



Special Council Agenda

Monday, May 8, 2023, 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: **853 8731 9457**

Dial In: 1-855-703-8985 (Canada Toll Free) or 1-778-907-2071 Meeting ID: **853 8731 9457**

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

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

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

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

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

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1.	TERRITORIAL ACKNOWLEDGEMENT	
2.	CALL TO ORDER	
3.	APPROVAL OF THE AGENDA	
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6.1	BYLAW NO. 2129 "Revenue Anticipation Borrowing Bylaw No. 2129, 2023". (ADOPTION)	5
6.2	BYLAW NO. 2130 (Background Report Attached) "City of Langford 2023-2027 Financial Plan Bylaw No. 2130, 2023". (FIRST, SECOND AND THIRD READINGS)	6
6.3	BYLAW NO. 2131 "City of Langford Tax Rates Bylaw No. 2131, 2023." (FIRST, SECOND AND THIRD READINGS)	14

7. IN CAMERA RESOLUTION

THAT Council close the meeting to the public pursuant to section 90 (1) (a) and (e) 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;
- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

8. ADJOURNMENT



Staff Report to Council

DATE: Monday, May 8, 2023

DEPARTMENT: Administration

SUBJECT: Canada Post Address Change

BACKGROUND:

Currently all mailing addresses for Langford have “Victoria” as the city in the Canada Post database as the primary City. This standard is the same for most Greater Victoria municipalities. This was determined by Canada Post many years ago and is only changed on request by the municipality. The municipality provides civic addresses, and Canada Post assigns the municipality and postal code based on their geographic mapping. The Canada Post address database is subscribed to by various external agencies such as ICBC.

COMMENTARY:

In early 2022, the City submitted a request to Canada Post to have the database changed so that all mail sent to Langford will show “Langford” as the primary city. The City has been working with Canada post to seamlessly plan the transition in the database. Canada Post has now finished processing the City’s request and is moving forward with implementing the change effective June 19, 2023.

Residents and businesses will receive a letter from Canada Post in the coming days advising them to update their address with utilities, billers, and banking institutions etc. Residents will also be able to update their address with ICBC when they renew their drivers license. Although Langford will now be the primary City for all mailing addresses, those receiving mail with “Victoria” as the city, will still be successfully delivered as Victoria will now be listed as a secondary city in the Canada Post database. No mail will be disrupted or lost due to this transition.

Businesses are not required to update their corporate and legal documents with Langford noted as the City, however they can if they wish to. Businesses are encouraged to update their websites and Google business listing to display as Langford.

As stated above, residents will be notified directly by Canada Post, and the City will communicate to the public via news outlets and digital media.

FINANCIAL IMPLICATIONS:

No financial implications noted.

LEGAL IMPLICATIONS:

No legal implications noted.

OPTIONS:

THAT Council receive this report for information.

SUBMITTED BY: Donna Petrie, Senior Manager of Business Development and Events

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

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, Deputy Director of Corporate Services

Concurrence: Braden Hutchins, Director of Corporate Services

Concurrence: Darren Kiedyk, Chief Administrative Officer

CITY OF LANGFORD

BYLAW NO. 2129

A BYLAW TO PROVIDE FOR THE BORROWING OF MONEY IN ANTICIPATION OF REVENUE.

WHEREAS the municipality may not have sufficient money to meet current lawful expenditures of the municipality before receipt of current year tax revenues;

AND WHEREAS it is provided by Section 177 of the Community Charter, that Council may, by bylaw, provide for the borrowing of money that may be necessary to meet current lawful expenditures;

AND WHEREAS the debt outstanding shall not exceed the total of the unpaid taxes for all purposes imposed during the current year and the money remaining due from other governments.

NOW THEREFORE the Council of the City of Langford, in open meeting assembled, ENACTS AS FOLLOWS:

1. The Council is hereby empowered and authorized to borrow upon the credit of the municipality, an amount or amounts not exceeding the sum of Twenty Million dollars (\$20,000,000) as the same may be required and to pay interest thereon at current market rates.
2. All taxes of the current year when levied or so much thereof as may be necessary, shall, when collected, be used to repay the money so borrowed.
3. This Bylaw may be cited as "Revenue Anticipation Borrowing Bylaw No. 2129, 2023".

