



Council Agenda

Tuesday, September 2, 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.

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Public Dial-In Details are also posted at [Council & Committee Meetings - City of Langford](#)

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13. IN CAMERA RESOLUTION

THAT Council close the meeting to the public pursuant to section 90 (1) (a) of the *Community Charter* to consider:

- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

14. ADJOURNMENT



City of Langford

Council Minutes

August 18, 2025, 7:00 p.m.

Council Chambers & Electronic Meeting

PRESENT:

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

ATTENDING:

- D. Kiedyk, Chief Administrative Officer
- M. Watmough, Director of Legislative & Protective Services
- M. Baldwin, Director of Development Services
- L. Stohmann, Director of Community Planning & Climate Change
- M. Dillabaugh, Director of Finance
- K. Balzer, Director of Engineering and Public Works
- Y. Nielsen, Director of Parks, Recreation and Facilities - Remote
- D. Petrie, Senior Manager of Business Development and Events
- C. Rohwer, IT Support Specialist
- T. Booth, GIS Lead
- N. Johnston, Legislative Services Administrative Coordinator

Meeting available by teleconference.

1. CALL TO ORDER

Mayor Goodmanson called the meeting to order at 7:04 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. MEETING CONDUCT RULES

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

4. APPROVAL OF THE AGENDA

MOVED BY: GUIRY

SECONDED: HARDER

THAT Council approve the amended agenda as follows and that the agenda be renumbered accordingly:

- Separate item 5 "Public Participation" in two to accommodate Mayor Goodman's perceived pecuniary conflict of interest pertaining to agenda item 8.1.2 - Text Amendment - 2750 Leigh Road.
- Move item 10.4 to item 10.1

Motion CARRIED.

5. PUBLIC PARTICIPATION

Mayor Goodman declared a perceived pecuniary conflict of interest as a result of family ownership of an adjacent property and left the meeting at 7:08 pm.

Councillor Harder assumed the role of the Chair.

Councillor Harder opened public participation for agenda item 8.1.2 - Text Amendment 2750 Leigh Road at 7:09 pm.

None presented.

Mayor Goodman returned to the meeting at 7:10 pm and assumed the role of the Chair.

Mayor Goodman opened public participation at 7:11 pm

F. Johnson, Langford Resident - Item 10.2 - Speaker expressed support for Option 1 in the staff report as presented.

W. Hobbs, Langford Resident - Item 10.2 - Speaker expressed support for Option 1 in the staff report as presented. Item 6 - Speaker clarified points captured in the minutes of the July 21, 2025 meeting of Council.

L. Foxall, Langford Resident - Item 6 - Speaker clarified points captured in the minutes of the July 21, 2025 meeting of Council.

B. Armstrong, Langford Resident - Item 10.2 - Speaker expressed support for Option 1 in the staff report as presented.

R. Coutre, Langford Resident - Item 11.1 - Speaker expressed support for The Forge initiative and asked Council to consider matching the West Shore Developers Association's donation of \$5000.

M. Manhas, Langford Resident - Item 11.1 - Speaker expressed support for The Forge initiative and asked Council to consider matching the West Shore Developers Association's donation of \$5000.

S. Rossander, Langford Resident - Item 10.2 - Speaker expressed support for Option 1 in the staff report as presented. Item 10.1 - Speaker expressed concern regarding cost estimate increases.

N. McNeely, Langford Resident - Item 10.2 - Speaker expressed support for Option 1 in the staff report as presented.

F. Johnson, Langford Resident - Item 10.1 - Speaker expressed support for Option 1 in the staff report as presented. Item 11.1 - Speaker expressed support for the \$5000 donation from Council as requested by The Forge & the West Shore Developers Association.

Mayor Goodman closed public participation at 7:31 pm

6. CONSENT AGENDA

MOVED BY: HARDER
 SECONDED: YACUCHA

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

- Minutes of the Council Meeting - July 21, 2025 (ADOPT)
- Draft Minutes of the Sustainable Development Advisory Committee Meeting - August 11, 2025 (RECIEVE)

Motion CARRIED.

7. CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

None removed.

8. COMMITTEE RESOLUTIONS**8.1 Sustainable Development Advisory Committee Meeting Resolutions - August 11, 2025****8.1.1 Development Variance Permit - 834 McCallum Rd (DVP25-0002)**

MOVED BY: GUIRY
 SECONDED: WAGNER

THAT Council:

1. Direct staff to provide notice that Council will consider issuing a Development Variance Permit for the following:
 - a. That Table 1 of Section 4.01.01 be varied to reduce the off-street parking requirement for contractor services at units 101 – 834 McCallum Road and 113 – 834 McCallum Road from the required 1 parking space per 45 m² of gross floor area to 1 parking space per 82 m² of gross floor area; and
 - b. That Table 1 of Section 4.01.01 be varied to reduce the off-street parking requirement for a commissary kitchen at unit 123 – 834 McCallum Road from the required 1 parking space per 30 m² of gross floor area to 1 parking space per 119 m² of gross floor area.

Motion CARRIED.

8.1.2 Text Amendment - 2750 Leigh Rd (Z25-0001)

Mayor Goodmanson declared a perceived pecuniary conflict of interest and left the meeting at 7:36pm

Councillor Harder assumed the role of the Chair.

MOVED BY: GUIRY
 SECONDED: WAGNER

THAT Council:

1. Consider bringing forward Bylaw No. 2234 for 1st, 2nd, and 3rd readings at a future Council meeting in order to amend the text of Area B of the MUE1 Zone subject to the following terms and conditions:
 - a. 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 any land alteration:
 1. A Mitigation Plan; and
 2. A Construction Parking and Delivery Management Plan.
 - ii. That the following will be provided and implemented to Bylaw No. 1000 standards to the satisfaction of the Director of Engineering prior to the issuance of a building permit:
 1. A Stormwater Management Plan.
 - iii. That prior to the issuance of a building permit, the applicant provides a Landscape Plan prepared by a Landscape Architect and signed off by a Registered Professional Biologist confirming habitat restoration objectives are met by the plan, to the satisfaction of the Director of Development Services. At the time of Building Permit, the applicant must provide a landscape bond in accordance with an approved cost estimate prepared by the Landscape Architect, to be returned to the applicant upon completion of the works. Prior to issuance of a building permit, the applicant provides a site lighting plan that complies with the City's design guidelines.
 - iv. That all concrete used on-site will utilize ready-mix concrete that meets or exceeds the weighted average Global Warming Potential targets based on Concrete BC Baseline (average) mix data, and that prior to the issuance of a Building Permit the applicant shall provide a Type III Environmental Product Declaration that is 3rd party verified specifying the total Global Warming Potential value and confirming that the proposed development meets the requirements of Low Carbon Concrete Policy POL-0167-PLAN;
 - v. That prior to the issuance of an Occupancy Permit, the signalized intersection at Leigh Road and Mantle Heights must be completed, to the satisfaction of the Director of Engineering.
 - vi. That prior to subdivision approval, a S.219 covenant be registered in priority of all charges on title to protect identified

eagle trees and associated habitat protection buffer as a non disturbance area to the satisfaction of the Director of Development Services.

Motion CARRIED.

Mayor Goodmanson returned to the meeting at 7:45 pm and assumed the role of the Chair.

9. NOTICE OF INTENT

9.1 TUP25-0001 - 105-693 Hoffman Ave, Clarity Cannabis

MOVED BY: GUIRY

SECONDED: MORLEY

THAT Temporary Use Permit No. TUP25-0001 is issued by the Council for the City of Langford to Clarity Cannabis BC Ltd. to operate a non-medical cannabis retail store on the property legally described as Lot A, Section 72, Esquimalt District, Plan VIP72210, PID No. 025-111-949 (105-693 Hoffman Avenue), in accordance with Section 493 of the *Local Government Act*, subject to the following terms and conditions, and notwithstanding Sec. 3.02.02(5) of Zoning Bylaw No. 300:

1. Conditions

- a) Exterior walls shall be treated in a manner and colour that is consistent with other parts of the building which the business occupies. If the non-medical cannabis retail store occupies a standalone building, then the exterior of the building will exhibit colours from a muted, earth tone palette with contrasting accent colours for windows, trim and doors. Bold or vivid colours that are intended to be distinctive and eye-catching (e.g.: lime green or fire engine red) may be used on signage, but not on the building façade or trim to the satisfaction of the Director of Development Services;
- b) All windows shall be opaque or constructed with spandrel panels behind. Windows and spandrels may not be embellished with any form of imagery;
- c) Security devices, such as window bars or roll shutters, shall be deployed on the inside of doors or windows so as to be unobtrusive and invisible from the street;
- d) The applicant shall provide security measures associated with the premises from which the non-medical cannabis retail store will operate in accordance with the applicant's proposal in response to the City of Langford Request for Proposal for the Retail Sales of Cannabis and Cannabis Related Products (RFP), as determined by the Chief Administrative Officer;
- e) The applicant shall address issues of nuisance with respect to odours, smoke and noise relating to public use of cannabis and cannabis products in accordance with the applicant's proposal in response to the RFP and the regulations, terms and conditions outlined in the *Cannabis Control and Licencing Act of B.C.*;
- f) The applicant shall address impairment issues relating to public use of cannabis and cannabis products for non-medical purposes in accordance with the applicant's proposal in response to the RFP and the regulations, terms and conditions outlined in the *Cannabis Control and Licencing Act of B.C.*;
- g) The non-medical cannabis retail store must be a stand-alone business;
- h) The hours of operation of the non-medical cannabis retail store shall be limited to 9am to 9pm Sunday through Wednesday and 9am to 10pm Thursday through Saturday;

i) The applicant shall provide educational initiatives and materials associated with the impacts and related social concerns of the non-medical use of cannabis and cannabis products in accordance with the applicant's proposal in response to the RFP and as outlined in the *Cannabis Retail Store Terms and Conditions, a handbook for the sale of non-medical cannabis in British Columbia*;

j) The applicant shall conform to the regulations stipulated in the *Cannabis Control and Licencing Act of British Columbia B.C. Reg.202/2018*;

k) The Applicant shall ensure that the non-medical cannabis retail sale is in compliance with all applicable laws, including all City bylaws;

SIGNAGE

l) All signage shall be subject to a subsequent Sign Development Permit application process and shall be constructed and placed in accordance with Langford Sign Bylaw No.1250 and to the satisfaction of the Director of Development Services;

m) All signage shall be architecturally compatible with the style, composition, materials, colours, and details of the buildings within the development;

n) The location and size of signs shall be architecturally integrated with the overall design of the buildings;

o) As a condition of issuance of this permit, and notwithstanding what is permitted by Bylaw No. 1250, the business is limited to three signs only. This signage shall indicate the name of the business only, and shall not display company slogans, and may not employ any play on words with respect to cannabis or drug culture. This signage may be internally illuminated in accordance with City guidelines, but may not be animated in any way or have variable messaging;

p) Notwithstanding article o), the business may have one illuminated sign which indicates that the business is open, provided that this signage is affixed to the interior of a door or window visible from the street and does not exceed an area of 0.2m² (2ft²);

q) Sandwich board type signs are prohibited;

If a previous Development Permit has been issued with respect to Form and Character and no new buildings or exterior renovations are being proposed some of these conditions may be waived.

