from the time that such person applies to the City to be a Qualified Buyer until such individual completes the purchase of a Housing Unit; and
 - (B) assets and other property of any kind (including investments and cash) having a total value greater than \$50,000, or as outlined in applicable city policy.
- (l) "Two-Bedroom Units", means the Housing Units identified as two-bedroom units under and in accordance with section 2.
- (m) "Two-Bedroom (with den)" Units, means the Housing Units identified as two-bedroom (with den) units under and in accordance with section 2.
- (n) "Three-Bedroom Units" means the Housing Units identified as three-bedroom units under and in accordance with section 2.
- (o) "Unit Type" means the types of Housing Units specified in this Agreement, being One-Bedroom Units, One-Bedroom (with den) Units, Two-Bedroom Units, Two-Bedroom (with den) Unit, and Three-Bedroom Units.

2. **Development Restriction and Strata Subdivision Requirement -**

Every building on the Land (or to be constructed on the Land) shall meet all of the following requirements and be subject to the following restrictions:

- (a) The building shall be constructed in accordance with the Construction Requirements and, specifically, so as to include the construction of the required number and Unit Type of Housing Units required by this Agreement.
- (b) 1 Two-Bedroom Housing Unit and 2 One-Bedroom (with den) Housing Units will be provided on the Land as shown on **Schedule B**.
- (c) Construction of the building shall not commence until the Owner has identified the Housing Units within the building, including the designation of Unit Type for each Housing Unit, on the plans submitted to the City with the Owner's application to the City for a building permit for the building.
- (d) The building, once constructed on the Land, shall not be occupied or used for any purpose until the Land has been subdivided by deposit of a strata plan under the *Strata Property Act* that creates each Housing Unit as a separate strata lot with strata bylaws that do not prohibit occupants from having pets. Following registration of that strata plan, the City shall execute a release of this Agreement from title to all strata lots within the building other than the Housing Unit strata lots. The Owner shall be responsible for preparing and registering the release in the LTO. For clarity,

this Agreement shall remain registered against title to the Land and any resulting common property and shall continue to apply to the Land and any other buildings from time to time located on the Land, under construction on the Land or to be constructed on the Land.

3. **Application of Sections 4 to 9** - Sections 4 to 9 apply separately to each Housing Unit.
4. **General Occupancy, Tenure, Availability and Price Restrictions** - Except as otherwise provided under this Agreement, the Housing Unit:
 - (a) may only be occupied as a permanent residence;
 - (b) may only be occupied by a Qualified Buyer, together with one or more members of their Family;
 - (c) may not be rented or leased, or occupied by way of a tenancy, rental, lease, license or other occupancy agreement of any kind, except with the prior written approval of the City, which may be provided in circumstances of hardship such as the death or divorce of the Qualified Buyer who owns the Housing unit;
 - (d) shall only be available for purchase by, and may only be sold to, a Qualified Buyer who has applied to the City for approval as a Qualified Buyer and has been approved, in writing, by the City as meeting the Qualified Buyer criteria under this Agreement and any applicable City policy from time to time;
 - (e) may only be sold under a contract of purchase and sale providing for a deposit of no more than \$5,000, with no more than \$1,000 of that deposit payable on contract signing and the balance on removal of all conditions precedent under the contract;
 - (f) may not be sold for a sale price, including GST, that exceeds the Maximum Price First Sale applicable to the Housing Unit; and
 - (g) the sale price shall include payment for the Housing Unit and all fixtures, furnishings, appliances and other things in the Housing Unit.
5. **First Sale** -
 - (a) The Housing Unit may not be occupied or used for any purpose until:
 - (i) the Housing Unit is transferred to a Qualified Buyer (the Qualified Buyer who first purchases or otherwise acquires the Housing Unit is referred to herein as the "**First Buyer**");

- (ii) fee simple title to the Housing Unit is registered in the name of the First Buyer in the LTO (the date of such land title office registration is referred to herein as the "**First Sale Date**"); and
 - (iii) documentation and other written evidence satisfactory to the City has been provided to the City confirming that the Housing Unit has been transferred to a City approved Qualified Buyer for a sale price (including GST) that does not exceed the Maximum Price First Sale, pursuant to a contract and purchase and sale providing for a deposit below the applicable limit specified under this Agreement, and the City has provided written confirmation that it is satisfied with such written evidence.
- (b) Following the transfer of the Housing Unit to the First Buyer, the Housing Unit may only be used as a permanent residence and may only be occupied by the First Buyer, provided that the First Buyer may permit members of the First Buyer's Family to reside in the Housing Unit with the First Buyer.
6. **Subsequent Sale** - Following the sale or transfer to the First Buyer, the Housing Unit:
- (a) may only be sold or transferred to a buyer who is at Arm's Length to First Buyer;
 - (b) may be sold to a buyer who is not a Qualified Buyer (for clarity, the restriction under section 4(d) shall not apply to a sale or transfer under this section); and
 - (c) shall not be sold or otherwise transferred for a sale price, including GST if applicable, that exceeds the applicable amount below:
 - (i) 105% of (the Maximum Price First Sale paid by the First Buyer), if registration in the LTO of the transfer to the buyer occurs within 3 years following the First Sale Date; or
 - (ii) 110% of (the Maximum Price First Sale paid by the First Buyer), if registration in the LTO of the transfer to the buyer occurs more than 3 years after the First Sale Date.
7. **Release of Housing Agreement** - Provided that the requirements of section 5(a)(iii) have been satisfied, the City shall execute a release of this Agreement from title to the Housing Unit in the LTO following the earlier of:
- (a) the 5th anniversary of the First Sale Date; and
 - (b) completion of a sale or transfer pursuant to section 6 that complies with the requirements of section 6, if (i) documentation and other written evidence satisfactory to the City has been provided to the City confirming compliance with section 6, and (ii) the City has provided written confirmation that it is satisfied with such written evidence of compliance.

The Owner shall be responsible for preparing and registering the release in the LTO.

8. **Priority to First Buyer Mortgage** - The City shall grant priority over this Agreement to a mortgage registered against title to the Housing unit that is granted by the First Buyer to a chartered bank or credit union that finances the First Buyer's purchase of the Housing Unit. The First Buyer shall be responsible for preparing and registering the priority agreement in the LTO against title to the Housing Unit.
9. **Lack of Qualified Buyers** - If, in relation to a building:
 - (a) the Land has been subdivided in the manner contemplated by section 2(d);
 - (b) at least 6 months have passed following the issuance by the City of an occupancy permit for the building;
 - (c) the Owner has completed the sale of at least 90% of the strata lots in the Building that are not Housing Units;

the Owner may apply, in writing, to the City for release of this Agreement in relation to a Housing Unit in that building that has never been occupied by any person and has never been sold to a Qualified Buyer, if the Owner has been unable to sell that Housing Unit to a Qualified Buyer because there has been an insufficient number of Qualified Buyers approved by the City.

If the Owner makes such an application to the City and:

- (d) the Owner establishes, to the written satisfaction of the City, that the Owner has been unable to sell that Housing Unit to a Qualified Buyer because there has been an insufficient number of Qualified Buyers approved by the City;
- (e) the Owner continues to be unable to sell the Housing Unit to a Qualified Buyer for the foregoing reason for a period of 120 days following the making of such application to the City and the City confirms its satisfaction, in writing that this is the case; and
- (f) the City is satisfied that the Owner is not in breach of any of its obligations under this Agreement;

then the City shall execute a release of this Agreement from title to that Housing Unit in the LTO, which release shall be prepared and registered by and at the expense of the Owner.

10. **City Approval of Qualified Buyer & City Relaxation of Qualified Buyer Criteria** - If the City approves, in writing, of an individual as having qualified as a Qualified Buyer, that individual shall be considered to be a Qualified Buyer for the purposes of this Agreement, subject to any qualifications and limitations imposed by the City in such written approval. The City may at any time and from time to time relax any or all of the Qualified Buyer criteria specified in this Agreement.
11. **Notice on Title** - The Owner acknowledges and agrees that this Agreement constitutes both a covenant under section 219 of the *Local Government Act* and a housing agreement under section 483 of the *Local Government Act*, and that the City will file in the LTO a notice that the Lands are subject to this Agreement as required by section 483 of the *Local Government Act*.
12. **Municipal Permits** - The Owner agrees that the City may withhold building permits and occupancy permits with respect to any building or other structure from time to time constructed or proposed to be constructed on the Land, as the City may, in its sole discretion, consider necessary to ensure compliance with this Agreement.
13. **Specific Relief** - The Owner agrees that the public interest in ensuring that all of the provisions of this Agreement are complied with strongly favours the award of a prohibitory or mandatory injunction, or an order for specific performance or other specific relief, by the Supreme Court of British Columbia at the instance of the City, in the event of an actual or threatened breach of this Agreement.
14. **No Effect on Powers** - Nothing in this Agreement shall:
 - (a) affect or limit the discretion, rights or powers of the City or the City's Approving Officer under any enactment or at common law, including in relation to the use, development or subdivision of the Land;
 - (b) affect or limit any enactment relating to the use, development or subdivision of Land; or
 - (c) relieve the Owner from complying with any enactment, including in relation to the use, development or subdivision of the Land.
15. **City Discretion** - Where the City or a representative of the City is required or permitted under this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent:

- (a) the relevant provision shall not be considered fulfilled unless the approval, opinion, determination, consent or expression of satisfaction is in writing signed by the City or the representative, as the case may be;
 - (b) the approval, opinion, determination, consent or satisfaction is in the sole discretion of the City or the representative, as the case may be; and
 - (c) the City or the representative, as the case may be, is under no public law duty of fairness or natural justice in that regard and the City or the representative may do any of those things in the same manner as if it were a private person and not a public body or employee or officer thereof.
16. **No Obligation to Enforce** - The rights given to the City under this Agreement are permissive only and nothing in this Agreement shall give rise to any legal duty of any kind on the City to anyone or obligate the City to enforce this Agreement or to perform any act or incur any expense.
17. **Agreement Runs with Land** - This Agreement shall burden and run with, and bind the successors in title to, the Land and each and every part into which the Land may be subdivided by any means (including by deposit of a strata plan of any kind under the *Strata Property Act* (British Columbia)).
18. **Waiver** - No waiver by the City of any requirement or breach of this Agreement shall be effective unless it is an express waiver in writing that specifically references the requirement or breach and no such waiver shall operate as a waiver of any other requirement or breach or any continuing breach of this Agreement.
19. **Remedies** - No reference to or exercise of any specific right or remedy by the City shall prejudice or preclude the City from exercising any other right or remedy, whether allowed at law or in equity or expressly provided for in this Agreement, and no such right or remedy is exclusive or dependent upon any other such remedy and the City may from time to time exercise any one or more of such remedies independently or in combination.
20. **Priority**- The Owner shall cause this Agreement to be registered in the LTO against title to the Land with priority over all financial liens, charges and encumbrances, and any leases and options to purchase, registered or pending registration at the time of application for registration of this Agreement, including by causing the holder of each such lien, charge, encumbrance, lease or option to purchase to execute an instrument in a form required by the City under which such holder postpones all of the holder's rights to those of the City under this Agreement in the same manner and to the same extent as if such lien, charge, encumbrance, lease or option to purchase had been registered immediately after the registration of this Agreement.

21. **Modification** - This Agreement may not be modified except by an agreement or instrument in writing signed by the Owner or its successor in title and the City or a successor or assignee.
22. **Further Assurances** - The Owner shall do and cause to be done all things, including by executing further documents, as may be necessary to give effect to the intent of this Agreement.
23. **Owner's Expense** - The Owner shall perform its obligations under this Agreement at its own expense and without compensation from the City.
24. **Severance**- If any part of this Agreement is for any reason held to be invalid by a decision of a court with the jurisdiction to do so, the invalid portion is to be considered severed from the rest of this Agreement and the decision that it is invalid shall not affect the validity or enforceability of the remainder of this Agreement.
25. **Interpretation** - In this Agreement:
 - (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
 - (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
 - (c) the term "enactment" has the meaning given to it under the *Interpretation Act* (British Columbia) on the reference date of this Agreement;
 - (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
 - (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced from time to time, unless otherwise expressly provided;
 - (f) reference to a particular numbered section, or to a particular lettered schedule, is, unless otherwise expressly provided, a reference to the correspondingly numbered section or lettered schedule of this Agreement;
 - (g) all Schedules to this Agreement form an integral part of this Agreement;
 - (h) time is of the essence; and

- (i) where the word "including" is followed by a list, the contents of the list are not intended to limit or otherwise affect the generality of the expression preceding the word "including".
26. **Governing Law**- This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed to be the proper law hereof.
27. **Enurement** - This Agreement hereof shall enure to the benefit of the parties and their respective successors and assigns, as the case may be.
28. **Entire Agreement** - This Agreement is the entire agreement between the parties regarding its subject.
29. **Execution in Counterparts & Electronic Delivery** - This Agreement may be executed in any number of counterparts and delivered by e-mail, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, provided that any party delivering this Agreement by e-mail shall also deliver to the other party an originally executed copy of this Agreement.

As evidence of their agreement to be bound by this Agreement, the parties have executed the Land Title Act Form C attached to and forming part of this Agreement with attached schedules.

SCHEDULE A

Construction Requirements

1. Housing Unit Size (Gross Floor Area excluding decks) must not be less than:

One-Bedroom Units: 525 square feet;

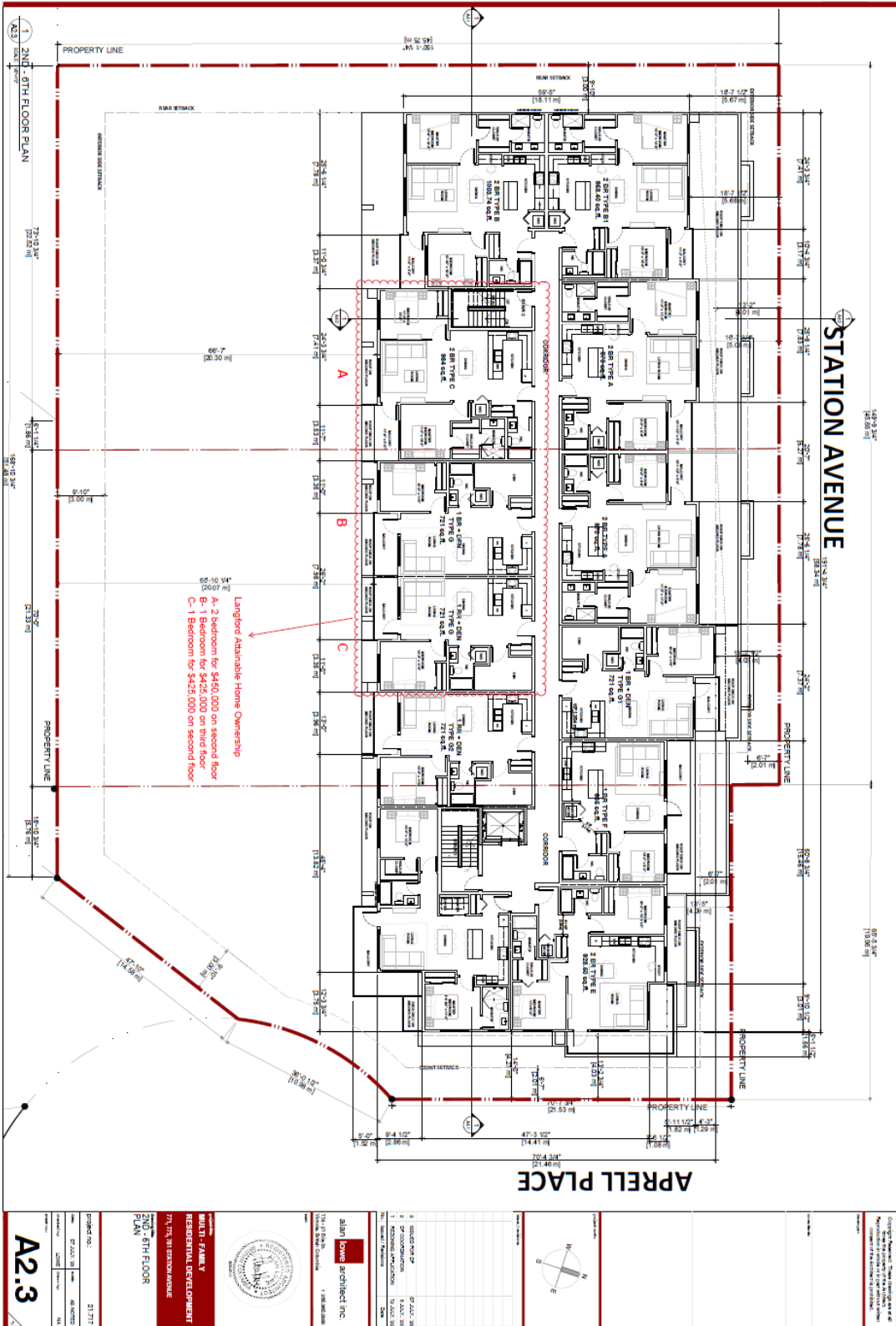
One-Bedroom (with Den) Units: 580 square feet;

Two-Bedroom Units: 750 square feet;

Two-Bedroom (with Den): 800 square feet; and

Three-Bedroom Units: 900 square feet.
2. Minimum bedroom size for all Housing Unit bedrooms: 10 ft by 10 ft (excluding closets).
3. Each Housing Unit shall be constructed as a self-contained dwelling unit designed and constructed for residential use by a single household, and contain, each in a separate room, a separate kitchen, washroom (including a sink, toilet and shower/bathtub), eating area, living room and bedroom(s).
4. Each Two-Bedroom Unit, Two-Bedroom (with Den) Unit, and Three-Bedroom Unit must include two washrooms.
5. Each Housing Unit shall be fully equipped with appliances, including fridge, stove, dishwasher, micro-wave and washer dryer.
6. Each Housing Unit will be completely finished to the same standards as, and equipped with appliances of the same type and quality, as the other residential units contained in the building.

Schedule B



1 SECOND FLOOR PLAN

STATION AVENUE

APRELL PLACE

Langford Atainable Home Ownership
A - 2 Bedroom for \$450,000 on second floor
B - 2 Bedroom for \$425,000 on third floor
C - 1 Bedroom for \$425,000 on second floor

<p>1. PLAN NO. A2.3</p> <p>2. PROJECT NO. 21777</p> <p>3. DATE 07 JULY 20</p> <p>4. SHEET NO. 46 NORTH</p> <p>5. DRAWING BY: [Signature]</p> <p>6. TITLE: SECOND FLOOR PLAN</p>		<p>ALAN LOWE ARCHITECT INC. 19-17 96th Ave Vanouver, B.C. V6V 2E9 Tel: 604-671-1108</p>	<p>BUILD TO RENT RESIDENTIAL DEVELOPMENT 17475th STREET WEST VANCOUVER, BC</p>
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A2.3

CONSENT AND PRIORITY AGREEMENT

BETWEEN:

THE CITY OF LANGFORD
(the "Subsequent Chargee")

AND:

1340588 VP Financial Inc.
(the "Prior Chargee")

WHEREAS:

- A. 1334908 Station Holdings Ltd. (the "Transferor") is the owner of that parcel of land and premises located in the City of Langford and legally described in Item 2 of the Form C attached hereto (the "Lands");
- B. The Transferor (or his predecessor in title) granted the Prior Chargee a Mortgage which is registered against the title to the Land in the Victoria Land Title Office under number CA9900437 and an Extension of Mortgage which is registered against title to the Land under number CB1064172 (collectively, the "Prior Charge");

NOW THEREFORE in consideration of the sum of One (\$1.00) Dollar now paid by the Subsequent Chargee to the Prior Chargee, the receipt and sufficiency of which are hereby acknowledged, the Prior Chargee does hereby grant to the Subsequent Chargee priority over the Prior Charge and the Prior Chargee hereby covenants and agrees to subordinate and postpone all its right, title and interest in and to the Land with the intent and with the effect that the interest of the Subsequent Chargee shall rank ahead of the Prior Charge as though the Subsequent Charge had been executed, delivered and registered in time prior to the registration of the Prior Charge.

As evidence of its agreement to be bound by the terms of this instrument, the Prior Chargee hereto has executed the Land Title Act Form C which is attached hereto and forms part of this Agreement.

CONSENT AND PRIORITY AGREEMENT

BETWEEN:

THE CITY OF LANGFORD
(the "Subsequent Chargee")

AND:

Coast Capital Savings Federal Credit Union
(the "Prior Chargee")

WHEREAS:

A. 1334908 Station Holdings Ltd. (the "Transferor") is the owner of that parcel of land and premises located in the City of Langford and legally described in Item 2 of the Form C attached hereto (the "Lands");

B. The Transferor (or his predecessor in title) granted the Prior Chargee a Mortgage which is registered against the title to the Land in the Victoria Land Title Office under number CB1455301 and an Assignment of Rents which is registered against title to the Land under number CB1455302 (collectively, the "Prior Charge");

NOW THEREFORE in consideration of the sum of One (\$1.00) Dollar now paid by the Subsequent Chargee to the Prior Chargee, the receipt and sufficiency of which are hereby acknowledged, the Prior Chargee does hereby grant to the Subsequent Chargee priority over the Prior Charge and the Prior Chargee hereby covenants and agrees to subordinate and postpone all its right, title and interest in and to the Land with the intent and with the effect that the interest of the Subsequent Chargee shall rank ahead of the Prior Charge as though the Subsequent Charge had been executed, delivered and registered in time prior to the registration of the Prior Charge.

As evidence of its agreement to be bound by the terms of this instrument, the Prior Chargee hereto has executed the Land Title Act Form C which is attached hereto and forms part of this Agreement.

END OF DOCUMENT