READ A FIRST TIME this 1st day of May, 2023.

READ A SECOND TIME this 1st day of May, 2023.

READ A THIRD TIME this 1st day of May, 2023.

ADOPTED this day of May, 2023.

MAYOR

(Certified Correct)
CORPORATE OFFICER

**CITY OF LANGFORD
BYLAW NO. 2130**

A BYLAW TO ADOPT A FINANCIAL PLAN FOR 2023 – 2027

WHEREAS under the *Community Charter* the municipality must have a financial plan adopted by bylaw before the annual property tax bylaw is adopted;

AND WHEREAS through a public process the financial plan has been presented and the public has had an opportunity to comment;

AND WHEREAS Council deems this to be a process of public consultation as required by the *Community Charter*,

NOW THEREFORE the Council of the City of Langford, in open meeting assembled, enacts as follows:

1. Schedule “A” attached hereto and forming part of this bylaw comprises the City of Langford Consolidated Five Year Financial Plan for 2023 – 2027.
2. Schedule “B” attached hereto and forming part of this bylaw comprises the City of Langford Revenue and Property Tax Policy Disclosure.
3. This bylaw may be cited for all purposes as “City of Langford 2023-2027 Financial Plan Bylaw No. 2130, 2023”.

READ A FIRST TIME this day of May, 2023.

READ A SECOND TIME this day of May, 2023.

READ A THIRD TIME this day of May, 2023.

ADOPTED this day of May, 2023.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule "A"					
Bylaw No. 2130					
Consolidated Financial Plan 2023-2027					
	2023	2024	2025	2026	2027
REVENUES:					
External Revenue					
Development Cost Charges	\$ 7,153,100	\$ 5,475,000	\$ 1,425,000	\$ 1,100,000	\$ 1,100,000
Developer Contributions	7,281,356	-	-	-	-
Other Capital Contributions	-	-	-	-	-
Municipal Property Taxes	45,009,003	51,764,978	58,181,880	64,658,197	63,283,717
Grants in Lieu	165,918	169,237	172,622	144,537	144,537
Utility Taxes	495,715	505,630	515,742	523,057	523,057
Parcel Taxes	1,638,438	4,313,438	4,313,438	4,313,438	4,313,438
Fees and Charges	4,052,447	3,726,914	3,467,372	3,205,043	2,995,043
Interest	550,000	500,000	400,000	300,000	300,000
Grants From Other Governments	2,756,729	1,018,779	711,146	725,400	725,400
Other Sources	10,466,127	10,365,151	10,282,909	10,408,003	10,418,003
Total External Revenue	79,568,834	77,839,127	79,470,109	85,377,674	83,803,194
EXPENDITURES:					
External Expenditure					
Operating Expenditure	62,402,968	62,819,444	66,627,945	68,805,328	72,946,351
Interest Payments on Debt	502,821	2,594,445	2,508,145	2,488,145	1,749,331
Capital Expenditure	122,285,945	12,279,000	6,054,000	31,270,000	30,030,000
Total External Expenditure	185,191,744	78,692,888	75,190,090	102,563,473	104,725,682
CHANGE IN NET FINANCIAL POSIT	(105,622,910)	(53,762)	4,280,019	(17,185,799)	(20,922,488)
OTHER REVENUES:					
Borrowing Proceeds	94,364,226	5,000,000	2,500,000	27,700,000	27,000,000
OTHER EXPENDITURES:					
Principal Payments on Debt	1,827,925	5,890,314	7,488,459	9,544,896	2,568,207
TOTAL REVENUES LESS EXPENDIT	-\$ 13,086,609	-\$ 1,744,076	-\$ 708,440	\$ 969,305	\$ 3,509,305
INTERNAL TRANSFERS:					
Transfer from Reserve Funds					
Affordable Housing	115,000	15,388	15,695	15,695	15,695
Capital Works & Equipment	\$ 7,317,500	\$ 1,875,000	\$ 1,580,000	\$ 975,000	\$ 1,175,000
Equipment Replacement	2,765,053	209,000	629,000	1,175,000	705,000
Parks & Open Space	-	-	-	-	-
Park Improvement	-	-	-	-	-
Sidewalk Capital	-	-	-	-	-
Police Building Capital	70,000	70,000	70,000	70,000	-
General Capital Fund	120,000	120,000	120,000	120,000	120,000
General Operating	-	-	-	-	-
General Amenity	3,563,485	2,601,985	2,801,985	2,000,000	1,800,000
Transfer from Reserve Fund Total	13,951,038	4,891,373	5,216,680	4,355,695	3,815,695
Less: Transfer to Reserve and Capital Funds					
Reserves:					
Police Building Capital	70,000	70,000	70,000	70,000	70,000
Capital Works & Equipment	1,405,000	1,405,000	1,405,000	1,405,000	1,405,000
Equipment Replacement	1,500,000	1,000,000	900,000	750,000	900,000
Parking Reserve	-	-	-	-	-
Police Special	-	-	-	-	-
General Amenity	103,804	364,294	500,000	500,000	500,000
Infrastructure Sustainability	-	-	-	-	-
General Capital Fund	-	750,000	2,000,000	2,900,000	4,750,000
	3,078,804	3,589,294	4,875,000	5,625,000	7,625,000
Transfers from(to) Surplus	1,156,164	441,997	366,760	300,000	300,000
Transfers from(to) Reserve Accounts	1,058,210	-	-	-	-
TOTAL INTERNAL TRANSFERS	\$ 13,086,609	\$ 1,744,076	\$ 708,440	-\$ 969,305	-\$ 3,509,305