2. Whereas

a) The non-medicinal use of cannabis and cannabis related products has historically been prohibited by federal law in Canada and, as a result, has historically been prohibited by the City under its Zoning Bylaw No. 300;

b) On October 17, 2018, the Federal Government legalized the non-medicinal use of cannabis and cannabis products;

c) The Federal Government and the Provincial Government have developed a regulatory framework for the retail sale of cannabis and cannabis products for non-medicinal use;

d) The City wishes to authorize the retail sale of cannabis and cannabis products within its boundaries, but recognizes that there are challenges associated with it doing so;

e) The City issued the Request for Proposals for the Retail Sales of Cannabis and Cannabis Related Products to seek proposals from individuals and organizations interested in undertaking the retail sale of cannabis and cannabis products for non-medicinal use within the City's boundaries, and required that proposals include details as to how the challenges with the retail sale of cannabis and cannabis products would be addressed;

f) The City received and reviewed over 30 proposals in response to the Request for

Proposals, and identified Clarity Cannabis BC Ltd.'s proposal as one that best addressed the challenges with the retail sale of cannabis and cannabis products; and,
g) Clarity Cannabis BC Ltd. is committed to assisting the City and taking positive steps to address the challenges with the retail sale of cannabis and cannabis products.

Now therefore be it resolved that Council issue Temporary Use Permit TUP25-0001 to Clarity Cannabis BC Ltd. for it to operate a Cannabis Retail Store at 105-693 Hoffman Avenue for a three year term subject to the terms and conditions listed within.

3. Expiry

THAT the Temporary Use Permit be issued for a period of 36 months and will expire on August 19, 2028.

Motion CARRIED.

10. REPORTS

10.1 Policing Facilities Expansion Project – Validation Phase Update

R. Earl, Project Representative for the Municipalities responded to questions and comments from Council.

MOVED BY: SZPAK

SECONDED: YACUCHA

THAT the Council approve up to \$540,000 in funding for the RCMP detachment expansion project which equates to 60% (Langford's portion) of the maximum additional validation budget required to complete the validation phase and enable a final decision on project proceeding.

Motion CARRIED.

10.2 2026 FIFA World Cup Team Base Camp Opportunity Update

MOVED BY: YACUCHA

SECONDED: MORLEY

THAT Council take no action with respect submitting a bid to be a Team Base Camp for the 2026 FIFA World Cup.

Motion CARRIED.

10.3 School Fields Operating Agreement

MOVED BY: GUIRY

SECONDED: HARDER

THAT Council direct staff to enter into the attached field operating agreement for a 2-year term, with updated rates reflecting the 3% annual increases, and including a provision for automatic renewal for a further two-year term under the same terms and conditions as the original agreement (CON23-0004).

Motion CARRIED.

10.4 Friendship City Relationship Agreement

B, Beckett, Vancouver Island Supports the Ukraine and responded to questions and comments from Council.

MOVED BY: SZPAK
SECONDED: GUIRY

THAT Council formally enter into a Friendship City Relationship Agreement with the City of Horokhiv;

AND

THAT Council endorse Vancouver Island Supports Ukraine in their fundraising activities to support cities in the Ukraine.

Motion CARRIED.

11. **CORRESPONDENCE**

11.1 West Shore Developers Association - Supporting The Forge

MOVED BY: GUIRY
SECONDED: WAGNER

THAT Council direct staff to join West Shore Developers Association in issuing a joint media release that signals our shared commitment to supporting mental health in the trades.

AND

THAT Council match the West Shore Developers Association \$5,000 donation to The Forge to be funded through Council Contingency.

Motion CARRIED.

12. **BYLAWS**

12.1 BYLAW NO. 2169 (Background report attached)

"Langford Zoning Bylaw, Amendment No. 719 (766, 770, 774, 778, 782 Meaford Avenue and 2911, 2912, 2914, 2916 Aprell Place), Bylaw No. 2169, 2024. (ADOPTION)

MOVED BY: GUIRY
SECONDED: WAGNER

That Council adopt Langford Zoning Bylaw, Amendment No. 719 (766, 770, 774, 778, 782 Meaford Avenue and 2911, 2912, 2914, 2916 Aprell Place), Bylaw No. 2169, 2024.

Motion CARRIED.

12.2 BYLAW NO. 2216

"Langford Zoning Bylaw, Amendment No. 745 (893 Klahanie Drive), Bylaw No. 2216, 2025". (ADOPTION)

MOVED BY: GUIRY
SECONDED: WAGNER

That Council adopt Langford Zoning Bylaw, Amendment No. 745 (893 Klahanie Drive),
Bylaw No. 2216, 2025.

Motion CARRIED.

12.3 BYLAW NO. 2228

"City of Langford Development Procedures, Amendment Bylaw No. 25, 2025, Bylaw No. 2228". (ADOPTION)

MOVED BY: YACUCHA
SECONDED: HARDER

THAT Council adopt City of Langford Development Procedures, Amendment Bylaw No. 25, 2025, Bylaw No. 2228.

Motion CARRIED.

12.4 BYLAW NO. 2247

"City of Langford Servicing Officer Designation Bylaw No. 2247, 2025".

MOVED BY: HARDER
SECONDED: YACUCHA

THAT Council give first, second and third reading to "City of Langford Servicing Officer Designation Bylaw No. 2247, 2025".

Motion CARRIED.

13. ADJOURNMENT

MOVED BY: YACUCHA
SECONDED: HARDER

THAT Council adjourn the meeting at 8:56 pm.

Motion CARRIED.

Presiding Council Member

Certified Correct - Corporate Officer



City of Langford

Community Advisory Committee Minutes

August 26, 2025, 7:00 PM

Council Chambers & Electronic Meeting

PRESENT:

- Councillor K. Yacucha - Chair
- Councillor M. Morley - Vice-Chair
- Councillor C. Harder
- C. Foxall
- F. Johnson
- N. Lehman
- R. Plomp
- J. Whiteway

ABSENT: M. McDonald

ATTENDING:

- M. Watmough, Director of Legislative & Protective Services
- R. Wagner, Policy Analyst & Legislative Drafter
- M. Treleaven, Parks Administrative Coordinator
- C. Lowe, IT Support Specialist
- B. Boisvert, Legislative Services Administrative Coordinator

Meeting available by teleconference.

1. CALL TO ORDER

The Chair called the meeting to order at 7:01 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

Committee member F. Johnson read the City of Langford's Territorial Acknowledgment.

3. MEETING CONDUCT RULES

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

4. APPROVAL OF THE AGENDA

MOVED BY: JOHNSON

SECONDED: LEHMAN

THAT the Committee approve the agenda as presented.

Motion CARRIED.

5. PRESENTATIONS

5.1 South Island Farmers Institute - Katie Underwood, President

Katie Underwood, President of the South Island Farmers Institute, presented an information package.

6. ADOPTION OF THE MINUTES

6.1 Minutes of the Community Advisory Committee - June 24, 2025

MOVED BY: PLOMP

SECONDED: HARDER

THAT the minutes of the Community Advisory Committee meeting held June 24, 2025, be adopted as circulated.

Motion CARRIED.

7. REPORTS

7.1 Proclamation Policy

MOVED BY: FOXALL

SECONDED: JOHNSON

THAT the Community Advisory Committee recommend that Council repeal City of Langford "Proclamation Policy" (POL-0027-ADMIN) and replace it with City of Langford "Proclamation Policy" (POL-0181-ADMIN) with the following amendments:

- a. THAT Council direct staff to review the Policy and come back with additional options to update this Policy to allow proclamations to continue in prescribed circumstances.

Motion DEFEATED.

Councillors Yacucha, Harder, Morley and Committee member J. Whiteway opposed.

MOVED BY: HARDER

SECONDED: MORLEY

THAT the Community Advisory Committee recommend that Council repeal City of Langford "Proclamation Policy" (POL-0027-ADMIN) and replace it with City of Langford "Proclamation Policy" (POL-0181-ADMIN) as presented.

Motion DEFEATED.

Committee members F. Johnson, C. Foxall, R. Plomp and N. Lehman opposed.

MOVED BY: FOXALL

SECONDED: JOHNSON

THAT the Community Advisory Committee recommend that Council take no action with respect to City of Langford "Proclamation Policy" (POL-0027-ADMIN) at this time.

Motion CARRIED.

7.2 Park Naming Policy

MOVED BY: HARDER

SECONDED: MORLEY

THAT the Community Advisory Committee recommend that Council repeal City of Langford "Park Naming Policy" (POL-0120-PARK) and "Policy for Naming Trail Sections" (POL-0121-PARK) and replace them with City of Langford "Parks Naming Policy" (POL-0183-PARK) with the following amendments:

- a. By deleting section 5(a) ii (1) and replacing it with the following:
City staff may put forward in the report the name(s) of deceased persons to be considered by Council, with a description of the contributions made to the City during the individual(s) lifetime;
- b. By deleting 5(a) ii (3) (a);
- c. By amending 5(a) ii (4) to replace "the individual or their family (if the individual is passed)" with "the individual's family".

