



Council Agenda

Monday, March 4, 2024, 7:00 PM

Council Chambers & Electronic Meeting

Electronic Meeting Instructions

To Join a Meeting:

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

Enter the Meeting ID: 897 0956 7061

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

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

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

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

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

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

Pages

1. CALL TO ORDER

2. TERRITORIAL ACKNOWLEDGEMENT

3. MEETING CONDUCT RULES

4. APPROVAL OF THE AGENDA

5. PUBLIC PARTICIPATION

6. CONSENT AGENDA

Minutes of the Committee of the Whole Meeting - February 8, 2024 - (RECEIVE)

Minutes of the Committee of the Whole Meeting - February 12, 2024 - (RECEIVE)

Minutes of the Committee of the Whole Meeting - February 13, 2024 - (RECEIVE)

Minutes of the Committee of the Whole Meeting - February 20, 2024 - (RECEIVE)

Minutes of the Council Meeting - February 20, 2024 - (ADOPT)

Minutes of the Committee of the Whole Meeting - February 22, 2024 - (RECEIVE)

Minutes of the Community Advisory Committee Meeting - February 27, 2024 - (RECEIVE)

7. CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

8. COMMITTEE RESOLUTIONS

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City of Langford

Committee of the Whole Minutes

February 8, 2024, 7:00 p.m.

Council Chambers & Electronic Meeting

PRESENT:

Mayor S. Goodmanson
Councillor K. Guiry
Councillor C. Harder
Councillor M. Morley

Councillor L. Szpak
Councillor M. Wagner
Councillor K. Yacucha

ATTENDING:

D. Kiedyk, Chief Administrative Officer
B. Hutchins, Director of Corporate
Services
M. Watmough, Deputy Director of
Corporate Services
M. Baldwin, Director of Planning and
Subdivision
M. Dillabaugh, Director of Finance
Y. Nielsen, Director of Parks, Recreation
and Facilities
K. Dube, Senior Manager of Information
Technology and GIS

T. Preston, Superintendent, West Shore
RCMP
C. Aubrey, Fire Chief
L. Fletcher, Manager of Community
Safety and Municipal Enforcement
W. Robinson, Manager of Building
Services
T. Auger, Deputy Director of Engineering
Construction
C. Staniforth, Financial Analyst
B. Boisvert, Legislative Services
Administrative Coordinator

Meeting available by teleconference.

1. CALL TO ORDER

The Chair called the meeting to order at 7:03 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF THE AGENDA

MOVED BY: SZPAK

SECONDED: WAGNER

THAT the Committee approve the agenda as presented.

Motion CARRIED.

4. ADOPTION OF THE MINUTES**4.1 Minutes of the Committee of the Whole Meeting - January 22, 2024**

MOVED BY: SZPAK

SECONDED: MORLEY

THAT the Committee of the Whole adopt the minutes of the Committee of the Whole meeting held January 22, 2024.

Motion CARRIED.**5. PRESENTATIONS****5.1 Presentation of Proposed 2024-2028 Five Year Financial Plan**

M. Dillabaugh, Director of Finance, presented the DRAFT 2024-2028 Financial Plan to the Committee. Chief Aubrey presented the fire department's budget to the Committee. Supt. T. Preston presented the West Shore RCMP's policing budget to the Committee. L. Fletcher, Manager of Community Safety & Municipal Enforcement, presented the Bylaw Department's budget to the Committee.

Councillor Guiry joined the meeting at 7:21 pm.

MOVED BY: YACUCHA

SECONDED: MORLEY

THAT the Committee of the Whole at 8:30 pm. take a 5-minute recess.

Motion CARRIED.

The meeting resumed at 8:38 pm.

MOVED BY: GUIRY

SECONDED: WAGNER

THAT the Committee of the Whole at 9:58 pm. extend the meeting until 11:00 pm.

Motion CARRIED.

MOVED BY: GUIRY

SECONDED: WAGNER

THAT the Committee of the Whole at 10:50 pm. extend the meeting until 11:30 pm.

Motion CARRIED.

MOVED BY: GUIRY
SECONDED: YACUCHA

THAT Council direct staff to provide further information on the following matters arising from the presentation:

1. THAT the Committee of the Whole direct staff to come back with a plan to accelerate the reduction of the use of the general amenity fund for the next Committee of the Whole meeting. This would include exploring reducing to previous levels in one year and in three years as well as completely discontinuing their use entirely.
AND

2. THAT the Committee of the Whole direct staff to come back at the next Committee of the Whole meeting, with what would be necessary to achieve all remaining projects on the sidewalk infill matrix over the next three years. This would include information on the necessary increases to the sidewalk budget, necessary increases to the multi-use path budget and any effect it would have on projected tax increases.

MOVED BY: GUIRY
SECONDED: SZPAK

THAT the motion on the floor be tabled.

Motion CARRIED.

MOVED BY: GUIRY
SECONDED: SZPAK

THAT the Committee of the Whole meeting at 11:30 pm. be extended to midnight.

Motion CARRIED.

The tabled motion was brought back to the floor and was adopted as read.

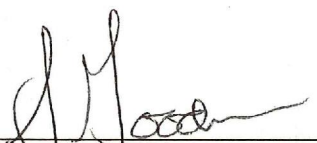
6. ADJOURNMENT

MOVED BY: GUIRY
SECONDED: WAGNER

THAT the Committee adjourn the meeting.


The Chair adjourned the meeting at 11:35 pm.

Motion CARRIED.



Presiding Council Member

**SCOTT GOODMANSON
MAYOR**



Certified Correct - Corporate Officer

**Marie Watmough
Corporate Officer**



City of Langford

Committee of the Whole Minutes

February 12, 2024, 7:00 p.m.

Council Chambers & Electronic Meeting

PRESENT:

Mayor S. Goodmanson
Councillor K. Guiry
Councillor C. Harder
Councillor M. Morley

Councillor L. Szpak
Councillor M. Wagner
Councillor K. Yacucha

ATTENDING:

D. Kiedyk, Chief Administrative Officer
B. Hutchins, Director of Corporate Services
M. Watmough, Deputy Director of Corporate Services
M. Baldwin, Director of Planning and Subdivision
M. Dillabaugh, Director of Finance
K. Balzer, Director of Engineering and Public Works
Y. Nielsen, Director of Parks, Recreation and Facilities
K. Dube, Senior Manager of Information Technology and GIS - Remote

D. Petrie, Senior Manager of Business Development and Events
S. Rose, Inspector, West Shore RCMP
C. Aubrey, Fire Chief
L. Fletcher, Manager of Community Safety and Municipal Enforcement - Remote
W. Robinson, Manager of Building Services
C. Staniforth, Financial Analyst
L. Zetaruk, Analyst
B. Boisvert, Legislative Services
Administrative Coordinator

Meeting available by teleconference.

1. CALL TO ORDER

The Chair called the meeting to order at 7:04 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. MEETING CONDUCT RULES

M. Watmough, Corporate Officer, read the meeting rules of conduct.

4. APPROVAL OF THE AGENDA

MOVED BY: YACUCHA

SECONDED: HARDER

THAT the Committee approve the agenda as presented.

Motion CARRIED.**5. PRESENTATIONS****5.1 Presentation of Proposed 2024-2028 Five Year Financial Plan**

M. Dillabaugh, Director of Finance; presented a short update to the Committee regarding the resolution from the February 8, 2024, Committee of the Whole meeting. He also introduced a new project list for the Committee's consideration. D. Petrie, Senior Manager of Business Development and Events; introduced the Communications & Economic Development Department's operating budget for 2024. W. Robinson, Manager of Building; introduced the Building Department's operating budget to the Committee. M. Baldwin, Director of Planning and Subdivision; presented the operating budget for the Development Services Department for 2024. K. Balzer, Director of Engineering and Public Works introduced the operating budget for the Engineering Department for 2024. M. Dillabaugh, Director of Finance; presented the Fiscal Budget and the Finance Department's operating budget. B. Hutchins, Director of Corporate Services; presented their operating budget. Y. Nielsen, Director of Parks, Recreation and Facilities; introduced the Parks, Recreation and Facilities Department operating budget for 2024.

MOVED BY: YACUCHA

SECONDED: HARDER

THAT Council direct staff to provide further information on the following matters arising from the presentation:

1. Grant information available regarding the new projects introduced.

Councillor Yacucha withdrew the motion.

6. ADJOURNMENT

MOVED BY: HARDER

SECONDED: MORLEY


THAT the Committee adjourn the meeting.

The Chair adjourned the meeting at 9:27 pm.

Motion CARRIED.


 Presiding Council Member

SCOTT GOODMANSON
MAYOR



 Certified Correct - Corporate Officer

Marie Watmough
Corporate Officer



City of Langford

Committee of the Whole Minutes

February 13, 2024, 7:00 p.m.

Council Chambers & Electronic Meeting

PRESENT:

Mayor S. Goodmanson
Councillor K. Guiry
Councillor C. Harder
Councillor M. Morley

Councillor L. Szpak
Councillor M. Wagner
Councillor K. Yacucha - Remote

ATTENDING:

D. Kiedyk, Chief Administrative Officer
B. Hutchins, Director of Corporate Services
M. Watmough, Deputy Director of Corporate Services
M. Baldwin, Director of Planning and Subdivision
M. Dillabaugh, Director of Finance
K. Balzer, Director of Engineering and Public Works
Y. Nielsen, Director of Parks, Recreation and Facilities
K. Dube, Senior Manager of Information Technology and GIS - Remote

D. Petrie, Senior Manager of Business Development and Events
S. Rose, Inspector, West Shore RCMP
C. Aubrey, Fire Chief
L. Fletcher, Manager of Community Safety and Municipal Enforcement
W. Robinson, Manager of Building Services
D. Yeo, Acting Senior Bylaw Enforcement Officer
B. Agland, System Administrator
C. Bell, FOI Coordinator

Meeting available by teleconference.

1. CALL TO ORDER

The Chair called the meeting to order at 7:03 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. MEETING CONDUCT RULES

M. Watmough, Corporate Officer, read the meeting rules of conduct.

4. APPROVAL OF THE AGENDA

MOVED BY: GUIRY
SECONDED: HARDER

THAT the Committee approve the agenda as presented.

Motion CARRIED.

5. PRESENTATIONS

5.1 Presentation of Proposed 2024-2028 Five Year Financial Plan and Related Matters

M. Dillabaugh, Director of Finance; presented a short update. B. Hutchins, Director of Corporate Services, presented information regarding the YMCA and Pacific Football Club.

6. PUBLIC PARTICIPATION

T.L. Renken-Sebastian Jacklin/Orono - The speaker inquired about Fire Rescue initiatives. The speaker inquired about RCMP expenditures. The speaker inquired about the relationship between community resources and the Bylaw department regarding the unhoused people health and wellness. The speaker inquired about the consequences of not having new hires.

Chief C. Aubrey responded - That at this time the Fire Department does not have budget requirements for new apparatus or vehicles. The Fire Department does explore grants or repurposing vehicles before purchasing new.

Insp. S. Rose, West Shore RCMP responded - That the RCMP collaborates with other agencies, not for profits and other provincial agencies to deliver services they provide.

L. Fletcher, Manager Community Safety and Municipal Enforcement responded - That the Bylaw Enforcement Department is engaging in specific training for officers with respect to unhoused, mental health issues. That they work with the RCMP to do wellness checks. Housing is a provincial mandated position, and the City has limited scope and ability to be involved.

M. Morton, Phelps Ave - The speaker expressed concern about a tax increase. The speaker inquired about the travel budget increasing. The speaker expressed concern about the lack of information regarding the need to support the YMCA. The speaker expressed concern regarding the cost of consultants. The speaker expressed concern regarding the increase of the cost of the event line item. The speaker expressed concern regarding the cost of using the Trolley for a library.

M. Dillabaugh, Director of Finance responded - Clarified that the travel budget from the Covid years was minimal travel. The addition of inflation has increased cost. They encouraged the resident to look through years 2019 and prior for better clarification. The events budget increase does not affect property tax increases. The use of consultants was for clarification of required departmental plans for the Council's strategic plan. The City is probably the only municipality that doesn't have a transportation plan, parks master plan, updated Official Community Plan. All of these cost money, more efficient to contract versus hiring permanent employees when its not a yearly process. They stated again that these costs do not affect taxation.

M. Wignall, Selwyn Rd - The speaker expressed concern regarding the cost of stadium seating. The speaker inquired if design build proposals would be an option. The speaker inquired about travel expenses; would virtual attendance be an option. The speaker inquired whether the cost for proposed upcoming plans could be spread out over time.

M. Dillabaugh, Director of Finance responded - They clarified that proposed department plans are being funded by surplus, not property taxation. Spreading it out would likely not make a difference. They also stated that the travel budget is being reduced in 2024 compared to 2023.

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S. Rossander, Langford Resident - The speaker expressed gratitude that there is a plan of the possibility of the purchase of YMCA. The speaker inquired when the public could access the actuals for revenues and expenditures for the City. The speaker inquired about having some details regarding the line item FA08 admin property purchase for the 2024 capital budget. The speaker inquired having the 2023 operating reports for YMCA public.

M. Dillabaugh, Director of Finance responded - That the budget is earlier this year, 2023 actuals are not ready yet. They will meet the deadline of May 15, 2024. The current 5-year plan includes purchase of YMCA. They cannot disclose anything further on land acquisition as it is in camera. He also encouraged residents to go through the FOI process for further records.

S. Sifert, Langford Resident - The speaker inquired for clarification on when year end is. The speaker inquired about a tax decrease with the RCMP building removal. The speaker expressed concern regarding the travel budget. The speaker expressed concern regarding consultant fees.

M. Dillabaugh, Director Of Finance responded - They clarified the City is on a fiscal calendar year. That the RCMP expansion, the potential purchase of YMCA and asset management, was in last years 2023 budget plan. The tax increase was over a few years. Each year has a reduction of 1.75% with the removal of the RCMP building expansion.

L. Foxall, Langford Resident - The speaker expressed concern about a tax increase. The speaker suggested travel budget cost cuts by attending conferences electronically. The speaker expressed concern about the new proposed projects and the lack of information about them. The speaker expressed concern regarding the tax increase and the effect on renters. The speaker expressed concern about saving the Pacific Football Club without a referendum.

Councillor C. Harder - point of order - all speakers should speak through the chair.

R. Louie, Langford Resident - The speaker would like to see a property tax decrease. The speaker expressed concern about the tax increase effecting renters. The speaker inquired about the trolley being used for a library, The speaker inquired if it could be a grant program. The speaker inquired about the removal of either the proposed ebike program or compost program.

C. Legacy, Artesian Crt- The speaker was in favour of increasing the function general amenity fund. The speaker expressed gratitude regarding the resurfacing of the Centennial Park tennis courts and would like to see more added in future.

N. Johal, Langford Resident - The speakers inquired about having enough RCMP officers. The speaker expressed concern regarding the proposed ebike program. The speaker expressed concern regarding the increase of property taxes.

M. Dillabaugh, Director of Finance responded - That the 2024 budget will include the addition of 3 officers to maintain cop to pop ratio. 5 officers were originally requested, which may be a part of Councils deliberation.

L. Plomp, Whimfield Terr - The speaker expressed concern about the details of the new budget items. The speaker offered support for community gardens. The speaker noted that property taxes are still one of the lowest in region, along with inclusion of hiring Firefighters, RCMP Officers, and City staff. The speaker expressed gratitude for using the amenity funds for amenities, instead of lowering taxes.

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M. Brooke, Langford Resident - The speaker expressed concern about tax increase and the effect on renters. The speaker expressed concern about playing catch-up from previous years of low increases.

Greg, Florence Lake Rd - The speaker expressed concern about tax increase and the effect on rental increases.

Mayor Goodmanson called for second time speakers:

T.L. Renken-Sebastian, Jacklin/Orono - The speaker spoke in favour of the funding of the HR consultants in regard to inclusion, diversity, equity and accessibility at City Hall.

L. Foxall, Langford Resident - The speaker expressed concern about consultant fees. The speaker expressed concern about a tax increase. The speaker expressed concern regarding where the 16 million from province will go, why it's not in the financial plan. The speaker also expressed concern about suing the provincial government.

M. Dillabaugh, Director of Finance responded - Master plans costs are included in budget but through grant funding or surplus. If we removed or deferred any of the projects, it would not decrease taxes.

M. Morton, Langford Resident - The speaker inquired where does surplus come from.

M. Dillabaugh, Director of Finance responded - Generated by municipalities, retained earnings when revenues exceed expenses. Municipality has over 600 million dollars of assets. Noted the organization must have some surplus. Using some of that surplus to pay for some projects and plans, for example the Catholic church at Royal Roads University. No surplus = raised taxes for those projects. Surplus allows us to offset, and smooth out tax increase from year to year. Money sits at surplus before spending in a future year.

A. Rossander, Langford Resident - The speaker expressed concern about the tax increase. The speaker stated that the City should look at all possible ways to lower taxes.

B. Sahlstrom, Walfred Rd - The speaker requested some clarification on the purchase of the YMCA. The speaker expressed concern regarding the price and whether residents get a vote in how the money is spent.

M. Dillabaugh, Director of Finance responded - Anything the City buys becomes an asset of the municipality, all land acquisitions is in camera and kept confidential.

D. James, Dornier Rd - The speaker expressed concern about purchase of YMCA. The speaker spoke in favour of the ebike grant. The speaker is not in support of free libraries. The speaker stated there are already enough free libraries. The speaker stated they would like the ebike program expanded instead. Less cars on road equals less road maintenance.

M. Dillabaugh, Director of Finance responded - They encouraged the caller to watch the meeting video for earlier clarification on YMCA.

S. Sifert, Langford Resident - The speaker expressed concern about spending emergency funds on plans. The speaker stated they don't agree the City should be paying for consultants. The speaker is concerned about having a referendum for the stadium. The speaker stated there should have been a referendum for purchasing the YMCA. The speaker is concerned about the

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budget amount for the Royal Roads University. The speaker expressed concern regarding the proposed ebike program.

B. Hutchins, Director of Corporate Services responded - That in 2019 the Council made a commitment to the Province. The funding is to be used to attract businesses and residents to the downtown core.

Nicholas Johal, Walfred Rd - The speaker inquired whether they are local or travel to assist with the budget. The speaker expressed concern regarding the cost of not using local consultants.

M. Dillabaugh, Director of Finance responded - There will be a selection process for hiring consultants, he cannot say whether they are local or not as they are not hired yet and is subject to budget approval.

R, Louie, Langford Resident - The speaker stated they would like to look at rebates in general versus ebikes only. The speaker expressed opposition to community garden to decrease taxes.

N. Johal, Langford Resident - The speaker expressed concern regarding ebike safety and fires. The speaker inquired about the cost of Mayor Goodman's desk. The speaker inquired if Chief Aubrey would support ebikes in the budget due to known fires.

Mayor Goodman responded - The item was on sale, does not have exact price.

M. Dillabaugh, Director of Finance responded - That the desk price information can be obtained from the Freedom of Information process.

Chief Aubrey responded - They cannot comment on the budget, but there have been known fires due to ebike batteries. They would discuss concerns with resident outside of chambers.

N. Johal, Walfred Rd - The speaker expressed support for libraries, believes the City could go about it differently to reduce taxes by requesting donations.

M. Wignall, Selwyn Rd - The speaker expressed concern about tax increase and projected increases. The speaker appreciates allocated funds. The speaker inquired why some of the projects can't be delayed.

Mayor Goodman called for third time speakers.

T.L. Renken-Sebastian Jacklin/Orono - The speaker expressed concern why the City isn't buying Emergency Support Services a new vehicle. The speaker inquired to department heads regarding not hiring additional staff, what are the effects on mental and physical wellness of current staff.

Chief Aubrey responded - They applied for a grant to fund trailer renovations. Emergency Support Services Directors are pleased with what we are able to provide for them.

B. Hutchins, Director of Corporate Services responded - That City Hall is a lean organization, any new hires are to provide current service levels to a growing community.

M. Morton, Phelps Ave - The speaker inquired about who is paying the rent for YMCA right now.

M. Dillabaugh, Director of Finance responded - That the City is currently paying 1.9 million dollars to the Westhills Land Corporation.

N. Johal, Langford Resident - The speaker inquired if 1.9 million dollars to the YMCA is for rent.

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M. Dillabaugh, Director of Finance responded - That it is a lease payment.

N. Johal, Langford Resident - The speaker inquired if three RCMP officers are enough or should we have the five asked for in the budget.

Mayor Goodmanson responded - That three officers were brought forward from last years budget, became aware of 5 recently and it has not been deliberated yet.

L. Foxall, Langford Resident - The speaker inquired about what is being done to increase investments in Langford.

Mayor Goodmanson responded - That the speaker's inquiry is not a budget item.

M. Dillabaugh, Director of Finance responded - Current budget projects are similar or slightly higher revenues than last year.

L. Foxall, Langford Resident - The speaker inquired if health care initiatives are planned.

M. Dillabaugh, Director of Finance responded - Health care is a provincial jurisdiction, identified in Council's strategic plan to advocate on behalf of residents.

L. Foxall, Langford Resident - The speaker disagrees that it is Healthcare is provincial jurisdiction, as Colwood is helping with healthcare.

S. Rossander, Langford Resident - The speaker inquired if taxation is a surplus revenue source. The speaker inquired if a contract amendment is required to pay Westhills and not the YMCA. The speaker stated that the City is in violation of contract if paying more than the maximum of \$950,000 to be paid.

M. Dillabaugh, Director of Finance responded - That surplus generated when revenue exceeds expenditures. The second question it an operational matter and doesn't impact current budget discussion.

D. James, Langford Resident - The speaker supports a proposed staff increase. The speaker supports community gardens. The speaker inquired whether Council has considered about other services, food banks for example.

M. Wignall, Selwyn Rd - The speaker expressed concern about fees decreasing from permits and development in Langford. The speaker inquired if there is an opportunity to do a "plan b" should development drop off completely.

M. Dillabaugh, Director of Finance responded - The revenues and expenditures are budgeted conservatively. Budgets are monitored throughout the year; operational adjustments are made accordingly.

A. Rossander, Langford Resident - The speaker expressed concern about increase to population and permits and license fees should be increasing not decreasing yearly.

M. Baldwin, Director of Planning and Subdivision - The increase to population is a target in the Official Community Plan, a refreshed plan will address how we will accommodate the increase. We are not sure when the increase will happen, could be 25 years out.

Mayor Goodmanson responded - Population increase could be decades off, we are looking at the next five years only. The speaker can contact City Hall for further clarification.

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S. Sifert, Langford Resident - The speaker inquired what is CRD budget compared to last year.

M. Dillabaugh, Director of Finance responded - That information is not available yet.

S. Rossander, Langford Resident - The speaker expressed concern that the 2023 actuals should be made public. The speaker stated how do we know what the surplus is when we don't know the actuals. Are we using unrestricted cash on hand.

M. Dillabaugh, Director of Finance responded - Surplus is accumulated over a number of years. Cash and surplus are two different things. We have a large cash balance, a fairly large portion of that is restrictive for certain purposes. The City doesn't treat cash as restricted or unrestricted.

Mayor Goodmanson called for 4th time speakers.

Councillor Harder inquired - Are we allowing 4th time speakers, is it in the procedure bylaw?

M. Watmough, Deputy Director of Corporate Services responded - The matter is not specific, it is at Council's discretion.

T.L. Renken-Sebastian Jacklin/Orono - Speaker inquired about the impacts of delaying transfers to reserves. Speaker expressed support for co-op students/graduate students working in the municipality and developing plans that can be completed by staff. Speaker noted RCMP officers are moving to other jurisdictions and wondered if the municipality could get a signing bonus payment as we trained these individuals.

Mayor Goodmanson responded - Langford fire volunteers are the ones being lost to paid positions elsewhere.

Chief Aubrey responded - Reimbursement can be challenging as many people are volunteering seeking experience to apply for career positions Challenging to get a reimbursement for someone who is volunteering their time.

B. Hutchins, Director of Corporate Services responded - The climate change position is completely funded through a grant program and co-op students are frequently hired.

M. Dillabaugh, Director of Finance responded - Transfers to reserves are to be used for capital purposes. Transfers to reserves help the municipality save for expenses upcoming and help level out tax increases.

C. Carlson, Saanich - Speaker expressed concern about the proposed property tax increase.

Mayor Goodmanson closed public participation.

MOVED BY: HARDER

SECONDED: WAGNER

THAT Committee of the Whole request that staff bring back a report to the next Committee of the Whole meeting with further information briefly outlining each proposed new budget item as listed in the presentation.

Motion CARRIED.

7. ADJOURNMENT

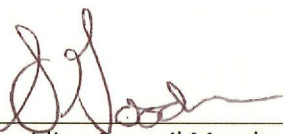
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MOVED BY: GUIRY
SECONDED: WAGNER

THAT the Committee adjourn the meeting.

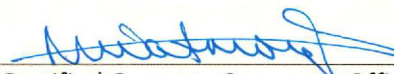
The Chair adjourned the meeting at 9:17 pm.

Motion CARRIED.



Presiding Council Member

**SCOTT GOODMANSON
MAYOR**



Certified Correct - Corporate Officer

**Marie Watmough
Corporate Officer**



City of Langford

Committee of the Whole Minutes

February 20, 2024, 12:00 p.m.

Council Chambers & Electronic Meeting

PRESENT:	Mayor S. Goodmanson	Councillor L. Szpak
	Councillor K. Guiry	Councillor M. Wagner
	Councillor C. Harder	Councillor K. Yacucha
ABSENT:	Councillor M. Morley	
ATTENDING:	D. Kiedyk, Chief Administrative Officer	D. Petrie, Senior Manager of Business Development and Events
	B. Hutchins, Director of Corporate Services	S. Rose, Inspector, West Shore RCMP
	M. Watmough, Deputy Director of Corporate Services	C. Aubrey, Fire Chief
	M. Baldwin, Director of Planning and Subdivision	L. Fletcher, Manager of Community Safety and Municipal Enforcement
	M. Dillabaugh, Director of Finance	W. Robinson, Manager of Building Services
	K. Balzer, Director of Engineering and Public Works	C. Staniforth, Financial Analyst
	Y. Nielsen, Director of Parks, Recreation and Facilities	Travis Booth, GIS Lead
	K. Dube, Senior Manager of Information Technology and GIS	N. Johnston, Legislative Services Administrative Coordinator

Meeting available by teleconference.

1. CALL TO ORDER

The Chair called the meeting to order at 12:03 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. MEETING CONDUCT RULES

M. Watmough, Corporate Officer, read the meeting rules of conduct.

4. APPROVAL OF THE AGENDA

MOVED BY: YACUCHA

SECONDED: GUIRY

THAT the Committee approve the agenda as presented.

Motion CARRIED.

5. PRESENTATIONS

5.1 Presentation of Proposed 2024-2028 Five Year Financial Plan

M. Dillabaugh, Director of Finance provided a brief overview of the items to be discussed during the meeting.

6. PUBLIC PARTICIPATION

F. Johnson, Hannington Road - Speaker expressed concern with the changes to potential YMCA purchase. Speaker wished for the \$1.9 million subsidy to continue instead. Speaker expressed support for asset management strategies. Speaker expressed concern with the proposed tax increase.

W. Hobbs, Luxton Road - Speaker expressed support for new staff in Engineering department. Speaker expressed concerns with traffic on Luxton Road. Speaker expressed concern with the lack of sidewalks on Luxton Road. Speaker wished for Luxton to be considered for sidewalk installation sooner than proposed. Speaker expressed concern with the addition of a Paralegal on staff. Speaker inquired as to whether the proposed election budget will be for six or eight council members.

K. Balzer, Director of Engineering and Public Works responded - That sidewalk infill list shown is not exhaustive.

S. Costello, Robalee Place - Speaker expressed a need for Council to consider reducing budget items due to our financial situation. Speaker expressed support for additional police and fire staff. Speaker wished for the tax reduction from amenity funds to continue. Speaker expressed a need for infrastructure to benefit taxpayers. Speaker inquired as to whether the Veterans Memorial overpass is being considered for expansion as it is no longer sufficient for the population and use. Speaker expressed a need for more roads. Speaker wished to see the YMCA dropped from the budget and the funds given to the Juan de Fuca Recreation Centre to facilitate growth. Speaker noted YMCA and PFC may be too expensive for the City and asked if they pay taxes to the City. Speaker expressed concern with the proposed tax increase.

M. Dillabaugh, Director of Finance responded - The City does not receive tax revenue from PFC or the YMCA as part of their contracts or agreements.

K. Balzer, Director of Engineering and Public Works responded - The City is currently participating in a provincial study that includes the Veterans Memorial overpass.

M. Morton, Phelps Ave - Speaker expressed a wish to see what the service levels of the municipality are. Speaker inquired as to the impacts to these service levels if staffing is not increased. Speaker encouraged Council to engage with the public to see if a lower service level would be acceptable if it meant taxation savings.

M. Dillabaugh, Director of Finance responded - Population growth, workload, and additional services legislated from province are impacting service levels. Noted municipalities cannot hire one person to cover many jobs as departments and expertise areas are separate.

B. Hutchins, Director of Corporate Services responded - HR Advisor position will help to deal with legislative requirements including health and safety as well as union contract administration.

M. Dillabaugh, Director of Finance responded - Cutting these positions from the proposed budget would not reduce this increase percentage to zero as there is carry over from positions funded this year.

N. Johal, Langford Resident - Speaker expressed support for RCMP additional staffing. Speaker inquired if Dry Grad and the Sarah Beckett Run was going to receive funding. Speaker wished to see these items funded over the E-bike program and community gardens.

M. Dillabaugh, Director of Finance responded - Funding comes through Grant in Aid and the Mayor's Golf Tournament. At this time, staff are unsure what avenue Dry Grad and the Sarah Beckett Run were funded by previously.

K. Middleton, Kingsview Ridge - Speaker expressed support for the RCMP staff funding. Speaker expressed concern with the YMCA potential purchase, Starlight Stadium expansion, Council's travel budget, and consultant expenses. Speaker encouraged sending less representatives to conferences or attending online. Speaker encouraged the use of students through partnerships with local post-secondary institutions.

Mayor Goodman asked staff to comment on the use of consultants in Langford.

M. Dillabaugh, Director of Finance responded - Consultants are used to supplement expertise, alleviate the need for another full-time employee, assist with capacity challenges, and help complete short-term projects.

B. Hutchins, Director of Corporate Services responded - City has a strong relationship with post secondary institutions and hiring students.

D. Kiedyk, Chief Administrative Officer responded - City is experiencing an unusual year and hiring consultants can help us get work done funded through grants and surplus.

D. Stroud, Jeanine Drive - Speaker expressed support for OCP Refresh, master plans, and the Urban Forest Management Plan. Expressed support for community gardens, climate action planning, and hiring a climate specialist. Speaker inquired as to what the deadline for correspondence pertaining to budget was.

M. Dillabaugh, Director of Finance responded - public correspondence will be accepted until the budget is approved.

T. Renken Sebastian, Jacklin Road - Speaker noted that hiring consultants is more advantageous, than having someone expand on their already busy job to advise on matters of the strategic plan.

D. James, Dornier Road - Speaker expressed support for the end of using General Amenity to reduce taxes. Speaker expressed support for additional RCMP staffing and wondered if we would go further. Speaker expressed concern with the little free libraries as we have the GVPL system that also facilitate community gathering and socialization. Speaker expressed support for E-bike subsidies.

Councillor Harder left the meeting at 12:44pm

K. Middleton, Kingsview Ridge - Speaker expressed support for community gardens noting community building, social benefits, generosity, and education. Speaker also noted birds, pollinators and green spaces would be supported by community gardens.

Councillor Harder returned to the meeting at 12:47pm

S. Costello, Robalee Place - Speaker expressed concern with the YMCA and PFC not paying the City taxes. Speaker expressed a need for Council to remember that cars are still very important in the community. Speaker encouraged Council to sell the property at 3680 Trans Canada Highway. Speaker expressed a need for Council to consider alternatives for PFC seating to support the City. Speaker expressed concern for the proposed tax rates.

W. Hobbs, Luxton Road - Speaker expressed support for Fire and Police staffing. Speaker expressed concern with the following budget items: E-bikes, murals, crosswalk in the downtown core, largest little free library, and community gardens. Speaker noted that composting initiatives can attract vermin and the City is already experiencing issues with this already. Speaker wished for Luxton sidewalks to be moved up the list into the top three projects.

Mayor Goodman asked staff to comment on the speakers points presented earlier and during this second opportunity.

B. Hutchins, Director of Corporate Services responded - City has many contracts and in 2023, turned over 208. Paralegal position would assist with this also. 800 active contracts within the City and we need additional help.

B. Hutchins, Director of Corporate Services responded - Regarding moving up to eight councillors members from six: The City has the option to do so at the 2030 municipal election as the census data must be available to support the population numbers.

F. Johnson, Hannington Road - Speaker expressed gratitude for the budget materials accessibility but noted some items are unclear. Speaker disagreed that surplus does not affect taxes. Speaker inquired as to where the Growing Communities Fund money is and why it is not presented.

M. Dillabaugh, Director of Finance responded - apologies for the item being left out and it will be brought forward at the next meeting. The \$16.4 million is in a reserve fund as required.

M. Morton, Phelps Avenue - Speaker noted community gardens and compost should not be a high priority. Speaker inquired as to whether the YMCA has been providing reports to the City.

M. Dillabaugh, Director of Finance responded - confirmed the YMCA has been sending these reports.

N. Johal, Langford - Speaker noted that the proposed tax increase would have negative impacts on seniors in the community. Speaker expressed a need for the City to reduce budget items but not the RCMP and Fire staffing.

L. Plomp, Whimfield Terrace - Speaker expressed support for community gardens noting growing own food can be cost saving.

D. James, Dornier Road - Speaker expressed support for community gardens and inquired about dog parks in Langford.

D. Kiedyk, Chief Administrative Officer responded - City is looking for new dog park areas and will be included in the Parks Master Plan.

W. Hobbs, Luxton Road - Speaker wished for Council to share rooms and attend via zoom to participate in conferences.

F. Johnson, Hannington Road - Speaker expressed a need to scale back the budget and noted the trolleys could be sold. Speaker encouraged Council to implement income testing when offering a grant for E-bikes and to not offer this program if the province resumes theirs. Speaker encouraged Council to make land available for community gardens and look for leaders in the community to take it on.

R. Louie, Langford - Speaker noted that holding many books inside a trolley could be hazardous. Speaker noted there are many free little libraries in the community, but Westhills seems to be lacking. Speaker expressed concern with the proposed property tax increase.

T. Renken-Sebastian, Jacklin Road - Speaker expressed support for the trolley being used as a mobile library. Speaker expressed support for the City having master plans and strategic plans.

P. Hamilton, Langford - Speaker expressed concern about the E-bike rebate program noting many can be quite fast and should exercise caution when allowing them on the trails and roads.

S. Costello, Robalee Place - Speaker inquired as to whether suites and apartment buildings pay taxes noting that school taxes could be collected from more places if this was the case.

M. Dillabaugh, Director of Finance responded - apartment building do pay taxes, but illegal suites likely do not. To be taxed, a property needs a folio number and an assessed value from BC Assessment.

M. Dillabaugh, Director of Finance responded - Province sets limits on how much an existing rental property's rent can be increased annually. This value is not tied to property tax increases.

M. Morton, Phelps Avenue - Speaker noted the largest little free library would need protection, security, and staff.

M. Wignall, Selwyn Road - Speaker encouraged Council to look for areas that can be reduced in the budget deliberations.

S. Rossander, Langford - Speaker noted that there is less information available to the public regarding the 2024 budget. Speaker inquired about questions asked through the budget2024@langford.ca email address.

B. Hutchins, Director of Corporate Services responded - all correspondence from this email inbox is being shown to Council.

T. Renken-Sebastian, Jacklin Road - Speaker agreed that budget materials are less available than the last year. Speaker asked for more information to be made available as well as further engagement opportunities.

N. Johal, Langford - Speaker encouraged Council to review traffic and speeds on Luxton Road. Speaker noted community gardens need to be taken care of all year round and used properly.

Public Participation closed at 1:35 pm.

The Committee of the Whole meeting recessed at 1:37 pm and resumed at 1:53 pm.

MOVED BY: GUIRY

SECONDED: WAGNER

THAT the Committee take a ten-minute recess beginning at 1:37pm.

Motion CARRIED.

7. COMMITTEE BUDGET DELIBERATION

M. Dillabaugh, Director of Finance provided an overview of the Committee deliberation topics including capital projects and their respective budgets.

Mayor Goodmanson opened the floor for comments and questions from the Committee.

Councillor Harder inquired about the report as directed at the last Committee of the Whole meeting.

M. Dillabaugh, Director of Finance responded - report will be coming at next Committee of the Whole meeting.

Mayor Goodmanson called for questions pertaining to the Engineering and Public Works projects.

Councillor Guiry inquired about the sidewalks budget.

K. Balzer, Director of Engineering and Public Works responded - majority of money is carryover from last year. Treanor is in design phase and will use the remainder of the budget.

Councillor Guiry inquired about the use of gas tax funding.

K. Balzer, Director of Engineering and Public Works responded - amount is a carryover.

Councillor Guiry inquired about operational challenges if line item was increased to complete more projects per year.

K. Balzer, Director of Engineering and Public Works responded - noting the top 2 projects could be achieved in two years and the items presented in this budget within one to three years.

Councillor Wagner inquired about the sidewalk infill matrix.

K. Balzer, Director of Engineering and Public Works responded - the Goldstream sidewalk infill project base budget was increased last year. Sidewalk matrix are all projects that have not been started yet.

Councillor Harder inquired about the difference between the sidewalk line item and Luxton sidewalk line item.

K. Balzer, Director of Engineering and Public Works responded - sidewalk infill is funded by General Amenity and the Luxton item was dedicated from building funding.

Councillor Harder inquired about neighbourhood improvements including potential traffic calming.

K. Balzer, Director of Engineering and Public Works responded - Yes, traffic calming, asphalt paving and crosswalks are included.

Councillor Szpak inquired about the Millstream Roundabout line item asking if it is new or just to complete it.

K. Balzer, Director of Engineering and Public Works responded - Money is there through a small carry over for completion of the project.

Councillor Szpak inquired about the trolley upgrades and if the GVPL contract would preclude the City from offering a little free library.

D. Kiedyk, Chief Administrative Officer responded - staff will look into the GVPL contract.

Mayor Goodmanson inquired about parking lot paving.

M. Dillabaugh, Director of Finance responded - Primarily the RCMP detachment and the downtown core.

B. Hutchins, Director of Corporate Services responded - there are three lots near Danbrook Park for the University Campus that need to be prepared this year.

Mayor Goodmanson inquired about the surface treatment to be used.

K. Balzer, Director of Engineering and Public Works responded - staff can write a report to help look for cost savings including electrical conduit to our bylaw standards.

Mayor Goodmanson inquired about the trolley budget.

M. Dillabaugh, Director of Finance responded - requested budget would be to make it safe and accessible if it was to be used.

Mayor Goodmanson inquired about sidewalk infill on Latoria and cycling lanes.

K. Balzer, Director of Engineering and Public Works responded - staff are working with a consultant for pedestrian and cycling connectivity along Latoria to Colwood border.

Councillor Yacucha inquired if the trolley budget would be the same to ground one for another purpose.

M. Dillabaugh, Director of Finance responded - staff assume so.

Councillor Wagner inquired if the trolley would be mobile or grounded.

M. Dillabaugh, Director of Finance responded - grounded.

Councillor Wagner inquired about the trailer at Luxton

K. Balzer, Director of Engineering and Public Works responded - used by staff and Fire and is in need of upgrade to accommodate growing team.

Councillor Wagner inquired about the city center crosswalk in the Active Transportation Plan or Transportation Plan

K. Balzer, Director of Engineering and Public Works responded - Active Transportation Plan is being left to consultant.

B. Hutchins, Director of Corporate Services responded - if there is to be a sidewalk at Peatt Road and Goldstream Avenue, it will be completed with the University Campus.

Councillor Wagner clarified that we are having these funds available for when they are needed.

M. Dillabaugh, Director of Finance responded - Beneficial that we are budgeting for it even if it is carried over.

Councillor Wagner asked to find an item of similar price to remove and what effects it may have.

M. Dillabaugh, Director of Finance responded - Capital funding may not always affect taxes.

Councillor Wagner clarified the paving budget.

K. Balzer, Director of Engineering and Public Works responded - \$50,000 is available in case the City needs to gravel the lot.

Councillor Szpak inquired about Bear Mountain Parkway

M. Dillabaugh, Director of Finance responded - project was tendered by City, but 99% funded by the property owners.

Mayor Goodmanson called for questions pertaining to the Fire and Emergency Services.

Chief Aubrey noted the \$30,000 is budgeted for renovations to Fire Station #2.

Mayor Goodmanson called for questions pertaining to General Governance.

Councillor Wagner inquired about the Masons Building timeline and cost recovery.

B. Hutchins, Director of Corporate Services responded - likely to finish this year but project is complicated and will be in camera.

M. Watmough, Deputy Director of Corporate Services responded - price is set for second floor and main floor is outside the agreement and will be fair market value.

M. Dillabaugh, Director of Finance responded - some costs will be recovered.

Councillor Wagner inquired if the remaining budget will cover the project.

D. Kiedyk, Chief Administrative Officer responded - yes.

Councillor Wagner inquired about the storage item.

M. Dillabaugh, Director of Finance responded - IT storage, not physical.

Mayor Goodmanson called for questions pertaining to Parks, Recreation, and Facilities.

Councillor Harder inquired about the Langford Lake Accessible Dock item.

Y. Nielsen, Director of Parks Recreation, and Facilities responded - new dock at the boat launch as old one is not accessible and is aging.

Councillor Szpak inquired about Porcher Park budget.

Y. Nielsen, Director of Parks Recreation, and Facilities responded - City acquired more greenspace to make the park linear. DCC funding will go to a community garden, playground, walking trails, and plaza.

Councillor Yacucha inquired if any items are not as urgent.

Y. Nielsen, Director of Parks Recreation, and Facilities responded - many items are maintenance and replacements.

Councillor Guiry inquired if the Parks and Open Space DCC and a Reserve Parkland and Open Space DCC are combined or what the difference is.

M. Dillabaugh, Director of Finance responded - the one that is not a DCC is funded by selling parkland or for money in lieu of parkland. One account is old, and the other is new combining park improvements and acquisition.

Councillor Wagner inquired if community gardens can be in Porcher Park.

Y. Nielsen, Director of Parks Recreation, and Facilities responded - yes that is the plan.

Councillor Wagner inquired if there are opportunities to acquire land in this area and if the improvements DCC can be split.

M. Dillabaugh, Director of Finance responded - portion can be used but it is separately budgeted.

Councillor Wagner inquired if the \$385,000 for Centennial Park can be saved for the Parks Master Plan

M. Dillabaugh, Director of Finance responded - This would not make funds available as the items are separate.

Councillor Wagner inquired about a dog park in Centennial Park

Y. Nielsen, Director of Parks Recreation, and Facilities responded - Parks Master Plan will help us identify needs.

Councillor Wagner inquired if the structure proposed at Centennial Park is portable and if this is the best location.

Y. Nielsen, Director of Parks Recreation, and Facilities responded - no designs have been given at this time. Parks Master Plan will help us identify needs.

Councillor Wagner inquired about public use for the structure.

Y. Nielsen, Director of Parks Recreation, and Facilities responded - facility would be available through a drop in organized by Langford Fastball unsure of details at this time.

Councillor Guiry inquired about grants for rubberized surfaces.

Y. Nielsen, Director of Parks Recreation, and Facilities responded - we apply though we are not always successful.

Mayor Goodmanson clarified that the items brought forward are coming to the Parks Master Plan

Y. Nielsen, Director of Parks Recreation, and Facilities responded - yes many are replacement or repair.

Mayor Goodmanson inquired about the walls of the structure at Centennial Park

Y. Nielsen, Director of Parks Recreation, and Facilities responded - no plans yet though they do want it lit and on the same footprint as what is there currently.

Councillor Yacucha inquired if the facility can be rented out.

Y. Nielsen, Director of Parks Recreation, and Facilities responded - Parks Master Plan can help us identify user fees and work with the agreement with Langford Fastball.

Councillor Wagner inquired about the "WSP Culvert Trail."

Councillor Szpak left the meeting at 2:46 pm and returned at 2:47 pm.

Y. Nielsen, Director of Parks Recreation, and Facilities responded - "West Shore Parkway Culvert Trail" would connect the Jordie Lunn Bike Park to Ronald Road and could facilitate larger races.

Councillor Wagner inquired if this must be done this year.

Y. Nielsen, Director of Parks Recreation, and Facilities responded - Jordie Lunn Bike Park is continuing to be built out and it is a limited area.

Councillor Wagner inquired about stadium staining.

Y. Nielsen, Director of Parks Recreation, and Facilities responded - City needs to meet warranty requirements.

Councillor Wagner inquired if batting cage will come to Community Advisory Committee

Y. Nielsen, Director of Parks Recreation, and Facilities responded - can ask Langford Fastball to make a presentation.

B. Hutchins, Director of Corporate Services responded - once approved, the item is not subject to public debate.

Councillor Szpak inquired about Willing Park budget and neighbourhood fundraising.

Y. Nielsen, Director of Parks Recreation, and Facilities responded - neighbourhood is helping us remove invasive species. Budget is for plantings, pads, and picnic tables.

Councillor Szpak inquired about formalizing this process.

Y. Nielsen, Director of Parks Recreation, and Facilities responded - staff work with neighbourhood associations and the Green Team. Encouraged people to reach out if they wish to organize something.

Mayor Goodmanson inquired if the Jordie Lunn Bike Park will be completed this year.

Y. Nielsen, Director of Parks Recreation, and Facilities responded - Occupancy for Clubhouse has been granted and tenants are making improvements. Payment for landscaping is left still and outfitting the kitchen.

Mayor Goodmanson called for questions pertaining to Police and Community Safety

Mayor Goodmanson inquired if vehicle replacements were going to be electric.

M. Dillabaugh, Director of Finance responded - Community Safety will try to get electric first, then hybrid, then gas.

Councillor Wagner inquired how the \$721,000 will be working with the CRD taking the funding on

M. Dillabaugh, Director of Finance responded - this is carry over and all will be spent this year. Project management will remain with the municipalities and financing will be covered by the CRD.

Councillor Wagner inquired if it would continue to show as police station debt.

M. Dillabaugh, Director of Finance responded - unsure at this time. Asset belongs to the CRD for the borrowing term.

D. Kiedyk, Chief Administrative Officer responded - the item will be owned by the City when the debt is paid off.

Mayor Goodmanson clarified that this amount is carried over and is not a new budget item.

M. Dillabaugh, Director of Finance responded - no additional budget is being requested.

Mike: there is no additional budget often. 200,000 and only spend 50,000 and the rest is coming next year, we just roll it forward.

Mayor Goodmanson called for any additional questions.

Councillor Yacucha inquired as to what the annual costs for the City are to maintain the trolleys

M. Dillabaugh, Director of Finance responded - rough estimate \$2,500-\$5,000

MOVED BY: WAGNER

SECONDED: GOODMANSON

THAT Committee receive a verbal update from Langford fastball through the Parks Department for more information on what the public use of the proposed Centennial Park improvements will be before making budget decisions on that item, provided we can receive a response from Langford Fastball.

Motion CARRIED.

OPPOSED: Councillor Szpak

MOVED BY: YACUCHA

SECONDED: SZPAK

THAT the Committee recommend that Council remove budgetary item "OT14 - Trolley Upgrades Largest Little Free Library" from the Capital Budget.

Motion DEFEATED.

OPPOSED: Councillor Guiry, Councillor Harder, Councillor Wagner

8. ADJOURNMENT

MOVED BY: SZPAK

SECONDED: HARDER

THAT the Committee adjourn the meeting at 3:32 pm.

Motion CARRIED.

Presiding Council Member

Certified Correct - Corporate Officer



City of Langford

Council Minutes

February 20, 2024, 7:00 p.m.

Council Chambers & Electronic Meeting

PRESENT:	Mayor S. Goodmanson	Councillor L. Szpak
	Councillor K. Guiry	Councillor M. Wagner
	Councillor C. Harder	Councillor K. Yacucha
	Councillor M. Morley	
ATTENDING:	D. Kiedyk, Chief Administrative Officer	Y. Nielsen, Director of Parks, Recreation and Facilities
	M. Watmough, Deputy Director of Corporate Services	K. Dube, Senior Manager of Information Technology and GIS
	M. Baldwin, Director of Planning and Subdivision	C. Lowe, IT Support Specialist
	M. Dillabaugh, Director of Finance	N. Johnston, Legislative Services
	K. Balzer, Director of Engineering and Public Works	Administrative Coordinator

Meeting available by teleconference.

1. CALL TO ORDER

Mayor Goodmanson called the meeting to order at 7:00 p.m.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. MEETING CONDUCT RULES

M. Watmough, Deputy Director of Corporate Services, read the City of Langford's meeting conduct rules.

4. APPROVAL OF THE AGENDA

MOVED BY: HARDER

SECONDED: MORLEY

THAT Council approve the agenda as presented.

Motion CARRIED.

5. PUBLIC HEARINGS

5.1 BYLAW NO. 2019

"Langford Zoning Bylaw, Amendment No. 706 (982, 984, 986, 988 Bray Avenue), Bylaw No. 2019, 2022".

The Mayor opened the Public Hearing for Bylaw No. 2019 at 7:05 pm.

Director of Planning Matthew Baldwin advised Kristian Harvie, of Woodsmere Holdings Corp, has applied to rezone 982, 984, 986, and 988 Bray Avenue from the One- and Two-Family Residential (R2) Zone to the City Centre (CC1) Zone.

This is being proposed in order to allow for the development of a six-storey rental apartment building with approximately 59 units and 74 parking stalls.

In support of this application, the applicant has agreed to:

1. Register a Section 219 covenant, prior to Bylaw Adoption, that is in priority of all other charges on title, that agrees to the following:
 - a. That frontage improvements, a stormwater management plan, a construction parking and traffic management plan, and mitigation plan are provided to Bylaw 1000 standards to the satisfaction of the Director of Engineering prior to the issuance of a Building Permit
 - b. That the properties be consolidated prior to issuance of a Development Permit for Form and Character;
 - c. That a separate covenant be registered prior to issuance of a building permit for the proposed development that ensures residential parking is allocated to each unit and visitors as required by the zoning bylaw and is not provided in exchange for compensation separate from that of a residential unit;
 - d. 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;
 - e. That the developer submit the Fire Underwriters Survey (FUS) calculations prior to the issuance of a development permit to develop the property, and acknowledges that these calculations may determiner different setbacks than what is prescribed in the zone or from what has been grated through variances;
 - f. That, prior to the issuance of a Building Permit, the developer enters into a Housing Agreement with the City that requires a minimum 10% of units constructed be rented at a rate no higher than 30% of the median renter income as calculated by the Canadian Mortgage and Housing Corporation for Langford for a term not less than 10 years or that a minimum of 5% of the units constructed be directed to and sold in accordance with the terms of the

Attainable Home Ownership Program Policy (POL-0166-PLAN). The developer shall identify the Attainable Units on the plans submitted for the required Development Permit application.

- g. That at least 10% of the units be designed as adaptable units and that at least 70% of the units have side-by-side washer and dryers, to the satisfaction of the Chief Building Inspector;
- h. That the rooftop patio located on the northwestern side be designed with 5-foot-tall translucent glass along the western side to increase the privacy to existing neighbours, to the satisfaction of the Director of Planning;
- i. That no occupancy permit be issued for the proposed building until a strata plan for the building has been registered, to the satisfaction of the Approving Officer;
- j. That electric heat pumps be installed, to the satisfaction of the Chief Building Inspector; and
- k. That the foyer panel is designed to accommodate visual challenges, to the satisfaction of the Chief Building Inspector.

In support of this application, the applicant has agreed to provide the following as a bonus for increased density:

- 1. \$750 towards the Affordable Housing Reserve Fund; and
- 2. \$2,850 towards the General Amenity Reserve Fund;

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

This proposal is consistent with the Official Community Plan City Centre designation.

Notifications and advertisements have been placed as required by the *Local Government Act*.

Mayor Goodmanson called a first time for presentations.

K. Harvie, Woodsmere Holding Corp (Applicant) - provided a presentation regarding the development to Council.

B. Armstrong Rodney Rd - The speaker expressed support for the changes made from the last time the item was presented. The speaker noted the building height may prevent light from accessing neighbouring properties. The speaker asked about fans and ducting affecting neighbours from noise. The speaker also inquired about standards for noise in the municipality. The speaker noted the area already is experiencing parking issues.

M. Baldwin, Director of Planning and Subdivision responded - That noise, dust or litter should not be going onto another property. Noise bylaw anticipations can be difficult to gauge before building.

Mayor Goodmanson called a second time for presentations.

None presented.

Mayor Goodmanson called a third time for presentations.

K. Daniels, Gade Rd - The speaker noted the development is important as people are struggling to find housing. The speaker noted rentals are important and needed in the community. The speaker asked Council to consider the approval of this application.

Mayor Goodmanson declared the Public Hearing for Bylaw No. 2019 closed at 7:27 pm.

5.2 BYLAW NOS. 2149 & 2150

"Langford Official Community Plan Bylaw, Amendment No. 49, (2207 Millstream Road), Bylaw No. 2149, 2024".

"Langford Zoning Bylaw, Amendment No. 708 (2207 Millstream Road), Bylaw No. 2150, 2024".

The Mayor opened the Public Hearing for Bylaw Nos. 2149 and 2150 at 7:28 pm.

Director of Planning Matthew Baldwin advised Reid Kaufmann of Langford Heights Development LP has applied to amend the Official Community Plan designation of a portion of the property at 2207 Millstream Road from "Business or Light Industrial" to "Neighbourhood" and to amend a portion of the zoning designation of the same property from the "Business Park (BP9) Zone" to the "One- and Two-Family Residential (R2) Zone".

This is being proposed in order to adjust the western boundary lines of the OCP and Zoning designations by approximately 10 metres.

In support of this application, the applicant has agreed to provide the following contributions per residential lot created as a bonus for increased density:

1. \$660 towards the Affordable Housing Reserve Fund; and
2. \$3,960 towards the General Amenity Reserve Fund.

Prior to adoption, the applicant has also agreed to register a covenant with the following requirements:

1. That a mitigation plan be provided and implemented to Bylaw 1000 standards, all to the satisfaction of the Direction of Engineering;
2. That a replanting plan for areas disturbed in the non-disturbance area be provided, along with the associated bond for those works, all to the satisfaction of the Director of Planning; and
3. That no vehicle access be permitted from the business park lands through the residential lands by way of the cul-du-sac that is located to the north of the residential lands.
4. That electric heat pumps be installed, to the satisfaction of the Chief Building Inspector* (This has been added as a clarification of what was agreed to at SDAC and approved by Council at first reading)

Notifications and advertisements have been placed as required by the Local Government Act.

Mayor Goodmanson called a first time for presentations.

R. Kaufmann, Langford Heights Development Project (Applicant) - Provided a presentation regarding the proposed development to Council.

D. Ramolho, Goldie Ave - The speaker expressed concern regarding the development, noting the proposed emergency road and connections to Millstream Elementary School.

K. Balzer, Director of Engineering and Public Works responded - That Goldie Ave has a road right of way, unfortunately it is adjacent to the creek and flood plain. It was determined best to stay out of the treed area.

Mayor Goodmanson called a second time for presentations.

R. McClure, Bellamy Rd - The speaker inquired if the road could become an emergency egress in the event of a natural disaster. The speaker inquired if trees will be removed from the ten-meter area presented. The speaker noted Thetis Heights needs sidewalks.

K. Balzer, Director of Engineering and Public Works responded - That the road could be used in for any emergency circumstances.

M. Baldwin, Director of Planning and Subdivision responded - That no trees are located in the ten-meter area as they were removed during development permit.

Becca, Veterans Memorial Pkwy - The speaker expressed support for the proposed development application.

D Ramolho, Goldie Ave - The speaker expressed a need to address traffic increases in the Millstream Area. The speaker expressed support for the Goldie Trail access. The speaker inquired if the road could be moved elsewhere or another consideration that could be made to avoid traffic on Treanor.

K. Machina, Watt Consulting Group (Applicant) responded - They noted a number of improvements have been submitted to the City regarding traffic in this area.

K. Balzer, Director of Engineering and Public Works responded - That the larger traffic impact assessment recommended that local roads could handle the traffic.

Mayor Goodmanson called for a third time for presentations.

None presented.

Mayor Goodmanson asked for comments from Council

Councillor Szpak inquired as to why sidewalks in the surrounding neighbourhood were not included initially.

M. Baldwin, Director of Planning and Subdivision responded - That Council may direct use of those funds for sidewalks.

Councillor Yacucha inquired if the ten-meter changes would affect the number of units.

R. Kaufmann, Applicant responded - the ten meters impacts the homes.

Councillor Wagner inquired about heat pumps for the project.

R. Kaufmann, Applicant responded - that they are in support of heat pumps.

Councillor Wagner inquired if the road is wide enough for an emergency exit.

K. Balzer, Director of Engineering and Public Works responded - Yes, both public and emergency vehicles. The grading and angle of the intersection is not ideal for everyday use though it is useable in an emergency.

Councillor Wagner inquired if business park traffic will be using it.

K. Balzer, Director of Engineering and Public Works responded - No, emergencies only.

Councillor Guiry inquired about traffic and neighbourhood safety noting the feedback from residents will be captured for the whole neighbourhood.

K. Balzer, Director of Engineering and Public Works responded - Yes, the City keeps all correspondence and takes feedback into consideration when making decisions.

Councillor Morley inquired about the affordability of these properties.

R. Kaufmann, Applicant responded - They are unsure at this time, properties do have a suite in them and duplexes at a lower price.

Mayor Goodmanson inquired about the boundary correction noting that the land was not cleared. Would like clarification.

R. Kaufmann, Applicant responded - the ten-meter area has not been cleared. We are keeping the boundary the same.

Mayor Goodmanson inquired about heat pumps noting the applicant said they were an option.

Councillor Wagner noted that heat pumps should be a condition of rezoning from the Sustainable Development Advisory Committee.

R. Kaufmann, Applicant responded - That heat pumps will be a part of the suites.

M. Baldwin, Director of Planning and Subdivision responded - Clarified that the development Covenant through previous rezoning requires the use of heat pumps before the adoption of the Bylaw.

Mayor Goodmanson inquired about the access to Trudie Road. That steep roads due exist in other parts of Langford.

K. Balzer, Director of Engineering and Public Works responded - They confirmed that yes steeper roads do exist and have been grandfathered in before the Bylaw requirements.

Councillor Szpak noted that heat pumps were a requirement of resolutions after the development was presented at the Sustainable Development Advisory Committee December 11, 2023.

Mayor Goodmanson inquired about a right of way on the land in 2019. Inquired about the lack of access.

K. Balzer, Director of Engineering and Public Works responded - That the road right of way was always present.

Mayor Goodmanson declared the Public Hearing for Bylaw Nos. 2149 and 2150 closed at 8:18 pm.

5.3 BYLAW NO. 2154

"Langford Zoning Bylaw, Amendment No. 710 (Text Amendment to Increase Daycare Capacity), Bylaw No. 2154, 2024".

Councillor Guiry left the meeting at 8:18 pm citing a possible pecuniary conflict of interest.

The Mayor opened the Public Hearing for Bylaw No. 2154 at 8:18 pm.

Chris Loranger has applied on behalf of Plexxis to amend the text of the Comprehensive Development - Westhills (CD3) Zone to allow for a group daycare with 53 children at 1331 Westhills Drive.

In support of this application, the applicant has agreed to:

1. Register a Section 219 covenant, prior to Bylaw Adoption that agrees to the following:

- a. That the following Transit Demand Management strategies be implemented and maintained for all office users:
 - i. Guaranteed Ride Home program with a minimum of 8 reimbursable trips per employee per year; and
 - ii. Provide employees with at least \$1.55 per day for not using a single occupant vehicle as their travel mode.
- b. That no-parking stalls be assigned to specific users with the exception of the daycare leaseholder and that all parking be provided on a first-come-first-served basis, with the exception of accessible parking stalls and designated pick-up and drop-off stalls for the daycare use.

Council has also directed staff to provide notice that Council will consider issuing a Development Variance Permit for the property at 1331 Westhills Drive in accordance with the following:

- i. That Section 4.01.01 of Bylaw 300 be varied to reduce the required onsite parking from 126 to 118 parking stalls.

This proposal is consistent with the Official Community Plan Neighbourhood Centre designation.

Notifications and advertisements have been placed as required by the *Local Government Act*.

Mayor Goodmanson called a first time for presentations.

C. Loranger, Selwyn Falls, Plexxis (Applicant) - The applicant noted working with the City of Langford has been a good experience.

Mayor Goodmanson called a second time for presentations.

S. Sifert, Walfred Rd - The speaker disagreed with previous comments.

Mayor Goodmanson called a third time for presentations.

None presented.

Mayor Goodmanson declared the Public Hearing for Bylaw No. 2154 closed at 8:23 pm.

Councillor Guiry returned to the meeting at 8:23 pm

6. PUBLIC PARTICIPATION

None presented.

7. CONSENT AGENDA

Minutes of the WSPR Board of Directors Meeting - January 11, 2024 (RECEIVE)

Minutes of the Council Meeting - February 5, 2024 (ADOPT)

MOVED BY: HARDER

SECONDED: SZPAK

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

- Minutes of the WSPR Board of Directors Meeting - January 11, 2024 (RECEIVE)
- Minutes of the Council Meeting - February 5, 2024 (ADOPT)

Motion CARRIED.

8. CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

None were removed.

9. REPORTS

9.1 Licence Agreement for 870 McCallum Rd

K. Balzer, Director of Engineering and Public Works provided an overview of the agreement.

Mayor Goodmanson opened the floor to questions from Council. K. Balzer, Director of Engineering and Public Works responded.

MOVED BY: SZPAK

SECONDED: YACUCHA

THAT Council approve the terms of the licence as attached;

AND

THAT Council authorize Mayor and CAO, or Corporate Officer, to execute licence agreement CON23-0172 subject to such minor amendments as may be necessary.

Motion CARRIED.

9.2 Animal Control Contract Amendment

M. Watmough, Deputy Director of Corporate Services provided an overview of the contract.

Mayor Goodmanson opened the floor to questions from Council. M. Watmough, Deputy Director of Corporate Services responded.

MOVED BY: YACUCHA

SECONDED: HARDER

THAT Council approve the CON21-0036 Animal Control Services Agreement contract amendment as attached to this report and authorize the Mayor and Chief Administrative Officer, or Corporate Officer, to execute the agreement.

AND

Direct staff to bring forward amendments the current Animal Control Bylaw for consideration by Council.

Motion CARRIED.

9.3 Payline by ICE Inc. Lease Renewal

M. Watmough Deputy Director of Corporate Services provided an overview of the contract.

MOVED BY: HARDER

SECONDED: YACUCHA

THAT Council approve the lease renewal and authorize it to be signed by the Mayor and Chief Administrative Officer or Corporate Officer, on the terms substantially as presented, although minor amendments may be made prior to signing.

Motion CARRIED.

9.4 Accent Refrigeration Ltd. Lease Agreement

M. Watmough Deputy Director of Corporate Services provided an overview of the contract.

Mayor Goodmanson opened the floor to questions from Council. M. Watmough, Deputy Director of Corporate Services, and Y. Nielsen, Director of Parks, Recreation and Facilities responded.

MOVED BY: YACUCHA
 SECONDED: SZPAK

THAT Council approve the lease renewal and authorize it to be signed by the Mayor and Chief Administrative Officer or Corporate Officer, on the terms substantially as presented, although minor amendments may be made prior to signing.

Motion CARRIED.

10. BYLAWS

10.1 BYLAW NO. 2019

"Langford Zoning Bylaw, Amendment No. 706 (982, 984, 986, 988 Bray Avenue), Bylaw No. 1927, 2022". (SECOND AND THIRD READINGS)

MOVED BY: GUIRY
 SECONDED: HARDER

THAT Council give Bylaw No. 2019 second and third readings.

Motion CARRIED.

10.2 BYLAW NO. 2143

"Mantle Heights DCC Agreement (Project Number 10) Approval Bylaw No. 2143, 2024". (ADOPTION)

MOVED BY: GUIRY
 SECONDED: WAGNER

THAT Council adopt the Mantle Heights Development Cost Charge Agreement (Project 10 Goldstream Business Park) Approval Bylaw No. 2143, 2024 and Mantle Heights DCC Agreement No. CON24-0019.

Motion CARRIED.

10.3 BYLAW NOS. 2149 & 2150

"Langford Official Community Plan Bylaw, Amendment No. 49, (2207 Millstream Road), Bylaw No. 2149, 2024". (SECOND AND THIRD READINGS)

AND

"Langford Zoning Bylaw, Amendment No. 708 (2207 Millstream Road), Bylaw No. 2150, 2024". (SECOND AND THIRD READINGS)

MOVED BY: WAGNER
 SECONDED: SZPAK

THAT Council give Bylaw No. 2149 and Bylaw No. 2150 second and third readings.

Motion CARRIED.

10.4 BYLAW NO. 2151 (Background report attached)

"Langford Zoning Bylaw, Amendment No. 709 (2832, 2834, 2836, and 2838 Knotty Pine Road), Bylaw No. 2151, 2024". (FIRST, SECOND AND THIRD READINGS)

MOVED BY: WAGNER

SECONDED: GUIRY

THAT Council give Bylaw No. 2151 first, second and third readings.

Motion CARRIED.

10.5 BYLAW NO. 2154

"Langford Zoning Bylaw, Amendment No. 710 (Text Amendment to Increase Daycare Capacity), Bylaw No. 2154, 2024". (SECOND AND THIRD READINGS)

Councillor Guiry left the meeting at 8:52 pm

MOVED BY: SZPAK

SECONDED: HARDER

THAT Council give Bylaw No. 2154 second and third readings.

Motion CARRIED.

11. ADJOURNMENT

MOVED BY: HARDER

SECONDED: MORLEY

THAT Council adjourn the meeting.

Mayor Goodmanson adjourned the meeting at 8:55 pm.

Motion CARRIED.

Presiding Council Member

Certified Correct - Corporate Officer



City of Langford

Committee of the Whole Minutes

February 22, 2024, 7:00 p.m.

Council Chambers & Electronic Meeting

PRESENT:	Mayor S. Goodmanson	Councillor L. Szpak
	Councillor K. Guiry	Councillor M. Wagner
	Councillor C. Harder	Councillor K. Yacucha
	Councillor M. Morley	
ATTENDING:	D. Kiedyk, Chief Administrative Officer	S. Rose, Inspector, West Shore RCMP
	B. Hutchins, Director of Corporate Services	C. Aubrey, Fire Chief
	M. Watmough, Deputy Director of Corporate Services	L. Fletcher, Manager of Community Safety and Municipal Enforcement - Remote
	M. Baldwin, Director of Planning and Subdivision	W. Robinson, Manager of Building Services
	M. Dillabaugh, Director of Finance	C. Staniforth, Financial Analyst
	K. Balzer, Director of Engineering and Public Works	C. Lowe, IT Support Specialist
	Y. Nielsen, Director of Parks, Recreation and Facilities	B. Boisvert, Legislative Services Administrative Coordinator
	K. Dube, Senior Manager of Information Technology and GIS	

Meeting available by teleconference.

1. CALL TO ORDER

The Chair called the meeting to order at 7:04 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. MEETING CONDUCT RULES

M. Watmough, Corporate Officer, read the meeting rules of conduct.

4. APPROVAL OF THE AGENDA

MOVED BY: YACUCHA

SECONDED: GUIRY

THAT the Committee approve the agenda as presented.

Motion CARRIED.**5. CONSENT AGENDA**

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

- Minutes of the Committee of the Whole Meeting - February 8, 2024 - (ADOPT)
- Minutes of the Committee of the Whole Meeting - February 12, 2024 - (ADOPT)
- Minutes of the Committee of the Whole Meeting - February 13, 2024 - (ADOPT)

6. CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

None were removed.

7. REPORTS**7.1 New Budget Items for Council Discussion (On Table)**

THAT the Committee of the Whole receive this report for information.

MOVED BY: SZPAK

SECONDED: WAGNER

THAT Committee of the Whole consider the items of the staff report.

Motion CARRIED.

Mayor Goodman, Councillors Harder and Yacucha opposed.

MOVED BY: GUIRY

SECONDED: YACUCHA

THAT the Committee of the Whole recommends that Council defer initial funding of the new item Royal Roads Innovation Studio to the year 2025 of the Proposed 2024-2028 Financial Plan.

Motion CARRIED.

MOVED BY: HARDER

SECONDED: SZPAK

THAT the Committee of the Whole recommends that Council defer initial funding of the new item Langford E-bike Rebate program to the year 2025 of the Proposed 2024-2028 Financial Plan to allow staff to research best practices in other communities.