Schedule "B"										
Bylaw No. 2130										
Revenue and Property Tax Policy Disclosure										
REVENUE DISCLOSURE										
Revenue Proportions										
	2023		2024		2025		2026		2027	
	(\$'000s)	%	(\$'000s)	%	(\$'000s)	%	(\$'000s)	%	(\$'000s)	%
Property Taxes	45,009	26%	51,765	67%	58,182	72%	64,658	56%	63,284	58%
Parcel Taxes	1,638	1%	4,313	6%	4,313	5%	4,313	4%	4,313	4%
Fees	4,052	2%	3,727	5%	3,467	4%	3,205	3%	2,995	3%
Other Sources	28,869	17%	12,560	16%	12,082	15%	12,100	12%	12,111	11%
Proceeds From Borrowing	94,364	54%	5,000	6%	2,500	3%	27,700	25%	27,000	25%
	173,933	100%	77,365	100%	80,545	100%	111,977	99%	109,703	100%

Other Sources includes grants from other governments and agencies, development contributions to capital, interest and penalties and miscellaneous sales of services.

Objectives and Policies

Property tax revenue is the City's primary revenue source, and one which is heavily reliant on the residential class. Diversification of the tax base and generation of non-tax revenue are ongoing objectives. Except in extraordinary circumstances, tax increases are kept to cost of living or less.

Parcel Charges are comprised of local area service debt servicing costs for roads.

Fees & Charges are a tool used for cost recovery. Various fees are reviewed every 1-5 years to ensure that they are adequate to recover costs of providing specific services.

Other Sources will vary greatly from year to year as it includes such items as:

- Development cost charges used to fund DCC capital projects,
- Contributions from others for capital,
- Interest earned on funds invested in accordance with the City's investment policy,
- Grants, which are sought from other governments and government agencies, often to be leveraged with City funds,
- Casino revenue sharing income.