MOVED BY: HARDER

SECONDED: MORLEY

THAT at 9:01 pm the Community Advisory Committee table the motion.

Motion CARRIED.

At 9:01 the Community Advisory Committee meeting recessed for five minutes.

At 9:07 the Community Advisory Committee meeting reconvened.

MOVED BY: HARDER

SECONDED: JOHNSON

THAT at 9:07 pm the Community Advisory Committee retable the motion.

Motion CARRIED.

Prior to consideration of the Main Motion:

Amendment:

MOVED BY: FOXALL

SECONDED: PLOMP

THAT the Community Advisory Committee amend the main motion by adding the following:

By adding the following as 5(a) ii (6) as an exception to (1) above, Council may consider naming a park after a living person where a decision to name a park has been deferred under the Park Naming Policy (POL-0120-PARK).

Motion CARRIED.

Councillor Harder and Committee member F. Johnson opposed.

On the Main Motion as amended:

THAT the Community Advisory Committee recommend that Council repeal City of Langford “Park Naming Policy” (POL-0120-PARK) and “Policy for Naming Trail Sections” (POL-0121-PARK) and replace them with City of Langford “Parks Naming Policy” (POL-0183-PARK) with the following amendments:

- a. By deleting section 5(a) ii (1) and replacing it with the following:

City staff may put forward in the report the name(s) of deceased persons to be considered by Council, with a description of the contributions made to the City during the individual(s) lifetime;
- b. By deleting 5(a) ii (3) (a);
- c. By amending 5(a) ii (4) to replace “the individual or their family (if the individual is passed)” with “the individual’s family”; and
- d. By adding 5(a) ii (6) as an exception to (1) above, Council may consider naming a park after a living person where a decision to name a park has been deferred under the Park Naming Policy (POL-0120-PARK).

Motion CARRIED.

Committee members F. Johnson and C. Foxall opposed.

7.3 Park Amenity Sponsorship and Donation Policy

MOVED BY: PLOMP
 SECONDED: HARDER

THAT the Community Advisory Committee recommend that Council adopt the City of Langford “Park Amenity Sponsorship and Donation Policy” (POL-0182-PARK) with the following amendments:

- a. If individuals or groups request a specific location or park for sponsoring a bench or other amenities, the City will evaluate the request to assess its suitability. If the proposed location is deemed unsuitable, City staff will provide alternative location options for benches and amenities.

Motion CARRIED.

7.4 Heart of the City Policy

MOVED BY: JOHNSON
 SECONDED: WHITEWAY

THAT the Community Advisory Committee recommend that Council adopt the City of Langford “Heart of the City Policy” (POL-0184-ADMIN) with the following amendments:

- a. By removing section 4(a) and replace with:

That any special electoral status outlined in *section 158* of the *Community Charter* is to be revoked for all recipients of the Heart of the City.

Motion DEFEATED.

Councillors Yacucha, Morley, Harder and Committee members J. Whiteway, N. Lehman, R. Plomp and C. Foxall opposed.

MOVED BY: HARDER
SECONDED: MORLEY

THAT the Community Advisory Committee recommend that Council adopt the City of Langford "Heart of the City Policy" (POL-0184-ADMIN) as presented.

Motion CARRIED.

Committee member F. Johnson opposed.

8. ADJOURNMENT

MOVED BY: FOXALL
SECONDED: LEHMAN

The Chair adjourned the meeting at 9:49 pm.

Motion CARRIED.

Presiding Council Member

Certified Correct - Corporate Officer



City of Langford

Staff Report to Community Advisory Committee

DATE: Tuesday, August 26, 2025

DEPARTMENT: Legislative Services

SUBJECT: Proclamation Policy – Proposed Repeal and Replacement

EXECUTIVE SUMMARY:

As directed by Council, staff have been reviewing City policies in order to identify those which need updating to provide clarity and update processes where necessary. Staff have reviewed the City's Proclamation Policy and in conducting research are recommending that the Committee recommend that Council adopt a new policy under which the City does not issue proclamations.

Proclamations are generally used by municipalities to recognize a particular cause by officially proclaiming a specific day, week, or month in honour of that cause. Given the variety and nature of many of the proclamation requests the City receives, it can be challenging to decide which proclamations are approved and which are rejected.

Attached is proposed Proclamation Policy (POL-0181-ADMIN), for Committee's consideration and recommendation to Council.

BACKGROUND:

The City's current Proclamation Policy was adopted in 1993 and has remained unchanged since. The City of Langford receives approximately twenty proclamation requests per year. The current policy does not provide clear guidance to interested parties regarding the criteria used to determine if a proclamation request will be approved, nor the process for requesting a proclamation.

Different municipalities have various processes for issuing proclamations. Some require a Council resolution, whereas others are approved by the Mayor at their discretion.

A staff review of municipal proclamation policies in BC has identified a growing trend in municipalities to no longer issue proclamations. While cities such as Vancouver, Victoria, and Nanaimo continue to issue proclamations, the following are some of the municipalities in British Columbia, that no longer issue proclamations: Abbotsford, White Rock, West Vancouver, Pitt Meadows, Maple Ridge, and most

recently Port Moody. The City of Burnaby has, since 2023, temporarily stopped issuing proclamations while their policy is under review.

COMMENTARY:

Pursuant to section 157 of the *Community Charter*, a council may declare, or the mayor may proclaim, a day of recognition that is to be observed in the municipality.

Staff have identified three main reasons, outlined below, why Council may wish to direct staff to no longer issue proclamations:

- (1) the City's commitment to meaningful action in Truth and Reconciliation with local First Nations and Indigenous peoples;
- (2) perceived political, legal, and reputational risks for the City; and
- (3) staff resources.

(1) Reconciliation with Indigenous Peoples

The Crown's *Royal Proclamation of 1763* recognized Indigenous title while simultaneously claiming ownership over North America to the British Crown. The *Royal Proclamation* established the foundation for treaty making in Canada by giving the Crown the exclusive right to enter into treaties and to purchase Indigenous land.

The Truth and Reconciliation Commission's *Calls to Action #47* calls on municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts. While the *Calls to Action* do not specifically name the practice of proclamations as colonial, the practice of issuing a proclamation across the municipality without consulting Indigenous groups is reminiscent of the Crown's *Royal Proclamation* which was a unilateral exercise of colonial power.

Proclamations have been issued to recognize important Indigenous led causes such as the Moose Hide Campaign Day, but there are currently no processes for Indigenous consultation before issuing proclamations which touch on issues of importance to Indigenous people. Without such consultation process, it is possible that a well-intentioned proclamation could be viewed as colonial or inappropriate by local First Nations and Indigenous peoples, now or in the future.

Council have committed in their Strategic Plan to continue to take action towards reconciliation and implementation of the actions specific to local governments as outlined in the Truth and Reconciliation Commission's *Calls to Action* and ensure the City's work is grounded with the intentional lens of truth and reconciliation.

(2) Perceived Risks for the City

At least two BC Human Rights Tribunal decisions found that mayoral proclamations, if issued, are considered a “service” under section 8 of the *BC Human Rights Code*, and the mayors and cities who refused to issue proclamations to certain groups for personal reasons had discriminated against the complainants.

Many types of requests for proclamations are received by the City. As the City’s practice is to issue proclamations, it is difficult to turn some away without it being viewed as discriminatory. If the Mayor issues proclamations, care must be taken to balance the provisions of the *BC Human Rights Code* with other interests.

For example, the City has a duty of religious neutrality and therefore must likely deny any requests to issue a proclamation for a religious purpose. This could be difficult to explain to the public who may feel that denying their request while permitting others amounts to discrimination.

There is also a risk that proclamations which align with City values, past or present, may not align with City values in the future.

(3) Staff Resources

Currently staff receives and evaluates proclamation requests and prepares them for the Mayor’s signature. Certain requests are referred internally for additional review if there are concerns about the subject matter. Some proclamations are uploaded to the City’s website, although this practice has been inconsistent over the years. The decision to stop issuing proclamations would be beneficial from a staff resource perspective.

There is limited community benefit considering the administrative cost to process proclamations. To support awareness and celebration of days of significance, staff share information from societies or organizations on the City’s social media accounts and the City’s events calendar. Additionally, the lights at the Langford Station can be changed to reflect a cause with adequate notice.

Staff are recommending that the proposed policy be adopted as presented.

FINANCIAL IMPLICATIONS:

The proposed new Proclamation Policy can be managed within existing resources.

LEGAL IMPLICATIONS:

There are no noted legal implications in respect to the proposed repeal and replacement of this policy. Maintaining the current Proclamation Policy may expose the City to potential legal risks.

STRATEGIC PLAN ALIGNMENT:

5 – Good Governance

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

6c – Continue to Take Action Towards Reconciliation

OPTIONS:

Option 1

THAT the Community Advisory Committee recommend that Council repeal City of Langford “Proclamation Policy” (POL-0027-ADMIN) and replace it with City of Langford “Proclamation Policy” (POL-0181-ADMIN) as presented.

OR Option 2

THAT the Community Advisory Committee recommend that Council repeal City of Langford “Proclamation Policy” (POL-0027-ADMIN) and replace it with City of Langford “Proclamation Policy” (POL-0181-ADMIN) with the following amendments:

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

OR Option 3

THAT the Community Advisory Committee recommend that Council take no action with respect to City of Langford “Proclamation Policy” (POL-0027-ADMIN) at this time.