AND

Direct staff to discuss creating an E-bike share program in partnership with Royal Roads University.

AND

THAT the Committee of the Whole recommends that Council write a letter to the Capital Regional District Board of Directors to formally request that the Province expand funding to the B.C. E- bike rebate program.

MOVED BY: YACUCHA

SECONDED: SZPAK

THAT the Committee of the Whole recommends that Council remove funding of the new item Community Murals Fund from the Proposed 2024-2028 Financial Plan.

Motion CARRIED.

MOVED BY: GUIRY

SECONDED: HARDER

THAT the Committee of the Whole recommends that Council defer initial funding of the new item City Centre Crosswalk Project to the year 2025 of the Proposed 2024-2028 Financial Plan.

Motion CARRIED.

MOVED BY: SZPAK

SECONDED: GUIRY

THAT the Committee of the Whole recommends that Council remove funding of the new item Largest Little Library from the Proposed 2024-2028 Financial Plan.

Motion CARRIED.

MOVED BY: YACUCHA

SECONDED: HARDER

THAT the Committee of the Whole recommends that Council liquidate the Trolleys and explore other options for the use of the land and dispose of it if none others were found.

Motion CARRIED.

Mayor Goodmanson, Councillors Wagner and Morley opposed.

MOVED BY: WAGNER

SECONDED: YACUCHA

THAT the Committee of the Whole recommends that Council fund the new item Pedestrian Plaza/Walkway Pilot Project from surplus funds in 2024.

Motion CARRIED.

Mayor Goodmanson opposed.

MOVED BY: WAGNER

SECONDED: YACUCHA

THAT the Committee of the Whole recommends that Council fund the new item Community Gardens by moving \$40,000 from the general amenity to the operating

budget in 2024 and provide \$10,000 every year of the Proposed 2024-2028 Financial Plan.

Motion CARRIED.

MOVED BY: HARDER
SECONDED: SZPAK

THAT the Committee of the Whole recommends that Council defer funding of the new item Home Composter Program from the Proposed 2024-2028 Financial Plan.

Motion CARRIED.

7.2 DRAFT 2024-2028 Financial Plan

MOVED BY: WAGNER
SECONDED: HARDER

THAT the Committee of the Whole at 9:00 pm. take a five-minute recess.

Motion CARRIED.

MOVED BY: SZPAK
SECONDED: HARDER

THAT the Committee of the Whole consider moving the order of the Budget Summary to allow Police, Bylaw and Fire departments operating budgets be moved up the list.

Motion CARRIED.

MOVED BY: HARDER
SECONDED: WAGNER

THAT the Committee of the Whole at 9:53 pm. extend the meeting to 11:00 pm.

Motion CARRIED.

MOVED BY: WAGNER
SECONDED: SZPAK

THAT the Committee of the Whole recommends to Council that 1 additional police officer be added in the 2024 year for a total of 4 officers and 1 municipal employee to be included in the proposed 2024-2028 Five Year Financial Plan.

Motion CARRIED.

Mayor Goodman and Councillors Yacucha and Guiry opposed.

Amendment:

MOVED BY: YACUCHA

THAT the Committee of the Whole recommends to Council that 5 police officer be added in the 2024 year and 1 municipal officer be added to the proposed 2024-2028 Five Year Financial Plan.

Councillor Yacucha withdrew the motion.

MOVED BY: WAGNER

SECONDED: YACUCHA

THAT the Committee of the Whole recommends that Council reduce the debt repayment to \$250,000

Motion DEFEATED.

Mayor Goodmanston, Councillors Guiry, Harder and Yacucha opposed.

MOVED BY: GUIRY

SECONDED: HARDER

THAT the Committee of the Whole recommends that Council decrease the use of the general amenity funds beginning in 2024 to offset taxes to \$0 and all years subsequent.

Motion CARRIED.

Mayor Goodmanston, Councillors Morley and Szpak opposed.

MOVED BY: GUIRY

SECONDED: WAGNER

That the Committee of the Whole at 11:55 pm. extend the meeting to 12:30 pm.

Motion CARRIED.

MOVED BY: GUIRY

SECONDED: WAGNER

That the Committee of the Whole recommend that Council use the funds that would have been used to offset taxes in the years 2024 and 2025, be used for the sidewalk infill projects, and the remainder be used in matters arising from strategic plans.

Motion DEFEATED.

Mayor Goodmanston, Councillors Wagner, Harder and Morley opposed.

MOVED BY: GUIRY

SECONDED: HARDER

THAT the Committee of the Whole recommends that Council approve the proposed 2024-2028 Financial Plan as amended.

Motion CARRIED.

MOVED BY: GOODMANSON
SECONDED: GUIRY

THAT the Committee of the Whole direct staff to present to Council showing the previous five years 2018-2022 if the tax increases had been 3%, 4%, or 5%, where would we be now.

Motion CARRIED.

8. CORRESPONDENCE

THAT the Committee of the Whole receive the correspondence for information.

9. ADJOURNMENT

MOVED BY: GUIRY
SECONDED: HARDER

THAT the Committee adjourn the meeting.

The Chair adjourned the meeting at 12:15 am.

Motion CARRIED.

Presiding Council Member

Certified Correct - Corporate Officer



City of Langford

Community Advisory Committee Minutes

February 27, 2024, 7:00 PM

Council Chambers & Electronic Meeting

PRESENT:

- Councillor K. Yacucha - Chair
- Councillor C. Harder - Vice-Chair
- Councillor M. Morley
- C. Foxall
- F. Johnson
- S. Klaver
- N. Lehman
- M. McDonald - Remote
- R. Plomp

ABSENT S. Klaver

ATTENDING:

- M. Watmough, Deputy Director of Corporate Services
- M. Dillabaugh, Director of Finance
- L. Zetaruk, Analyst
- B. Boisvert, Legislative Services Administrative Coordinator

Meeting available by teleconference.

1. CALL TO ORDER

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

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF THE AGENDA

MOVED BY: FOXALL

SECONDED: LEHMAN

THAT the Community Advisory Committee approve the agenda with the addition of the Sarah Beckett Memorial Run for \$2,500 into the 2024 funding requests.

Motion DEFEATED.

Councillors Yacucha, Morley and Harder and Committee Member Macdonald opposed.

MOVED BY: HARDER
 SECONDED: MORLEY

THAT the Committee approve the agenda as presented.

Motion CARRIED.

4. ADOPTION OF THE MINUTES

4.1 Minutes of the Community Advisory Committee Meeting - November 2, 2023

MOVED BY: MORLEY
 SECONDED: PLOMP

THAT the minutes of the Community Advisory Committee meeting held November 2, 2023, be adopted as circulated.

Motion CARRIED.

5. REPORTS

5.1 2024 Funding Requests

Committee member R. Plomp left the meeting at 8:18 pm. due to a perceived conflict with the funding items Bilston Watershed and Open Gate Church.

Committee member R. Plomp returned to the meeting at 8:21 pm.

Committee member C. Foxall left the meeting at 8:21 pm. due to a perceived conflict with the funding item Bear Mountain Community Assn.

Committee member C. Foxall returned to the meeting at 8:26 pm.

MOVED BY: HARDER
 SECONDED: JOHNSON

THAT the Community Advisory Committee recommends that Council approve the recommended grants in aid and funds those amounts exceeding the budget of \$80,000.00 from the Council Contingency.

Motion Carried Unanimously

MOVED BY: PLOMP
 SECONDED: HARDER

THAT the Community Advisory Committee recommend to Council that:

The following funding applications be approved for the 2024 year:

- Big Brothers/Big Sisters: \$5,000.00
- Capital Bike: \$4,550.00
- CoL Pipe Band: \$1,500.00

- GOATS Queer Climbing: 5,400.00
- Goldstream Farmers Market: \$5,000.00
- JDF Lacrosse Assn: \$6,000.00
- JDF Performing Arts Centre: \$3,000.00
- Mental Health Society: \$1,500.00
- Peninsula Streams: 20,000.00
- ReImagine West Shore: \$2,900.00
- Rewired Recovery: \$10,000.00
- Royal Canadian Legion: \$6,000.00
- Sport Assist: \$2,000.00
- Take a Hike Foundation: \$2,500.00
- Urban Food Resilience: \$5,000.00
- Victoria Sexual Assault Centre: \$5,000.00
- Wear2Start: \$2,000.00
- Wild Wise: \$2,500.00
- Wounded Warrior Run: \$2,000.00

Motion Carried Unanimously

Committee member R. Plomp left the meeting at 8:36 pm. due to a perceived conflict with the funding items Bilston Watershed and Open Gate Church.

MOVED BY: JOHNSON

SECONDED: FOXALL

THAT the Community Advisory Committee recommend to Council that:

The following funding applications be approved for the 2024 year:

- Bilston Watershed: \$1,000.00
- Open Gate Church: \$5,000.00

Motion CARRIED.

Committee member R. Plomp returned to the meeting at 8:37 pm.

Committee member C. Foxall left the meeting at 8:37 pm. due to a perceived conflict with the funding item Bear Mountain Community Assn.

MOVED BY: JOHNSON

SECONDED: MORLEY

THAT the Community Advisory Committee recommend to Council that:

The following funding applications be approved for the 2024 year:

- Bear Mountain Community Assn: \$1,500.00

Motion CARRIED.

Committee member C. Foxall returned to the meeting at 8:39 pm.

MOVED BY: HARDER

SECONDED: MORLEY

THAT the Community Advisory Committee recommend that Council direct staff to research other local governments to explore best practices in potentially creating and including Community Association and Community-led Neighbourhood Improvement Grants as part of the 2025 process for our current Grant in Aid Policy Funding.

Motion Carried Unanimously

6. ADJOURNMENT

MOVED BY: HARDER

SECONDED: PLOMP

The Chair adjourned the meeting at 8:44 pm.

Motion CARRIED.

Presiding Council Member

Certified Correct - Corporate Officer



City of Langford

Staff Report to Community Advisory Committee

DATE: Tuesday, February 27, 2024

DEPARTMENT: Finance

SUBJECT: 2024 Funding Requests

EXECUTIVE SUMMARY:

Annually, the City provides an opportunity for organizations to apply to the City for funding. The Community Advisory Committee reviews applications, deliberates and provides recommendations to Council working within the allotted budget.

BACKGROUND:

In February 2015, City of Langford Council adopted a Funding Request Policy. This policy (attached) outlines the criteria for consideration and specifies that requests be forwarded to the Administration and Finance Committee for recommendation to Council. Given that the Administration and Finance Committee has been replaced by the Community Advisory Committee, the funding requests are coming forward to the Community Advisory Committee for consideration.

The Committee last reviewed Grant in Aid applications in July of 2023. The consideration of these requests was delayed due to the municipal election. Typically, these requests are reviewed prior to approval of the financial plan each year to allow for any adjustments to the budget should the committee recommend an amount other than the amount included in the proposed financial plan.

COMMENTARY:

A summary of the 2024 requests is attached, followed by copies of the funding request letters. The summary categorizes the requests according to whether they have received funding in the past or are new requests. All organizations that received funding last year were contacted this year as a reminder of the deadline and that they need to apply each year. Not all organizations that received funding in 2023 have applied for 2024.

In 2023, the City issued \$70,000 through the Grant in Aid program.

The total value of the funding requests for 2024 is \$115,350. Given that the budget allocated in the proposed 2024-2028 Financial Plan for this program is \$80,000, the Committee will need to work within that budget or recommend that Council increase the 2024 budget prior to budget approval (or fund additional requests from Council Contingency). It is also important to note, at the Committee's discretion, the Committee can recommend Council give a full, partial, or denial of any funding request.

As per the policy, preference will be provided to applications from organizations based in Langford or those that provide a service to Langford residents. Additionally, funding can not be used by the receiving organization to issue grants to another entity/individual.

FINANCIAL IMPLICATIONS:

The allocated budget in the proposed 2024-2028 Financial Plan for this program for 2024 is \$80,000.

LEGAL IMPLICATIONS:

There are no legal implications associated with this report.

OPTIONS:

Option 1

THAT the Community Advisory Committee recommend to Council that:

The following funding applications be approved or denied due to budgetary constraints, for the 2024 year:

- a. (Organization title): \$ _____
- b. (Organization title): \$ _____
- c. (Organization title): \$ _____
- d. Etc.

OR Option 2

THAT the Community Advisory Committee recommend that Council not approve the 2024 Funding Requests.

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

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

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

Attachments:

2024 Grant Requests Listing

2024 Grant Requests

POL-0147-FIN – Funding Request Policy 20150216

GIA Package

2024 Funding Request Policy Application Summary

Organization	2024 Amount Requested	Summary for funds	Contact	2023 Funding Given
Big Brothers Big Sisters	5,000	To sustain and grow the mentoring programs.	Emma Kirkland, Director of Development 250-475-1117 ext. 102 emma.kirkland@bigbrothersbigsisters.ca	3,000
Bilston Watershed Habitat Protection Association (BWHPA)	1,000	Equipment to extend scope of water sampling and monitoring activities in the waterways of the Bilston Watershed.	Alison LeDuc, President 250-886-1479 arleduc@shaw.ca	0
Bear Mountain Community Association	1,500	Funds would be used towards 2024 operations, primarily to cover cost of liability insurance.	Rick Kroeker [REDACTED]	1,500
Capital Bike	4,550	Fund three in-school Everyone Rides Grade 4 and 5 programs.	James Coates 250-920-5775 james.coates@capitalbike.ca	4,425
City of Langford Pipe Band	2,500	Uniform replacements/additions, music equipment and supplies.	Rob Miller, Pipe Major [REDACTED]	1,200
GOATS Queer Climbing	5,400	Drag climbing event that will be held at Boulderhouse and building inventory of climbing equipment to be used by local community members.	Derek Brougham / Deca Thlon [REDACTED]	0
Goldstream Farmers Market	5,000	Musicians at the Langford farmers markets and paid help in setting up/taking down the market every week.	Linda Webb [REDACTED]	0
Juan de Fuca Lacrosse Association	10,000	Additional jerseys, goal tender gear (5 sets), player awards, and referee/coaches training.	Jessica Lejeune secretary@jdflacrosse.com	2,500
Juan de Fuca Performing Arts Centre	3,000	Support for outreach, communications, grant writing.	Judith Cullington [REDACTED] president@building4thearts.com	3,100
Mental Health Society of Greater Victoria	2,000	To set up the free library project and evaluate the outcomes.	Kal Zubair [REDACTED] kal@mhsvictoria.org	0
Open Gate Church	5,500	Free fresh food market - weekly.	Sherri Pankiewich [REDACTED]	5,000

Peninsula Streams & Shorelines	25,000	Will leverage funding from other organizations, such as Pacific Salmon Foundation, World Wildlife Fund, Uvic, Victoria Foundation, Royal Roads University, Freshwater Fisheries BC, and the provincial and federal government.	Kyle Armstrong, Executive Director [REDACTED] peninsulastreams@gmail.com	12,500
Reimagine West Shore Community	2,900	Offset the cost of ongoing program of community conversations, workshops, public events, and the development of original content related to supporting the social and behavioural changes needed for Climate Emergency and rising COL	Cindy Moyer, President [REDACTED] connect@reimagineus.ca	0
Rewired Recovery Foundation	15,000	Grow the "Soberfest" event - main headline act, professional sound and lighting, family fun zone.	Michael Shupinder Manhas [REDACTED]	6,000
Royal Canadian Legion	6,000	\$3,000 Remembrance Day Luncheon \$3,000 Christmas Dinner	Norm Scott 250-478-1828 president@rc191.ca	8,500
Sport Assist	2,000	Financial support for their annual golf tournament where the bulk of their operating funds are raised for the year. Funds are then used to keep sports affordable and accessible to community youth.	Kristin St. Cyr [REDACTED]	2,000
Take a Hike Foundation	2,500	Provide opportunities for fulsome, continuous clinical counselling at school and in the classroom of the outdoors through Land-based Learning (2 multi-day wilderness trips + weekly out days).	Zoe Lauckner, Manager of Philanthropy 604-362-5398 zlauckner@takeahikefoundation.org	0
Urban Food Resilience Society	5,000	First year startup costs, including startup of community garden in Langford, community awareness launch, setting up website, building network and partnerships in community.	Mary P Brooke, Director, UFRIS [REDACTED]	0
Victoria Sexual Assault Centre	5,000	Operational grant for frontline support and outreach services.	Sienna Scott 250-383-5545 ext. 162 siennas@vsac.ca	5,000
Wear2Start Society	2,000	Funds would be used for to renew the part time volunteer program coordinator.	Zoey Wells [REDACTED] zwells@wear2start.com	1,000
Wild Wise	2,500	Temporary signage costs, educational flyers, review of permanent signed, and council presentation.	Mollie Cameron [REDACTED] wildwise123@gmail.com	0
Wounded Warrior Run BC	2,000	Funds raised will be used to provide mental health support to trauma exposed professionals (e.g., veterans, first responders) and their families.	Jacqueline Zweng, Director [REDACTED] jacqueline@woundedwarriors.ca	0

22 applications

115,350

55,725

2023 funding requests not renewed for 2024

Organization	2024 Request	2023 amount received
BC Parks Foundation (Goldstream Nature House)	No	1,000
Bear Mountain Community Association	Yes	1,500
Belmont Secondary School - Dry Grad	No	0
Big Brothers Big Sisters	Yes	3,000
Canadian Forces Base Esquimalt	No	3,500
Capital Bike	Yes	4,425
City of Langford Pipe Band (aka, Castle Cary Pipes and Drums)	Yes	1,200
Fateh Care Community	No	4,000
Fed Urban Agriculture Society	No	1,500
Golf for Kids	No	0
Island Kids Cancer Association	No	0
Juan de Fuca Lacrosse Association	Yes	2,500
Juan de Fuca Minor Hockey Association	No	2,500
Juan de Fuca Performing Arts Centre Society	Yes	3,100
Legion - Remembrance Day	Yes	3,000
Legion - Christmas	Yes	3,000
Legion - Gen Op	Not requested	2,500
Mill Bay & District Conservation Society	No	1,000
Open Gate Church	Yes	5,000
Pacific Edge Chorus	No	0
Pacific Institute for Sport Education (PISE)	No	0
Peninsula Streams	Yes	12,500
Pexsisen PAC	No	775
Rewired Recovery Foundation	Yes	6,000
Royal Bay Dry Grad Carnival Committee	No	0
Sarah Beckett Memorial Run	No	0
Sport Assists	Yes	2,000
Victoria Blazers Lacrosse	No	0
Victoria Hospitals Foundation	No	0
Victoria Sexual Assault Centre	Yes	5,000
Wear2Start Society	Yes	1,000

30 applications


Not renewed **16** **70,000**

	2024	2023
Total applications	22	30
Renewed from prior year	13	
New	9	



City of Langford

www.cityoflangford.ca

Policy Name: City of Langford Funding Request Policy <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment (Replaces Grant in Aid Policy)	DEPARTMENT: Finance Governance/Corporate Policy and Planning POLICY NO: POL-0147-FIN – Funding Request Policy
<u>New Policy</u> The purpose of this policy is to communicate guidelines for funding contribution consideration, including in-kind contributions. Each year, council has the authority to grant funding based on individual requests. Closing date for requests is January 15 th in the current calendar year. Fee for Service provided for annual programs will be released at time of approval by Council. Eligibility Criteria To be considered for request, the following criteria must be met: <ol style="list-style-type: none"> 1. Request submitted to the City of Langford with all required documentation must be received by January 15th (current year request). 2. There will be no retroactive fees paid. 3. Preference will be provided to applications from organizations based in Langford or those that provide a service to Langford residents. 4. No fee request will be forwarded for consideration unless all applicable information has been provided and staff has confirmed completion of the application. 5. Any direct or indirect benefit from a permissive tax exemption must be declared in the application 6. No fee request will be considered if a previous fee was provided and the conditions of the funding specified in this policy or by resolution of Council were not complied with. 7. City fees cannot be used by the receiving organization to issue grants to another entity/individual. 	
Application Guidelines The application must include: <ol style="list-style-type: none"> 1. Name of organization and contact information; 2. Amount being requested and any previous requests; 3. Organizations mandate, project description and purposes, benefit to Langford and budget details 	
Assessment Process <ol style="list-style-type: none"> 1. All requests will be forwarded to the Finance and Administration Committee for consideration 2. The Committee will make recommendations on funding to Council 3. Applicants will be notified of acceptance/rejection 	
Adopted by Council Meeting Date: February 16 th , 2015	CERTIFIED CORRECT  Administrator Date: February 16 th , 2015



Big Brothers Big Sisters

OF VICTORIA CAPITAL REGION

City of Langford

2nd Floor – 822 Goldstream Avenue
Langford, BC
V9B 2X8

Application for Funding - City of Langford

Charitable Number: 106793540RR0001

Contact Person: Emma Kirkland
Director of Development
emma.kirkland@bigbrothersbigsisters.ca
(250) 475-1117 ext. 102

Amount Requested 2024: \$5,000 Amount Applied for in 2023: \$3,000

Brief Description of our organization

Big Brothers Big Sisters of Victoria Capital Region (BBBSV) is fully aligned with the vision and mission of Big Brothers Big Sisters Canada. **Vision: All young people realize their full potential. Mission: Enable life-changing relationships to ignite the power and potential of young people.** BBBSV has over 46 years of experience providing mentoring programs to communities on Southern Vancouver Island. Our services extend over 13 municipalities, nine First Nation Reserves, and Salt Spring Island. In 2018, we also began serving the Comox Valley. We have successfully provided mentors for children and youth through six different school-based or community-based mentoring programs that respond to the identified social issues impacting each community.

Through no fault of their own, many children and youth face adversities and challenges which threaten their confidence and limit their opportunities. The children and youth we serve come from diverse backgrounds such as living in poverty, single-parent families, intergenerational families, Indigenous populations, and new Canadians. Many of the children and youth are in families that have faced trauma and loss. They are often dealing with detrimental living conditions, financial stress, learning differences, identity challenges, exposure to violence, and increased risk factors for mental health challenges and addictions. Families who connect with BBBSV look to us for additional support to help their children mitigate these challenges. The pandemic also created residual stress for many of our families who are still dealing with increases in their children's anxiety levels, social isolation, learning loss, and resistance to attending school, in addition to the financial and health-related consequences of COVID-19.

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Our Theory of Change: We believe that children and youth facing adversity, those in need of additional supportive and consistent relationships, who are open to mentoring and can be safely matched, will benefit from being matched with a mentor who provides them with a developmental relationship which ignites their full power and potential and helps them grow up to be healthy, caring and responsible adults. Sadly, one in five young people have no developmental relationships. Developmental relationships are proven to reduce the impact of adversities and enable young people to discover who they are, cultivate abilities to shape their own lives and learn how to engage with and contribute to their community and the world around them.

More and more families, schools and community organizations are looking to BBBSV for support for higher-needs children and youth. Sometimes the families cannot access other services or receive enough support elsewhere – especially for children and youth who are neuro-diverse or struggling with anxiety - and a larger number of children under the age of 12 who need mental health support are being referred to BBBSV by health care or educational professionals.

The team at BBBSV is passionate about making a difference and applying their diverse experiences and skills to support our community's most vulnerable young people. We strive to share our values of welcoming, learning and sharing with our children and youth, families, co-op/practicum students, and volunteer mentors. BBBSV is committed to sustaining an environment where representation matters, diversity is celebrated and people of every race, religion, culture, gender and sexual orientation are welcomed. At BBBSV, we acknowledge and honour the diversity of people, cultures, traditions and experiences, and we recognize and uphold the right of all individuals to respect, dignity, fairness, caring, equality, self-esteem and inclusion.

Program Descriptions

At BBBSV, we believe in the power of collectively working towards common goals that benefit our community and the lives of young people. Potential lives within every young person. When we match a young person with a trusted mentor, we start something incredible - a life-changing relationship with the needs of the child. BBBSV continues to provide mentoring services throughout the City of Langford and is working towards growing our presence in the community. **We provide 5 different mentoring programs, within our organization three of which are currently running in the City of Langford, thank you for the funding in 2023. We are requesting your support for the following programs: Community Mentoring; B You: Healthy Bodies, Healthy Minds; and In-School Mentoring.** Our community programs operate annually and our school-based/virtual programs operate during the school year (September to June). Our strategy recognizes we can do so, much more to create life-changing developmental relationships for young people in the Langford community.

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The Community Mentoring Program has an over 40-year history of supporting children and youth who have been referred to BBBSV because they need additional support through a caring relationship with a trusted adult. The children live in families who fall along a spectrum of needs from those who have lost a parent through death and/or divorce to those in the care of the Ministry of Children and Family Development or those being raised by grandparents or other extended family. The families and children/youth are seeking a mentor who will provide a supportive development relationship which:

- Expresses care: showing the young person that they matter
- Challenges growth: encouraging the child to keep getting better
- Provides support: by helping the child complete tasks to achieve goals
- Shares power: by treating the young person with respect and giving them a say
- Expands possibilities: by connecting the child with ideas that broaden their world

The families participating in the program are diverse. On average the children and youth range from 7-19 and the average age of the child needing a mentor is 9 years old. The majority of children/youth struggle to cope with three or more adversities which put them at risk:

- 82% experienced loss through parental separation, divorce or a change in the health of a parent
- 72% have struggled with a mental health disorder
- 46% reported experiencing emotional coping challenges
- 44% reporting experiencing low self-esteem
- 43% have seen or heard violence or abuse
- 42% have experienced bullying or bullied others
- 38% have experienced literacy or learning challenges

Community Mentoring can affect the lives of children, youth and families in every community. Through education, extra support and increased opportunities, they can together address challenges. Children and youth are supported through the mentoring relationship and are involved in their community encouraged in school and at home, and have dedicated time every week with a positive adult role model who promotes a healthy lifestyle, healthy boundaries and pro-social behaviours.

There is no fee for service. There is a waitlist for the program - we currently have 30 children/youth on our waitlist in the Community of Langford and the demand for our services is growing. Typically, girls will wait three months for a mentor while boys will wait 11 months. Each match (child/family and mentor) is assigned to a highly-trained caseworker who supports relationship development, safety, training and family support and referral. We have learned that we are uniquely positioned to ensure mentors continue to connect with youth who need it the most, when they need it most, even in a pandemic.

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One in five children and youth have no developmental relationships in their lives. Mentoring offers additional support and developmental assets to mitigate future challenges in school, at home and in the community. These are the young people who are most at risk of continuing in a cycle of poverty, turmoil, mental health and substance use challenges that impede their healthy development. These costs are borne by the young person and by society. Children and youth who live with continuous adversity can be impacted by toxic stress, which can negatively affect brain development.

Neuroscience tells us, according to the Centre for the Developing Child Harvard University, *Key concepts toxic-stress* <https://developingchild.harvard.edu/science/key-concepts/toxic-stress/> that mentoring and the developmental relationships created through the mentoring experience are critical for buffering the impact of toxic stress. The common denominator for successful adults who mitigate the effects of adverse childhood experiences is the presence of a mentor.

Children are supported through everyday struggles and complex ongoing challenges, learning that they can set goals and succeed. Mentors felt their impact:

- 100% took their mentees' opinions seriously
- 90% ensured that their mentee felt known and valued
- 77% said they had inspired their mentee to see future possibilities for themselves

BBBSV is committed to sustaining and strengthening the Community Community-based Mentoring Program in the Langford Community. The program has proven to be a value-added service in a continuum of care meeting the needs of children, youth and families.

B You Healthy Bodies Healthy Minds was established in 2010 and through program evaluation and stakeholder feedback we have determined that B You Healthy Bodies Healthy Minds is an asset in middle schools where it serves girls identified as struggling socially and emotionally. In partnership with area middle schools, female-identifying youth aged 9-15 who face adversities are matched in a group with three trained mentors. The mentees benefit from learning new skills and tools to: help them build self-esteem; develop healthy boundaries; improve their communication skills; feel physically, mentally, and emotionally safe; find a voice to advocate for themselves; and feel connected to the community. The group (mentors and youth) participate in activities which support confidence, self-esteem, and resiliency. The sessions introduce creative and critical thinking skills and provide tools, skills, resources, and opportunities for the girls to explore and enhance their potential.

We know that critical support needs to be strengthened for young women experiencing mental health concerns, both to prevent and address violence. Twenty-five percent of Canadian girls in Grades 7-12 report that they have been the victim of bullying <https://www.canada.ca/en/public-health/services/publications/science-research-data/health-canada-young-people-mental-health-focus/bullying-fighting.html>, including cyberbullying. Canadian studies have found that as girls approach adolescence, they face: high levels of sexual assault and other forms of

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violence; a sharp decline in mental health and confidence; and negative stereotyping and sexualization. The widespread sexualization of girls in our society plays a major role in the deterioration of girls' mental health, making them vulnerable to violence. And those with mental or behavioural difficulties are four times more likely to experience it. Female-identifying youth are referred to the program by a school counsellor, teacher, guardian or other professional. The following reasons were given for referrals:

- 71% were struggling with mental health challenges
- 56% experience learning challenges
- 50% experience low self-esteem
- 39% reported experiencing peer difficulties
- 45% were feeling extremely socially isolated
- 27% bullying and cyber-bullying; and

Discussion topics within the group included: Self-Care - 61%, Friendship - 68%, Journaling - 43%, Relationships – 43%, Mental Health - 41%, and Bullying – 29%, Other topics include: school, anxiety, balanced eating, emotions & gender/stereotypes.

Overall, as a result of B You Healthy Bodies Healthy Minds, the youth were supported in their social and academic development as they were better able to make healthy decisions. Risk and harm reduction are evident and the cost/benefit to the community is significant. B You Healthy Bodies Healthy Minds has been effective in improving three pillars of development, which are: physical health, self-efficacy and social development. The program is held in: Spencer Middle School and Savory Elementary School.

The **In-School Mentoring Program (ISM)** was established by Big Brothers Big Sisters of Canada to meet the needs of children identified by their school as being most at-risk but who were in families with a parent/guardian who might not have the capacity or ability to manage the safety requirements for their child to be enrolled in our community-based mentoring programs. These are children who don't have a strong family support system. They are often students who struggle socially and academically and, without a positive role model to guide them, will move through each grade feeling more and more isolated and left behind.

ISM is offered at partner schools in School District 62, it has successfully added to the preventative services available to families who need low-barrier access, sometimes in rural or remote communities, providing early intervention and supporting the healthy development of children. **The program ensures every participating child has training in personal safety and has a mentor who builds a developmental relationship with them. Children and youth who experience more developmental assets engage in fewer risk-taking behaviours and are more likely to thrive. Search**

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Institute, The Developmental Relationships Framework <https://info.searchinstitute.org/developmental-relationships-help-young-people-thrive>.

These are the young people who are most at risk of continuing in a cycle of poverty, turmoil, mental health and substance use challenges that impede their healthy development. These costs are borne by the young person and by society. Children and youth who live with continuous adversity can be impacted by toxic stress, which can negatively affect brain development. Neuroscience tells us that mentoring and the developmental relationships created through the mentoring experience are critical for buffering the impact of toxic stress. **The common denominator for successful adults who mitigate the effects of adverse childhood experiences is the presence of a mentor.**

Elementary school students identified as facing adversity and needing other development relationships in their lives are matched with a mentor. It has successfully added to the preventative services available to families who need low-barrier access, providing early intervention and supporting the healthy development of children. The program ensures every participating child has training in personal safety and has a mentor who builds a developmental relationship with them. Partner schools sign a Memorandum of Understanding with BBBSV:

- Each school assigns a liaison who is responsible for ensuring that the appropriate children are referred to the program by teachers and counsellors from grades 1-5, ages 6 to 11.
- Parents/Guardians must provide signed permission for their child to participate.
- Depending on the school and needs of the children and youth at each school determines how many children benefit from the program.
- The program runs the school year from June 2024 to July 2025.

BBBSV Mentoring Coordinators, have a multi-disciplinary team with years of experience in education and learning. BBBSV mentors are trained volunteers with a wide range of backgrounds and experience. The youngest mentors are teens (aged 14 to 18 from partnering High Schools close to the Elementary School whom we partner with) and the oldest mentors are typically seniors in their 70's or 80's. Once matched with a child, the mentors are monitored by a BBBSV Mentoring Coordinator for the duration of the mentoring relationship.

Each volunteer mentor meets with their mentee weekly for the duration of a school year. While match activities are varied and centre around the interests of the child, the pair never leave the school grounds. The ISM program provides elementary school students with access to role models who can support both their academic and social success.

Key goals, Objectives and Expected Outcomes: BBBSV has experienced an increasing demand for the ISM program, both from parents/guardians and from Principals and Counsellors who have requested the in-school mentoring program be delivered at their school. The objective over the next 3 years is to meet our strategic goal, to serve more children and youth through additional schools, growth by 2 elementary schools and 1 high school.

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Benefits to the City of Langford

In 2023, 55 children or youth and 23 teen or adult mentors who self-identified as Langford residents participated in BBBSV's programs. This work was supported by a grant from the City of Langford. Changing the course of young lives changes the future of communities. By every measure, BBBSV returns positive results in the mental health, employment and civic engagement of the recipients of our mentoring programs. When we have happy, healthy young people in our communities, everyone benefits.

The BBBS Victoria programs enrich the lives of families, children, youth and volunteers in the Langford community. One of the more well-known benefits of volunteering is the impact on the community – volunteers (from ages 14 to 87) can connect with their community and make it a better place. Mentors and their mentees access community events, activities, and networks within the community, which broadens their horizons and in turn supports local businesses. Both local individuals and businesses donate to our programs, as they believe in the power of mentoring. Families in the community (parents/guardians/children), as well as mentors, enjoy the benefits of ongoing support from a trained social worker, helping them to better face the challenges they encounter in their lives. In addition, BBBSV delivers numerous training opportunities which enhance participants' knowledge, skills and coping mechanisms. Mentors receive diversity and developmental relationships training; young people receive life skills and employment readiness training; as well as children, parents/guardians, and volunteers receive child safety training. All of these factors strengthen the participants' connection to their community and ultimately their ability to contribute in a positive way to that community. Investing in our children's futures benefits our entire society. With the community behind them, keeping them safe, the children and youth within the City of Langford will prosper.

Description of Request & Expected Outcomes

The need for developmental relationships in children and youth's lives has increased dramatically over the past few years. Currently, we have just over 160 children on the waitlist, 15% at this time last year. The families on the waitlist have been thoroughly screened by us and the children provided with child safety training.

We are committed to sustaining and growing our Mentoring Programs in Langford, we are kindly requesting \$5,000. Our strategic goal in 2024, with the support of the City of Langford, is to increase our year-over-year matches, reduce our waitlist and better serve families. We want to close the gap between children matched and children waiting, given the life experiences of the children and youth that require our services, we need to act quickly to ensure they are not lost to the adversities which limit their dreams and their future. Program growth requires funding to support volunteer recruitment, training, retention and ongoing match monitoring.

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The grant funds will be applied to wages for our professional team of employees who are responsible for screening and preparing families, providing child safety training, recruiting, screening and training volunteers, and providing ongoing monitoring support for the matches. We strive to ensure that all parties are set up for success in their new relationship and have the necessary support throughout the match for continued success and positive outcomes.

Since July 1, 2023 (the start of our fiscal year), 50 of Langford's children and youth have been actively matched with a mentor and 15 Langford residents are volunteering as mentors. However, another group of young Langford residents is still on our waitlist for a community-based mentor. Our goal is to serve 60 or more children and youth from Langford in 2024. The B You program will run 3 sessions at Spencer Middle School, and 2 sessions at Savory Elementary School. In-school Mentoring program services 1 Elementary school in the Langford community during the school year from September to June.

Expected Outcomes include:

- increased positive relationships and social networks;
- new relationships of trust and strengthened family connections;
- opportunities for children/youth to connect and form positive relationships
- supports for youth in transition from systems (e.g. child welfare, justice);
- increased skills and knowledge to support healthy development and social networks
- engaged family members in educational activities
- the acquisition of life skills and improved social functioning
- increased participation in recreation/social/community programs;
- the development of community leadership and inclusion
- increased participation through improved self-esteem, confidence and engagement;

Our programs are measured annually through pre and post-surveys with children/youth, mentors and families. Our Theory of Change identifies short and long-term goals and we measure our impact. Working with BBBS Canada on research projects helps us to better understand the impacts of our programs, and supports program development, training and volunteer recruitment. The children and youth we serve are struggling - they are at a disadvantage academically, and socially and at risk of long-term mental health, chronic health, and delinquency issues. Investing in children with supportive, nurturing relationships, like those offered through mentoring at BBBSV, is critical in buffering the impact of stress caused by adversity. Mentors increase resiliency in children and youth by providing them with opportunities to develop healthy behaviours and effective interpersonal relationships.

Your funding directly contributes to citizens' health, well-being and happiness within your community. You can enable us to provide local young people the life-changing support they need to navigate the challenges they face and the power to realize their full potential. **Mentoring Program and Services Budget:**

Big Brothers Big Sisters of Victoria Capital Region recognizes and respects the First Nation (Anishnaabe and Songhees), Pacheedaht, Scia'new, T'Sou-ke and W̱SÁNEĆ (Malahat, Pauquachin, Tsartlip, Tsawout, Tseycum) people, whose traditional territories we live, work and play upon each day.

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Your funding directly contributes to citizens' health, well-being and happiness within your community. You can enable us to provide local young people the life-changing support they need to navigate the challenges they face and the power to realize their full potential.

Sincerely,

Emma Kirkland, Director of Development

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Big Brothers Big Sisters of Victoria
2024 - LANGFORD GRANT PROGRAM
Community/In-School Mentoring & B You Programs



	TOTAL BUDGET LANGFORD 2024	COMMUNITY & IN SCHOOL MENTORING LANGFORD	B YOU LANGFORD
REVENUE			
Langford Grant	\$ 5,000	Potential \$ 2,500	Potential \$ 2,500
BC Gaming Grant	\$ 28,800	Potential \$ 19,200	Potential \$ 9,600
BC Civil Forfeiture Grant	\$ 4,000	Potential \$ 4,000	\$ -
United Way	\$ 1,500	Potential \$ 1,500	\$ -
Victoria Foundation	\$ 4,000	\$ -	Confirmed \$ 4,000
CFAX Santa's Anonymous	\$ 2,000	Potential \$ 2,000	\$ -
Canadian Red Cross Mental Health Grant	\$ 3,750	Confirmed \$ 3,750	\$ -
Red Cross Grant	\$ 3,700	Confirmed \$ 3,700	\$ -
Provincial Employee Services Grant	\$ 2,000	Confirmed \$ 2,000	\$ -
Scotiabank Grant	\$ 5,000	\$ -	Potential \$ 5,000
Big Brothers Big Sisters of Victoria - Social Enterprise	\$ 5,075	\$ 1,875	\$ 3,200
Fundraising	\$ 7,670	\$ 2,227	\$ 5,443
Sub-Total	\$ 72,495	\$ 42,752	\$ 29,743
IN-KIND INCOME			
Volunteer Mentors (3,300 hrs @ \$20/hr)	\$ 66,000	\$ -	\$ -
TOTAL REVENUE	\$ 138,495	\$ 42,752	\$ 29,743
EXPENSES			
Program Salaries & Benefits			
Program salaries	\$ 46,911	\$ 28,851	\$ 18,060
Benefits & Employer Expenses	\$ 7,037	\$ 4,328	\$ 2,709
	\$ 53,948	\$ 33,179	\$ 20,769
Program Delivery Costs			
Program Expenses - Supplies & Program delivery	\$ 2,674	\$ 559	\$ 2,115
Advertising & Promotion	\$ 650	\$ 350	\$ 300
Meetings, Conferences & Staff Training	\$ 630	\$ 350	\$ 280
Volunteer Expenses	\$ 641	\$ 551	\$ 90
Membership Dues	\$ 3,420	\$ 1,900	\$ 1,520
Office Supplies & Expenses	\$ 655	\$ 364	\$ 291
Insurance	\$ 1,797	\$ 999	\$ 799
Transportation	\$ 260	\$ 100	\$ 160
	\$ 10,728	\$ 5,173	\$ 5,555
Administration & Rent			
Rent & Utilities	\$ 5,927	\$ 3,293	\$ 2,634
Telephone	\$ 936	\$ 576	\$ 360
Professional Fees	\$ 956	\$ 531	\$ 425
	\$ 7,819	\$ 4,400	\$ 3,419
Sub-Total	\$ 72,495	\$ 42,752	\$ 29,743
IN-KIND EXPENSES			
Volunteer Mentors (3,300 hrs @ \$20/hr)	\$ 66,000	\$ -	\$ -
TOTAL EXPENSES	\$ 138,495	\$ 42,752	\$ 29,743
NET INCOME	\$ -	\$ 0	\$ (0)



January 10, 2024

Mayor Goodmanston, Council, and Community Advisory Committee members
2nd floor, 877 Goldstream Avenue
Langford, BC V9B 2X8

Re: Funding request

Dear Mayor Goodmanston, Council, and Committee Members:

Bilston Watershed Habitat Protection Association (BWHPA) would like to submit a request for \$1,000 in funding through the 2024 funding request program. The funds will be used for the purchase of equipment to extend the scope of our water sampling and monitoring activities in the waterways within the Bilston Watershed, a large part of which lies in Langford.

Bilston Watershed is one of the most extensive watersheds in the CRD, with a total area of approximately 3129 hectares. Waterways in the Bilston Watershed provide habitat for species-at-risk including Coastal Cutthroat Trout, Northern Red-Legged Frogs, and the rare and elusive Vancouver Island Water Shrew.

Water sampling and monitoring are effective methods to determine the health of aquatic ecosystems, and our volunteers have been actively monitoring the network of waterways that make up Bilston Watershed since 1991. The specific equipment for which we are requesting funding was recommended by an aquatic biologist, who advised that this set of equipment will enable us to carry out extensive water monitoring activities more efficiently.

If we receive the funding, we will be able to purchase a handheld Dissolved Oxygen Meter, a High Range pH/Conductivity/Total Dissolved Solids Tester, three different pH Buffer Solutions, and a 120 cm Turbidity Tube. The total cost will be slightly over \$1000 but BWHPA is able to cover the difference.

After a period of relative inactivity, BWHPA was reinvigorated in 2023 by many new members and directors with ambitious plans for stream assessments, riparian and in-stream restoration, and educational events throughout the watershed. We remain a volunteer-based organization with a very low annual membership fee (\$6 per individual/\$10 per family) in order to encourage membership and promote community engagement in protecting our watershed. As funding allows, we contract with biologists to carry out professional stream and fish habitat assessments, design restoration projects and provide guidance to volunteers.

In 2023 we:

- collaborated with provincial biologists to carry out fish surveys in various locations in Bilston Watershed where they were previously abundant, and to obtain DNA samples. There is a high likelihood that the Bilston Watershed population of Coastal Cutthroat Trout is a genetically unique subspecies. The DNA testing results should be available soon.
- contracted with biologists to carry out fish habitat assessments of Hewitt Creek and Firehall Creek (funded by a private donor);
- collaborated with UVic Geography students on the first phase of a community mapping project of Bilston Watershed;
- began the process to sort and index over 30 years of records;
- worked in coordination with the City of Langford to remove invasive species at Willing Park on Earth Day;
- participated in a CRD pilot project removing invasive gorse along Firehall Creek in Langford;
- organized a native plant propagation workshop last fall at the Luxton Fairgrounds in which volunteers prepared over 1000 pots of seedlings and cuttings to be used in restoration projects this year.
- organized a Streamkeepers course in Langford for new volunteers and community members learning stream assessment and water monitoring techniques. The course was taught by an instructor from Peninsula Streams Society, and we plan to offer another Streamkeepers course at locations in Langford and Metchosin in April/May this year.

BWHPA was successful in obtaining a modest grant from the Habitat Conservation Trust Foundation Board for a project focussed on riparian restoration and installation of informational signage along Firehall Creek. We plan to begin work this year in coordination with the City of Langford and the CRD, once we receive the habitat assessment and restoration proposal from the biologist.

We have additional funds earmarked for matters such as stream assessments and restoration projects elsewhere in the watershed. We currently don't have any outside funding for operating expenses or for one-time expenses like purchasing equipment/supplies to make our water monitoring activities more efficient.

We are committed to our mission to preserve and enhance Bilston Watershed for the benefit of all species who make it their home. Our funding request to Langford, if successful, will enable us to broaden the scope of our work and carry out our activities more efficiently. We appreciate your consideration of our funding request.

Sincerely,



Alison LeDuc
President, Bilston Watershed Habitat Protection Association
<https://www.bilstonwatershed.org/>



PO Box 37060 Victoria RPO Millstream V9B 0EB

January 14, 2024.

City of Lanford
Grant in Aid Application

Attention: Michael Dillabaugh,
Director of Finance

The Bear Mountain Community Association (BMCA) is requesting a grant in the amount of \$1,500 to be used towards our 2024 operations, primarily to cover the cost of liability insurance.

The BMCA is grateful for the grant of \$1,500 from the City of Langford for the 2023 operating year. The funds were used to cover the cost of liability insurance that all societies are required to carry.

The BMCA is an organization operated by volunteers and is focused on providing services and events that will benefit the community of Bear Mountain.

Our newly designed website can be viewed at <https://www.bearmountaincommunity.com> and our vision clearly defines our purpose:

An engaged neighbourhood dedicated to building a Healthy, Vibrant, Safe Community that is proudly Bear Mountain.

BMCA has attracted more new members in the past year, membership now exceeds 100 residents. Our goal is to reach a membership of 500 or more as we continue to grow and offer more services and events that benefit our community. We have also added a number of new directors to our Board that are dedicated to volunteering their time to the benefit of our community, and we look forward to the contributions of all of our directors, volunteers and sponsors in 2024 as we continue to grow and offer more services and events to Bear Mountain.

BMCA has offered a number of community events and services to residents in 2023, the most notable being:

- Fun focused golf event for all levels of players to promote a “come and meet your neighbour and have fun” theme.
- Meet and greet event at which Langford City Council members addressed over 100 residents
- Meet and greet event at which the new MLA for the riding had a chance to speak to residents and offer information and an exchange of questions and answers.
- Four evenings of Christmas caroling offer by local choirs performing in a nicely decorated outdoor venue at Ponds Landing offering hot chocolate and treats to all those who attended.
- Create a formal liaison with the RCMP in order to promote safety and crime prevention in the community.

These events were generously sponsored by local businesses who are community minded and are very supportive of the BMCA in contributing to the community Bear Mountain.

BMCA is planning to increase the number of events and services in 2024 as our profile grows and the residents of Bear Mountain become more aware of the events that are offered. This of course requires many hours of volunteer time from the directors and others who are passionate about being part of Bear Mountain and the City of Langford.

The largest single cost item annually for BMCA is the liability insurance that is mandatory for all societies.

We are hopeful that the City of Langford will again provide a grant in aid for this expense in the amount of \$1,500 to offset the cost.

BMCA fundraising is limited to a small membership fee paid by each member annually and a number of fund-raising activities such as a golf event.

BMCA anticipates expenses will grow each year as the number of events and services provided grows.

Thank you for taking the time to review this funding request, if you require further information or have questions please feel free to contact me at:

Email

[REDACTED]

Cell phone

[REDACTED]

Sincerely,

Rick Kroeker,
Vice President
BMCA

BEAR MOUNTAIN COMMUNITY ASSOCIATION
BUDGET 2024

RECEIPTS

Memberships	2,000
Events	10,000
Donations	<u>1,000</u>
Total	<u>13,000</u>

EXPENDITURES

Office	1,000
Admin	3,700
Events	6,000
Legal	300
Insurance	<u>1,600</u>
Total	<u>12,600</u>

EXCESS (DEFICIT)	<u><u>400</u></u>
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December 12, 2023

Finance and Administration Committee
City of Langford
2nd Floor, 877 Goldstream Ave
Langford, BC V9B 2X8

Dear members of the Finance and Administration Committee, Mayor Goodmanson, and Council:

I am writing, first of all, to thank you for your long-standing support of our programs Go By Bike Week Everyone Rides Grades 4 and 5. These free and fun programs have changed the lives of tens of thousands of people over the decades and we are incredibly proud of this legacy that's been possible through your support.

We are pleased to provide a request that strongly supports the goals and actions within Langford's Official Community Plan (OCP). The OCP identifies important sustainability goals in Section 2: Community Sustainability Goals. This request assists the municipality in meeting its goals for Community Health, Personal Health, and Energy, Climate Protection, and Adaption. Further, this request supports the goals under Objective 8, Langford's Multi-Modal Transportation System. Our proposal also compliments and supports Langford's capital investments in cycling, such as the Jordie Lunn Bike Park. We elaborate on this under the 'Benefits to Langford Residents' section of this proposal.

Our request for support is for our most popular youth cycling skills building programs, which we offer for free to schools in your municipality. Since we began running Everyone Rides Grades 4 and 5 (ERG45) locally in 2020, we have delivered 11 programs to 7 schools in the City of Langford to rave reviews from everyone involved: students, staff, and parents at each school. The ERG45 program brings top-quality cycling training into the classroom and playground and equips kids with the skills to ride safely and confidently.

Since 2020, we have run this program in 89 schools in and around the CRD and have trained over 9,300 students including nearly 1000 in the City of Langford. We want to bring the same opportunities to more kids in Langford and help build a lasting culture of safe biking. In line with Langford's successful investments in sport cycling and mountain biking, we want to offer skill building to all local kids to promote a healthy, outdoor lifestyle and improve the health of the community. With your support, we can make it happen.

The City of Langford has been a long-time supporter of our work. By leveraging funds from the Community Gaming Grant and supplemented by your Grant-in-Aid, we will be in a financial position to offer this program in your community.

We look forward to our continued partnership and our joint efforts to supporting active, sustainable transportation in 2024!

Sincerely,

Adam Krupper
Executive Director
Capital Bike

ORGANIZATIONAL MANDATE

Capital Bike is a registered charity governed by a volunteer Board of Directors whose mandate is to help more people bike more places, more often, safely and enjoyably. We focus our resources on running free, fun, impactful community events and programs that help get people riding bikes!

The Society runs three main program streams: Go By Bike celebration events, The Locker Bike Valet, and Bike Skills Safety training programs for kids, youth, and adults throughout the region.

Go By Bike Week is a behaviour change program that facilitates, encourages, and incentivises people to take trips that they usually make with an automobile to go with a bike. Bike Valet is a secure bike parking service offered both at events and in downtown Victoria. We park people's bikes to both deter theft and encourage people to cycle for transportation. In 2023, we parked over 45,000 bikes.

Bike Skills courses help people develop the skills and knowledge required to safely share the road and trails with other users while riding. Our courses combine theoretical and practical training to develop the skills and knowledge surrounding traffic safety required to bike legally and safely. The outcomes for Bike Skills course participants include safe cycling habits and behaviours, increased comfort and confidence biking with traffic, and more trips taken by bike.

SUPPORT REQUESTED AND PROJECT DETAILS

We are requesting \$4,550 from the City of Langford. Funds requested will go directly towards organizing three in-school Everyone Rides Grade 4 and 5 programs.

The funds granted will be used to run the ERG45 program in three elementary schools: Savory, Ruth King, and Lakewood. We have successfully delivered this program at both Savory and Ruth King Schools and, with more than two years since our last visit, there will be an entirely new cohort of grades 4 and 5 at each who we are excited to teach about safe cycling. Lakewood will be a new school for us, and we are excited to finally bring the program there.

ERG45 is an all-inclusive, 2-part cycling skills safety program that is delivered to every grade 4 and 5 student at a given school. In Part 1 of the program, taught in-class, we teach kids all about rules of the road, how to ride safely, and basic bike mechanics. In Part 2, our certified cycling instructors deliver a 90-minute on-bike skills training session, with mock intersections, games, and challenges. We bring spare bikes, helmets, and even tricycles for kids with trouble balancing. We build kid's knowledge, skills, and confidence.

Our goal is to ensure all students in Greater Victoria learn to cycle safely and have fun while doing so regardless of previous experience, income, or location. We regularly teach new riders how bike and see them pedalling along with the more experienced riders by the end of the session. ERG45 helps achieve goals related to Vision Zero, climate action, active transportation, and healthy communities through accessible education.

PREVIOUS REQUESTS AND BUDGET

The City of Langford is a long-time supporter of the work Capital Bike does. It has long supported our Bike to Work/Go By Bike Week program through its Grant-in-Aid program. From 2018-2020, the Society received \$1,500 for Bike to Work Week. In 2021-2022 we received \$1,500 to run two ERG45 programs, which were delivered at Crystal View and Willway Elementaries, although the funding received did not cover the delivery costs for those programs.

Capital Bike Langford Grant-in-aid Supporting Document

In 2023, we received \$4,425 to deliver ERG45 programs at Willway, PEXSISEN, and Crystal View Elementaries.

For 2024, we are requesting \$4,550 to run three ERG45 programs. The total program budget is \$9,100. The remaining funds have been received through the Community Gaming Grant program.

The funding requested covers the basic costs for program delivery. It will provide us with the funding necessary to plan and organize the courses. It allows us to get insurance, arrange and transport all of the program equipment, contract cycling instructors, and provide program materials.

Please see attached budget.

BENEFIT TO RESIDENTS

The Everyone Rides Grades 4 and 5 program offers grade 4 and 5 students all over British Columbia an introductory cycling skills course where they learn to ride their bikes to and from school.

Since the program began in fall 2020, 9,300 students have participated in our ERG45 program in 89 schools across the South Island. Students were able to boost their confidence on a bicycle, improve their cycling skills, and increase their awareness of cycling rules and safety. A total of 572 teachers were actively engaged in the program and rated the overall quality of the course, 4.6 out of 5.



This program helps Langford meet the objectives in its Official Community Plan.

Under Part I, OCP Overview, section 2.0 'Our Sustainability Goals', and Objective 2.2 'Community Sustainability Goals', our program directly assists with the following:

Community Health: ERG45 helps enable healthy choices in all areas of living that are safe, secure, and welcoming for all. By giving students fundamental cycling skills, we enable them to choose healthy and active transportation choices, including the option to bike to school which drastically reduces congestion at schools. Reducing automobile congestion improves safety for active travellers and improves health by reducing exposure to harmful pollutants. Students are also trained to use Langford's recreational facilities such as the Galloping Goose and E&N trails in a safe and courteous manner.

Personal Health: This program helps to ensure healthy recreational, educational, and cultural opportunities for all. Cycling is a vital component of everyday life for many Langford youth, but many are also left out – either due to lack of skill, knowledge, or access to safe equipment. Our program creates a safe, nurturing environment where kids of all skills levels learn safe riding practices and are provided with good equipment.

Energy, Climate Protection, and Adaption: Through these courses, we promote energy-use choices that reduce greenhouse gas (GHG) emissions and contribute to clean air. A majority of GHG emissions in Greater Victoria are the result of transportation. By promoting biking to school and cycling for transport and as a fun and healthy alternative to motor vehicle travel, we help the City meet targets for GHG reduction.

Capital Bike Langford Grant-in-aid Supporting Document

Under Part I, OCP Overview, section 2.6 'Climate Action Targets', and Objective 2.7 'Implementation Actions', our program directly assists with the following goals of the City in achieving GHG emissions and energy use reduction targets:

1. 'Develop complete, compact, healthy neighbourhoods': Biking to school allows kids the opportunity to be more connected to their communities, experiencing the sights, smells, and sounds that they otherwise would not from the backseat of a car. Biking, especially for transportation, is also a fun way for kids to get their daily physical exercise which contributes to healthier neighbourhoods.
2. 'Provide residents a diversity of transportation choices': for residents to have the option of active transportation, they should be familiar with the relevant rules of the road and how to use existing bike facilities safely and courteously. By reaching hundreds of local students, we can foster a generation with the necessary knowledge to choose sustainable transportation.

Under Part II, Community Objectives & Policies, Objectives 8.2 our program directly assists with the following:

Multi-modal transportation strategies as specified by the City's Community Plan including:

1. 'Accommodating the needs of local residents for all modes of transportation': Reaching grade 4 and 5 students with accessible bike education regardless of skill level or whether they own a bike allows us to share the skills and knowledge necessary for active transportation, especially for students who might otherwise be left out.
2. 'Climate-friendly active transportation (I.e. walking, cycling) will be a priority by developing safe and viable multi-modal transportation networks that link compact and mixed centres': ERG45's broad and accessible education for young students creates the active transportation link to multi-modal options like transit, by giving students the confidence and skills to ride their bikes to network hubs for further trips. It fosters a generation who are interested in and able to use the networks that are being developed by the City.

Under Part II, Community Objectives & Policies, Objectives 8.4 and 8.5, our program directly assists with the following:

'Implement multi-modal travel corridors that move all users according to the Multi-Modal Transportation Strategy':

ERG45 includes sections on both on-street biking as well as safe and courteous use of multi-use trails, such as the various recreational and regional trails identified in Map 9 in the OCP. By educating students on polite communication and safe use of such shared facilities, we contribute to their continued enjoyment by people walking, riding horses, and biking.

As part of a "Complete Streets" strategy, ensuring 'safe interactions between all modes along or adjacent to the public right of way and at intersections':

Mock traffic scenarios during the day 2 "on-bike" portion of the course teach safe interactions between people on bikes and other including, but not limited to: the need to come to a complete stop at stop signs, the hazards of riding on the sidewalk, the need to communicate to other road users through strategies such as hand signals, etc.

Capital Bike Langford Grant-in-aid Supporting Document

Under Part II, Community Objectives & Policies, Objectives 8.6 and 8.13, our program directly assists with the following:

‘Support the use of alternative transportation modes such as walking or cycling’:

ERG45 includes repeated reminders of pedestrian right of way to help people walking feel safe and comfortable on shared paths and neighbourhood streets. By having kids off their bikes act as people walking at mock traffic scenarios, we remind students of their requirement to be courteous to people walking and create more comfortable conditions to support that mode of active transportation as well.

‘Educating the public about the benefits of active transportation and transit usage’:

Through a combination of in-class and on-bike training, education of new riders, and the ability of any students to use high-quality equipment while learning from a curriculum developed over hundreds of courses across the province, we are uniquely positioned to educate young riders about the benefits of active transportation and foster a generation of safe and courteous bike riders.

Supporting the Jordie Lunn Bike Park:

With the City of Langford’s investment of \$1.8 million into the Jordie Lunn Bike Park, we also find such cycling programs to provide an important knowledge basis and, especially, confidence, to make use of this world-class facility. Kids who have received bike education are more likely to make use of these recreational facilities and feel supported to live active, healthy lives going forward.

ADDITIONAL PROGRAM INFORMATION

For the past three years, teachers and school staff reported that their school’s involvement in the ERG45 program encouraged them to ride their own bikes more often. Parents and families also reported a shift in attitude, now seeing cycling as an attractive option for recreation and transportation.

“We had 100 bikes brought to school for that skills lesson (needed to borrow about a dozen or so). There were a few students who admitted their bike was a week old. My belief is that this skills class resulted in more students and families focusing on cycling!” (Principal, View Royal Elementary)

School teachers and administration have also commented on the overall quality of the education, the enjoyment of the participating students, and the unique opportunity granted to the enrolled classrooms.

“This is the best cycling education for students I have ever been involved in. The stations that teach about traffic, stop signs and following the rules of the road are so important not only as a cyclist, but also as a pedestrian. Practicing bike control, how to be safe and prepared were also taught in a fun and engaging way. All of the instructors took the time to learn students' names and were so kind and helpful. It was a huge success - thank-you! (Grade 5 Teacher, Macaulay Elementary)

Capital Bike Langford Grant-in-aid Supporting Document

“Wonderful, consistently excellent program year-to-year. Such a super program for students, some of which don't have this opportunity outside of school.”
(Principal, KELSET Elementary)



Students lined up to begin their “snail-paced race”, where the winner is the student with the best balance at the slowest pace. Hope they all geared down!



Students learn about courteous and right of way at a mock multi-use path with a road crossing.

A student makes use of our recumbent trike, one of twenty-five bikes we bring for kids who do not have their own to use.



Capital Bike Langford Grant-in-aid Supporting Document



Getting the hang of traffic concepts like “right of way” and following other rules of the road.



Practicing riding in a straight line while performing shoulder checks and hand signals.

Capital Bike Society
Draft Overall Budget
Fiscal 2024

REVENUE

Sales Revenue

Sales - T-Shirts	12,000.00
Sales	1,000.00
Net Sales	13,000.00

Other Revenue

Corporate	55,000.00
Local Governments	90,000.00
Provincial Government	5,000.00
Federal Government	43,000.00
Universities & Colleges	16,000.00
Individual Donations	20,000.00
Donations	8,000.00
Gaming Grant	31,000.00
Grants	23,000.00
Workshops	5,000.00
Cov Bike Valet	30,000.00
The Locker Bike Valet	26,000.00
Bike Locker Rental	-
Bike Smart	5,000.00
ERG45	96,000.00
TipTap	8,000.00
Sticker Challenge	1,000.00
Interest	1,000.00
Miscellaneous	1,000.00
Total Other Revenue	464,000.00

TOTAL REVENUE **477,000.00**

EXPENSE

Cost of Goods Sold

COGS - T-Shirts	7,700.00
COGS - Merchandise	300.00
COGS - Other	600.00
Total Cost of Goods Sold	8,600.00

Payroll Expenses

Wages & Salaries	9,700.00
WCB Expense	600.00
Employee Benefits	10,300.00
Total Payroll Expense	20,600.00

General & Administrative Expenses

Event Coordination	2,800.00
Contractors	60,000.00
Board	9,100.00
Office Rental	19,400.00
Advertising	1,100.00
Finances	7,000.00
Funding	25,000.00
Storage	300.00
Rental Fees	500.00
Office	7,800.00
IT	1,500.00
Website & Apps	2,500.00
Amortization Expense	9,000.00
Program Materials	63,200.00
Interest & Bank Charges	300.00
Media	2,600.00
Bike Valet	200.00
Outreach	1,200.00
Volunteers	2,900.00
Program Planning	83,000.00
Program Implementation	40,000.00
Merchandise	200.00
Transportation	5,400.00
Insurance	3,700.00
Staff Development	18,300.00
Miscellaneous	2,800.00
Travel & Entertainment	100.00
Administration	17,200.00
Legal	1,000.00
Hiring	1,800.00
Training	4,500.00
Service Fees	13,100.00
TipTap	700.00
Branding	13,000.00
Sponsorship	14,000.00
Total General & Admin. Expenses	435,200.00

TOTAL EXPENSE	455,800.00	464,400.00
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NET INCOME	12,600.00
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Program Budget:
ERG45 Savory, Ruth King, and Lakewood Elementary 2024

Category		Amount
<u>Revenue</u>		
Local Governments	\$	4,550.00
Gaming Grant	\$	4,550.00
Subtotal	\$	9,100.00
<u>In-Kind Income</u>		
Event Support	\$	1,455.00
Professional Services	\$	180.00
Subtotal	\$	1,635.00
<u>Program Expenses</u>		
Contractors	\$	2,740.00
Education Manager	\$	960.00
Bike Skills Coordinator	\$	980.00
Program Materials & supplies	\$	750.00
Equipment Maintenance	\$	270.00
Equipment Rentals	\$	405.00
Transportation	\$	765.00
Advertising / Outreach	\$	150.00
Subtotal	\$	7,020.00
<u>In-Kind Expenses</u>		
Event Support	\$	1,455.00
Professional Services	\$	180.00
Subtotal	\$	1,635.00
<u>Admin Expenses</u>		
Insurance	\$	250.00
Operational	\$	1,260.00
Administration	\$	570.00
Subtotal	\$	2,080.00
Total Profit/Loss		\$ -



Capital Bike Society
Statement of Operations
For the Fiscal Years Ended
September 30th 2023 & 2022

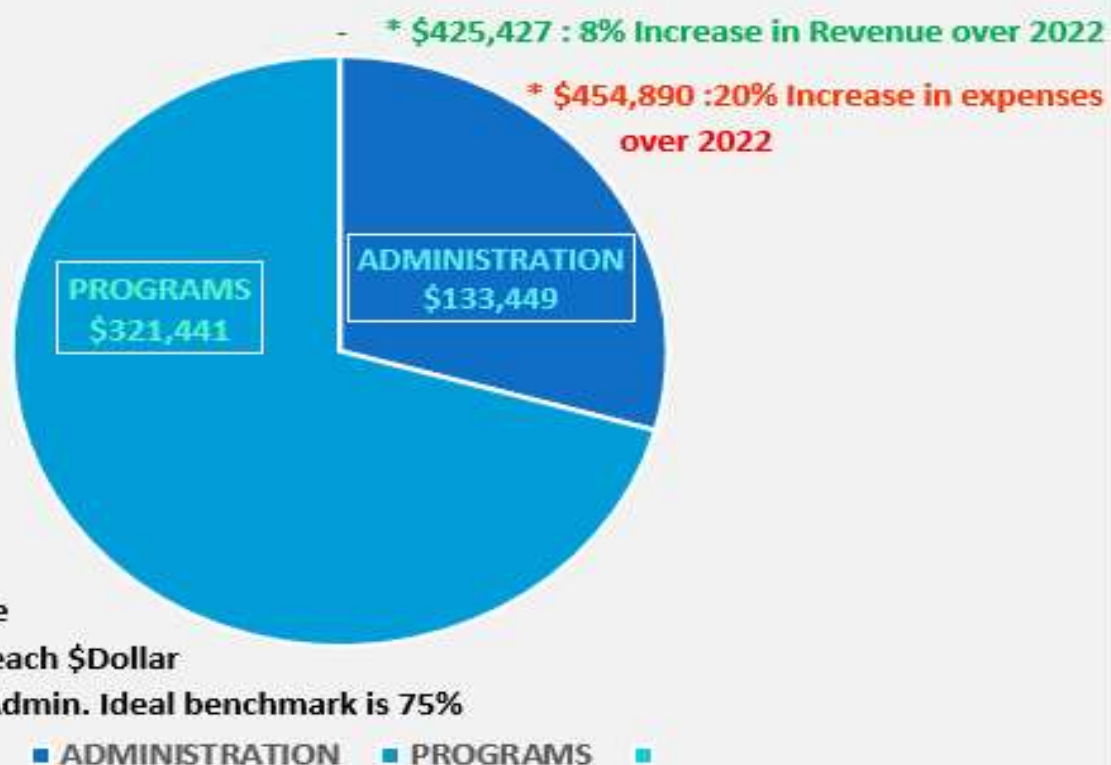
	<u>2023</u>	<u>2023</u>	<u>Budget</u>	<u>2022</u>
		<u>Budget</u>	<u>Variance</u>	
REVENUE				
Sales Revenue				
Sales - T-Shirts	9,389	13,908	-4,519	12,644
Sales	887	2,276	-1,389	2,069
Net Sales	<u>10,276</u>	<u>16,184</u>	<u>-5,908</u>	<u>14,713</u>
Other Revenue				
Corporate	49,750	203,535	-153,785	179,018
Local Governments	85,005	95,587	-10,582	86,897
Provincial Government	4,500	23,375	-18,875	21,250
Federal Government	40,788	51,550	-10,762	46,863
Universities & Colleges	15,000	7,150	7,850	6,500
Individual Donations	8,545	11,185	-2,641	10,168
Donations	7,114	1,503	5,611	-
Gaming Grant	29,500	-	29,500	-
Grants	21,510	-	21,510	-
Workshops	2,500	55	2,445	50
Cov Bike Valet	27,608	-	27,608	25,850
The Locker Bike Valet	24,071	28,435	-4,365	-
Bike Locker Rental	318	352	-35	320
Bike Skills	4,226	-	4,226	-
ERG45	90,954	-	90,954	-
TipTap	2,109	-	2,109	1,366.48
Sticker Challenge	630	-	630	-
Interest	1,321	-	1,321	-
Miscellaneous	733	748	-15	680.00
Total Other Revenue	<u>416,181</u>	<u>423,476</u>	<u>-7,294</u>	<u>378,964</u>
TOTAL REVENUE	<u>426,457</u>	<u>439,660</u>	<u>-13,203</u>	<u>393,677</u>
	97%	Of 2023 Revenue Goal Achieved		



Capital Bike Society
Statement of Operations
For the Fiscal Years Ended
September 30th 2023 & 2022

	<u>2023</u>	<u>Budget</u>	<u>Variance</u>	<u>2022</u>
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Capital Bike Society - Program Service Ratio FY 2022-2023



* 97 % of 22/23 Revenue Goal Acheived

* **-7%** Return (Deficit) on Revenue

* Program Service Expense Ratio 71%, 71 Cents of each \$Dollar spent on Programs, not Admin. Ideal benchmark is 75%



Capital Bike Society
Statement of Operations
For the Fiscal Years Ended
September 30th 2023 & 2022

	<u>2023</u>	<u>2023</u> <u>Budget</u>	<u>Budget</u> <u>Variance</u>	<u>2022</u>
EXPENSE				
Cost of Goods Sold				
COGS - T-Shirts	7,281	13,281	-6,000	12,074
COGS - Merchandise	319	820	-501	745
Total Cost of Goods Sold	<u>7,600</u>	<u>14,101</u>	<u>-6,501</u>	<u>12,819</u>
Gross Margin	2,676	2,083		1,894
Gross Margin %	26%	13%		13%
Payroll Expenses				
Wages & Salaries	9,192	-	9,192	-
WCB Expense	530	1,841	-1,311	1,673
Employee Benefits	9,751	1,749	8,002	1,590
Total Payroll Expense	<u>19,473</u>	<u>3,589</u>	<u>15,883</u>	<u>3,263</u>
General & Administrative Expenses				
Event Coordination	2,600	1,014	1,586	921
Contractors	62,289	50,328	11,961	45,753
Board	8,585	4,771	3,815	4,337
Office Rental	18,270	20,452	-2,182	18,593
Advertising	1,054	1,569	-516	1,427
Finances	7,504	7,660	-156	6,964
Funding	24,704	16,535	8,169	15,032
Storage	365	-	365	-
Rental Fees	544	-	544	-
Office	7,370	8,012	-642	7,284
IT	1,459	7,484	-6,025	
Website & Apps	2,325	-	2,325	-
Amortization Expense	9,929	-	9,929	12,594
Program Materials	59,618	51,575	8,043	46,886



Capital Bike Society
Statement of Operations
For the Fiscal Years Ended
September 30th 2023 & 2022

	<u>2023</u>	<u>2023</u>	<u>Budget</u>	<u>2022</u>
		<u>Budget</u>	<u>Variance</u>	
Interest & Bank Charges	256	-	256	-
Media	2,477	4,223	-1,746	3,839
Bike Valet	150	2,745	-2,595	2,495
Outreach	1,169	16,876	-15,707	15,342
Volunteers	2,689	-	2,689	-
Program Planning	79,663	84,995	-5,332	77,268
Program Implementation	38,957	39,565	-607	35,968
Merchandise	228	-	228	-
Transportation	5,105	3,832	1,273	3,484
Insurance	3,491	4,437	-946	4,034
Staff Development	17,293	8,008	9,285	7,280
Miscellaneous	2,635	10,448	-7,812	9,498
Travel & Entertainment	119	-	119	-
Administration	16,858	31,985	-15,127	26,657
Legal	1,605	310	1,295	282
Hiring	1,720	-	1,720	-
Training	4,285	4,086	199	3,714
Service Fees	12,378	5,971	6,407	5,428
TipTap	707	-	707	-
Branding	14,318	7,325	6,993	6,659
Sponsorship	15,098	343	14,755	312
Total General & Admin. Expenses	427,818	394,549	33,269	362,050
TOTAL EXPENSE	454,890	412,239	42,651	378,132
	110%	<i>Of 2023 Budgeted Expenses</i>		
NET INCOME	-28,433	27,421	-55,854	15,545
RETURN ON REVENUE	-7%	6%	4%	



Capital Bike

Municipal Sponsor Report

Bike Education in Langford 2023



Overview

We were pleased to deliver three school bike programs, generously supported in part by the City of Langford, in 2023, at Crystal View, Willway, and PEXSISEN Elementaries. In May 2023 we instructed Crystal View Elementary's 123 students in grades 3-5. In September 2023 we returned to Langford to teach 77 students in grades 3-5 at Willway Elementary, and taught PEXSISEN Elementary's 125 grade 4 and 5 students in October 2023. It had been two years since our visits to both Crystal View and Willway, meaning an entirely new cohort of grade 4 and 5 students. It was our first visit to the more recently opened PEXSISEN Elementary.