Proceeds from Borrowing – Debt is used where it makes sense such as for urgent projects or to leverage grants where internal funding is not available. Caution is necessary when considering debt as it commits future cash flows to debt payments, restricting the ability to use those funds to provide other services. The source of the debt payments needs to be considered as does the justification for advancing the project

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Schedule “B” Continued Revenue and Property Tax Disclosure

PROPERTY TAX DISCLOSURE

Property Tax Revenue Distribution

The table below presents tax revenue and tax rates based on the 2023 Revised Assessment Roll:

Property Tax Distribution							
Property Class	Taxation Revenue		Net Taxable Assessed Value		Tax Rate (\$/1000)	Multiple (Rate/Res. Rate)	
	(\$'000s)	%	(\$'000s)	%		(Rate/Res. Rate)	
1. Residential	32,344	71.9%	15,751,430	87.79%	2.0534	1.00	
2. Utility	162	0.4%	11,271	0.06%	14.3740	7.00	
4. Heavy Industry	-	0.0%	-	0.00%	6.5915	3.21	
5. Light Industry	374	0.8%	56,432	0.31%	6.6233	3.23	
6. Business/Other	11,980	26.6%	2,063,155	11.50%	5.8067	2.83	
7. Managed Forest	0	0.0%	182	0.00%	2.3508	1.14	
8. Rec./Non-Profit	148	0.3%	61,778	0.34%	2.3953	1.17	
9. Farm	0	0.0%	141	0.00%	2.0534	1.00	
	45,009		17,944,390				

Objectives and Policies

Council sets tax rates to maintain tax stability between property classes. Property class multiples are reviewed periodically to ensure that the burden of tax among property classes is not distorted by differing market value changes between classes.

Permissive Tax Exemptions

Policy with respect to permissive tax exemptions under section 224 of the Community Charter is that exemption will be considered where the organization has demonstrated proof of community access to citizens of Langford at a nominal charge and community benefit in the previous year.

Council supports the establishment of assisted living seniors' housing in Langford and has granted 10-year exemptions to three such developments.

Council has established a revitalization tax exemption program under section 226 of the *Community Charter* which grants an exemption for eligible buildings for up to 10 years. An exemption certificate was issued for one property in 2021 for which the exemption expires in 2028.



Staff Report to Special Council

DATE: Monday, May 8, 2023

DEPARTMENT: Finance

SUBJECT: Bylaw No. 2130 and Bylaw No. 2131 - 2023-2027 Five Year Financial Plan and 2023 Tax Rates

BACKGROUND:

The *Community Charter* requires Council to adopt a Five-Year Financial Plan each year and, after the adoption of the Plan and before May 15, to adopt a Tax Rates Bylaw. Bylaws No. 2130 and No. 2131 satisfy these requirements. Copies of these bylaws are attached.

COMMENTARY:

At the Regular Council Meeting on May 1, 2023, Council approved the 2023-2027 Five Year Financial Plan and directed staff to bring forward the 2023-2027 Five Year Financial Plan Bylaw and the 2023 Tax Rates Bylaw.

Once approved by Council, *City of Langford 2023-2027 Financial Plan Bylaw No. 2030, 2023* gives authority for the City to spend for operating and capital purposes in 2023.

City of Langford Tax Rates Bylaw No. 2131, 2023 gives authority for the City to levy taxes for Municipal, Regional District and Regional Hospital District purposes in 2023.

Council also considers the distribution of taxes among property classes with the objective of maintaining a stable and equitable burden. At the May 1, 2023 Regular Council Meeting, Council considered the tax rates distribution between property classes and directed staff to adjust all property tax multiples to evenly spread the tax increase across property classes for the 2023 tax year. The tax rates calculated in Bylaw No. 2131 reflects this direction.

OPTIONS:

Option 1

THAT Council:

- a. Give City of Langford 2023-2027 Financial Plan Bylaw No. 2030, 2023 first, second and third readings; and
- b. Give City of Langford Tax Rates Bylaw No. 2031, 2023 first, second and third readings.

OR Option 2

THAT Council not proceed with Bylaw No. 2030 and Bylaw No. 2031 and direct staff to bring forward these bylaws with the following adjustments:

- a.
- b.
- c.