SUBMITTED BY: Richard Wagner, Policy Analyst and Legislative Drafter

Concurrence: Melisa Miles, Manager of Legislative Services

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

Concurrence: Wolfgang Schoenefuhs, Acting 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:

Appendix A – Current “Proclamation Policy” (POL-0027-ADMIN)

Appendix B – Proposed “Proclamation Policy” (POL-0181-ADMIN)

DISTRICT OF LANGFORDPOLICY NO.: 0630.00.001POLICY: PROCLAMATIONS

- (a) Routine requests for Proclamations may be approved by the Mayor at his discretion.
- (b) Proclamations in conjunction with requests for financial assistance shall be referred to the Finance Committee for determination of eligibility pursuant to the District's Grant-in-Aid Policy.
- (c) All approved Proclamations shall be prominently posted in the Municipal Hall for the duration of the event and a copy forwarded to the proponents. External advertising or promotion of the event shall be at the expense of the proponents.
- (d) Notwithstanding (c) above, local government proclamations requiring funds for promotion (ie: Local Government Awareness Week, Fire Prevention Week, etc.) shall be appropriated by the applicable department through the annual budget process.

| | |
|---------------------------|---|
| Resolution No.: N/A | CERTIFIED CORRECT: |
| Date: February 15th, 1993 |  George H. Sawada Clerk-Administrator |



CITY OF
Langford

PROCLAMATION POLICY

| | |
|--|--|
| Council Policy: POL- 0181-ADMIN Amendment # N/A | Original Policy: POL-0027-ADMIN Repealed and Replaced |
| Presiding Council Member, Scott Goodman | |
| Date: | Signature: |

1) PURPOSE

The purpose of this policy is to provide clarification regarding requests for proclamations.

2) APPLICABILITY

This policy applies to all requests for proclamations received by the City of Langford.

3) POLICY STATEMENT

- a) The City of Langford does not issue proclamations.
- b) City of Langford staff will acknowledge requests for proclamations and advise the applicant of this policy.

Amends:

| | |
|---------------------------|--|
| Adopted by Council | CERTIFIED CORRECT |
| Meeting Date: | |
| | ADMINISTRATOR DATE: |



City of Langford

Staff Report to Community Advisory Committee

DATE: Tuesday, August 26, 2025

DEPARTMENT: Parks and Recreation and Legislative Services

SUBJECT: Parks Naming Policy – Proposed Repeal and Replacement

EXECUTIVE SUMMARY:

At the Regular Council meeting on December 5, 2022, Council directed staff to research and present options for updating the Park Naming Policy (POL-0120-PARK) for Council review and approval and indicated interest in increased public involvement in the park naming process.

The attached proposed Parks Naming Policy (POL-0183-PARK) provides opportunities for community engagement in the naming of City parks, trails and park features. This initiative also provides Council with the opportunity to recognise distinguished community members, and foster truth and reconciliation with Indigenous Peoples by creating a formal process through which local First Nations can gift park names upon the City.

BACKGROUND:

The City's current Park Naming Policy (POL-0120-PARK) was adopted in 1996, and the Policy for Naming Trail Sections (POL-0121-PARK) was adopted in 1999. Neither of the policies have been updated since they were originally approved. These policies provide limited guidelines for naming parks and trails, and do not provide for Indigenous consultation, or public engagement opportunities.

The proposed Parks Naming Policy emphasizes meaningful community engagement, provides an opportunity to honour significant members of the community, and reflects the City's ongoing commitment to truth and reconciliation by establishing a collaborative process to engage with local First Nations to gift names that reflect and honour places of cultural significance, language, and history. The policy also provides City staff with the flexibility to adapt public engagement approaches to naming initiatives.

COMMENTARY:

The proposed policy will apply to the naming and renaming of all parks, trails, and park features such as playgrounds, fountains, and playfields within the City, with the exception of lands which are purchased or donated and for which there is a conditional naming provision pursuant to the purchase and sale agreement.

Process for Naming or Renaming Trails and Park Features

Trails and park features, such as sports fields, gardens, fountains, or other amenities which are wholly contained within a park (such as an arena or section of an arena) will be named according to the same process.

When the City is ready to name or rename a trail or park feature, the Director of Parks, Recreation and Facilities (the “Director”) may name the trail or park feature after an adjacent street, the community in which the park is located, according to a theme, flora or fauna, a natural feature, a significant landmark, or a historical event of significance to the City.

The Director has the discretion to initiate public engagement before naming or renaming a trail or park feature, with the extent of public participation determined by the Communications Department. Additionally, the Director may require that the naming process for significant trails or park features align with the established procedures for naming parks.

Process for Naming or Renaming Parks

When the City is ready to name or rename a park, staff will first prepare a report for a meeting of Council which will include up to three options for a park naming process:

Option 1 - First Nations Engagement:

If Council selects this option, the Communications Department will then consult with local First Nations to determine whether a Nation wishes to gift a name for the park. If a gifted name is received, it would be formally adopted by Council without further deliberation.

Upon the receipt of a gifted name, the Communications Department will work collaboratively with the gifting First Nation to ensure that park signage appropriately reflects information about the gifted name, and that all signage is reviewed and approved by the respective First Nation. Gifted names will be

commemorated at a naming ceremony organized in collaboration and at the direction of the First Nation who gifted the name.

Option 2 - Person of Significance to the City:

Parks, trails and park features may be named after a person of significance to the City, in accordance with the policy guidelines. City staff or members of Council may put forward potential names to be considered by Council, with a description of the person's contributions to the city. Staff will then reach out to the individual or their family (if they have passed), to receive approval of the naming proposal. The park name will be adopted by Council, and Council will rise and report on the park name.

Names may be commemorated at a naming ceremony organized in collaboration with the individual or their family.

Option 3 - Public Engagement:

City staff may use a public engagement platform or other venues to gather community input for parks names. The results of public engagement will be reviewed by staff and may inform the options presented to Council for consideration.

First Nations Engagement in Parks Naming

Council's 2023-2027 Strategic Plan includes objective 6c – Continue to Take Action Towards Reconciliation. This includes a commitment to implement actions specific to local governments as outlined in the Truth and Reconciliation Commission's Calls to Action, and to work with Indigenous partners and celebrate Indigenous culture.

The Truth and Reconciliation Commission's *Calls to Action* call upon municipal governments to adopt and implement the *United Nations Declaration on the Rights of Indigenous People* (UNDRIP) as a framework for reconciliation. UNDRIP, which is enshrined in British Columbia law, recognizes that Indigenous peoples have the right to revitalize, use, develop and transmit to future generations their histories, language, oral traditions, philosophies, writing systems and literature, and to designate and retain their own names for communities, places and persons.

The gifting of a name by a local First Nation is a great privilege for the City, and a significant act of generosity by a First Nation. Introducing a process for local First Nations to gift names is intended to reflect collaboration between the City and Indigenous communities, as well as advance Truth and

Reconciliation efforts.

The City recognizes that there are multiple First Nations on whose traditional territory the City is located. Staff would work directly with each First Nation to determine the best process for working together.

Persons of Significance to the City

The City proudly commemorates the enduring dedication and meaningful contributions of community members who make the City vibrant, welcoming and connected. Naming a park after a person reflects the City's deep appreciation for a person's commitment to the community and allows a person's legacy to be woven into the fabric of the City and continue to inspire future generations.

Parks may be named after persons, such as, but not limited to, former elected officials, firefighters, police, veterans, and community leaders. Parks will not be named after elected officials who currently hold office.

Community Engagement

Council's 2023-2027 Strategic Plan includes objective 5c – Expand Opportunities for Public Engagement:

Improved public engagement will better connect the residents with City Hall by promoting inclusivity, collective progress, and active democracy [...]

The proposed policy permits the Director to initiate community engagement when naming or renaming a trail or park feature. Council may also direct that community engagement be undertaken in naming or renaming a Park.

The Communications Department will assess and implement public engagement strategies according to the policy. City staff may use a public engagement platform, social media, or other appropriate methods to connect with the community.

Some examples of potential engagement opportunities include allowing the public to:

- (1) suggest names,
- (2) pick from categories or themes for possible names (i.e. flora, fauna, notable feature, adjacent street),
- (3) rank their preferences from name options presented, or

(4) a combination of these opportunities.

Parks Master Plan

The City is working with an external consultant to develop a Parks and Trails Master Plan. The scope of the Parks and Trails Master Plan does not include a Parks Naming Policy. The future Parks and Trails Master Plan may include a new recommended classification system for parks and parkland but is not expected to conflict with the proposed Parks Naming Policy.

Staff are recommending that the proposed policy be adopted as presented.

FINANCIAL IMPLICATIONS:

The proposed new Parks Naming Policy can be managed within existing resources.

LEGAL IMPLICATIONS:

There are no noted legal implications in respect to the proposed repeal and replacement of these policies.

STRATEGIC PLAN ALIGNMENT:

5 – Good Governance

5c – Expand Opportunities for Public Engagement

6c – Continue to Take Action Towards Reconciliation

OPTIONS:

Option 1

THAT the Community Advisory Committee recommend that Council repeal City of Langford “Park Naming Policy” (POL-0120-PARK) and “Policy for Naming Trail Sections” (POL-0121-PARK) and replace them with City of Langford “Parks Naming Policy” (POL-0183-PARK) as presented.

OR Option 2

THAT the Community Advisory Committee recommend that Council repeal City of Langford “Park Naming Policy” (POL-0120-PARK) and “Policy for Naming Trail Sections” (POL-0121-PARK) and replace them with City of Langford “Parks Naming Policy” (POL-0183-PARK) with the following amendments:

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

OR Option 3

THAT the Community Advisory Committee recommend that Council take no action with respect to amending City of Langford “Parks Naming Policy” (POL-0120-PARK) and “Policy for Naming Trail Sections” (POL-0121-PARK) at this time.

SUBMITTED BY: Richard Wagner, Policy Analyst and Legislative Drafter

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: Kevin Bowbyes, P.Eng., Deputy 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: Appendix A – Current “Park Naming Policy” (POL-0120-PARK)

Appendix B – Current “Policy for Naming Trail Sections” (POL-0121-PARK)

Appendix C – Proposed “Parks Naming Policy” (POL-0183-PARK)

DISTRICT OF LANGFORD

PARK NAMING POLICY

Policy No. 6140-20

POL. DIST. PARK

1. Guidelines:

- a) In general, parks should be given names that follow adjacent street names or the name of the neighbourhood in which they are located;
- b) Existing parks that are already named should not be renamed;
- c) Where park land has been gifted, the naming of the park may be at the request of the donor; and
- d) The honouring of special persons with the naming of a park, or a significant feature, should take into consideration the following criteria:
 - i) have strong community support;
 - ii) information is provided that the person contributed in a tangible way to the District (monetarily, public service, awards, etc.); and
 - iii) if deceased, then that one year should have passed since the death of the honouree, except in the case of donation or bequeathing of park land.