During these courses, we instructed the students in basic bike mechanics, traffic safety, rules of the road, and bike handling skills. During the first "in-class" session we taught the classes about helmet fit, how to make sure their bikes are safe to ride, safety tips and principles of traffic safety. These sessions are 60 minutes long and provide a foundation for the on-bike portion. Taught in 90-minute blocks, the on-bike portion includes 4 stations teaching bike handling skills through fun games, multi-use trail etiquette, rules of the road and right-of-way at intersections, and signalling and shoulder checks.

The photos included in this report were taken at Campus View and Lochside Elementaries and show an Everyone Rides Grades 4 and 5 course, like the one delivered at Langford schools, in action.

Summary of Results

Crystal View Elementary ERG45

Number of students: 123

Number of classes: 4

Grades Instructed: 3, 4, 5,

Number of teachers engaged: 5

Dates: April 13 & 14 2023

Willway Elementary ERG45

Number of students: 77

Number of classes: 3

Grades Instructed: 3, 4, 5

Number of teachers engaged: 4

Dates: September 28 & 29 2023

PEXSISEN Elementary ERG45

Number of students: 125

Number of classes: 5

Grades Instructed: 4, 5

Number of teachers engaged: 7

Dates: October 10 & 11 2023

Community Benefit

The benefits of the Everyone Rides and related school bike programs extend beyond the students who participate. By offering this bike education we are contributing to healthier, happier, and safer communities. Benefits to the school and community include:

- **Healthier kids:** by giving students the tools they need to bike to school and in their community we give them the opportunity to make physical activity a greater part of their lives.
- **Reduced congestion:** schools in Greater Victoria struggle increasingly with congestion at pickup and drop off times and are increasingly promoting active transportation to ameliorate this issue. By instructing students in safe biking, we aid schools in meeting these goals.
- **Safer communities:** Teaching students aged 9 and 10 about safe cycling helps keep vulnerable road users safe in the local community.
- **Courteous road and trail users:** by teaching how to communicate courteously and follow the rules on roads and trails we are helping foster a community of considerate and polite cyclists in your community.



Figure 1: Students learn how to be courteous on shared trails and multi-use pathways.



Figure 2: Students warm up with bike games on school grounds.



Figure 3: Students learn about “Right of Way” and road rules while biking at a mock two-way stop intersection.



Figure 4: students practice hand signals and shoulder checks while riding in a straight line between the cones.

Thank you for your
continued support!



City of Langford Pipe Band Castle Cary Pipes and Drums

RE: Request for Funding

December 14, 2023

Dear Finance and Administration Committee,

I am submitting this application for funding on behalf of the City of Langford Pipe Band (aka, Castle Cary Pipes and Drums). <http://www.castlecarypipesanddrums.ca/index.html>

Our pipe band was formed in 1988 and has been providing services for the City of Langford for over 10 years. Our band participates every year in the Remembrance Day and Vimy Memorial ceremonies held at Veterans Memorial Park. We have also participated in some of the City Council engagements when possible.

We are a non-profit organization dedicated to operating and maintaining a Scottish Pipe Band. To promote, foster and develop Piping and Drumming to nurture and teach all the Pipe Band arts to the highest degree of competency.

I would like to request the annual funding of **\$2500.00** from the City of Langford.

This annual operating fund will be used for uniform replacements/additions, music equipment, and musical supplies.

Our band also obtains some additional funds from other performances when requested, which helps with the needed operating supplies.

Please feel free to contact me if you require any further information.

Thank you,

Rob Miller
Pipe Major



Dear City of Langford Team,

Introduction to Event and Use of Funding

I am writing to you on behalf of GOATS Queer Climbing Organization in order to submit a funding request for future events to be held that are centred around queer inclusivity in sport – specifically bouldering and rock climbing.

The event in question is a drag show at BoulderHouse's Langford location among other events throughout the year at various locations. This event comes in two parts: the first portion of this event involves a social aspect for community members to come and experience bouldering for the first time, or for seasoned climbers to come and find a community of like-minded climbers; the second component of this event includes a drag show that features a wide range of local and diverse queer talent. Outside of this, we are seeking funds to create an inventory of climbing equipment that can be rented and/or shared with the local climbing community as finances are often seen as one of the largest barriers to participating in sport and physical activity, we would like to lessen these costs to allow more people be introduced to the incredible sport that is rock climbing.

The purpose of this event is to help create and foster a welcoming and inclusive environment, geared towards queer folks who have an interest in sport and physical activity. As someone who has done research in inclusivity, diversity, and equity in sport, recreation, and physical education events like these are important for challenging some of the barriers that members of the LGBTQ+ community face when trying to engage in these spaces. Sport has historically been a heteronormative space that excludes or discourages members of the LGBTQ+ community from participating. This is unfortunate as there are such a wide array of benefits that come from not only being active and living an active lifestyle, but specifically engaging in sport; some of these benefits include improved mental health and well-being, improved physical health, decreased risk of a wide range of chronic illnesses, creating a sense of community, and learning skills such as leadership and teamwork that can be transferred to other areas of life (among many more benefits that could be listed).

As a drag artist, these are some of my main goals for doing drag. I have been a competitive athlete my entire life, mostly as a track and field athlete competing up to the national level, and I started to do drag because I constantly felt excluded, isolated, and neglected as an athlete. This was also the focus of my studies as I navigated my honours bachelor degree in Human Kinetics, often focusing on these topics in my classes and my work. Although times have changed, and these spaces have slowly started to see positive change within them, there is much more that needs to be done to truly create an environment that is welcome to all. Celebrating and showcasing queer art is one of the most powerful and impactful ways to do this. Drag is so much more than a performance, it is such a diverse and intersectional artform that allows queer people to share their stories, challenge heteronormative and patriarchal norms, and to constantly push for change and further acceptance. This is also an artform that is constantly under attack, which is why it is more important than ever to support these artists and this community as there is no shortage of individuals falsely claiming that drag artists are sexual deviants who are brainwashing and grooming children when in fact drag is merely showcasing queer joy. Not only do events like these create a more welcoming environment for the LGBTQ+ community, but it

also has a wide range of benefits for anyone who wishes to engage with sport or physical activity by fostering an environment that anyone of any level can come participate without fear of judgement or discrimination of any kind. Sport and physical activity have historically been a very masculine dominated and exclusive domain, but by creating change it opens the door for many others to participate and reap the benefits of sport and physical activity.

Relation to City of Langford's Vision and Values

This event aligns in many ways with Langford's new vision and core values, which will be explained in this paragraph. Langford's vision is "to create a vibrant, thriving, inclusive and climate resilient community by making informed decisions for current and future generations including residents, businesses, and visitors." (p. 7, Strategic Plan) This event will explicitly work towards creating a vibrant, thriving, and inclusive community by offering an event unlike any others that are held in the city. Not only is a drag show in a sport space extremely unique, but it also offers a fun, healthy, and sober activity for community members to come and participate in, which is desperately needed in society today as so much of our events are focused around alcohol, drugs, and generally unhealthy behaviour. This event will have a positive impact for: residents, by providing such an activity for them to enjoy; businesses, by introducing new people to BoulderHouse Langford and other potential local community partnerships; and visitors, by encouraging those from the Greater Victoria area and beyond to come and experience an incredible and unique event in the vibrant city that is Langford.

This event also aligns with several of Langford's Core Values, as outlined in the Strategic Plan on page 8. As outlined, community involvement "embodies inclusivity, collective progress, and active democracy. It is the commitment to engaging within the community, valuing every voice, and fostering equality." (p. 8) These characteristics highlight exactly why Langford should support this event, as it completely aligns with this value, and as highlighted in the document "we forge unity through diverse participation." This event is by the community, for the community.

Ethics and Integrity, as outlined in your strategic plan (p. 8) "involves being reliable and dedicated, consistently choosing the right path... It's about distinguishing right from wrong and committing to doing what is just and trustworthy." I can't help but focus on the statement of choosing what is right from wrong, and relating to the widespread societal debate on drag and therefore on the inclusion of queer people and art – by choosing to support this event the city of Langford would be choosing the side of acceptance, community, inclusivity, and diversity as opposed to siding with rejection, fear, discrimination, and intolerance of those who seek to silence queer voices. Support for the queer community is so needed right now, and is the right path forward for a better future.

Financial Stability is outlined as "the ability to balance current and future needs and demands, while directing resources to maximize social benefits." This event is a perfect opportunity for the city to follow this value, as the intended goal of this event is to create positive change, and therefore maximizing social benefits for the community it is a part of. It is directly supporting not only local queer artists, but also a fantastic local business that is a champion of diversity and inclusion by agreeing to support and event such as this.

By supporting this event, the city would directly be providing the community with a continuous learning opportunity. As highlighted throughout this proposal, there are several ways that this event is not only fun and engaging, but also informative and a place for learning and change. As outlined in the Strategic Plan (p. 8) “[continuous learning] involves staying receptive to new ideas, adapting to changing circumstances, and consistently acquiring fresh insights.” This event has the power to create positive change within the vibrant Langford community and beyond by providing a space to learn and grow by being an example of a Continuous Learning process, which “fosters adaptability, growth, and improvement.”

The amount being requested for this proposal goes towards the payment of local queer artists (e.g. drag artists, photographers) that would make this event significantly more feasible to run and to reduce the financial impact on GOATS as we are a non-profit. The event is requesting up to \$450 per month, or \$5,400 annually. This funding will go towards the payment of artists and marketing the event towards local community members, alongside creating an inventory of equipment that can be used by local community members. While it would be ideal to receive this amount as a total, any amount that the city is able to provide up until this value would be incredibly beneficial.

On behalf of both GOATS, I sincerely thank you for your time and consideration and look forward to hearing your response and any support for this event that the city of Langford can manage.

Derek Brougham/Deca Thlon



GOATS Queer Climbing



Mayor and Council,

Jan 4 2024

We are the Goldstream Farmers Market, a Langford non profit organization serving Langford residents run by a local volunteer board.

We run a farmers market located in Veterans Memorial Park on Saturdays May to October. We offer local produce and crafts and this year have added music to the ambiance.

We have brought music back to the market for the first time since before covid. It has added a wonderful community feel to the market but this does come at a cost. So, for that reason we are hoping Langford can help us bring the community together by supporting the music.

In our first season of music we paid \$120 per set (10:30am – 1:30pm) which proved challenging and eliminated some available talent. We are hoping that offering \$175 per set in the 2024 season will increase our options.

23 weeks x \$175.00 = \$4025.00 plus we also pay a Socan fee of \$85.00 annually

We have also added a paid position to help with setup and take down of the market at a cost of \$50 per week.

23 weeks x \$50.00 = \$1150.00

We are hoping Langford can support us with a grant of \$5000.00

I have also have attached our presentation Nov 2nd to the Community Advisory Committee.

If you have any questions please contact Linda Webb

Thank you for your consideration.

Board of Directors

President - Tony Oberstellar

Treasurer - Shirley Oberstellar

Secretary - Debbie

Market Manager - Jacquie

Music Liasson - Linda Webb

Director at large - Paige Tatem

TREASURER REPORT FEB-OCT 2023.

EXPENSES

MARKET MANAGER	8010 -
PARKING	1380 -
INSURANCE	318.97
DONATION-	200 -
MUSIC	2880 increase
ADVERTISING	155.12
VOLUNTEER	950 -
SUPPLIES	
BANNER/COMP FILES	961.97
NEW POLES - TIM'S	
SOCAN	238.08
CHURCH RENTAL	120 -
BC REGISTRATION SOCIETY	55
	<u>\$15,264.14.</u>

INCOME

MEMBERSHIP
TABLE FEE

\$18,603.03.



JDF Lacrosse Association

City of Langford Funding Request

To Langford City Council:
On behalf of the JDF Lacrosse Association,

I am writing to submit our City of Langford Funding Request. We are a non-profit youth sports association that offers spring box and fall field lacrosse youth leagues for boys and girls 5-17 years old that live in the Westshore. Our association plays against teams from Saanich, Peninsula, Vic-Esquamalt, Cowichan, Nanaimo, Oceanside, Port Alberni, Comox and Campbell River. We practice and play games at Westshore Parks and Recreation facilities, Eagle Ridge Dry Floor Arena, Belmont Box at John Stubbs School and Royal Bay High School turf field. We had 330 registered players for our 2023 Spring Box Lacrosse league, and 220 currently registered players for our Fall field lacrosse league. Our volunteer coaches and managers average 75+ hours per season direct contact with youth of the Westshore. Our organization is dedicated to promoting and developing the sport of lacrosse in the community, providing valuable recreational opportunities for youth and fostering a sense of teamwork, discipline, and sportsmanship.

These local youth are learning to love the game of lacrosse, work as a team, and refine their skills. Our box lacrosse season runs from April through June, and field lacrosse runs from September-February. The entire association of executive members and coaches are all volunteers, giving back to this beautiful community. We are requesting funding from the city of Langford to help offset some of the costs of operations not paid for by registration fees. We amalgamated our box lacrosse and field lacrosse associations in February 2022, and unfortunately due to volunteer paperwork error, we lost out on our regular \$30,000+ BC Gaming grant that would fund our 2023 box and field lacrosse seasons. These funds typically pay for extras within the association such as coaches and referee training, goalie gear replacement, year-end player awards, jersey damage replacements that are loaned out to players every season then returned, and hosting try lacrosse for free community events. We are currently owing Westshore Parks and Recreation facility rental fees from the summer of 2023 (\$37,932.06), with a budget plan moving ahead that would cut out some of the extras we used to provide for the next 2 years.

With our finance plan moving forward, we have increased registration fees to our membership on average \$60 per player for the next 2 years that will get us back on track. We have also filled every position on our executive board (for the first time since 2020 when covid took a toll on our volunteers), with dedicated volunteers that will monitor our finances and all grants more closely. We are very grateful for the funding received from the City of Langford last year towards jerseys that are loaned to players each season. As our association continues to grow, we have costs for this upcoming season that are not covered by player registration: additional jerseys, goal tender gear that is loaned out to every team, player awards and referee/coaches training. We need to purchase more jerseys this season to cover all of our players (approximately \$2000 needed). We provide goal tender gear for each of our teams (21 teams last year and growing this year), some pieces are showing wear and tear being over 5 years old, and as a safety precaution needs to be replaced to protect our youth players. This year we need to buy 5 sets of gear: 5 goalie sticks, 5 chest protectors, 5 pairs of leg pads, 5 protective pants and 5 gear s to store the equipment in (Approx \$500 per set= \$2500). Our association covers costs of 73 player awards (\$876): Each team (in both box and field lacrosse) receives awards for most improved, most inspirational and most dedicated. We also cover all fees for all certified mandatory referee training (\$4500 per calendar year) and volunteer coaching training (\$5000 per calendar year).

We are requesting a larger amount this year of \$10,000 to help offset these costs, which would allow us to continue to provide a high-caliber youth sports league and help us pay off our debt to WSPR faster, while minimizing the direct effect of increasing costs to player's families. Last year we requested \$2500 and gratefully received \$2000 towards the cost of additional jerseys to outfit our growing number of registrants.

Our association's mandate is to include all youth in our catchment area; to teach the skills and the rules of lacrosse. We pride ourselves in bringing local youth together; fostering the love for Canada's National Summer sport (the fastest game on two feet), promoting the benefits of physical activity, helping them make friends and teaching life-long teamwork skills. We are an inclusive association and respect all aspects of diversity. We are currently making great efforts to grow the game of female only box and field lacrosse too, in 2023 training 17 new coaches this year and 9 referees for the female specific rules (costs to our association was \$2600). We have also seen a significant gain in registrations for female teams as well. Last year we had 14 players, this year we had 38. That's 171% increase this year! We have many passionate volunteers that lead try lacrosse for free events for female teams, and we hope to increase the frequency of these events to expose our reach to as many girls in the Westshore possible.

We feel that the City of Langford would also benefit from the community goodwill generated by your kind donation to our association. We have a very active website and social media pages, as well as digital newsletters that are distributed to all SD 62 schools. We would be very grateful for any donation and would thank the City of Langford on these platforms. We believe that supporting the Juan de Fuca Lacrosse Association aligns with the City of Langford's commitment to promoting healthy and active lifestyles for its residents, particularly the youth. Lacrosse not only provides physical activity but also instills important life skills such as teamwork, leadership, and discipline.

Please let me know if you have any questions or require any further information.

Sincerely,
Jessica Lejeune
Secretary & Marketing Director | JDF Lacrosse



JDF Lacrosse Association

2023 Annual Report

President – Interim: Jesse Lawson

After years of time and countless hours of dedication to the JDF Lacrosse Association, Ryan Hyland decided to step down from his role as President. Ryan's time and efforts with JDF and the Vancouver Island lacrosse community has enriched the experience for many families on Vancouver Island and across the BCLA.

I am please that we are holding the JDF Lacrosse AGM in November 2023. It's a great time to come out and be a part of the association's governance process.

In October 2023, the BCLA returned to in-person AGMs welcoming associations to participate in the event. It was held in Whistler BC and JDF Lacrosse was awarded the Association of the Year Award. This was only made possible by the good work of all the volunteers who have contributed to make lacrosse in our community a success.

The Vancouver Island Field Lacrosse League, along with BCLA are starting a campaign aimed at removing abuse to officials from the sport. This is something JDF Lacrosse fully supports and will be incorporating into our processes.

Vice-President Box 2 – Niki Williams

Overall I would say it was a very successful season for these age groups. Lots of happy kids playing the game they've grown to love. U11- 4 teams. Assessments took place in an effort to ensure teams were balanced. Coaches were invited to a draft for team selections. Towards the end of the season a Select Tournament team attended Jack Crosby tournament winning Gold in their divisions. U13B – after tiering round team was moved down to C division. They went to game 3 in a 3 game series during playdowns hoping to secure a spot at Provincials. They came up short but had a great run. U13A2- This team had a berth at Provincials, they didn't medal but worked hard and had a great time. I'd like to thank all of our volunteers who put in countless hours to create an opportunity for kids to play lacrosse. From our directors, to our coaches, to our managers and parents we couldn't do it without you. Thank-you all for your time and dedication to JDF Lacrosse.

Vice-President Box 3- Jennifer Lambert

U7 & U9 - Our younger groups had positive season with 11 teams between the two age groups, we saw them practicing 1 day a week with games on the weekend. We had an incredible group of volunteers who helped to create a positive environment for our youngest players.

It was nice to see an uptake in our registration as we rebuild our momentum after covid, we will continue to offer our back to the box intro sessions for next year as we saw a lot of new players come and try it out for free. Huge thanks to those who organized and ran each session. Our association will be looking to be back in the box earlier to allow more time to assemble our teams before league play commences.

The Debbie Cooper tournament was back this year and held for our U7 teams with a fun afternoon for our U9 players, with obstacle courses, games, dunk tank and hot dogs. VELA held Friday night Tyke night and it was a successful event.

Our biggest challenge was assembling balanced teams at the start of the season, we have developed new policy to help eliminate some of the biggest hurdles we faced, to ensure a smoother process for all in the next season.

Vice- President Field 2- Adam Ranns

So far Field lacrosse has been running pretty smooth. We had all our teams in the 2022-2023 season make provincials with one team winning gold.

The 2023-2024 season started with some bumps but we have learned a lot during the assessment process and are looking to make sure that we are more organized with assessments starting sooner, so we have time to get assessors and practices in before the season starts. This can be difficult with summer vacation still going on but we will get dates set as early as possible to try to let everyone know.

We have been having some issues with multiple sport athletes and some of them missing games putting a lot of pressure in the call up system. This is an area that is going to be discussed for next season, we cannot be forfeiting games, but still want to get as much playing time for our kids as possible.

Scheduling games and practices has been difficult due to lack of field space. This has led to more joint practices that have worked very well at certain levels. We have combined practices for tier 1 and 2 at the U 15 level running the same drills so that when call ups are needed, they can seamlessly transition into the game without having to learn a new system. This has also allowed for full field practices and new drills since we have more players at practice. We have seen a focus of learning field lacrosse instead of box at all levels which is great, there is a lot to learn and this season we have seen large strides moving into the field game.

Vice-President Female – Dawn Ranns

Box 2023:

Last season, VELA approached the other Associations to create an agreement with the primary goal of enhancing the lives of female athletes through the sport of Lacrosse, by prioritizing female players, providing a "home" base and positive environment for new and existing players to build confidence, leadership, and new skills, with the overall priority to grow female lacrosse on the Island. As part of this agreement, VELA hosted all of the female-only divisions in Greater Victoria. VELA ran four successful girls-only Intro/Ice Breaker sessions over the winter months and several in-school sessions, and with the help of the other associations ramped up marketing, social media and emails all geared towards growing the female numbers. Four teams were declared, U13, U15, U17 and Junior, with 72 girls playing across these divisions and over 30 of these players new to lacrosse. It was the first season that there was an interlocking league with the Lower Mainland female teams, a total of 84 games were played last

season. Overall, it was a hugely successful season and VELA looks forward to hosting all the girl's teams again this year, anticipating a team in all divisions including U11, with the continued focus on growing Female Lacrosse in Greater Victoria. VELA would like to thank JDF for their continued support of the Female Program.

Field 2023:

Female Lacrosse in the Westshore is increasing appeal and attraction. The field lacrosse season for 2022 had very low numbers with 3 U12 players, 6 U15 players and 5 U19 players for a total of 14 female players registered. Only one division could be formed and all females interested and were lumped into one practice per week. Many of the younger players stopped coming to practice and asked for a refund due to lack of skill and attention during the Monday practices. The Monday practice included one coach and all of the females signed up with JDF. There was only one scrimmage set up for the entire season and the season wrapped up mid January 2023.

In the Spring of 2023 JDF hosted a very successful Female field lacrosse level one coaches clinic. With five new level one coaches it was time to start advertising for the Fall season. In May 2023 a fresh new Female lacrosse link was added to the JDF lacrosse website. During May-July JDF posted on Facebook, Instagram, and other social media groups information on new coaches, website improvements, and summer camp information. Although the summer camp was canceled everything is in place for early March advertisements in 2024 for summer camp offerings this year. In August JDF offered a back to the field session for females to come out and try lacrosse. JDF hosted two separate one hour sessions at Royal Bay and had a good number of players there.

For the 2023-2024 field session there are 45 players registered in three divisions. There are 15 players registered in U7-U9, 13 players in U11-U13, and 17 players in U15-U17. The U7-U9 division just finished up their season on Sunday October 29 with their last intersquad scrimmage. U7-U9 practiced from September - the end of October including six intrasquad scrimmages. Most Sundays teams were divided equally and players were able to play with their own age group and skill sets. All players have grown this year in their fundamental knowledge and skill in lacrosse. JDF would like to thank Kirby Sports for their generous reduction in cost for lacrosse sticks and goggles for this season so that all players could purchase their own sticks and protective equipment.

On Tuesday October 24 the U7-U9 and U7 co-ed teams had a spooktacular Halloween lacrosse party. Players participated in fun games including freeze dance, mummy TP wrapping, crafts, and a costume parade with costume prizes. We would like to thank our Community sponsors Colwood Save-on-Food and Wale Rd Tim Hortons for providing food, drinks and treat bags for all players. I would also like to thank the many parents, players, executive members, and family that helped to make this a very special event for the players. There is an end of the season party for U7-U9 on November 7 from 5-6 pm at the velodrome. Players will receive a t-shirt from Out of the Blue with a female JDF lacrosse design.

The U11-U13 division will continue their season until the end of January to early February. This team is made up of 13 players ranging from U11 to U15 of various skill levels. The team has had the opportunity to play in two tournaments this year, the Big Al and the Thunderstrike, and has had three scrimmages against the Nanaimo team. We currently have six more scrimmages scheduled before the winter holidays. The scrimmages are going very well and the team is improving every week. This division will not be applying for provincials as we do not have enough players committed from our team. Five U13 players have been released from the team to join Nanaimo and have the opportunity to play in

provincials February 23-25 in Burnaby. The U11-U13 team will continue to play together for the remainder of the season including practices and scrimmages.

In January the released players will travel to Nanaimo on Thursday evening for a joint practice as well as continue with the JDF team. The U15-U17 division is going very well. There are 17 players registered for this team. They have played in four scrimmages with Nanaimo and participated in the Thunderstrike tournament in Langley. We currently have six more scrimmages scheduled before the winter break and will continue to schedule play dates through January and February leading up to Provincials. Since we are the only U17 Female team on the Island we will automatically have a spot in provincials February 23-25 in Burnaby.

On October 3, 2023 there was an officiating clinic for female field lacrosse. There were several people who signed up for this clinic both new and returning officials. I am happy to say that we have three new officials and many returning officials on the Island this year. Several of the JDF new officials had the opportunity to shadow veteran officials at the Langley tournament to complete their clinical portions of the officiating course. Thank you to Angie Reid, BCLA VC Women's Field Official, PCFLL WF Head Official, for traveling to the Island on October 21 for the U13 and U17 Female scrimmages at Royal Bay to finish up the on field evaluation of several new officials.

All Female scrimmages have had assigned officials this year. On October 29, 2023 Juan de Fuca hosted its second Female Field lacrosse level one coaches clinic. We had a huge turn out from both JDF and the Nanaimo association with a record breaking eleven people. It was a great day of learning about female field dimensions, game play, rules, major and minor fouls, sticks and other protective equipment. The field portion of the clinic took place on the velodrome at the same time as the Female U7-U9 intersquad scrimmage and the U11-U13 lacrosse practice. It was a great experience to be surrounded by Female field lacrosse. We now have 10 level one coaches for female field lacrosse for next season. The 2022-2023 Female Box season was also successful. There were not enough JDF players to make teams so JDF merged with VELA to form two Lower Island Teams, U13 and U15.

Secretary – Jessica Lejeune

Transition into this new position has run smoothly. Thank you to Kathy London for all her previous work in this position. BC Societies filing was complete in 2022 and all documents will be ready for 2023. I attended the Langford City Hall Counsel meeting and advocated for our association to receive \$2500 funding towards new jerseys. Our U7/U9 divisions have grown significantly, and we need to order more jerseys for the upcoming 2023 box season in their sizes. I submitted nominations for all awards at the BCLA AGM in Whistler. All categories were accepted. Although we did not win any individual awards, our association won Field Lacrosse Association of the year! 6 JDF executive members were present at the AGM and accepted the banner and framed Indigenous art award on stage. During the AGM I took notes on all directorate meetings attended and reported back to the executive.

Treasurer – Shane Alore

November will be my last month as Treasurer after 5 years in the role, I am nominating Jesse Lawson to take over for me.

As my final duties, I have proposed & set up a full time Bookkeeper to handle the financial records and payments, this will ensure continuity of financial records from year to year regardless of which volunteer holds the Treasurer role, in addition, the Treasurer role will not require any bookkeeping or financial experience which is always a concern for the volunteer whom assume this position.

The Treasurer role will now be responsible for coding the expenses for the Bookkeeper to record and handling any cash/cheque deposits/payments outside of the Bookkeepers duties. This will also make it far cheaper for the Accountant (CPA) to complete our Year end which needs to be completed by a CPA for the Gaming Application requirements. Originally the CPA was completing a full year of bookkeeping at CPA rates in order to generate the year end from the Treasurers records.

Regarding our financial status, (see attached **Current Account Balances** as of today below). There was a Gaming volunteer change in 2021 and the gaming application for 2022 funds was never applied for before the volunteer left the position undenounced to the Executive at the time.

Unfortunately, this meant that we missed receiving our Gaming Funding for both Box & Field which the association relies heavily on to operated, the financial short fall has created a Debt to WSPR for Field/Floor rental = \$37,932.06. I have been able to negotiate a repayment plan over the next year with WSPR for 12 equal monthly payments starting Jan 15, 2024.

This has forced JDF to make some changes to the way we share Fields for practice times and how Box floor times will be booked for Practices & Games in order to better cost control moving forward as Field & Floor times are JDF's largest operating expense.

In addition, we will have to increase Registration fees for the forthcoming 2024 Box & Field seasons in order to service the debt.

Once the debt is paid, we will drop the registration fees back to the current original fees.

At this stage, we have no choice but to increase the fees for this coming year or we will not have enough funds to operate at all. Your understanding and commitment to this association is appreciated.

The amounts proposed are as follows:

U7-U9 = \$40 increase per registration

U11-U17 = \$60 increase per registration

Registrar – Jean Gallagher

There were about 330 registrations for Box Lacrosse for the 2023 season, across 21 teams. This does not include the female box players who were released to Victoria Esquimalt to play on a combined team with all south island associations. There were many challenges at the start of the season, due to buddy requests and coaches requests, which has led to a policy change. This will hopefully streamline the process for team creation and will balance the teams a bit better in U7 and U9 for future seasons.

For Field Lacrosse in 2023-24, we settled in around 218 players in all divisions including Female and U19 coed; there were 18 rosters sent to BCLA. Field Divisions changed this year to coincide with Box divisions, and there was the addition of U19, which allowed for players who had previously aged out to register this season.

It has been a huge learning experience for me, being new to this role. I would like to acknowledge all the other executive members, both past and present, who have helped me immensely along the way. It has been my privilege taking over from our former Registrar, and I hope to be able to continue to contribute in some capacity to the JDF Lacrosse Association in the future.

Head Coach Box – Nic Collison

2023 box season was a huge success for JDF!

We had many teams make provincials and most winning or coming home with a medal! Congrats to all those players, coaches, managers and volunteers to make the season the best! Congrats to U17A1 team winning provincials, congratulations to all the graduating players and good luck with your future endeavors.

We had over 30 new coaches take the level 1 coaching course and volunteer to help or head coach in JDF.

With 21 teams in 2023, it takes lots of volunteers to make each team run smoothly and create a lot of fun and learning for each player.

I want to thank each every volunteer that made the 2023 Box season such a successful season with very little hiccups.

Referee Allocator – Past Position Box 2023- Kathy Cook

I was extremely impressed with the responsible and respectful young officials in our group this year. I know they and their parents were relieved when emails from me stopped appearing in their “in” box, but to be frank – communication is the main reason we had so few hiccups.

Officiating is a job – you are paid to do it. This group treated it that way by keeping their Arbiter calendars up-to-date and communicating me if there were any issues. This made things a lot easier when I was allocating upwards of 50 games at a time. Kudos to the officials AND their parents for being responsible and accountable. Life lessons are learned when young people are given responsibilities with certain standards and expectations – be proud of your success (and please come back!!)

Thank you as well to the coaches and managers who did such a great job staying in touch – especially those who were new to their roles. The relationship between the allocator and team management is imperative. Again, because people communicated well we were able to work out any issues and games got played! It is in times like these you realize how important volunteers are in our organizations.

To keep this report positive, I will say it is my hope that the island, the minor associations and the officials group can get on the same page with respect to scheduling and allocating programs. They are not cohesive and it made for too much unnecessary frustration for many allocators.

I stepped into this role on a temporary basis for the box season. We are in need of a volunteer to take over for the upcoming season. I cannot stress enough the importance of the allocator. If we don't have officials allocated to games, there are no games – it's that simple. I am happy to assist with training, so if you or someone you know would be interested please reach out!

Head Referee – Rob Cook

I am happy to report that once again our JDF officials had a successful year. There were no major incidents to report. There were a few minor issues that were handled by myself without further action being needed. The overall feedback from our coaches was very good. I received emails and phone calls complimenting our officials on their performance. Juan de Fuca has a great core group of young officials – and I would say they are amongst the best group within BC Lacrosse.

This year's U15 and 17 Provincial Championships were held on the Island. JDF had five officials attend the tournaments and they all did very well. We also sent one official, Matt Justason, to U13 Nationals, where he did a great job and represented JDF very well. I attended numerous games this year and provided both written and verbal feedback to the majority of the officials. In general, I was very pleased with their on-floor performance. They handled themselves extremely well on the floor, were very confident and did not hesitate to either warn or in some cases, penalize coaches when necessary. The mentorship program continues to be a huge success. This was our tenth year with this program and our young officials are reaping the rewards of this. Thank you to Kathy Cook for working so hard on this! I attended the Official's Special Session last month, on-line. Once again, the main topic of discussion was official abuse and retention. The number of complaints overall remains extremely high in BC. Leadership re-iterated that minor associations MUST take a pro-active approach with our younger coaches with respect to the Fair Play Code. I can say that the number of issues at JDF this past season decreased, but the fact that issues remain is concerning. Coaches, bench personnel and even parents continue to have difficulty understanding that there is to be zero abuse of officials. We as a group need to take action and deal with these issues immediately and not let time be the answer.

I have not received any notification from officials that they will not be returning next year. This is a good sign. There is still work needed to be done within the officials group – I hope I am asked to return next season to carry on.

Equipment Manager – Rob Ponte

This is my first few months in the equipment manager position, I have a rough inventory of the box goalie gear, we will need to possibly order a few sets of cat 2 leg pads, goalie sticks, and balls for the upcoming box season.

After the current field season, I will do an inventory of the field gear as it was already handed out when I took over the role. there appears to be a shortage of long poles which we may have to address after the season. Jill has designed an updated form for handing out equipment. we have updated some of the

deposit fees for equipment. We need to have a little more control of the field equipment in the season at the Velodrome. It has been a bit of a free for all with equipment being taken and not returned.

School & Community Programs Coordinator - Tyler Boivin

First, I will preface by saying that this role has been unfilled for several years and will require significant time and work to create a framework from which to work. Furthermore, I have only just been accepted into this position, and I am starting by figuring out the groundwork for meaningfully pursuing the position. Therefore, items to report are still limited.

Internally, I am actively reaching out and discussing with other executive team and association members to determine the goals and objectives of the association for both realms of “school” and “community” to create an effective strategy to achieve them. As well as speaking with executive committee members, I have also engaged various coaches and ex-players across the association in discussion to:

- Announce my role as the School and Community Program Coordinator.
- Briefly explain what the position hopes to achieve.
 - Increase awareness and participation in the sport of Lacrosse and the JDF Lacrosse Association.
 - Engage and enlarge the JDF lacrosse community and the community of lacrosse on the island at large, with particular attention to JDF's involvement, participation, standing, and influence within that community.
 - Engage schools to reach more young kids to increase enrollment and numbers of players not only for JDF but across the island. More players and awareness is better for everyone, from players to associations.
 - Facilitate community building and fostering by helping to create links between people across the association and the greater community.

This discussion has already garnered support and volunteers who would like to help out in any way possible. Furthermore, I am looking to get/access promotional materials to better engage with potential allies.

Outwardly, I have begun laying the groundwork with Sooke School District 62 to explain who I am, my position with the JDF Lacrosse Association Executive Committee, and, in general terms, what I/we hope to achieve in this role. I have now met with Laurie Farrell at the school board office, who gave me some contact information for people to talk to and helped point me in the right direction. I have approached the principal at the academy school, which is in charge of the various academies in the area, including lacrosse at Royal Bay and am waiting to set a meeting and discuss further. I have also reached out to David Strange, the Associate Superintendent of SD62, to set up meetings to discuss this. Areas I am looking to pursue with these people are:

- If possible, I want to work towards adding a Lacrosse unit into PE and Social Studies/History programs.
- Bring players, volunteers, or whatever to do a Lacrosse informational (what the sport is, bring sticks and gear to show, and explain the link to post-secondary scholarships and lacrosse academies).
 - I would like to capitalize on the stick loan program and volunteers to facilitate.
 - Leverage association and community network to reach out to Shamrocks volunteers or big names in lacrosse to create hype around the events and lend validity.
- Explain JDF's commitment to inclusivity and the current efforts being put in to grow the female programs.

- Discuss the needs of schools, associations, etc., external to JDF to discover new opportunities for community involvement.

Risk Management – Matt Towle

The Annual Report from the Risk Manager for the period spanning from February to October 2023. This comprehensive report outlines our dedicated efforts and achievements in the fields of risk management, safety, and compliance. It is our collective goal to ensure the safety and well-being of all individuals involved in our organization.

February: A Commitment to Safety

In February, we reinforced policy mandating that all individuals over the age of 12, including executive members, must undergo criminal record checks before participating in any coaching, management, volunteer, or on-floor activities. This fundamental policy is at the core of our commitment to maintaining a secure environment.

March: Ensuring Compliance and Facility Safety

March saw the identification of outstanding criminal record checks for some of our executive members. Simultaneously, we initiated the creation of an email list for coaches and managers/treasurers, facilitating communication and coordination. Furthermore, we conducted meticulous safety assessments at the JDF arena, box, and Belmont box, underlining our unwavering commitment to the physical safety of our members.

April: Strides in Safety and Volunteer Appreciation

In April, we made significant strides in enhancing our safety measures. Safety checklists for our box and arena facilities were meticulously completed. The successful cleanup at the Belmont box, made possible by our dedicated volunteers, was instrumental in creating a safer environment. Our relentless pursuit of safety continued with the ongoing process of ensuring that all executive members, coaches, and volunteers completed their necessary criminal record checks. In addition, we initiated plans to coordinate a Level 1 coaching clinic, a significant step toward ensuring the competence of our coaching staff.

May: Progress and Compliance

May marked substantial progress in ensuring compliance with the Executive Committee's Criminal Record Checks (CRC), with a 100% completion rate within reach. We collaborated closely with Jill Denis to oversee the completion of criminal record checks for coaches, managers, trainers, and treasurers. Progress made in the preceding weeks instilled hope that we would soon achieve 100% compliance. Furthermore, minor injuries reported during this period were addressed with utmost care.

June and July: Steady Operations and Health & Safety Compliance

June and July witnessed a steady operational phase with no major incidents to report. During this time, we promptly submitted injuries in the older divisions to the British Columbia Lacrosse Association (BCLA), ensuring compliance with health and safety regulations. Our commitment to safety was further underscored as all our coaches were required to complete mandatory online concussion training courses. It was a pivotal moment when we confirmed that all JDF volunteers had successfully completed their criminal record checks.

August: Prioritizing Safety and Injury Analysis

In August, we presented a thorough summary of box-related injuries, with a particular focus on the importance of concussion awareness and prevention. A total of seven injuries were reported, categorized as follows:

U17B – Broken Wrist

U17B – Minor concussion and whiplash

U13C – Concussion

U17B – Suspected concussion

U17B – Suspected concussion

U17B – Concussion

U17B – Wrist injury/soft tissue

Of these, five injuries resulted in concussions, taking 71% of the total injuries, while two were wrist injuries, accounting for 29% of injuries.

To further enhance safety, we initiated discussions with the BCLA regarding the first aid qualifications required for our coaches. We await their response and will keep you informed of any developments.

October: Ongoing Commitment and Future Prospects

In October, we updated our progress in ongoing efforts, which include receiving criminal record checks and concussion awareness training certificates. The acquisition of the remaining ten first aid kits will soon lead to the replacement of existing kits for the current teams, bolstering our first-aid capabilities. Furthermore, the proposed design for player awards, featuring a cost-effective whale tail design by Andrea, received overwhelming positive feedback. It is estimated that each award will cost approximately \$12, which is significantly more cost-effective compared to other trophy companies. We propose a vote to decide on proceeding with this design, placing an order, and ensuring these awards are distributed at the upcoming AGM.

Conclusion: Dedication to Safety

In conclusion, our dedication to safety and compliance remains unwavering. We will continue to be vigilant in monitoring criminal record checks, enhancing our first aid resources, and staying in alignment with BCLA requirements.

Gaming – Rochelle McRae

Coming in to this position I had to complete overdue reports from the last year. We are all up to date now. I applied for the BC gaming grant, we were not granted all that we asked for, unfortunately the amount is not public at this time. Hoping to find other grants that we could apply for.

Jersey Manager – Krista Janssen

Coming into box season the locker was quite a disaster and required hours of organization to get to ready for the season. Thank you to everyone who was able to come out and help organize. We had a lot of u7 and u9 teams that required smaller jerseys and ended up being short. 4 of our u9 teams only received one colour jersey. We will definitely need to order more medium and small jerseys. Overall, our box jerseys are not in the greatest shape and we will need to start ordering more to replace the damaged/stained/ missing ones. Short inventory is looking good for the start of box season however will be placing another order to replenish the smaller youth sizes. A reminder on the registration page that the shorts fit about a size bigger would be good so we can cut down on the amount of size exchanges. Field season was much smoother than box however we are still short jerseys. Another at least 10 of youth medium, large and extra large will be needed before next field season of our numbers stay the same as they are this season. I will need someone to take over as for this upcoming box season as I do not have the time to devote to this position and will have an upcoming foot surgery which (around box start up time) which will limit my mobility and ability to drive.

Booster – Brittney Corkery Past position 2023, Ashley Petch taking over 2024

Booster was fairly successful all season, pretty much selling out of everything at the end of the Debbie Cooper Jamboree. We had some issues with the tablet connecting with the square during tournaments.

Maybe Ashley can look into updating the tablet or maybe it just needs a good refresh? I've been collecting feed back on what parents would like to see in the upcoming season and will pass this on to Ashley. Ashley herself has some great ideas she's looking to bring to the table and I think she is going to do a fantastic job!

Head Manager – Jill Denis

The 2023 Box Lacrosse season was busy. The season started out with back to the box and try lacrosse sessions at Eagle Ridge. We did not have enough registered players to run tryouts, so we proceeded with assessments. In total we had 22 teams. Executive members met with coaches and managers in person at our coaches/managers meeting and we had discussions on processes, policies, and season startup. There was a lot to share and learn. Each manager received their managers package, game sheets, ref payment sheets etc. I mentioned we are looking at alternate ways to reduce the paperwork, and streamline the process for sharing information and communications and we will be making some changes this upcoming season in that regard. Thank you to all the managers who stepped up into these positions, the teams couldn't run without you.

Digital game sheets were new this year and the feedback was not very positive. Some teams were still required to provide both digital and paper copies and there was a lot of confusion and sometimes panic as teams tried to navigate the Ramp Game sheets App minutes before the start of a game. I applaud the managers and volunteers who did the best they could when things weren't working as they should. I realize this is a period of adjustment but I assume discussions will be happening in preparation for next box season as my understanding is that this change wasn't as successful as hoped. An update from the island on this is needed moving forward.

Overall we had a great season. Congrats to all of our teams on all their hard work and dedication. Here is a list of the JDF teams who earned medals this box season: U11 Team 1 – Earned SILVER at the Port Alberni Icebreaker Tournament, and GOLD at our Travis Bateman Memorial Tournament! U11 Team 4 – Won BRONZE at our Travis Bateman Memorial Tournament and GOLD at the Port Alberni Icebreaker Tournament! U11 Jack Crosby Team – Bought home GOLD from the Jack Crosby Memorial Tournament in Burnaby! U13 A2 Team – Won BRONZE at our U13 Rumble on the Rock Tournament, and BRONZE at the Pop Styles Tournament in POCO! U15 B Team – Won BRONZE at the Tim White Tournament in Nanaimo and GOLD at the Karsten Huth Memorial Tournament in Kamloops! U15 A1 Team – Won BRONZE at the Trevor Wingrove in Coquitlam, BRONZE at the Tim White Tournament in Nanaimo, SILVER at the Hyack Tournament in New West and were League AND Island Champions! U17 A1 Team – Earned SILVER at the Trevor Wingrove in Coquitlam, were League, Island AND Provincial Champions! We wish all of our graduating players the very best and looking forward to cheering on those who are moving on to JR Lacrosse next season.

Field lacrosse season is going well. We have 10 coed teams and 3 female teams. All managers have been hard at work supporting their teams. At the start of the season we held our Coaches/Manager meeting which was full of info to share with teams. We had at least one representative from every team, which was great. We have a number of brand new managers this year, and it's great to see people step up into this important role on the team (I promise it does get easier). We started using One Drive for document sharing, which cut down on paper and having to give out and collect it all. We created a manager team in Ramp for the managers to connect, chat and share info throughout the season. This has worked

great, and is something we plan on keeping for the future. Assessments were busy as they always are, but we all worked very hard behind the scenes to ensure a fair assessment for all. Both teams in our U11 division have struggled with player commitment due to conflicting schedules for multi sports, so we have had to reschedule some games, and there has been a lot of call up opportunities for the U9's. We are working with the island to hopefully have U11 cross play approved for the rest of the season. We don't have all the answers yet, but there are ongoing discussions amongst the executive around what changes we can make moving forward to ensure those who want to play, get to play.

The U7's Co-Ed and U7/U9 Female teams had a fun Halloween party again this year, there was much laughter and games, and a good time had by all. Thank you to our community sponsors Save on Foods Colwood for the food and drinks and Wale Rd Tim Hortons for the hot chocolate!

I was able to attend this year's AGM in Whistler. I learned a lot at the many meetings and discussions. It was great to meet and talk with those representing other associations in BC. Was also nice to put a face to the names of the BCLA executive that I work with throughout the season. The highlight was when JDF was awarded Association of the Year for Field Lacrosse!

Our second annual field photo day was a success! It was a busy weekend but we were well organized so everything went really smoothly. I was worried the space at the upper clubhouse would be too congested with vehicles coming and going for games at the velodrome and booster set up but it actually worked out great and I'd consider the same space again next year. It was fun working with the teams and seeing all their different personalities and oh the facial expressions, my cheeks hurt from smiling so much, it was a great day.

Lastly, provincial declaration forms have been sent to our U11-U17 teams with a deadline to send them back to me by Dec 1, 2023 if they wish to declare. Provincials will be held on the following: U11 Provincial Tournament Feb 9-11, 2024 hosted by Nanaimo Raiders Field Lacrosse U13-U19 Provincial Championships Feb 16-19, 2024 hosted by Richmond/Vancouver Lacrosse U13-U17 Women's Provincial Championships Feb 23-25, 2024 hosted by Burnaby Lacrosse

Tournament Coordinator –Brittney Corkery

Our U11 Travis Bateman memorial was very successful this year, we had a total of 10 teams participate. All 4 JDF team received their \$800 tournament registration fees back and the association still profited just over \$1800. Online 50/50 was not as successful as we had hoped. I think the families prefer the old school 50/50 tickets. We will go back to this method next season.

Our U13 Rumble on the Rock tournament was not as successful as the U11. We had 4 teams participate in the A2 division and 10 in the B division. Each JDF U13 team only received \$320 of their \$800 registration fee back, we did not have a lot of interest in the A1 division. With the new guidelines of teams not being able to be removed once they have submitted roster and paid fees, maybe we should look at accepting teams sooner this season before they get accepted into multiple tournaments on the mainland and not want the extra travel expenses of coming to the island. I have some ideas I'd like to work on for the upcoming box tournaments to help boost the success. I'd like to get a team representative from each of our participating JDF teams when we start the planning process for each tournament to help things run more smoothly, have a point of contact for each team, and to share the workload that comes with running the tournament.

Marketing Manager- Jessica Lejeune

This year we continued to see gains in registration in box and field lacrosse.

JDF used different paid social media advertisements through Facebook and Instagram. We spent \$215.29 on paid ads for this past box and field lacrosse seasons, specifically targeting the Westshore area and we reached 53,000 people in the local area.

We use platforms to engage with players and parents: Tik Tok, Twitter, Snap Chat and YouTube. We ran a paid radio ad shared on the Ocean 98.5 and Jack FM 103.1 to promote box lacrosse registration. We had local big screen ads at Westshore Parks and Recreation and West Hills, ads on display tv's in Sooke School District 62, and around the city of Langford on the Pattison screens. We sent out PDF newsletters to various school PAC and parent Facebook groups, and they were also added to SD 62 e-newsletters.

We had good representation in the Greater Victoria Festival society Santa Claus Parade in downtown Victoria last winter and are participating again this year. We have decorated and lighted vehicles playing music, and JDF players walking in the parade wearing their jerseys, carrying a JDF banner and decorated lacrosse sticks!

We are thankful to all parents, grandparents and caregivers that share photos with us to post JDF successes and marketing posts.

Current Account Balances

2023.11.19

47,380.81

13.25

10.78

1,995.78

100.00

18.11

0.00

266.72

49,785.45

-37,932.06

-37,932.06

11,853.39

Coast Box General

Coast Field General

Coast Field Gaming

Coast Box Booster

Coast Box Gaming

Scotia General

Scotia Savings

Paypal

Accounts Total:

Current Liabilities to clear accounts:

WSPR Debt

CL Total:

Net Total:



Charitable registration: 79421 9725 RR0001

www.building4thearts.com

3338 Acemink Road, Victoria BC V9C 2J6

Contact: Judith Cullington

E: president@building4thearts.com

Grant in Aid Application to City of Langford, January 2024

Purpose and Mandate of Juan de Fuca Performing Arts Centre Society (PACS)

PACS is a registered charity formed, “to plan, promote, develop, construct, and operate a performing arts facility that will accommodate a comprehensive range of cultural and community experiences.” The proposed arts and culture centre will service the West Shore and beyond. It will provide space for multiple forms of creative activity: drama, dance, music, fine arts, pottery and more, as well as performance and gallery spaces. Our focus is on providing the space that the community has repeatedly told us is much needed: space that is affordable, available, accessible and adequate for community needs.

Our vision is:

"A welcoming place for arts and culture on the West Shore, where the community engages with all forms of artistic expression and local talent is nurtured. The Centre for the Arts is a landmark building, a community gathering place and a catalyst for economic development. This is a place where young people grow their love of the arts and where talented performers create joy for their audiences. People come from near and far to experience professional and amateur performances, develop their skills, learn about cultures, and browse the galleries. It is a home for arts and culture organizations, and for complementary businesses and not-for-profit enterprises."

In 2023, we enabled the creation of an Intermunicipal Committee, with representatives from all five West Shore Councils, who are working collaboratively towards a shared vision and grant-ready project. Councillor Harder is Langford's representative on this committee.

In 2023, we sponsored an Accessibility and Inclusion Study. This study was based on extensive interviews with people and organizations with lived experience of physical and mental challenges, and gender-diverse, neuro-diverse and culturally diverse individuals. This study was

conducted in partnership with the West Shore Arts Council. The majority of funding was provided by the BC Arts Council, with contributions from the City of Langford, Town of View Royal, District of Metchosin and District of Highlands, as well as Elements Casino View Royal.

The Accessibility and Inclusion Study, together with the 2022 Feasibility Study, provide a strong foundation for determining the types of spaces that should be built, together with advice on making the design and operation of the centre accessible, inclusive and welcoming to all. We look forward to presenting the results to Council.

We have attached PACS draft year-end financial report for 2023.

Grant Request

We are very grateful for the contribution of \$3,100 from the City of Langford in 2023. This was an essential contribution to the development of the Accessibility and Inclusion study.

PACS is requesting \$3,000 as a grant in aid from the City of Langford for 2024.

As the momentum to create an arts and culture centre for the West Shore grows, so does the workload! As PACS is entirely volunteer run, we are looking for support with outreach, communications, grant writing and more to support this work. We are applying for support for a Mitacs¹ student, who would bring a business and innovation background to support our work.

Project Budget

Revenues

Mitacs grant (requested)	\$7,500.00
Grants in aid (West Shore municipalities, requested)	\$7,350.00
Donations	\$1,900.00
	<hr/>
Total Revenues	\$16,750.00

Expenses

Coordinator (six months), including GST	\$15,750.00
Expenses	\$1,000.00
	<hr/>
Total Expenses	\$16,750.00

¹ Mitacs “empowers Canadian innovation through effective partnerships that deliver solutions to our most pressing problems. By driving economic growth and productivity, we create meaningful change to improve quality of life for all Canadians.” <https://www.mitacs.ca/about/>

PACS will be contributing significant in-kind time towards this project.

Eligibility

PACS is located in the West Shore (mailing address in Colwood) and serves all West Shore residents including Langford.

We do not receive a permissive tax exemption from Langford (nor any other municipality).

Previous Requests

PACS submitted a GIA application to Langford in 2023 for \$4,000, and received \$3,100.

Benefits to Langford

Langford has made several important moves to support the arts in recent years, including the creation of Langford Station and supporting the West Shore Arts Council on projects such as Light Up the Hills.

As shown in the recent CRD Stage One report, the West Shore is severely underserved with respect to performance spaces and opportunities for teaching/learning/creating diverse forms of the arts. The proposed arts and culture centre will benefit all West Shore residents, including those in Langford.

Langford's draft Strategic Plan identifies a desire to create an arts and culture strategic plan in early 2025. The work of the intermunicipal committee and the work of the Coordinator will provide valuable input for that Plan.

Statement of Operations
For the Year Ended December 31

	<u>2023</u>	<u>2022</u>	<u>2021</u>
REVENUE			
Municipal Grants	\$5,500.00	\$31,700.00	\$1,750.00
Membership Dues	\$210.00	\$209.28	\$272.00
Smile Card Program	\$0.00	\$0.00	\$571.00
Donations	\$10,949.64	\$2,625.00	\$178.90
Other Income	\$35.00	\$20.00	\$9.54
	<u>\$16,694.64</u>	<u>\$34,554.28</u>	<u>\$2,781.44</u>
EXPENSES			
Society Incorporation	\$90.00	\$40.00	\$106.00
Consultants	\$7,620.00	\$31,500.00	\$2,678.50
Corporate Membership	\$279.35	\$331.85	\$55.00
Promotion/Communications	\$4,795.67	\$2,154.32	\$300.03
Promotional Goods For Sale	\$1,000.00	\$0.00	\$0.00
Banking Charges	\$49.49	\$1.00	\$5.00
D&O Insurance	\$400.00	\$400.00	\$400.00
	<u>\$14,234.51</u>	<u>\$34,427.17</u>	<u>\$3,544.53</u>
NET REVENUE	<u>\$2,460.13</u>	<u>\$127.11</u>	<u>-\$763.09</u>

Statement of Financial Position
As of December 31

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Beginning Net Assets	\$2,544.14	\$2,417.03	\$3,180.12
Plus: Net Revenue	\$2,460.13	\$127.11	-\$763.09
Less: Equity and Liabilities	\$0.00	\$0.00	\$0.00
NET ASSETS	<u>\$5,004.27</u>	<u>\$2,544.14</u>	<u>\$2,417.03</u>

Financial Highlights

Juan De Fuca Performing Arts Centre Society is grateful for the continuing financial support of the community including municipal governments, businesses and private donors. The record donations resulted from a social event in the spring of 2023 and the Accessibility and Inclusiveness Study supported by municipal governments and private enterprises. Contributions by the organization to this study are included in the Consultants expenses, exclusive of municipal contributions that are paid to the consultants directly. Higher expenses for promotion and promotional goods for sale include the costs associated with the aforementioned event in the spring of 2023.

The positive financial results in 2023 continued to strengthen the organization's financial position which will be required to support its continuing growth in 2024. The Society Directors meet regularly throughout the year mainly by video-conference or in-person meetings. Hundreds of volunteer hours have been spent by the Board of Directors and other supporters but are not accounted for in the above financial statements.

Organization Name: Mental Health Society of Greater Victoria
Mailing Address: 2-959 Pembroke Street, Victoria BC, V9T 1J1
Contact Person: Kal Zubair (Director of Finance)
Telephone: [REDACTED]
Email Address: kal@mhsvictoria.org
Society Registration Number: S0070311

Amount requested: \$2000

MHS Mission

The Mental Health Society of Greater Victoria distinguishes itself in the community by serving as a central resource hub for individuals experiencing mental health issues. Our mission revolves around being a supportive haven where people can turn for assistance. We go beyond conventional approaches by actively connecting individuals with free resources, offering comprehensive information on available mental health services, and providing an invaluable service through free peer support calls. What sets us apart is our commitment to accessibility and inclusivity. We are currently in the process of launching a mental health resource app that furthers our mission of making mental health resources easily accessible to all and breaking down barriers that hinder individuals from seeking the support they deserve. Our organization stands as a beacon of hope and assistance, dedicated to fostering a community where mental health is prioritized, and ensuring that help is readily available for those in need.

Project Description

The 'free library' project will serve as an accessible and central hub to share materials on mental health and well-being alongside resources on how to navigate getting help for those experiencing and affected by mental health issues. This will include books, pamphlets, and cards with our contact information to raise the visibility of our organization and connect better with portions of the community that may not be aware of the mental health resources available to them. Too often, those that are suffering from mental health issues are left to suffer in silence. The free library of resources that we are proposing is intended to help this population, as well as the loved ones of those that are experiencing these issues.

The target audience for the 'free library' project encompasses individuals experiencing mental health challenges, as well as their families, friends, and the broader community. We aim to reach those who may be unaware of available mental health resources and are seeking support.

In terms of goals and objectives, the project focuses on three key areas. Firstly, it aims to provide easy access to a diverse range of materials related to mental health and well-being, encompassing books, pamphlets, and essential contact information for our organization. Secondly, the project seeks to enhance the visibility of our organization

within the community, with a specific emphasis on reaching individuals who may lack prior knowledge of the mental health resources at their disposal. Lastly, the project strives to establish a tangible and central hub that fosters community connection, creating a shared space for individuals to access, contribute, and engage with mental health resources.

The anticipated outcomes of the 'Free Library' are threefold:

1. The project aims to achieve increased awareness within the community regarding the availability of mental health resources and support services, leading to a higher utilization of our services.
2. By providing accessible information, the project aspires to contribute to the reduction of discrimination associated with mental health challenges, fostering an environment conducive to open conversations through education.
3. The project seeks to foster community engagement by creating a supportive physical space where individuals can access resources and connect with our organization.

Through these outcomes, the 'Free Library' aims to make a meaningful and positive legacy around mental health awareness and support within Langford.

Projected Timeline of the 'Free Library' Project:

Weeks 1-3: Project Planning & Coordination

- Source and finalize the list of mental health resources, as well as other necessary materials.
- Confirm permissions and partnerships for the free library location.

Weeks 4-6: Resource Collection and Preparation

- Begin collecting relevant books, pamphlets, and informational materials.
- Develop informational cards with contact details for the organization.
- Establish a system for cataloging and organizing resources.

Weeks 7-10: Library Setup, Promotion & Launch

- Set up the physical free library at the designated location.
- Implement a targeted promotion campaign through social media, local newspapers, and community bulletin boards.
- Plan and organize a community launch event to generate awareness and community engagement.

*adjustments can be made based on the pace of progress and community engagement, allowing for a flexible yet achievable timeline.

Monitoring and Evaluation will take place starting from the launch of the library and will occur regularly to assess the utilization of the free library, gather feedback from the community on necessary adjustments, and to evaluate the impact on community awareness and engagement. During this time we'd explore potential partnerships with

local businesses or organizations for continued support, develop a sustainability plan for the ongoing maintenance and replenishment of resources in the free library, as well as celebrate the successful implementation of the 'free library' and acknowledge any and all contributors including the City of Langford.

Benefit to Langford

The Mental Health Society of Greater Victoria has been successfully operating for over 5 years. Our organization advocates for mental health through its dedication to making mental health services accessible for all in Langford as well as actively working to dismantle discrimination faced by those experiencing mental health issues. We have implemented various community engagement efforts such as educational workshops, setting up informational booths at markets, peer-to-peer resources etc. to foster understanding, compassion, and a supportive environment in Langford and Greater Victoria. Our multifaceted approach not only emphasizes service provision but also champions inclusivity, diversity, and the creation of a community where mental health is regarded with empathy and without judgment. The free library project serves as a way to raise awareness of the services provided by MHSGV and to strengthen community bonds and support through physical locations located throughout Langford

Budget details

"Little Free Library" Project Financials

Revenues:

- Donations:
 - Individual Donations: \$0
 - Corporate Sponsorships: \$0
- Grant Funding:
 - Local Grant: \$440
 - Other Grants (if applicable): \$0

Total Secured Revenue: 440

Speculative Revenue (if applicable):

- Additional Donations:
 - Individual Donations: \$200
 - Donation of Old Mail-Box
- Speculative Grant: \$2000

Total Speculative Revenue: \$2000

Total Revenue (Secured + Speculative): \$2440

Expenditures:

- Resource Acquisition:
 - Books and Materials: \$900
 - Informational Cards: \$100
- Launch Event:
 - Event Planning: \$380
 - Promotional Materials: \$60
- Sustainability:
 - Replenishing Resources: \$600
 - Maintenance: \$100
- Miscellaneous:
 - Contingency: \$300

Total Expenditures: \$2440

Balance (Revenue - Expenditures): \$0



www.opengatechurch.ca

January 8, 2024

Finance and Administration Committee
City of Langford
2nd Floor, 877 Goldstream Ave
Langford, BC V9B 2X8

Dear Friends,

Please accept this letter as a request for funding for the Free Fresh Food Market that takes place in Langford each Friday on Goldstream Avenue. The amount requested is \$5,500, a 10% increase over our 2023 request due to increased costs and, possibly, the addition of rent for new premises later in 2024. This request is being submitted by The Open Gate Church, located in Lighthouse Christian Academy. This ministry of compassion is provided in conjunction with The Living Edge Community based in the Quadra Village Community Centre, Victoria (www.livingedge.ngo).

Both The Open Gate Church and The Living Edge Community are registered charitable non-profit societies who have formed a joint partnership to provide free fresh food to needy individuals and families in the Westshore. This Neighbourhood Market is open every Friday between noon and 1:30 p.m. when free food is distributed. This service has been running since November 17, 2017 with Living Edge being responsible for pickup, storage and delivery of the food and The Open Gate Church being responsible for the setup, sorting and distribution of the food through their volunteers. This weekly free fresh food market is located at the Freemasons Lodge #161 who graciously donate the use of their hall at 679 Goldstream Avenue at no cost at this time. Produce comes from the Mustard Seed Food Bank, the Capital Region Food Share Network, as well as Cold Star Solutions and many retail donators across Greater Victoria.

When the market was first opened, we saw about 25 people per week directly access this service. That has increased to an average of 86 people per week in 2023. While weekly numbers fluctuate, overall in 2023 the market served a total of 3,862 adults and 424 children. These numbers represent the individuals who actually attend the market — there are many more family members and others who benefit from the food that is provided. Clients received 11,188 bags of groceries over the course of 2023.

MAILING ADDRESS

179-2945 Jacklin Rd., Box 321
Victoria, BC
V9B 6J9

CONTACT

contact@opengatechurch.ca
250-590-6736 (OPEN)
BN: 84119 5357 RR0001

LOCATION

1289 Parkdale Drive
Victoria, BC



www.opengatechurch.ca

It is our expectation that the people who will continue to benefit from this program are low income elderly, disabled, under-employed, single-parent and/or low income families, as well as students, refugees, immigrants or anyone who needs some assistance in the form of free healthy food. People do not need to register to access this market — the door is open to anyone in need. This program operates in cooperation with the Goldstream Food Bank which regularly supplies the Friday Market with their excess food items.

It is our belief that most of this fresh produce and food would otherwise be lost to landfills if not donated to the Fresh Food Market. The Open Gate Church has a policy of zero waste where all materials such as plastics and cardboard are recycled; any left-over food which will keep is put back into cold storage or channeled to other charitable groups. Any food which will not keep is collected for animal feed.

The total estimated cost to provide the Langford Neighborhood Market in 2024 is \$29,570. The rent for the distribution centre used by Living Edge has risen substantially in recent years, while food costs have also risen steadily as we all know. The Open Gate Church will be seeking to raise funds through individual giving, fundraising events, and grants. In 2023 we received \$1,500 from the City of Colwood and we have submitted another grant application to Colwood for consideration for 2024. In the past, the City of Langford has graciously and generously assisted us in this venture and in 2023 provided a \$5,000 grant in aid.

Thank you for taking the time to consider us for this grant in order to continue this vital work. If you have any questions I can be contacted at 250-474-6586.

Yours truly,

Sherri Pankiewich,
Treasurer,
The Open Gate Church

MAILING ADDRESS

179-2945 Jacklin Rd., Box 321
Victoria, BC
V9B 6J9

CONTACT

contact@opengatechurch.ca
250-590-6736 (OPEN)
BN: 84119 5357 RR0001

LOCATION

1289 Parkdale Drive
Victoria, BC

Project Information for the Langford Fresh Food Market – January, 2024

\$29,570/year. Total amount requested of The Open Gate Church from the Living Edge Community. The Living Edge requests this amount from each satellite food distribution centre in order to cover costs related to food transportation, food storage, staffing, and all other administrative costs. There are currently 7 markets in the Greater Victoria area.

\$12,100/year. Expected donations received through The Open Gate Church (based on our church's contribution in 2023).

\$17,470/year. Projected shortfall.

NOTE: All staff at the local Langford Friday Market are volunteers.