SUBMITTED BY: Michael Dillabaugh, CPA, CA, Director of Finance

Concurrence: Donna Petrie, Senior Manager of Business Development and Events

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

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

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

Concurrence: Marie Watmough, Deputy Director of Corporate Services

Concurrence: Braden Hutchins, Director of Corporate Services

Concurrence: Darren Kiedyk, Chief Administrative Officer

CITY OF LANGFORD

BYLAW NO. 2131

A BYLAW TO LEVY PROPERTY VALUE TAXES TO MEET MUNICIPAL OBLIGATIONS FOR THE YEAR 2023.

WHEREAS, pursuant to Section 197 of the Community Charter, the Council must adopt a tax rate bylaw after the adoption of a financial plan, but before the fifteenth day of May;

NOW THEREFORE, the Council of the City of Langford, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2023:
 - a) For all lawful general purposes of the Municipality on the assessed value of land and improvements taxable, for general municipal purposes, rates appearing in Column "A" of Schedule 'A' attached hereto and forming part hereof.
 - b) For all lawful purposes of the Regional District on the assessed value of lands and improvements taxable for general municipal purposes, rates appearing in Column "B" of Schedule 'A' attached hereto and forming a part hereof.
 - c) For all lawful purposes of the Regional Hospital District on the assessed value of land and improvements taxable for hospital purposes, rates appearing in Column "C" of Schedule 'A' attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
3. This bylaw may be cited for all purposes as "City of Langford Tax Rates Bylaw No. 2131, 2023."

READ A FIRST time on this day of , 2023.

READ A SECOND time on this day of , 2023.

READ A THIRD time on this day of , 2023.

ADOPTED this day of , 2023.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule 'A' to Bylaw 2131

2023 Tax Rates (Dollars of Tax Per \$1000 Taxable Value)

Description	Class	General Municipal "A"	Capital Regional District "B"	Regional Hospital District "C"
Residential	1	2.05343	0.44629	0.12621
Utilities	2	14.37400	3.12402	0.44174
Major Industry	4	6.59151	1.43258	0.42911
Light Industry	5	6.62333	1.43950	0.42911
Business/Other	6	5.80669	1.26201	0.30922
Managed Forest	7	2.35077	0.51091	0.37863
Recreational/Non Profit	8	2.39532	0.52059	0.12621
Farm	9	2.05343	0.44629	0.12621

CITY OF LANGFORD

BYLAW NO. 2131

A BYLAW TO LEVY PROPERTY VALUE TAXES TO MEET MUNICIPAL OBLIGATIONS FOR THE YEAR 2023.

WHEREAS, pursuant to Section 197 of the Community Charter, the Council must adopt a tax rate bylaw after the adoption of a financial plan, but before the fifteenth day of May;

NOW THEREFORE, the Council of the City of Langford, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2023:
 - a) For all lawful general purposes of the Municipality on the assessed value of land and improvements taxable, for general municipal purposes, rates appearing in Column "A" of Schedule 'A' attached hereto and forming part hereof.
 - b) For all lawful purposes of the Regional District on the assessed value of lands and improvements taxable for general municipal purposes, rates appearing in Column "B" of Schedule 'A' attached hereto and forming a part hereof.
 - c) For all lawful purposes of the Regional Hospital District on the assessed value of land and improvements taxable for hospital purposes, rates appearing in Column "C" of Schedule 'A' attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
3. This bylaw may be cited for all purposes as "City of Langford Tax Rates Bylaw No. 2131, 2023."

READ A FIRST time on this day of , 2023.

READ A SECOND time on this day of , 2023.

READ A THIRD time on this day of , 2023.

ADOPTED this day of , 2023.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule 'A' to Bylaw 2131

2023 Tax Rates (Dollars of Tax Per \$1000 Taxable Value)

Description	Class	General Municipal "A"	Capital Regional District "B"	Regional Hospital District "C"
Residential	1	2.05343	0.44629	0.12621
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Major Industry	4	6.59151	1.43258	0.42911
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Farm	9	2.05343	0.44629	0.12621