2. Procedures:

- a) All names for new parks are to be considered by the Parks and Recreation Standing Committee with a subsequent recommendation to Council, which has the final authority to name parks; and
- b) Significant features (eg. sports field, fountain) within a park may be named separately based on a recommendation from the community after review by the Parks and Recreation Standing Committee and approval by Council.

| | |
|-------------------------------------|---------------------|
| Policy No. 6140-20 | CERTIFIED CORRECT: |
| Date Approved: <u>April 1, 1996</u> | <u>Searce.</u> |
| | Clerk-Administrator |

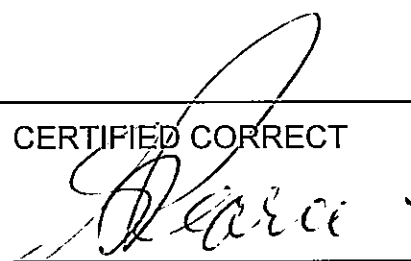
POLICY NO. 6180-00POLICY FOR NAMING TRAIL SECTIONS

That surnames only will be used when naming trail sections.

Approved by Council:

Date: September 7, 1999

CERTIFIED CORRECT


Clerk-Administrator



CITY OF
Langford

PARKS NAMING POLICY

| | |
|---|--|
| Council Policy: POL- 0183-PARK Amendment # N/A | Original Policy: POL-0120-PARK Amended: N/A |
| Presiding Council Member, Scott Goodman | |
| Date: | Signature: |

1) PURPOSE

The purpose of this policy is to establish guidelines and processes for naming City Parks, Trails, and Park Features in a transparent, consistent, and efficient manner, including public engagement where appropriate, and furthers the City's reconciliation efforts with Local First Nations and Indigenous peoples.

2) APPLICABILITY

- a) This policy applies to the naming and renaming of all Parks, Trails, and Park Features within the boundaries of the City after the adoption of this policy, not including parks within the jurisdiction of First Nations, the Capital Regional District, Government of British Columbia, or Government of Canada.
- b) This policy does not apply to lands which are purchased or donated and for which there is a conditional naming provision in the purchase and sale agreement.

3) DEFINITIONS

In this policy:

- a) **"City"** means the City of Langford.
- b) **"Council"** means the Council of the City of Langford.
- c) **"Director"** means the Director of Parks, Recreation and Facilities for the City of Langford.
- d) **"Local First Nation(s)"** means:
 - i. Esquimalt Nation;
 - ii. Malahat Nation;
 - iii. Pauquachin First Nation;
 - iv. Sc'ianew Nation;
 - v. Songhees Nation;
 - vi. Tsartlip First Nation;



- vii. Tsawout First Nation; and
- viii. Tseycum First Nation.
- e) **“Park”** means land dedicated as park, or land that is used by the City for park purposes, including but not limited to natural areas, recreation and conservation areas, and Neighbourhood Parks, Community Parks, Destination Parks, and Open Spaces.
- f) **“Park Feature”** means a sports field, playfield, garden, fountain, playground, green space, or other amenity or feature that is wholly contained within a Park.
- g) **“Trail”** means a pedestrian or cycling route within a Park and which is designed and maintained by the City.

4) TRAILS AND PARK FEATURES

- a) When the City is ready to name or rename a Trail or Park Feature, the Director may name the Trail or Park Feature after:
 - i. an adjacent street;
 - ii. the community in which the Park is located;
 - iii. according to a theme in the Park or surrounding neighbourhood;
 - iv. flora or fauna;
 - v. a natural feature;
 - vi. a significant landmark in the area; or
 - vii. a historical event of significance to the City.
- b) Before the Director names or renames a Trail or Park Feature in accordance with 4 (a), the Director may initiate a public engagement opportunity, to be determined by City staff.
- c) The Director may follow the parks naming process in accordance with section 5 and 6 of this policy for the naming of a significant Trail or Park Feature.

5) PARKS NAMING AND RENAMING

- a) When the City is ready to name or rename a Park, staff will prepare a report for a meeting of Council which will include up to three options for a Park naming process, as outlined below:
 - i. First Nations Engagement:
 - (1) The City’s Communication Department may work with Local First Nations who may have a historical connection to the land on which the Park is located to determine if a Local First Nation wishes to gift a name to the Park.



- (2) Gifted names will be adopted by Council without deliberation.
 - (3) Gifted names may be commemorated at a ceremony organized in collaboration with the gifting Local First Nation.
 - (4) Upon naming, staff will work collaboratively with the gifting Local First Nation to ensure that signage appropriately reflects information about the gifted name, and that all signage is reviewed by the respective Local First Nation.
- ii. Person of Significance to the City:
- (1) City staff may put forward in the in-camera report potential name(s) to be considered by Council, with a description of the person's connection to the City.
 - (2) Persons who may be considered for Parks names include, but are not limited to:
 - (a) firefighters, police officers, and veterans;
 - (b) community leaders;
 - (c) persons who have made a significant contribution to the City;
 - (d) former councillors and mayors;
 - (e) former City staff.
 - (3) Parks will not be named after:
 - (a) elected officials who actively hold office, or
 - (b) persons who already have a Trail, Park Feature, or Park named after them in the City.
 - (4) If a person is being considered for a Parks name, City staff will reach out to the individual or their family (if the individual is passed), to receive approval of the naming proposal.
 - (5) The Park name will be adopted by Council, and Council will rise and report on the decision.
- iii. Public Engagement Opportunity:
- (1) The City may initiate community engagement through the City's website, social media accounts, or other platforms, and may:
 - (a) provide opportunities for the public to suggest names;
 - (b) establish a poll to rank possible names; or
 - (c) provide a different engagement opportunity or a combination of such strategies.
 - (2) The City will compile the results from the public engagement process and will present a further report to Council with potential names.



- (3) The City may refer the report with the results from the public engagement process to the Committee responsible for making recommendations to Council on matters relating to parks and seek the Committee's recommendation to Council.
- (4) Council will decide the Park name.
- iv. Council will decide which of the processes outlined above the City will undertake in determining the new Park name and may provide for an alternate process to be followed if no eligible names arise from the primary process.

6) GENERAL GUIDELINES

- a) The following guidelines apply to the naming of all Parks, Trails, and Park Features:
 - i. Names should contribute to place making and reflect the City in a positive manner.
 - ii. Park Features and Trails may be named separately from the Park.
 - iii. Before initiating a process to rename a Park, the Director will consider:
 - (1) the cost and impact of changing existing signage, rebuilding community recognition, and updating records; and
 - (2) if the Park is named after a person, the impact on the person or the person's legacy associated with the existing name.
 - iv. City staff will have discretion to determine what constitutes adequate community engagement on a case-by-case basis.
 - v. Nothing in this policy limits Council's ability to name or rename a Park through a process not otherwise defined in this policy.

7) REPEAL

- a) POL-0120-PARK – Park Naming Policy is repealed.
- b) POL-0121-PARK – Policy for Naming Trail Sections is repealed.

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



City of Langford

Staff Report to Community Advisory Committee

DATE: Tuesday, August 26, 2025

DEPARTMENT: Parks and Recreation

SUBJECT: Park Amenity Sponsorship and Donation Policy

EXECUTIVE SUMMARY:

As directed by Council, Staff have been reviewing City policies in order to identify those which need updating to provide clarity and update processes where necessary.

Staff have reviewed the City's park bench sponsorship and donation program and are recommending a Park Amenity Sponsorship and Donation Policy to highlight the opportunities available for individuals and groups to sponsor or donate benches and other park amenities, and to provide guidelines for administering these programs.

Attached is the proposed Park Amenity Sponsorship and Donation Policy (POL-0182-PARK), for Committee's consideration and recommendation to Council.

BACKGROUND:

Currently, the City operates an informal memorial bench program as there are no written guidelines available to the public and it is not widely advertised.

Staff have researched similar programs administered by other municipalities and have found that most municipalities in British Columbia have a program for residents to sponsor or donate park benches and other amenities.

A program of this kind provides a meaningful way for individuals to commemorate someone's life or celebrate a special occasion, and may provide furnishings for the City's public spaces, lower costs related to acquiring and maintaining benches and amenities and offer tax benefits to donors through issuance of donation receipts.

COMMENTARY:

Local governments across the province have a variety of programs to encourage residents to sponsor or donate amenities. For example, Coquitlam publishes a catalogue of amenities that can be donated or gifted, including benches, picnic tables, trees, playgrounds, picnic shelters, and youth sport courts, together with the associated donation amounts. Colwood has a policy which addresses gifts, memorials, beautification, and natural area restoration, and provides for a 5-year maintenance period. The City of Vancouver and City of Victoria have donation programs listed on their website with no associated policy in place.

The proposed policy highlights the following programs administered by the City's Parks, Recreation and Facilities Department:

- (1) Park Bench Sponsorship: Individuals or groups may sponsor an existing park bench with a customized plaque, with wording approved by the Director of Parks, Recreation, and Facilities, for a 10-year term. A charitable tax receipt is not issued to the sponsor of an existing bench.
- (2) Park Bench Donation: Individuals or groups may donate a new park bench with a customized plaque, including maintenance, for a 10-year term. A charitable tax receipt is issued to the donor of a new park bench.
- (3) Specialized Park Amenity Donation: Individuals or groups may donate specialized amenities such as playground equipment, water fountains, or picnic shelters, including maintenance, for a 10-year term. A charitable tax receipt is issued to the donor of a specialized park amenity.

Potential Challenges

During their review of potential policy criteria, staff also examined challenges reported by other local governments within the province.

In a July 2024 report to Council, the City of Burnaby cited the following reasons for halting their parks donation program:

- (1) Capital and administrative costs: Since the mid-1990's, the capital costs of acquiring amenities and the administrative costs of the programs have increased significantly. The result is that the program used to cover about 80% of the capital cost of a bench but now it covers about 60% of the capital cost, and no administrative costs are recovered.
- (2) Over-subscription: A surge in demand made it challenging to find suitable locations for new

benches in popular parks, causing frustration among potential donors who face long waiting times to sponsor a bench.