2023

THE OPEN GATE CHURCH'S contributions to the WESTSHORE FRESH FOOD MARKET

DATE	INCOME				DISBURSEMENTS			NOTES
	DONATIONS @ MARKET	ENVELOPE DONATIONS	Other open offering	GRANTS	OGC Mission funds	Directed & Market Donations	CHQ #	
3-Jan-23	32.90							
16-Jan-23	29.00	200.00						
23-Jan-23	8.00							
30-Jan-23	20.00	20.00				450.00		sent to LE
6-Feb-23	15.00							
12-Feb-23	10.00	50.00						
19-Feb-23	5.00							
5-Mar-23	4.60							
12-Mar-23	9.85							
19-Mar-23	4.95			1,500.00				City of Colwood
26-Mar-23	20.00							
31-Mar-23					500.00	1,600.00		sent to LE; includes Colwood grant
3-Apr-23	10.95							
17-Apr-23	4.05							
23-Apr-23	15.00							
30-Apr-23	18.00							
14-May-23	7.35							
21-May-23	16.35							
28-May-23	6.90							
4-Jun-23	5.00	300.00						
11-Jun-23	4.00							
18-Jun-23	55.60							
28-Jun-23	10.00				400.00	100.00	4320	sent to LE
2-Jul-23		100.00						
9-Jul-23	23.30	500.00						
16-Jul-23	5.00							
31-Jul-23	5.00	400.00				1,400.00		sent to LE
6-Aug-23	19.15	50.00						
20-Aug-23	36.45	171.10						
27-Aug-23	10.00							
28-Aug-23						300.00		sent to LE
3-Sep-23	5.00	75.00						
10-Sep-23	18.30							
24-Sep-23	21.00							
30-Sep-23					700.00	150.00	4357	sent to LE
2-Oct-23	20.00	50.00						
8-Oct-23	17.25	400.00						
15-Oct-23	5.00	50.00						
22-Oct-23	8.00							
31-Oct-23				5,000.00		5,000.00	4379	City of Langford grant
5-Nov-23	14.90	50.00						
12-Nov-23	10.00							
19-Nov-23	10.00							
26-Nov-23	21.00							
3-Dec-23	15.30							
10-Dec-23	22.35							
17-Dec-23	10.10	100.00						
24-Dec-23		116.35			700.00	800.00	4403	sent to LE
TOTALS	609.60	2,632.45	0.00	6,500.00	2,300.00	9,800.00		
TOTALS ALL CATEGORIES				9,742.05		12,100.00		
						12,100.00	to be sent to Living Edge as of Dec 31, 2023	



Peninsula Streams Society
9860 West Saanich Road
North Saanich BC, V8L 4B2

peninsulastreams@gmail.com

January 15th, 2024

Mayor Goodmanson & Council
877 Goldstream Avenue, 2nd Floor
Langford, BC V9B 2X8

Dear Mayor Goodmanson & Council,

Peninsula Streams and Shorelines (PSS) would like to submit a request for core funding through your 2024 Funding Request program, in the amount of \$25,000. This \$25,000 will leverage funding from organizations such as the Pacific Salmon Foundation, World Wildlife Fund, U. of Victoria, Victoria Foundation, Freshwater Fisheries BC and the provincial and federal government, for the benefit of the City of Langford environment and citizens.

Peninsula Streams and Shorelines, incorporated in 2002, currently operates in and receives core funding from 9 Greater Victoria municipalities, including Victoria, Saanich, North Saanich, Central Saanich, Sidney, Oak Bay, View Royal, Colwood and Highlands. Over our 20 years in operation, we have developed mutually beneficial relationships with these municipalities, where we provide exceptional value and bring significant money into the municipalities. As an example, annually the District of Saanich grants us \$20,000, and we consistently leverage that to bring in up to \$150,000 in revenue from outside sources, including the Government of Canada and the Province of BC, to deliver habitat restoration and stewardship initiatives in their municipality. This type of relationship would be similarly beneficial to Langford - as an environmental non-profit and registered charity, PSS can access significant funding streams for which the municipality is not eligible.

We require funding to support our operational costs, which include fundraising from governments, companies and individuals and for the management and supervision of projects which have been partially funded. Many grant organizations will not fund overhead or project development costs (such as applications for funding) and often require matching funds from other sources to execute projects, so core funding from municipalities like Langford is vital for us to undertake our mutually beneficial projects.

Some of our accomplishments in 2023 include:

- We continued to develop the Friends of Millstream Watershed, a community stewardship group that was started in the summer of 2022. We held multiple community meetings and events, where volunteers came out to help restore the Millstream Watershed. Activities

From Headwaters to Deep Waters

www.peninsulastreams.ca

included invasive species removal, planting of native plants, salmon habitat restoration and outreach. We worked within Cedar Vale Park, Goldie Park, and Millstream Creek Park. Members of this stewardship group have also supplemented our volunteer efforts in other areas within Langford including Goldstream and Craigflower Watersheds. Additionally, ongoing training provided by PSS in habitat assessment and water quality monitoring will allow the group to supply data on the health of the stream in the future.

- Cedar Vale Restoration: in August 2023, we restored ~ 100 m of instream habitat in Cedar Vale Park. This project was done in partnership with volunteers from the Friends of Millstream Watershed and supported by Langford Parks. The work included adding much needed spawning gravel for salmon and trout, adding instream habitat through boulders and large woody additions as well as bank protection from erosion. We will be enhancing the riparian zone over the winter and spring.
- Water Quality Monitoring: We have been working with volunteers from the Friends of Millstream Watershed in monitoring 6PPD-Quinone, a chemical compound derived from a preservative used in extending the lifespan of automotive tires that enters streams from roadway run-off and stormwater inputs. It has been shown to be lethal to coho salmon and potentially hazardous to other aquatic organisms. We have been taking samples from Millstream within Cedar Vale, which are being sent to a lab at VIU for analysis.

Thank you for your support and consideration,

Organization and Contact Information

Peninsula Streams Society (PSS)
 Kyle Armstrong, Executive Director
PeninsulaStreams@gmail.com
 (mobile)

Amount being requested and any previous requests

Amount Requested in 2024 - \$25,000

Previous Requests:

- \$10,000 received for the 2017-18 Millstream Fishway Project Planning,
- \$5,000 received for the 2022 Grant in Aid - Core funding
- \$12,500 received for the 2023 Grant in Aid - Core funding

Organization mandate, project description and purposes, benefit to Langford and budget

Mission Statement - Our goal is to achieve healthy aquatic habitat that supports self-sustaining populations of native species in both freshwater and marine environments. We accomplish this objective through research, restoration, innovative projects, public education and private land stewardship.

The purposes of Peninsula Streams Society are:

1. To develop, organize and participate in environmental projects and programs in Greater Victoria that will:
 - a. monitor, preserve and restore flora and fauna
 - b. monitor, preserve and restore rivers, creeks and watersheds, marine environments and near-shore environments
 - c. conserve, reuse and reduce water and waste
 - d. improve the urban and rural/agricultural environments
2. To educate and increase the understanding of the public, environmental organizations, government and the media about environmental preservation and restoration and their importance, by offering workshops, seminars, training and lectures.
3. To conduct research relating to the environment and disseminate the results of such research.

Peninsula Streams Society coordinates stream restoration and habitat conservation in Greater Victoria. Restoring salmon stocks through stream restoration and habitat conservation is central to our purpose. For large, complex salmon enhancement projects, such as fishways, we plan, fundraise for and implement these in partnership with local stakeholders and stewardship groups.

We provide our associated stewardship groups with technical expertise, training and other resources to help them restore and protect aquatic habitats. Our volunteers are a vital part of our organization, donating thousands of hours each year (3726 hours in 2021) to our projects. We also offer environmental education programs in local schools. Delivered by our staff and volunteers, these programs reach over a thousand students annually. By providing fun and engaging activities, we raise awareness of the many natural habitats around Greater Victoria.

Project Description and Purposes:

Peninsula Streams Society restores and protects aquatic, marine nearshore and riparian ecosystems throughout Greater Victoria. Some of our 2023 work includes:

- continued stream restoration and stewardship development in Millstream Watershed, including training volunteers in Streamkeepers stream assessment and habitat health protocols, coordinating restoration events and salmon enhancement activities, etc.
- rain garden construction at schools to address stormwater volume, pollution and impermeable surfaces
- continue to gradually grow the environmental education program back to pre-Covid levels
- BEACH (Beach Education and Conservation of Habitat) Program, where we undertake beach and backshore clean-ups, monitor beaches for forage fish habitat, and undertake beach restoration and nourishment projects
- Delivery of an extensive citizen science water quality monitoring program, covering 9 watersheds in Greater Victoria, including the following creeks: Millstream, Tseycum, Haliburton, Tetayut, Hagan and Graham, Tod, Colquitz, Swan, Goward, Bowker

Benefit to Langford:

We are proud to have facilitated stewardship and restoration in Langford over the past five years, including our high profile Millstream Creek Fishway Project (at Atkins Road). We have brought our over 60 combined years of expertise in stream restoration, stewardship development and environmental education to Langford, for the betterment of the local environment and community. Our activities result in a healthier environment and provide citizens with valuable volunteer opportunities to contribute to local conservation and restoration efforts, and to remain socially engaged and physically active during a global pandemic.

Budget: see attachment

Best regards,

A handwritten signature in black ink, appearing to read 'Kyle Armstrong', with a stylized flourish at the end.

Kyle Armstrong, MSc, CERP
Executive Director

2024 Core Operating Budget

REVENUE	Budgeted
Corporate Sponsor Donations	10,000
Individual Donations	8,500
Donations from Organizations	15,000
Grants	
District of Central Saanich	16,500
District of North Saanich	20,000
District of Saanich	25,000
Town of Sidney	5,000
City of Victoria (additional funding directed to our projects)	1,000
City of Langford	25,000
Town of View Royal	10,000
District of Highlands	1,000
City of Colwood	5,000
District of Oak Bay	5,000
Victoria Foundation and other foundations	10,000
Other	
Fundraiser Auction/Raffle Income	10,000
Membership Dues	4,000
Total Revenue	171,000
EXPENDITURES	Budgeted
Payroll Expenses and Contract Labour	
Executive Director	50,000
Administrative Coordinator	50,000
Senior Biologist	15,000
Water Quality and Freshwater Biologist	10,000
Support Biologist	8,500
Environmental Stewardship Technician	8,500
Organisational Costs	
Software Tools (Zoom, CRM, Bookkeeping)	5,000
Website expenses – hosting, maintenance and security	500
Accountant, filing fees	10,000
Advertising	2,000
Admin: Postage, printing, office supplies, etc	2,500
Insurance	6,500
Travel and Mileage	2,500
Professional Development	2,000
Total Expenditures	171,000
Revenue Total:	171,000
- Expenditure Total:	171,000
Difference:	0

January 14, 2024

City of Langford

Grant-in-Aid Applications 2024
 2nd Floor - 877 Goldstream Avenue
 Langford, BC V9B 2X8
 Via email:

Greetings!

Re: RelImagine West Shore Community Society Grant-in-Aid Application for 2024

RelImagine West Shore is excited to submit our first Grant-in-Aid Application to the City of Langford. We hope you will find the following information provided in response to your published Application Guidelines in order.

GRANT AMOUNT REQUESTED:	\$2900.00 (roughly equivalent to \$0.0625/person)
ORGANIZATION NAME:	RelImagine West Shore Community Society
SOCIETY NUMBER:	S0078968
CRA BUSINESS NUMBER:	#72281 1817
ADDRESS:	3078 Wishart Road, Victoria, BC. V9C 1P7
CONTACT NAME:	Cindy Moyer
CONTACT PERSON TITLE:	President
TELEPHONE:	[REDACTED]
EMAIL:	connect@reimagineus.ca or moyercreativegroup@gmail.com
WEBSITE:	https://reimagineus.ca

ORGANIZATIONAL MANDATE:

RelImagine West Shore is a volunteer-run organization on a mission to produce and promote independent, inter-generational, inter-cultural, and inclusive community dialogue concerning the social and behavioural changes we all must make in response to the rising cost of living and climate change in the municipalities of Langford, Colwood, Highlands, Metchosin, View Royal and neighbouring Capital Regional District communities. We aim to work collaboratively with local governments and other community organisations to encourage, support, and celebrate community climate action in our region.

PURPOSE OF THE GRANT:

ReImagine West shore is seeking Langford's support to help offset the cost of our ongoing program of community conversations (in-person and online), workshops, public events, and the development of original content designed to empower citizens with some of the tools and community connections they can use to support the social and behavioural changes needed in response to the Climate Emergency and the rising cost of living.

BENEFIT OF OUR WORK TO LANGFORD:

Langford does not presently have a Community Association with a mandate to enrich community through social and cultural programming opportunities not otherwise available, such as community potlucks, repair cafes, or conversations about the social challenges we face from the cost of living to the threats posed to our quality of life by climate change. Simple, humble, regular connections between people are vital when a community is facing major challenges, and they don't always happen organically. Sometimes they need some help and regular nurturing to take root. We believe funding provided by the City of Langford will provide another avenue of engagement for citizens, many of whom still feel somewhat disconnected from community since COVID disrupted all our lives.

VOLUNTEER AND CITIZEN PARTICIPATION:

Volunteers form the backbone of most successful ventures in this community. Our non-profit society is led by a volunteer board of West Shore residents. We anticipate working with scores of volunteers throughout the year, from parents in local schools to seniors and everyone in between. Citizens will be encouraged to participate with our program in several ways, with an emphasis on in-person activities of all sorts ...

- small workshops, like the **Cozy Soup Workshop** we did in collaboration with Royal Bay Secondary School last December to promote affordable home cooking with local in-season ingredients, or our upcoming **Repair Café**, where we'll be bringing community handy folk together with citizens who have basic household items in need of repair, looking to extend the lifespan of products and reduce waste.
- Events like our **Swap & Shop** collaboration with the Metchosin Arts & Cultural Centre Association, to celebrate Upcycling and keep more textiles out of the landfill, or the **West Shore's 1st Seedy Saturday** event we're proud to be hosting at Belmont Secondary School in Langford on March 9th.
- **Community Conversations and Meet-Ups**, like the one we're hosting on January 27th to connect community members with content specialists who can offer suggestions and answer questions about how we can save money and live more sustainable lives.
- Regional info campaigns supporting local Food Security, Beyond Blue Box recycling, and the development of a Circular Economy.
- Pop-up sharing circles, Net Zero home tours, and more!

Please see the attached 2024 Program Booklet, **Making Shift Happen**, for a breakdown of the events and activities we're working on and the related participation metrics.



Mailing Address:
3078 Wishart Road
Victoria, BC V9C 1P7

RelImagineUs.ca

Thank you for allowing us to share a little bit about RelImagine West Shore. We hope we will have the opportunity to collaborate with the City of Langford on our program of community conversations, workshops, and public events designed to empower citizens with tools and community connections they can use to support the changes we need to make in response to the Climate Emergency and the rising cost of living.

If you have any questions or require further information/clarification, please reach out to me at 250.857.7821.

Kind regards,

A handwritten signature in black ink, appearing to read "C Moyer", followed by a long horizontal flourish.

Cindy Moyer
President

connect@reimagineus.ca

ReImagine

West Shore Community



MAKING SHIFT HAPPEN

Conversations | Activities | Events

Building community while we learn how to
save money and live more sustainable lives.

2024 PROGRAM

January 2024



ReImagine West Shore Community Society



**“Alone we can do so little;
together we can do so much.”**

HELEN KELLER

Introduction

Introducing the **2024 Relmage West Shore Program** of conversations, activities, and events intended to connect community members and help nurture some of the changes we all need to make in response to the Climate Emergency.

Our programming takes place throughout the calendar year and features a variety of local happenings related to the following areas of interest:

- **Food Security**
- **Beyond Blue Box Recycling**
- **Energy Conservation/Zero Carbon Energy**
- **Green Transportation**
- **Nature Stewardship and Conservation**
- **Conscientious Consumption/Developing a Local Circular Economy**

Collaboration is an essential part of building a sustainable community. Relmage West Shore is teaming up with other community organizations, individuals, and the business sector to support our grassroots efforts to inform, inspire, and celebrate sustainable and more connected living.

Let's Relmage the West Shore together!

Program Overview

Relmagine West Shore is bringing together a year-long program of community conversations, activities, and events intended to connect people with the simple changes they can make to save money and live more sustainably. Here are some of the highlights of our plan for 2024 around in-person happenings across the four seasons ...



WINTER

January – March

Relmagine Your West Shore

Community Meet-Up and Conversation/
Launch of our 2024 Program Calendar
(January 27 in Colwood)

Stop Getting Wasted (Public Meet-up)
Learning how to Go Beyond the Blue Box
to keep more waste out of the landfill.
(February 9 in Langford)

Repair Café Workshop

Repurpose THIS and Fix/Mend THAT!
(February 25 in Metchosin)

Let's Grow! – West Shore Seedy Saturday

A first for the West Shore! Get set for the
growing season with helpful tips and seeds
to get you started! (March 9 in Langford)

SPRING

April – June

EARTH WEEK:

Relmagine Fashion

Grade 6-12 Students can Put the Boots
to Fast Fashion with a Sustainable Style
Challenge and Showcase.

Earth Day Talking Tables

A collaboration with local eateries and
entertainment spaces intended to get
more people talking about positive change.

**3 Relmagine Community Meet-ups/Pop-
ups** (Connecting with community at Music
in the Park events, Farmers Markets, etc.)

Relmagine Your Summer Vacay

It's all about the experience, right? How
to lighten your footprint and still have an
Instagram-worthy good time.

**How's It Growing? – Novice Gardener
Check-in: Making the Most of Your H₂O**
(How to conserve when things get HOT!)





SUMMER

July – September

Relmage Power

Plugging into clean energy solutions that fit your lifestyle.

2 Get Cooking Demos/Pop-ups

Easy and in-season ... humble local ingredients are transformed into delectable delights for sampling!

3 Relmage Community Meet-ups/Pop-ups (Connecting with community at Music in the Park events, Farmers Markets, etc.)

Harvest Supper Potluck Global Flavours & Local Ingredients – an opportunity for community members to gather together and share stories and their tasty traditions.

Get Canned! Learn how to make the most of what you grow or glean ... connect with canning and other terrific ways to preserve the fresh flavours of the season.

FALL

October – December

Relmage Entertaining

Helpful holiday \$olutions just in time for Thanksgiving!

GO LOCAL West Shore Food Summit

Connecting West Shore farmers and producers with our growing population of urban consumers for shared learning.

Green Friday A Shop LOCAL Tip Sheet connecting holiday shoppers with sustainable shopping options.

2024 Relmage West Shore Holiday Star Party and Release of the “Nice” List

Festive Meet-up to help spread inspiration and good cheer with stories about local people taking positive action to save money and live more sustainable lives.



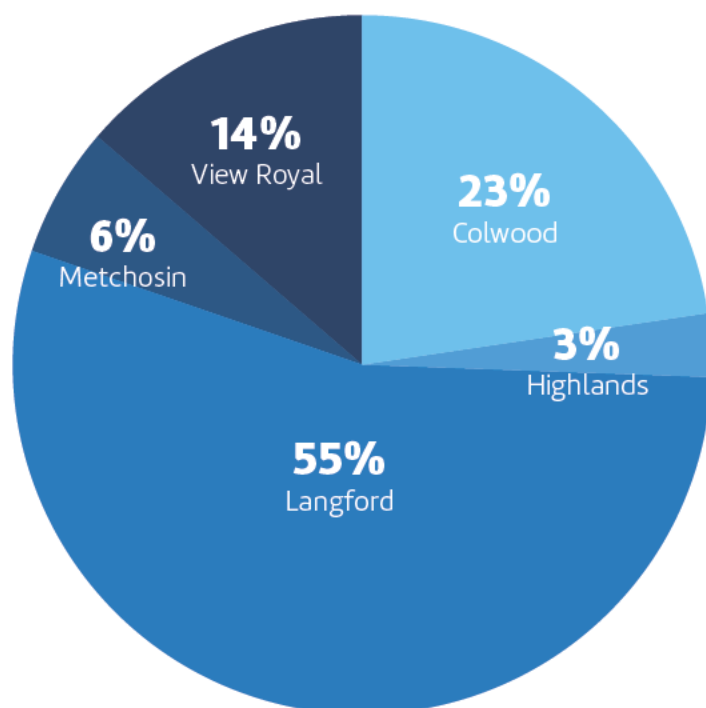
Projected Program Impact

With topics like the cost of living and climate change dominating the news and our conversations, the time is ripe to offer West Shore residents new ways to feel empowered to make a difference both in their own lives, and the planet's.

It can be challenging to accurately project what might happen with our community programming in a post-COVID public space, whether it's weekend workshops, regional awareness campaigns, or original content shared online. Based on previous experiences, Relmagine event planners are optimistic that our first year will find an enthusiastic audience eager to come together to share their concerns about the future, and to embrace change with courage and creativity.

Let's take a look at the logic we'll be applying to where events are on offer, the data points we'll be capturing to help measure our success, and make some educated guesses about the number of people we hope to engage throughout the year.





The West Shore has experienced unprecedented growth over the past 10–15 years. Langford is home to 55% of the West Shore’s population of nearing 85,000 people, and dominates the region’s urban landscape. We’ll be going where the people are, so approximately 50% of ReImagine West Shore’s In-Person programming is planned to take place in the City of Langford, with 25% of our events hosted in Colwood, 15% in View Royal, and the remaining 10% split between Metchosin and Highlands.

Questions?

Please contact us at
connect@reimagineus.ca

In-Person

ReImagine-Hosted Community Conversations, Activities & Events

WINTER (January to March)
 4 Events | 450 Participants Expected

SPRING (April to June)
 5 Events | 475 Participants Expected

SUMMER (July to September)
 5 Events | 345 Participants Expected

FALL (October to December)
 4 Events | 350 Participants Expected

Outreach

Casual Community Meet-ups

WINTER (January to March)
 2 Events | 100 People Contacted/Engaged

SPRING (April to June)
 3 Events | 300 People Contacted/Engaged

SUMMER (July to September)
 3 Events | 450 People Contacted/Engaged

FALL (October to December)
 2 Events | 100 People Contacted/Engaged

Digital Campaigns

Website Activity & Social Media

WINTER (January to March)
 1,200 New Website Visitors
 150 New Facebook Followers

SPRING (April to June)
 1,800 New Website Visitors
 300 New Facebook Followers

SUMMER (July to September)
 1,200 New Website Visitors
 200 New Facebook Followers

FALL (October to December)
 950 New Website Visitors
 350 New Facebook Followers



About Our Leadership Team

Our seasoned leadership team is comprised of positive change-makers who care deeply about the West Shore.

We are proven leaders who understand the value of community collaboration and have the know how to deliver engaging events and special initiatives in support of grassroots climate action.

Join our quest to build community as we adapt to life's changes ...
TOGETHER.



Cindy Moyer
PRESIDENT

Cindy is a communications professional and a dynamic community leader with experience in business, government, education, and the cultural industries, including the development of outreach and engagement strategies, tactics, and tools to help people manage change.

Her local community non-profit work includes the leadership of Climate Action West Shore (CRD EcoStar Award winner) while a director with the WestShore Chamber of Commerce.





Gwen Snyder

TREASURER

Gwen ran the Royal Bay Bakery, a successful and award-winning family food enterprise in Colwood, for over 20 years, and has served as a director on multiple non-profit boards.

A significant edible landscape in Gwen's Garden provides an organic source of ingredients she transforms into healthy products she loves to share. Gwen cultivates authentic connections striving to build an inclusive community culture that leaves no one behind.



Shannon Carman

VICE-PRESIDENT & SECRETARY

Shannon has a background in communications, as well as experience in administration (Metchosin Farm, Ragnarock Studios, Coast Collective) grant writing, bookkeeping, and social media.

She has served on various executives including as PAC President of Hans Helgesen Elementary and as the Chair of the Healthy Communities Advisory Select Committee for Metchosin Council. Shannon grew up on the West Shore and is now raising her two young daughters here.



ReImagine

West Shore Community



connect@reimagineus.ca



Registered BC Society #S0078968
CRA Business #72281 1817

ReImagineUs.ca

Start-Up Budget

Year 1- Quarter 4 ONLY

Society Incorporated:

October 6, 2023

Revenue	
Municipal Grants-in-Aid 2023	\$ 0.00
Grants	\$ 0.00
Sponsorships	\$ 1,681.20
Donations/Member Contributions	\$ 1,087.37
Membership Dues (9 @ \$25; 2 @ \$50)	\$ 325.00
Other Income & Interest	\$ 0.00
Total income	\$ 3,093.57

Expenditures	
Society Legal/Administrative Expenses	
BC Societies Fees (Bylaw Changes, etc.; Years 1 and 2)	\$ 130.00
Directors & Officers Insurance (2024)	\$ 0.00
Public Liability Insurance	\$ 0.00
Membership Fees/Dues (WestShore Chamber of Commerce in 2023/24)	\$ 330.75
Miscellaneous	\$ 0.00
Community Outreach & Engagement	
Website (Domain Registration/Hosting and related expenses)	\$ 717.15
Promotional Materials (Cards, Flyers, etc.)	\$ 510.47
Workshops/Events/Meet-ups (Venue and Related Event Hosting Expenses - Cozy Soup Workshop w/Royal Bay Secondary School and Swap & Shop w/Metchosin Arts & Cultural Centre)	\$ 119.48
Instructor/Presenter Honoraria	\$ 0.00
Advertising (including Boosted Posts on Facebook)	\$ 94.50
Generic Event Signage	\$ 135.76
Miscellaneous/Other Outreach Expenses (postage stamps)	\$ 9.66
Online Payment Processing/Merchant Service Fees	\$ 12.01
Bank Charges (including \$5 share in Vancity to establish account)	\$ 5.90
Branded Merchandise	\$ 0.00
Contingency	\$ 0.00
Total expenses	\$ 2,065.68

NET REVENUE	\$ 1,027.89

2024 Community Program Budget

Revenue	
Municipal Grants-in-Aid 2023	\$ 5,300.00
Grants	\$ 3,500.00
Sponsorships	\$ 5,000.00
Donations/Member Contributions	\$ 1,500.00
Event Income (By Suggested Donation)	\$ 500.00
Membership Dues (25 @ \$25; 5 @ \$50)	\$ 875.00
Merchandise Sales	\$ 350.00
Other Income & Interest	\$ 0.00
Total income	\$ 17,025.00
Expenditures	
Society Legal/Administrative Expenses	
BC Societies Fees (Annual Filings)	\$ 100.00
Directors & Officers Insurance (2024)	\$ 450.00
Public Liability Insurance	\$ 350.00
Membership Fees/Dues (WestShore Chamber of Commerce in 2023/24)	\$ 350.00
Miscellaneous	\$ 300.00
Community Outreach & Engagement	
Website (Domain Registration/Hosting and related expenses)	\$ 650.00
Promotional Materials (Cards, Flyers, etc.)	\$ 300.00
Workshops/Events/Meet-ups (Venue and Related Event Hosting Expenses)	\$ 6,000.00
Instructor/Presenter Honoraria	\$ 5,000.00
Advertising (including Boosted Posts on Facebook)	\$ 1,400.00
Generic Event Signage	\$ 500.00
Miscellaneous/Other Outreach Expenses	\$ 100.00
Online Payment Processing/Merchant Service Fees	\$ 100.00
Bank Charges	\$ 50.00
Branded Merchandise	\$ 200.00
Volunteer Appreciation (Branded Merch and Gift Cards)	\$ 300.00
Contingency	\$ 350.00
Total expenses	\$ 16,500.00
NET REVENUE	\$ 525.00

ReWired Recovery Foundation
1219 Neild Rd
V9C 3X5

Society # 0076877

City of Langford Funding Request January 15, 2024

Department: Finance

Organization: Rewired Recovery Foundation

Re: SoberFest 2024

Point of Contact:

Michael Shupinder Manhas

Our Goal

First and foremost, our goal is to provide a safe place for people to come out and enjoy a festival while celebrating recovery and celebrating each other. It is well documented that people who succeed in recovery aim to give back. We cannot keep what we have without giving it away. SoberFest gives many of us a chance to give back and provides a safe space for people to celebrate life. Recovery allows us to become active members of society: we become parents, brothers, sisters, children, employers, productive employees, and productive members of the community! We feel it's important to celebrate that. While we celebrate each other in a safe environment we would love to continue meeting our mandate of helping people seek recovery solutions. To do this our goal is to host our event SoberFest, for a 3rd year in Langford or the greater Victoria area. Last year with the city's support we were able to host the event at Starlight Stadium Plaza. This year we would like to continue to grow and have an impact on our immediate community by raising awareness and funds to help people seek help for their struggles with mental health and addictions. We would like to continue to develop into an important and much needed festival our city can be proud of.

Amount Being Requested:

This year our request has increased to \$15000. Last year we requested \$9000 and were awarded \$6500. The city's support was amazing and directly led to our organization being able to help send 18 people to treatment. However, as our budget increases, we are hoping our partnership with the city will increase too. Our goal is to collaborate with our community to continue to build an event that is quickly becoming a part of our community's fabric. By continuing to produce Soberfest, together, we are taking a leading role in creating safe spaces for families, friends, people in recovery, and for the ever-growing sober community that seems to be emerging. We are making a statement that alcohol and drugs do not need to be the core of community events or festivals. This year we would like to grow the event in new ways. We want to hire a main headline act, we want to create a family fun zone, we want to have a professional stage and professional sound and lighting, and we would like to move into a bigger venue like Starlight Stadium. That is why we are asking for 15k to help us offset some of those costs.

Organization Mandate:

To assist those seeking recovery to rewire their lives through support from families, communities and organizations committed to connecting those in need to recovery-based solutions. Our goal is to help fund and assist those seeking recovery solutions to receive the support and treatment they need to help fight the diseases of mental health and addictions and ultimately improve their quality of life.

Project Description and Purposes:

SoberFest 2023 was a huge success. We were able to put together a recovery-based event to help celebrate all forms of recovery while successfully raising over 600k in treatment donations, counselling options, recovery coaching and cash. This year we would like to match that effort or exceed it!



ReWired Recovery Foundation
1219 Neild Rd
V9C 3X5

Society # 0076877

SoberFest is quickly evolving into a family friendly entertainment festival. The event strives to bring together people from our community to celebrate people in recovery while supporting those still struggling. Last year we had over 50 sponsors, 60 vendors and 900 participants from across the province and as far away as Calgary and Toronto! There is a tremendous need in our community for safe sober events that strive to give back. We would like to work with the city to meet that need! Last year's event allowed us to help support 18 people get into treatment. The purpose this year is to exceed that amount. We want to build stronger relationships with community members, create awareness, build relationships with residential treatment centers, and help those in need get the help they need.

Benefits To Langford:

The city of Langford has an opportunity to take a leading role on the island being an ambassador for recovery. The disease of addiction has affected, afflicted, or impacted every resident in Langford. We can work together to demonstrate and support the notion that every household, here and across our province, deserves to be also impacted by recovery. We want to work together to show recovery is attainable and sustainable. By collaborating and sponsoring our event you would be taking a leading role in demonstrating recovery works! The Canadian Centre on Substance use and Addiction has numerous studies that demonstrate the financial benefits of investing in recovery.

- Become a community leader in recovery advocacy
- Help create awareness
- Media exposure
- Sponsorship
- Can help send people from the community to residential treatment
- Provide alternative treatment solutions
- Attract recovery people to spend and work at local businesses
- Attract a large group of people curious about recovery
- Create a family friendly event for residents to attend
- Provide a safe event that creates community connections without the need of a social lubricant
- Provide local businesses an opportunity to market their businesses and products

Mike Manhas
Executive Director
ReWired Recovery Foundation

SoberFest 2024 Project Budget Estimate

Item	Description - If Applicable	Estimated Cost
Event Venue	TBD - Westshore Location	9,000
Sound		2,000
Stage/Lighting		10,000
Entertainment	2X Headliner	20,000
Promotion	Graphic design, Media Campaign, etc	2,200
Signage		3,500
Tents and Tables	Vendors and shade	5,000
Security		2,000
First Aid Station		800
Merchandise	Clothing and housewares	3,000
Misting Stations		1,000
Sponsor Hospitality	Food, beverages, gratuities, etc...	3,500
Greenroom rental		2,000
Kid Zone	Attendants, insurances, equipment rentals...	10,000
Incidentals		1,000
Total Estimated Cost		75,000

Additional Project Details	Numbers
Projected Attendance	1000
Cash Revenue Estimate	100,000
In-Kind Revenue Estimate	750,000

761 Station Avenue
 Victoria, BC V9B 2S1
 Tel: 250 478-1828
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 e-mail: secretary@rc191.ca
 website: www.rc191.ca
A Non-Profit Organization



January 12, 2024

City of Langford
 Finance, Governance/Corporate Policy and Planning
 2nd Floor, 877 Goldstream Avenue
 Victoria, BC V9B 2X8

Dear Mayor and Council:

Re: Remembrance Day 2024 and Community Xmas Dinner 2024

The Royal Canadian Legion, Prince Edward Branch #91's Remembrance Day this year was held at our newly renovated Branch. We had an amazing turn out; we served soup, chili and sandwiches to approximately 2000 people.

We are again submitting our application requesting a donation in the amount of \$3,000 which will go towards the cost of the luncheon we provide as part of our Remembrance Day celebration in the West Shore following the service at the Cenotaph. The funds we are asking for would go towards the supplies for food and refreshments for the youth and the soup, chili and sandwiches we supply for approximately 2000 people on November 11th.

At this time, we are also requesting \$3,000 for the Prince Edward Branch #91 free Community Dinner for the vulnerable of the Western communities for 2024. With the rising cost of living, we know the need is greater each year for this event and is looked forward to by the community. We provide a free dinner and give an age-appropriate gift to each child, sometimes the only gift they receive.

We will work with the Goldstream Food Bank and other agencies to provide us with names of those people who might be in need. We are unaware of any other organization doing an event like this in the West Shore. All the work is done by volunteers of the branch and community.

This is a large undertaking for our Branch to do an event of this magnitude and at this time we are looking to the City of Langford for funds to help provide Christmas dinner for the less fortunate and vulnerable members of our community in December 2024. For some, this is the only Christmas dinner they will have.

.../2

City of Langford

-2-

January 12, 2024

Application Submission Requirements:

1. The Branch is run by the many volunteers who work tirelessly throughout the year to raise funds to provide help to needy veterans, widows, widowers and children of veterans, youth organizations, bursaries and to the many charities and community services supported by the Royal Canadian Legion, mainly in the West Shore. Donations for this past year have been severely curtailed due to the Branch being closed for renovations, however we did donate approximately \$16,126 and the West Shore Poppy Fund has donated a total of approximately \$93,168.55.
2. We have attached an organization chart for your information. All positions are filled by volunteers except for the Branch Secretary, Bar Staff and cooks.
3. Funds are raised through the Poppy Campaign, catering by our Ways and Means Committee, hall rentals, meat draws and other entertainment events, but Branch renovations has curtailed those events drastically.
4. Our organization owns its own facility and is the recipient of a Permissive Tax Exemption.
5. As stated above, the funds would go towards the cost of the luncheon and entertainment we provide as part of our Remembrance Day celebration in the West Shore following the service at the Cenotaph; and

Any funds received for the Community Dinner would go towards the 2024 Community Dinner for the less fortunate of the Western Communities.
6. Monies raised and distributed are used in the City of Langford as part of the Western Communities.
7. We anticipate upwards 2,000 + people to attend the Remembrance Day event in 2024.

Expected numbers for the Community Dinner in 2024 are expected to be 300+.
8. All fund raising activities of both the RCL Branch #91 and the Poppy Campaign are done by volunteers.
9. No revenues or fees will be charged for these events.
10. We have submitted a Grant in Aid application to the City of Colwood, District of Metchosin and District of Highlands for our 2024 Remembrance Day event.

City of Langford

-3-

.../3
January 12, 2024

We have also submitted a Grant in Aid application to them for the 2024 Community Xmas Dinner.

11. We are attaching a DRAFT current year budget for the Prince Edward Branch and a current year budget for the West Shore Poppy Committee.

Our Remembrance Day and Community Xmas Dinner events are more successful each year and we would appreciate any help you could give us towards making both these events possible.

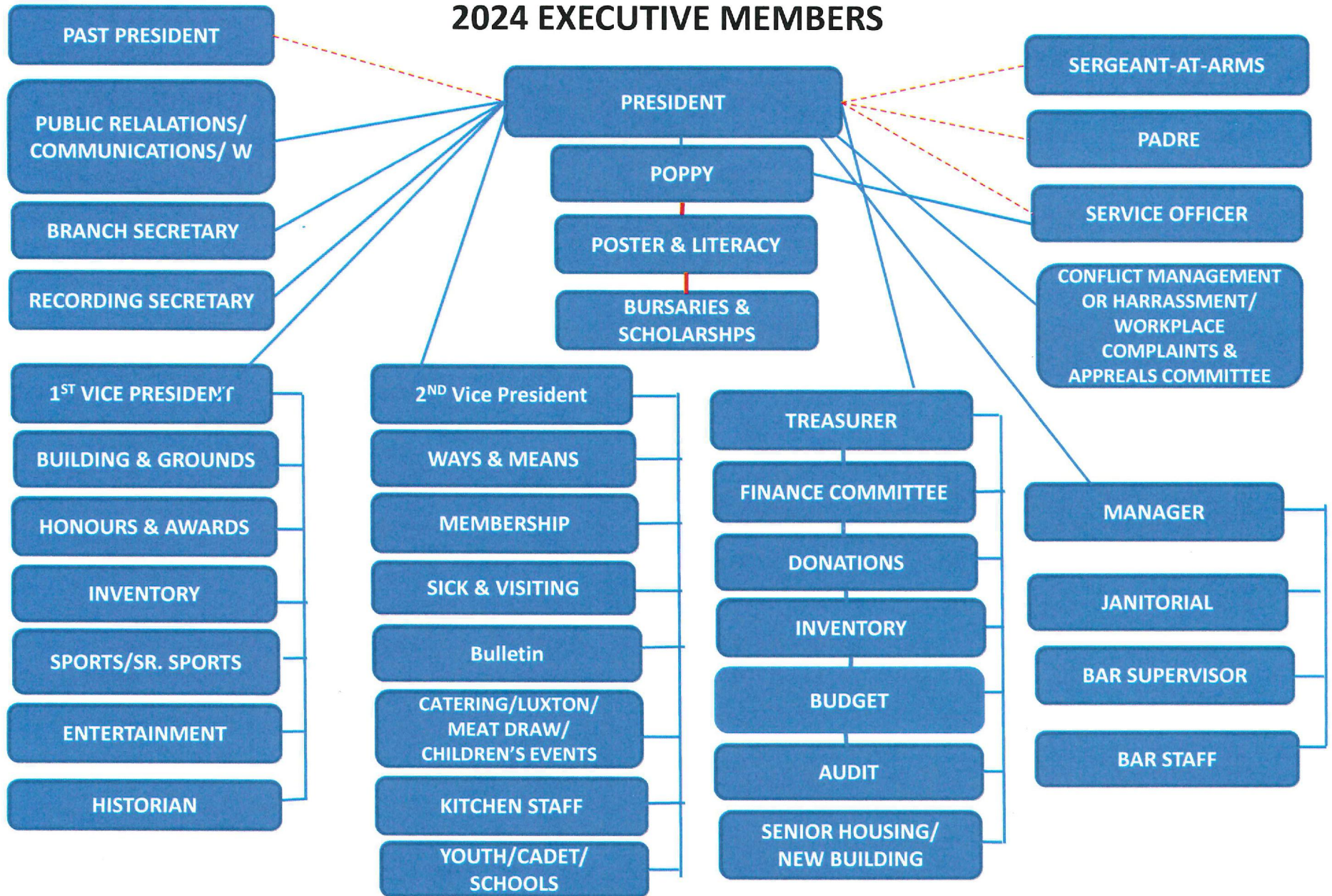
Lest we forget,



Norm Scott
President

Enclosures

2024 EXECUTIVE MEMBERS



January 11, 2024

Approved by Cde. President Norm Scott

WESTSHORE POPPY FUND COMMITTEE SOCIETY

CY 2022/23 BUDGET With Actuals

CY 1 OCT 2022 - 31 DEC 2023

As of

30-Nov-22**DONATIONS/REVENUE****Proposed**
2022/23**Actual**
2022/23

Donations	\$ 35,000	\$ 7,179.00
Canvassers/Trays	\$ 90,000	\$ 77,967.12
Lapel Pins	\$ -	\$ -
Poppy Centres	\$ 400	\$ -
In Memory	\$ 300	\$ -
Bracelets	\$ 100	\$ -
Donations	\$ 125,800	\$ 85,146.12

Wreaths	\$ 4,000	\$ 2,855.00
Miscellaneous	\$ -	\$ -

Total	\$ 129,800	\$ 88,001.12
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EXPENSES**Pending**

Wreaths	\$ 5,000	\$ 1,685.22	\$ 3,315
Poppies	\$ 6,000	\$ 3,500.00	\$ 2,500
Promotional Material	\$ 1,500	\$ 1,208.67	\$ 291
Office Supplies	\$ 200	\$ 17.90	\$ 182
Insurance	\$ 600	\$ -	\$ 600
RENT	\$ 3,500	\$ -	\$ 3,500
Canada Post	\$ 300	\$ 92.61	\$ 207
Campaign Miscellaneous <i>Attach #1</i>	\$ 8,000	\$ 4,467.27	\$ 3,533
Advertorials	\$ 3,000	\$ 1,500.00	\$ 1,500
Emergency Assistance	\$ 2,000	\$ 5,000.00	\$ -3,000
Mobility Equip/Appliances	\$ 3,000	\$ -	\$ 3,000
Special Use Expenditures <i>Attach #2</i>	\$ 64,740	\$ -	\$ 64,740
RCEL	\$ 1,000	\$ -	\$ 1,000
Bursaries	\$ 3,000	\$ -	\$ 3,000
Poster & Literary	\$ 2,500	\$ -	\$ 2,500
BC/Yukon Assess (1 Jan22- 30 Sep22)	\$ 600	\$ 527.69	\$ 72
BC/Yukon Assess (1 Oct22- 31 Dec23)	\$ 5,000	\$ -	\$ 5,000
South Vancouver Island Zone Per Capita	\$ 900	\$ -	\$ 791
Sick & Visiting	\$ 200	\$ -	\$ 200
Utilities	\$ 780	\$ -	\$ 780
Vouchers <i>(Food/Fuel)</i>	\$ 200	\$ -	\$ 200
SO Expense <i>Attach #3</i>	\$ 200	\$ 78.39	\$ 122
Miscellaneous-2	\$ 200	\$ -	\$ 200
Total Expenses	\$ 112,420	\$ 18,077.75	\$ 94,342

Net Surplus (Deficit)	\$ 69,923.37
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Trust Account Balance @ 30 Sep 22	\$ 135,108.37
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ACCUMLATED RETAINED DONATIONS	\$ 205,031.74
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Trust Acct Balance @ 30 Nov 22	\$ 211,504.02
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O/S Cheques	\$ 6,472.28
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Book Balance @ 30 Nov 22	\$ 205,031.74
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ROYAL CANADIAN LEGION PRINCE EDWARD (BRITISH COLUMBIA NO. 91) BRANCH

Financial Statements

For the Year Ended December 31, 2022

Draft

ROYAL CANADIAN LEGION PRINCE EDWARD (BRITISH COLUMBIA NO. 91) BRANCH

Financial Statements

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INDEPENDENT AUDITORS' REPORT

To the Members of Royal Canadian Legion Prince Edward (British Columbia No.91) Branch

Qualified Opinion

We have audited the financial statements of Royal Canadian Legion Prince Edward (British Columbia No.91) Branch (the "Branch"), which comprise the statement of financial position as at December 31, 2022, and the statements of changes in net assets, operations and cash flows and related schedules for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Branch as at December 31, 2022, and results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-For-Profit Organizations.

Basis for Qualified Opinion

In common with many non-profit organizations, the Branch derives revenue from donations and other similar sources, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Branch. Therefore, we were not able to determine whether any adjustments might be necessary to donation revenue and excess of revenues over expenses for the year ended December 31, 2022 and assets and net assets as at December 31, 2022.



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INDEPENDENT AUDITORS' REPORT (continued)

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Branch in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Accounting Standards for Not-For-Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Branch's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Branch or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Branch's financial reporting process.



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INDEPENDENT AUDITORS' REPORT (continued)

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Branch's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



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INDEPENDENT AUDITORS' REPORT (continued)

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Branch's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the branch to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Baker Tilly Victoria Ltd.

CHARTERED PROFESSIONAL ACCOUNTANTS

Victoria, B.C.

To be dated once finalized

Royal Canadian Legion Prince Edward (British Columbia No. 91) Branch

Statement of Financial Position

As at December 31, 2022

	2022	2021
	\$	\$
Assets		
Current Assets -		
Cash (note 3)	339,833	1,090,437
Investments - term deposits (note 4)	52,251	1,103,475
Accounts receivable	100,487	10,624
Inventory (note 5)	23,338	30,666
Prepaid expenses	12,679	21,913
	528,588	2,257,115
Investments - Portfolio Securities (note 4)	561,123	636,049
Capital Assets (note 6)	2,755,999	537,125
	3,845,710	3,430,289
Liabilities		
Current Liabilities -		
Accounts payable and accrued liabilities (note 7)	431,653	83,309
Deferred revenues	41,002	52,154
Government remittances payable	97	-
	472,752	135,463
Deferred Grants (note 8)	19,634	24,542
	492,386	160,005
Net Assets		
Unrestricted	3,321,324	3,238,284
Internally Restricted - Operating Contingency (note 10)	32,000	32,000
	3,353,324	3,270,284
	3,845,710	3,430,289

SIGNED ON BEHALF OF THE BOARD:

Director

Royal Canadian Legion Prince Edward (British Columbia No. 91) Branch

Statement of Changes in Net Assets

For the Year Ended December 31, 2022

	2022	2021
	\$	\$
Net Assets - Beginning of Year	3,270,284	3,062,109
Net surplus for the year	83,040	208,175
Net Assets - End of Year	3,353,324	3,270,284

Draft

Royal Canadian Legion Prince Edward (British Columbia No. 91) Branch

Statement of Operations

For the Year Ended December 31, 2022

	2022	2021
	\$	\$
Revenue		
Licensed Premises (Schedule 1)	54,933	47,023
Events, Rentals, Catering, Kitchen (Schedule 3)	63,175	62,419
Meat Draw (Schedule 4)	9,946	12,994
Pull Tab and Lottery (Schedule 5)	10,816	23,037
Donations	34,682	29,683
Grants (note 8)	4,908	6,136
Membership dues	51,884	54,389
Regalia sales	3,738	2,069
Other	23,169	30,494
	257,251	268,244
Expenses		
Administration wages and benefits	20,298	10,603
Building repairs and maintenance	58,280	66,271
Development (note 13)	-	32,757
General administration	129,335	104,353
Membership	181	2,850
Per Capita Tax	35,512	36,345
Regalia	3,965	3,034
Utilities	44,481	58,220
	292,052	314,433
Net Deficit From Operations	(34,801)	(46,189)
Other Income (Loss) -		
Mackie Lodge rent	204,000	204,000
Investment interest	10,692	10,054
Investment dividends	8,116	7,431
Investment realized gains (losses) on disposition	(6,080)	5,754
Investment unrealized gains (losses)	(62,242)	68,017
Investment management fees	(6,006)	(5,912)
Amortization of capital assets	(30,639)	(34,980)
	117,841	254,364
Net Surplus for the Year	83,040	208,175

Royal Canadian Legion Prince Edward (British Columbia No. 91) Branch

Statement of Cash Flows

For the Year Ended December 31, 2022

	2022	2021
	\$	\$
Cash Provided from (Used for):		
Operating Activities		
Excess of Revenues Over Expenditures	83,040	208,175
Items not affecting cash:		
Amortization of capital assets	30,639	34,980
Investment (gains) losses on disposition	6,080	(5,754)
Investment unrealized (gains) losses	62,242	(68,017)
Changes in non-cash working capital:		
Accounts receivable	(89,863)	5,431
Inventory	7,328	(6,552)
Prepaid expenses	9,234	(5,831)
Accounts payable and accrued liabilities	348,344	(22,468)
Government remittances payable	97	-
Deferred revenues	(11,152)	6,955
Deferred grants	(4,908)	(6,136)
	441,081	140,783
Investing Activities		
Purchase of capital assets	(2,249,513)	(40,917)
Proceeds from disposition of investments - term deposits	1,051,224	-
Proceeds from disposition of investments - portfolio securities	6,604	-
Purchase of investments - term deposits	-	(6,579)
Purchase of investments - portfolio securities	-	(40,631)
	(1,191,685)	(88,127)
Net Increase (Decrease) in Cash	(750,604)	52,656
Cash - Beginning of Year	1,090,437	1,037,781
Cash - End of Year	339,833	1,090,437

Royal Canadian Legion Prince Edward
(British Columbia No. 91) Branch
Schedule of Licensed Premises

Schedule 1

For the Year Ended December 31, 2022

	2022	2021
	\$	\$
Licensed Premises Revenue		
Draught	51,748	71,090
Beer and Cider	34,937	45,227
Liquor	19,472	20,764
Wine	14,237	18,820
Total Liquor Sales	120,394	155,901
Soft Bar (non alcoholic)	13,514	17,804
Coffee	1,732	3,397
Total Beverage Sales	135,640	177,102
Canteen	1,669	2,387
Bar Tending Services	2,865	2,215
Total Licensed Premises Revenue	140,174	181,704
Licensed Premises Expenses		
Draught	17,329	27,104
Beer and Cider	11,066	15,560
Liquor	3,080	3,902
Wine	3,595	4,534
Total Liquor Expenses	35,070	51,100
Soft Bar	984	2,852
Coffee	987	1,288
Total Beverage Expenses	37,041	55,240
Canteen	872	1,462
Miscellaneous (recovery)	(611)	559
Bar Supplies	1,272	2,865
Entertainment	8,490	9,568
Inventory Audit	2,125	4,749
Bartender Shirts	-	176
Repair and Maintenance	852	2,097
	50,041	76,716
Bar Wages and Benefits	35,200	57,965
Total Licensed Premises Expenses	85,241	134,681
Licensed Premises Surplus for the Year	54,933	47,023

Royal Canadian Legion Prince Edward (British Columbia No. 91) Branch**Schedule 2****Licensed Premises Gross Margin on Sales**

For the Year Ended December 31, 2022

	Draught	Beer and Cider	Liquor	Wine	Total
	\$	\$	\$	\$	\$
Sales	51,748	34,937	19,472	14,237	120,394
Cost of Goods Sold					
Opening Inventory, January 1, 2022	(5,586)	(3,643)	(2,212)	(1,208)	(12,649)
Purchases	21,599	13,191	3,346	4,263	42,399
Closing Inventory, December 31, 2022	1,316	1,518	1,946	540	5,320
Cost of Goods Sold	(17,329)	(11,066)	(3,080)	(3,595)	(35,070)
Gross Profit	34,419	23,871	16,392	10,642	85,324
Gross Margin	67%	68%	84%	75%	71%
Sales	71,090	45,227	20,764	18,820	155,901
Cost of Goods Sold					
Opening Inventory, January 1, 2021	(2,285)	(2,148)	(2,235)	(675)	(7,343)
Purchases	23,803	14,065	3,925	4,001	45,794
Closing Inventory, December 31, 2021	5,586	3,643	2,212	1,208	12,649
Cost of Goods Sold	(27,104)	(15,560)	(3,902)	(4,534)	(51,100)
Gross Profit	43,986	29,667	16,862	14,286	104,801
Gross Margin	62%	66%	81%	76%	67%

**Royal Canadian Legion Prince Edward
(British Columbia No. 91) Branch**

Schedule 3

Schedule of Events, Rentals, Catering, Kitchen

For the Year Ended December 31, 2022

	2022	2021
	\$	\$
Events, Rentals, Catering, Kitchen Revenue	155,263	171,072
Events, Rentals, Catering, Kitchen Expenses		
Cost of Sales	(77,122)	(93,382)
Kitchen Wages and Benefits	(14,966)	(15,271)
Total Events, Rentals, Catering, Kitchen Expenses	(92,088)	(108,653)
Events, Rentals, Catering, Kitchen Surplus for the Year	63,175	62,419

Royal Canadian Legion Prince Edward (British Columbia No. 91) Branch

Schedule 4

Schedule of Meat Draw

For the Year Ended December 31, 2022

	2022	2021
	\$	\$
Meat Draw Revenue		
Meat Draw	28,135	40,368
Raffle	4,917	-
Online 50/50 Raffle	3,902	-
50/50 Raffle	2,160	7,212
Grizzlies Basket	782	-
Total Meat Draw Revenue	39,896	47,580
Meat Draw Expenses		
General and Administrative Expenses		
Meat Draw Prizes	(12,924)	(24,124)
50/50 Raffle Prizes	(3,645)	(3,606)
Tickets and Supplies	(175)	-
Cash Over (Short)	(46)	(97)
Total General and Administrative Expenses	(16,790)	(27,827)
Donations		
Community Parties	(210)	(759)
Other Donations (note 9)	(12,950)	(6,000)
Total Donations	(13,160)	(6,759)
Total Meat Draw Expenses	(29,950)	(34,586)
Meat Draw Surplus for the Year	9,946	12,994

Royal Canadian Legion Prince Edward (British Columbia No. 91) Branch

Schedule 5

Schedule of Pull Tab and Lottery

For the Year Ended December 31, 2022

	2022	2021
	\$	\$
Pull Tab		
Pull Tab Revenue	36,462	67,050
Pull Tab Expenses		
Pull Tab prizes paid out	(24,842)	(43,910)
Pull tab purchases	(8,473)	(15,786)
Total Pull Tab Expenses	(33,315)	(59,696)
Pull Tab Surplus for the Year	3,147	7,354
	8.6%	11.0%
Lottery		
Lottery Revenue (Keno Sales)	66,332	153,886
Lottery prizes paid out	(58,663)	(138,203)
Lottery Surplus for the Year	7,669	15,683
Total Pull Tab and Lottery Surplus for the Year	10,816	23,037

Royal Canadian Legion Prince Edward (British Columbia No. 91) Branch

Notes to Financial Statements

For the Year Ended December 31, 2022

1 Purpose of the Organization

The Royal Canadian Legion Prince Edward (British Columbia No.91) Branch ("The Branch") is a member of the Royal Canadian Legion whose mission is to serve veterans, which includes serving military, RCMP members and their families. In addition, the Legion's purpose is to promote remembrance and to serve our communities and our country. The Branch is a not-for-profit organization under paragraph 149(1)(l) of the Income Tax Act and as such is exempt from income taxes.

2 Summary of Significant Accounting Policies

The Branch, with the consent of its members, has elected to prepare its financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. Significant accounting policies are as described below.

Inventory

Inventories are carried at the lower of cost, determined on a first-in, first-out basis, and net realizable value. Inventory of alcohol is based on a count taken on December 31, 2022. All other inventory is based on estimates provided by management.

Investments

The Branch follows the amortized cost method of accounting for its investments in term deposits. Portfolio securities are recorded at fair value in the statement of financial position and changes in fair value are included in net surplus for the year.

Capital Assets

Capital assets are carried at cost less accumulated amortization. Amortization is charged against income using the declining balance method in amounts sufficient to amortize the cost of capital assets over their estimated useful lives as follows using the following annual rates:

Buildings	4%
China and linen	20%
Computer equipment	55 - 65%
Computer software	100%
Office furniture and equipment	20%
Parking areas	8%
Vehicle	30%

Royal Canadian Legion Prince Edward

(British Columbia No. 91) Branch

Notes to Financial Statements

For the Year Ended December 31, 2022

2 Summary of Significant Accounting Policies (continued)

Capital assets under construction are amortized once construction is completed and the assets are put into use.

Internally Restricted Net Assets

The Branch has internally restricted funds for future repairs and maintenance.

Revenue Recognition

The Branch recognizes contributions in accordance with the deferral method of accounting.

All revenues are recorded on the accrual basis to the extent that amounts to be received can be reasonably estimated and collection is reasonably assured.

Revenues from licensed premises, events, rentals, catering, and kitchen are recognized in the period that the revenue is earned.

Donations are recognized in the period that they are received.

Membership dues are recognized as revenue in the year to which they relate. As such, amounts which apply to subsequent years are recorded as a deferred revenue liability and are recognized as revenue in the appropriate year.

Investment revenue is recognized in the period the income is earned.

Pull tab and Keno revenues are recognized in the period that the sales are made.

Financial Instruments

Measurement of financial instruments

Financial instruments are financial assets or liabilities of the Branch where, in general, the Branch has the right to receive cash or another financial asset from another party or the Branch has the obligation to pay another party cash or other financial assets.

The Branch initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions that are measured at the exchange amount.

The Branch subsequently measures all its financial assets and financial liabilities at amortized cost.

Royal Canadian Legion Prince Edward (British Columbia No. 91) Branch

Notes to Financial Statements

For the Year Ended December 31, 2022

2 Summary of Significant Accounting Policies (continued)

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Financial assets measured at fair value include investments consisting of portfolio securities.

Impairment

Financial assets measured at cost or amortized cost are tested for impairment, at the end of each year, to determine whether there are indicators that the asset may be impaired. The amount of the write-down, if any, is recognized in net surplus. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account. The reversal may be recorded provided it is no greater than the amount that had been previously reported as a reduction in the asset and it does not exceed original cost. The amount of the reversal is recognized in net surplus for the year.

Use of Estimates

The preparation of the financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of and expenditure during the reporting period. Significant areas requiring the use of management estimates related to the determination of the amortization of capital assets, and the valuation of inventories. Actual results could differ from those estimates. Adjustment, if any, will be reflected in the operations in the period of the settlement.

Royal Canadian Legion Prince Edward (British Columbia No. 91) Branch

Notes to Financial Statements

For the Year Ended December 31, 2022

3 Cash

	2022	2021
	\$	\$
Floats	5,300	5,300
Petty cash	300	300
Lottery bank account	69,559	77,475
ATM bank account	-	12,173
ATM machine	53,498	39,914
Meat Draw bank account	54,251	46,216
Housing Trust bank account	33,255	754,530
Odlum Brown cash account	15,792	3,041
Operating cash account	73,774	130,295
Construction cash account	34,104	21,193
	339,833	1,090,437

4 Investments

Term deposits consists of investments in guaranteed investment certificates with varying maturity dates due before next fiscal year end.

Portfolio securities consists of investments in publicly traded fixed income, common share and trust unit securities managed by Odlum Brown Investment Management.

Royal Canadian Legion Prince Edward (British Columbia No. 91) Branch

Notes to Financial Statements

For the Year Ended December 31, 2022

5 Inventory

	2022	2021
	\$	\$
Draught	1,316	5,586
Beer and Cider	1,518	3,643
Liquor	1,946	2,211
Wine	540	1,208
Canteen	62	62
Kitchen	9,258	9,258
Regalia	6,140	6,140
Lottery	2,558	2,558
	23,338	30,666

6 Capital Assets

	Cost	Accumulated amortization	2022 Net	2021 Net
	\$	\$	\$	\$
Land	163,500	-	163,500	163,500
Buildings	2,836,808	378,404	2,458,404	288,649
Computer equipment	21,324	20,400	924	1,628
Computer software	3,540	3,540	-	-
Office furniture and equipment	559,929	436,254	123,675	71,176
China and linen	22,258	18,736	3,522	4,403
Parking areas	42,231	39,989	2,242	2,437
Vehicle	13,000	9,268	3,732	5,332
	3,662,590	906,591	2,755,999	537,125

Royal Canadian Legion Prince Edward (British Columbia No. 91) Branch

Notes to Financial Statements

For the Year Ended December 31, 2022

7 Funds Held

	2022	2021
	\$	\$
Belmont Bursary	875	875
Colour Party	326	326
Drop in Pool	768	1,391
Pool Tables	5,490	5,147
Senior Drop in Shuffleboard	849	876
Sunday Shuffleboard	5,884	5,588
	14,192	14,203

Accounts payable and accrued liabilities includes the above funds held on behalf of external parties for future events to be held at the Branch.

8 Deferred Grants

Deferred grants represents amounts received from the Government of BC in support of capital expenditures. Deferred grants are recognized as revenue consistent with the related amortization of the capital assets acquired with the grants.

	2022	2021
	\$	\$
Balance - Beginning of Year	24,542	30,678
Grant funding recognized as revenue in the year	(4,908)	(6,136)
Balance - End of Year	19,634	24,542

Royal Canadian Legion Prince Edward (British Columbia No. 91) Branch

Notes to Financial Statements

For the Year Ended December 31, 2022

9 Meat Draw Donations

	2022	2021
	\$	\$
Canuck Place Children's Hospice	500	-
Capital Regional District Minor Hockey Association	750	-
Juan de Fuca Minor Hockey Association	1,000	-
Millstream Elementary School	1,000	-
Parkinson Wellness Projects	1,000	-
RCMP Veterans' Association - Victoria Division	2,000	-
Ruth King Elementary School	2,000	1,500
Triangle Athletic Association	1,200	-
Victoria Hospice Society	1,000	-
Victoria Hospitals Foundation	2,500	-
Donations to Individuals	-	3,000
Dunsmuir Middle School PAC	-	1,500
	12,950	6,000

10 Internally Restricted - Operating Contingency

The Branch holds internally restricted net assets of \$32,000 to be used for future repairs and maintenance.

11 Controlled Entities

Westshore Legion Branch 91 Housing Society

The Branch controls Westshore Legion Branch 91 Housing Society ("Housing Society"), a provincially incorporated entity, as the Board of Directors for the Housing Society is composed of directors from the Branch's Board.

The Housing Society's purpose was to operate supportive housing and affordable housing for low to moderate income households on Vancouver Island.

The Housing Society never began operations due to not being able to secure funding for a housing project.

Royal Canadian Legion Prince Edward (British Columbia No. 91) Branch

Notes to Financial Statements

For the Year Ended December 31, 2022

11 Controlled Entities (continued)

West Shore Poppy Fund Committee Society

The Branch controls West Shore Poppy Fund Committee Society ("Poppy Fund"), a federally incorporated entity, as the Branch President appoints the Chair of the Poppy Fund board of directors. A majority of the directors of the Poppy Fund are also directors of the Branch.

The Poppy Fund is committed to offer emergency assistance, financial aid and other aid to veterans, their widows/widowers and families; to provide bursaries and poster and literacy award to children of veterans in the West Shore communities of Victoria, British Columbia.

The Poppy Fund has not been consolidated in the Branch's financial statements. A summary of the financial position results of operations and cash flows of the Poppy Fund as at September 30, 2022 and 2021 are as follows.

	2022	2021
	\$	\$
Financial position		
Total assets	236,136	212,214
Total liabilities	(19,366)	(18,540)
Fund balance	216,770	193,674
Results of operations		
Total revenue	98,163	110,949
Total expenses	(18,389)	(15,631)
Excess of revenue over expenses	79,774	95,318
Cash flows provided by (used in)		
Investing activity	-	-

Royal Canadian Legion Prince Edward

(British Columbia No. 91) Branch

Notes to Financial Statements

For the Year Ended December 31, 2022

12 Financial Instruments

Risks and Concentrations

The Branch's financial instruments consist of cash, accounts receivable, investments, and accounts payable and accrued liabilities. The Branch is exposed to various risks through its financial instruments. The following analysis provides a measure of the Branch's risk exposure and concentrations at the statement of financial position date.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The financial instruments that potentially subject the Branch to a significant concentration of credit risk consist primarily of cash, accounts receivable and investments. The Branch mitigates its exposure to credit loss by placing its cash with major financial institutions. The Branch provides limited credit to customers and, as a consequence, believes that its accounts receivable credit risk exposure is limited.

Liquidity Risk

Liquidity risk is the risk the Branch will encounter difficulty in meeting its obligations associated with financial liabilities. The financial liabilities on its statement of financial position consist of accounts payable and accrued liabilities. Management closely monitors cash flow requirements to ensure that it has sufficient cash on hand to meet operational and financial obligations.

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk, and other price risk.

Currency Risk

Currency risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. Unless otherwise noted, it is management's opinion that, under normal circumstances, the Branch is not exposed to significant currency risk as the Branch's financial assets and liabilities are denominated in Canadian dollars.

Royal Canadian Legion Prince Edward (British Columbia No. 91) Branch

Notes to Financial Statements

For the Year Ended December 31, 2022

12 Financial Instruments (continued)

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Branch is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Fixed-interest instruments subject the Branch to a fair value risk, since fair value fluctuates inversely to changes in market interest rates. Floating rate instruments subject the company to related cash flow risk. Unless otherwise noted, it is management's opinion that, under normal circumstances, the Branch is not exposed to significant interest rate risk as the Branch's financial instruments exposed to interest rate risk are financial assets consisting of term deposits.

Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Branch holds financial instruments traded in an active market, but the portfolio investments are professionally managed in accordance with an investment policy which minimizes other price risk.

13 Development Expenses

Development costs are presented net of government assistance received in the amount of \$nil (2021-\$25,851) for the purpose of development or implementation of proposals to help increase the supply of affordable housing and assist existing projects to remain viable and affordable.

14 Comparative Financial Statements

Certain comparative figures have been reclassified to be consistent with the presentation adopted in the current year.



Dec 14, 2023

City of Langford
2nd Floor, 877 Goldstream Avenue
Langford, British Columbia, Canada
V9B 2X8

To whom it may concern,

Please accept this letter as application by Sportassist Youth Activities Society for funding under POL-0147-FIN.

Sportassist is a Langford based non-profit organization, committed to the goal of keeping sport affordable and accessible to youth in our community, enabling anyone wanting to participate in an organized sport with the means and opportunity to do so. Sportassist funds approximately 100 children per year to play sports. More information on Sportassist can be found at www.citycentrepark.ca.

Sportassist holds an annual golf tournament in August where it raises the majority of it's operating funds for the year. The City of Langford has very generously supported this tournament each year and we ask that this support be continued if possible, for \$2000.

Thank you for your consideration and please feel free to contact me directly for more details at kristin37@gmail.com if required.

--

Kristin St. Cyr, CPA, CGA
Director
Sportassist Youth Activities Society
[REDACTED]





TAKE A HIKE
FOUNDATION

January 10, 2024

Dear Mayor Goodmanson and City of Langford Councillors,

Thank you for your time and consideration of our grant-in-aid request.

Take a Hike Youth Mental Health Foundation is both honoured and privileged to support Langford youth experiencing vulnerabilities through our Sooke-Westshore program, and we are delighted at the possibility of partnering with the City of Langford in this work.

Opened in 2022, this program location has seen immense success in helping young people to build resilience, find community, and foster emotional and academic success. The interdisciplinary staff team, consisting of Take a Hike and School District 62 staff, utilize our evidence-based and trauma informed approach to provide a safe, consistent environment for young people to explore their goals, overcome barriers, and become confident young adults with the tools and skills they need to live fulfilling, healthy lives.

42% OF THE 2023-2024 COHORT LIVE WITHIN THE CITY OF LANGFORD

Your support today provides hope for tomorrow and a strong foundation for the future.

A \$2,500 grant-in-aid from the City of Langford helps to ensure that local youth have opportunities to receive fulsome, continuous clinical counselling at school and in the classroom of the outdoors. As you will read in our application, funds from the City of Langford would be used to support Land-based Learning (LBL) costs, which facilitate youth to experience two multi-day wilderness trips and weekly out days. Layering in clinical counselling with these outdoor experiences enhances the existing therapeutic work while providing opportunities for youth to build self confidence, learn new skills, and connect with themselves, with their peers, and with nature.

Thank you, Mayor Goodmanson and City of Langford Councillors, for your time and consideration of this funding request. We would be happy to answer any questions you may have pertaining to our program and very much look forward to hearing from you.

With gratitude,

Zoe Lauckner | Manager of Philanthropy, Vancouver Island

BOARD OF DIRECTORS

NICOLE GEYER CHAIR

Community Leader / Marketing Advisor

ANNE MARTIN VICE CHAIR

*Director, Strategy & Enablement
TELUS*

CLAYTON BUCKINGHAM DIRECTOR & TREASURER

Chief Financial Officer, Vancity

WENDY BACH DIRECTOR

*General Counsel & Corporate Secretary,
Loop Energy Inc..*

DAVE BYNG DIRECTOR

*Strategic Advisor
DAVE BYNG ADVISORY SERVICES*

BRENT CAMERON DIRECTOR

Managing Partner, Boyden

DREW COLLIER DIRECTOR

*President & CEO
LGM Financial Service*

ANNE DONOHUE DIRECTOR

*VP & Chief Marketing Officer,
BC Cancer Foundation*

PAULA ROGERS DIRECTOR

Corporate Director

PHIL COTTERILL ADVISOR TO THE ORGANIZATION

*Director, Head of Client Solutions Team,
Connor, Clark & Lunn Investment*

JOHN MONTALBANO ADVISOR TO THE ORGANIZATION

Principal, Tower Beach Capital



TAKE A HIKE
FOUNDATION

Take a Hike Foundation - 2024 City of Langford Grant Application

Legal name: Take a Hike Youth Mental Health Foundation

Address: 728 – 736 Granville Street, Vancouver, BC, V6Z 1G3

Canadian Registered Charitable Number: #891394611 RR0001

Contact person: Zoe Lauckner, Manager of Philanthropy, Vancouver Island

zlauckner@takeahikefoundation.org

604-362-5398

Request amount: \$2,500

ORGANIZATIONAL MANDATE

Take a Hike empowers youth who experience vulnerability to change the trajectory of their lives with a full-time mental health and emotional well-being program embedded in an alternate education classroom.

We partner with public school districts because school connectedness is the number one determinant of youth mental health, and school is where youth are more open to receiving mental health supports. Our distinctive approach integrates clinical counselling into a full-time classroom setting, while immersing youth in an outdoor land-based program. This reduces stigma and empowers youth to improve their well-being, academic success, and capacity to choose their own way along the path of life.