(3) A need to re-focus on amenity donations beyond memorial benches.

The issues identified by the City of Burnaby, as described above, were considered in creating the proposed policy, which addresses these matters in the following ways:

- (1) Costs: Under the proposed policy, the Parks Department will determine donation amounts by considering the capital cost of acquiring the item, the projected maintenance expenses over a 10-year period, and the estimated installation costs. This provides the flexibility to adjust donation amounts as costs increase year-over-year, making the program sustainable over time.
- (2) Location: The City will provide location options for benches and other amenities to interested parties as determined by City staff. This allows the City to strategically develop park amenities according to the Parks Master Plan and prevents overcrowding of benches and amenities. Sponsorship of benches in Veterans Memorial Park will be limited to veterans and the immediate families of veterans.
- (3) Amenities beyond memorial benches: The Parks Department will offer amenities beyond park benches, as new opportunities to furnish developing parks or replace aging amenities arise. These options will be developed by staff once the policy is approved and presented to Council for approval.

Staff believe that if this policy is approved and the program is advertised, the City will receive an increased number of requests for park bench sponsorship and amenity donations.

The City's Parks Department can create and publish program application forms which will be made available online, or for pick up at City Hall. A catalogue of available products with associated donation amounts can also be developed.

Staff recommend that the proposed Park Amenity Sponsorship and Donation Policy be adopted as presented.

FINANCIAL IMPLICATIONS:

At this time, the proposed policy can be managed within existing resources. If the program is advertised and there is a significant increase in interest, additional staff resources may be required.

Staff will report back to Council with an update on the policy and public interest prior to additional resources being considered.

There may be costs associated with maintaining donated amenities beyond the 10-year sponsorship period. Amenity replacement costs will also be the responsibility of the City.

LEGAL IMPLICATIONS:

There are no noted legal implications in respect to the proposed policy.

STRATEGIC PLAN ALIGNMENT:

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

6 – Quality of Life

OPTIONS:

Option 1

THAT the Community Advisory Committee recommend that Council adopt the City of Langford “Park Amenity Sponsorship and Donation Policy” (POL-0182-PARK) as presented.

OR Option 2

THAT the Community Advisory Committee recommend that Council adopt the City of Langford “Park Amenity Sponsorship and Donation Policy” (POL-0182-PARK) with the following amendments:

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

OR Option 3

THAT the Community Advisory Committee recommend that Council take no action with respect to the City of Langford “Park Amenity Sponsorship and Donation Policy” (POL-0182-PARK) at this time.

SUBMITTED BY: Richard Wagner, Policy Analyst and Legislative Drafter

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:

Appendix A – Proposed “Park Amenity Sponsorship and Donation Policy” (POL-0182-PARK)



CITY OF
Langford

PARK AMENITY SPONSORSHIP AND DONATION POLICY

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| Council Policy: POL- 0182-PARK Amendment # N/A | Original Policy: NEW Amended: N/A |
| Presiding Council Member, Scott Goodman | |
| Date: | Signature: |

1) PURPOSE

The purpose of this policy is to highlight opportunities for individuals or groups to commemorate a legacy or celebrate a special occasion and enhance the City's public spaces through sponsoring of City benches or donations, to establish guidelines for administering these programs, and determine when charitable tax receipts are issued.

2) BACKGROUND

The City of Langford invites residents to commemorate a special occasion or to honour a legacy by sponsoring an existing park bench with a customized plaque, donating a new park bench with a customized plaque, or to work with City staff to dedicate a specialized park amenity.

3) PROGRAMS

- a) The City of Langford's Parks Department currently offers the following opportunities:
 - i. **Park Bench Sponsorship:** Individuals or groups may sponsor an existing park bench with a customized plaque for a 10-year term.
 - ii. **Park Bench Donation:** Individuals or groups may donate a new park bench with a customized plaque for a 10-year term.
 - iii. **Specialized Park Amenity Donation:** Individuals or groups may donate a specialized amenity such as playground equipment, water fountains, or picnic shelters, including maintenance for a 10-year term.
- b) Interested parties may contact the City's Parks Department at parks@langford.ca to apply.

4) PARK BENCH SPONSORSHIP

- a) The Parks Department will advise the interested party of park benches currently available for sponsorship, and the associated donation amount.
- b) The interested party may submit their desired wording, to be approved by the Director of Parks, Recreation and Facilities, and work with the Parks Department to design the customized plaque.



- c) The Parks Department will advise the sponsor once installation of the plaque is complete.
- d) The City will **not** issue a charitable tax receipt to the sponsor of a customized plaque.
- e) If a sponsored bench is replaced within the 10-year sponsorship period, the customized plaque will be transferred to the new bench for the remainder of the 10-year term.

5) PARK BENCH DONATIONS

- a) The Parks Department will advise the interested party of available locations, available bench options, and associated donation amounts.
- b) The interested party may submit their desired wording, to be approved by the Director of Parks, Recreation and Facilities, and desired location and bench type from the options presented by the Parks Department.
- c) The Parks Department will advise the donor once installation of the bench is complete.
- d) The City will issue a charitable tax receipt to the donor of a new park bench.

6) SPECIALIZED PARK AMENITY DONATIONS

- a) Individuals or groups may donate specialized park amenities such as picnic tables, playground equipment, water fountains, or picnic shelters, including associated maintenance for a 10-year term.
- b) Specialized park amenity donations will be considered on a case-by-case basis and may include a customized plaque depending on the item.
- c) The Parks Department will advise the interested party of available locations, available amenity options, and associated donation amounts.
- d) The Parks Department will advise the donor once installation of the specialized park amenity donation is complete.
- e) The City will issue a charitable tax receipt to the donor of a new specialized park amenity.

7) GENERAL GUIDELINES

- a) Sponsorship or donation of benches or other park amenities in Veterans Memorial Park is restricted to veterans and the immediate family of veterans.
- b) The City's Parks Department may:
 - i. establish and publish application forms for the programs administered under this policy; and
 - ii. publish a catalogue of available benches or other products with associated donation amounts.



- c) Donated items will be placed in locations determined by the Parks Department so as not to interfere with park maintenance, access, or public enjoyment of parks.
- d) Donors are encouraged to choose respectful wording for customised plaques.
- e) The Director of Parks, Recreation and Facilities may, at their discretion, remove a customized plaque if it is found to be inconsistent with the City's values, policies, or bylaws. In such instances, refunds for the remaining sponsorship term are not available.
- f) Plaques, benches, and other items will be installed as operational capacity allows. The City will make best efforts to complete installations in a timely manner, but specific timelines cannot be guaranteed.
- g) The City will publish an annual schedule setting out the donation amounts for park bench sponsorship, park bench donations and specialized park amenities.
- h) In determining the donation amounts for park bench sponsorship, park bench donations, and specialized park amenities, the Parks Department will consider:
 - i. the capital cost of acquiring the plaque, bench, or other item;
 - ii. the estimated cost of maintaining the plaque, bench, or other item for a 10-year term; and
 - iii. the estimated installation costs.
- i) All applications will be treated fairly and equally, with all donation amounts to be determined in accordance with this policy.
- j) Anonymous donations may be accepted if the donation amount is less than \$10,000. However, the City requires the donor's name and contact information to issue a charitable tax receipt. The donors' private information will be treated with confidentiality subject to disclosure under the Freedom of Information and Protection of Privacy Act unless the donor authorizes the release of such information for a specific purpose.

8) DONATION CONDITIONS

- a) Donations are given unconditionally and voluntarily.
- b) All sponsored or donated benches, plaques, or other assets are City property. While donors are warmly recognized for their contributions, sponsored benches, plaques, and other items remain available for public use and cannot be reserved for individual or exclusive use.
- c) To maintain public enjoyment and ease of maintenance, donated items should not be adorned with wreaths, personal memorials, or other items.
- d) City Officials and employees are not permitted to accept personal benefits from any donation or gift under this policy.
- e) Donors and sponsors are asked to keep their contact information with the City up to date so the City may contact donors before the 10-year sponsorship period ends.



**CITY OF
Langford**

POL- 0182-PARK – Park Amenity Sponsorship and Donation Policy

f) The 10-year period for sponsorship of park benches and new parks donations begins on the date of installation.

- g) Approximately 6 months before the end of the 10-year period, the Parks Department will endeavour to contact the donor or sponsor and offer them the opportunity to renew their sponsorship for another 10-year period.
- h) At the end of the 10-year period:
 - i. If, after reasonable efforts, the donor or sponsor cannot be reached, or has not responded to the City's communication, the City may remove the customized plaque and offer the sponsorship opportunity to another party, including in cases where the donor has donated a park bench or specialized park amenity.
 - ii. If the donor or sponsor does not renew their sponsorship, the City will attempt to return the customized plaque to the donor or sponsor. If this is not possible after reasonable efforts, the plaque may be disposed of.

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| <p>Adopted by Council</p> <p>Meeting Date:</p> | <p>CERTIFIED CORRECT</p> <hr/> <p>ADMINISTRATOR DATE:</p> |
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City of Langford

Staff Report to Community Advisory Committee

DATE: Tuesday, August 26, 2025

DEPARTMENT: Legislative Services

SUBJECT: Proposed Heart of the City Policy

EXECUTIVE SUMMARY:

As directed by Council, staff have been reviewing City policies in order to identify those which need updating to provide clarity and update processes where necessary.

Staff have reviewed the City's policies and identified an absence of opportunities to recognize members of the community who have made significant contributions to the City through their work and dedication.

Attached is the proposed Heart of the City Policy (POL-0184-ADMIN), for Committee's consideration and recommendation to Council.

BACKGROUND:

The City does not currently have a way to formally recognize members of the community who have made significant contributions to the City through their work and dedication.

A staff review has identified that many municipalities in British Columbia grant a freedom of the municipality honour or award, including Vancouver, Maple Ridge, Delta, Kamloops, Kelowna, Campbell River, Nanaimo, and Fort St. John. In these municipalities, the "Freedom of the City" is the highest honour bestowed on an individual and is a meaningful way to acknowledge a person's outstanding efforts and contributions to the community. Many of these municipalities have a policy which outlines the process for bestowing the honour, and the benefits the recipient can expect to receive.

COMMENTARY:

Pursuant to section 158 of the *Community Charter*, a Council may, by unanimous vote, confer freedom of the municipality on a distinguished person or a distinguished unit of the armed forces of Canada or another nation.

The person recognized with the freedom of the municipality is then deemed to be an elector of the municipality and is eligible to vote in an election for mayor or councillor.

In addition to these statutory privileges, a city may provide additional benefits to recipients. For example, Fort St. John presents the recipient with a framed proclamation signed by all members of Council, and a picture of the recipient with a description of their accomplishments is prominently displayed in City Hall. Vancouver honours recipients with a Freedom Medal. Kelowna provides recipients with a lifetime transit pass and lifetime parking pass, a portrait sitting, a framed certificate, and an invitation to inaugural meetings of Council and Civic and Community Awards. Most municipalities also include biographies and photographs of the recipients on the municipal website.

In the Langford context, it is proposed that the freedom of the municipality honour will be named “Heart of the City”, in recognition of the recipient’s passion, dedication, and commitment to bettering the community. Staff are recommending that the recipient be recognized at a public ceremony held either in the Council Chambers or at a different location within the City, where the recipient will be presented with a framed certificate signed by all members of Council.

In addition, the recipient will be recognized by a profile on the City website with a description of the recipients’ accomplishments, and the installation of a customized heart-shaped plaque with the recipient’s name and month and year of award, to be placed at a location in the city determined by City staff. The City will work with a local artist to create the design of the customized heart plaque.

The Heart of the City program has the potential to meaningfully recognize community members who have made significant contributions to the community. It may also foster a sense of community and belonging, create awareness of the recipients’ contributions, and inspire others on their journey to achieving excellence.

Staff are recommending that the Committee recommend that Council adopt the proposed Heart of the City Policy.

FINANCIAL IMPLICATIONS:

The proposed new Heart of the City Policy may result in additional costs, not currently budgeted for within the City’s Five-Year Financial Plan.

LEGAL IMPLICATIONS:

The Heart of the City is awarded pursuant to Council’s authority under section 158 of the *Community Charter* to confer freedom of the municipality on a distinguished person. There are no noted legal implications in respect to the proposed Heart of the City Policy.

STRATEGIC PLAN ALIGNMENT:

6 – Quality of Life.

OPTIONS:

Option 1

THAT the Community Advisory Committee recommend that Council adopt the City of Langford “Heart of the City Policy” (POL-0184-ADMIN) as presented.

OR Option 2

THAT the Community Advisory Committee recommend that Council adopt the City of Langford “Heart of the City Policy” (POL-0184-ADMIN) with the following amendments:

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

OR Option 3

THAT the Community Advisory Committee recommend that Council take no action with respect to the City of Langford “Heart of the City Policy” (POL-0184-ADMIN) at this time.

SUBMITTED BY: Richard Wagner, Policy Analyst and Legislative Drafter

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: Appendix A – Proposed “Heart of the City Policy” (POL-0184-ADMIN)



HEART OF THE CITY POLICY

| | |
|---|-----------------------------|
| Council Policy: POL- 0184-ADMIN | Original Policy: N/A |
| Amendment # N/A | Amended: N/A |
| Presiding Council Member, Scott Goodmanson | |
| Date: | Signature: |

1) PURPOSE

The City of Langford values and recognizes those distinguished persons who have made significant contributions to the City or elevated the City's esteem through their outstanding achievements.

The Heart of the City is conferred pursuant to section 158 of the *Community Charter* and is the highest honour the City of Langford can award.

The purpose of this policy is to establish guidelines and a process for awarding the Heart of the City.

2) ELIGIBILITY

- a) The Heart of the City may be conferred upon an individual who:
 - i. has demonstrated exceptional and sustained service to the City in areas such as public service, volunteerism, arts and culture, education, business, or civic leadership, or
 - ii. has elevated the esteem of the City through their outstanding achievements.
- b) The Heart of the City may not be conferred posthumously.
- c) The Heart of the City may not be conferred on an elected official who actively holds office at the time the honour is awarded.

3) PROCESS

- a) Members of Council may nominate an individual for the Heart of the City award. Staff will prepare a report for consideration at a closed Council meeting.
- b) Council may confer the Heart of the City on an individual by unanimous vote at a Closed meeting of Council.
- c) Council will rise and report on the decision to award the Heart of the City to a recipient.
- d) Recipients of the Heart of the City will be recognized and presented with a framed Heart of the City certificate signed by each Councillor at a public ceremony, which will take place either in the Council Chambers or at a different location within the City.



CITY OF
Langford

POL- 0184-ADMIN – Heart of the City Policy

4) BENEFITS

- a) The recipient of the Heart of the City is:
 - i. deemed to be an elector of the City, and as such may vote in an election for mayor or councillor, even if not otherwise a resident of the City, and
 - ii. if the person is a Canadian citizen, is deemed to be qualified to be nominated, be elected and hold office on the council.
- b) In addition to the framed certificate and public ceremony, recipients will be recognized with:
 - i. a profile on the City of Langford website with a description of the recipients' achievements, and
 - ii. the installation of a customized heart-shaped plaque celebrating the recipients' achievements, to be placed at a location determined in collaboration with the recipient or their representative.

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| Adopted by Council Meeting Date: | CERTIFIED CORRECT <hr/> ADMINISTRATOR DATE: |
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**CITY OF LANGFORD
DEVELOPMENT VARIANCE PERMIT**

DVP25-0002 – 834 McCallum Road

That Development Variance Permit No. DVP25-0002 be issued by Council for the City of Langford to PC Urban (830 McCallum Road) Holdings Corp. to reduce the required amount of off-street parking for units 101, 113, 123 of 834 McCallum 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 Section 4.01.01 be varied to reduce the off-street parking requirement for contractor services at units 101 – 834 McCallum Road and 113 – 834 McCallum Road from the required 1 parking space per 45m² of gross floor area to 1 parking space per 82m² of gross floor area; and
- b) That Table 1 of Section 4.01.01 be varied to reduce the off-street parking requirement for a commissary kitchen at unit 123 – 834 McCallum Road from the required 1 parking space per 30m² of gross floor area to 1 parking space per 119m² of gross floor area.

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:

2 September 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:

DVP25-0002

Location:

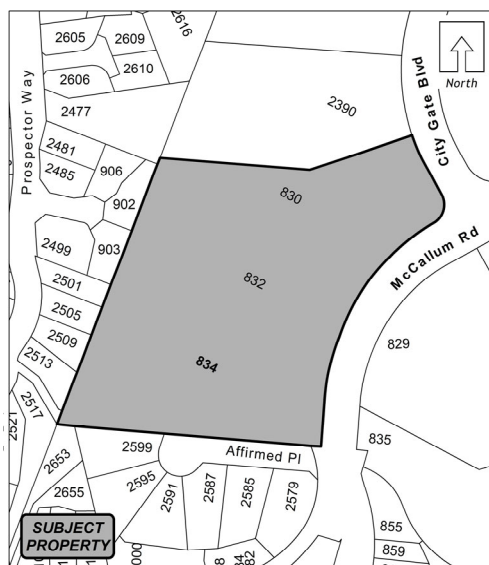
830, 832, 834 McCallum Road, as shown shaded on the map

Zoning:

Mixed Use Employment (MUE2)

Purpose:

Application to reduce the required amount of off-street parking for units 101, 113, and 123 of 834 McCallum Road



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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](https://langford.ca/city-hall/public-notices) once the agenda is posted to the website the Friday before the meeting.

Ask Questions or Submit Questions:

Email: planning@langford.ca

Mail: City of Langford

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

Speak at the Meeting:

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

Watch the Meeting:

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

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City of Langford



City of Langford

Staff Report to Council

DATE: Tuesday, September 2, 2025

DEPARTMENT: Planning

SUBJECT: Climate Action Plan – Request for Proposal

EXECUTIVE SUMMARY:

The purpose of this report is to seek Council's endorsement of the general scope of work for the Climate Action Plan, prior to issuing a Request for Proposal (RFP) to retain professional consulting services.

Developing the Climate Action Plan (CAP) is identified in the 2023-2027 Council Strategic Plan. The proposed scope of work outlined in this report includes background research and analysis, a Climate Risk and Vulnerability Assessment, public engagement, and the development of the Climate Action Plan. It is expected that this project will take approximately one year from when the consultant is awarded the project.

BACKGROUND:

Council adopted Langford's first Five-Year Council Strategic Plan in 2023 to set out their vision, core values, and key priority initiatives to guide decision making and staff's workplan for 2023-2027. This Strategic Plan includes a number of initiatives related to climate action planning, including:

- 1e – Develop a Climate Action Development Permit Area Bylaw.
- 2a – Develop a Climate Action Master Plan including targets for emission reductions.
- 2e – Develop an overarching Disaster Mitigation Strategy with respect to climate change and build resiliency as a community based on specific initiatives.

In addition, initiative 1a – Refresh the Official Community Plan (OCP) included a review of the climate action sections of the 2008 OCP. The new OCP was adopted in June 2025, and Part 9 – Climate Action and Sustainable Infrastructure sets out updated policies, targets, and commitments for climate action and greenhouse gas emission reductions. This work was informed by background research and analysis of Langford's policies, best practices related to climate action, and a gaps analysis to identify challenges and opportunities for improvement.

Based on the results from this research and analysis, and further exploration of constituent tasks, activities, and processes to implement these policies, staff recommend two separate workflows as follows:

1. Development of Climate Action Plan: this report lays out the recommended scope for the development of the Climate Action Plan, which will inform a Request for Proposals (RFP) to retain professional consulting services.
2. Step Code Adoption: staff are completing a separate report to outline findings and recommendations with respect to the Energy and Zero Carbon Step Code. This will be provided to Council at an upcoming meeting.