Take a Hike's vision is that all youth believe in their potential and are on their path to success. All of our programming is provided free of charge. We also provide each participant with the individualized support they need - from therapeutic needs to outdoor gear required for all activities. This barrier-free approach strengthens our efforts to support BIPOC, marginalized, and other underrepresented youth through our programming.

PROJECT DESCRIPTION AND PURPOSE

There is a youth mental health crisis in our communities. Research by the BC Children's Hospital Research Institute shows what we already know and see in Take a Hike programs every day-- that the pandemic disproportionately impacted vulnerable youth and that they're more likely to experience negative mental health outcomes and chronic mental health challenges.

Mental health is tied to our general social, economic, and physical well-being. Stresses at school, at home, and in our communities can make the difference between mental health challenges that are manageable and those that are difficult to overcome. Without support, too many young people will enter adulthood with unaddressed challenges and unhealthy coping behaviours, disengaged from school and their communities. Many will also end up in emergency rooms, in the justice system, or face homelessness. These are devastating consequences that will impact their lives, relationships, jobs, communities and so much more.

Take a Hike serves youth who often face complexity, trauma, and instability in their lives. Many have experienced a lifetime of stresses that make them more vulnerable to mental health challenges like depression, anxiety, and suicidal ideation. As a result, youth who join Take a Hike have often turned to destructive coping behaviours like skipping school, isolating, or using substances, and most are at risk of leaving school without graduating. These vulnerabilities at such a critical stage of development affect the way young people remember, attend, learn, and make decisions.

We know that early intervention and prevention are key factors in reducing the impacts of long-term unmanaged mental health challenges, and this is where Take a Hike works. Your support ensures that youth in the Sooke-Westshore communities have access to upstream, preventative support, focusing on



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mental wellness, community connectedness, and academic success, that empowers them to transform their lives and succeed in their own way.

Free of cost for youth and delivered five days a week, 6 hours a day during the school year and weekly throughout the Summer, Take a Hike's distinctive approach integrates clinical therapy supports while immersing them in a nature-based program to learn self-empowerment and build capacity to succeed. Take a Hike Sooke-Westshore, located in the Westshore Centre for Learning, is delivered through four pillars:

- **Clinical Counselling:** A full-time mental health clinician helps youth build social and emotional skills, find healthy ways to cope with life's stressors, and improve mental health and well-being. Clinicians also provide continuity of support through the summer months. For many youth, our program is their first encounter with therapy.
- **Land-based Learning (LBL):** Youth benefit from the healing and connective power of the land, spending one day outside the classroom each week and two multi-day wilderness trips taken in the fall and spring.
- **Community Involvement:** Youth build connections to their local communities and gain work experience through regular volunteering. In parallel, local volunteers mentor and tutor youth in the program and youth learn that they are a valued part of their communities.
- **Academics:** Youth complete all classes required for their high school diploma through individual education plans, and cross-curricular/experiential learning integrated into land-based activities.

The purpose of this grant is to support land-based learning programming costs for the Take a Hike Sooke-Westshore location (this year, 42% of youth in the program are from Langford). This will help ensure that vulnerable youth in Vancouver Island can continue to receive vital mental health supports.

BENEFIT TO LANGFORD

In partnership with School District 62, Take a Hike Sooke-Westshore provides vulnerable youth an environment where they not only have access to continuous, critical clinical counselling but also a safe space to develop positive coping mechanisms and relationships, build new skills, and succeed in their own personal ways. The depth of support youth receive at Take a Hike can lead to long-lasting mental wellbeing and academic benefits, which helps them grow into engaged contributors within the City of Langford and surrounding communities.

Through embracing all that Take a Hike has to offer, youth make positive changes and experience growth in their knowledge, skills, attitudes, and values in the following outcome areas:

1. Improvements in mental and physical well-being, relationships, and coping behaviour
2. Improvements in social skills, decision-making and goal setting
3. Improvements in academic development and success, leading to high school graduation

Take a Hike addresses youth's immediate mental health and well-being needs by creating meaningful and trusting relationships between youth and Take a Hike and school district staff, and providing youth with individualized support plans that empower them to succeed. In the long term, our goal is for youth to become resilient individuals with the skills and mental and physical well-being needed to navigate the challenges of young adulthood. The Langford community benefits from the program as youth improve their academic and community engagement, develop healthy coping mechanisms, build health relationships, and graduate high school.



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In addition, the Langford community benefits from the program through volunteering and community engagement. At Take a Hike we believe that that community involvement helps break down the barriers between vulnerable youth and their community. We incorporate volunteering and engagement in our program through both youth and community volunteer opportunities. Community members volunteer their time and skills to the program, helping youth become aware of the wider surrounding community that cares about their well-being, and which they can rely on for support. In addition, youth also build connections in the wider community by volunteering with local organizations, participating in mentorship opportunities with local community leaders, and going on organization or corporate tours. These connections help youth learn new skills, develop healthy relationships with leaders in their communities, and form their network of support as they transition into life as young adults.

These successes lead to a reduced risk of problematic substance use, criminal activity, and homelessness, which, in turn, results in a higher likelihood of civil engagement, post-secondary education, employment, and positive quality of life. These long-term social and economic impacts create a healthier, safer, and more engaged community with thriving and empowered citizens.

The deep transformation experienced by each participant is a direct result of the intentional, evidence-based program Take a Hike delivers. This investment in each youth leads to ripple effects that extend to communities and society at large. Graduates rely less on medical support services and problematic substance use. They stay clear of criminal behaviour. They're far less likely to experience homelessness. These ripple effects have even been quantified by the accountancy and professional services company PwC: **for every dollar invested in a Take a Hike youth, they generate \$5.60 to \$13.40 in social return to their communities. Based on this, funding of \$2,500 from the City of Langford could generate at least \$14,000 and up to \$33,500 in social value, highlighting the far-reaching impact of the program.**

PROGRAM/FUNDING IMPACT

Thanks to long-standing support from a community of dedicated donors, Take a Hike has a strong foundation on which to build upon and scale our program, however, with the surging demands for more youth mental health support, the need for programs like Take a Hike remains high. **A grant of \$2,500 from the City of Langford would go toward outdoor land-based learning (LBL) costs in our Sooke-Westshore program.**

These costs include gear and equipment for up to 20 youth, such as boots, tents, backpacks, and jackets, so they can participate in weekly outdays and multi-day wilderness trips. Some examples of activities that funding will facilitate for youth throughout the year include, hiking, camping, kayaking, and paddling. Take a Hike also explores opportunities to partner with local organizations, when appropriate, for these LBL trips. Last year, Vancouver Island youth were able to participate in a joint sailing trip in partnership with SALTS. Outdoor land-based learning support youth in their mental well-being, relationship-building, and academic learning, and for the Sooke-Westshore program, these activities will all be held within local Vancouver Island parks and nature areas.

Being outdoors allows staff and youth to interact through shared experience, which builds healthy and secure attachment and supports mental health and counselling work with youth. Spending time in nature takes youth away from daily stressors and distractions, as well as helps them to self-regulate and engage in self-reflection. Cross-curricular academics covering sciences, math, and other subjects are also incorporated into outdoor LBL activities, allowing youth to learn hands-on and with real-life applications.

At Take a Hike, we believe that being in nature has a restorative power and for many youth in the Take a Hike program, this is their first experience in the outdoors. It is on these outdoor trips, when youth are away from their negative coping mechanisms and habits, that they begin to fully benefit from the take a Hike program and actively choose to make changes in their lives for the better.



Program Budget

REVENUES

Program Revenue	Amount	Status
City of Langford (this request)	\$2,500	Pending
City of Colwood	\$2,000	Pending
TELUS	\$20,000	Confirmed
United Way	\$6,000	Confirmed
Victoria Foundation	\$15,000	Confirmed
First West Foundation	\$3,750	Confirmed
McCall MacBain Foundation	\$25,000	Confirmed
Allan & Gill Gray Philanthropy	\$23,000	Confirmed
McAdams Foundation	\$2,500	Confirmed
Individual Donors	\$43,600	Confirmed
Other corporate, organization, individual donors	\$136,798	Pending
Total	\$280,148	

PROGRAM EXPENSES

Direct Program Expenses		Details
Mental Health Clinician Salary & Benefits	99,875	Salary for full-time program Mental Health Clinician
Transportation Salary & Benefits	6,000	Salaries for program transportation drivers
Equipment and Supplies	4,500	gear and equipment for outdoor trips
Weekly Out Days	5,500	includes trip rentals, fees, park registrations, etc. for weekly outdoor trips
Multi-day Trips	12,000	includes trip rentals, fees, park registrations, etc. for multi-day trips (typically occurs twice a year for 3-10 days)
Vehicle Maintenance and Gas	2,000	costs for maintenance and gas of transportation vehicle
Vehicle Insurance	1,600	costs for insurance of transportation vehicle

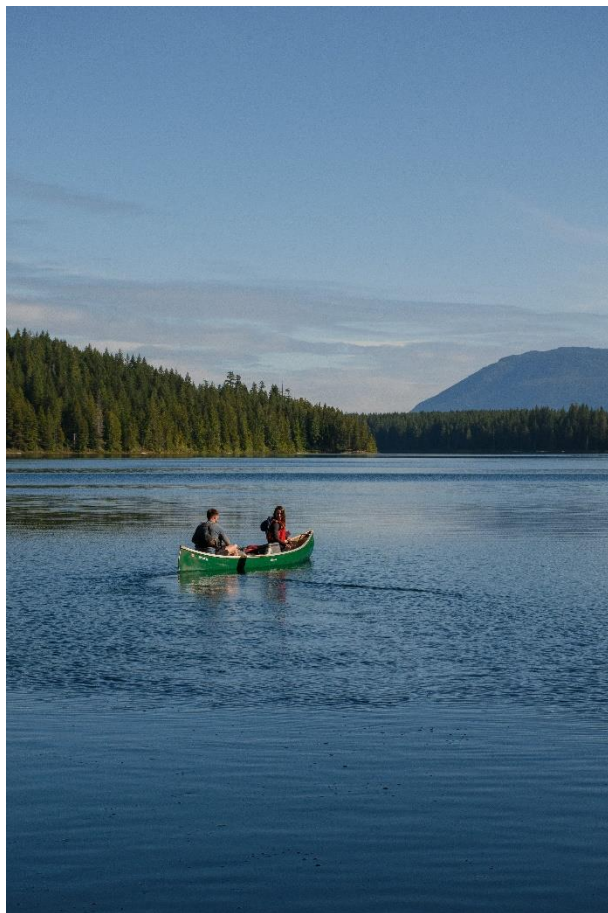


Youth Engagement	1,500	supplies for high-need participants, youth celebrations
Meal Program	3,500	Daily breakfast & lunch for high-need youth participants
Indigenous Education Expenses	2,000	expenses for incorporation of Indigenous Education and Indigenous learning perspectives into TAH programming
Total Direct Program	\$138,475	
Program Support Expenses		
Front line Managers and Support	55,049	Salaries for regional program managers, senior clinical director, program development director
Program Management Staff	39,514	salary costs for operational support – senior program director, people and culture, IT
Expenses (training, travel, conferences, etc.)	47,110	staff travel costs, program support training costs, conferences, etc.
Total Program Support	\$141,673	
Sooke Program Total	\$280,148	

Thank you for considering our application to support Sooke-Westshore youth develop to their fullest potential as contributors to their community. Your support makes great things happen!



Take a Hike Foundation – Quotes and Impact



"For the longest time, graduating felt like an unattainable goal but now it's like within arm's reach, I can go for it and grab it when I want it. I will be the first person in my family to graduate high school. A big thank you to Take a Hike. I definitely wouldn't be here if not for Take a Hike. I wouldn't be able to graduate, I wouldn't be able to move on with my life."

-Take a Hike youth alumni

"The wilderness trips were the biggest learning experiences for me. I feel that this is because people tend to be far more honest and vulnerable with themselves and others while out of their comfort zone. This allowed some very important conversations with myself and others."

-Take a Hike Alumni



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"I lost hope in the school system. I thought I was a lost cause. Coming to Take a Hike gave me so much trust in school and gave me hope that people like me are able to get help. Take a Hike gave me purpose." -
Take a Hike youth participant

"I want to thank you all so much for accepting [my son] into the program this last year. Each of you have impacted him and it is so nice to see him grow through the year. This has been the best school environment he has ever been in and it fills my heart to hear him say he finally feels he is in a place he belongs and has developed such good and positive relationships with the group. I hear him say how good it feels to be with people who like when he's there, are excited he's in their group and to feel wanted by peers and he truly enjoys them.

I appreciate your team."

-Youth participant parent

Funding Request Application 2024

January 12, 2024

To: City of LangfordContact: Michael Dillabaugh, Director of Finance, mdillabaugh@langford.ca**From: Urban Food Resilience Initiatives Society (UFRIS)**

Contact: Mary P Brooke, Director, UFRIS

- UFRIS Incorporation Number - **S0079607 (Certificate attached)**
- UFRIS Business Number - **70311 0015 BC0001**

**Community gardens****Backyard food gardens****Amount being requested: \$5,000**

New organization, based in Langford. No previous requests.

UFRIS Mandate:

- Education about local food growing, development of urban food gardens, improvement of regional soils.
- Community education, public workshops, regional projects.
- Include food resilience as part of emergency preparedness in communities.

Project Description for 2024:

- Startup of a community garden in Langford.
- Setup of UFRIS website.
- Community awareness launch (social media, posters/ads, public info session)
- Find corporate sponsors, build network/partnerships in community.
- Help inform zoning, bylaws and development permits as to food-growing capacity for households, multi-family, and industrial.

Benefits to Langford:



- First community garden in Langford: location, volunteers, organization of in-ground structures, soil preparation. *Important community infrastructure*
- Introduce and foster the idea of neighbourhood resilience around food (including backyard and patio gardens) as part of affordability and emergency preparedness. *Boost sense of well-being in Langford*
- Initiate directory of service providers who contribute to urban food growing, harvesting & nutrition-related education. *Foster business-community support & availability*

Budget:

This is year-one for UFRIS (including startup costs). Total 2024 operating budget \$15,000 (requesting one-third, i.e. \$5,000 from Langford):

- a) Corporate admin, website setup, public document prep, marketing, networking: \$3,150
- b) Public information meeting & any other workshops (location, supplies, marketing): \$1,100
- c) Langford community garden pre-operational organization (no capital expenditures): \$750

Langford is ready for this! Thank you for your consideration.

Mary P Brooke, Founder & Coordinator, Urban Food Resilience Initiatives Society (UFRIS)

UFRIS Board of Directors: Mary P Brooke (Langford), Rob Martin (Colwood), Dean Ross (Victoria)

Related links:

- **Urban food resilience requires municipal leadership** (Mary P Brooke / Oct 29, 2023)
<https://islandsocialtrends.ca/urban-food-resilience-requires-municipal-leadership/>
- **Urban food resilience discussed by Langford committees** (Island Social Trends / July 29, 2023)
<https://islandsocialtrends.ca/urban-food-resilience-discussed-by-langford-committees>
- **Urban food resilience directions in Langford** (Island Social Trends / June 9, 2023)
<https://islandsocialtrends.ca/urban-food-resilience-directions-in-langford/>

Certificate of Incorporation: (see next page)

Digital copy:





City of Langford

Request for Funding: Sexual Assault Response Team (SART) & Access Line

Amount Requested: \$5,000

APPLICANT ORGANIZATIONAL INFORMATION

Organization Name: The Victoria Sexual Assault Centre (VSAC)

Address of Organization: #201-3060 Cedar Hill Rd. Victoria BC, V8T 3J5

Phone: 250-383-5545 ext. 162 **Fax:** 250-383-6112 **Email:** siennas@vsac.ca

Contact Person: Sienna Scott, Resource Development & Communications Coordinator

Program Funding Request: SART and Access Line services

Amount Requested: \$5,000

Total Project Budget: \$362,094

Fiscal Year of Organization: April 1, 2024 - March 31, 2025

Society Incorporation Number: S-18942

Date of Incorporation: April 6, 1983

About the Victoria Sexual Assault Centre (VSAC)

The Victoria Sexual Assault Centre (VSAC) is a non-profit charitable organization that formed in 1982 in response to the demand for support services for women who had been sexually assaulted or were adult survivors of childhood sexual abuse. Today VSAC has expanded our mandate to provide services to women and Trans survivors of sexual violence.

Our Mission/Mandate

The Victoria Sexual Assault Centre is a feminist organization committed to ending sexualized violence through healing, education, and prevention. We are dedicated to supporting women and all Trans survivors of sexual assault and childhood sexual abuse, through advocacy, counselling, and empowerment.

Our primary work is to provide direct services to women and Trans survivors, aged 13 and older, who have been sexually assaulted and their supporters, and to work with community members to end violence. The Sexual Assault Response Team (SART) provides services to all genders aged 13 and older, who have been recently sexually assaulted. VSAC has been serving survivors in Victoria and Southern Island for over 40 years.

Our programs and services

VSAC provides the following services to support survivors of sexual assault:

- Service Access Line: provides survivors with access to healing care and information including emotional care; information about our services; suicide assessments; safety planning; triaging; and referrals to other agencies as needed.
- Sexual Assault Response Team (SART): provides recent survivors with access to medical and/or forensic exams, police interviews and crisis support at the sexual assault clinic, hospital or police.
- Sexual Assault Clinic: provides recent survivors with access to medical and/or forensic exams, police interviews and crisis support at one safe location.

- Counselling Program: Crisis Counselling, Group support, and Youth specific counselling.
- Victim Services (criminal justice system support).
- Community education and outreach.
- Prevention education for youth through our award-winning program called Project Respect.

PROGRAM INFORMATION

Access Line

The Service Access Line is a program intended to provide survivors with emotional support and information about VSAC's services for survivors needing access to healing care. VSAC's Access Line functions as a bridge between services in our agency, and in the community at large. During the day from Monday to Friday our Access Line ensures that information support is available, while our partnership with the Vancouver Island Crisis Line ensures evening and weekend support.

VSAC's Access Line is a response service available by phone for people in our community who have been impacted by sexualized violence. Unique to each survivor's needs, support is tailored to provide emotional support, information about our services, suicide assessments, safety planning, triaging, and referrals to other agencies as needed. During business hours, a highly experienced crisis support worker responds to phone calls, voicemails, and people who walk-in to VSAC for crisis support. After hours, phone support is provided in partnership with the Vancouver Island Crisis Line, with access to mobilize VSAC's collaborative Sexual Assault Response Team to the Victoria Sexual Assault Clinic, or to provide accompaniment for recent survivors to the hospital in the case of injuries requiring emergency care, or the police station if required.

The Access Line is currently the main portal of access to services at the Victoria Sexual Assault Centre's Clinic Program. First of its kind in B.C., this innovative clinic has shifted key services and supports for recent survivors of sexual assault from the hospital and police stations to one centralized location. Developed by VSAC with enthusiastic collaboration from Forensic Nurse Examiners, Island Health, and local police/RCMP, the Clinic allows a survivor to have the option of accessing a multitude of services in one confidential and compassionate location, including: medical exams, forensic exams, crisis support, police interviews, and referrals to counselling services and other community supports. In addition, the Access Line is the first point of contact for survivors of sexualized violence to access the full range of services at VSAC, including virtual and phone one-to-one counselling, victim services support, and virtual support group and informational meetings that provide more in-depth information about the effects of sexualized violence; basic coping skills; programs available at VSAC; and supporting people to access other community services to assist with their healing.

Sexual Assault Response Team (SART)

Our Sexual Assault Response Team (SART) was created in 1992 as a response to the overwhelming absence of support for survivors accessing justice and medical support immediately following a sexual assault. Before the SART protocol was established alongside our collaborative partners (Forensic nurses, police/RCMP, and Crown Council), survivors had to wait in crowded emergency rooms for sometimes up to 6 hours to be seen by physicians with little or no experience in sexual assault examinations. The hospital emergency room environment is chaotic, and while waiting, survivors said they felt like they are

“on display” especially when accompanied by uniformed police officers. Ensuring confidentiality in a hospital emergency department's triage and waiting area can be difficult. Then, if a survivor wished to report the assault to the police, they needed to attend the police station. After having recently experienced a traumatic assault, many survivors attending the police station with uniformed police carrying weapons can be triggering and result in retraumatization. We knew we had to provide a better, more accessible crisis response to recent survivors. After the SART protocol was established, survivors had access to support from SART workers, who would accompany them to hospital and police stations, and refer the survivor to specialized counselling and victim services. Yet, survivors still had to go to numerous locations to get their medical, justice, and support needs met. And many survivors experienced barriers or would not access services at the hospital and police stations.

The Sexual Assault Clinic houses the critical services of VSAC's Sexual Assault Response Team (SART), a 24-hour immediate response service available by phone or in-person for survivors in our community who have experienced a recent sexual assault. During business hours, a highly experienced crisis worker responds to recent survivors of sexual assault providing: crisis support and intervention, information, and options for reporting to police. After hours, our highly trained Sexual Assault Response Team (SART) volunteers provide these services at the Clinic. The experience of sexual assault can be devastating and life-altering. Consequently, the role of the SART support worker in providing emotional support and information can be integral in the aftermath of a sexual assault.

Our SART workers are instrumental in the healing journey for survivors as they are typically one of the first responders after a sexual assault has occurred—a survivor's initial interactions (ie: disclosing their experience of sexualized violence to a SART worker) after being assaulted often facilitates the next steps they take or do not take in their healing journey. Those volunteers that undertake the training (generally 12-16 candidates per training & 2-3 trainings per year) and become SART workers also have a larger, lasting impact in the community that contributes to overall culture shift because they extend their newfound knowledge to friends, family, co-workers, etc. As more awareness about the impacts of sexualized violence continues to spread, more survivors seek support/healing, and further, more people in community have the skills to support survivors in their lives, and share in the preventative education that ultimately contributes to shifting our culture to one that is based on foundations of consent and care.

How the Process Works

VSAC's empathetic and skilled SART Workers are ready to come to the aid of recent survivors, listen and provide effective support 24-hours a day, 7 days a week, 365 days a year. The SART Worker can transport the survivor to the Clinic (and return destination) and be met by the Forensic Nurse Examiner (FNE). The Clinic space has some always-on lights to reduce the impact of walking into a dark space. Once in the space, the SART worker and FNE meet with the survivor in a 'soft-space' room with a variety of comfortable furniture and soft colours. They let survivors know they are not alone, that the sexual assault was not their fault, and that healing from the impacts of sexual assault is possible. These essential conversations allow survivors to find the strength to begin their healing journey.

All of the initial part of the exam occurs in this space. The survivor is offered hot or cold beverages and a variety of food options are available. Clothing and footwear are also available in this space.

The SART worker and FNE provide support and information for the survivor to make the choices that are right for them at that time. This could be information only, a medical exam or a collection of forensic evidence for a police investigation. If the survivor chooses a forensic examination, they have the choice to release the evidence to police or have the evidence securely stored for up to a year while they make their decision to report to police (or not).

In the days after a sexual assault has occurred, it is key to provide non-judgmental support and options. Respecting a survivor's choice, and their right to change their mind at any time, is paramount. Consent is critical, as this may be the first time the survivor is given space to provide consent about what is happening to their body since experiencing sexualized violence.

"The survivor was just in a situation where their choice was taken away from them. It is critical that they can make choices during their time at the Clinic."

- VSAC Sexual Assault Support Worker

After the exam, the survivor has access to an accessible shower attached to the examination room. The SART worker and FNE also provide follow-up options for medical, support or counselling, victim services, or referrals to relevant community agencies. This includes written material for the survivor to take with them that provides information on the services received at the Clinic, medical follow-up and common questions that come up for many survivors. The SART worker can also provide transportation to the survivor.

If the survivor has police involvement, the survivor returns to the same space to provide a recorded interview in our fully-functional police interview room. This could be with the SART worker or with VSAC's Victim Service Worker. VSAC's reception area in the same office also provides a physical link from the SART to subsequent counselling and victim service program access.

Without these services, every year, recent survivors in Langford and Southern Vancouver Island would not be connected to empathic, professional sexual assault support services when they need that support. Directly after a sexual assault, when trust is at its lowest point, the Clinic provides a place where survivors feel supported, cared for, and safe to come through the doorway and receive the support they need to move forward. When a survivor receives immediate, compassionate care, it significantly impacts their healing. A positive first response shortens the time it takes to recover and heal emotionally from the sexual assault.

How Long the Programs have been Delivered:

Our Sexual Assault Response Team (SART) was created in 1992 and the Sexual Assault Clinic opened its doors in February 2016. For the 24 years prior to the clinic opening, SART responded 24/7 to survivors at the Victoria General Hospital. For 8 years, this program has provided innovative solutions to addressing barriers to receiving critical supports for recent survivors of sexual assault and serves as a best practice model in sexual assault crisis response.

In April 2019, we had to make some changes to our Access Line, which has been in operation since 1982, in order to accommodate the high demand (173% increase at the time!) for our in-person, downstream services such as crisis counselling and Victim Services. To more accurately reflect these changes, we re-named and shifted our Crisis and Information Line to our "Service Access Line" where survivors would

call and either be met with an Access Line Service worker 9-5 Monday to Friday or leave a voicemail and our Service Access Line worker would return their call within 1-2 business days.

Number of People Who Benefit from the Program:

Last year our Access Line received over 800 calls. ***Survivors' first point of contact with the Victoria Sexual Assault Centre is through our Access Line. We provided services to 103 survivors of sexual assault from the Westshore community through our programs last year, making up approximately 1% of the survivors we saw in 2023.***

The families and friends of the survivor benefit from the Access Line too as they can learn valuable information regarding how best to support them during the initial stages of healing. In addition, they can even access several Crisis Counselling sessions to learn skills in supporting their survivor loved one and receive support for the secondary trauma they may have experienced.

Clinic Program Personnel

Clinic Coordinator: 25+ years of experience, the Clinic coordinator provides immediate crisis response/emotional support to recent survivors, information about services, and community referrals (Monday-Friday, 9 am-5 pm). Coordinates the delivery of Clinic services, including after-hours volunteer SART workers, provides support to the Volunteer Coordinator.

Day-Time Access Line and SART Worker: Undergoes rigorous and comprehensive training, they provide immediate crisis response/emotional support to recent survivors, information about services, and community referrals (Monday-Friday, 9 am-5 pm). They provide recent survivors with access to medical and/or forensic exams, police interviews and crisis support at the sexual assault clinic, hospital or police.

Auxiliary Access Line and SART Workers: Undergoes rigorous and comprehensive training, they provide the same services as the Day-Time Access Line and SART Worker on an auxiliary basis to add capacity to the team. They work approximately 7 hours per week on average.

Volunteer SART Workers: Undergoes rigorous and comprehensive 3-month training. They provide recent survivors with access to medical and/or forensic exams, police interviews and crisis support at the sexual assault clinic, hospital, and/or with police after office hours (Monday-Friday 5 pm-9 am, weekends and holidays).

Volunteer Program Coordinator: Coordinates, recruitment, training, and retention of SART volunteers. Runs two SART volunteer trainings annually.

Direct Client Services Manager: Oversees Program and provides supervision; works with EVA BC program evaluator; maintains partnerships with Team Victoria.

Victim Service Worker: Provides criminal justice support: police reporting options and court support, liaison between police and survivor, assists with Crime Victims Assistance Program application, police training.

Crisis Support Worker: Provides safety and stabilization support to recent survivors who are having difficulty coping with the immediate impacts of sexualized violence.

Outreach Worker: Outreaches to communities disproportionately targeted for violence including the Trans, Two-Spirit, Gender Diverse & Queer communities, racialized, Indigenous, sex worker, immigrant and refugee communities, and those with disabilities.

Inclusion Coordinator: Builds bridges to the youth communities most targeted for sexualized violence.

Administrative Assistant: Delivers reception duties, welcomes survivors, books police interview rooms, and maintains the reception area.

Executive Director: Oversees project and contributes to the evaluation of the program.

Benefits to Langford Residents:

Our Access Line and SART Services increase the health and well-being of Langford and Westshore residents through responding to sexualized violence when it happens and rebuilding from impacts of violence and trauma in a safe and inclusive space designed specifically for survivors. Increased access to clinic services also reduces wait times and provides cost savings to Langford and its residents. The families and friends of the survivor benefit from the Clinic as there is space for them to remain with the survivor and learn valuable information regarding how best to support them during the initial stages of healing.

The objective of this program is to meet the urgent service demand for our Sexual Assault Clinic which provides immediate crisis support, medical care and access to police reporting for recent survivors of sexual assault. Funding will ensure these services remain accessible to the Langford community and reduce wait times for crisis counselling and criminal justice system support.

Additional Statistics:

2023 Statistics for Langford/Westshore Region

Last year, we served 89 people from the Westshore/Langford region which totaled to 11.4% of the total folks VSAC served. However, it is notable that 126 people who accessed our services had unknown postal code information, and likely some of the 126 people are from or reside in Langford. Based on the percentage of known Westshore/Langford clients, we estimate that 14 of clients with unknown postal codes were Westshore residents.

Region	Total Clients	SART	Crisis Counselling	Victim Services	Intake & Information Meetings	Groups
West Highlands, North Langford, View Royal	69 or 8.85%	9 or 8.57%	39 or 11.7%	16 or 8.16%	3 or 6.9%	6 or 6.9%

Colwood, South Langford, Metchosin	20 or 2.56%	4 or 3.18%	8 or 2.29%	3 or 1.53%	2 or 4.65%	3 or 3.45%
Unknown Postal Codes	126 or 16.15%	24 or 22.86%	52 or 14.9%	45 or 22.96%	2 or 4.65%	3 or 3.45%
ALL REGION TOTAL (Southern Vancouver Island)	780	105	349	196	43	87

Anticipated Outcomes of the Sexual Assault Clinic

Increased Access to Trauma-informed Immediate Crisis Support

The Access Line provides a first point of contact and support, providing response to approximately 800 calls per year. Since opening the Clinic, intervention responses from our Sexual Assault Response Team (SART) has increased by 94%. In 2014, we provided this service to 54 people at the hospital. Last year, we provided the service to 105 survivors. This significant increase in service provision does not mean there is an increase of sexual assault in our communities. It means more people are receiving the support they need to begin their recovery. From SART, survivors are offered immediate crisis and justice support at VSAC. For the survivor, there is also a reduction of trauma-response due to being seen in the emergency room (i.e., sights and sounds of emergency and lack of privacy at the hospital). Providing immediate access to ongoing supports in the calm environment of the Clinic reduces the potential of ongoing trauma for survivors of sexual violence.

Cost Savings and Reduced Wait-Times for Services

In addition to the benefits experienced by the survivor, the Clinic provides potential cost savings to hospital and policing agencies. As the use of hospital emergency rooms increases, removing most sexual assault exams to the Clinic frees up critical space at the hospital. This is increasingly valuable given pandemic pressures on our health care system.

The broader public benefits from the program as the Clinic reduces wait times and congestion at the Victoria General Hospital for residents of the CRD, including Langford residents. As reported by the Forensic Nurse Examiners treatment at the Sexual Assault Clinic takes approximately 1 hour as compared to over 3 hours in a hospital setting. This reduction in time is due to the overall high volume of people waiting for hospital-based emergency services and finding appropriate examination space.

Increased Public Safety

Public safety at large is also improved as police officers are able to return to patrol on average two hours fast when they attend a SART at the Clinic as opposed to the hospital. For police and RCMP, shorter

exam times mean they are able to return to other calls more quickly. In addition to these considerations, some police officers feel the space provides a softer, more accessible environment to talk with survivors about the status of their investigation.

Increased Wellbeing

The program provides the residents of Langford with an accessible and confidential facility to receive critical support, medical and justice services at no cost. The clinic promotes early intervention for survivors to mitigate the long-term mental and physical effects of trauma to improve their quality of life. Healing from sexualized violence is paramount to increase the well-being of survivors currently and for their futures. Without healing from sexualized violence, there are typically long-term effects of trauma, such as poor mental health and economic outcomes, including: depression, suicide, substance use, and unemployment. When survivors are given the opportunity to heal following a sexual assault, they are more likely to feel (and be!) more successful in work, life, parenting, and contributors to their community.

Increased Access to Justice

The overarching goal of SART is to provide medical treatment, emotional support and access to justice services in order to best meet the needs of the sexual assault survivor. This wrap-around support and information increases the survivor's ability to make an informed decision about accessing the criminal justice system. The continuing hope of SART and Team Victoria (of which Vic PD are members) is that this will increase a survivor's access to the criminal justice system and reduce potential secondary trauma from the system itself. Working as a team improves each team member's response to each survivor accessing medical, support and criminal justice system.

The Westshore RCMP benefits from the Sexual Assault Clinic as survivors are generally in a reduced trauma activation state when making a police report due to the comfort and familiarity of the clinic space. Victim Service Workers are on-site to support survivors who may need additional information or care.

Before VSAC opened the Clinic, the total number of police interviews in 2015 supported through the SART program was 11. The number of police reports has grown exponentially since we opened the Clinic. When we opened the Clinic in 2016, police reports jumped from 11 to 25, of which 23 reports took place within the Clinic, an increase of 127%. Last fiscal year, reporting remained steady at 22 police reports. These numbers indicate that the Clinic is a model that increases the likelihood for survivors to feel comfortable accessing police reporting after a sexual assault.

Other positive outcomes of the Clinic so far have been:

- Improved, streamlined service delivery for survivors through the creation of a stand-alone sexual assault clinic
- Increase access to medical, legal, and counselling supports for survivors of sexual assault
- Survivors who accessed the clinic have expressed feeling welcomed and safe
- Reduced wait times for survivors

- Reduced total time of emergency response and service delivery – on average 1 hour, previously it was 3 hours.
- More survivors feel comfortable bringing family and friends with them for support
- Engagement with marginalized communities that underuse sexual assault response services (including but not limited to Indigenous community members, new immigrants, and Trans, Two-Spirit and Gender Diverse people) and for those facing multiple barriers to service delivery.

Additionally, because of the success of our service model, we have experienced numerous consultation requests from other agencies across British Columbia and Canada who are interested in establishing similar clinics and/or Sexual Assault Response Teams (SART) in their communities.

Accessibility and Inclusiveness

The clinic breaks down institutional barriers and increases accessibility to crisis support, medical care, forensic exams, and police reporting for all survivors, especially those from marginalized communities (LGBTQ, racialized, Indigenous, new immigrant and refugee, sex worker, street-involved communities) to receive key crisis support, medical and justice services after experiencing a sexual assault. In 2012, VSAC started the process to become a Trans inclusive agency and has opened up its services to be accessible to all members of the Trans community. Today we serve all women, Trans, Two-Spirit, non-binary, and gender-diverse survivors. We offer services to survivors of all ethnicities, gender identities, sexual orientations, abilities, religions, and socio-economic backgrounds.

The Clinic provides the residents of Langford and Westshore with an accessible and confidential facility to receive critical support, medical and justice services at no cost. The clinic promotes early intervention for survivors to mitigate the long-term mental and physical effects of trauma to improve their quality of life. This project also encompasses specialized training for our multi-sector partners, including police, to ensure that services for survivors of sexualized violence are accessible, inclusive and trauma-informed. The clinic was made possible through our longstanding community partnerships which work to enhance the coordinated community response to sexual assault as well as ease the strain on Langford's and Westshore's resources by integrating services outside the hospital and police station environments.

The innovative service delivery of the Clinic works to enhance the quality of life and sense of safety for survivors as well as transform current systems to increase accessibility, as well as individual and community healing, supporting a safe and healthy Langford/Westshore.

Community Partnerships & Collaboration

The Clinic services are provided in collaboration and partnership with Forensic Nurse Examiners and physicians (as needed) from Island Health, Municipal Police, RCMP (including Westshore), and the Canadian Forces National Investigative Service. Our innovative and collaborative program was recognized by the Health Employers Association of BC with an Award of Merit for Collaborative Solutions in 2017.

The Clinic is approved for providing medical care and the police interview rooms are up to strict policing standards, but none of our services are contracted and we do not receive money for any services provided from any of the other actors or agencies involved. We receive referrals from local agencies serving targeted communities, as well as schools and community members themselves. We continue to

maintain positive relationships with agencies serving marginalized folks so that their clients know they can access the clinic.

Our partnerships with various community organizations, such as Peers Victoria, Victoria Women's Transition House, Victoria Inter-Cultural Association and the Victoria Immigrant and Refugee Centre Society strengthen our ability to provide accessible crisis response to survivors from marginalized communities through cross-training and referrals.

Outreach

Our Outreach worker enhances and strengthens our relationship building with Indigenous, LGBTQ2+, sex worker, racialized, newcomer, and disabled communities, and youth. They directly connect with many of these communities who often are missed in service provision, or who face significant barriers in accessing support at hospitals post-sexual assault. Our Outreach worker assesses effective ways to communicate through technologies and in-person with various marginalized communities.

Community Support: Team Victoria

Team Victoria was established in 2005, is comprised of RCMP (Westshore, Sooke, Sidney), Municipal Police (Victoria, Saanich, Central Saanich, Oak Bay) and the Canadian Forces National Investigative Service, Island Health Forensic Nurse Examiners, Crown Counsel, Victim Service Workers and Clinic Coordinator. This team meets monthly to problem solve, educate and ensure a collaborative response to survivors of sexualized violence in the Greater Victoria Region. They were instrumental in the vision for the clinic, getting the sexual assault clinic operational and in alignment with medical and forensic standards, facilitate training of detachment new police recruits and forensic nurses in the use of the space. These meetings are also an opportunity to hold each other accountable when procedures or practices could be improved to better meet the needs of survivors.

Budget Details: (budget is attached to application email)

Victoria Sexual Assault Centre Society
Victoria Sexual Assault Access and SART Program
Budget for the year April 1, 2024 to March 31, 2025

REVENUES

Gaming		
City of Victoria		
Province of BC	\$	300,000
District of Saanich	\$	5,000
Esquimalt	\$	3,000
Langford	\$	5,000
View Royal	\$	5,000
Oak Bay	\$	4,500
Harbourside Rotary	\$	10,000
VSAC Contribution Fundraising and events	\$	23,794
Zonta	\$	5,800
Total Revenues	\$	362,094

EXPENSES

Salary and Benefits	Hours (FTE)	
Clinic Coordinator	0.4	\$ 31,938
Volunteer Program Coordinator	0.25	\$ 14,851
Victim Services Worker	0.34	\$ 32,958
Crisis Counsellor	0.34	\$ 29,982
Direct Client Services Manager	0.3	\$ 33,063
Administrative Assistant	0.6	\$ 39,857
Day-Time Access/SART Support Worker	0.4	\$ 42,487
Inclusion Coordinator	0.2	\$ 15,330
Auxiliary Access/SART Workers	0.2	\$ 9,235
Executive Director (for evaluation and oversight)	0.1	\$ 11,790
Total Salary		\$ 261,491
Program Expenses		
Consultants - Inclusion Training		
Lease	\$	35,285
IT Utilities	\$	1,500
Janitorial Services	\$	2,600
Repairs and Maintenance	\$	500
Equipment and tech	\$	2,000
Office supplies	\$	1,000
Postage and Courier	\$	1,000
Medical Materials and Supplies	\$	5,000
Promotion and Publications	\$	2,500
Travel	\$	3,500
Telephone	\$	2,400
Outreach, Partner Development, Community Engagement	\$	2,000
Audit	\$	1,500
Client Supports	\$	1,000
Volunteer Training, Recognition, Supports	\$	2,500
Program Supplies	\$	1,200
Insurance	\$	2,200
Admin 10%	\$	32,918
Total Program Expenses	\$	100,603
Total Expenses	\$	362,094

City of Langford
Request for Funding 2024
POL-0147-FIN

Organization's legal name:	Wear2Start Society
Name of Program for which funding is requested:	Wear2Start Boutique Program for Self-identified Women
Address:	216-733 Johnson Street, Victoria, BC V8W 3C7
Contact name:	Zoey Wells
Contact tel. no.:	
Contact email:	zwells@wear2start.com
Date of application:	January 12, 2024
Total grant request	\$2,000 and request was submitted in 2023

Wear2Start (W2S) is a federally registered, non-profit society, incorporated under the Society Act in 2001. We are based in Victoria and serve self-identified women in the Capital Regional District. Wear2Start relies on grants and donations, and our empowering work is done through our dedicated and passionate volunteers, one part-time contracted Program Manager and (subject to available funding) one part-time contracted Volunteer Program Coordinator. In our 20 years of existence, Wear2Start has assisted more than 4,700 women-identified clients. Our Board is an operational board, which includes an accountant, a lawyer, and numerous businesswomen. There is currently no other similar organization serving women in this capacity on Vancouver Island.

- **Wear2Start** provides self-identified women with appropriate and professional clothing, shoes, accessories, and essential personal-care items that will assist them with their next steps. Clients are of all ages, ethnicities, and backgrounds, and are either self-referred or referred by social service agencies and employment programs in our community. The service is free of charge to the client and either subsidized through referral programs or through fundraised dollars.
- In addition to clothing, we pride ourselves on removing barriers to assist women by building self-respect, self-esteem and self-confidence which will empower them to achieve their goals. A great first impression and professional appearance is vital and helps to open doors to a positive future.

Wear2Start's services enhance the education and support that women have received through our referring agencies by improving their professional image, helping them gain confidence, and increasing their standard of living and economic status. In short, we empower women to be the best they can be.

Project Description & Purpose

Since its inception in 2001, Wear2Start has provided clothing, accessories, shoes and outerwear to women-identified clients. Historically, all clients were referred by organizations with some type of training and employability component to their programming in order to facilitate entry or re- entry into the workforce. Referral agencies paid a \$40 referral fee on behalf of each client and there was (and continues to be) no cost to the client.

In response to barriers to accessing our services that were identified during strategic planning in 2018, Wear2Start removed the requirement for clients to be involved in an employment program and now accepts self-referrals or referrals from community organizations for any self-identified woman for whom our services will fill a genuine need. This may include someone fleeing an abusive relationship, needing to meet with a potential landlord, attending a job interview, starting a new job, going to court, starting a practicum, etc. This allows us to help with any one of a myriad of situations and challenges that have meant losing access to appropriate clothing due to circumstances and/or financial distress. In addition, Wear2Start now waives the \$40 referral fee for all services, including all referral agencies. This decision was made in early 2023 in response to the current economic climate.

Wear2Start is pleased to have progressively increased our number of referring organizations ever since and we have also seen a steady increase in the number of self-referrals as well as returning clients. This has been especially important for women who have a high level of need but are not necessarily tied to a specific community support. This year we have seen a significant increase in referrals & self-referrals from the Ukrainian community. We are extremely fortunate to have 2 volunteers who are able to translate for a number of these clients.

This past year, Wear2Start provided services to clients from over 35 community organizations in the Greater Victoria area and this number continues to grow as the reputation and awareness of our organization increases. In addition to longtime referring partners, Bridges for Women and WorkBC, we receive referrals from Cridge Transition House, the Victoria Women's Transition House, PHS Community Services, the Inter-Cultural Association, the Threshold Housing Society, the Victoria Native Friendship Centre, the Victoria Coalition to End Homelessness and many others. We are proud to be working together and extending support for the amazing work that these organizations do in providing support, empowerment and advocacy for self-identified women in our community.

Wear2Start welcomed 195 clients through its doors this year. This is a 28% increase in clients accessing services. A number of these clients were newcomers to Canada, past clients revisiting

our services, and clients accessing services through a wide range of referral agencies. Due to the increased cost of living, which specifically impacts self-identified women in our society, we have seen an increase in past clients returning and a significant increase in clients using our self-referral option.

Wear2Start's Programs and Stats 2022-2023

The Wardrobe Program is a personalized, 1-hour appointment at the Wear2Start boutique, over 195 women-identified clients were provided with a business casual wardrobe and accessories to assist with their next steps.

Returning Clients 32

Self-Referrals 81

Referral Agencies 83

This year Wear2Start reinvisioned and revamped a few of our programs and procedures to speak to the growing and changing needs of our clients and referral partners, listening to their feedback and pivoting appropriately. These changes have seen an increased number of clients through our boutique this year as well as a huge increase in our community engagement and support translating into increased fundraising, community support and volunteer recruitment and engagement.

We continue to be able to access complimentary haircuts through our Cuts4Confidence Program, and hard to fit clients were able to access our Bra Program, which equated to a total of 50 haircuts and 28 bras that were provided in our last fiscal year.

In the 2023 Victoria Foundation Vital Signs Report, 17 Sustainable Development Goals were identified through a United Nations initiative as representing the world's collective vision for a thriving and sustainable planet. Further to that, the report once again identified 12 key issues that contribute to the maintenance of a healthy, sustainable and vibrant community locally. Wear2Start was featured in the Victoria Foundation Vital Signs report this year under the Standard of Living Section.

"Wear2Start is a registered charity in Victoria providing personalized wardrobe experiences to empower self-identified women to dress their best and build their confidence. The society was founded in 2001 to address a challenge facing many returning to the workforce. People needed funds to buy appropriate clothes for a new job but couldn't afford a work wardrobe until they had the job. "We've broadened our mandate to provide clothing for work and daily life," said Leelah Dawson, President of Wear2Start. "We receive donated clothing suitable for both, and we recognize that women face a wide range of workplace and living environments, so they need a wide variety of clothing.""

Wear2Start will continue to assist with providing solutions to several of those issues by: 1) Achieving gender equality and empowering all women and girls. 2) Improving opportunities for

personal employment and economic growth; 3) Improving mental health and sense of well-being; 4) Increasing access to diverse educational opportunities and; 5) Ending poverty in all of its forms.

Wear2Start relies on a team of dedicated and passionate volunteers to deliver direct services and receive financial and in-kind support from businesses, community partners, donors, and grantors. Donations to our society include financial gifts as well as clothing, shoes, accessories and supplementary services from both private individuals and businesses.

Through grants received last year we were able to continue to secure funding for a part-time Volunteer Program Coordinator (6-month contract) and a part-time Program Manager (1 year contract). Having experienced professionals in these roles allows us to: increase our volunteer base; provide a higher level of volunteer management, training, and support; increase engagement, retention, and level of satisfaction amongst our volunteer base; increase outreach to new community partners and build and expand current relationships; increase and cultivate donor and business relations; and seek new opportunities for growth and sustainability.

We are requesting funding of \$2,000 towards the renewal of the contract for our part-time Volunteer Program Coordinator.

Organization Budget	Program Budget	Grant Request Amount
\$99,790	\$99,790	\$2,000



January 13, 2024

To whom it may concern,

Wild Wise is a volunteer-run, community-based educational program designed to reduce human-wildlife conflict and promote coexistence through awareness and education. We originally started in Sooke with some support from the District of Sooke and our primary focus was reducing human-bear conflicts. We have since branched out to serve several surrounding communities and broadened our educational base to encompass reducing conflict with all local wildlife.

We run a Facebook group for each community with relevant up-to-date information. We regularly post in local papers and media outlets and have a big physical presence in the community by attending fairs, festivals, and markets, and holding educational workshops and information sessions.

We are pleased to work closely with the BC Conservation Service, local RCMP, Sooke bylaw, and Sooke Municipality. We also work with local schools to provide an in-school educational program to spark an interest in and respect for the natural world. We have partnered with local universities (Royal Roads and the University of British Columbia) to further examine the human-bear relationship and provide educational studies to the District of Sooke as to how as a community we can better coexist with our wild neighbours.

We are eager to add the City of Langford to our list of community partners and are requesting a grant of \$2,500.00 to assist with our 2024 budget (attached to this email for review). This amount would assist with our temporary signage costs for communities including Langford, educational flyers, a review of permanent signage, and a council presentation.

As of November 2, 2023, there were 43 reported bear conflicts in Langford for the year, with increasing conflicts taking place between November 3 and December 31. Most of these instances were in the Bear Mountain area, including Florence Lake and Glen Lake neighbourhoods, and were caused by unsecured attractants. Volunteers have been out in the Langford community many times in response to these calls, offering education and sharing signage and other materials.

We thank you very much for your time and we look forward to working with Langford.

Wild Wise Society

- www.wildwisesociety.org
- wildwise123@gmail.com
- Phone: 250-880-8371

Proudly Serving: Sooke, East Sooke, Shirley, Otter Point, Metchosin, Campbell River

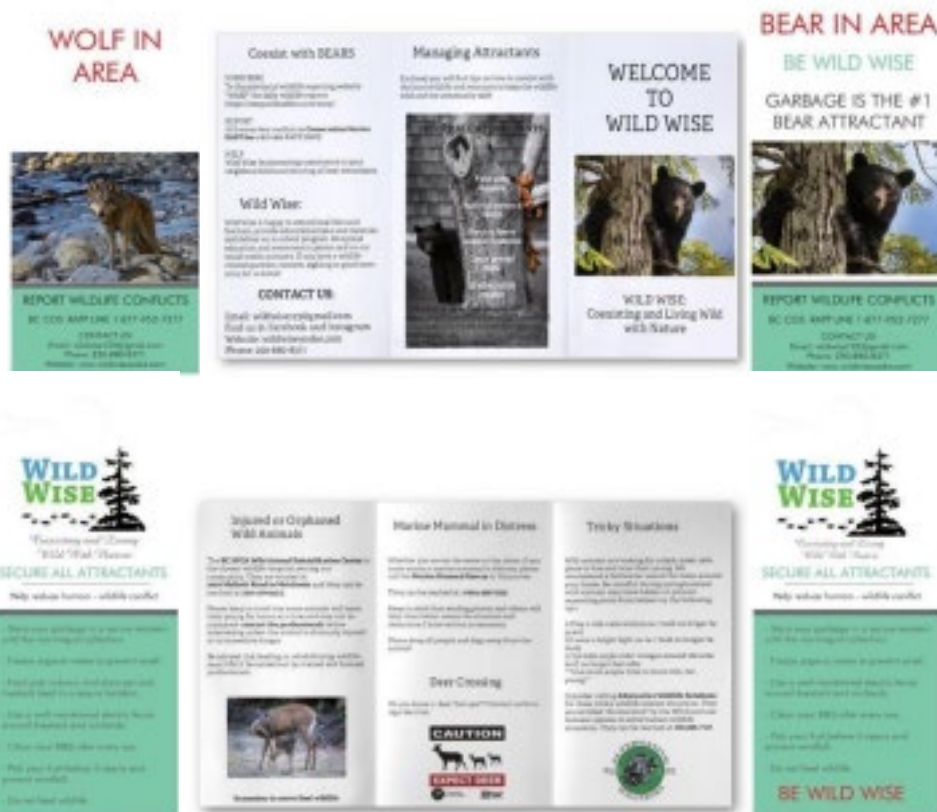


Coexisting and Living Wild with Nature

2024 Financial Budget Estimate Prepared By:

Mollie Cameron, Wild Wise President

Educational Materials



Wolf

and Bear Door Hangers: 200 of each = \$1800 (\$4.50 each)

Trifold flyer: 300 = \$450 (\$1.5 each)

Total = \$2250

Signs and Flyers



Yellow Bear in Area + Wildlife Crossing Signs: 400 of each (\$4 each with shipping)

Total = \$3200

Community Projects



Purple Martin Nest Boxes

- Number of Boxes = 30, cost to build per house = \$35, **Total \$1050**

Bat houses

- Number of Bat Houses = 25, cost to build per house = \$40, **Total \$1000**

Seal Haul Out

- Safe haul out ~ 20' X 20' cost to build = **Total ~\$2000**

Total = \$4050

Outreach and Social Media

Typically, we try to attend as many weekly, monthly and holiday events, fairs, festivals, and markets.

Website fee: \$160/year <https://www.wildwisesooke.com/>

Wild Wise phone line (250-880-8371): \$50/month = \$600/year

Contact cards: 500 = \$20.00

ZOOM: \$300/year

Microsoft Subscription: \$120/year

Total = \$1200

Fundraising

Calendars: 200 = \$4000 (cost = \$20 sell for \$25 = \$1000 profit)

Clothing: total \$1800

Hoodie x 25 (cost \$28, sold for \$40)

T-shirt x 25 (cost \$20, sold for \$25)

Long Sleeve x 25 (cost \$25, sold for \$30)

Total = \$5800

In-School/Community Presentations (and Market materials)

Retractable Banner x2 = \$300

Visual board for outdoor presentations (also used for market events) x3 =\$225 (cost \$75 each)

Wild Wise 2021 Financials:

Educational Materials \$2250

Signs and Flyers \$3200

Community Projects \$4050

Outreach and Social Media \$1200

Fundraising \$5800

Miscellaneous \$100

In-school materials \$525

Total Estimated Budget for Wild Wise Society in 2021 = \$17,125

We ask each district to contribute what they can to support Wild Wise in their community.

Wounded Warrior Run BC
1565 Cedarglen Rd
Victoria, BC V8N2B1



January 12, 2024

City of Langford
2nd Floor, 877 Goldstream Ave
Langford, BC V9B 2X8

RE: Wounded Warrior Run BC – February 25 to March 3, 2024

Dear Mayor Goodmanson & Council,

Wounded Warrior Canada (WWC) is a nationally-recognized mental health service provider dedicated to serving ill and injured Trauma Exposed Professionals (TExP) and their families. A TExP is an individual who, through the course of their regular job duties is continually exposed to traumatic events involving actual or threatened: death, serious injury, and/or sexual violence. TExPs include but are not limited to the following professions: Military, Police Officer, Fire Fighter, Paramedic, Corrections Officer, Security Officer, and Health Care.

Our range of clinically facilitated programs have been developed to support the unique needs of Veterans, First Responders and their families. Our programs support individuals, couples, spouses, surviving Family members, and children of those who serve or have served our country and communities. WWC recognizes that only through ongoing partnerships, multi-organizational collaboration, and sustained community involvement can TExP's and their families recover from their injuries and return to a state of well-being in community.

In 2024, we will be embarking on the 11th annual Wounded Warrior Run BC. This event has become the largest fund raiser for Wounded Warriors Canada on Vancouver Island, and our goal is to raise \$250,000 this year. We need your help in reaching this goal. **Please consider a minimum \$2,000 donation.**

In addition to our main run event, we are holding a One-Day Run, starting in Sooke and ending in Sidney on Sunday, February 4, 2024. Our team will be running through Langford, stopping at the Langford Fire Department at 12:00 p.m., departing at 1:00 p.m. We would like to invite Mayor Goodmanson & Council to meet the team during our time at the Fire Department.

The second opportunity to meeting the team is during our main run event. Our team will be completing the 8-day run on Sunday, March 3, 2024. We will arrive at the Langford Legion at 12:10 p.m., departing at 1:15 p.m.

Because we are running through a portion of your city on Sunday, February 4, 2024, and Sunday, March 3, 2024, to assist us in ensuring event is safe and causes the least amount of disruption to residents, we would like to ask if the details can be added to your community calendar, digital signage, and any other communication tools you have available.

Thank you for your incredible support to Wounded Warriors Canada and for continuing to grow our partnership. Please contact the undersigned for any questions.

Much respect,



Jacqueline Zweng

Director

Wounded Warrior Run BC

jacqueline@woundedwarriors.ca

8 days · 8 runners · 800kms



**CITY OF LANGFORD
DEVELOPMENT VARIANCE PERMIT**

DVP23-0008 – 2181 Bear Mountain Parkway

That Development Variance Permit No. DVP23-0008 be issued by Council for the City of Langford to Ron Coutre on behalf of Southpoint Partners Ltd. to permit a new municipal road to terminate without a cul-de-sac at 2181 Bear Mountain Parkway subject to the following terms and conditions:

1. Appendix

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

2. Variance

The following regulation of Subdivision and Development Servicing Bylaw No. 1000 be varied pursuant to section 498 of the *Local Government Act*:

- a) That Section 4.16.6 be varied to allow a municipal road longer than 120 metres to terminate in a two-point turn instead of a cul-de-sac.

3. Conditions

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

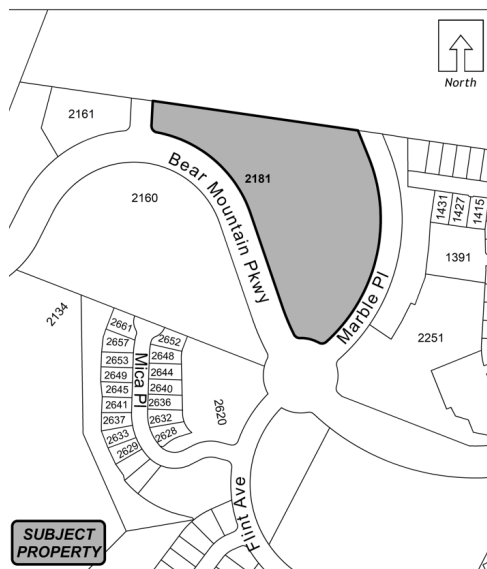
- a) That the two-point turnaround is constructed and secured to the satisfaction of the Fire Chief, prior to subdivision approval.

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:

4 March 2024

STARTING AT:

7:00PM

How to Connect:

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

Zoom.us or Zoom app on your mobile device

Meeting ID #897 0956 7061

File No:

DVP23-0008

Location:

2181 Bear Mountain Parkway, as shown shaded on the attached map

Zoning:

CD12 (Comprehensive Development—South Skirt Mountain)

Purpose:

A Development Variance Permit to allow a municipal road to terminate in a permanent two-point turn instead of a cul-de-sac

Langford.ca

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



City of Langford

IMPORTANT – COUNCIL MEETING NOTICE OWNER/OCCUPANT

Read the Report:

[Langford.ca/city-hall/public-notice](https://langford.ca/city-hall/public-notice) or contact City Hall to make an appointment to view the report in person (8:30am-4:30pm Monday to Friday, excluding holidays).

Ask Questions or Submit Questions:

Email: planning@langford.ca

Mail: City of Langford

You must include your name and civic address. Submissions must be received by noon on the Tuesday prior to the council meeting to be included in the agenda. Correspondence received after that date will be circulated to the committee the day of the meeting and uploaded to the website as an "Addendum Package" the day after the meeting.

Speak at the Meeting:

Participate 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)

Personal Information:

All submissions will be published, including your name and address. For more information on this collection and disclosure, go to [Langford.ca/privacy](https://langford.ca/privacy).

Langford.ca

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



City of Langford



City of Langford

Staff Report to Council

DATE: Monday, March 4, 2024

DEPARTMENT: Planning

APPLICATION NO.: Z22-0022

SUBJECT: Bylaw No. 2082 – Omnibus 60, Various Housekeeping Items (Revised)

EXECUTIVE SUMMARY:

The purpose of Bylaw No. 2082 is to make a number of amendments to Zoning Bylaw No. 300. The proposed amendments address a host of changes related to land use, urban design, accessibility, parking regulations, and other general housekeeping items. The intent of this report is to provide further information regarding three potential areas of change, including parking space dimensions, storage of unlicensed vehicles, and retaining walls.

BACKGROUND:

On October 10, 2023, Council gave 1st Reading to Bylaw No. 2082, an omnibus bylaw that proposes various amendments to Zoning Bylaw No. 300. This Bylaw has been re-drafted since the time of First Reading to correct minor errors in the Zoning Bylaw and to address a Council-directed motion to provide further research and analysis with respect to parking space dimensions. These changes are outlined in amendments 1 – 3 below.

Should Council agree with the proposed changes, they may wish to rescind First Reading of Bylaw No. 2082 and provide a new First Reading as re-drafted.

COMMENTARY:

Amendment 1: Parking Space Dimensions

On October 10, 2023, as per Council instruction, any further consideration of the Bylaw was subject to staff providing additional information on the implications of increasing parking space dimensions, prior to Public Hearing. This research is now complete and based on the findings, staff recommend the removal of the suggested amendment to parking space dimensions as these changes may not be in the best interest of the community.

Staff's initial recommendation was based on the following. The City's higher density neighbourhoods have historically had issues with parking garages being used for a range of purposes outside of the

intended/expected storage of vehicles. It appears that many people in purchasing or renting within these neighbourhoods routinely underestimate the suitability of the size of the home for their needs before moving in, and eventually they are forced to use garage space for storage of personal items. This results in people choosing to park on the road right-of-way as opposed to designated on-site parking, causing parking issues for the neighbourhood and ultimately the Bylaw Department.

However, based on additional research, it is now staff's position that the amendment will not solve parking issues at present, and may pose other unforeseen, negatively cascading impacts. Specifically, it's possible that the amendment will inadvertently lead to an increased cost of housing: increasing room for cars corresponds to less habitable floor space across the site, which affects density and livability.

Therefore, and as noted above, staff recommend that this section be removed from the bylaw.

Amendment 2: Storage of unlicensed vehicles

At the regular meeting of June 19, 2023, Council adopted Bylaw No. 2126, to prohibit the storage of recreation vehicles on properties less than 550m². The Bylaw was intended to reflect changes in ICBC licensing practices (ICBC no longer requires insurance decals). However, following adoption, staff noted that the term “recreation vehicle” was unintentionally omitted from the terms of the Bylaw, leaving only unlicensed vehicles subject to the regulation. To ensure the bylaw is functioning as intended, the addition of the term “recreation vehicle” has been included in the Bylaw.

Amendment 3: Retaining Walls

This section of the Bylaw was given First Reading as part of the original Bylaw No 2082. To ensure this regulation is current, relevant, and accurate, staff are now proposing to remove this amendment from the proposed Bylaw and delegate the proposed changes to the Engineering Department for future consideration within Development and Servicing Bylaw No. 1000.

The following amendments remain unchanged since First Reading of Bylaw No. 2082

1. By introducing “accessory dormitories” as a permitted use in the CD2 (Hull’s Field) zone;
2. By removing restrictions on where apartments may occur in the City Centre Pedestrian (CCP) Zone excluding Peatt Road, Claude Road, Bryn Maur Avenue, Jacklin Road and Veterans Memorial Parkway;
3. By consolidating all daycare capacity exemptions from each zone into Part 3 of the Zoning bylaw;
4. By allowing two-family dwellings within the R2 (One-and Two-family Residential) zones on lots less than 600m² but not less than 500m² if the lot width is 17m;

5. By introducing requirements for accessible parking in all types of multi-family residential development.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

None.

OPTIONS:

Option 1

THAT Council rescind First Reading of Bylaw 2082 and give First Reading to Bylaw 2082 as revised.

OR Option 2

THAT Council proceed with consideration of Second and Third Reading of the existing version of Bylaw 2082 at a subsequent meeting.

SUBMITTED BY: David Sametz, MCIP, RPP – Senior Planner, Long-Range Planning

Concurrence: Leah Stohmann, MCIP, RPP, Deputy Director of Planning and Subdivision

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

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

Attachment(s): Bylaw 2082 – Revision for garage size implementation, storage of recreational vehicles, and landscape retaining walls – March 4, 2024

CITY OF LANGFORD BYLAW NO. 2082

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

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

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

1. By deleting the following sections and renumbering subsequent sections accordingly:

- (a) 3.26.02(9)
- (b) 3.26.02(11)
- (c) 3.26.02(12)
- (d) 6.35.01(5)
- (e) 6.40.01(10)

2. By deleting 6.40.01(13)(a) and replacing it with the following:

(a) "Group daycare in accordance with Section 3.26.02"

3. By deleting 6.41.01(24) and replacing it with the following:

(24) "Group daycare on the lot legally described as Lot 1, Section 72, Esquimalt District, Plan EPP24286 (2780 Veterans Memorial Parkway) in accordance with Section 3.26.02;"

4. By deleting 6.54.01(17) and replacing it with the following:

(17) "Group daycare on the lot legally described as Lot 1, Section 75, Esquimalt District, Plan EPP75724, PID No. 030-357-951, (3030 Merchant Way) in accordance with Section 3.26.02;"

5. By adding the following as 3.26.02(10):

(10) "Despite Article 3.26.02(4) and (5), a group daycare with a capacity indicated in Column 2 below is permitted on the lot legally described in the associated Column 1:

<i>Legal Description</i>	<i>Maximum Capacity</i>
<i>Lot 11, Section 5, Esquimalt District, Plan 7165 (2758 Peatt Road)</i>	<i>28 children</i>
<i>Lot A, Section 115, Esquimalt District, Plan EPP106119 (2200 Bear Mountain Parkway)</i>	<i>255 children</i>

<i>Strata Lot E, Section 83, Esquimalt District, Strata Plan VIS2240, Together With an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as shown on Form V, PID No. 028-468-864 (2619 Sooke Road)</i>	<i>44 children</i>
<i>Lot 1, Section 80, Metchosin District, Plan VIP70354 (1028 Lomalinda Drive)</i>	<i>76 children</i>
<i>Lot 29, Section 1, Range 2 West, Highland District, Plan 13385 (2285 Bellamy Rd)</i>	<i>41 children</i>
<i>Lots 1 and 2, Section 79, Metchosin District, Plan 7510, Except Part in Plan 26418 (3553 and 3559 Happy Valley Rd)</i>	<i>50 children</i>
<i>Lot 1, Section 72, Esquimalt District, Plan EPP24286 (2780 Veterans Memorial Parkway)</i>	<i>90 children</i>
<i>Lot 1, Section 75, Esquimalt District, Plan EPP75724, PID No. 030-357-951, (3030 Merchant Way)</i>	<i>100 children</i>

6. By deleting 6.22.03(2) and replacing it with the following:

(2) *"A **two-family dwelling** use is permitted on **lots** with a **lot area** of no less than 600 m² (6,459 ft²) AND a **lot width** of no less than 15m."*

7. By inserting as Section 6.22.03(3) and renumbering subsequent sections accordingly:

(3) *"Despite subsection 6.22.03(2), the **lot area** for a **two-family dwelling** use may be less than 600 m² provided that the **lot area** is not less than 500 m² and the **lot width** is not less than 17m."*

8. By deleting Section 6.22.03(5) and (7) as renumbered by this Bylaw and renumbering subsequent section accordingly;

9. By adding the following as Section 6.58.01 (1)(a)(ii) and renumbering subsequent sections accordingly:

(ii) *"**Apartments**, when located on a **corner lot** and facing the secondary street which may not include Peatt Road, Claude Road, Goldstream Avenue, Veterans Memorial Parkway, or Jacklin Road."*

10. By adding the following as Section 6.91.01(3)(b) and renumbering subsequent sections accordingly:

(b) *"Accessory **Dormitories**"*

11. By deleting section 4.01.07(1) and (2) and replacing them with the following:

(1) “Accessible parking must be provided as follows for **residential** uses:

No. of Required Parking Spaces	Minimum number of accessible parking spaces
1-10	0
11-20	1
21-100	2
101-1000	2 per 100 or part thereof
1001+	1 per 100 or part thereof
Plus 1 for each residential unit designed as an accessible housing unit (included in the overall parking spaces count)	

(2) “Accessible parking must be provided as follows for **commercial** uses:

(a) A minimum of 1 accessible parking space shall be provided where Table 1 of Section 4.01.01 requires the provision of more than 10 and fewer than 30 off-street parking spaces, excluding those required for dwelling units, and for every 50 spaces or part thereof in excess of 30”.

(3) “Accessible parking stalls must be sized and located as follows:

(a) With minimum width of 3.9 m and a minimum depth of 5.8 m or a minimum width of 2.75 m, provided an additional 1.2 m wide loading zone or access isle is included and is shared with an adjacent accessible parking space.

(b) The minimum functional width of each accessible space must be 3.9 m;

(c) Be clearly identified as accessible parking only; and

(d) Be connected to the building entrance by a marked access route that avoids travel behind parked vehicles.”

11. By deleting section 3.03(2) and replacing it with the following:

(a) Except where specifically permitted, no **lot** with a **lot area** less than 500m² (5,920.2 ft²) may be used for the keeping of any **recreation vehicle** or **unlicensed vehicle** which is not completely enclosed in a **building** or **structure**;

B. This Bylaw may be cited for all purposes as “Langford Zoning Bylaw, Amendment No. 679, (Omnibus No. 60 – Various Housekeeping Items), Bylaw No. 2082, 2023”.

READ A FIRST TIME this 10th day of October, 2023.

RESCIND FIRST READING, GIVE NEW FIRST READING this day of , 2024

PUBLIC HEARING held this day of , 2024

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER



City of Langford

Staff Report to Council

DATE: Monday, March 4, 2024

DEPARTMENT: Planning

SUBJECT: Public Hearing Policy

EXECUTIVE SUMMARY:

This report sets out, for information, recent changes to the *Local Government Act* with respect to land use applications and Public Hearings. A summary of notification procedures with respect to land use applications is also provided and as well as options that Council may wish to consider at this time with respect to Public Hearings.

BACKGROUND:

In November of 2023, the Province of British Columbia enacted the *Housing Statutes (Residential Development) Amendment Act, 2023* which introduced a suite of amendments to the *Local Government Act* including amendments pertaining to Public Hearings. With this change to the legislation, the City **must not** convene a Public Hearing with respect to a zoning bylaw amendment application that is consistent with the Official Community Plan (OCP) and would result in development that would be predominantly residential.

Prior to these changes, a municipality was required to hold a Public Hearing for all zoning bylaw amendments, unless the municipality waived the hearing in accordance with the *Local Government Act*. Historically, the City of Langford did not waive Public Hearings, except for during the early days of the Covid 19 pandemic.

COMMENTARY:

LEGISLATIVE CHANGES WITH RESPECT TO PUBLIC HEARINGS

Public Hearings are a requirement of the Provincial Government as set out in S. 464 of the *Local Government Act*. Relevant excerpts of all sections noted in the report are attached as an appendix.

As noted, Section 464 (3) now prohibits Public Hearings for any zoning bylaw amendment application that is consistent with the OCP and which would result in development that is predominantly residential. This would include developments such as townhouses, apartments, mixed use buildings or residential

subdivisions. This Section is already in effect, and as such, any rezoning application that was not in stream with at least one bylaw reading in place prior to December 7, 2023, is not permitted to be the subject of a Public Hearing.

Council may wish to note that Sec. 464(3) does not pertain to the kind of omnibus zoning bylaw amendments that the City makes, from time to time, to amend regulations of the zoning bylaw. These omnibus changes may lead to more residential development, but do not specifically permit more residential development.

In addition to the prohibition under Sec. 464(3), Section 464 (4) prohibits Public Hearings for any zoning bylaw amendments necessary to enact other provisions of the *Residential Development Amendment Act*, those being the changes that are proposed with respect to transportation-oriented areas (TOA) and the small-scale multi-unit housing (SSMUH). More information on these specific changes will be forthcoming in a future report.

Unrelated to recent changes to the *Local Government Act*, Section 464(2) of the *Act* allows Council the discretion to waive a Public Hearing for any zoning amendment that is consistent with the OCP, and this may include omnibus housekeeping amendments. While this is a longstanding provision in the *Act*, it is seldom used as the requirements for public notification and discussion are similar to what is required for a Public Hearing.

With the noted changes to the legislation in Sec. 464(3), the only circumstances where a Public Hearing **must** be held is for an application to amend the OCP or to amend zoning concurrent with an amendment to the OCP (zoning not being consistent with the OCP without the amendment).

PUBLIC NOTIFICATION

Although the changes to the *Local Government Act* with respect to Public Hearings will diminish the number of Public Hearings that the City will conduct, provisions in the *Act* with respect to public notification remain in place. For the sake of clarity, the Table 1 below explains the public notification that is now required by the *Local Government Act* or Council Policy.

Table 1– Application Notification

Application Type	Public Hearing	Written Notice Mailed*	Newspaper Ad	Posted Sign	Written Notice mailed Prior to SDAC*
Rezoning for a predominantly residential use	Not permitted	Prior to 1 st reading	Prior to 1 st Reading	Prior to 1 st Reading	Yes
Any rezoning application that is consistent with OCP	When not waived by Council resolution	Prior to Public Hearing	Prior to Public Hearing	Prior to Public Hearing	Yes
Any rezoning application that is consistent with OCP	When waived by Council resolution	Prior to 1 st Reading	Prior to 1 st Reading	Not Required	Yes
OCP Amendment, or Rezoning concurrent with OCP Amendment	Required. May not be waived	Prior to Public Hearing	Prior to Public Hearing	Prior to Public Hearing	Yes

**all owners and occupiers within 100m of the boundaries of the subject property.*

With respect to written (mailout) notices, Council may wish to continue with these in accordance with current practice, with the exception that written notice of a rezoning application for a predominantly residential use, or notice of a Public Hearing being waived, be provided prior to 1st reading of the bylaw. This will mean that residents within 100m of a property that is the subject of a rezoning application will receive written notice prior to the Sustainable Development Advisory Committee (SDAC) meeting AND prior to 1st reading, whereas prior to the changes to the legislation, notices would be sent prior to Committee and prior to Public Hearing.

Written notices for applications that proceed to Public Hearing will continue to follow the current practice and be mailed out two weeks in advance of the Public Hearing with the specific information about the date and place of the public hearing.

Newspaper advertising can continue in accordance with the *Act* and current practice. When a public hearing is not held (either by way of being waived or prohibited), the ads will run prior to first reading, and when a public hearing is held, the ads will run prior to the public hearing.

With respect to a posted sign on the subject property, the *Local Government Act* provides discretion to local governments to set out their own requirements regarding if and when posted signage is required. The City's notification bylaw only speaks to posting a sign to advertise a public hearing and does not trigger the posting of a sign when a public hearing is waived. This bylaw should be updated to reflect the new legislation. In the meantime, staff are interpreting this bylaw to require the posting of a sign prior to first reading when a public hearing is not permitted under the new legislation.

Council may wish to consider expanding the timeline for public notification signage by requiring the developer to erect a sign on the property that is the subject of a development application prior to the application being considered by SDAC. This signage could provide information about the application and/or a QR code linking to the various agendas where the application would be considered. Such signage could remain in place through to the completion of the application (bylaw adoption). As this signage does not have to conform to any Provincial statute, it could be written in a simpler, or plainer language than what is currently used for Public Hearing sign. As such, the signage should come across as an invitation to the public to connect with City Hall or Council, rather than merely providing a notice of a specific meeting.

If considered appropriate, Council could continue requiring signage on properties where a Public Hearing will be held that are specific to the Public Hearing (e.g.; date, time, etc.). This signage could easily co-exist with signage described above, although may necessitate a review of the rezoning application fees as this could increase the City's costs.

The *Local Government Act* allows municipalities to recover costs associated with applications through fees. Regardless of which level of public notification Council chooses, the costs associated with mailouts, signage and advertising may be recouped through application fees.

ADDITIONAL CONSIDERATIONS

In the past three years (calendar years 2021-2023) the City of Langford has held 73 public hearings. Of these, 54 (73.9%) would have fallen within the section of the legislation that now prohibits a public hearing.

Of the remaining nineteen (19) applications, eleven (11) were applications for non-residential uses (two of these were specifically for daycares). Seven (7) applications were omnibus text amendments initiated by the City. Council could have elected to waive the Public Hearing requirement for all of these applications under Sec. 464(2) of the *Local Government Act*.

Only one application in this time period was required to have a Public Hearing and that was the concurrent application for an OCP amendment and rezoning of 2207 Millstream Road (aka: Trudie Terrace). Council concluded a Public Hearing for this application on Tuesday, February 20th, 2024.

To date, the City has not typically waived public hearings as there is no tangible financial benefits in doing so, and the time to process applications is not significantly reduced. The City is still required to provide notice, and the zoning bylaw amendment must still proceed through the same number of steps (Committee, Council review, and bylaw readings).

Despite all of the Province's changes, if a Public Hearing is prohibited, the opportunity available to the public to address an application may actually increase. Previously, the public could speak to an application:

- At the Sustainable Development Advisory Committee (SDAC);
- During Public Participation prior to Council's consideration of the Committee recommendation;
- During Public Participation at first reading (which often occurred at the same meeting as consideration of the Committee recommendation); and
- During the public hearing.

Going forward, the public will be permitted to speak to an application:

- At the Sustainable Development Advisory Committee (SDAC) meeting;
- During the Public Participation at any Council meeting where Council's consideration of the application is on the agenda, which would include: Council's consideration of the SDAC recommendation, Council's consideration of the first three (3) readings, and at Council's consideration of Bylaw Adoption.

The opportunity for the public to speak at a Public Hearing presently has no time limit, whereas there is a 3-minute time limit during Public Participation (and there is a prescribed overall time limit for Public Participation). For both cases, the public may also submit their concerns, support, or objections in writing.

When no Public Hearing has been required, Council can receive written submissions prior to bylaw adoption. Council can also discuss any application with the public at any time during the process. Although the public can address Council on any matter that is on their agenda during public participation, Council may wish to consider, and it would be staff's recommendation, that public comment on any land use bylaw only be permitted prior to the meeting at which the bylaw is scheduled to be adopted. It should be noted that this will require an amendment to the Council Procedure Bylaw. Opening Public Participation up to comment on a bylaw that is scheduled for adoption would only prolong and potentially confuse the process, by subjecting an application to a final round of either critique or compliment by the public. Further, allowing additional opportunities for public participation is counter-intuitive to the spirit of the legislation. The Province's goal with the legislative changes with respect to removing public hearings is to reduce the potential for development applications to be side-tracked by public input. As well, it is unlikely that any material new information with respect to the application would be brought forward at the time of adoption. Any material information should be considered prior to this to ensure that Council can fully deliberate on it.

Now that most rezoning applications will be prohibited from being the subject of a Public Hearing (due to their residential nature), Council may wish to consider whether holding Public Hearings that could otherwise be waived (those that are consistent with the OCP) should be waived to avoid any unintended confusion. Although waiving public hearings has traditionally been avoided as it could send the wrong message that Council is trying to limit public participation in the rezoning process, now that most applications cannot have a Public Hearing it may be preferable to continue to put applications on an equal footing with respect to public input.

With that in mind, some of the pros and cons of waiving Public Hearings per Sec. 464(2) of the *Local Government Act*, as opposed to maintaining the status quo and having what would otherwise be a two-track system with respect to Public Hearings on account of Sec. 464(3) of the *Act*, are outlined below.

Pros of waiving all Public Hearings that can be waived:

- Almost every application will follow the same procedure with respect to public notification (the exception being OCP amendments in concert with rezoning that must have a Public Hearing);
- Notification procedures can be tailored to suit what Council deems to be fair, rather than strictly limited to what is required in the *Act* (Council can determine the type of notices and, in the case of signage, the duration which they are displayed. E.g.: Signage for a development application can be erected prior to SDAC and remain in place until the application is complete, rather than being particular to the Public Hearing; and
- A consistent approach to rezoning applications may improve the perception of procedural fairness.

Cons of waiving all Public Hearings that can be waived:

- The Public who attends Council meetings will have less time to address Council with respect to a rezoning application (although there will be more opportunities overall, and may even encourage people to express concerns earlier in the process when meaningful changes could be applied to the proposal); and
- The Public may be left with the general perception that the City is not interested in hearing from the public, as the formal Public Hearings will have a greatly diminished role. Council can address this through continued and ongoing public education around how the public may address Council and its Committee, and that these changes to prohibit public hearings in certain circumstances was legislated by the provincial government and apply to every municipality in BC.

The concerns about waiving Public Hearings may be mitigated in a number of ways, and staff recommend that Council establish a policy that employs Sec. 464(2) of the *Local Government Act* to waive public hearings for zoning amendment bylaws that are compliant with the OCP, unless there are extenuating circumstances that would make it undesirable to do so. In each instance Council will do this by resolution, as required by the *Act*.

In order to help mitigate this choice, Council could amend its Public Notification Procedures bylaw to establish that signage be placed by the municipality on property that is the subject of a rezoning application no later than 2 weeks prior to the application being considered by the Sustainable Development Advisory Committee and that this signage be of a relatively generic nature, but provide opportunities for the public to connect through means such as a QR code to reports and agenda available on the City's website. In addition to this, Council could also require that written notification is provided for all applications prior to SDAC meetings and prior to 1st reading (whether required by statute or not) and that advertisements be placed in the newspaper prior to first reading with respect to all applications, whether a Public Hearing is waived or prohibited.

Additionally, when a zoning amendment bylaw is not the subject of a Public Hearing (either due to it being prohibited or waived), Council is not prohibited from receiving new information following third reading. There is no "blackout" period where Council must remain cautious about who they talk to and about what.

COMMUNICATION TOWERS

Although not a requirement of the *Local Government Act*, it is Council's policy to hold a Public Hearing with respect to the siting of telecommunications towers. This is not required by legislation, but Industry Canada has asked for this kind of consideration in conjunction with their deliberations over new telecom installations. Council may wish to continue with this practice but establishing a new process for this form of public consultation (other than Public Hearing) may be helpful. Conversely, the public

consultation for these types of applications could occur at Committee, with a recommendation ratified by Council.

FINANCIAL IMPLICATIONS:

Application fees are based on cost recovery and currently a portion of application fees account for the direct cost of Public Hearing notification (mailout, signage and newspaper advertising). Notification will be similar where a Public Hearing is not required and there will likely not be any cost savings to the City as a result. Staff review the costs associated with rezoning applications on a regular basis and can suggest adjustments to the City's fee schedule as necessary.

LEGAL IMPLICATIONS:

Council must abide by the provisions of the *Local Government Act* with respect to Public Hearings.

STRATEGIC PLAN INITIATIVES:

On the face of it, reducing the requirement for Public Hearings may seem to run counter to initiative 5c of the Strategic Plan (below):

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. Council has already implemented the hiring of additional staff and the City has launched its Facebook page and Let's Chat Langford to support this objective.

However, the confusion that may occur by holding residential and non-residential rezoning applications to different standards may serve to diminish public engagement through a perception of partiality. The City's Sustainable Development Advisory Committee does provide a great opportunity for public input and feedback, and the value of the committee's advisory role should not be overlooked.

5f | IMPLEMENT THE USE OF A DEVELOPMENT TRACKER To increase transparency and provide ease of access to this information, the City will explore the creation of a Development Tracker that would highlight developments in stream, under construction and those recently completed.

Once the City implements a Development Tracker online, there should be greater information available to the public, earlier in the process, about rezoning applications. This should elicit greater public participation at the Committee level.

5g | MAINTAIN THE CITY'S LONG-STANDING CORPORATE EFFICIENCIES The City has a strong reputation of being lean, making decisions and minimizing bureaucracy. This approach streamlines approvals, empowers staff and keeps costs down. While many elements of this strategic plan may require additional

processes for successful implementation, the City will work to only add these processes when appropriate.

As the Province's objective in removing the requirement for Public Hearing on applications relating to housing is about creating efficiencies, Council can serve its policy 5g by improving efficiency in most rezoning applications.

OPTIONS:

Option 1

THAT Council:

1. Direct staff to prepare bylaw and/or policy amendments to implement the following:
 - a) That Council makes it their practice to employ Sec. 464(2) of the *Local Government Act*, unless there are extenuating circumstances that would make it undesirable to do so;
 - b) That the notification procedure for applications where a Public Hearing is not being held (whether prohibited or waived) include: the placement of signage on the subject property at the beginning of the process through the conclusion of the application;
 - c) That the notification procedure for applications where a Public Hearing is not being held (whether prohibited or waived) include, as required, advertisement in a local newspaper prior to 1st reading;
 - d) That the notification procedure for applications where a Public Hearing is not being held (whether prohibited or waived) include written notice to owners and occupiers of land within 100m of the subject property prior to consideration of the application by Committee and again prior to 1st reading;
 - e) That the Council Procedure Bylaw be amended to exclude any land use bylaw that is being considered for adoption from items that may be discussed during the Public Participation portion of Council's meeting; AND
 - f) That telecommunications applications be referred to Committee for public input, with a recommendation to be approved by Council and forwarded to Industry Canada and that the term "Public Hearing" be dropped from this process.

OR Option 2

THAT Council take no action at this time with respect to bylaw and/or policy amendments to change procedures with respect to public hearings.

SUBMITTED BY: Matthew Baldwin, MCIP RPP, Director of Planning and Subdivision

Concurrence: Leah Stohmann, MCIP RPP, Deputy Director of Planning and Subdivision

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

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

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

Concurrence: Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence: Marie Watmough, Deputy Director of Corporate Services
Concurrence: Braden Hutchins, Director of Corporate Services
Concurrence: Darren Kiedyk, Chief Administrative Officer

Attachment(s): Appendix A: Local Government Act excerpts

Appendix A: Excerpts from the *Local Government Act*

Requirement for public hearing before adopting bylaw

464 (1) Subject to subsection (2), a local government must not adopt

(a) an official community plan bylaw,

(b) a zoning bylaw, or

(c) a bylaw under section 548 [early termination of land use contracts] without holding a public hearing on the bylaw for the purpose of allowing the public to make representations to the local government respecting matters contained in the proposed bylaw.

464(2) A local government is not required to hold a public hearing on a proposed zoning bylaw if

(a) an official community plan is in effect for the area that is the subject of the zoning bylaw, and

(b) the bylaw is consistent with the official community plan.

464(3) A local government must not hold a public hearing on a proposed zoning bylaw if:

(a) an official community plan is in effect for the area that is the subject of the zoning bylaw,

(b) the bylaw is consistent with the official community plan,

(c) the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development, and

(d) the residential component of the development accounts for at least half of the gross floor area of all buildings and other structures proposed as part of the development.

And:

464 (4) A local government must not hold a public hearing on a zoning bylaw proposed for the sole purpose of complying with section 481.3 [zoning bylaws and small-scale multi-family housing].

467(1) If a local government decides not to hold, or is prohibited from holding, a public hearing referred to in section 464 (2) [public hearing not required for certain zoning bylaws] on a proposed zoning bylaw, it must give notice in accordance with this section.

467(2) The notice must state the following:

- (a) in general terms, the purpose of the zoning bylaw;*
- (b) the land or lands that are the subject of the bylaw;*
- (c) the date of the first reading of the bylaw;*
- (d) the place where and the times and dates when copies of the bylaw may be inspected.*

467(3) Section 466 (3) to (4) and (6) to (8) applies to a notice under this section, except that

- (a) a reference in that section to a public hearing is to be read as a reference to the first reading of the bylaw, and*
- (b) the reference in subsection (4) (b) (i) of that section to the date of the first reading of the bylaw is to be read as a reference to the date of the mailing or delivery of the notice.*



City of Langford

Staff Report to Council

DATE: Monday, March 4, 2024

DEPARTMENT: Finance

SUBJECT: 2024-2028 Five Year Financial Plan

EXECUTIVE SUMMARY:

The *Community Charter* requires Council to adopt a Five-Year Financial Plan each year and subsequently adopt a tax rate bylaw before May 15. Prior to the finalization of these bylaws, in order for staff to create the bylaws, Council should adopt the Five-Year Financial Plan.

Staff have worked hard to achieve a proposed financial plan that balances the impact of the 2020, 2021 and 2022 reductions, the growth of the City, maintains service levels, continues its focus on public safety, and ensures that the short and long-term sustainability of the budget remains strong all while ensuring that Langford maintains one of the lowest tax rates in the CRD as well as comparable sized municipalities in BC.

The Budget Process and Timelines for 2024 are as follows:

BUDGET PRESENTATION

- › Thursday February 8th – Committee of the Whole (CoW) at 7pm
 - Initial Presentation of the 2024-2028 Proposed Five Year Financial Plan
 - Protective Services Operating budget presentations (Fire, Police, Bylaw)
 - Mayor and Councillors to ask questions on items presented
- › Monday February 12th – Committee of the Whole at 7pm
 - Operating budget presentations, non protective services
 - Capital budget presentations
 - Mayor and Councillors to ask questions on items presented

PUBLIC INPUT

- › Tuesday February 13th – Committee of the Whole – 7pm
 - Public Input, no Mayor and Councillors deliberation
- › Tuesday February 20th – Committee of the Whole – 12pm – 4pm
 - Public Input, Mayor and Councillors to begin deliberation if time permits

COUNCIL DELIBERATION

- › Tuesday February 20th – Committee of the Whole – 12pm-4pm
 - Mayor and Councillors to begin deliberations, if time permits after public input
- › Thursday February 22nd – Committee of the Whole – 7pm
 - Mayor and Councillors to deliberate.
- › Monday March 4th – Regular Council Meeting – 7pm
 - Council to deliberate and consider approval of financial plan.

BYLAWS

- › Monday April 16th – Regular Council Meeting – 7pm
 - Council to consider 1st, 2nd and 3rd readings of Financial Plan Bylaw and 2024 Tax Rates Bylaw.
- › Monday May 6th – Regular Council Meeting – 7pm
 - Council to consider adoption of Financial Plan Bylaw and 2024 Tax Rates Bylaw.

IN ADDITION TO THE SCHEDULED PUBLIC INPUT OPPORTUNITIES AT THE COMMITTEE OF THE WHOLE MEETINGS LISTED ABOVE UNDER "PUBLIC INPUT", PUBLIC PARTICIPATION IS ALSO WELCOME AT MARCH 4TH, APRIL 16TH AND MAY 6TH REGULAR COUNCIL MEETINGS.

The purpose of this report is for Council to consider approval of the Proposed 2024-2028 Five Year Financial Plan as amended through the process of the Committee of the Whole meetings as outlined above.

The amended Proposed 2024-2028 Financial Plan as presented is summarized as follows:

	2023 Budget	2024	2025	2026	2027	2028
101 - Property Taxes						
101-000 - Municipal Tax						
0002 - General & Police	38,782,705	43,883,850	49,693,571	53,495,646	57,362,778	61,732,391
0003 - General - West Shore Parks & Recreation	3,137,471	3,276,205	3,393,489	3,529,228	3,670,397	3,700,000
0004 - General - Library	2,404,009	2,640,819	2,746,452	2,856,310	2,970,562	3,089,385
0005 - General - Debt	300,000	1,050,000	2,000,000	2,900,000	4,000,000	4,000,000
0006 - General - Debt - YMCA / Asset Management	384,818	3,071,523	3,739,523	4,611,787	5,581,690	5,607,572
Total Property Taxes	45,009,003	53,922,397	61,573,035	67,392,971	73,585,427	78,129,348
Non-market change revenue		1,879,000	1,500,000	1,500,000	1,250,000	1,250,000
Property Taxes - for calculation of proposed tax increase (net of Non-market change)		52,043,397	60,073,035	65,892,971	72,335,427	76,879,348
Proposed Tax Increase		15.63%	11.41%	7.02%	7.33%	4.48%

The Financial Plan presented this evening, based on the initial Proposed Financial Plan and amendments made through the Committee of the Whole process, currently has the proposed 2024 overall tax increase at 15.63%.

BACKGROUND:

The population of the City of Langford has grown rapidly over the last five years. During this time, the City has maintained current service levels, invested significantly in public safety, road networks, economic development, and parks and recreation, all while maintaining one of the lowest taxes in the Capital Regional District (CRD) as well as in similarly sized municipalities in BC. During the COVID-19 pandemic, Council made the decision in 2020, 2021 and 2022 to reduce the recommended tax increases to assist residents who may have been affected by the pandemic, recognizing that future year tax increase percentages would likely be higher. These reductions, along with previous years of low tax increases, were made possible due in large part to the growth of the tax base within the City and through the use of surplus and reserves, such as the general amenity fund.

It is worth noting that in the 2022 report to Council, staff mentioned that “due to the low tax increases over the last number of years and the ambitious programming of services, the next four years in the financial plan are currently projected to be at least 6% per year”.

Additionally, for 2022, staff noted “further reductions to this year’s tax increase are possible using additional surplus and the general amenity fund; however, Council should be aware that this will impact future years’ tax increases and/or the spending ability for operations and capital projects. Council may also choose to make cuts to the budget as presented, noting that cuts will likely impact service levels.”

The City has always prided itself on operating a highly efficient and lean organization. One of the potential downsides to having such a lean organization each year is that in years of significant budget pressures, as 2023 was and 2024 is, there simply is very little that can be reduced within the financial plan to reduce the tax increase. Unfortunately, continued growth in the annual amount of additional reserve funds used to reduce the tax increases has had an exponential effect on the eventual percentage tax increase in a future year. Further, the continued growth in the level of reserves used each year is unsustainable and limits those reserves from being available for other purposes for which they are collected.

Hypothetical % Tax Increase:

At the February 22, 2024 Committee of the Whole meeting, the Committee passed the following motion:

That the Committee of the Whole direct staff to present to Council a hypothetical evaluation of what the tax increase would have been in 2023, and would now be in 2024, if the property tax increase had been 3%, 4% or 5% in each of the previous 5 years (2018-2022).

The following charts are based on hypothetical assumptions for what the tax increase could have been in previous years and what the corresponding tax increase would have been in 2023 and 2024 to collect the same property tax revenue.

Scenario #1 – Demonstrates what the 2023 Tax Increase % would have been, if the tax increase in 2018-2022 had been 5%, 4% and 3%.

2018 - 2022 Annual Tax Increase (Hypothetical)	Hypothetical 2023 Tax increase (to collect the same tax revenue as the actual last year)	Additional money collected (above what was actually collected) from 2018-2022
5%	1.05%	\$12.27M
4%	5.30%	\$7.5M
3%	9.75%	\$2.89M

As a reminder, the actual % tax increase in 2023 was 12.41%. To collect the exact same tax revenue in 2023, \$45,009,003, the tax increase would have been 1.05% if the tax increase had been a consistent 5% in each of the previous five years (2018, 2019, 2020, 2021 and 2022). In addition to that, over the same five years, the City would have collected an additional \$12.27 million that could have been used to

provide other services or amenities. Subsequently, the chart also shows what the numbers would be if the tax increase had been a consistent 4% or 3% over the same five-year period.

Scenario #2 – Demonstrates what the 2024 Tax Increase % would be, if the 2018-2022 increase had been 5% or 4% and the 2023 increase had been 8% or 5%?

2018-2022 Annual Tax Increase (Hypothetical)	2023 Tax Increase (Hypothetical)	2024 Hypothetical Tax Increase (to collect the same tax revenue as projected in current proposed financial plan)	Additional money collected (above what was actually collected) from 2018-2023
5%	8%	8.46%	\$15.25M
4%	8%	12.87%	\$8.63M
5%	5%	11.45%	\$14M

In summary, if the 2018-2022 tax increase had been a consistent 5% and the 2023 tax increase had been 8% (factoring in 7% inflation and other budget pressures), the tax increase for 2024 to collect the same property tax revenue as the amended 2024-2028 Financial Plan would be 8.46%, and the City would have collected an additional \$15.25 million over that six-year period. If the 2018-2022 tax increase had been a consistent 4% and the 2023 tax increase had been 8% (factoring in 7% inflation and other budget pressures), the tax increase for 2024 to collect the same property tax revenue as the amended 2024-2028 Financial Plan would be 12.87%, and the City would have collected an additional \$8.63 million over that six-year period. If the 2018-2022 tax increase had been a consistent 5% and the 2023 tax increase had also been 5%, the tax increase for 2024 to collect the same property tax revenue as the amended 2024-2028 Financial Plan would be 11.45%, and the City would have collected an additional \$14 million over that six-year period.

COMMENTARY:

The Proposed 2024-2028 Five Year Financial Plan was presented to Mayor and Council at the Committee of the Whole meeting on February 8, 2024. As outlined in the timeline above, staff presented the proposed plan at the February 8th and February 12th Committee meeting. Subsequently, the City held two public input meetings to allow the public to provide comment and feedback on the proposed financial plan based on the information presented. In addition to submissions from the public at these two meetings, the public has also been able to submit comments by email to budget2024@langford.ca.

Initial Proposed 2024-2028 Financial Plan:

Each year, the starting point for staff in the budget preparation process is the previous year financial plan. The tax increase for 2024 in the approved 2023-2027 Five Year Financial Plan was 11.68%. The initial Proposed 2024-2028 Five Year Financial Plan included a 11.79% tax increase in 2024.

Five-Year Budget Projection

	2023 Budget	2024	2025	2026	2027	2028
101 - Property Taxes						
101-000 - Municipal Tax						
0002 - General & Police	38,782,705	42,155,437	47,656,983	51,822,407	56,000,426	60,605,431
0003 - General - West Shore Parks & Recreation	3,137,471	3,276,205	3,393,489	3,529,228	3,670,397	3,700,000
0004 - General - Greater Victoria Public Library	2,404,009	2,640,819	2,746,452	2,856,310	2,970,562	3,089,385
0005 - General - Debt	300,000	1,050,000	2,000,000	2,900,000	4,000,000	4,000,000
0006 - General - Debt - YMCA / Asset Management	384,818	3,071,523	3,739,523	4,611,787	5,581,690	5,607,572
Total Property Taxes	45,009,003	52,193,984	59,536,447	65,719,732	72,223,075	77,002,388
Non-market change revenue		1,879,000	1,500,000	1,500,000	1,250,000	1,250,000
Property Taxes - for calculation of proposed tax increase (net of Non-market change)		50,314,984	58,036,447	64,219,732	70,973,075	75,752,388
Proposed Tax Increase, including debt financing for YMCA building purchase/asset management		11.79%	11.19%	7.87%	7.99%	4.89%
Potential reduction in property taxes, subject to decision to purchase YMCA building		786,705	1,839,523	2,711,787	3,681,690	3,707,572
Adjusted property taxes for tax increase calculation		49,528,279	56,196,924	61,507,945	67,291,385	72,044,816
Potential adjusted tax increase, excluding debt financing for YMCA building purchase/asset management		10.04%	9.32%	6.61%	6.80%	5.11%

The summary of key 2024 budget items include:

Summary of Key 2024 Budget items:

Fire Department (Additional 9 firefighters per Master Plan)	2.31%
Debt payment (internal capital borrowing)	1.67%
Police (RCMP) for additional officers + one ME	1.47%
CPI on wages	1.37%
Maintenance Contracts (i.e. roads and parks maintenance)	1.16%
General Staffing	1.12%
Repairs and maintenance	0.87%
Community Safety and Municipal (Bylaw) enforcement staffing staffing	0.60%
Greater Victoria Regional Library	0.53%
Royal Roads University initiatives	0.50%
Utilities and insurance	0.50%
West Shore Parks and Recreation Society	0.30%
Miscellaneous (net effect of increases and decreases of revenues and expenses)	2.91%
Reduced contribution to Equipment Replacement Reserve	-1.10%
Non-market change (helping offset additional costs of growth)	-4.17%
Total net of debt servicing for potential purchase of Westhills owned YMCA building	10.04%
Debt servicing costs - Westhills owned YMCA building purchase	1.75%
Total Proposed 2024 Tax increase	11.79%

Amended Proposed 2024-2028 Five Year Financial Plan:

Through the Committee of the Whole meetings the following recommendations for amendments were made, as reflected in the amended proposed 2024-2028 Five Year Financial Plan presented to Council at this time.

The amendments made to the proposed plan through the Committee of the Whole process are as follows (impact on 2024 property taxes shown in brackets):

1. Defer the initial funding of the Royal Roads Innovation Studio to the year 2025. (-\$150,000)
2. Defer the initial funding of the Langford E-bike Rebate Program to the year 2025. (-\$75,000)
3. Remove/Delete the Community Murals Fund. (-\$30,000)
4. Defer the initial funding of the City Centre Crosswalk Project to 2025. (No taxation impact)
5. Remove/delete the "Largest Little Free Library". (-\$25,000)
6. Fund the Pedestrian Plaza/Walkway Pilot Project from Surplus, not property taxes. (-\$30,000)
7. Fund the 2024 budget for Community Gardens from General Amenity Reserve, not property taxes. (-\$40,000)
8. Remove/Delete the Home Composter Program. (-\$15,000)
9. Add one additional RCMP Officer, for a total of four new officers in 2024. (+\$188,214)
10. Decrease the use of the General Amenity Funds to offset taxes to \$0 in 2024 and all years

subsequent. (+\$1,701,985)

Further information for #9:

Subsequent to the Committee of the Whole meeting on February 22, 2024, the City now has the estimated BC Stats 2023 population for the City of Langford, to be used for the calculation of the “Cop to Pop” ratio. As per BC Stats, the City of Langford’s population for 2023 is estimated to be 52,953. The initial Proposed 2024-2028 Five Year Financial Plan included an additional three RCMP officers based on the previous growth trends equating to the City being required to add ten officers every three years. In 2023 the City added four officers so it was determined that based on the previous growth trends, the estimate would be an additional three officers to maintain service levels, always understanding that figure may change once the 2023 population figures were published. Based on the updated population statistics, in order to maintain the existing Cop to Pop Ratio, the City needs to add five RCMP officers in 2024. It is worth noting that if this population information had been available before the Proposed Financial Plan was initially published, the 2024 tax increase would have been 12.63% (the additional two officers – from three to five – equate to a 0.84%). It is also worth noting, five officers is what the RCMP has requested for 2024 to meet their operational needs. Based on the above information, while the Committee of the Whole recommended one additional officer for a total of four additional for 2024, staff have adjusted the financial plan presented to Council this evening to include five additional officers for 2024.

The amended Proposed 2024-2028 Financial Plan as presented is summarized as follows:

	2023 Budget	2024	2025	2026	2027	2028
101 - Property Taxes						
101-000 - Municipal Tax						
0002 - General & Police	38,782,705	43,883,850	49,693,571	53,495,646	57,362,778	61,732,391
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Proposed Tax Increase		15.63%	11.41%	7.02%	7.33%	4.48%

The Financial Plan presented this evening, based on the initial Proposed Financial Plan and amendments made through the Committee of the Whole process, currently has the proposed 2024 overall tax increase at 15.63%.

FINANCIAL IMPLICATIONS:

The following table shows Langford’s 2023 residential taxes, in comparison to other cities in the region as well as similarly sized municipalities throughout the province. For both the general municipal portion and the overall property taxes.

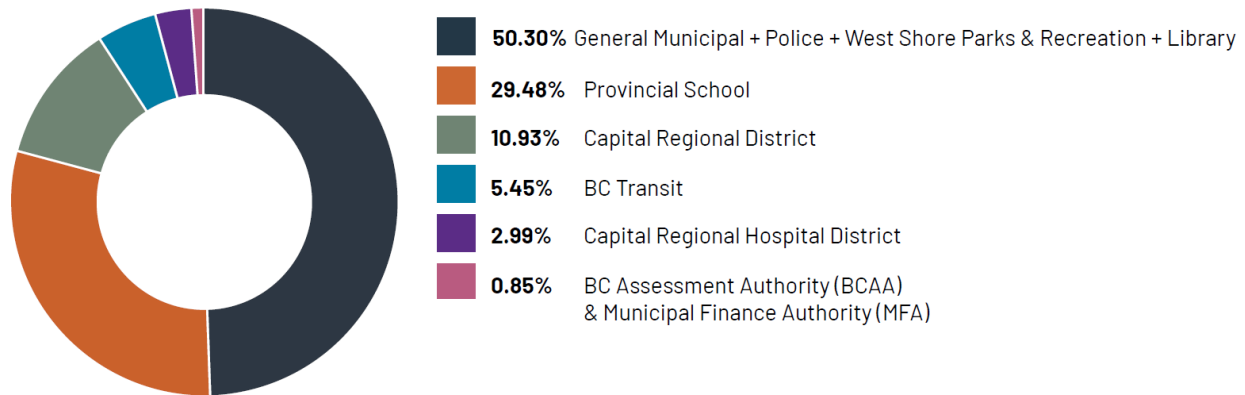
How Does Langford Compare to Other CRD and Similar Sized Municipalities? (2023)

General Municipal		Total Residential Property Taxes and Charges on a Representative House	
Municipality	2023	Municipality	2023
Sooke	1,594	Langford	4,008
North Saanich	1,771	Metchosin	4,019
North Cowichan	1,871	Sooke	4,454
Metchosin	1,877	Colwood	4,547
Courtenay	1,892	View Royal	4,630
Langford	2,095	North Cowichan	4,649
Sidney	2,102	Vernon	4,682
Highlands	2,209	Highlands	4,728
Vernon	2,239	Courtenay	4,920
View Royal	2,244	Sidney	4,936
Campbell River	2,306	Penticton	4,951
Penticton	2,330	Esquimalt	5,140
Colwood	2,361	North Saanich	5,225
West Kelowna	2,612	Campbell River	5,251
Central Saanich	2,694	Mission	5,524
Average	2,749	Central Saanich	5,701
Mission	2,751	Average	5,836
Langley	2,794	Langley	5,955
Esquimalt	3,111	West Kelowna	6,305
North Vancouver	3,355	Victoria	6,461
Saanich	3,412	Saanich	6,800
Victoria	3,458	North Vancouver	7,187
Port Moody	4,154	Port Moody	8,032
Oak Bay	5,063	Oak Bay	9,907
West Vancouver	5,681	West Vancouver	12,051

Source: Government of British Columbia, Municipal taxes and charges on a representative house (2023)
 – Province of British Columbia

It is important to remember that the City of Langford's portion of the property tax bill is approximately 50%, the remainder of the total property taxes levied are collected on behalf of other taxation authorities and the City simply levies, collects, and remits the full amount to those organizations. The City does not have any input into those tax rates and the City does not retain any of the funds collected on behalf of those entities. The graph below outlines what percentage of the 2023 property tax notice went to each of the taxation authorities.

Where Your Total Property Tax Dollars Went in 2023



LEGAL IMPLICATIONS:

The *Community Charter* requires Council to adopt a Five-Year Financial Plan each year and subsequently adopt a tax rate bylaw before May 15.

STRATEGIC PLAN INITIATIVES:

Aligning with objectives 5bi and 5bii in Council's Strategic Plan, the 2024-2028 proposed Financial Plan is prepared in line with best practices for municipalities in BC, with a fiscally responsible and sustainable lens and presented in a transparent and user-friendly format.

OPTIONS:

Option 1

THAT Council approve the 2024 – 2028 Five Year Financial Plan as presented.

OR Option 2

THAT Council approve the 2024 - 2028 Five Year Financial Plan with the following amendments:

- 1.
- 2.
- 3.

OR Option 3

THAT Council not approve the 2024-2028 Five Year Financial Plan and direct staff to incorporate the following amendments and bring it back to Council at a future meeting:

- 1.
- 2.
- 3.

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

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

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

Proposed 2024-2028 Financial Plan

AS AT MARCH 4, 2024



Land Acknowledgment

The City of Langford acknowledges and honours the traditional territories of the Coast Salish, specifically Xwsepsum (Esquimalt), Lekwungen (Songhees), Sc'ianew (Beecher Bay), and the WSÁNEĆ Peoples represented by the Tsartlip, Pauquachin, Tsawout, Tseycum, and Malahat Nations.

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Introduction

The City is proud to present the 2024–2028 Proposed Five Year Financial Plan in an updated and user-friendly format. In 2023, City of Langford Council approved the City’s first Strategic Plan, setting out the shared strategic vision of Council for the next four years and in some cases beyond. The Strategic Plan is a significant guiding document in the development of the Financial Plan. Aligning with objectives 5bi and 5bii in Council’s Strategic Plan, the 2024–2028 proposed Financial Plan is prepared in line with best practices for municipalities in BC, with a fiscally responsible and sustainable lens and presented in a transparent and user-friendly format.

The proposed Financial Plan is informed by the priorities outlined in Council’s Strategic Plan, contractual commitments, current service levels, and technical guidance from staff. Staff prepare a proposed Financial Plan with these inputs for Council’s consideration. During the budget review process, Council will deliberate whether any change in service levels is recommended. Furthermore, as the community continues to grow, consideration must be given to what additional resources are needed to maintain current service levels. In addition to operating budget considerations, Council deliberates on capital projects proposed for the year. Proposed capital projects could be to maintain current service levels, provide capital upgrades to existing infrastructure, or provide a new service or facility within the City.

Within this report, you’ll find information on how property taxes and other revenues are used to maintain current service levels and meet the growing needs of the community. You will also find an overview of the municipality, including a summary of departments and key service areas, as well as the City’s financial information for the 2024–2028 period.

Council Strategic Plan

In 2023, City of Langford Council approved its first Strategic Plan. This document sets out the shared strategic vision of Council for the next four years, and in some cases beyond. The Plan reflects Council's six strategic priorities, and individual objectives in each of those areas. For each objective, the plan sets out an estimated timeline and whether the planned work is currently funded or will be funded in future budgets. The Strategic Plan is a significant guiding document in the development of the Financial Plan.



STRATEGIC PRIORITY ONE
Sustainable Development



STRATEGIC PRIORITY TWO
Climate Change and Environmental Stewardship



STRATEGIC PRIORITY THREE
Economic Development



STRATEGIC PRIORITY FOUR
Transportation



STRATEGIC PRIORITY FIVE
Good Governance



STRATEGIC PRIORITY SIX
Quality of Life

To learn more, visit [Langford.ca/StrategicPlan](https://langford.ca/StrategicPlan)

LANGFORD IS COMMITTED TO BUILDING AN INCLUSIVE AND VIBRANT COMMUNITY COMPLETE WITH WORLD-CLASS AMENITIES, PARKS, AND INFRASTRUCTURE FOR LANGFORD RESIDENTS.



ONGOING MAINTENANCE

422.4KM OF ROADWAYS

37 STORMWATER PONDS

104.9 KM OF SIDEWALKS

69 KM OF BIKE LANE

Langford
JOB BANK

SUPPORTING LOCAL BUSINESSES

[LANGFORD.CA/JOBS](https://langford.ca/jobs)

334

BUSINESS LICENSES
WERE APPROVED

25,844M²

OF COMMERCIAL
SPACE ADDED IN 2023



LAUNCHED IN 2023

769

REGISTERED USERS



ONGOING SUPPORT

OF CITY AND
COMMUNITY EVENTS

SEE WHAT'S UPCOMING AT
[LANGFORD.CA/EVENTS](https://langford.ca/events)



\$39,300

ARTS AND CULTURE GRANT
FUNDING RECEIVED IN 2023

JOINED
FACEBOOK



8,542
INSTAGRAM
FOLLOWERS



2,104
FACEBOOK
FOLLOWERS



ATTAINABLE HOUSING PROGRAM

[LANGFORD.CA/HELLOHOME](https://langford.ca/welcomehome)

7 HOMES PURCHASED THROUGH THE PROGRAM

**NEW
POST-SECONDARY
CAMPUS**
OPENING 2025

2,787

APARTMENTS WITHIN
WALKING DISTANCE TO
THE DOWNTOWN CORE

**VISITOR GUIDE
& MOBILE INFO CENTRE**
5,099 VISITORS SERVED IN 2023
FUNDED BY LOCAL HOTEL TAX

**PURCHASE OF THE ELECTRIC
ZAMBONI**
FOR WESTHILLS ARENA

**PURCHASE OF THE CITY'S FIRST
ELECTRIC FLEET VEHICLE**

2,405 ACRES
OF GREEN SPACE
& PARKS

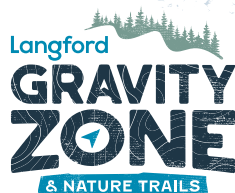
6,336
PARKS & BOULEVARD
TREES MAINTAINED

28
CITY-OWNED
PLAYGROUNDS

1 SUSPENSION
BRIDGE

1 PROVINCIAL PARK
& CAMPGROUND

4 PRISTINE
LAKES



2,972 M
MULTI-USE
TRAILS



1,120 M
HIKING
TRAILS

4,186 M
MOUNTAIN
BIKING TRAILS

**CITY OF LANGFORD
POPULATION
49,345**
(BC STATS – 2022)

JORDIE LUNN BIKE PARK CLUBHOUSE



OPENING 2024

RESTAURANT | BICYCLE RETAIL | REPAIR & RENTALS
PROGRAMMABLE COMMUNITY SPACE | OFFICE SPACE

**BLINK RAPIDBUS LINE 95
LAUNCHED IN 2023**

ROUTE 95: WESTSHORE - DOWNTOWN
@ BLINK RAPID BUS STOPS

PEAK TIMES: EVERY 7-8 MINUTES
NON-PEAK TIMES: EVERY 15 MINUTES

275

BUS STOPS

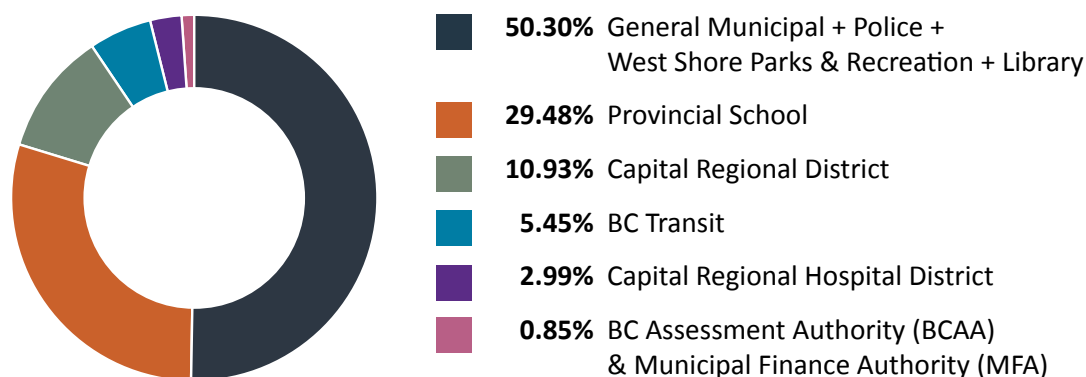
18

BC TRANSIT
ROUTES

The data presented is the most current available as of December 31, 2023.

Historical Property Tax Information

Where Your Total Property Tax Bill Went in 2023



How Did Langford Compare to Other CRD and Similar Sized Municipalities in 2023?

General Municipal	
Municipality	2023
Sooke	1,594
North Saanich	1,771
North Cowichan	1,871
Metchosin	1,877
Courtenay	1,892
Langford	2,095
Sidney	2,102
Highlands	2,209
Vernon	2,239
View Royal	2,244
Campbell River	2,306
Penticton	2,330
Colwood	2,361
West Kelowna	2,612
Central Saanich	2,694
Average	2,749
Mission	2,751
Langley	2,794
Esquimalt	3,111
North Vancouver	3,355
Saanich	3,412
Victoria	3,458
Port Moody	4,154
Oak Bay	5,063
West Vancouver	5,681

Total Residential Property Taxes and Charges on a Representative House	
Municipality	2023
Langford	4,008
Metchosin	4,019
Sooke	4,454
Colwood	4,547
View Royal	4,630
North Cowichan	4,649
Vernon	4,682
Highlands	4,728
Courtenay	4,920
Sidney	4,936
Penticton	4,951
Esquimalt	5,140
North Saanich	5,225
Campbell River	5,251
Mission	5,524
Central Saanich	5,701
Average	5,836
Langley	5,955
West Kelowna	6,305
Victoria	6,461
Saanich	6,800
North Vancouver	7,187
Port Moody	8,032
Oak Bay	9,907
West Vancouver	12,051

Source: Government of British Columbia, Municipal taxes and charges on a representative house (2023) – Province of British Columbia

Proposed Tax Change

	2023 Budget	2024	2025	2026	2027	2028
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0005 - General - Debt	300,000	1,050,000	2,000,000	2,900,000	4,000,000	4,000,000
0006 - General - Debt - YMCA / Asset Management	384,818	3,071,523	3,739,523	4,611,787	5,581,690	5,607,572
Total Property Taxes	45,009,003	53,922,397	61,573,035	67,392,971	73,585,427	78,129,348
Non-market change revenue		1,879,000	1,500,000	1,500,000	1,250,000	1,250,000
Property Taxes - for calculation of proposed tax increase (net of Non-market change)		52,043,397	60,073,035	65,892,971	72,335,427	76,879,348
Proposed Tax Increase		15.63%	11.41%	7.02%	7.33%	4.48%



Commonly Asked Questions

What is a Financial Plan and is it required?

A Financial Plan is a document created by the City that sets a five-year operating and capital budget. These budgets take into consideration Council's Strategic Plan while ensuring service level standards and the community's priorities are met.

Prior to May 15 each year, Council must adopt both a Five-Year Financial Plan Bylaw and a Property Tax Rates Bylaw.

What is an operating budget?

The operating budget covers the ongoing, day-to-day expenses the City incurs to provide programs and services to the residents of Langford. Examples of these items include fire and police services, roads and park structures maintenance and staff salaries.

How is the operating budget funded?

Langford's operating budget is funded through property tax revenue, user fees and permits, grants, investments, and transfers from various reserves.

What is a capital budget?

The capital budget outlines the City's acquisition, construction, and replacement of capital assets. Examples of these projects include vehicle and equipment replacement, construction of roads, park structures, trail improvements and land acquisition.

How are capital projects funded?

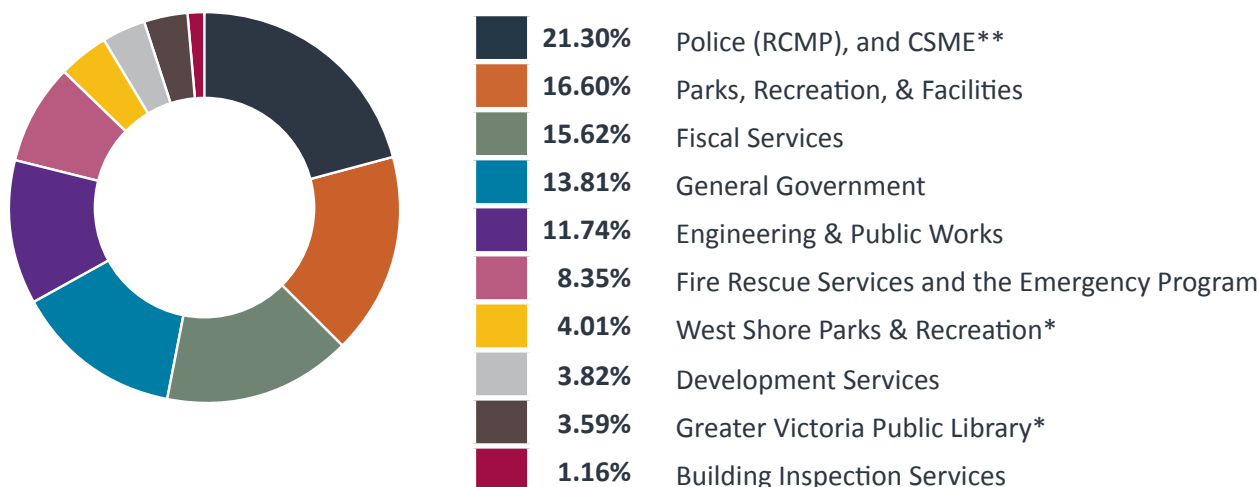
Funding sources for capital projects range from reserves, Development Cost Charges (DCCs), grants, debt financing, and developer contributions.

Operating Budget

Proposed 2024 – 2028 Operating Budget

	2023 Budget	2024	2025	2026	2027	2028
Operating Revenue						
Property Taxes	45,009,003	53,922,397	61,573,035	67,392,971	73,585,427	78,129,348
Other Taxation Revenues	2,300,072	5,042,791	5,111,779	5,141,170	5,172,149	5,204,840
Transfers from Reserves and Surplus	4,343,148	5,494,339	1,778,736	1,509,395	1,534,916	1,436,727
Licenses and Permits	4,057,447	3,848,700	3,712,300	3,624,900	3,637,500	3,650,100
Other Revenue	11,011,127	11,282,790	11,155,344	11,073,285	10,976,494	10,976,017
Unconditional Grants	450,000	430,000	430,000	430,000	430,000	430,000
Conditional Grants	641,729	1,727,454	867,544	872,158	875,181	878,294
Total Operating Revenue	67,812,526	81,748,471	84,628,738	90,043,879	96,211,667	100,705,326
Operating Expenses						
Building Inspection Services	1,047,944	949,789	1,100,020	1,163,598	1,206,495	1,232,798
Development Services	2,097,467	3,125,861	2,514,194	2,259,187	2,321,683	2,379,724
Engineering & Public Works	8,621,880	9,595,312	9,933,225	9,779,640	10,096,225	10,372,703
Fire Rescue Services and the Emergency Program	5,473,981	6,828,467	8,142,508	9,232,426	9,526,888	9,762,873
Fiscal Services	5,421,559	12,768,871	12,884,461	14,651,725	17,466,628	16,582,510
General Government	9,344,344	11,290,098	11,694,928	12,934,267	13,925,279	17,098,209
Greater Victoria Public Library*	-	2,935,815	3,047,698	3,163,941	3,287,016	3,412,550
Parks, Recreation, & Facilities	15,375,773	13,570,691	13,602,795	13,956,806	14,323,172	14,657,644
Police & CSME**	15,392,107	17,407,362	18,315,420	19,373,061	20,387,884	21,389,102
Recreation Purchase of Service	1,900,000	-	-	-	-	-
West Shore Parks & Recreation*	3,137,471	3,276,205	3,393,489	3,529,228	3,670,397	3,817,213
Total Operating Expenses	67,812,526	81,748,471	84,628,738	90,043,879	96,211,667	100,705,326

Proposed Operating Expenses



*Greater Victoria Public Library and West Shore Parks & Recreation operating expenses are included within the Parks, Recreation, & Facilities Department overview on pages 24 and 25.

** CSME is Community Safety and Municipal Bylaw Enforcement

Operating Revenues

	2023 Budget	2024	2025	2026	2027	2028
Property Tax Revenues						
General & Police	38,782,705	43,883,850	49,693,571	53,495,646	57,362,778	61,732,391
General - West Shore Parks & Rec	3,137,471	3,276,205	3,393,489	3,529,228	3,670,397	3,700,000
General - Library	2,404,009	2,640,819	2,746,452	2,856,310	2,970,562	3,089,385
General - Debt	300,000	1,050,000	2,000,000	2,900,000	4,000,000	4,000,000
General - Debt - YMCA / Asset Management	384,818	3,071,523	3,739,523	4,611,787	5,581,690	5,607,572
Parcel Tax - LSA	1,638,438	4,313,438	4,313,438	4,313,438	4,313,438	4,313,438
Grant in Lieu	165,918	192,000	196,000	200,000	204,000	208,000
1% Utility Tax	495,715	537,353	602,341	627,732	654,711	683,402
Total Property Tax Revenues	47,309,075	58,965,188	66,684,814	72,534,141	78,757,576	83,334,188
Non-Tax Revenue						
Total Sale of Services	5,000	5,000	5,000	5,000	5,000	5,000
Total Licences & Permits	4,052,447	3,843,700	3,707,300	3,619,900	3,632,500	3,645,100
Total Rentals	-	55,000	55,000	55,000	55,000	55,000
Total Interest Income	550,000	750,000	600,000	500,000	500,000	500,000
Total Penalties & Interest On Taxes	440,515	442,325	444,171	447,000	447,000	447,000
Total Commercial Leasing	125,848	116,165	114,711	113,235	113,944	112,467
Total Casino	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
Total Other Revenue	8,494,764	8,519,300	8,541,462	8,558,050	8,460,550	8,461,550
Total Unconditional Grants	450,000	430,000	430,000	430,000	430,000	430,000
Total Conditional Grants	641,729	1,727,454	867,544	872,158	875,181	878,294
Total Transfers From Reserve Funds	3,066,985	1,691,650	1,303,490	1,104,395	1,129,916	1,031,727
Total Transfers From Reserve Accounts & Surplus	1,276,163	3,802,689	475,246	405,000	405,000	405,000
Total Non-Tax Revenue	20,503,451	22,783,283	17,943,924	17,509,738	17,454,091	17,371,138
Total Revenues	67,812,526	81,748,471	84,628,738	90,043,879	96,211,667	100,705,326



Building Services

The Building Services department is responsible for ensuring compliance with the current British Columbia Building Code and other building regulations, including the City of Langford's Building Bylaw No. 1160, 2008. The department reviews all building permit submissions and conducts on-site inspections of new construction, commercial tenant improvements, and residential renovations. The department also reviews business licenses for compliance with the Building Bylaw requirements.

Key Stats From 2023



674 PERMITS ISSUED

891
RESIDENTIAL
UNITS CREATED



168
SINGLE FAMILY HOMES



26
DUPLEX



544
MULTIFAMILY



153
TOWNHOUSES

Key Service Functions and Budget Initiatives for 2024

- » Ensure compliance with the BC Building Code
- » Ensure compliance with Building Bylaw No. 1160, 2008.
- » Issue building permits
- » Conduct on-site inspections
- » Conduct plan reviews

Budget Overview

	2023 Budget	2024	2025	2026	2027	2028
Building Inspection Services						
Building Inspection	1,047,944	949,789	1,100,020	1,163,598	1,206,495	1,232,798
Total Building	1,047,944	949,789	1,100,020	1,163,598	1,206,495	1,232,798

Building Services

	2023 Budget	2024	2025	2026	2027	2028
Building Inspection Services						
Building Inspection						
Building Inspection Administration	1,025,175	928,121	1,077,779	1,140,831	1,183,186	1,208,939
Building Fleet	13,269	13,668	14,001	14,280	14,567	14,855
Board of Variance	9,500	8,000	8,240	8,487	8,742	9,004
Total Building Inspection	1,047,944	949,789	1,100,020	1,163,598	1,206,495	1,232,798
Total Building	1,047,944	949,789	1,100,020	1,163,598	1,206,495	1,232,798

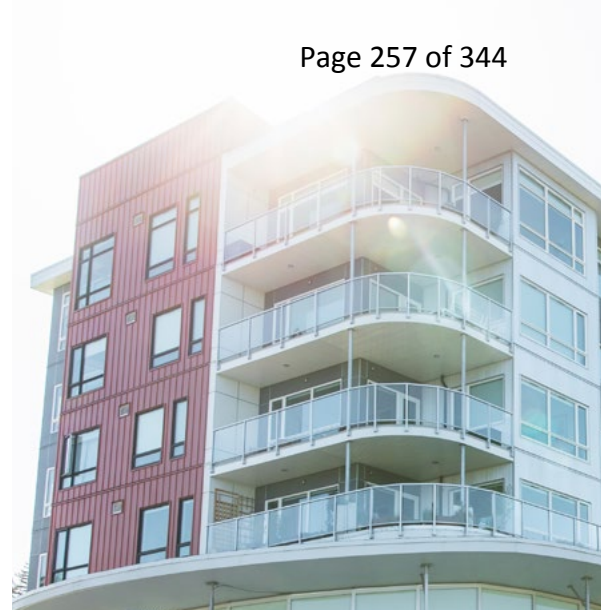


Development Services

The Development Services department is responsible for providing professional and technical advice on a wide range of topics, including land use and development applications as well as housing, climate action, and social policy matters. The department ensures community goals are reflected in the Official Community Plan and planning policy documents. Department staff provide professional and technical advice on current and future land uses as well as a wide range of issues relating to housing, the environment, climate action and social policy. Staff also make recommendations to City Committees and Council to enhance livability for residents by ensuring the community is functional, interactive and sustainable. Day-to-day planning operations also include interactions with land development processes (e.g., subdivisions, servicing, letters of credit) and reviewing past and current policies to address subdivision design and development.

Key Service Functions and Budget Initiatives for 2024

- » Process subdivision and current planning development applications
- » Oversee and monitor the City's Affordable Housing and Attainable Home Ownership Programs
- » Update and ensure relevancy of the City's housing policies and targets, including the Housing Needs Report
- » Update the Official Community Plan
- » Initiate the development of a Climate Action Master Plan
- » Review and convert the current Amenity Contribution Policy into an Amenity Cost Charge Bylaw
- » Coordinate the creation of an Urban Forest Management Plan
- » Review and update the Development Permit and Design Guidelines
- » Update the Zoning Bylaw to reflect new provincial legislation requirements



Key Stats From 2023



29
REZONING APPLICATIONS
RECEIVED

90
DEVELOPMENT PERMIT
APPLICATIONS RECEIVED

13
DEVELOPMENT
VARIANCE PERMIT
APPLICATIONS RECEIVED

504
LOTS CREATED BY
SUBDIVISION

Budget Overview

	2023 Budget	2024	2025	2026	2027	2028
Development Services						
Subdivision & Land Development	410,560	405,290	417,319	432,308	442,468	455,612
Planning	1,686,907	2,720,571	2,096,875	1,826,879	1,879,215	1,924,112
Total Development Services	2,097,467	3,125,861	2,514,194	2,259,187	2,321,683	2,379,724

Development Services

	2023 Budget	2024	2025	2026	2027	2028
Development Services						
Subdivision & Land Development						
Subdivision & Land Development	410,560	405,290	417,319	432,308	442,468	455,612
Total Subdivision & Land Development	410,560	405,290	417,319	432,308	442,468	455,612
Planning						
Planning Administration	1,411,627	1,881,571	1,570,055	1,540,593	1,589,606	1,631,083
Planning Fleet	2,643	-	-	-	-	-
Zoning Bylaw Review	15,606	100,000	100,000	16,561	16,892	17,230
Official Community Plan	150,000	200,000	80,000	-	-	-
Liquor Licence Processing	520	-	-	-	-	-
Affordable Housing	106,511	539,000	346,820	269,725	272,717	275,799
Total Planning	1,686,907	2,720,571	2,096,875	1,826,879	1,879,215	1,924,112
Total Development Services	2,097,467	3,125,861	2,514,194	2,259,187	2,321,683	2,379,724



Engineering and Public Works

The Engineering and Public Works department is responsible for all construction activities related to subdivision and capital projects/public infrastructure, public works such as road maintenance and repairs, and the City of Langford's ongoing beautification efforts.

Engineering and Public Works are responsible for planning, designing, constructing, and maintaining municipal infrastructure, including roads, stormwater management, traffic signals, sidewalks, bike lanes, and streetlights. In addition, they retain oversight for upgrades or replacements for structures such as culverts.

In addition to managing the roads maintenance contract, the department works closely with West Shore Environmental Services, the Capital Regional District, BC Transit, School District #62 and other utility providers.

Key Service Functions and Budget Initiatives for 2024

- » Initiate the development of an Active Transportation Plan
- » Initiate the development of a Transportation Master plan
- » Develop a construction impact management strategy and 'good neighbor' policy
- » Completion of a new signalized intersection at Klahanie Dr and Latoria Rd
- » Safety Improvements to the West Shore Parkway at Amy Rd roundabout
- » Continue to improve and expand active transportation infrastructure:
 - Treanor Ave sidewalk (City Gate to Lakewood Elementary)
 - Completion of 900 blk Goldstream Ave sidewalk and bike lanes
 - Multi-use path along Klahanie Dr (constructed with new traffic signal)

Budget Overview

	2023 Budget	2024	2025	2026	2027	2028
Engineering & Public Works						
Engineering - Common Services	2,247,479	2,868,984	2,562,666	2,642,806	2,722,901	2,798,640
Public Works	6,374,401	6,726,328	7,370,559	7,136,834	7,373,324	7,574,063
Total Engineering & Public Works	8,621,880	9,595,312	9,933,225	9,779,640	10,096,225	10,372,703



Key Stats From 2023



8 KMs
OF ADDITIONAL ROAD INSTALLED
FOR A TOTAL OF 422KMS OF ROAD



2 KMs
OF ADDITIONAL
SIDEWALK INSTALLED



1.4 KMs
OF ADDITIONAL BIKE
LANES INSTALLED



255+
STORMWATER DEVICES CLEANED
AND MAINTAINED



8 KM+
STORMWATER PIPES CLEANED

Engineering and Public Works

	2023 Budget	2024	2025	2026	2027	2028
Engineering & Public Works						
Engineering - Common Services						
Engineering Administration	1,751,435	2,282,714	1,955,860	2,015,863	2,073,456	2,128,871
Luxton Yard	159,616	218,949	225,143	231,499	238,976	245,270
Engineering Fleet	59,207	62,655	64,549	65,678	67,826	68,786
Engineering Outside Wages	220,000	242,251	249,519	257,005	264,715	272,656
Trolley	4,100	4,200	4,300	4,400	4,500	4,560
Christmas Decorations	53,121	58,215	63,295	68,361	73,428	78,497
Total Engineering - Common Services	2,247,479	2,868,984	2,562,666	2,642,806	2,722,901	2,798,640
Public Works						
Road Maintenance	3,853,242	4,019,578	4,154,380	4,236,336	4,362,729	4,488,574
Boulevard Maintenance	113,277	147,026	119,978	122,435	124,943	127,501
Bridge Maintenance	20,808	10,000	10,000	10,000	10,000	10,000
Road Contingency	177,222	188,939	200,412	211,620	222,853	234,110
Roads - Permits	187,140	193,098	198,891	204,858	211,004	217,332
Storm Drain Maintenance	1,030,023	1,056,153	1,506,177	1,102,245	1,123,756	1,109,723
Traffic Signs	58,000	63,000	68,090	73,183	78,278	83,376
Traffic Signals	252,467	319,296	346,061	372,549	399,069	425,623
Street Lights	672,222	718,938	756,012	792,839	829,708	866,620
Other Traffic Services	10,000	10,300	10,558	10,769	10,984	11,204
Total Public Works	6,374,401	6,726,328	7,370,559	7,136,834	7,373,324	7,574,063
Total Engineering & Public Works	8,621,880	9,595,312	9,933,225	9,779,640	10,096,225	10,372,703



Fire Rescue Services and the Emergency Program

Langford Fire Rescue has been the City of Langford's fire and rescue organization since 1947. It is a composite fire department comprised of career and volunteer members operating from three stations within Langford. The department plans and trains for the mitigation, prevention, response, and recovery from emergencies throughout the City. Their function includes fire suppression, first response, auto extrication, water rescue, rope rescue, and technical high-angle rescue. The department is a full-service fire department that works collaboratively with other West Shore departments to protect life and property.

Key Service Functions and Budget Initiatives for 2024

- » Conducting emergency call response
- » Conducting fire and life safety initiatives, including fire safety presentations, fire inspections, FireSmart assessments, and emergency preparedness information delivery
- » Overseeing the Langford Emergency Program
- » Continued implementation of the Fire Master Plan
- » Second year of a three year plan to provide coverage from Station 2



Key Stats From 2023



1,300+
FIRE RESPONSES
(increase of 9% from 2022)



FLEET:
15 APPARATUS,
INCLUDING TWO NEW
FIRETRUCKS IN 2023



300+
FIRE PREVENTION
INSPECTIONS



400+
TRAINING
DRILLS

Budget Overview

	2023 Budget	2024	2025	2026	2027	2028
Fire Rescue Services and the Emergency Program						
Fire Rescue Services	5,473,981	6,828,467	8,142,508	9,232,426	9,526,888	9,762,873
Total Fire Rescue Services	5,473,981	6,828,467	8,142,508	9,232,426	9,526,888	9,762,873



Fire Rescue Services and the Emergency Program

	2023 Budget	2024	2025	2026	2027	2028
Fire Rescue Services and the Emergency Program						
Fire Rescue Services						
Fire Administration	4,031,143	5,223,499	6,389,887	7,481,534	7,685,576	7,904,848
Fire Fleet	156,000	131,162	175,753	143,104	185,422	153,112
Firefighter Training	125,600	127,500	131,975	136,590	141,365	146,310
Firefighting Force	293,577	308,729	319,016	329,590	340,534	351,866
Fire Stations	255,645	285,125	257,585	266,392	276,281	285,744
Communication Centre	180,000	182,537	187,414	193,273	199,337	205,614
Fire Equipment Maintenance	370,848	386,088	399,425	413,497	427,864	442,734
Emergency Measures	61,168	183,827	281,453	268,446	270,509	272,645
Total Fire Rescue Services	5,473,981	6,828,467	8,142,508	9,232,426	9,526,888	9,762,873
Total Fire Rescue Services	5,473,981	6,828,467	8,142,508	9,232,426	9,526,888	9,762,873



Fiscal Services

While Fiscal Services is not a City Department, the fiscal services section of the Financial Plan includes three segments:

The first, bank charges and interest, includes general bank charges and the interest portion of debt payments made by the City. The second segment, principal repayment, consists of the principal portion of debt payments made by the City. Lastly, transfers to own reserves consist of transfers from general operating revenue into the City's various reserve accounts (effectively savings accounts) to be used in future years for various projects. The use of reserve accounts, like savings accounts, allows the City to ensure financial sustainability and manage the peaks and valleys of variable expenditures that are not consistent from year to year.

Budget Overview

	2023 Budget	2024	2025	2026	2027	2028
Fiscal Services						
Bank Charges & Interest	514,831	2,492,250	2,472,250	2,447,250	2,442,250	2,442,250
Principal Repayment	1,827,925	5,609,211	5,907,211	6,799,475	7,769,378	6,885,260
Transfers to Own Funds & Reserves	3,078,803	4,667,410	4,505,000	5,405,000	7,255,000	7,255,000
Total Fiscal Services	5,421,559	12,768,871	12,884,461	14,651,725	17,466,628	16,582,510

Fiscal Services

	2023 Budget	2024	2025	2026	2027	2028
Fiscal Services						
Bank Charges & Interest						
Bank & Temp. Finance Charges	12,000	30,000	25,000	20,000	15,000	15,000
Bank Charges - Bylaw	-	500	500	500	500	500
Interest - Roads	422,731	1,334,331	1,324,331	1,309,331	1,309,331	1,309,331
Interest - Water	-	450,000	445,000	440,000	440,000	440,000
Interest - Facilities	-	577,419	577,419	577,419	577,419	577,419
Interest - Recreation Facilities	80,100	100,000	100,000	100,000	100,000	100,000
Total Bank Charges & Interest	514,831	2,492,250	2,472,250	2,447,250	2,442,250	2,442,250
Principal Repayment						
Principal -Roads	1,223,207	2,105,107	2,115,107	2,130,107	2,130,107	1,220,107
Principal - Water	-	425,000	430,000	435,000	435,000	435,000
Principal - Facilities	384,818	2,879,104	3,162,104	4,034,368	5,004,271	5,030,153
Principal - Recreation Facilities	219,900	200,000	200,000	200,000	200,000	200,000
Total Principal Repayment	1,827,925	5,609,211	5,907,211	6,799,475	7,769,378	6,885,260
Transfers to Own Funds & Reserves						
Transfer to Capital Fund	-	2,162,410	2,000,000	2,900,000	4,750,000	4,750,000
Transfer to General Amenity Reserve	103,803	-	-	-	-	-
Transfer to Equipment Reserve	1,500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Transfer to Police Capital Reserve	70,000	100,000	100,000	100,000	100,000	100,000
Transfer to Capital Works Reserve	1,405,000	1,405,000	1,405,000	1,405,000	1,405,000	1,405,000
Total Transfers to Own Funds & Reserves	3,078,803	4,667,410	4,505,000	5,405,000	7,255,000	7,255,000
Total Fiscal Services	5,421,559	12,768,871	12,884,461	14,651,725	17,466,628	16,582,510

General Government

The General Government section of the Financial Plan includes the following departments/functions:

General Government Administration

Corporate Services & Human Resources

Corporate services includes a variety of functions for the City, including Human Resources, Legislative Services, Police Services, contracts and agreements, land acquisitions and dispositions and a variety of other administrative functions.

Human Resources is responsible for the management of the City employee life cycle. This includes supporting the recruitment and hiring, training and development, health and safety, and performance management of all City staff members. Their role also includes human resource planning and developing and updating employee policies and procedure guidelines.

Communications and Economic Development

The Communications and Economic Development department oversees the City's economic development, communications, public engagement, tourism, and events-related needs. It facilitates City communications and public engagement initiatives, provides support to local businesses, establishes and manages the City's tourism strategy, and coordinates, promotes, and supports community events.

Legislative Services & Records Management

The Legislative Services department is responsible for the preparation of agendas and minutes for all Council and Committee meetings, for responding to Freedom of Information and property information requests, as well as drafting, reviewing, and managing contracts and bylaws.

Records Management facilitates the identification and management of City records and creates an electronic repository. All Freedom of Information requests are managed in accordance with the Freedom of Information and Protection of Privacy Act.

Finance

The Finance department is responsible for the financial management of the City's financial activities. This includes adhering to all the accounting standards and statutory deadlines required of local governments. The department is also responsible for financial planning (budgets), financial reporting, property taxation, accounts payable and receivables, asset management, and payroll.

Information Technology (IT) & Geographic Information Systems (GIS)

The Information Technology (IT) department manages the City's network, hardware and software applications, ensures network security, and provides technical support to all staff at Langford City Hall, Langford Fire Halls and West Shore Parks and Recreation.

The Geographic Information Systems (GIS) department manages geographical information for the City, maintains a variety of maps and applications, conducts geospatial analysis, and maintains an inventory of City-owned infrastructure.

Common Services

The Common Services section of this portion of the budget contains many corporate-wide costs, such as legal, insurance, office supplies, advertising, postage, telephone, and internet.

Budget Overview

	2023 Budget	2024	2025	2026	2027	2028
General Government						
Council	652,414	655,041	669,239	764,223	699,597	715,374
General Government Administration	5,911,095	7,489,262	7,545,082	8,462,369	9,419,625	12,488,284
General Government - Other	2,780,835	3,145,795	3,480,607	3,707,675	3,806,057	3,894,551
Total General Government	9,344,344	11,290,098	11,694,928	12,934,267	13,925,279	17,098,209

General Government

	2023 Budget	2024	2025	2026	2027	2028
General Government						
Council						
Council - General	564,914	377,041	386,089	396,850	407,917	419,300
Council - Travel & Training	87,500	72,000	72,000	72,000	72,000	72,000
Council - Contingency	-	206,000	211,150	215,373	219,680	224,074
Council - Election Costs	-	-	-	80,000	-	-
Total Council	652,414	655,041	669,239	764,223	699,597	715,374
General Government Administration						
General Government Administration	3,332,017	4,433,961	4,156,050	5,056,771	5,922,369	8,905,644
Finance	1,138,788	1,231,566	1,533,394	1,607,392	1,653,915	1,699,205
Common Services	1,022,544	1,337,710	1,351,600	1,279,361	1,309,342	1,336,307
City Hall Equipment	27,030	-	-	-	-	-
City Hall	345,716	435,125	451,965	465,731	479,823	491,869
Rental Properties	45,000	50,900	52,073	53,114	54,176	55,259
Total General Government Administration	5,911,095	7,489,262	7,545,082	8,462,369	9,419,625	12,488,284
General Government - Other						
Network Administration	1,367,988	1,487,438	1,722,908	1,900,128	1,945,135	1,987,477
Records Management	415,243	587,973	657,985	676,138	695,867	716,186
GIS and Mapping	647,357	718,634	737,679	753,861	782,099	797,014
Internet Services	1,457	-	-	-	-	-
Database Management	291,568	298,169	307,115	318,929	325,817	335,592
Asset Management	57,222	53,581	54,920	58,619	57,139	58,282
Total General Government - Other	2,780,835	3,145,795	3,480,607	3,707,675	3,806,057	3,894,551
Total General Government	9,344,344	11,290,098	11,694,928	12,934,267	13,925,279	17,098,209



Parks, Recreation, and Facilities

The Parks, Recreation, and Facilities department is responsible for the capital construction, operations, and maintenance of all City-owned parks, trails, boulevards, recreational facilities, and other Langford-owned properties, such as City Hall, City Centre Park, Starlight Stadium, and Jordie Lunn Bike Park. Planning and administrative responsibilities include long-range park planning, drawing review of future proposed development in accordance with Bylaw No. 1000, volunteer coordination, and responding to resident inquiries. The department coordinates and manages various capital projects annually, such as park builds or redesigns, installation of new playing fields or trails, and boardwalk improvements. This section of the Financial Plan also includes the annual requisition for West Shore Parks and Recreation and the Greater Victoria Public Library.

Key Service Functions and Budget Initiatives for 2024

- » Creation and implementation of Langford's first Parks, Recreation, and Trails Master Plan
- » Grand opening of Jordie Lunn Clubhouse at the Jordie Lunn Bike Park
- » Replacement of the Cy Jenkins Boardwalk on Glen Lake
- » Creation of new climbing/hiking and downhill mountain bike trails at the Langford Gravity Zone
- » Revitalization of Porcher Park
- » Addition of shade sails and greenery at The Langford Station
- » Renovation of the tennis courts at Centennial Park
- » Installation of an accessible dock at the Langford Lake boat launch



Key Stats From 2023



4

NEW OR RENOVATED
PARKS AND PLAYGROUNDS



1

NEW FULL-SIZED ARTIFICIAL
TURF FIELD WITH LIGHTING
installed on Flint Ave



CONSTRUCTION OF THE
CLUBHOUSE BUILDING
at the Jordie Lunn Bike Park
(opening in 2024)



DEVELOPMENT
OF NEW TRAILS
at the Langford Gravity
Zone & Nature Trails



249,770 SQ Ms
TOTAL BOULEVARDS
MAINTAINED



2,392 ACRES
TOTAL GREEN SPACE
AND PARKS

Budget Overview

	2023 Budget	2024	2025	2026	2027	2028
Parks, Recreation & Facilities						
Parks, Recreation & Facilities	15,375,773	13,570,691	13,602,795	13,956,806	14,323,172	14,657,644
Westshore Parks & Recreation	3,137,471	3,276,205	3,393,489	3,529,228	3,670,397	3,817,213
Recreation Purchase of Service	1,900,000	-	-	-	-	-
Library Services	-	2,935,815	3,047,698	3,163,941	3,287,016	3,412,550
Total Parks, Recreation & Facilities	20,413,244	19,782,711	20,043,982	20,649,975	21,280,585	21,887,407

Parks, Recreation and Facilities

	2023 Budget	2024	2025	2026	2027	2028
Parks, Recreation & Facilities						
Parks, Recreation & Facilities						
Parks Administration	473,070	626,544	572,602	631,375	644,491	659,339
Parks Fleet	27,442	25,903	23,983	24,472	24,971	25,479
Parks & Trails Maintenance	2,620,663	2,922,723	2,924,122	2,994,784	3,067,310	3,142,051
Natural Areas Management	161,544	160,474	164,266	168,002	171,298	174,656
Recreation Facilities	6,230,499	6,449,761	6,481,319	6,601,923	6,774,463	6,910,229
Boulevards - Parks	3,061,736	3,236,950	3,281,781	3,375,128	3,472,139	3,570,920
Cultural Services - Arts	2,800,819	148,336	154,722	161,122	168,500	174,970
Total Parks, Recreation & Facilities	15,375,773	13,570,691	13,602,795	13,956,806	14,323,172	14,657,644
Westshore Parks & Recreation						
Westshore Parks & Recreation	3,137,471	3,276,205	3,393,489	3,529,228	3,670,397	3,817,213
Total Westshore Parks & Recreation	3,137,471	3,276,205	3,393,489	3,529,228	3,670,397	3,817,213
Recreation Purchase of Service						
Recreation Purchase of Service	1,900,000	-	-	-	-	-
Total Westshore Parks & Recreation	1,900,000	-	-	-	-	-
Library Services						
Library Services	-	2,935,815	3,047,698	3,163,941	3,287,016	3,412,550
Total Library Services	-	2,935,815	3,047,698	3,163,941	3,287,016	3,412,550
Total Parks, Recreation & Facilities	20,413,244	19,782,711	20,043,982	20,649,975	21,280,585	21,887,407



Police (RCMP), and Community Safety and Municipal Bylaw Enforcement (CSME)

Police (West Shore RCMP)

The Royal Canadian Mounted Police (RCMP) provides police protection for the City of Langford through the West Shore RCMP Detachment. The City's portion of the policing resources allocated to the West Shore RCMP Detachment is funded by the City of Langford through a police service contract with the Province of BC.

West Shore RCMP provides policing services to the City of Langford, City of Colwood, Town of View Royal, District of Metchosin, District of Highlands, Songhees First Nation, and Esquimalt First Nation. The West Shore RCMP Detachment building is jointly owned by the City of Langford, City of Colwood, and Town of View Royal, with the costs associated with the operation and maintenance of the building shared between the three owner municipalities. The City of Langford provides administrative services with regard to the ownership of the building. Additionally, as required by the police service contract with the Province of BC, the municipality provides municipal employees who work at the detachment.

For 2023, the City of Langford had an authorized strength of 65 RCMP officers and provided 24 municipal employees. The proposed 2024 budget includes an additional three RCMP Officers and one additional municipal employee. This addition would maintain current officer per capita levels, given the growth in the community.

Community Safety and Municipal Bylaw Enforcement (CSME)

The Community Safety and Municipal Bylaw Enforcement (CSME) department addresses a wide range of community issues, ensures the public is well informed of Langford's Regulatory Bylaw requirements, and assesses risk in the community. The department team monitors the community and potential risks on a regular basis to ensure a safe and enjoyable environment for all. The department works closely with many agencies to provide a level of service that is highly effective, professional, and proactive.

Budget Overview

	2023 Budget	2024	2025	2026	2027	2028
Police & CSME						
Police	13,917,932	15,472,094	16,347,408	17,287,689	18,238,866	19,190,492
CSME	1,474,175	1,935,268	1,968,012	2,085,372	2,149,018	2,198,610
Total Police & CSME	15,392,107	17,407,362	18,315,420	19,373,061	20,387,884	21,389,102



Key Stats (Police)



CRIME RATE

52 LANGFORD

94 PROVINCIAL AVERAGE

CASE LOAD

42 LANGFORD

72.5 PROVINCIAL AVERAGE

CRIMINAL CODE OFFENCES PER CAPITA

0.05 LANGFORD

0.12 PROVINCIAL AVERAGE

Source: Police Resources in BC, 2022

Key Stats From 2023 (CSME)



4,845 NUMBER OF ENFORCEMENT FILES OPENED

932 NUMBER OF COMMUNITY SAFETY PATROLS

1,422 NUMBER OF PARKING WARNINGS ISSUED

201 NUMBER OF PARKING TICKETS ISSUED

Police and Community Safety and Municipal Enforcement

Key Service Functions and Budget Initiatives for 2024

- » Receive and investigate public complaints of Bylaw violations
- » Ensure regulatory Bylaw compliance
- » Provide street parking management and enforcement
- » Conduct vehicle, bicycle, and foot patrols of public spaces
- » Assist the unhoused where appropriate and ensure high levels of public safety

	2023 Budget	2024	2025	2026	2027	2028
Police & CSME						
Police						
Police Services	11,772,394	13,146,848	13,974,581	14,852,111	15,730,491	16,609,751
Police Administration	1,850,545	2,002,225	2,040,760	2,094,724	2,157,953	2,223,092
Police Building	294,993	323,021	332,067	340,854	350,422	357,649
Total Police	13,917,932	15,472,094	16,347,408	17,287,689	18,238,866	19,190,492
CSME						
CSME - Administration	911,132	1,289,084	1,305,214	1,408,372	1,457,498	1,492,254
CSME - Fleet	64,141	66,065	67,717	69,069	70,453	71,862
CSME - Speed Watch	10,404	10,716	10,984	11,204	11,428	11,656
CSME - Security Patrol	183,110	212,604	218,038	222,647	227,355	232,165
CSME - Animal Control	104,040	115,161	118,080	120,524	123,020	125,567
CSME - Bike Patrols	3,121	3,215	3,295	3,361	3,428	3,497
CSME - Parks & Trails	173,227	178,423	182,884	186,541	190,272	194,078
CSME - Unhoused Management	25,000	60,000	61,800	63,654	65,564	67,531
Total CSME	1,474,175	1,935,268	1,968,012	2,085,372	2,149,018	2,198,610
Total Police & CSME	15,392,107	17,407,362	18,315,420	19,373,061	20,387,884	21,389,102



Capital Budget

Proposed 2024-2028 Capital Budget

2024

Engineering & Public Works	55,481,516
Fire Rescue Services & the Emergency Program	184,000
General Government	49,244,000
Parks, Recreation & Facilities	5,180,000
Police & Community Safety and Municipal Enforcement	937,560

2024 Total	111,027,076
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2025

Building	110,000
Engineering & Public Works	2,030,000
Fire Rescue Services & the Emergency Program	89,000
General Government	5,650,000
Parks, Recreation & Facilities	4,715,000
Police & Community Safety and Municipal Enforcement	96,000

2025 Total	12,690,000
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2026

Engineering & Public Works	2,310,000
Fire Rescue Services & the Emergency Program	1,525,000
General Government	2,000,000
Parks, Recreation & Facilities	1,100,000
Police & Community Safety and Municipal Enforcement	96,000

2026 Total	7,031,000
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2027

Engineering & Public Works	1,375,000
Fire Rescue Services & the Emergency Program	610,000
General Government	2,000,000
Parks, Recreation & Facilities	1,150,000
Police & Community Safety and Municipal Enforcement	96,000

2027 Total	5,231,000
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2028

Engineering & Public Works	2,050,000
Fire Rescue Services & the Emergency Program	225,000
Parks, Recreation & Facilities	1,100,000
Police & Community Safety and Municipal Enforcement	96,000

2028 Total	3,471,000
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Grand Total	139,450,076
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Projects	Funding Source													
	Developer Contributions	Canada/BC Infra. Grant	Gas Tax	Roads DCC	Storm Drainage DCC	Parks & Open Space DCC	Debt	General Operating Reserve	General Amenity Reserve	Equipment Replacement Reserve	Police Building Capital Reserve	Capital Works Reserve	Affordable Housing Reserve	Grand Total
Engineering & Public Works														
PW01 - Engineering Vehicle Purchase										294,550				294,550
PW09 - Luxton - Quonset Hut												25,000		25,000
PW10 - Atco Trailer												125,000		125,000
CM01 - Centre Mountain Residential Rd LSA							8,653,258							8,653,258
CM02 - Centre Mountain Business Park Rd LSA							15,880,627							15,880,627
CM03 - Centre Mountain Water Service LSA							14,317,595							14,317,595
SD42 - Latoria Culvert Improvements					41,247				2,000					43,247
SD46 - Langshire/Glenshire SSL Water System PRV							895,000							895,000
SL09 - Traffic Signal Upgrades												200,000		200,000
SL14 - Latoria at Klahanie Signal				519,000										519,000
SR32 - Neighbourhood Improvements												350,000		350,000
SR76 - Millstream Rd Roundabout				61,000										61,000
SR77 - ENG - Multi Use lanes			1,477,307											1,477,307
SR80 - Chidlow Connector (Luxton/Sooke)				16,000										16,000
SR83 - Peatt Rd Hydro				239,109										239,109
SR84 - West Shore Pkwy @ Amy Rd Roundabout Improvement Project									658,337					658,337
SR85 - Paving City Parking Lots												373,000		373,000
SR86 - BMP Ultimate Marble to Ecoasis	5,139,977													5,139,977
SR90 - Irwin Rd Improvements				2,011,528				1,412,410						3,423,938
SR92 - Westwind Drive Retaining Wall Repair									674,382					674,382
SR94 - Royal Roads University Onsite Gravel Parking									50,000					50,000
SW01 - Sidewalk Infill									1,795,300					1,795,300
SW20 - Luxton Sidewalk									269,889					269,889
Engineering & Public Works Total	5,139,977		1,477,307	2,846,637	41,247		39,746,480	1,412,410	3,449,908	294,550		1,073,000		55,481,516
Fire Rescue Services & the Emergency Program														
EP02 - Emergency Preparednesses - Equipment		30,000												30,000
FE14 - Fire Vehicle Replacement										30,000				30,000
FE23 - Firehall #2											30,000			30,000
FE45 - Hose Replacement										14,000				14,000
FE47 - Water Storage Tank										80,000				80,000
Fire Rescue Services & the Emergency Program Total		30,000								124,000		30,000		184,000
General Government														
FA01 - Municipal (City Hall) Upgrades												250,000		250,000
FA05 - Wi-Fi Community Internet									23,000					23,000
FA08 - Admin Property Purchase							41,050,000						450,000	41,500,000
FA17 - Website Design												45,000		45,000
FA25 - Fibre Network									100,000					100,000
FA36 - Council Video Streaming Hardware												24,000		24,000
FA39 - Pure Storage Additional Capacity												140,000		140,000
FA41 - gTechna Software												40,000		40,000
FA42 - Bryn Maur Masons Building							7,000,000							7,000,000
FA06 - IT - Servers/Printers/Backup										102,000				102,000
FA43 - Iris Software												20,000		20,000
General Government Total							48,050,000		123,000	102,000		519,000	450,000	49,244,000
Parks, Recreation & Facilities														
PD03 - JLBP Clubhouse												475,000		475,000
PD16 - Langford Gravity Zone and Nature Trails						50,000			50,000					100,000
PD19 - Porcher Park						550,000								550,000
PD23 - Desmond Pond Park Improvements						50,000								50,000
PD31 - Cy Jenkins Boardwalk Replacement			275,000											275,000
PD32 - Stadium Staining												400,000		400,000
PD35 - Glen Lake Spray Park						425,000								425,000
PD37 - WSP Culvert Trail						500,000								500,000
PD38 - Station Ave Shade Sails			100,000											100,000
PD39 - Langford Lake Accessible Dock									200,000					200,000
PK01 - Parkland Acquisition						1,000,000								1,000,000
PK07 - Disability & Access Improvements						100,000								100,000
PK10 - Centennial Park Playground Rubber Replacement						90,000								90,000
PK18 - Hiking Trails						65,000								65,000
PK20 - Centennial Tennis Courts						320,000								320,000
PK24 - Centennial Park Improvements						385,000								385,000
PK50 - Westhills Arena LED Upgrade			20,000											20,000
PK52 - Minigolf Carpets									70,000					70,000
PK73 - Veterans Park Expansion						25,000								25,000
PK75 - Willing Park						30,000								30,000
Parks, Recreation & Facilities Total			395,000			3,590,000			320,000			875,000		5,180,000
Police & Community Safety and Municipal Enforcement (CSME)														
BL02 - CSME - Vehicle Replacement										100,000				100,000
BL03 - CREST Radio Purchase										20,000				20,000
PS02 - Police Building Improvements/Replacements											96,000			96,000
PS03 - Police Station							721,560							721,560
Police & Community Safety and Municipal Enforcement (CSME) Total							721,560			120,000		96,000		937,560
Grand Total	5,139,977	30,000	1,872,307	2,846,637	41,247	3,590,000	88,518,040	1,412,410	3,892,908	640,550	96,000	2,497,000	450,000	111,027,076

2025 Capital Budget

Funding Source										
Projects	ICBC - Capital Grants	Roads DCC	Parks & Open Space DCC	Debt	General Amenity Reserve	Equipment Replacement Reserve	Police Building Capital Reserve	Capital Works Reserve	Grand Total	
Building Inspection Services										
BI01 - Building Inspection Vehicle Purchase						110,000			110,000	
Building Inspection Services Total						110,000			110,000	
Engineering & Public Works										
PW01 - Engineering Vehicle Purchase						65,000			65,000	
PW09 - Luxton - Quonset Hut								25,000	25,000	
SL09 - Traffic Signal Upgrades								200,000	200,000	
SR32 - Neighbourhood Improvements								350,000	350,000	
SW01 - Sidewalk Infill					800,000				800,000	
SL17 - Leigh @ Dunford (New Signal Lights)	40,000	225,000			185,000				450,000	
SR95 - City Centre Crosswalk					140,000				140,000	
Engineering & Public Works Total		40,000	225,000		1,125,000	65,000		575,000	2,030,000	
Fire Rescue Services & the Emergency Program										
FE14 - Fire Vehicle Replacement						50,000			50,000	
FE45 - Hose Replacement						14,000			14,000	
FE23 - Firehall #2								25,000	25,000	
Fire Rescue Services & the Emergency Program Total						64,000		25,000	89,000	
General Government										
FA01 - Municipal (City Hall) Upgrades								150,000	150,000	
FA08 - Admin Property Purchase				5,500,000					5,500,000	
General Government Total					5,500,000			150,000	5,650,000	
Parks, Recreation & Facilities										
PK01 - Parkland Acquisition			1,000,000						1,000,000	
PK18 - Hiking Trails			25,000						25,000	
PK26 - Parks Vehicle Purchase						90,000			90,000	
PK73 - Veterans Park Expansion			3,500,000						3,500,000	
PK07 - Disability & Access Improvements			100,000						100,000	
Parks, Recreation & Facilities Total			4,625,000			90,000			4,715,000	
Police & Community Safety and Municipal Enforcement (CSME)										
PS02 - Police Building Improvements/Replacements								96,000	96,000	
Police & Community Safety and Municipal Enforcement (CSME) Total								96,000	96,000	
Grand Total	40,000	225,000	4,625,000	5,500,000	1,125,000	329,000	96,000	750,000	12,690,000	

2026 Capital Budget

Projects	Funding Source						
	Parks & Open Space DCC	Debt	General Amenity Reserve	Equipment Replacement Reserve	Police Building Capital Reserve	Capital Works Reserve	Grand Total
Engineering & Public Works							
PW01 - Engineering Vehicle Purchase				235,000			235,000
PW09 - Luxton - Quonset Hut						25,000	25,000
SD35 - Irwin Dam Improvement Project		700,000					700,000
SL09 - Traffic Signal Upgrades						200,000	200,000
SR32 - Neighbourhood Improvements						350,000	350,000
SW01 - Sidewalk Infill			800,000				800,000
Engineering & Public Works Total		700,000	800,000	235,000		575,000	2,310,000
Fire Rescue Services & the Emergency Program							
FE14 - Fire Vehicle Replacement				1,500,000			1,500,000
FE23 - Firehall #2						25,000	25,000
Fire Rescue Services & the Emergency Program Total				1,500,000		25,000	1,525,000
General Government							
FA08 - Admin Property Purchase		2,000,000					2,000,000
General Government Total		2,000,000					2,000,000
Parks, Recreation & Facilities							
PK01 - Parkland Acquisition	1,000,000						1,000,000
PK07 - Disability & Access Improvements	100,000						100,000
Parks, Recreation & Facilities Total	1,100,000						1,100,000
Police & Community Safety and Municipal Enforcement (CSME)							
PS02 - Police Building Improvements/Replacements					96,000		96,000
Police & Community Safety and Municipal Enforcement (CSME) Total					96,000		96,000
Grand Total	1,100,000	2,700,000	800,000	1,735,000	96,000	600,000	7,031,000

2027 Capital Budget

Funding Source							
Projects	Parks & Open Space DCC	Debt Funding	General Amenity Reserve	Equipment Replacement Reserve	Police Building Capital Reserve	Capital Works Reserve	Grand Total
Engineering & Public Works							
PW09 - Luxton - Quonset Hut						25,000	25,000
SL09 - Traffic Signal Upgrades						200,000	200,000
SR32 - Neighbourhood Improvements						350,000	350,000
SW01 - Sidewalk Infill			800,000				800,000
Engineering & Public Works Total			800,000			575,000	1,375,000
Fire Rescue Services & the Emergency Program							
FE14 - Fire Vehicle Replacement				100,000			100,000
FE16 - SCBA Replacement				485,000			485,000
FE23 - Firehall #2						25,000	25,000
Fire Rescue Services & the Emergency Program Total				585,000		25,000	610,000
General Government							
FA08 - Admin Property Purchase		2,000,000					2,000,000
General Government Total		2,000,000					2,000,000
Parks, Recreation & Facilities							
PK01 - Parkland Acquisition	1,000,000						1,000,000
PK26 - Parks Vehicle Purchase				50,000			50,000
PK07 - Disability & Access Improvements	100,000						100,000
Parks, Recreation & Facilities Total		1,100,000		50,000			1,150,000
Police & Community Safety and Municipal Enforcement (CSME)							
PS02 - Police Building Improvements/Replacements					96,000		96,000
Police & Community Safety and Municipal Enforcement (CSME) Total						96,000	96,000
Grand Total	1,100,000	2,000,000	800,000	635,000	96,000	600,000	5,231,000

2028 Capital Budget

Projects	Funding Source					
	Storm Drainage DCC	Parks & Open Space DCC	Equipment Replacement Reserve	Police Building Capital Reserve	Capital Works Reserve	Grand Total
Engineering & Public Works						
SD43 - Luxton Rd Firehall Creek Improvement	1,500,000					1,500,000
SL09 - Traffic Signal Upgrades					200,000	200,000
SR32 - Neighbourhood Improvements					350,000	350,000
Engineering & Public Works Total	1,500,000				550,000	2,050,000
Fire Rescue Services & the Emergency Program						
FE14 - Fire Vehicle Replacement			200,000			200,000
FE23 - Firehall #2					25,000	25,000
Fire Rescue Services & the Emergency Program Total			200,000		25,000	225,000
Parks, Recreation & Facilities						
PK01 - Parkland Acquisition		1,000,000				1,000,000
PK07 - Disability & Access Improvements		100,000				100,000
Parks, Recreation & Facilities Total		1,100,000				1,100,000
Police & Community Safety and Municipal Enforcement (CSME)						
PS02 - Police Building Improvements/Replacements				96,000		96,000
Police & Community Safety and Municipal Enforcement (CSME) Total				96,000		96,000
Grand Total	1,500,000	1,100,000	200,000	96,000	575,000	3,471,000

A person wearing a teal long-sleeved shirt, black pants, and a white helmet is riding a mountain bike on a dirt trail. The trail is surrounded by a dense forest of tall evergreen trees. In the foreground, there are large, rounded rocks covered in bright green moss. The scene is captured from a low angle, emphasizing the natural environment.

Reserves

Impact of 2024 Budget on Reserve Funds

		Balance Beginning of Year	Additions	Expenditures Transfers	Transfer Internal	Interest Earned/charged	Ending Balance
		(Subject to change)					
Reserve Funds							
Capital Works	\$	2,652,074	1,405,000	(3,497,000)	-	79,562	639,636
Affordable Housing		4,483,590	350,000	(989,000)	-	134,508	3,979,098
Parks and Open Space		3,254,793	250,000	-	-	97,644	3,602,437
Parkland Improvement		3,250	-	-	-	98	3,348
General Amenity		3,400,716	2,500,000	(3,932,908)	-	102,021	2,069,829
Equipment Replacement		1,502,979	1,000,000	(753,200)	-	45,089	1,794,868
Sidewalk Capital		46,781	10,000	-	-	1,403	58,184
Bear Mountain Firehall		1,655,714	15,000	-	-	49,671	1,720,385
Police Capital		48,023	100,000	(96,000)	-	1,441	53,464
Special Police		696,086	-	-	-	20,883	716,969
Growing Communities Fund		16,484,000	-	-	-	494,520	16,978,520
Downtown Parking		132,458	-	-	-	3,974	136,432
Total Reserve Funds Balances		34,360,464	5,630,000	(9,268,108)	-	1,030,814	31,753,170
Development Cost Charges							
Parks		170,144	-	-	-	5,104	175,248
Storm Drainage		408,591	225,000	(41,247)	-	12,258	604,602
Roads		1,427,278	2,500,000	(2,846,637)	(1,000,000)	42,818	123,459
Sewers		-	-	-	-	-	-
Parkland and Open Space		5,942,435	1,600,000	(3,590,000)	1,000,000	178,273	5,130,708
Total Development Cost Charges Balances		7,948,448	4,325,000	(6,477,884)	-	238,453	6,034,017
Other Reserve Accounts							
Surplus		4,000,000	500,000	(3,437,771)	-	120,000	1,182,229
Infrastructure Sustainability Reserve		1,305,329	-	-	-	39,160	1,344,489
Community Works (Gas Tax)		2,576,362	1,346,600	(1,992,307)	-	77,291	2,007,946
Total Other Reserve Accounts Balances		7,881,691	1,846,600	(5,430,078)	-	236,451	4,534,664
Total Funds on Hand	\$	50,190,603	11,801,600	(21,176,070)	-	1,505,718	42,321,851

Impact of 2025 Budget on Reserve Funds

		Balance Beginning of Year	Additions	Expenditures Transfers	Transfer Internal	Interest Earned/charged	Ending Balance
Reserve Funds							
Capital Works	\$	639,636	1,405,000	(1,600,000)	-	19,189	463,825
Affordable Housing		3,979,098	350,000	(347,290)	-	119,373	4,101,181
Parks and Open Space		3,602,437	250,000	-	-	108,073	3,960,510
Parkland Improvement		3,348	-	-	-	100	3,448
General Amenity		2,069,829	2,500,000	(1,125,000)	-	62,095	3,506,924
Equipment Replacement		1,794,868	1,000,000	(435,200)	-	53,846	2,413,514
Sidewalk Capital		58,184	10,000	-	-	1,746	69,930
Bear Mountain Firehall		1,720,385	15,000	-	-	51,612	1,786,997
Police Capital		53,464	100,000	(96,000)	-	1,604	59,068
Special Police		716,969	-	-	-	21,509	738,478
Growing Communities Fund		16,978,520	-	-	-	509,356	17,487,876
Downtown Parking		136,432	-	-	-	4,093	140,525
Total Reserve Funds Balances		31,753,170	5,630,000	(3,603,490)	-	952,595	34,732,275
Development Cost Charges							
Parks		175,248	-	-	-	5,257	180,506
Storm Drainage		604,602	225,000	-	-	18,138	847,740
Roads		123,459	2,250,000	(225,000)	(2,000,000)	3,704	152,163
Sewers		-	-	-	-	-	-
Parkland and Open Space		5,130,708	1,600,000	(4,625,000)	2,000,000	153,921	4,259,629
Total Development Cost Charges Balances		6,034,017	4,075,000	(4,850,000)	-	181,021	5,440,038
Other Reserve Accounts							
Surplus		1,182,229	500,000	(285,000)	-	35,467	1,432,696
Infrastructure Sustainability Reserve		1,344,489	-	-	-	40,335	1,384,824
Community Works (Gas Tax)		2,007,946	1,373,532	(120,000)	-	60,238	3,321,716
Total Other Reserve Accounts Balances		4,534,664	1,873,532	(405,000)	-	136,040	6,139,236
Total Funds on Hand	\$	42,321,851	11,578,532	(8,858,490)	-	1,269,656	46,311,549

Impact of 2026 Budget on Reserve Funds

		Balance Beginning of Year	Additions	Expenditures Transfers	Transfer Internal	Interest Earned/charged	Ending Balance
Reserve Funds							
Capital Works	\$	463,825	1,405,000	(1,350,000)	-	13,915	532,740
Affordable Housing		4,101,181	300,000	(270,695)	-	123,035	4,253,521
Parks and Open Space		3,960,510	250,000	-	-	118,815	4,329,325
Parkland Improvement		3,448	-	-	-	103	3,551
General Amenity		3,506,924	2,250,000	(800,000)	-	105,208	5,062,132
Equipment Replacement		2,413,514	1,000,000	(1,818,700)	-	72,405	1,667,220
Sidewalk Capital		69,930	10,000	-	-	2,098	82,028
Bear Mountain Firehall		1,786,997	10,000	-	-	53,610	1,850,607
Police Capital		59,068	100,000	(96,000)	-	1,772	64,840
Special Police		738,478	-	-	-	22,154	760,632
Growing Communities Fund		17,487,876	-	-	-	524,636	18,012,512
Downtown Parking		140,525	-	-	-	4,216	144,740
Total Reserve Funds Balances		34,732,275	5,325,000	(4,335,395)	-	1,041,968	36,763,848
Development Cost Charges							
Parks		180,506	-	-	-	5,415	185,921
Storm Drainage		847,740	225,000	-	-	25,432	1,098,172
Roads		152,163	2,000,000	-	(2,000,000)	4,565	156,728
Sewers		-	-	-	-	-	-
Parkland and Open Space		4,259,629	1,600,000	(1,100,000)	2,000,000	127,789	6,887,418
Total Development Cost Charges Balances		5,440,038	3,825,000	(1,100,000)	-	163,201	8,328,239
Other Reserve Accounts							
Surplus		1,432,696	500,000	(285,000)	-	42,981	1,690,677
Infrastructure Sustainability Reserve		1,384,824	-	-	-	41,545	1,426,368
Community Works (Gas Tax)		3,321,716	1,401,003	(120,000)	-	99,651	4,702,370
Total Other Reserve Accounts Balances		6,139,236	1,901,003	(405,000)	-	184,177	7,819,415
Total Funds on Hand	\$	46,311,549	11,051,003	(5,840,395)	-	1,389,346	52,911,503

Impact of 2027 Budget on Reserve Funds

		Balance Beginning of Year	Additions	Expenditures Transfers	Transfer Internal	Interest Earned/charged	Ending Balance
Reserve Funds							
Capital Works	\$	532,740	1,405,000	(1,350,000)	-	15,982	603,722
Affordable Housing		4,253,521	300,000	(273,716)	-	127,606	4,407,411
Parks and Open Space		4,329,325	200,000	-	-	129,880	4,659,205
Parkland Improvement		3,551	-	-	-	107	3,658
General Amenity		5,062,132	2,000,000	(800,000)	-	151,864	6,413,996
Equipment Replacement		1,667,220	1,000,000	(741,200)	-	50,017	1,976,036
Sidewalk Capital		82,028	10,000	-	-	2,461	94,489
Bear Mountain Firehall		1,850,607	10,000	-	-	55,518	1,916,125
Police Capital		64,840	100,000	(96,000)	-	1,945	70,785
Special Police		760,632	-	-	-	22,819	783,451
Growing Communities Fund		18,012,512	-	-	-	540,375	18,552,887
Downtown Parking		144,740	-	-	-	4,342	149,083
Total Reserve Funds Balances		36,763,848	5,025,000	(3,260,916)	-	1,102,915	39,630,848
Development Cost Charges							
Parks		185,921	-	-	-	5,578	191,499
Storm Drainage		1,098,172	225,000	-	-	32,945	1,356,117
Roads		156,728	2,000,000	-	(1,000,000)	4,702	1,161,430
Sewers		-	-	-	-	-	-
Parkland and Open Space		6,887,418	1,600,000	(1,100,000)	1,000,000	206,623	8,594,041
Total Development Cost Charges Balances		8,328,239	3,825,000	(1,100,000)	-	249,847	11,303,086
Other Reserve Accounts							
Surplus		1,690,677	500,000	(285,000)	-	50,720	1,956,397
Infrastructure Sustainability Reserve		1,426,368	-	-	-	42,791	1,469,159
Community Works (Gas Tax)		4,702,370	1,429,023	(120,000)	-	141,071	6,152,464
Total Other Reserve Accounts Balances		7,819,415	1,929,023	(405,000)	-	234,582	9,578,021
Total Funds on Hand	\$	52,911,503	10,779,023	(4,765,916)	-	1,587,345	60,511,954

Impact of 2028 Budget on Reserve Funds

		Balance Beginning of Year	Additions	Expenditures Transfers	Transfer Internal	Interest Earned/charged	Ending Balance
Reserve Funds							
Capital Works	\$	603,722	1,405,000	(1,325,000)	-	18,112	701,834
Affordable Housing		4,407,411	300,000	(276,827)	-	132,222	4,562,806
Parks and Open Space		4,659,205	200,000	-	-	139,776	4,998,981
Parkland Improvement		3,658	-	-	-	110	3,768
General Amenity		6,413,996	2,000,000	-	-	192,420	8,606,416
Equipment Replacement		1,976,036	1,000,000	(204,900)	-	59,281	2,830,418
Sidewalk Capital		94,489	10,000	-	-	2,835	107,323
Bear Mountain Firehall		1,916,125	10,000	-	-	57,484	1,983,609
Police Capital		70,785	100,000	(96,000)	-	2,124	76,908
Special Police		783,451	-	-	-	23,504	806,954
Growing Communities Fund		18,552,887	-	-	-	556,587	19,109,474
Downtown Parking		149,083	-	-	-	4,472	153,555
Total Reserve Funds Balances		39,630,848	5,025,000	(1,902,727)	-	1,188,925	43,942,046
Development Cost Charges							
Parks		191,499	-	-	-	5,745	197,244
Storm Drainage		1,356,117	225,000	(1,500,000)	-	40,684	121,801
Roads		1,161,430	2,000,000	-	-	34,843	3,196,273
Sewers		-	-	-	-	-	-
Parkland and Open Space		8,594,041	1,600,000	(1,100,000)	-	257,821	9,351,862
Total Development Cost Charges Balances		11,303,086	3,825,000	(2,600,000)	-	339,093	12,867,179
Other Reserve Accounts							
Surplus		1,956,397	500,000	(285,000)	-	58,692	2,230,089
Infrastructure Sustainability Reserve		1,469,159	-	-	-	44,075	1,513,234
Community Works (Gas Tax)		6,152,464	1,457,603	(120,000)	-	184,574	7,674,641
Total Other Reserve Accounts Balances		9,578,021	1,957,603	(405,000)	-	287,341	11,417,964
Total Funds on Hand	\$	60,511,954	10,807,603	(4,907,727)	-	1,815,359	68,227,189



City of Langford

Staff Report to Council

DATE: Monday, March 4, 2024

DEPARTMENT: Administration

SUBJECT: Nolan Riding Lease Agreement

EXECUTIVE SUMMARY:

The City has the opportunity to lease the remaining available office space on the upper floor of the Jordie Lunn Bike Park Clubhouse (the “Clubhouse”) to Nolan Riding. Nolan Riding is a collective of mountain bike coaches and guides who operate on Vancouver Island who often work in collaboration with Cycling BC and Cycling Canada. Staff are seeking Council approval to enter into a lease agreement with Nolan Riding for the use of office space on the upper floor of the Clubhouse. Public notices have been published in accordance with the *Community Charter*.

BACKGROUND:

Over the past few months, Council has reviewed and approved multiple lease agreements within the Clubhouse at Jordie Lunn Bike Park. The leases span across food and beverage, retail, and office space, with a focus on enhancing amenities and services available to the community at the park.

On the first floor of the Clubhouse, Broad Street Cycles will operate a bike rental and retail business in the designated retail space, while Rhino Coffee House will lease the food and beverage area. On the second floor, Cycling BC and Cycling Canada will occupy office space, offering cycling programming and activities to clubs, national teams, and the general public.

Additionally, there remains approximately 90.67 square feet of office space available for rent on the second floor. Nolan Riding, a collective of mountain bike coaches and guides, has expressed interest in leasing this space from the City. Nolan Riding is known for creating mountain biking experiences for people of all ages, and hosting workshops, camps, and tours through a network of community partnerships.

Similar to Cycling BC and Cycling Canada, Nolan Riding plans to operate out of the Clubhouse and bike park, utilizing the park as a central hub for their coaching and programming services. Staff believe that providing office space for Nolan Riding at the park will foster collaboration between them and Cycling Canada/ Cycling BC, helping to create a vibrant mountain biking community at Jordie Lunn Bike Park.

COMMENTARY:

Staff recommend that the term of the lease be for three years, in accordance with the terms of the agreement as attached.

Key terms of the agreement include:

- The term will commence on April 1st, 2024;
- Nolan Riding has the option to renew for an additional two years, with such approval being subject to the City's discretion;
- Nolan Riding will pay as base rent \$2,266.75 annually during the term, to be paid in monthly installments of \$188.89;
- In addition to rent, Nolan Riding will pay for any utility costs that directly relate to their use of the office space; and
- Nolan Riding will indemnify the City and obtain property insurance and general liability insurance in an amount not less than \$5,000,000 per occurrence with the City named as an additional insured.

FINANCIAL IMPLICATIONS:

The base rental amount for the term of the lease is \$2,266.75 per year, to be paid in monthly installments of \$188.89, plus GST. The rent is based on a price per square foot of \$25.00, which is within the range of fair market rental prices for similar office space in the area.

LEGAL IMPLICATIONS:

Dispositions of land must be approved by the City and proper notice must be given in accordance with the *Community Charter*; this notice has been given. A lease is considered a disposition of an interest in land in accordance with the *Community Charter*.

STRATEGIC PLAN INITIATIVES:

- Strategic Priority Three: Economic Development
- Strategic Priority Six: Quality of Life
 - 6I: Increased Access to Recreation Infrastructure and Services

OPTIONS:**Option 1**

THAT Council approve the lease agreement with Nolan Riding on the terms as attached with such minor amendments as may be required and that Council authorize the Mayor and Chief Administrative Officer or Corporate Officer to execute the agreement.

OR Option 2

THAT Council decline to enter into the lease agreement with Nolan Riding at this time.

SUBMITTED BY: Sam Prette, Manager of Contracts and Agreements

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

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

Attachment: DRAFT CON23-0173 Nolan Riding Lease Agreement

**LEASE AGREEMENT
CON23-0173**

THIS LEASE dated for reference _____

AMONG:

CITY OF LANGFORD

877 Goldstream Avenue
2nd Floor
Victoria, B.C., V9B 2X8

(the “**Landlord**”)

AND:

Nolan Riding

A sole proprietorship validly existing in the Province of British Columbia
and having an address at
3058 Phillips Road
Sooke, BC, V9Z 1K7

(the “**Tenant**”)

AND:

Patrick Nolan

3058 Phillips Road
Sooke, BC, V9Z 1K7

(the “**Guarantor**”)

WHEREAS:

- A. The Landlord is the registered owner in fee simple of those lands and permits in the City of Langford having an address at 2990 Irwin Road, Langford, BC V9B 5Y6;
- B. The Tenant is a sole proprietorship validly existing under the laws of British Columbia;
- C. The Guarantor is the owner and operator of the Tenant sole proprietorship;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the terms and conditions herein contained, and the sum of \$1.00 now paid by the Tenant to the Landlord, the receipt of which is hereby acknowledged by the City, the parties agree as follows:

SUMMARY OF CERTAIN BASIC LEASE PROVISIONS

The following is a summary of certain basic Lease provisions, which are referred to in subsequent provisions of this Lease. In the event of any conflict between the contents of this summary and the remaining provisions of this Lease, the remaining provisions will govern.

- (a) Name of Landlord: City of Langford
 Address of Landlord: 877 Goldstream Avenue, 2nd Floor
 Victoria, B.C., V9B 2X8
- (b) Name of Tenant: Patrick Nolan
 Address of Tenant: 3058 Phillips Road
 Sooke, BC, V9Z 1K7
- (c) Tenant's Trade Name: Nolan Riding
- (d) Permitted Use
 Office space for a company that specializes in high quality mountain bike skills coaching and guiding programs.
- (e) Premises – Description
 That area shown outlined in heavy black line on the sketch attached hereto as Schedule B, which is part of the area at the civic address known as Jordie Lunn Bike Park, 2990 Irwin Road, Langford, B.C., V9B 5Y6
- (f) Rentable Area
 Approximately 90.67 square feet (see Schedule B)
- (g) Term
 3 years
- (h) Term Commencement Date
 April 1, 2024
- (i) Basic Rent

\$2,266.75 per annum during the Term, monthly payments of \$188.89

(j) Security Deposit

\$188.89

1. SCHEDULES

1.1 The schedules forming part of this Lease consist of:

Schedule A—Definitions

Schedule B – Plan of Premises

Schedule C - Rules and Regulations

2. LEASE OF PREMISES

2.1 Demise

In consideration of the Rent, covenants, and agreements reserved and contained in this Lease, which Rent, covenants, and agreements are to be paid, observed, and performed by the Tenant, the Landlord does hereby demise and lease unto the Tenant the Premises and the Tenant does hereby lease from the Landlord the Premises, TO HAVE AND TO HOLD from the Term Commencement Date for and during the Term, unless sooner terminated as hereinafter provided.

3. TERM

3.1 Term

The Term of this Lease shall be for the initial term of three (3) years, beginning on the Term Commencement Date, and subject to earlier termination or renewal on the terms and conditions as set out herein.

3.2 Option to Renew

The Landlord covenants with the Tenant that if:

- (a) the Tenant gives notice to the Landlord that the Tenant wishes to obtain renewal of this Lease, such notice to be given not later than 6 months prior to the expiration of the initial Term of 3 years;
- (b) at the time of giving such notice, the Tenant is not in breach of any covenant or condition herein contained and which has not been remedied; and
- (c) the Tenant has duly and regularly throughout the initial Term of 3 years observed and performed the covenants and conditions herein contained,

then the Landlord may, at its sole discretion, grant to the Tenant at the Tenant's expense one renewal of the Premises for the renewal term of 2 years (the "**Renewal Term**"), upon the same terms and conditions, not including Basic Rent as is herein contained. The Basic Rent payable during any Renewal Term shall be the greater of the Basic Rent payable during the preceding 12 months of the Term and the then fair market rental value of the Premises as at the commencement of the Renewal Term having regard to the rent payable for similar premises of a similar design, age, and nature in Langford, British Columbia. In the event that the Landlord and the Tenant are unable to agree upon the fair market rental value of the Premises as at the commencement of a Renewal Term within 90 days prior to the commencement of that Renewal Term, either the Landlord or the Tenant may, by notice in writing to the other, require that such fair market rental value be determined by arbitration conducted by a single arbitrator pursuant to the *Arbitration Act* (British Columbia).

The lease may be renewed twice for a total of 5 years including the original Term.

4. RENT

4.1 Tenant to Pay Basic Rent and Additional Rent

The Tenant covenants and agrees to pay to the Landlord notwithstanding the provisions to the contrary herein, or as the Landlord may in writing direct, in lawful money of Canada, without any set-off, compensation, or deduction whatsoever, on the days and at the times hereinafter specified, Rent which will include the aggregate of the sums required to be paid under sections 4.1(a) and 4.1(b);

- (a) Basic Rent

The Tenant will pay the Basic Rent.

- (b) Additional Rent

In addition to the Basic Rent, the Tenant will pay for those costs that directly relate to the Tenant's use of the Premises and Common Areas, which include the cost, charge, or expense for utilities including water, garbage collection, gas, telephone, internet, electricity, and any other like service rendered to the Premises and Common Areas for the benefit of the Tenant and paid by the Landlord.

4.2 Basis of Determining Additional Rent Payments

- (a) As soon as reasonably possible after the Term Commencement Date and after the start of each Lease Year, the Landlord will furnish to the Tenant an estimate of the Additional Rent to be paid by the Tenant under sections 4.1(a) and 4.1(b) for the balance of the then-ensuing Lease Year in the case of the Term Commencement Date and for each Lease Year thereafter.
- (b) All calculations referred to herein will be made in accordance with generally accepted accounting principles and practices applicable to the real estate development industry and applied on a consistent basis.

4.3 Procedure for Payment of Rent

The Tenant will pay the Rent provided for in this Article 5 promptly and punctually as follows:

- (a) Payment of Basic Rent and Additional Rent

Basic Rent and Additional Rent instalments described in sections 4.1 and 4.2 will be paid on a monthly basis. The Tenant will pay the first monthly instalments of Basic Rent and Additional Rent on the Term Commencement Date. Where such Term Commencement Date is the first day of a month, such instalments will be in respect of such month. Where such Term Commencement Date is not the first day of a calendar month, Basic Rent and Additional Rent (where not already adjusted under section 4.2(a)) for the period from such Term Commencement Date to the first day of the next calendar month will be pro-rated on a per diem basis and paid on the first day of the next month, and thereafter, subsequent monthly instalments will each be in advance on the first day of each ensuing calendar month.

- (b) Post-dated Cheques or Electronic Debit

The Landlord may require the Tenant from time to time to furnish the Landlord with a series of post-dated cheques covering the next 12 instalments of Rent and the Tenant will, forthwith upon request, deliver

such cheques to the Landlord. At the Landlord's request the Tenant will participate in a pre-authorized payment plan whereby the Landlord will be authorized to debit the Tenant's bank account each month and from time to time during the Lease Year in an amount equal to the Basic Rent and Additional Rent payable on a monthly basis, and, if applicable, generally any amount payable provisionally pursuant to the provisions of this Lease on an estimated basis.

4.4 Rent for Irregular Periods

All Rent reserved herein will be deemed to accrue from day to day, and if for any reason it will become necessary to calculate Rent for irregular periods of less than one year, an appropriate pro-rata adjustment will be made on a daily basis in order to compute Rent for that irregular period.

4.5 Place of Payment

All payments required to be made to the Landlord under this Lease will be made to the Landlord or the Landlord's agent at the address referred to in Item (a) of the Summary of Certain Basic Lease Provisions, unless otherwise directed by the Landlord.

4.6 Security Deposit

The Tenant has deposited, or forthwith following execution and delivery of this Lease by the Landlord will deposit, with the Landlord the Security Deposit. The Security Deposit will be held by the Landlord as security for the faithful performance by the Tenant of all of the provisions of this Lease to be performed or observed by the Tenant. If the Tenant fails to pay Rent or otherwise defaults with respect to any provision of this Lease, the Landlord may use, apply or retain all or any portion of the Security Deposit for the payment of any Rent in default, or for the payment of any other expense that the Landlord may incur by reason of the Tenant's default, or to compensate the Landlord for any loss or damage that the Landlord may suffer thereby. If the Landlord so uses or applies all or any portion of the Security Deposit, the Tenant will within 10 days after demand therefor deposit cash with the Landlord in an amount sufficient to restore the Security Deposit to the full amount thereof. The Landlord will not be required to keep the Security Deposit separate from its general accounts. If the Tenant performs all of the Tenant's obligations hereunder, the Security Deposit, or so much thereof as has not theretofore been applied by the Landlord, will be returned, without payment of interest or other increment for its use, to the Tenant at the expiration of the Term, and after the Tenant has vacated the Premises in accordance with the provisions of this Lease. No trust relationship is created herein between the Landlord and the Tenant with respect to the Security Deposit.

4.7 Net Lease

The Tenant acknowledges and agrees that it is intended that this Lease will be a completely carefree net lease for the Landlord except as otherwise provided in the specific provisions contained in this Lease, and that the Landlord will not be responsible during the Term for any costs, charges, expenses, and outlays of any nature whatsoever arising from or relating to the Premises or the Clubhouse, and the Tenant, except as otherwise provided in the specific provisions contained in this Lease, will pay all, or a proportionate part of, as the case may be, charges, impositions, and costs of every nature and kind relating to the Premises and the Clubhouse, whether or not referred to herein and whether or not within the contemplation of the Landlord and the Tenant.

4.8 Guarantee

The payment of Rent and the performance of the Tenant's obligations under this Lease are guaranteed by the Guarantor.

5. CONDUCT OF BUSINESS

5.1 Use and Operation of Premises

The Tenant covenants with the Landlord that:

(a) Use of Premises

The Tenant will not use or occupy the Premises or any part thereof for any purpose other than the operation of the retail business described in Item (d) of the Summary of Certain Basic Lease Provisions without the prior written consent of the Landlord. The Tenant will only conduct its business under the name referred to in Item (c) of the Summary of Certain Basic Lease Provisions and will not change the name of the business or practice to be conducted from or in the Premises without the prior written consent of the Landlord, which consent will not be unreasonably withheld.

(b) No Representations as to Use

Notwithstanding Landlord consent or agreement to an application or request to the City to use the Premises for a particular use, or for permits, including development, building, and occupancy for such use, the Landlord makes no representations or warranties, express or implied, as to the condition or suitability of the Premises, including fixtures, for the Tenant's use or intended use, and as to whether necessary approvals can be obtained for the Tenant's use or intended use, and the Tenant acknowledges and agrees that the Landlord makes no such representations or warranties and no representations or warranties as to

the condition of the Premises and common areas, or any part thereof, including, but not limited to, the HVAC and other building systems, the indoor air quality within the Premises and common areas, and the environmental condition of the Premises and common areas. The Tenant accepts the Premises in its condition at the commencement of the Term and on an “as is/where is” basis and agrees that the use of the Premises and all appurtenances thereto are at the sole risk of the Tenant without any recourse against the Landlord.

(c) Prohibited Uses

The Tenant, at any time, unless expressly consented to in writing in advance by the Landlord (and without limiting the generality of section 5.1(a)):

- (i) will not conduct on the Premises an auction sale, nor any “distress sale”, “bankruptcy sale”, “going out of business sale”, “bulk sale”, or any other sale designed to convey to the public that business operations are to be discontinued; and
- (ii) will only provide services and sell merchandise, if merchandise is being offered for sale, in the regular course of trade as a retail merchant for the purpose for which the Premises are leased.

(d) To Operate During the Term

The Tenant will not during the Term vacate the Premises either in whole or in part, whether actually or constructively, but will:

- (i) commence and conduct its business from the entire Premises no later than 30 days after the Term Commencement Date; and
- (ii) continuously, actively, and diligently carry on in the Premises the type of business for which the Premises are leased to the Tenant.

(e) Signs and Advertising

Except as otherwise approved by the Landlord, the Tenant will not erect or place, or permit to be erected or placed, or maintain any signs of any nature or kind whatsoever either on the exterior walls of the Premises or on the walls of the Clubhouse, if applicable, or elsewhere in the Clubhouse; nor will the Tenant erect or place, or permit to be erected or placed in the display windows any travelling or flashing lights, sign, decoration, lettering,

or advertising matter of any kind, including signs placed in the interior of the Premises for exterior view, without first obtaining the Landlord's written consent in each instance; and provided further all approved signs will comply with the Landlord's signage policy in effect from time to time and all Applicable Laws.

(f) Name of Clubhouse

The Tenant will, in referring to the Clubhouse, use only the name designated from time to time by the Landlord.

(g) Advertising Assignment of Lease

The Tenant will not print, publish, post, display, or broadcast any notice or advertisement with respect to the assignment of this Lease, the subletting or licensing of the Premises in whole or in part, or the sale of the business conducted thereon, nor permit any broker or other person to do any of the foregoing, without first getting the consent in writing of the Landlord.

6. REPAIRS

6.1 Covenants

The Tenant covenants with the Landlord that:

(a) Tenant's Repairs

The Tenant will at all times during the Term at its own cost and expense:

- (i) repair, maintain, and keep the Premises in good order and repair, as a prudent owner would do; and
- (iii) repair, maintain, and keep all equipment, furniture, and fixtures, including attached and unattached trade fixtures, in the Premises in good order and repair and replace the same when necessary, as a prudent owner would do, including, without limitation, any

improvements now or hereafter made to the Premises. Responsibility for any repairs over \$1,000.00 of any equipment, furniture, and fixtures to be negotiated between the parties

(b) Painting

The Tenant will keep well painted at all times the interior of the Premises in accordance with the reasonable requests of the Landlord from time to time in such colours as will have first been approved in writing by the Landlord, such approval not to be unreasonably withheld or delayed.

(c) Landlord's Examination of Premises

The Landlord and any employee, servant, or agent of the Landlord will be entitled, at any reasonable time during normal business hours and during any emergency, to enter upon the Premises and examine the state of maintenance, repair, and order of the Premises, all equipment and fixtures within the Premises, and any improvements now or hereafter made to the Premises, and the Landlord may give notice to the Tenant requiring that the Tenant perform such maintenance or effect such repairs or replacements as may be found necessary from such examination. The failure of the Landlord to give such notice will not relieve the Tenant from its obligation to maintain, repair, and keep the Premises and appurtenances in good order and repair as aforesaid and to make such replacements as may be necessary.

(d) Tenant's Fixtures and Improvements

The Tenant agrees that any goods, alterations, additions, improvements, and fixtures made to or installed upon or in the Premises, whether before or after the Term Commencement Date, other than unattached movable goods and trade fixtures, will immediately upon affixation become the property of the Landlord and remain upon and be surrendered to the Landlord with the Premises as part thereof upon the expiration or earlier termination of this Lease, unless the Landlord will by notice in writing require the Tenant to remove all or some in accordance with section (e) below. The Tenant represents and warrants that it will have legal and beneficial title to such goods, alterations, additions, improvements, and fixtures and that such title will pass to the Landlord free and clear of all leases, liens, mortgages, charges, security interests, and encumbrances. For greater certainty, the Tenant's trade fixtures will not include any heating, ventilating, or air-conditioning systems, facilities, and equipment in or serving the Premises, floor coverings affixed to the floor of the Premises either by cement or perimeter fastenings, light

fixtures, storefront, doors, plumbing equipment and fixtures, and internal stairways, all of which are deemed to be leasehold improvements.

(e) Repair and Restoration at the End of Term

At the end of the Term or earlier termination of the Lease, the Tenant will, at its expense, make good any damage or injury caused to the Premises or the Clubhouse caused by the Tenant during the Term, reasonable wear and tear only excepted.

(f) Landlord's Right to Enter for Repairs

The agents and representatives of the Landlord will have the right to enter the Premises at all times during business hours to examine the same, to make alterations or repairs as they will deem necessary for the safety, preservation, proper administration, or improvement of the Premises, the Clubhouse, and any premises adjoining the Premises.

(g) Repair Where the Tenant Is at Fault

If the Clubhouse, or any part of it, requires repair, replacement, or alteration:

- (i) because of the negligence, fault, omission, want of skill, act, or misconduct of the Tenant or its officers, agents, employees, contractors, invitees, or licensees;
- (ii) due to the requirements of government authorities relating to the Tenant's conduct of business; or
- (iii) as a result of the Tenant stopping up or damaging the heating apparatus, water pipes, drainage pipes, or other equipment or facilities or parts of the Clubhouse,

the cost of the repairs, replacements, or alterations will be paid by the Tenant to the Landlord on demand as Additional Rent.

(h) Tenant Not to Overload

The Tenant will not install equipment that overloads the capacity of a utility, electrical, or mechanical facility in the Premises and will not:

- (i) bring into the Premises any utility, electrical or mechanical facility or service of which the Landlord does not approve; or
- (ii) bring upon the Premises anything that might damage them or overload the floors.

If damage is caused to the Premises or to the Clubhouse as a result of the installation of such equipment or contravention of the provisions of subsections (i) or (ii) of this section 6.1(h) by the act, neglect, fault, want of skill, or misuse of or by the Tenant or its officers, agents, servants, employees, contractors, invitees, licensees, or persons for whom the Tenant is responsible in law or over whom the Tenant may reasonably be expected to exercise control, or by any person having business with the Tenant, the Tenant will repair the damage or, at the Landlord's option, pay to the Landlord on demand the cost of repairing the damage plus a sum equal to 15% of the costs of the Landlord's overhead.

6.2 Landlord's Repair Covenants

So long as the Landlord does not terminate this Lease or elect not to rebuild the Clubhouse under section 6.3, the Landlord covenants with the Tenant as follows:

(a) Landlord's Repairs

To maintain and repair at its own expense the structure of the foundations, sub-floors, and outer walls (excluding exterior storefronts and the glass component thereof) of the buildings comprising the Clubhouse.

(c) Common Areas and Common Facilities

To maintain in good order and repair the Common Areas and Common Facilities, normal wear and tear only excepted.

(d) Heating, Ventilating, and Air-conditioning

To maintain and operate the HVAC System, and to supply from the HVAC System to the Premises, provided that if the Premises contains an independent heating, ventilating, and air-conditioning system as so designated by the Landlord, the responsibility and expense for maintaining, operating, and replacing that system will rest with the Tenant.

6.3 Damage or Destruction

The Landlord and the Tenant agree that:

(a) Damage or Destruction

- (i) Subject to the Landlord's right of termination contained in section 6.3(a)(ii) and subject to this section 6.3, if the Premises or any part thereof will at any time during the Term be destroyed or damaged as a result of a casualty fully insured against by the Landlord, the Landlord will rebuild, repair, and make the Premises fit for the purpose of the Tenant. If such damage or destruction is not caused by or resulting from any act, omission, default, or negligence of the Tenant, or persons for whom the Tenant is in law responsible, and if as a result of such occurrence the Premises are rendered unfit either in whole or in part for the business of the Tenant, then the Basic Rent hereby reserved, or a proportionate share thereof according to the nature and extent of the destruction or damage sustained, will be suspended and abated until the Landlord will have rebuilt, repaired, or made fit the Premises for the purpose of the Tenant.
- (ii) In the event of the substantial destruction of the Clubhouse (whether or not the Premises are damaged), the Landlord will, at its option to be exercised within 90 days after the occurrence of such damage or destruction, by notice in writing to the Tenant, have the right to terminate this Lease, and upon the giving of such notice the Term will forthwith cease and terminate. If the Premises are unfit either in whole or in part for the business of the Tenant, then, provided such damage or destruction is as a result of a casualty fully insured against by the Landlord and not caused by or resulting from any act, omission, default, or negligence of the Tenant, or persons for whom the Tenant is in law responsible, including, without limitation, its servants, agents, employees, and contractors, the Basic Rent hereby reserved, or a proportionate share thereof according to the extent to which the Premises cannot be used for the business of the Tenant, will be suspended and abated until the Landlord has rebuilt, repaired, or made fit the Premises for the purpose of the Tenant, provided that the Landlord has not exercised its aforesaid right of termination. If the Landlord has exercised its right of termination, the Tenant, after receipt of such notice of termination, will forthwith deliver up possession of the Premises to the Landlord and make payment of the Rent in the manner required by sections 6.3(a)(i) and 6.3(a)(ii), depending on the circumstances of the damage and destruction as provided for therein. Any Basic Rent that will have continued unabated or

partially abated, and all Additional Rent, will be apportioned to the date of such termination.

- (iii) If the damage or destruction referred to in section 6.3(a) is caused by or resulting from any act, omission, default, or negligence of the Tenant, or persons for whom the Tenant is in law responsible, and the Landlord exercises its right in section 6.3(a)(ii) to terminate this Lease, the Tenant will pay to the Landlord on the date of termination that fraction of the Tenant Inducements, if any, that has as its numerator the number of days remaining in the Term; and has as its denominator the number of days in the Term as originally provided herein.

(b) Tenant's Obligation to Rebuild

Subject to section 6.3(a)(iii), in the event of damage or destruction as contemplated by this section, the Tenant will at its sole expense, at the request of the Landlord, repair and rebuild that part of the Premises so damaged or destroyed but without the benefit of any Tenant Inducements.

(c) Landlord's Obligation to Rebuild

Nothing in this Article 6 will obligate the Landlord to rebuild the Clubhouse or any part thereof, and if the Landlord elects to rebuild or repair the Clubhouse it may make such changes, alterations, modifications, adaptations, or extensions in, to, or of the original buildings or structures forming part of the Clubhouse, including the location of the Premises, as it in its unfettered discretion will see fit.

7. COMMON AREAS

7.1 Use of Common Areas

The Landlord hereby grants to the Tenant, its agents, employees, invitees, and other persons transacting business with it, in common with all others entitled thereto, a licence to have the use of certain Common Areas as designated from time to time by the Landlord; provided, however, that such use will be subject to all other provisions contained in this Lease including the Rules and Regulations in Schedule C.

7.2 Regulation of Common Areas

The Tenant acknowledges and agrees with the Landlord that the Landlord will, at all times, have the exclusive right of control over the Common Areas and the Common Facilities. Without limitation, the Landlord may in its operation of the Clubhouse:

- (i) temporarily obstruct or close off or shut down parts of the Clubhouse for inspection, maintenance, construction, or safety reasons;
- (ii) use parts of the Common Areas for merchandising, display, decorations, entertainment, and structures, permanent or otherwise, designed for retail selling or special features or promotional activities;
- (iii) regulate, acting reasonably, all aspects of loading and unloading, delivery and shipping of fixtures, equipment, and merchandise, and all aspects of garbage collection and disposal;
- (iv) impose or permit to be imposed reasonable charges for the use of parking facilities that may at any time be part of the Common Areas; and
- (v) make alterations of, additions to, subtractions from, or rearrangements of the Clubhouse, build additional stores in any part of the Clubhouse, and construct additional stories, buildings, or facilities adjoining or near the Clubhouse.

Despite anything else in this Lease, the Landlord has no liability for diminution or alteration of the Common Areas or Common Facilities that occurs as a result of the Landlord's exercise of its rights under this section 7.2 or elsewhere under this Lease, and the Tenant will not be entitled to compensation or a reduction or abatement of Rent, and no such diminution or alteration of the Common Areas or Common Facilities will be deemed to be a constructive or actual eviction of the Tenant or a default by the Landlord of any obligation for quiet enjoyment contained in this Lease or provided at law.

7.3 Health Emergency

If a Health Emergency exists, the Landlord may amend, supplement, or otherwise enforce any existing Health Emergency rules or regulations in existence, impose additional rules and regulations, and impose restrictions to mitigate or minimize the effects of the Health Emergency. Without limiting the generality of the foregoing, during a Health Emergency the Landlord will be entitled to:

- (a) restrict or limit access to the Premises and the Clubhouse to employees of the Tenant only, and/or to prohibit entry by visitors or invitees for a reasonable period of time during such event;
- (b) require the Tenant to decontaminate all or any part of the Premises, in a manner reasonably approved by the Landlord, failing which the Landlord will be entitled to enter the Premises and do so at the Tenant's expense. Any steps that the Landlord may choose to take are in its sole and

unfettered discretion and nothing herein will obligate the Landlord to effect any such decontamination;

- (c) close all or any part of the Premises or the Clubhouse if it determines that it is not safe to continue to operate the Premises or the Clubhouse or certain parts of the Clubhouse; and
- (d) specify specific modes of ingress and egress from and to the Clubhouse and the Premises for tenants generally, or for specific tenants, occupants, or invitees who may have a heightened risk of either exposure to a health threat or a heightened risk of transfer of unhealthy condition to other tenants, invitees, or visitors in the Clubhouse or the Premises. The Tenant will, immediately upon becoming aware of same, inform the Landlord of any outbreak of an infectious disease amongst its employees where such outbreak may impact the health and/or safety of other tenants in the Clubhouse or lead to a Health Emergency.

Notwithstanding this section 7.3, the Landlord agrees that in its exercise of any rights or entitlements under this section 7.3, it will act reasonably.

8. ACCESS

8.1 Access

The Landlord, its servants, agents, contractors, and representatives will be entitled at all times, except when there would be an unreasonable interference or disturbance with the Tenant's use of the Premises, to enter upon the Premises for any of the following purposes:

- (a) inspecting same and carrying out the rights of the Landlord under section 8.1(c);
- (b) inspecting the performance by the Tenant of the terms, covenants, agreements, and conditions of this Lease;
- (c) carrying out any obligations of the Tenant that the Tenant has failed to observe;
- (d) exhibiting the Premises to prospective lessees, purchasers, lenders, or their respective agents; or
- (e) any other reasonable purpose,

but no such entry will constitute an eviction or a breach of the Landlord's covenant for quiet enjoyment or entitle the Tenant to any abatement of rent provided that the Landlord will use commercially reasonable efforts to minimize interference with the

Tenant's use of the Premises. The Landlord will be provided with a set of keys to the Premises for the purposes in this section 8.1.

9. INSURANCE

9.1 Tenant to Insure

The Tenant covenants with the Landlord that it will, at the Tenant's cost and expense, take out and keep in force the insurance described below throughout the Term and any period when it is in possession of the Premises. The Tenant covenants to maintain insurance as follows:

- (a) all risks (including flood and earthquake) property insurance in an amount equal to 100% of the full replacement cost:
 - (i) insuring all property owned by the Tenant, or for which the Tenant is legally liable, or installed by or on behalf of the Tenant, and located within the Clubhouse, including, but not limited to, fittings, installations, alterations, additions, partitions, and all other leasehold improvements; and
 - (ii) naming the Landlord as a loss payee as their respective interests may appear;
- (b) commercial general liability insurance including coverage for death, personal injury liability, contractual liability, non-owned automobile liability, employers' liability, and owners' and contractors' protective insurance coverage, with respect to the Premises and the Tenant's use of the Common Areas and Common Facilities, with coverage including the activities and operations conducted by the Tenant and any other person on the Premises and by the Tenant and other person performing work on behalf of the Tenant and those for whom the Tenant is in law responsible, in any other part of the Clubhouse. These policies will:
 - (i) be written on a comprehensive basis with inclusive limits of at least \$5,000,000 per occurrence for bodily injury for any one or more persons, or property damage (but the Landlord acting reasonably may require higher limits from time to time);
 - (ii) name the Landlord as an additional insured;
- (c) any other form of insurance and with whatever higher limits that the Landlord, acting reasonably, may require from time to time.

All policies will:

- (a) be taken out with insurers acceptable to the Landlord;
- (b) be in a form satisfactory to the Landlord;
- (c) be non-contributing with, and will apply only as primary and not in excess to any other insurance available to the Landlord;
- (d) not be invalidated with respect to the interests of the Landlord by reason of any breach or violation of warranties, representations, declarations, or conditions contained in the policies; and
- (e) contain an undertaking by the insurers to notify the Landlord in writing not less than 30 days before any material change, cancellation, or termination.

The Tenant will deliver certificates of insurance duly executed by the Tenant's insurers evidencing that the required insurance is in force, or, if required by the Landlord, the Tenant will deliver certified copies of each insurance policy as soon as possible after the placing of the insurance. No review or approval of any insurance certificate or insurance policy by the Landlord derogates from or diminishes the Landlord's rights under this Lease.

9.2 Not to Affect Landlord's Insurance

The Tenant will not do or permit anything to be done that results in the cancellation or threatened cancellation or the reduction or threatened reduction of coverage under any insurance policy on the Clubhouse or any part of it. The Tenant will not do or permit to be done, or omit to do, anything that will cause or have the effect of causing the rate of insurance upon the Clubhouse or any part thereof to be increased, and if the insurance rate will be thereby increased the Tenant will pay to the Landlord as Additional Rent the amount by which the insurance premiums will be so increased. The Tenant will not store or permit to be stored upon or in the Premises anything that is of a dangerous, inflammable, or explosive nature nor anything that would have the effect of increasing the Landlord's insurance costs or of leading to the cancellation of such insurance. If any insurance policy upon the Premises or the Clubhouse is cancelled or threatened to be cancelled by the insurer by reason of the use and occupation of the Premises or any part thereof by the Tenant or by any assignee, sub-tenant, concessionaire, or licensee of the Tenant, or by anyone permitted by the Tenant to be upon the Premises, the Landlord may, at its option upon giving the Tenant 24 hours' notice, terminate this Lease by notice in writing, and the Tenant will immediately deliver up vacant possession of the Premises to the Landlord or the Landlord may, at its option and at the expense of the Tenant, enter upon the Premises and rectify the situation causing such actual or threatened cancellation or rate increase. If the occupancy of the Premises, the conduct of business in the

Premises, or anything done or omitted by the Tenant results in an increase in premiums for the insurance carried by the Landlord with respect to the Clubhouse, the Tenant will pay the increase to the Landlord immediately on demand. In determining whether the Tenant is responsible for increased premiums and the amount for which the Tenant is responsible, a schedule issued by the organization that computes the insurance rate on the Clubhouse showing the components of the rate will be conclusive evidence of the items that make up the rate.

9.3 Workers' Compensation

If the nature of the Tenant's operations is such as to place all or any of its employees under the coverage of local workers' compensation or similar insurance, the Tenant will also keep in force at its expense, so long as this Lease remains in effect, workers' compensation or similar insurance according to Applicable Laws and will provide evidence of same to the Landlord.

9.4 No Insurable Interest in Landlord's Insurance

Notwithstanding the Landlord's covenant contained in this section and notwithstanding any contribution by the Tenant to the cost of the Landlord's insurance premiums, the Tenant acknowledges and agrees that: (i) the Tenant is not relieved from liability arising from or contributed to by its acts, fault, negligence, or omissions; (ii) no insurable interest is conferred on the Tenant under any policies of insurance carried by the Landlord; and (iii) the Tenant has no right to receive any proceeds of any insurance policies carried by the Landlord.

10. EXCLUSION OF LIABILITY AND INDEMNITY

10.1 Liability

It is agreed between the Landlord and Tenant that:

(a) Interruptions

The Landlord will not be liable for any interruption of access to the Premises or of the beneficial use of the Premises or of any services or utilities when such interruption is caused by natural occurrences, riots, civil disturbances, insurrection, terrorism, war, court orders, government acts or orders, public enemy, accidents, epidemics, pandemics, outbreaks of communicable disease, quarantines, Health Emergencies, or other public or national or regional emergencies, breakage, repairs, electrical voltage fluctuations, strikes, lockouts, other labour disputes, the making of inspections, repairs, alterations, renovations, or improvements to the Premises or the Clubhouse, the inability to obtain an adequate supply of

fuel, gas, steam, water, electricity, labour, or other supplies or if required by insurers or if caused by any other condition beyond the Landlord's reasonable control, or by delays in the performance of any work for which the Landlord is responsible under this Lease, and the Tenant will not be entitled to any damages resulting from such failure, nor will failure relieve the Tenant from its obligation to pay all sums due hereunder or constitute or be construed as a constructive or other eviction of the Tenant. If any government entity promulgates or revises any statute or ordinance or building, fire, or other code, or imposes mandatory or voluntary controls or guidelines on the Landlord or the Clubhouse or any part thereof, relating to the use or conservation of energy, water, gas, steam, light, or electricity or the provision of any other utility or service provided with respect to the Premises, or if the Landlord is required or elects to make alterations to the Clubhouse in order to comply therewith, the Landlord may do so; and neither such compliance nor the making of such alterations will in any event entitle the Tenant to any damages, relieve the Tenant of the obligation to pay any of the sums due hereunder, or constitute or be construed as a constructive or other eviction of the Tenant; and the Landlord will not be in breach of its covenant for quiet enjoyment or liable for any loss, costs or damages, whether direct or indirect, incurred by the Tenant due to any of the foregoing, but the Landlord will make commercially reasonable efforts to restore the services, utilities or systems so stopped, interrupted or reduced. The Landlord will not be liable for damages, direct, indirect, or consequential or for damages for personal discomfort, illness, or inconvenience of the Tenant or the Tenant's servants, employees, invitees, or other persons by reason of the failure of the Common Facilities or any of them including, without limitation, the elevators and HVAC Systems or by reason of reasonable delays in the performance of the obligations of the Landlord hereunder, whether or not such equipment failure or delays are caused by the deliberate act or omission or the negligence of the Landlord, its servants, agents, or employees.

(b) Waiver of Liability

The Landlord will not be liable or responsible in any way for, and the Tenant hereby waives all claims against the Landlord with respect to or arising out of:

- (i) any death or injury of any nature whatsoever that may be suffered or sustained by the Tenant or by any employee, licensee, invitee, guest, agent, or customer of the Tenant or by any other person upon the Premises, from any causes whatsoever; or for any loss or damage or injury to any property outside or within the Premises

belonging to the Tenant or its employees, agents, customers, licensees, invitees, guests, or any other person, whether or not such damage, loss, injury, or death results from the negligence of the Landlord, its agents, servants, or employees, or others for whom the Landlord is, in law, responsible;

- (ii) any injury or damages of any nature whatsoever to persons or property caused by explosion, fire, theft, or breakage, by the failure of or defect in sprinkler, drainage, or plumbing systems, by failure for any cause to supply adequate drainage, by the interruption of any public utility or service, by steam, gas, water, rain, snow, or other substances leaking, issuing, or flowing into any part of the Premises, or by natural occurrence, acts of the public enemy, riot, strike, insurrection, war, court order, requisition, or order of government body or authority;
- (iii) any damage or inconvenience that may arise from repair, maintenance, or alteration of any part of the Clubhouse, or anything done or omitted to be done by any tenant, occupant, or person in the Clubhouse, or by an occupant of adjacent property, or by the public, or by construction of any private, public, or quasi-public work;
- (iv) the occurrence of any of the perils covered by, or that would be covered by, the insurance policies that the Tenant is obliged to obtain and maintain in force under the terms of this Lease;
- (v) any act or omission (including theft, malfeasance, or negligence) on the part of any agent, contractor, or person from time to time employed by the Landlord to perform any services including, without limitation, janitorial or security services, in or about the Premises or the Clubhouse;
- (vi) any loss or damage, however caused, to money, securities, negotiable instruments, papers, or other valuables of or held by the Tenant or any employee, licensee, invitee, guest, agent, or customer of the Tenant or by any other person upon the Premises; or
- (vii) theft or vandalism;

whether caused by the act, omission, or negligence of the Landlord or of any other person for whom the Landlord is in law responsible or otherwise.

(c) Landlord Entering Premises

Neither the Landlord nor its agents, servants, employees, or contractors will be liable for any damage suffered to the Premises or the contents thereof by reason of the Landlord, its agents, employees, or contractors entering upon the Premises to undertake any examination thereof or any work therein or in the case of any emergency, and the Landlord will not be in breach of its covenant for quiet enjoyment or liable for any loss, costs, or damages, whether direct or indirect, incurred by the Tenant due to any of the foregoing.

10.2 Indemnity

The Tenant hereby covenants to save harmless and indemnify the Landlord from and against all liability, expenses, costs (including legal fees on a full indemnity basis), damages, losses, claims, actions, causes of action, and fines incurred or suffered by the Landlord:

- (a) by reason of any breach, violation, non-observance, or non-performance by the Tenant, its servants, agents or others for whom the Tenant is, in law, responsible of any covenant, agreement, provision, or condition of this Lease to be performed or observed by the Tenant including, without limitation, the Rules and Regulations in Schedule C; or
- (b) by reason of any damage to or loss of any property, or injury, illness, or death to any person (including, without limitation, the Tenant):
 - (i) occurring in, on, or about the Premises, or any part thereof, arising at any time from any cause whatsoever other than solely by reason of the gross negligence or wilful misconduct of the Landlord, its employees or agents; and
 - (ii) occurring in, on, or about any part of the Clubhouse other than the Premises, when such damage, loss, injury, illness, or death is caused in whole or in part by the negligence or wilful misconduct of the Tenant, its agents, servants, employees, invitees, or licensees (including, without limitation, when such damage, injury, illness, or death has been caused in part by the Landlord, its employees or agents).

Wherever reference is made to the liability of the Tenant in the Lease, such reference shall be deemed likewise to refer to the Guarantor, jointly and severally, with the Tenant. The liability of the Guarantor for the obligations of the Lease shall be primary. The Guarantor hereby waives any obligation on the part of the Landlord to enforce the

terms of the Lease against the Tenant as a condition to the Landlord's right to proceed against the Guarantor hereunder.

10.3 Survival of Covenants

The provisions of this Article 10 will survive the termination of this Lease with respect to any damage, injury, illness, or death or other event occurring prior to such termination.

11. TENANT ALTERATIONS

11.1 Tenant Improvements

The Tenant may, with the prior written consent of the Landlord, such consent not to be unreasonably withheld, at any time and from time to time at the Tenant's expense make such changes, alterations, additions, and improvements in and to the Premises (collectively "**improvements**" for the purposes of this subsection) provided such improvements will better adapt the Premises for the purpose of the Tenant's business and will equal or exceed the then-standard of the Clubhouse; and provided further that no changes, alterations, additions or improvements to the structure, any perimeter wall, the storefront, the sprinkler system, the HVAC System, plumbing, electrical or mechanical equipment, the concrete floor, columns or the roof are made without submission of architectural or engineering plans or specifications to the Landlord and the prior written consent of the Landlord and without the use of contractors or other qualified workers designated or approved by the Landlord in writing. The Tenant will pay all of the Landlord's reasonable costs with respect to such improvements. All such improvements, whether structural or otherwise, will comply with Applicable Laws.

11.2 No Charges

The Tenant will not permit, do, or cause anything to be done to the Premises during the period of construction and fixturing of the Premises or at any other time that would allow any lien, certificate of pending litigation, judgment, or certificate of any court, or any mortgage, charge, conditional sale agreement, personal property security, or encumbrance of any nature whatsoever, to be imposed or to remain upon the title to the Property, the Premises or the Tenant's fixtures, trade fixtures, personal property, or leasehold improvements therein. In the event of the registration of any lien, charge, conditional sale agreement, personal property security, or other encumbrance against the Property in the appropriate land title office or other government office, the Tenant will, within 10 days' notice thereof, at its own expense immediately cause the same to be discharged whether by payment or giving security or in such other manner as may be permitted by law, and failing which the Landlord may, but will not be required to, make any payments required to procure the discharge of such lien, charge, or encumbrance and

the Tenant will forthwith reimburse the Landlord for all expenses (including legal fees on a full indemnity basis) in connection therewith, together with interest thereon at the Prime Rate plus 5% from the date such expenses are incurred until paid.

12. TAXES AND OTHER COSTS

12.1 Tenant Tax Obligation

The Tenant covenants with the Landlord that the Tenant will pay for its electricity, gas, other fuel, telephone, water, and other similar utilities consumed on the Premises and all business taxes, garbage taxes, licences, rates, and other charges, taxes, licences, or rates levied or assessed on or in respect of or in relation to the Tenant, the business carried on by the Tenant, and the assets of the Tenant within the Premises, or in respect of any fixtures, machinery, equipment, or apparatus installed in the Premises or elsewhere in the Clubhouse by the Tenant, including taxes that in the Landlord's opinion are attributable to improvements made by the Tenant whether such taxes, licences, charges, or rates are charged to the Landlord or to the Tenant. The Tenant will, upon request by the Landlord, deliver to the Landlord notices of assessments of such rates, levies, charges, and taxes and receipts for payment of the same.

12.2 Goods and Services Tax

In accordance with the applicable legislation the Goods and Services Tax applies to this Lease as per the terms contained herein.

13. ASSIGNMENT AND SUBLETTING

13.1 Not to Assign

The Tenant covenants with the Landlord that it will not enter into a Transfer of this Lease in whole or in part, nor part with possession of all or any part of the Premises, without the prior written consent of the Landlord, which consent may be unreasonably withheld.

13.2 Change of Control of Tenant

If the Tenant is a private corporation, any transfer, creation, issuance, sale, assignment, bequest, inheritance, trust, or other disposition or dealing with the shares or voting rights or amalgamation or other reorganization that results in a change in the control of the corporation by reason of ownership of greater than 50% of the voting shares of the corporation being held by a person or group of persons will be deemed for the purposes hereof to be a Transfer. This section 13.2 will not apply with respect to the change of control of a corporation whose shares are listed on a recognized security exchange.

13.3 Landlord's Costs

In the event of a Transfer under this Article 13, the Tenant will forthwith pay to the Landlord, as Additional Rent, the Landlord's administrative fees and all legal fees, disbursements, and expenses (on a full indemnity basis) in connection therewith.

13.4 No Release

Notwithstanding any Transfer, the Tenant will remain fully liable under this Lease and will not be released from performing any of the terms, covenants, and conditions of this Lease.

13.5 Operation of Law

The prohibition against a Transfer, without the consent required by this Article 13, will be construed to include a prohibition against:

- (a) any amalgamation, corporate merger, or Transfer by operation of law; and
- (b) a mortgage of this Lease by the Tenant either by way of assignment or sublease and in such event, the provisions of this Article 14 will, *mutatis mutandis*, apply to such mortgage.

13.6 No Waiver

The consent by the Landlord to any Transfer will not constitute a waiver of the necessity for such consent to any subsequent Transfer.

14. Tenant's Right to Early Termination

Prior to the commencement of the Lease, both parties agree to establish a specific threshold for gross sales per fiscal quarter. In the event that the Tenant's gross sales fall below the specified threshold for two consecutive fiscal quarters, the Tenant reserves the right to terminate this Lease upon providing 90 days written notice to the Landlord. Such termination shall be effective at the end of the notice period, and the Tenant shall be responsible for any outstanding obligations up to the termination date.

15. LANDLORD'S RIGHTS AND REMEDIES

15.1 Default

If and whenever the Rent hereby reserved, or any part thereof, will not be paid on the day appointed for payment thereof, whether demanded or not, or in the case of breach or non-observance or non-performance of any of the covenants, agreements, provisos, conditions, or rules and regulations on the part of the Tenant to be kept, observed, or

performed, or in case the Premises will be vacated or remain unoccupied for 5 days, or if, without the written consent of the Landlord, the Premises will be used by any person other than the Tenant, or for any purpose other than that for which the same was let, or in case the Term will be taken in execution or attachment for any cause whatever, then and in every such case it will be lawful for the Landlord at any time thereafter to enter into and upon the Premises or any part thereof in the name of the whole and the same to have again, repossess, and enjoy as of its former estate, anything in this Lease contained to the contrary notwithstanding. Whenever the Landlord is entitled to re-enter the Premises it may, at its option and without limiting its other remedies, terminate the Lease. If this Lease is so terminated, the Landlord, to the extent permitted by law, may immediately repossess the Premises, sell or dispose of such Tenant's fixtures, trade fixtures, personal property, or leasehold improvements therein as the Landlord considers appropriate, or store any of the Tenant's fixtures, trade fixtures, personal property, or leasehold improvements therein in a public warehouse or elsewhere at the cost of the Tenant, all without service of notice, without legal proceedings, and without liability for loss or damage and wholly without prejudice to the rights of the Landlord to recover arrears of Rent or damages for any default by the Tenant of its obligations or agreements under this Lease or of any term or condition of this Lease, and wholly without prejudice to the rights of the Landlord to recover from the Tenant damages for loss of Rent suffered by reason of this Lease having been prematurely terminated, including prospective damages, and the Landlord reserves a right to claim all costs (including legal fees on a full indemnity basis), losses, damages, and expenses arising from the Tenant's breach.

15.2 Right of Landlord to Relet

If and when the Landlord is entitled to re-enter the Premises, the Landlord will have the right, if it thinks fit, to enter the same as the agent of the Tenant either by force or otherwise, without being liable to any prosecution therefor and without terminating this Lease, to make such alterations and repairs as in the Landlord's opinion are necessary to facilitate a reletting of the Premises, and to relet the Premises as the agent of and at the risk of the Tenant and to receive the Rent therefor. Upon each such reletting, all Rent received by the Landlord from such reletting will be applied: first, to the payment of any indebtedness other than Rent due hereunder from the Tenant to the Landlord; second, to the payment of any costs and expenses of such reletting, including brokerage and solicitor's fees, and of costs of any alterations and repairs; and third, to the payment of Rent due and unpaid hereunder. The residue, if any, will be held by the Landlord and applied in payment of future Rent as the same becomes due and payable hereunder. If such Rent received from such reletting during any month is less than that to be paid during that month by the Tenant hereunder, the Tenant will pay any such deficiency, which will be calculated and paid monthly in advance on or before the first day of each and every month. No such re-entry or taking possession of the Premises by the Landlord pursuant to this section 15.2 will be construed as an election on its part to terminate this Lease, unless a written notice of such intention is given to the Tenant.

15.3 Bankruptcy, Reorganization of Debts, and Winding Up

If, during the Term:

- (a) any of the goods or chattels of the Tenant are at any time seized in execution or attachment by any creditor of the Tenant, or if a receiver or receiver-manager is appointed in respect of any property of the Tenant or the Tenant will make any assignment for the benefit of creditors or will make any bulk sale or become bankrupt or insolvent or take the benefit of any Applicable Law now or hereafter in force for bankrupt or insolvent debtors, or if the Tenant receives from any of its secured creditors a notice under the *Bankruptcy and Insolvency Act*, R.S.C. 1985, c. B-3, as modified, amended, or replaced from time to time, advising the Tenant that the secured creditor intends to realize upon security located at the Premises;
- (b) the Tenant takes any action or commences any proceeding, or any action or proceeding is being taken or commenced by another person or persons against the Tenant relating to the reorganization, readjustments, compromise, or settlement of the debts owed by the Tenant to its creditors, including, without limitation, the filing of a notice of intention to make a proposal or the filing of a proposal pursuant to the provisions of the *Bankruptcy and Insolvency Act*, R.S.C. 1985, c. B-3, as modified, amended, or replaced from time to time, the making of an order under the *Companies' Creditors Arrangement Act*, R.S.C. 1985, c. C-36, as modified, amended, or replaced from time to time, or the commencement of any similar action or proceeding by the Tenant or such person or persons; or
- (c) the Tenant takes any action or commences any proceeding, or any action or proceeding is being taken or commenced by another person or persons against the Tenant in respect of the liquidation, dissolution, or winding up of the Tenant or other termination of the corporate existence of the Tenant, including without limitation, any action or proceeding under the *Winding-up and Restructuring Act*, R.S.C. 1985, c. W-11, the *Business Corporations Act*, S.B.C. 2002, c. 57, the *Canada Business Corporations Act*, R.S.C. 1985, c. C-44, all as modified, amended, or replaced from time to time, or other similar legislation,

then in any such case at the option of the Landlord this Lease will cease and determine and the Term will immediately become forfeited and void and the then-current month's Rent and the next ensuing three months' Rent will immediately become due and be paid and the Landlord may immediately claim the same together with any arrears then unpaid and any other amounts owing to the Landlord by the Tenant, and the Landlord may without notice or any form of legal process forthwith re-enter upon and take possession of the Premises and become the owner of and remove the Tenant's effects therefrom,

any statute or law to the contrary notwithstanding, the whole without prejudice to and under reserve of all other rights, remedies, and recourses of the Landlord.

15.4 Right of Landlord to Seize

The Tenant waives and renounces the benefit of any present or future law taking away or limiting the Landlord's rights against the property of the Tenant and, notwithstanding any such law, the Landlord may seize and sell (either by public or private sale) all of the Tenant's goods and property that at any time have been located within the Premises, and apply the proceeds of such sale upon Rent outstanding and upon the costs of the seizure and sale, in the same manner as might have been done if such law had not been passed. The Tenant further agrees that if it leaves the Premises, leaving any Rent unpaid, the Landlord, in addition to any remedy otherwise provided by law, may follow, seize, and sell such goods and property of the Tenant at any place to which the Tenant or any other person may have removed them, in the same manner as if such goods and property had remained upon the Premises.

15.5 Right of Landlord to Perform Tenant's Covenants

If at any time the Tenant defaults in the observance or performance of any obligation herein contained on its part to be observed or performed and so often as the default happens, then the Landlord may, but will not be obligated so to do, without waiving or releasing the Tenant from its obligations under this Lease, itself observe and perform the covenant or covenants in respect of which the Tenant has made default or make payment of the amounts the Tenant has failed to pay, and all costs and expenses incurred by the Landlord in the observance or performance of such covenant or covenants, including, without limitation, legal fees on a full indemnity basis.

15.6 Payment of Landlord's Expenses

If at any time an action is brought or the Landlord is otherwise required to employ the services of a bailiff, an agent, or its solicitors for recovery of possession of the Premises, recovery of Rent or any part thereof, or because of a breach by act or omission of any covenant herein contained on the part of the Tenant, the Tenant will pay to the Landlord all expenses incurred by the Landlord in the enforcement of its rights and remedies hereunder (including the Landlord's administrative costs in connection therewith and legal fees on a full indemnity basis) together with interest thereon at the Prime Rate plus 5% from the date such expenses are incurred until paid, whether or not any formal proceedings in or before any court, arbitrator, or other tribunal will have been initiated.

15.7 Interest

The Tenant will pay to the Landlord interest at the rate equal to 5% per annum above the prevailing Prime Rate on all payments of Rent that have become overdue so long as such

payments remain unpaid. Notwithstanding anything else in this Lease, such interest will not be considered Rent, but the Landlord will have all the same remedies for and rights of recovery with respect to such amounts as it has for non-payment of Rent under this Lease or at law.

15.8 Non-waiver

No condoning, excusing, or overlooking by the Landlord of any default, breach, or non-observance by the Tenant at any time or times in respect of any covenant, proviso, or condition herein contained will operate as a waiver of the Landlord's rights hereunder in respect of any continuing or subsequent default, breach, or non-observance, or so as to defeat or affect in any way the rights of the Landlord herein in respect of any such continuing or subsequent default or breach, and no waiver will be inferred from or implied by anything done or omitted by the Landlord save only express waiver in writing.

15.9 Remedies Cumulative

All rights and remedies of the Landlord in this Lease will be cumulative and not alternative. No remedy is exclusive or dependent upon any other remedy. Any one or more remedies may be exercised generally or in combination. The specifying or use of a remedy under this Lease does not limit the right to use other remedies available at law generally.

16. MORTGAGES AND ASSIGNMENTS BY LANDLORD

16.1 Sale or Financing of Clubhouse

The rights of the Landlord under this Lease may be mortgaged, charged, transferred, or assigned at any time and from time to time to a purchaser or to a mortgagee or trustee for bond holders, and in the event of a sale or default by the Landlord under any mortgage, trust deed, or trust indenture and the purchaser, mortgagee, or trustee, as the case may be, duly entering into possession of the Clubhouse or the Premises, the Tenant agrees to attorn to and become the tenant of such purchaser, mortgagee, or trustee, under the terms of this Lease.

16.2 Subordination

This Lease is subject and subordinate to all mortgages, trust deeds, or trust indentures that may now or at any time hereafter affect in whole or in part the Premises or the Clubhouse and whether or not any such mortgage, trust deed, or trust indenture will affect only the Premises or the Clubhouse or will be a blanket mortgage, trust deed or trust indenture affecting other lands and premises as well. This Lease will also be subject and subordinate to all renewals, modifications, consolidations, replacements, and extensions of any such mortgage, trust deed, or trust indenture. In confirmation of such subordination and agreement to attorn, the Tenant will execute promptly upon request

by the Landlord any certificate, instruments of postponement or attornment, or other instruments that may from time to time be requested to give effect hereto. The Tenant hereby irrevocably appoints the Landlord as the attorney for the Tenant with full power and authority to execute and deliver such instruments for and in the name of the Tenant.

16.3 Estoppel Certificate

Within 10 days after written request therefor by the Landlord, or if upon any sale, assignment, lease, or mortgage of the Premises or the Clubhouse by the Landlord an estoppel certificate is required from the Tenant, the Tenant will deliver, in a form supplied by the Landlord, an estoppel certificate to any proposed mortgagee, assignee, lessee, or purchaser, or to the Landlord, confirming the basic terms of the Lease and stating any modification or defaults under the Lease by either party and such other information as reasonably required by the Landlord.

16.4 Assignment by Landlord

Nothing in this Lease will restrict the Landlord's right to sell, convey, assign, or otherwise deal with all or any part of the Clubhouse, subject to the rights of the Tenant under this Lease.

In the event of the sale or lease by the Landlord of the Clubhouse or a portion thereof containing the Premises, or the assignment by the Landlord of this Lease or any interest of the Landlord hereunder, and to the extent that such purchaser, lessee under such lease, or assignee has assumed the covenants and obligations of the Landlord hereunder, the Landlord will, without further written agreement, be freed and relieved of liability upon such covenants and obligations.

17. OVERHOLDING TENANT

If the Tenant remains in possession of the Premises after the end of the Term and without the execution and delivery of a new lease, there will be no tacit renewal or extension of this Lease or the Term hereby granted, despite any statutory provision or legal presumption to the contrary, and the Tenant will be deemed to be occupying the Premises as a tenant from month to month, at a monthly rent payable in advance on the first day of each month equal to the sum of:

- (a) one-tenth of the Basic Rent payable during the last 12 months of the Term;
and
- (b) one-tenth of the Additional Rent, payable hereunder during the last 12 months of the Term,

and otherwise upon the same terms, conditions, and provisos as are set forth in this Lease insofar as the same are applicable to a monthly tenancy.

18. ENVIRONMENT

18.1 Compliance with Environmental Laws

The Tenant will, at the Tenant's expense, comply and cause any other person acting under its authority or control to comply with all Applicable Laws (including, but not limited to, obtaining any required permits or similar authorizations) pertaining to protection, conservation, utilization, impairment, or degradation of the environment (which includes air, land, ground water, surface water, oceans, lakes, rivers, and streams) relating to the Premises or the use of the Premises by the Tenant or those acting under its authority or control. The Tenant will not use or permit to be used the Premises for the sale, storage, manufacture, disposal, handling, treatment, generation, use, transport, remediation or any other dealing with any Hazardous Substances without the prior written consent of the Landlord, which may be unreasonably withheld. Without limiting the generality of the foregoing, the Tenant will, at the Tenant's expense, comply with all Applicable Laws regulating the manufacture, use, storage, transportation, sale, handling, remediation, release, and disposal of Hazardous Substances and will make, obtain, and deliver all reports and studies required by government or regulatory authorities having jurisdiction.

18.2 Removal of Hazardous Substances

- (a) If any government authority having jurisdiction will require the clean-up of any Hazardous Substances held, released, spilled, abandoned, or placed upon the Premises or the Clubhouse or released into the environment in the course of business being carried on from the Premises by or on behalf of the Tenant or as a result of the use or occupancy of the Premises by or on behalf of the Tenant and the land thereunder the Tenant will, at its own expense and in compliance with all Applicable Laws and all requirements of governmental authorities having jurisdiction, carry out the work required for the remediation of such Hazardous Substances and will keep the Landlord fully informed of all of its actions in respect thereof; and
- (b) The Tenant will, prior to the expiry or termination of this Lease or any renewal or extension thereof, or upon the Tenant vacating a portion of the Premises, at the Tenant's sole expense and in accordance with Applicable Laws, promptly remove or remediate, at the Landlord's option, all Hazardous Substances and any harmful moulds or harmful airborne substances generated by the Tenant or by the Tenant's use or occupancy of the Premises or brought onto the Premises or part thereof vacated by the Tenant or those acting under its authority or control. For greater certainty, the foregoing obligation of the Tenant will include, without

limitation, the responsibility to, at the Landlord's option, remove or remediate any Hazardous Substances, harmful moulds, or other harmful airborne substances that have as a result of the operations of the Tenant or the occupancy of the Premises by the Tenant, or any other person acting under its authority or control, become affixed to, permeated within or accumulated on or within the Clubhouse. The Tenant will obtain and provide to the Landlord a copy of the Tenant's environmental consultant's report or reports with respect to such removal of Hazardous Substances and harmful moulds and other harmful airborne substances.

18.3 Ownership of Hazardous Substances

If the Tenant creates or brings to the Clubhouse or the Premises any Hazardous Substance or if the Tenant will cause there to be any Hazardous Substance at the Clubhouse or the Premises then, notwithstanding any rule of law to the contrary or anything to the contrary contained in this Lease, such Hazardous Substance will be and remain the sole and exclusive property of the Tenant and will not become the property of the Landlord, notwithstanding the degree of affixation to the Premises or the Clubhouse of the Hazardous Substance or the goods containing the Hazardous Substance, and notwithstanding the expiry or earlier termination of this Lease.

18.4 Survival

The obligations of the Tenant under this Article 18 will survive the expiry or earlier termination of this Lease.

19. QUIET ENJOYMENT

The Landlord covenants with the Tenant that if the Tenant duly and punctually pays the Rent hereby reserved, and duly and punctually performs the covenants herein on its part contained, it will, subject to the terms of this Lease, peaceably possess and enjoy the Premises for the Term hereby granted without any interruption or disturbance from the Landlord or any other person or persons lawfully claiming by, from, or under it, except as set out in this Lease.

20. NOTICE

Any notice, demand, request, consent, or objection required or contemplated to be given or made by any provision of the Lease will be given or made in writing, and either delivered personally or sent by fax or other electronic means or registered mail, postage prepaid, addressed to the Landlord at the address referred to in Item (a) of the Summary of Certain Basic Lease Provisions; and if to the Tenant, addressed to the address referred to in Item (b) of the Summary of Certain Basic Lease Provisions or to such other address

and fax number in Canada of which either Party may from time to time notify the other in writing.

The time of giving or making such notice, demand, request, consent, or objection will be, if delivered, emailed, or faxed, when delivered or received, as the case may be, and if mailed, then on the fourth Business Day after the day of the mailing thereof; provided that, if mailed, should there be between the time of mailing and the actual receipt of the notice a mail strike, slowdown, or other labour dispute that might affect delivery of such notice, then such notice will only be effective if actually delivered. If in this Lease two or more Persons are named as Tenant, such notice, demand, request, consent, or objection is sufficiently given or made if and when the same is given or made to any one of such Persons.

21. GENERAL CONDITIONS

21.1 Compliance with Laws

At the sole cost and expense of the Tenant, the Tenant will comply with and abide by all Applicable Laws in connection with the Premises, and all equipment, machinery, and other facilities therein, and the Tenant's use, occupation, condition, maintenance, alterations, and repairs thereof, and the Tenant's use, storage, disposal, and clean-up of Hazardous Substances, whether or not in force at the date hereof and in accordance with all directions, rules, and regulations of the health officer, fire marshal, building inspector, or other proper officers of the City or other agencies, whether municipal, federal, or provincial, having jurisdiction, or the insurers of the Landlord. In the event that the Tenant fails to comply with the foregoing provisions, the Landlord may comply on behalf of the Tenant and collect the expense for such work from the Tenant in the same manner as arrears of Additional Rent.

21.2 Rules and Regulations

The Tenant covenants that it will observe and perform, and will cause its employees, agents, invitees, and others over whom the Tenant can reasonably be expected to exercise control, to observe and perform any and all Rules and Regulations that may from time to time be established by the Landlord for the Clubhouse. The Rules and Regulations set forth in Schedule C will be the Rules and Regulations in force until amended by the Landlord. The Landlord will communicate any amendments or changes in such Rules and Regulations to the Tenant in writing, and after communication such changed or amended Rules and Regulations will be in force until further amendment and notice thereof. The Landlord will not be responsible to the Tenant for the non-observance or violation by any other tenant of any such Rules and Regulations.

21.3 Several Tenants

Should the Tenant comprise two or more Persons, each of them will be jointly and severally bound with the other or others for the due performance of the obligations of the Tenant hereunder.

21.4 Successors and Assigns

Subject to the provisions of this Lease respecting assignment, this Lease will enure to the benefit of and be binding upon the Landlord, its successors and assigns, and the heirs, executors, administrators, and other personal legal representatives, successors, and permitted assigns of the Tenant. No rights will enure to the benefit of any assignee of the Tenant unless the assignment of such rights has been first approved by the Landlord.

21.5 Apportionment of Rent

If this Lease is terminated prior to the end of the Term, then without prejudice to the other rights of the Landlord contained herein or at law, the Rent will be apportioned and paid in full to the date of such termination, and the Tenant will immediately deliver up vacant possession of the Premises to the Landlord; provided that, and notwithstanding such termination, if at the date of such termination the actual amount of the Rent cannot be exactly ascertained, the Tenant will pay to the Landlord the amount of the Rent as estimated by the Landlord and forthwith upon the exact amount of such sum being ascertained, the Landlord and the Tenant will make any readjustments if required.

21.6 No Offer

The Landlord will not be deemed to have made an offer to the Tenant by furnishing to the Tenant a copy of this Lease with particulars inserted. Notwithstanding that Rent may be received by the Landlord, no contractual or other rights will exist or be created between the Landlord and Tenant until all Parties to this Lease have executed and delivered the same.

21.7 Force Majeure

Despite anything contained in this Lease to the contrary, if the Landlord or the Tenant is, in good faith, delayed or prevented from doing anything required by this Lease because of a strike, labour trouble, inability to obtain materials or services, power failure, restrictive government laws, orders, decrees, or regulations, riots, insurrection, sabotage, rebellion, war, act of God, terrorism, epidemics, pandemics, or outbreaks of communicable disease, quarantines, Health Emergencies, or other public or national or regional emergencies, or any other similar reason that is not the fault of the Party delayed, the doing of the thing is excused for the period of the delay and the Party delayed will do what was delayed or prevented within the appropriate period after the delay to the extent possible. The preceding sentence does not excuse the Tenant from payment

of Rent or the Landlord from payment of amounts that it is required to pay, in the amounts and at the times specified in this Lease.

21.8 Time of the Essence

Time will be of the essence of this Lease.

21.9 Captions

The headings or captions appearing in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit, or enlarge the scope or meaning of this Lease or any provision hereof.

21.10 Governing Law

This Lease will be construed and governed by the laws of the province of British Columbia and the laws of Canada as are applicable therein, and the Tenant will attorn to the exclusive jurisdiction of the courts of British Columbia.

21.11 Covenants

All of the provisions of this Lease will be construed as covenants and agreements as though the words importing such covenants and agreements were used in each separate paragraph.

21.12 Survival of Covenants

All obligations of the Tenant that by their nature require all or part of their performance or fulfilment after the expiry or termination of the Lease will (whether specifically provided for in this Lease or not) survive the expiry or termination of the Lease.

21.13 Severability

Should any provision or provisions of this Lease or its conditions be illegal or not enforceable, it or they will be considered separate and severable from this Lease, and its remaining provisions and conditions will remain in force and be binding upon the Parties as though the said provision or provisions or conditions had never been included.

21.14 Entire Agreement

This Lease constitutes the entire agreement between the Landlord and the Tenant and may not be modified except as herein explicitly provided or except by subsequent agreement in writing duly signed by the Landlord and the Tenant.

21.15 Registration of Lease

Unless required by the Landlord, the Landlord will not be obliged to deliver this Lease in registrable form, despite the *Land Title Act*, R.S.B.C. 1996, c. 250, and the *Property Law Act*, R.S.B.C. 1996, c. 377, both as modified, amended, or replaced from time to time, and the Tenant will not register or attempt to register this Lease.

21.16 Schedules

The Parties acknowledge and agree that all Schedules attached and any further Schedule(s) agreed to by the Parties will form part of and be incorporated in this Lease.

21.18 Counterparts and Electronic Delivery

This Lease may be executed in one or more counterparts, each of which will be an original, and all of which together will constitute a single instrument. Further, the parties agree that this Lease may be signed by electronic signature (e.g., DocuSign or similar electronic signature technology) and/or transmitted by electronic means, and thereafter maintained in electronic form, and that such electronic record will be valid, and effective to bind the party so signing, as a paper copy bearing such party's hand-written signature. The parties further consent and agree that the electronic signatures appearing on this Lease will be treated, for the purposes of validity, enforceability, and admissibility, the same as hand-written signatures.

IN WITNESS WHEREOF the Parties have executed this Lease as of the date first above written.

CITY OF LANGFORD, by its Authorized
Signatory(ies):

Name:

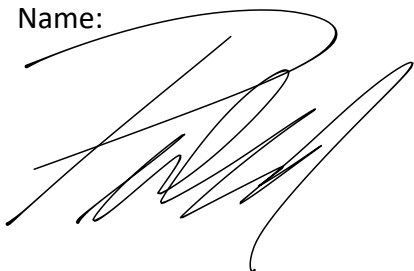
Name:

NOLAN RIDING, by its
Authorized Signatory(ies):

Patrick Nolan

Name:

Name:

A handwritten signature in black ink, appearing to be "Patrick Nolan", written over a horizontal line.

SCHEDULE A

DEFINITIONS

In this Lease unless there is something in the context inconsistent therewith, the Parties agree that:

- (a) **“Additional Rent”** means the monies payable under section 4.1(b) together with all other sums of money, whether or not designated as Additional Rent, to be paid by the Tenant, whether to the Landlord or otherwise, under this Lease save and except Basic Rent and Additional Rent;
- (b) **“Applicable Laws”** means statutes, regulations, orders, rules, notices, policies, guidelines, codes, certificates of authorization, permits, or directives and other requirements of a government or quasi-governmental authority with jurisdiction over any matter;
- (c) **“Basic Rent”** means the minimum annual rent reserved hereunder payable by the Tenant as set forth in Item (i) of the Summary of Certain Basic Lease Provisions;
- (d) **“Business Day”** means a day that is not a Saturday or Sunday nor defined as a “holiday” under the *Interpretation Act*, R.S.B.C. 1996, c. 238, as modified, amended, or replaced from time to time, as amended or replaced from time to time;
- (e) **“Clubhouse”** means the Property, together with the buildings, improvements, facilities, air rights, and underground, overhead walkways and easements and appurtenances, from time to time located thereon or therein or contiguous thereto or for the benefit thereof and as they are altered, reduced, or expanded from time to time including, without limitation, the Common Areas and Common Facilities serving them or located on or in them from time to time;
- (f) **“City”** means the City of Langford, British Columbia;
- (g) **“Common Areas”** means those areas of the Clubhouse that, from time to time, are not intended to be leased to the tenants of the Clubhouse or are designated from time to time by the Landlord as common areas (whether located within or near the Clubhouse, provided that if outside the Clubhouse, the same serve or are for the benefit of the Clubhouse), which designation may be changed by the Landlord from time to time, including but not limited to the roof, exterior walls, exterior and interior structural elements and bearing walls, exterior and interior landscaped areas, parking areas (including

roof and below-grade parking, if any), roadways, driveways, truck courts, parcel pick-up facilities, common loading areas, sidewalks (moving or otherwise), tunnels, pedestrian bridges, all enclosed or open centres, courts, fountains, public hallways, service and fire corridors, stairways, escalators, ramps, elevators, public washrooms, administration offices, amenity rooms, meeting rooms, recreational facilities, and any other public facilities if and when provided, and electrical, telephone communications, meter, valve, mechanical, mail and janitor rooms, and storage areas;

- (h) **“Common Facilities”** means those facilities designated by the Landlord as common facilities, which designation may be changed by the Landlord from time to time, including but not limited to the electrical, communications, mechanical, heating, ventilating and air-conditioning, plumbing and drainage, lighting, fire prevention, security, music and public address systems, equipment, and installations, and any enclosures constructed therefor, together with all signage including pylon signs, directional signs, sign bands, and all signs identifying the Clubhouse and leasable premises located therein;
- (i) **“Hazardous Substances”** means any substance or material whose discharge, release, use, storage, handling or disposal is regulated, prohibited, or controlled, either generally or specifically, by any government authority or quasi-governmental authority pursuant to or under any Applicable Laws, including, but not limited to, any contaminant, pollutant, deleterious substance, or material that may impair the environment, petroleum and other hydrocarbons and their derivatives and by-products, dangerous substances or goods, asbestos, PCBs, gaseous, solid and liquid waste, special waste, toxic substance, hazardous or toxic chemicals, hazardous waste, hazardous material or hazardous substances, either in fact or as defined in or pursuant to any Applicable Laws;
- (j) **“Health Emergency”** means a situation in which the Landlord receives a directive, bulletin, notice, or other form of communication from a governmental authority, that occupants, tenants, invitees, or contractors working in the Clubhouse are or may be exposed to imminent danger from a disease, virus, or other biological or physical agents that may be detrimental to human health, including, by way of example, Severe Acute Respiratory Syndrome (“SARS”), Avian Flu (H5N1), Swine Flu (H1N1), and Coronavirus (COVID-19);
- (k) **“HVAC System”** means the heating, ventilating, and air-conditioning plants and systems necessary to heat, ventilate, and air-condition the Common Areas and the premises within the Clubhouse and those premises from time to time as having entirely separate plants and systems and includes, without limitation, the chilled and heated water systems, freon systems or air

generating facilities and any storage and distribution systems leading therefrom, together with any cooling towers, thermostats, fans, pumps, and all other equipment and facilities connected therewith;

- (l) **"Landlord"** means the Party set forth in Item (a) of the Summary of Certain Basic Lease Provisions and any extension thereof and its authorized representatives. In sections that contain a release or other exculpatory provision or an indemnity in favour of the Landlord, "Landlord" includes the directors, officers, employees, and agents of the Landlord;
- (m) **"Lease"** means this Lease, all Schedules, and the Rules and Regulations made from time to time by the Landlord under the provisions of this Lease;
- (n) **"Lease Year"** means a 12-month period commencing with the first day of January in one calendar year and ending on the last day of December of that year, providing that the first Lease Year will commence on the Term Commencement Date and end on the last day of December next following the Term Commencement Date and the last Lease Year will end on the last day of the Term and commence on the first day of January preceding that date. If the Landlord considers it necessary or convenient for the Landlord's accounting purposes, the Landlord may at any time and from time to time, by written notice to the Tenant, specify an annual date from which each subsequent Lease Year is to commence and, in such event, the then-current Lease Year will terminate on the day preceding the commencement of such new Lease Year and each succeeding Lease Year will terminate on the day preceding such annual date;
- (o) **"Parties"** means the parties to this Lease and their successors and permitted assigns;
- (p) **"Person"** means, if the context allows, a person, firm, partnership or corporation, group of persons, firms, partnerships or corporations, or any combination of them;
- (q) **"Premises"** means those premises constructed by the Landlord on the Property, having a Rentable Area set out in Item (e) of the Summary of Certain Basic Lease Provisions and shown outlined in heavy black line on the sketch attached hereto as Schedule B;
- (r) **"Prime Rate"** means the annual rate of interest announced from time to time by the Landlord's bank as a reference rate then in effect for determining interest rates on Canadian dollar denominated commercial loans made in Canada;

- (s) **“Property”** means the lands situate in the City of Langford, and civically described as 2980 Irwin Road, Langford, B.C., V9B 5Y6 and more particularly described as:

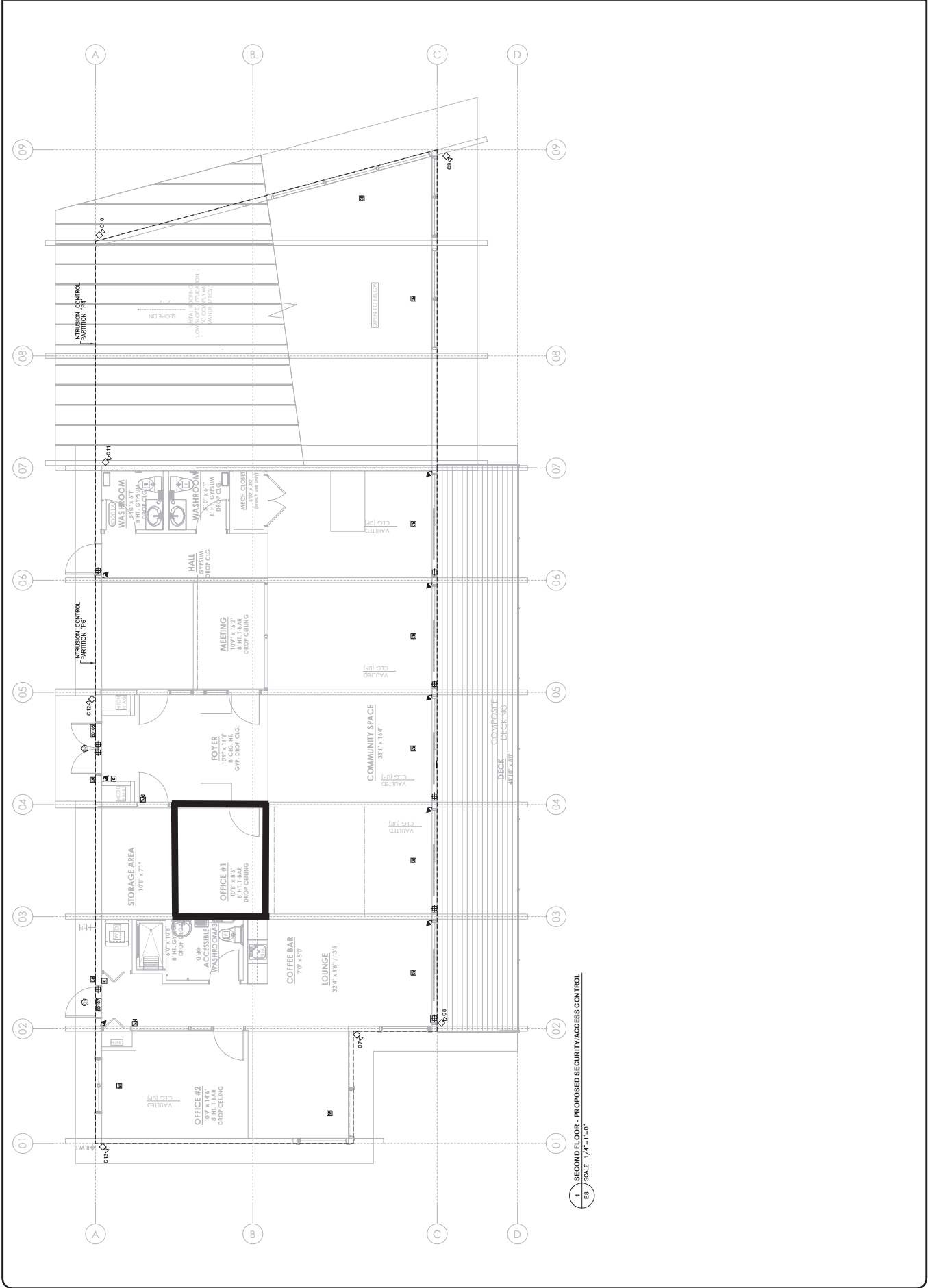
PID: 024-763-594
 Legal Description: LOT D SECTION 26 GOLDSTREAM DISTRICT
 PLAN VIP70452 EXCEPT PLAN EPP127942;

- (t) **“Province”** means the Province of British Columbia;
- (u) **“Rent”** means Additional Rent and Basic Rent;
- (v) **“Rentable Area”** means the area of the Premises measured from: (a) the exterior face of exterior walls, doors, and windows; (b) the exterior face of interior walls, doors, and windows separating the Premises from Common Areas and/or Common Facilities; (c) the exterior face of interior walls that are not party walls, separating the Premises from adjoining premises; and (d) the centre line of interior party walls separating the Premises from adjoining premises. Rentable Area includes interior space even if it is occupied by projections, structures or columns, structural or non-structural, and if a storefront is recessed from the lease line, the area of the recess is included within the Rentable Area of the Premises;
- (w) **“Rules and Regulations”** means the Rules and Regulations set out in Schedule C adopted, promulgated, revised or amended by the Landlord from time to time;
- (x) **“Security Deposit”** means the amount, if any, set forth in Item (l) of the Summary of Certain Basic Lease Provisions and any extension thereof;
- (y) **“Summary of Certain Basic Lease Provisions”** means the summary contained in the first pages of this Lease;
- (z) **“Tenant”** means the Party set forth in Item (b) of the Summary of Certain Basic Lease Provisions and any extension thereof and any Person mentioned as Tenant in this Lease;
- (aa) **“Tenant Inducements”** means any allowances, inducements, or rent-free periods;
- (bb) **“Tenant Improvements”** means all fixtures, improvements, installations, alterations, and additions now and from time to time hereafter made, erected or installed, by the Tenant in the Premises;

- (cc) **"Term"** means the term of this Lease as set forth in Item (g) of the Summary of Certain Basic Lease Provisions and any extension thereof;
- (dd) **"Term Commencement Date"** means the day referred to in Item (h) of the Summary of Certain Basic Lease Provisions and any extension thereof;
- (ee) **"Transfer"** means and includes an assignment of this Lease or a sublease or a licence of all or part of the Premises or any other occupation of the Premises except by the Tenant, as the case may be;
- (ff) **"Transferee"** means and includes an assignee or a subtenant or licensee, as the case may be.

SCHEDULE B

[Floor Plan of the Demised Premises on subsequent page]



SCHEDULE C

RULES AND REGULATIONS

- (1) The Tenant will not perform any acts or carry on any practice that may injure the Common Areas or Common Facilities or be a nuisance to any other tenants of premises situated in the Clubhouse.
- (2) The Tenant will not burn any trash or garbage in or about the Premises or anywhere within the confines of the Clubhouse.
- (3) The entrances, lobbies, elevators, escalators, staircases, and other facilities of the Clubhouse are for use only for access to the Premises and other parts of the Clubhouse, and the Tenant will not obstruct or misuse such facilities or permit them to be obstructed or misused by its agents, employees, invitees, or others under its control.
- (4) No safes or other heavy equipment will be moved by or for the Tenant unless the consent of the Landlord is first obtained and unless all due care is taken. Such equipment will be moved upon the appropriate steel-bearing plates, skids, or platforms and subject to the Landlord's direction, and at such times and by such persons as the Landlord will have approved. No fixtures, freight, or bulky matter of any description will be moved in or out of the Premises or carried in the elevators of the Clubhouse except during such hours as the Landlord has approved. Hand-trucks and similar appliances will be equipped with rubber tires and other safeguards approved by the Landlord and will be used only by prior arrangement with the Landlord.
- (5) The Tenant will permit and facilitate the entry of the Landlord, or those designated by it, into the Premises for the purpose of inspection, repair, and other proper purposes, and will not permit access to main header ducts, janitor and electrical closets, and other necessary means of access to mechanical, electrical, and other facilities to be obstructed by the placement of fixtures or otherwise. The Tenant will not place any additional locks or other security devices upon any doors of the Premises without the prior written approval of the Landlord. The Landlord's approval will be subject to any conditions imposed by the Landlord for the maintenance of necessary access.
- (6) At any time other than during normal business hours the Landlord may require that all or any persons entering and leaving the Clubhouse satisfactorily identify themselves and register in books kept for the purpose, may prevent any person from entering the Premises unless provided with a key thereto and a pass or other authorization from the Tenant in a form satisfactory to the Landlord, and may prevent any person removing any goods therefrom without written authorization.

- (7) The Tenant will receive, ship, and take delivery of, and allow and require suppliers and others to deliver and take delivery of, supplies, fixtures, equipment, furnishings, and merchandise only through the appropriate service and delivery facilities provided in the Clubhouse and subject to such further and other regulations as the Landlord may from time to time impose.
- (8) At the sole cost and expense of the Tenant, the Premises will be kept by the Tenant in a clean, tidy, and sanitary condition and free from rodents, vermin, and the like, and no debris, garbage, trash, or refuse will be placed or left, or be permitted to be placed or left in, on, or upon any part of the Clubhouse, but will be deposited by the Tenant in areas and at times and in a manner designated by the Landlord from time to time. Should any of the items herein mentioned be of a perishable nature, the same will be kept in a properly refrigerated area provided at the cost of the Tenant. Should there be costs for removal of said items additional to the removal service provided by the Landlord or by the City or should the City charge for such service then the Tenant will pay for such costs. If such costs are billed to and paid by the Landlord, the Tenant will pay such costs to the Landlord on demand.
- (9) The Tenant will not permit the Premises to be used for sleeping.
- (10) The Tenant will keep the display windows of the Premises suitably illuminated during the business hours of the Clubhouse, such hours as may be determined from time to time by the Landlord and during such other reasonable hours as the Landlord may determine.
- (11) In order to maintain satisfactory and uniform pest control throughout the Clubhouse, the Tenant will engage for the Premises at its sole cost and expense such pest extermination contractor from time to time as the Landlord directs.
- (12) Should the Tenant wish to install drapes or blinds in the exterior windows of the Premises, the Tenant will first have them approved by the Landlord as to colour and design.
- (13) The Tenant will keep all windows of the Premises closed at all times both day and night unless the air-conditioning or ventilating systems are not operating.
- (14) The Tenant will not change any locks to the Premises and all such locks and keys including electronic key cards or systems for such locks will be installed, cut, and made by the Landlord, and any locks installed by the Tenant contrary to this Section may be removed and otherwise changed by the Landlord at the cost of the Tenant and such action on the part of the Landlord will not be deemed to be re-entry on the part of the Landlord.

The foregoing Rules and Regulations, as from time to time amended, are not necessarily of uniform application, but may be waived in whole or in part in respect of other tenants without affecting their enforceability with respect to the Tenant and the Premises, and may be waived in whole or in part with respect to the Tenant without waiving them as to future application to the Tenant, and the imposition of such Rules and Regulations will not create or imply any obligation of the Landlord to enforce them or create any liability of the Landlord for their non-enforcement.

CITY OF LANGFORD BYLAW NO. 2082

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

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

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

1. By deleting the following sections and renumbering subsequent sections accordingly:

- (a) 3.26.02(9)
- (b) 3.26.02(11)
- (c) 3.26.02(12)
- (d) 6.35.01(5)
- (e) 6.40.01(10)

2. By deleting 6.40.01(13)(a) and replacing it with the following:

(a) "Group daycare in accordance with Section 3.26.02"

3. By deleting 6.41.01(24) and replacing it with the following:

(24) "Group daycare on the lot legally described as Lot 1, Section 72, Esquimalt District, Plan EPP24286 (2780 Veterans Memorial Parkway) in accordance with Section 3.26.02;"

4. By deleting 6.54.01(17) and replacing it with the following:

(17) "Group daycare on the lot legally described as Lot 1, Section 75, Esquimalt District, Plan EPP75724, PID No. 030-357-951, (3030 Merchant Way) in accordance with Section 3.26.02;"

5. By adding the following as 3.26.02(10):

(10) "Despite Article 3.26.02(4) and (5), a group daycare with a capacity indicated in Column 2 below is permitted on the lot legally described in the associated Column 1:

Legal Description	Maximum Capacity
<i>Lot 11, Section 5, Esquimalt District, Plan 7165 (2758 Peatt Road)</i>	<i>28 children</i>
<i>Lot A, Section 115, Esquimalt District, Plan EPP106119 (2200 Bear Mountain Parkway)</i>	<i>255 children</i>

<i>Strata Lot E, Section 83, Esquimalt District, Strata Plan VIS2240, Together With an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as shown on Form V, PID No. 028-468-864 (2619 Sooke Road)</i>	<i>44 children</i>
<i>Lot 1, Section 80, Metchosin District, Plan VIP70354 (1028 Lomalinda Drive)</i>	<i>76 children</i>
<i>Lot 29, Section 1, Range 2 West, Highland District, Plan 13385 (2285 Bellamy Rd)</i>	<i>41 children</i>
<i>Lots 1 and 2, Section 79, Metchosin District, Plan 7510, Except Part in Plan 26418 (3553 and 3559 Happy Valley Rd)</i>	<i>50 children</i>
<i>Lot 1, Section 72, Esquimalt District, Plan EPP24286 (2780 Veterans Memorial Parkway)</i>	<i>90 children</i>
<i>Lot 1, Section 75, Esquimalt District, Plan EPP75724, PID No. 030-357-951, (3030 Merchant Way)</i>	<i>100 children</i>

6. By deleting 6.22.03(2) and replacing it with the following:

(2) *"A **two-family dwelling** use is permitted on **lots** with a **lot area** of no less than 600 m² (6,459 ft²) AND a **lot width** of no less than 15m.";*

7. By inserting as Section 6.22.03(3) and renumbering subsequent sections accordingly:

(3) *"Despite subsection 6.22.03(2), the **lot area** for a **two-family dwelling** use may be less than 600 m² provided that the **lot area** is not less than 500 m² and the **lot width** is not less than 17m."*

8. By deleting Section 6.22.03(5) and (7) as renumbered by this Bylaw and renumbering subsequent section accordingly;

9. By adding the following as Section 6.58.01 (1)(a)(ii) and renumbering subsequent sections accordingly:

(ii) *"**Apartments**, when located on a **corner lot** and facing the secondary street which may not include Peatt Road, Claude Road, Goldstream Avenue, Veterans Memorial Parkway, or Jacklin Road."*

10. By adding the following as Section 6.91.01(3)(b) and renumbering subsequent sections accordingly:

(b) *"Accessory **Dormitories** which may include a kitchenette"*

11. By deleting section 4.01.07(1) and (2) and replacing them with the following:

(1) *“Accessible parking must be provided as follows for **residential** uses:*

No. of Required Parking Spaces	Minimum number of accessible parking spaces
<i>1-10</i>	<i>0</i>
<i>11-20</i>	<i>1</i>
<i>21-100</i>	<i>2</i>
<i>101-1000</i>	<i>2 per 100 or part thereof</i>
<i>1001+</i>	<i>1 per 100 or part thereof</i>
<i>Plus 1 for each residential unit designed as an accessible housing unit (included in the overall parking spaces count)</i>	

(2) *“Accessible parking must be provided as follows for **commercial** uses:*

(a) A minimum of 1 accessible parking space shall be provided where Table 1 of Section 4.01.01 requires the provision of more than 10 and fewer than 30 off-street parking spaces, excluding those required for dwelling units, and for every 50 spaces or part thereof in excess of 30”.

(3) *“Accessible parking stalls must be sized and located as follows:*

(a) With minimum width of 3.9 m and a minimum depth of 5.8 m or a minimum width of 2.75 m, provided an additional 1.2 m wide loading zone or access isle is included and is shared with an adjacent accessible parking space.

(b) The minimum functional width of each accessible space must be 3.9 m;

(c) Be clearly identified as accessible parking only; and

(d) Be connected to the building entrance by a marked access route that avoids travel behind parked vehicles.”

11. By deleting section 3.03(2) and replacing it with the following:

*(a) Except where specifically permitted, no **lot** with a **lot area** less than 500m² (5,920.2 ft²) may be used for the keeping of any **recreation vehicle** or **unlicensed vehicle** which is not completely enclosed in a **building** or **structure**;*

B. This Bylaw may be cited for all purposes as “Langford Zoning Bylaw, Amendment No. 679, (Omnibus No. 60 – Various Housekeeping Items), Bylaw No. 2082, 2023”.

READ A FIRST TIME this 10th day of October, 2023.

RESCIND FIRST READING, GIVE NEW FIRST READING this day of , 2024

PUBLIC HEARING held this day of , 2024

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER



City of Langford

Staff Report to Council

DATE: Monday, March 4, 2024

DEPARTMENT: Planning

APPLICATION NO.: Z22-0038

SUBJECT: Bylaw 2139 - Application to Rezone 2703, 2707, and 2711 Claude Road and 726 Percy Place from R2 (One-and Two-Family Residential) Zone to CC1 (City Centre 1) Zone to allow a six-storey apartment.

BACKGROUND:

Note: This item has been the subject of a Public Hearing.

On July 24, 2023, Council passed the following resolution with respect to this application:

That Council:

1. *Proceed with consideration of First Reading of Bylaw No. 2139 to amend the zoning designation of the properties located at 2703, 2707, and 2711 Claude Road and 726 Percy Place from One-and Two-Family Residential (R2) to City Centre (CC1) subject to the following terms and conditions:*
 - a. *That the applicant provides, **as a bonus for increased density**, the following contributions per dwelling unit, **prior to the issuance of a building permit: (Secured in Bylaw)***
 - i. *\$750 towards the Affordable Housing Reserve Fund; and*
 - ii. *\$2,850 towards the General Amenity Reserve Fund;*

Subject to reductions in accordance with the Affordable Housing and Amenity Contribution Policy and the Attainable Housing Policy depending on use and height.
 - b. *That the applicant registers, **prior to Bylaw Adoption**, a road dedication plan for the connection of Percy Place to Claude Road, to the satisfaction of the Director of Engineering; **(Secured)***
 - c. *That the applicant provides, **prior to Bylaw Adoption**, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following: **(Completed)***
 - i. *That the following will be provided and implemented to Bylaw No. 1000 standards to the satisfaction of the Director of Engineering prior to the issuance of a building permit:*

1. *Full frontage improvements, inclusive of a 1.8 m wide concrete sidewalk, scallop parallel parking, boulevard with grass and street trees, streetlights, and a 1.5 m wide bike lane on Claude Road;*
 2. *A storm water management plan; and*
 3. *A construction parking and delivery management plan.*
- ii. *That the properties be consolidated prior to issuance of a Development Permit for Form and Character;*
 - iii. *That a separate covenant be registered prior to issuance of a building permit for the proposed development that ensures residential parking is not provided in exchange for compensation separate from that of a residential unit;*
 - 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;*
 - v. *That the building will, at a minimum, be designed to and meet the performance standards of Step 3 of the BC Energy Step Code;*
 - vi. *That, prior to the issuance of a Building Permit, the developer enters into a Housing Agreement with the City that requires either a minimum 10% of units constructed be rented for at least 10% below the benchmark rent for the unit type for a term not less than 25 years or that a minimum of 5% of the units constructed be directed to and sold in accordance with the terms of the Attainable Home Ownership Program Policy (POL-0166-PLAN). The developer shall identify the Attainable Units on the plans submitted for the required Development Permit application;*
 - vii. *That legal public access be provided to the on-site carshare vehicles, prior to the issuance of a building permit, to the satisfaction of the Director of Planning and Subdivision.*

AND

2. *Direct staff to proceed with a road closure bylaw for a portion of the Percy Place cul de sac abutting 726 Percy Place, subject to the dedication of a 7.5 m width half road connecting Percy Place to Claude Road. **(Road Closure Bylaw No. 2029 was adopted on January 15, 2024)***

AND

3. *Authorize the Director of Planning and Subdivision to grant the following variances within the future development permit: **(to be addressed as part of the future DP Process)***
 - a. *That Section 6.57.07(1)(b) be varied to reduce the interior side lot line setback from the required 3 m to 2.23 m;*
 - b. *That Section 6.57.07(2)(a) be varied to reduce the front lot line setback on the third storey and higher from the required 4 m to 3.02 m;*
 - c. *That Section 6.57.07(2)(b) be varied to reduce the exterior side lot line setback on the third storey and higher from the required 4 m to 2.19 m; and*

- d. *That Section 4.01.01 be varied to reduce the required parking from the required 1.25 spaces per residential unit to 1.07 spaces per residential unit, subject to the following:*
- i. *Providing at least 2 bike parking stalls per residential unit;*
 - ii. *Providing a bike repair area and wash station;*
 - iii. *That at least 5 bike parking stalls can accommodate cargo-bikes;*
 - iv. *That 110v e-bike charging is available in bike storage rooms.*

Motion CARRIED.

COMMENTARY:

The Public Hearing for Bylaw No. 2139 was held on August 21, 2023. Following the close of the Public Hearing, Council passed 2nd and 3rd readings of the Bylaw. The information considered as part of the Public Hearing as well as the video recording of the Public Hearing can be found at the following link on the City's website: [Council Meeting - August 21, 2023 \(escribemeetings.com\)](https://www.langford.ca/council-meeting-august-21-2023)

The applicant has registered a Section 219 Covenant against the title of the subject properties that agrees to item 1(c) in Council's resolution dated July 24, 2023. Furthermore, the applicant's solicitor has provided a letter of undertaking to register the road dedication plan required by item 1(b) of Council's resolution upon receipt of the City's signatures; all other signatures have been obtained.

Bylaw No. 2139 was signed by the Minister of Transportation and Infrastructure on August 31th, 2023.

As there are no outstanding conditions required at this time, Council may wish to proceed with bylaw adoption.

OPTIONS:

Option 1

THAT Council adopt Bylaw No. 2139.

OR Option 2

THAT Council reject the application associated with Bylaw No. 2139.

SUBMITTED BY: Leah Stohmann, MCIP, RPP, Deputy Director of Planning and Subdivision

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

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. 2139

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

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

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

1. By deleting from the One- and Two-Family Residential (R2) Zone and adding to the City Centre (CC1) Zone the properties legally described as:
 - a) Lot A, Section 72, Esquimalt District, Plan 16755, PID No. 004-074-793 (2703 Claude Rd);
 - b) Lot B, Section 72, Esquimalt District, Plan 16755, PID No. 002-742-187, (2707 Claude Rd);
 - c) Lot C, Section 72, Esquimalt District, Plan 16755, PID No. 004-057-589, (2711 Claude Rd);
 - d) Lot 1, Section 72, Esquimalt District, Plan 19038, PID No. 002-373-904, (726 Percy Pl);
 as shown shaded on Schedule A attached to and forming part of this Bylaw.
2. By adding the following to Table 1 of Schedule AD:

Zone	Bylaw No.	Legal Description	Amenity Contributions	Eligible for Reduction in Section 2 of Schedule AD
CC1	2139	<p>Lot A, Section 72, Esquimalt District, Plan 16755, PID No. 004-074-793 (2703 Claude Rd);</p> <p>Lot B, Section 72, Esquimalt District, Plan 16755, PID No. 002-742-187, (2707 Claude Rd);</p> <p>Lot C, Section 72, Esquimalt District, Plan 16755, PID No. 004-057-589, (2711 Claude Rd); and</p> <p>Lot 1, Section 72, Esquimalt District, Plan 19038, PID No. 002-373-904, (726 Percy Pl);</p>	<p>a) \$2,850 per residential unit created towards the General Amenity Reserve Fund on the 1st through 4th storeys; and</p> <p>b) \$1,425 per residential unit created towards the General Amenity Reserve Fund on the 5th and 6th storeys; and</p> <p>c) 1,425 per non-market residential unit created towards the General Amenity Reserve Fund; and</p> <p>d) \$750 per unit created towards the Affordable Housing Reserve Fund on the 1st through 4th storeys; and</p> <p>e) \$375 per unit created towards the Affordable Housing Reserve Fund</p>	No

			on the the 5 th and 6 th storeys; f) \$375 per non-market residential unit created towards the General Amenity Reserve Fund;	
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B. This Bylaw may be cited for all purposes as “Langford Zoning Bylaw, Amendment No. 703 (2703, 2707 and 2711 Claude Road and 726 Percy Place), Bylaw No. 2139, 2023”.

READ A FIRST TIME this 24th day of July, 2023.

PUBLIC HEARING held this 21st day of August, 2023.

READ A SECOND TIME this 21st day of August, 2023.

READ A THIRD TIME this 21st day of August, 2023.

APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE this 31st day of August, 2023.

ADOPTED this day of , 2024.

PRESIDING COUNCIL MEMBER

CORPORATE OFFICER

Schedule A