COMMENTARY:

As directed by the 2023-2027 Council Strategic Plan, staff wish to proceed with a Request for Proposal (RFP) to develop a Climate Action Plan that defines a flexible and achievable path towards a low-carbon, climate-resilient community that safeguards wellbeing across generations.

The Climate Action Plan (CAP) will identify strategies to reduce greenhouse gas emissions (mitigation) and to prepare for climate change risks and impacts (adaptation) while advancing co-benefits that contribute to community resilience, such as health, equity, food security, biodiversity, a resilient and sustainable economy, and others.

The RFP is proposed to include the following general scope of work:

1. Background review and analysis of existing plans, policies, and strategies related to climate action from the City of Langford, regional, provincial and federal governments to identify gaps, challenges, and opportunities for improvement.
2. Conduct a Climate Risk and Vulnerability Assessment to identify climate change risks, vulnerabilities, and their impacts on City infrastructure, services, and people. This assessment will include current and future climate scenarios and will inform the development of the Climate Action Plan.
3. Analyze the local context and trends including but not limited to demographic data, equity indicators, land use changes, and locally experienced climate change impacts.
4. Review and analyze community and corporate energy use and emissions, advise on greenhouse gas (GHG) reduction targets, and create a roadmap to achieve the targets through climate action.

5. Consider if and how a Climate Action Development Permit Area could be utilized to advance Langford's climate action goals.
6. Develop a communications and engagement plan in collaboration with the City staff, and in accordance with the City of Langford Public Engagement Strategy. The communications and engagement plan will ensure inclusive participation from all demographics of the community, particularly Indigenous Peoples and traditionally under-represented, vulnerable, and harder-to-reach equity seeking groups.
7. The consultant will support City staff in establishing an inter-departmental Climate Action Working Group, identifying key interest groups for public engagement, supporting the delivery and facilitation of engagement activities including workshops, and preparing engagement summary reports/memos.
8. Identify and prioritize climate action targets, goals, strategies, and actions, that will be informed by data gathered from the Climate Risk and Vulnerability Assessment, policy and gaps analysis, local context analysis, corporate and community emissions analysis, and public engagement results.
9. In consultation with City staff, the consultant will write a draft Climate Action Plan and finalize the plan within the agreed timeframe. The Climate Action Plan should include:
 - Specific climate action targets, goals, strategies, and actions for corporate and community climate action;
 - Actionable recommendations to integrate disaster mitigation and co-benefits for climate resilience;
 - Implementation Strategy outlining actions, recommended timelines, and resourcing requirements;
 - Monitoring and Evaluation Approach to track progress of climate action initiatives; and
 - Summary of public engagement activities.

It is expected that this project will take approximately one year from when the consultant is awarded the project.

FINANCIAL IMPLICATIONS:

The costs associated with developing a Climate Action Plan can be covered through funds provided to the City through the provincial government's Local Government Climate Action Program (LGCAP). The

purpose of the LGCAP program is to provide guidance and support for the implementation of local climate action plans and policies that reduce emissions and prepare the community for the impacts of climate change. It is expected that these funds will fully cover the costs of the consulting work.

LEGAL IMPLICATIONS:

The *Local Government Act* sets out in Section 488 (1) that an official community plan may designate development permit areas for one or more of the following purposes: (h) establishment of objectives to promote energy conservation; (i) establishment of objectives to promote water conservation; and (j) establishment of objectives to promote the reduction of greenhouse gas emissions.

The *BC Climate Change Accountability Act* Section 4.3 requires an annual ministerial report on climate change risks, and an overview of government's actions to manage them.

All Local Governments in the province are signatories of the *BC Climate Action Charter*, committing to measuring and reporting their community-wide GHG emissions.

STRATEGIC PLAN ALIGNMENT:

- 1e – Develop a Climate Action Development Permit Area Bylaw.
- 2a – Develop a Climate Action Master Plan including targets for emission reductions.
- 2c – Review and action the Food Security Policy as detailed in the OCP.
- 2e – Develop an overarching Disaster Mitigation Strategy with respect to climate change and build resiliency as a community based on specific initiatives.

OPTIONS:

Option 1

THAT Council endorse the Climate Action Plan RFP Scope of Work as presented;

OR Option 2

THAT Council endorse the Climate Action Plan RFP Scope of Work with the following modifications:

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

SUBMITTED BY: Vijitha Mammen, Planner I – Climate Action

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

Concurrence: Chris Aubrey, Fire Chief

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: Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence: Marie Watmough, Director of Legislative & Protective Services
Concurrence: Darren Kiedyk, Chief Administrative Officer



City of Langford

Staff Report to Council

DATE: Tuesday, September 2, 2025

DEPARTMENT: Administration

SUBJECT: UBCM Strategic Priorities Fund Grant Application for West Shore Parks and Recreation Art Studio Replacement Project

EXECUTIVE SUMMARY:

UBCM's Strategic Priorities Fund (SPF), an application-based program with a deadline of September 12, 2025, is now open.

Based on the Program Guidelines, including Scoring Criteria (as defined in the application), staff recommend submitting a grant application to the fund for the design and construction of the new West Shore Parks and Recreation Arts, Culture and Community Centre on the properties at 1100 Jenkins Avenue/3020 Glen Lake Road.

The purpose of this report is to seek a Council resolution, indicating support for the proposed activities and willingness to provide overall grant management, including being responsible for cost overruns, as required for the grant fund application.

BACKGROUND:

Up to \$125 million is available for eligible local government infrastructure and capacity-building projects in BC under this intake. Successful applicants may receive up to 100% of net-eligible costs of approved projects to a maximum of \$7 million. The deadline to apply is September 12, 2025.

The SPF-Capital Infrastructure stream provides grant funding specifically targeted for the capital costs of local government infrastructure projects that are large in scale, have regional impact, or are innovative and support the national objectives of productivity and economic growth, a clean environment, and strong cities and communities.

Each municipality may submit one application under the Capital Infrastructure Stream.

Cultural infrastructure, including facilities for the creation, production, and presentation of the arts are eligible projects.

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e administration@langford.ca

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As part of the technical review process, grant applications are screened, reviewed, and scored based on:

- How well the project supports the Canada Community Building Fund National Objectives of productivity and economic growth, a clean environment, and strong cities and communities;
- The timing of the project and its proposed outcomes;
- The capacity of the community to undertake, evaluate, and document the project;
- The degree to which the project considers climate resiliency;
- The degree the project benefits more than one community, or is identified as regional in impact;
- The size or scale of the project in relation to the size of the community;
- The degree to which the project reflects inter-jurisdictional cooperation; and
- The degree to which the project enables, supports, or preserves housing, including affordable housing.

Given the above criteria, staff recommend submitting a grant application for the design and construction of the West Shore Parks and Recreation Arts (WSPRS), Culture and Community Centre at 1100 Jenkins Avenue, 3020 Glen Lake Road.

COMMENTARY:

The WSPRS Arts, Culture, and Community Centre project is a strong candidate for this fund. The site is City-owned and currently vacant, with site investigations, preliminary designs, and costing already completed as part of preparations for the ChildCareBC New Spaces Fund application.

The timing of the art studio replacement aligns well with the UBCM grant submission schedule. The Request for Proposals for Design-Build Services for the new art studio and childcare facility at 1100 Jenkins Avenue/3020 Glen Lake Road closed on August 1, 2025, and staff are now reviewing submissions with the intent to award a contract shortly.

Design of the new facility is expected to be complete by January 2026, with construction beginning soon after. It is anticipated that the new facility will be operational by spring of 2027.

Staff believe the project meets and exceeds the fund's screening and scoring criteria. It will generate meaningful economic benefits, serve a regional population with users from across the West Shore and Greater Victoria, and includes strong accessibility, inclusion, and environmental sustainability objectives.

FINANCIAL IMPLICATIONS:

Council has approved up to \$5 million in the 2025 capital budget for the new art studio (funded by \$1,858,000 from the Growing Communities Fund and \$3,142,000 from internal debt).

A successful grant award would enable the City to redirect the \$1,858,000 from the Growing Communities Fund toward other high-priority capital projects and would mean the City does not have to borrow up to \$3,142,000 for this project.

LEGAL IMPLICATIONS:

None noted.

STRATEGIC PLAN INITIATIVES:

5bi Ensure all Budgets are Fiscally Sustainable

OPTIONS:

Option 1

THAT Council direct staff to submit a grant application to UBCM's Strategic Priorities Fund Capital Stream for the Council supported project for the design and construction of a new Arts, Culture and Community Centre at 1100 Jenkins Avenue/3020 Glen Lake Road and that Council commits the City to providing overall grant management, and that the City will be responsible for funding any cost overruns.

OR Option 2

THAT Council direct staff not to submit an application to the UBCM Strategic Priorities Fund

SUBMITTED BY: Shannon Jamison, RPP, MCIP, Principal, Third Space Planning

Concurrence: Braden Hutchins, Deputy CAO

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

Concurrence: Matthew Baldwin, MCIP, RPP, Director of Planning and Subdivision

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

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

Concurrence: Marie Watmough, Director of Legislative and Protective Services

Concurrence: Braden Hutchins, Deputy Chief Administrative Officer

Concurrence: Darren Kiedyk, Chief Administrative Officer

**CITY OF LANGFORD
BYLAW NO. 2247**

A BYLAW TO DESIGNATE A SERVICING OFFICER FOR THE CITY OF LANGFORD

WHEREAS a local government may, by bylaw, designate as a servicing officer a person who comes within a class of persons prescribed by regulation;

NOW THEREFORE BE IT RESOLVED that the Council of the City of Langford, in open meeting assembled, hereby enacts as follows:

1. The following officer positions are designated as servicing officers for the City of Langford:
 - a) Manager of Development Services
 - b) Senior Land Development Technologists
2. This Bylaw may be cited for all purposes as "City of Langford Servicing Officer Designation Bylaw No. 2247, 2025".

READ A FIRST TIME this 18th day of August, 2025.

READ A SECOND TIME this 18th day of August, 2025.

READ A THIRD TIME this 18th day of August, 2025.

ADOPTED this day of , 2025.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER