



# Council Agenda

Monday, May 6, 2024, 7:00 PM

Council Chambers & Electronic Meeting

## Electronic Meeting Instructions

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Pages

1. CALL TO ORDER

2. TERRITORIAL ACKNOWLEDGEMENT

3. MEETING CONDUCT RULES

4. APPROVAL OF THE AGENDA

5. DELEGATIONS

5.1 West Shore Developers Association - Ron Coutre

6. PUBLIC PARTICIPATION

7. CONSENT AGENDA

Minutes of the West Shore Parks and Recreation Society Board of Directors Meeting - March 14, 2024 (RECEIVE)

Minutes of the Special Council Meeting - April 10, 2024 (ADOPT)

Minutes of the Council Meeting - April 15, 2024 (ADOPT)

Minutes of the Special Sustainable Development Advisory Committee Meeting - April 22, 2024 (RECEIVE)

Minutes of the Capital West Accessibility Advisory Committee Meeting - April 24, 2024 (RECEIVE)

Minutes of the Special Sustainable Development Advisory Committee Meeting - April 24, 2024 (RECEIVE)

Minutes of the Community Advisory Committee Meeting - April 30, 2024 (RECEIVE)

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14. ADJOURNMENT



# BOARD OF DIRECTORS

## Minutes of the West Shore Parks and Recreation Society Board of Directors Meeting Thursday, March 14<sup>th</sup>, 2024, in the Westshore Room

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**PRESENT:** Directors Damian Kowalewich, Leslie Anderson, Shelly Donaldson, Kimberley Guiry, and Misty Olsen (alternate)

**ABSENT:** Director Dean Jantzen

**STAFF PRESENT:**

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

**STAFF ABSENT:**

**PUBLIC PRESENT:**

**CALL TO ORDER**

1. The chair called the meeting to order at 5:32pm.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

3. **MOVED/SECONDED** BY DIRECTORS SHELLY AND GUIRY THAT THE MINUTES OF THE REGULAR MEETING FEBRUARY 8<sup>th</sup>, 2024, BE APPROVED AS PRESENTED. NO ERRORS, NO OMMISIONS.  
**CARRIED**

**PUBLIC PARTICIPATION**

4. N/A

**CHAIR'S REMARKS**

5. Damian Kowalewich, chair, commented that he emailed the top 10 tenants to thank them for providing sport opportunities for youth. The email was well-received by the several groups who responded and some planned to attend the board meeting. The soccer organization would like to see artificial turf, and the hockey organization hopes to see ice time for people from all walks of life.

## STANDING COMMITTEES

6. N/A

### OLD BUSINESS

7. Tennis Club of Canada update:

*Grant Brown, administrator, commented on the following:*

- The Tennis Club of Canada (TCC) is seeking to add an air structure over the tennis courts for the winter months. A full report has been provided to the board.
- WSPR proposed a five-month season for the air structure from October 15-March 15 each year; TCC responded with a request for a six-month season to make their investment financially viable. Staff is seeking direction regarding how to proceed as there may be concerns from the public.
- Construction of the tennis bubble would coincide with the construction of the new pickleball courts in 2025.
- Implications of a six-month season are that patrons would be required to purchase access to the tennis facility for the additional month. The air structure would allow for the courts to be playable at all times, and would increase the life of the courts.

The board discussed the potential of requesting public comment; the potential involvement of Langford Tennis Club; WSPR and TCC's roles and responsibilities; the impact of fee-for-service on the public; and, the potential for increased programming in the facility.

**MOVED/SECONDED BY DIRECTORS ANDERSON AND GUIRY THAT the board of directors direct staff to seek comment from the West Shore tennis community regarding a potential 6-month seasonal air structure and report back, with the amendment of including Langford Tennis Club members as part of the Westshore community who will be solicited for comment.**

**CARRIED**

### NEW BUSINESS

8. a) Parks staff presentation:

*Bryan Wood, parks supervisor, gave a visual presentation on the following:*

- GIS Asset Management:
  - An asset management plan was created two years ago.
  - Hard copy maps are available to refer to, but maps become outdated quickly.
  - GIS plots everything i.e./ Colwood trees have been GPS plotted and mapped in the software. Clicking on the mapped objects displays all the specific details of that object.
  - GIS can identify an underground line/pipe using ground penetrating radar and saves all details in the software.
  - Cities use GIS to manage and access information about all physical features in an area; layers of information can be toggled on or off.
  - Staff received bids last week and will be discussing with management to create a plan.
- Urban Tree Management:
  - A large Garry Oak tree recently fell overnight; cause unknown. Several fir trees have also been removed from the property. Firs near the library have been removed and replaced with fruit trees.
  - In the current changing environment, many trees on site are starting to be flagged.
  - The property contains many forest trees; most are unmanaged. Willows near the golf course are maintained.
  - Staff are building capacity through alignment with Colwood's tree bylaw and training in dangerous tree assessment.

- Integrated Pest Management:
  - To align with a new Colwood bylaw, staff are reducing the use of pesticides.
  - Invasive species require treatment to protect public safety and park health; dollar spot, microdochium patch, and poison hemlock are found on site and treated with small use of pesticides.
  - Staff attend the CRD regional invasive species group, which meets every few months.
  - The Integrated Pest Management for Turf Managers in British Columbia publication is used as a guide for using pesticides in an appropriate way.
  - Records of use are maintained.

The board thanked Brian for the presentation. The board discussed the possibility of partnering with Colwood/Langford on the GIS project and urban forest management plan; the importance and timeline of conducting a tree assessment with an arborist; the potential for education on site; and the need to budget for replacement trees.

#### **b) Governance agreements**

*Grant Brown, administrator, commented on the following:*

- Current strategic priorities are to be reviewed in 2024 and make recommendations to ownership.
- Overall, WSPR is operating very well.
- Last review addressed prior challenges such as removing the individual owner ability to veto project and allowed flexibility for how the smaller municipalities participate in large capital projects.
- The current funding model is based on current assessment statistics; consider the library's model of 50% population share and 50% assessments.
- The Westshore continues to grow and there will be need for increased services in the future.
- There is currently no provision for how other facilities can become part of the Society.
- An update is needed for how staff and ownership are referred to within the agreements.
- Staff is seeking direction for how the board would like to proceed with the review, and how and when to start discussions.

The board discussed the need for space to discuss complexities and mandates; protecting constituent's access to existing services and programs; the involvement of CAOs and mayors in discussions; and the board's approach to making recommendations to ownership.

***MOVED/SECONDED BY DIRECTORS OLSEN AND GUIRY THAT THE BOARD REVIEWS THE AGREEMENTS AND RETURN TO DISCUSSIONS IN CAMERA IN ONE MONTH.***

***CARRIED***

***MOVED/SECONDED BY DIRECTORS OLSEN AND GUIRY THAT THE REPORTS BE RECEIVED AS PRESENTED.***

***CARRIED***

#### **FOR INFORMATION**

#### **9. a) Administrator's report**

*Grant Brown, administrator, commented on the following:*

## **Administration/Human Resources**

The annual financial audit is taking place one week earlier this year and will see KPMG staff onsite March 4–8<sup>th</sup>. Payroll has issued T4 slips to all staff and preparations for the renewal of various insurance coverages is underway. On February 28<sup>th</sup>, the replacement of the phone system took place and was very successful. The new network-based system includes voicemail to email, minimum system maintenance and the flexibility to be paired with cell phones and workstations. The support and direction provided by the IT department from the City of Langford throughout the process was excellent.

The new HR generalist position has been filled, with a start date of March 28<sup>th</sup>. Their training will start immediately and soon to follow will be the expanded services of the HR department. The annual audit of auxiliary staff's hours worked to determine those eligible for conversion to regular status or qualification for the municipal pension plan has been completed and eligible staff have been contacted. Updates to the annual vacation booking and accrual policy have been completed to match changes within the new collective agreement.

Annually, staff receive the opportunity to put their names forward and request attendance at one of the two feature conferences of the recreation industry in BC. WSPR will be sending a group of 4 staff to the 2024 Recreation Facilities Association of BC Conference in April and 4 staff to the 2024 British Columbia Recreation and Parks Association Symposium in May. Those staff attending gain the opportunity to increase skills and knowledge in the recreation field, while also representing WSPR amongst their provincial peers.

## **Operations**

### **Maintenance**

Annual backflow prevention wrapped up in February. Multiple air handling units underwent annual maintenance, including the units located at Centennial Centre, JDF Arena, Q Centre Arena and the Kids Cottage.

The annual fieldhouse shutdown is underway and includes a deep cleaning and waxing of the floors, sanding and re-staining of the bar, painting of the servery and repairs to the dishwasher. The acrylic surround at reception will be installed shortly, providing a safety barrier and is the final piece of the reception renovation. The benches, tables and chairs have all been replaced in the reception lobby, as well as the relocation of vending machines to create a more welcoming space for those waiting for programs.

With the warmer start to February a significant ant problem took place in various areas of the centre, most notably in the youth room, administration and the pool deck. Affected areas were sealed by staff and pest services contracted.

Dean Brown was hired as the new FMW4 utility lead hand. Dean worked at WSPR in the past and all are happy to have him back on the crew. One FMW3 position remains vacant and the auxiliary pool is in good shape.

### **Parks**

Scheduled fleet vehicle replacement is underway for 2024. Requests for quotation have gone out for those units scheduled for replacement. Diamond 3 infield has been skinned and the infill mix will be replaced.

Staff are getting ready for the tennis courts to be resurfaced as soon as the weather warms. This project is a carryover from 2023, as the contractor was unable to fit the work in due to delays in other projects caused by the very warm summer. Multiple water valves have been replaced in preparation for the upcoming irrigation season and the lacrosse box will have its new score board installed shortly.

### **Programs**

#### **Community Recreation**

The popularity of youth nights continued into February, including one night where 153 youth were in attendance. 2,250 have attended in 2024 so far. There were also 72 basketball drop-ins in February, mostly comprised of youth. The new pickleball court reservations have been popular, filling up many Thursdays. Logistics are currently being assessed to increase offerings and expand access.

Childcare staff celebrated Valentines Day, Groundhog Day and pink shirt day in February, and the last French lesson took place. Active Start drop-in numbers have increased and a second staff has been added to support the program.

Valentine's themed art classes were offered at Centennial Centre in February for children aged 4-12 as well youth drop-in art and dance which grew to 21 youth in attending on February 22<sup>nd</sup>. Youth are enjoying the pizza, snacks and games in the Arbutus room between the art and dance programs.

Planning is underway for summer camps. Staff have added 3 weeks of Science Camp at Centennial Centre and expanded Roving Play Parks to accommodate more participants.

#### **Fitness and Weights**

February has remained strong with 93% of registered fitness, weights and wellness programs running successfully. The weightroom has continued to see record high attendance with over 80 patrons during peak times.

The Thursday 9am Deep and 10:15am Shallow Aquafit classes were able to resume on February 15<sup>th</sup> after being removed from the schedule for a couple months due to staffing challenges. A new hire, Alison Marovskis, has taken on teaching the two classes. Personal training services including single session, 3 session, 6 session, semi-private sessions and orientations have seen a significant increase in January/February of 2024 (\$4,445) compared to 2023 (\$2,643). Private rehabilitation sessions have also seen a significant increase with 39 sessions in 2024 compared to 13 sessions in 2023.



### **Aquatics**

February brought more fun in the pool! Between swim lessons, youth nights, user groups and public swims the pool continues to be a busy and happening place. A few extra swims were added in February including the Peninsula Co-op sponsored free swim on February 17<sup>th</sup> where 262 participants attended. The fun was continued on Family Day with an extra fun swim and staff-led family challenges. Staff permitted an after-hours youth birthday party rental which was a big success.

The staff team grew again in February with the hiring of an additional 4 staff. The recently added swim lessons for the licensed day care children has been a great success and staff are thrilled about enhancing programs in partnership with the community recreation team to offer more opportunities directed at the families already participating in programs. The aquafit fun continues to grow as staffer Glenda now has her groups singing along and providing musical entertainment in the pool while they workout, as well as the addition of another instructor into the aquafit mix!

### **Arena, Events, and Golf**

January was a cold and snowy month for the golf course. The course was closed from January 11<sup>th</sup>-25<sup>th</sup>. Despite the closure the course still managed to see 1,118 rounds played. February started off much better and experienced 2,270 rounds played for the month.

The Wolves and Grizzlies have started to make their playoff pushes in January and into February. VIJHL playoffs will start at the end of February and the BCHL playoffs will start at the end of March. January was a slow month with the Wolves having 4 home games and the Grizzlies only having 3.

Bookings sent out the request for use letter in January for the spring and summer sports facilities. Food and beverage is considering the addition of a few new items to the menu in the Q Centre arena.

Top selling food items in the Q Centre concessions for January were:

1. Fries – 233 sold
2. Popcorn – 221 sold

### **Equity, Diversity, and Inclusion**

WSPR staff attended the Community of Practice networking event with other youth service agencies on the Westshore, promoting the LIFE program and youth activities at WSPR. Three staff from WSPR attended the *From Diversity to Prosperity: Employing Newcomers in the Capital Region* workshop presented by the Greater Victoria Local Immigration partnership.

Uneet Kaur started as the new youth team lead in February, attending the WSPR youth drop-in sessions and getting to know the youth and leaders. Meetings took place with staff from Pacific Family Services, Safe Schools program and the Victoria Immigrant and Refugee Centre Society regarding potential services/partnerships that could be offered through the Building Safer Communities grant.

The new “Chefs on the Shore” program in partnership with Thrive Victoria started in February on Friday nights in the Childcare Centre kitchen. The program filled quickly with 8 participants who have been learning kitchen skills, food prep and health and safety. Youth have access to snacks during the program,

get to make different meals each week and take their food home along with any leftover supplies. The program is a targeted program and only advertised through Thrive Victoria and school vice principals and counsellors. The program will pause for spring break, with 2 new sessions offered afterwards. Planning is underway for the Gang Education seminar on March 11<sup>th</sup>; currently 65 people are registered.



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*Grant Brown, Administrator*

Adopted April 11th, 2024

**b) Annual user group analysis**

*Grant Brown, administrator, commented on the following:*

- User group stats show both dollar value and rental time of tenants.
- Swim groups are moving up the ranks due to the pool and programming reopening after Covid closures.
- Drop-in participants remain the largest user group.

**MOVED/SECONDED** BY DIRECTORS GUIRY AND DONALDSON THAT THE REPORTS BE RECEIVED AS PRESENTED.

**CARRIED**

**IN CAMERA**

10. **MOVED/SECONDED** BY DIRECTORS GUIRY AND DONALDSON THAT THE MEETING MOVE IN CAMERA.

**CARRIED**

11. **MOVED/SECONDED** BY DIRECTORS GUIRY AND ANDERSON THAT WSPRS STAFF APRIL AND GRANT ATTEND THE IN CAMERA MEETING.

**CARRIED**

THAT there is a need to have a meeting closed to the public and persons other than the West Shore Parks & Recreation Board of Directors and staff, and those identified under Part III, Section B of the Board policy manual shall be excluded on the basis of section 1.(1)(c) employee relations; AND section 1.(1)(a) personal information about an identifiable individual.

GEOFF, RON, AND WEI LEFT THE MEETING AT 6:28PM.

**ADJOURNMENT**

12. **MOVED/SECONDED** BY DIRECTORS GUIRY AND ANDERSON THAT THE MEETING BE ADJOURNED AT 7:02PM.

**CARRIED**



# City of Langford

## Special Council Minutes

April 10, 2024, 5:00 p.m.

Council Chambers & Electronic Meeting

PRESENT:

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

ATTENDING:

D. Kiedyk, Chief Administrative Officer	Y. Nielsen, Director of Parks, Recreation and Facilities
B. Hutchins, Deputy Chief Administrative Officer	K. Dube, Senior Manager of Information Technology and GIS
M. Watmough, Director of Legislative & Protective Services	D. Petrie, Senior Manager of Business Development and Events - Remote
M. Dillabaugh, Director of Finance	B. Boisvert, Legislative Services Administrative Coordinator
K. Balzer, Director of Engineering and Public Works	

Meeting available by teleconference

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### 1. CALL TO ORDER

Acting Mayor Yacucha called the meeting to order at 5:01 pm.

### 2. TERRITORIAL ACKNOWLEDGEMENT

Councillor Szpak 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: WAGNER

SECONDED: HARDER

THAT Council approve the agenda as presented.

**Motion CARRIED.**

## 5. PUBLIC PARTICIPATION

M. Wignall, Selwyn Rd - The speaker expressed appreciation for having the Pacific Football Club in Langford. The speaker expressed disappointment in the potential loss of the Pacific Football Club. The speaker expressed the Pacific Football Club is a great attribute to the City of Langford.

L. Foxall, Langford Resident - The speaker expressed disappointment in the potentially failed negotiations with the Pacific Football Club. The speaker expressed the economic value that the Pacific Football Club brings to the City of Langford. The speaker expressed disappointment in potentially signing less than a five-year contract with the Pacific Football Club. The speaker expressed competitive sports are an asset to the City of Langford.

S. Sifert, Langford Resident - The speaker expressed that Council should support the Pacific Football Club staying in the City of Langford. The speaker expressed the requirement of a five-year contract, not a one-year contract with the Pacific Football Club. The speaker expressed the economic value that the Pacific Football Club brings to the City of Langford. The speaker expressed competitive sports are an asset to the City of Langford. The speaker expressed the value of the Pacific Football Club contributing to youth sport programs.

## 6. REPORTS

### 6.1 Pacific Football Club Contract - Verbal Update

MOVED BY: HARDER  
SECONDED: WAGNER

THAT Council approve the Pacific Football Club agreement for 1 year 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.**

## 7. ADJOURNMENT

MOVED BY: SZPAK  
SECONDED: MORLEY

THAT Council adjourn the meeting.

Acting Mayor Yacucha adjourned the meeting at 5:44 pm.

**Motion CARRIED.**

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Presiding Council Member

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Certified Correct - Corporate Officer



# City of Langford

## Council Minutes

April 15, 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	K. Dube, Senior Manager of Information Technology and GIS
B. Hutchins, Deputy Chief Administrative Officer	D. Petrie, Senior Manager of Business Development and Events
M. Watmough, Director of Legislative & Protective Services	W. Schoenefuhs, Parks Planning Coordinator
M. Baldwin, Director of Development Services	L. Zetaruk, Analyst
L. Stohmann, Director of Community Planning & Climate Change	N. Johnston, Legislative Services Administrative Coordinator
M. Dillabaugh, Director of Finance	
K. Balzer, Director of Engineering and Public Works	

**Meeting available by teleconference.**

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### 1. CALL TO ORDER

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

### 2. TERRITORIAL ACKNOWLEDGEMENT

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

### 3. MEETING CONDUCT RULES

M. Watmough, Director of Legislative and Protective Services read the City of Langford's meeting conduct rules.

### 4. APPROVAL OF THE AGENDA

MOVED BY: HARDER  
 SECONDED: WAGNER

THAT Council approve the agenda as presented.

**Motion CARRIED.**

## **5. PRESENTATIONS**

### **5.1 State of Langford's Urban Forest - Diamond Head Consulting**

T. Searls, Diamond Head Consulting provided an overview and presentation to Council regarding the State of the Urban Forest and Urban Forest Management Plan.

Mayor Goodmanson opened the floor to comments and questions from Council. T. Searls, Diamond Head Consulting responded.

### **5.2 Arts Centre Accessibility and Inclusion Study - Judith Cullington**

J. Cullington, Juan de Fuca Performing Arts Centre Society provided a presentation to Council.

Mayor Goodmanson opened the floor to questions and comments from Council. J. Cullington, Juan de Fuca Performing Arts Centre Society responded.

## **6. PUBLIC PARTICIPATION**

Mayor Goodmanson opened public participation at 7:49 pm

The meeting recessed at 7:54 pm and resumed at 8:10 pm

Arnold, Ravensview Drive - Item 11.3 - Speaker asked for clarity regarding approaches presented in the report. Speaker inquired as to how the project decisions are made asking if there is an equal vote (1 to 1) or weighted average vote. Speaker wished for clarity regarding this decision. Item 11.2 - Speaker inquired about the policy's options noting that option 1 had many parts that Council will have to choose from.

S. Sifert, Langford Resident - Item 11.1 and 12.9 - Speaker expressed support for option 2 of the report. Speaker expressed concern regarding consultant findings and funds spent on this initiative. 12.6 - Speaker expressed concern regarding Bylaw No. 2167 and 2168.

L. Foxall, Langford Resident - Item 12.6 - Speaker expressed concern regarding the proposed tax rates. Item 12.9 - Speaker expressed concern regarding Bylaw No. 2167 and 2168.

W. Hobbs, Langford Resident - Item 7 - Speaker clarified points made at the April 2, 2024 Council Meeting during public participation. Item 12.6 - Speaker expressed concern with the proposed tax increase and financial plan. Speaker wished to see sidewalk infill on Luxton Road moved higher on the priority list.

T. Cadeau Glenwillow Place - Item 12.4 and 12.9 - Speaker expressed concern regarding the proposed bylaw. Speaker noted removal of trees in this area has a large impact on the makeup of the neighbourhood. Speaker asked Council to consider protecting trees on the front of the lot for visuals and benefits that trees provide.

S. Perry, Glen Lake Road - Item 11.1 - Speaker expressed concern with the information presented within the report. Speaker expressed concern with extending the temporary tree bylaw. Speaker noted the tree canopy in Langford is 48%.

S. Rossander, Langford Resident - Item 12.6 - Speaker expressed concern with the item noting their understanding was that this bylaw was already approved. Speaker inquired as to why money needed to be spent on the YMCA.

Council passed a resolution to extend public participation for first time speakers.

L. Plomp, Whimfield Terrace - Item 11.1 - Speaker noted the heat effect in the downtown core as presented. Speaker expressed support for the Urban Forest Management Plan's continuation. Item 11.2 - Speaker noted there are not many successful applications and wished to see this program extended to include first responders. Item 12.6 & 12.7 - Speaker noted that tax increases are difficult but needed.

Mayor Goodmanson closed public participation at 8:41pm.

MOVED BY: YACUCHA  
SECONDED: HARDER

THAT Council take a ten-minute recess beginning at 7:54 pm.

**Motion CARRIED.**

MOVED BY: HARDER  
SECONDED: WAGNER

THAT Council extend public participation for first time speakers.

**Motion CARRIED.**

**7. CONSENT AGENDA**

Minutes of the Council Meeting - April 2, 2024 (ADOPT)

Minutes of the Special Council Meeting - April 8, 2024 (ADOPT)

Minutes of the Sustainable Development Advisory Committee Meeting - April 8, 2024 (RECEIVE)

Chair - Are there any changes to the consent agenda prior to motion?

MOVED BY: HARDER  
SECONDED: SZPAK

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

**Motion CARRIED.**

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

No items were removed from the Consent Agenda for Council's consideration.

**9. COMMITTEE RESOLUTIONS**

9.1 Sustainable Development Advisory Committee Meeting Resolutions - April 8, 2024



## 9.1.1 824-838 Goldstream Ave Rezoning

Mayor Goodmanson opened the floor to questions and comments from Council. M. Baldwin, Director of Planning and Subdivision responded.

MOVED BY: SZPAK

SECONDED: GUIRY

THAT Council:

1. Proceed with consideration of Bylaw No. 2166 to amend the zoning designation of the properties located at 824, 832, and 838 Goldstream Avenue from the One- and Two-Family Residential (R2) Zone and the District Commercial (C3) Zone to the City Centre Pedestrian (CCP) Zone, subject to the following terms and conditions:
  - a. That the applicant provides, **as a bonus for increased density**, the following contributions per square metre of commercial gross floor area, **prior to the issuance of a building permit**:
    - i. \$10.75 towards the General Amenity Reserve Fund;
  - b. That the applicant registers, **prior to Bylaw Adoption**, a road dedication plan for approximately 5.25m (17.2 feet) along the frontage of 838 Goldstream Avenue, to the satisfaction of the Director of Engineering;
  - c. That the applicant, **prior to Bylaw Adoption**, registers a Section 219 covenant in priority of all other charges on title, that agrees to the following:
    - i. That the following will be provided and implemented to Bylaw No. 1000 standards to the satisfaction of the Director of Engineering prior to the issuance of a building permit:
      1. Full frontage improvements; and
      2. A storm water management plan;
    - ii. That the following will be provided and implemented to Bylaw No. 1000 standards to the satisfaction of the Director of Engineering prior to land alteration:
      1. A construction parking management plan; and
      2. Mitigation plans per Section 2.5 of Bylaw 1000.
    - iii. That the frontage improvements are designed to maximize tree retention within the road right-of-way and completed to the satisfaction of the Director of Parks, Recreation, and Facilities, which may include cash-in-lieu of any trees not planted in

- accordance with the tree replanting ratio and compensation for the removal of any existing City trees.
- iv. That the properties be consolidated prior to issuance of a Development Permit for Form and Character;
  - v. That the building is designed to include commercial retail/restaurant space and associated patio on the ground floor facing Goldstream Ave to the satisfaction of the Director of Planning;
  - vi. That tree protection measures, inclusive of tree protection fencing, are implemented prior to commencement of work to protect the trees identified for retention in the arborist report throughout the construction period;
  - vii. That all concrete used on-site will utilize ready-mix concrete that meets or exceeds the weighted average Global Warming Potential targets based on Concrete BC Baseline (average) mix data, and that prior to the issuance of a Building Permit the applicant shall provide a Type III Environmental Product Declaration that is 3<sup>rd</sup> party verified specifying the total Global Warming Potential value and confirming that the proposed development meets the requirements of Low Carbon Concrete Policy POL-0167-PLAN;
  - viii. That the applicant agree by Covenant to develop the site substantially as shown at Council as a hotel with ground floor commercial.
- d. That Council authorize the Director of Planning to issue the following variances within the Form and Character Development Permit for this proposal:
    - i. That Table 1 of Section 4.01.01 be varied by reducing the number of parking spaces required for a commercial retail unit from 1 per 35m<sup>2</sup> of gross floor area to nil.
    - ii. That Section 6.58.06 be varied by reducing the front yard setback for the pool room from the required 2.0m (6.6 feet) to 0.1m (4 inches).
  - e. That Council waive a Public Hearing for this application.

**Motion CARRIED.**

## 10. NOTICES OF INTENT

### 10.1 DVP23-0006 - 3405 Happy Valley Rd

MOVED BY: SZPAK  
SECONDED: GUIRY

That Development Variance Permit No. DVP23-0006 be issued by Council for the City of Langford to Teckloch Homes Ltd. on behalf of Patrick Stephenson to vary the minimum length of road requiring two access routes available to emergency vehicles for a 13-lot subdivision at 3405 Happy Valley Road; subject to the following terms and conditions:

1. Appendix

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

2. Variances

The following regulations of Subdivision and Development Servicing Bylaw No. 1000 be varied pursuant to section 498 of the Local Government Act:

a) That section 4.17.1 be varied by increasing the minimum length of road requiring two access routes available to emergency vehicles from 305 m to 370 m, subject to:

(i) That a temporary turnaround is constructed and secured to the satisfaction of the Fire Chief, prior to subdivision approval.

**Motion CARRIED.**

**11. REPORTS**

11.1 Update on the Urban Forest Management Plan AND Temporary Extension of Tree Protection Bylaw (Bylaw No. 2179)

L. Stohmann, Director of Community Planning and Climate Change provided an overview of the report.

Mayor Goodmanson opened the floor to questions and comments from Council. L. Stohmann, Director of Community Planning and Climate Change responded.

MOVED BY: WAGNER  
SECONDED: YACUCHA

THAT Council:

1. Receive the State of the Urban Forest Report and Phase I Engagement Summary for information;

AND

2. Consider giving first, second and third readings to *City of Langford Tree Protection Bylaw No. 2179, 2024*.

**Motion CARRIED.**

11.2 Attainable Housing Ownership Policy Update

L. Stohmann, Director of Community Planning and Climate Change provided an overview of the report.

Mayor Goodmanson opened the floor to questions and comments from Council. L. Stohmann, Director of Community Planning and Climate Change responded.

MOVED BY: SZPAK  
 SECONDED: WAGNER

THAT Council:

1. Direct staff to prepare an amendment to Policy POL-0166 -PLAN (Attainable Home Ownership Program Policy) with the following amendments:
  - a. Adjust the maximum household income threshold by increasing the current amounts by 3.7%.
  - b. Adjust the residency criteria by permitting applicants to qualify if they have lived or worked in Langford or within Sooke, Metchosin, Colwood, View Royal or Highlands for at least the past 6 months.
  - c. Specify that the down payment grant is only provided to qualified applicants that meet the current residency criteria.

**Motion CARRIED.**

OPPOSED: Councillors Yacucha, Morley, and Harder

MOVED BY: SZPAK  
 SECONDED: WAGNER

THAT Council Direct staff to explore options to adjust the structure of the Attainable Home Ownership Program and prepare a report to outline any viable options for Council's consideration.

**Motion CARRIED.**

11.3 RCMP Facilities Expansion Project - IPD Advisory Services Contract Award

D. Kiedyk, Chief Administration Officer provided an overview of the report.

Mayor Goodmanson opened the floor to questions and comments from Council. D. Kiedyk, Chief Administration Officer responded.

MOVED BY: SZPAK  
 SECONDED: MORLEY

THAT Council award the Integrated Project Delivery (IPD) Advisory Management Services contract for the RCMP Facilities Expansion Project to Colliers Project Leaders;

AND

THAT Council authorize the Mayor and the Chief Administrative Officer, or designate, to sign the Agreement for Services contract with the proponent for this work.

**Motion CARRIED.**

**12. BYLAWS**

12.1 BYLAW NO. 2019 (Background Report Attached)

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

MOVED BY: GUIRY  
SECONDED: YACUCHA

THAT Council adopt Bylaw No. 2019

**Motion CARRIED.**

12.2 BYLAW NO. 2082

“Langford Zoning Bylaw, Amendment No. 679, (Omnibus No. 60 – Various Housekeeping Items), Bylaw No. 2082, 2023”. (ADOPTION)

MOVED BY: WAGNER  
SECONDED: GUIRY

THAT Council adopt Bylaw No. 2082.

**Motion CARRIED.**

12.3 BYLAW NO. 2157 (Background Report Attached)

“Bear Mountain Parkway Extension Cost Recovery Bylaw Amendment No. 1, Bylaw No. 2157, 2024”. (FIRST, SECOND AND THIRD READINGS)

MOVED BY: HARDER  
SECONDED: MORLEY

THAT Council give first, second and third readings to Bear Mountain Parkway Extension Cost Recovery Bylaw Amendment No. 1, Bylaw No. 2157, 2024.

**Motion CARRIED.**

12.4 BYLAW NO. 2161

“Langford Zoning Bylaw, Amendment No. 713), (960 Jenkins Avenue), Bylaw No. 2161, 2024”. (FIRST, SECOND AND THIRD READINGS)

Mayor Goodmanson opened the floor to questions and comments from Council. M. Baldwin, Director of Planning and Subdivision responded.

MOVED BY: WAGNER  
SECONDED: GUIRY

THAT Council give Bylaw No. 2161 first, second and third readings.

**Motion CARRIED.**

12.5 BYLAW NO. 2162

“Langford Zoning Bylaw, Amendment No. 714, (902 Walfred Road), Bylaw No. 2162, 2024”. (FIRST, SECOND AND THIRD READINGS)

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

MOVED BY: SZPAK  
SECONDED: YACUCHA

THAT Council give Bylaw No. 2162 first, second and third readings.

**Motion CARRIED.**

12.6 BYLAW NOS. 2167 & 2168 (Background Report Attached)

"City of Langford 2024-2028 Financial Plan Bylaw No. 2167, 2024". (FIRST, SECOND AND THIRD READINGS)

AND

"City of Langford Tax Rates Bylaw No. 2168, 2024." (FIRST, SECOND AND THIRD READINGS)

MOVED BY: YACUCHA  
SECONDED: GUIRY

THAT Council:

- a. Give City of Langford 2024-2028 Financial Plan Bylaw No. 2167, 2024 first, second and third readings; and
- b. Give City of Langford Tax Rates Bylaw No. 2168, 2024 first, second and third readings.

**Motion CARRIED.**

12.7 BYLAW NO. 2177

"Revenue Anticipation Borrowing Bylaw No. 2177, 2024". (ADOPTION)

MOVED BY: YACUCHA  
SECONDED: MORLEY

THAT Council adopt Bylaw No. 2177.

**Motion CARRIED.**

12.8 BYLAW NO. 2178

"City of Langford Alternative Municipal Tax Collection Scheme Bylaw, No. 2178, 2024". (ADOPTION)

MOVED BY: YACUCHA  
SECONDED: WAGNER

THAT Council adopt Bylaw No. 2178.

**Motion CARRIED.**

12.9 BYLAW NO. 2179

"Tree Protection Bylaw 2136, 2023, Amendment No. 1, 2024" (FIRST, SECOND AND THIRD READINGS)

MOVED BY: YACUCHA  
SECONDED: GUIRY

THAT Council give Bylaw No. 2179 first, second and third readings.

**Motion CARRIED.**

**13. ADJOURNMENT**

MOVED BY: HARDER  
SECONDED: YACUCHA

THAT the meeting adjourn at 9:54 pm.

**Motion CARRIED.**

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Presiding Council Member

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Certified Correct - Corporate Officer



# City of Langford

## Special Sustainable Development Advisory Committee Minutes

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

Council Chambers & Electronic Meeting

PRESENT:	Councillor L. Szpak - Chair Councillor M. Wagner - Vice-Chair Councillor K. Guiry V. Dumitru	B. Gordon - Remote M. McNaughton K. Nentwig
ABSENT:	J. Keefer	M. Turner
ATTENDING:	M. Baldwin, Director of Development Services K. Balzer, Director of Engineering and Public Works	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

Committee member M. McNaughton read the City of Langford's Territorial Acknowledgment.

### 3. MEETING CONDUCT RULES

M. Baldwin, Director of Development Services, read the City of Langford's meeting conduct rules.

### 4. APPROVAL OF THE AGENDA

MOVED BY: NENTWIG

SECONDED: MCNAUGHTON

THAT the Committee approve the agenda as presented.

**Motion CARRIED.**

### 5. ADOPTION OF THE MINUTES

MOVED BY: GUIRY

SECONDED: WAGNER



THAT the minutes of the Sustainable Development Advisory Committee meeting held Monday, April 8, 2024, be adopted as circulated.

**Motion CARRIED.**

## 6. REPORTS

### 6.1 875, 881 Brock Ave and 2700, and 2708, 2712 Strathmore Rd

Meisam Karimelahi and Avi Dhaliwal of SOTA Structures Inc on behalf of Langford Landing Development LTD presented an information package regarding the proposed development.

MOVED BY: NENTWIG

SECONDED: GUIRY

THAT the Sustainable Development Advisory Committee recommend that Council:

1. Proceed with consideration of Bylaw No. 2163 to amend the zoning designation of the properties located at 875 and 881 Brock and 2700, 2708, and 2712 Strathmore from the R2 (One- and Two-Family Residential) Zone to the CC1 (City Centre 1) subject to the following terms and conditions:
  - a. That the applicant provides, **as a bonus for increased density**, the following contributions per dwelling unit and commercial gross floor area, **prior to the issuance of a building permit approval**:
    - i. \$750 towards the Affordable Housing Reserve Fund;
    - ii. \$2,850 towards the General Amenity Reserve Fund; and
    - iii. \$10.75 per m<sup>2</sup> of commercial gross floor area to the General Amenity Reserve Fund;

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

- b. That the applicant, **prior to Bylaw Adoption**, registers a Section 219 covenant in priority of all other charges on title, that agrees to the following:
  - i. That the following will be provided and implemented to Bylaw No. 1000 standards to the satisfaction of the Director of Engineering prior to the issuance of a building permit:
    1. Full frontage improvements;
    2. A storm water management plan;
  - ii. That the following will be provided and implemented to Bylaw No. 1000 standards to the satisfaction of the Director of Engineering prior to any land alteration:
    1. A construction parking management plan; and

2. A mitigation plan.
- iii. That the properties be consolidated prior to issuance of a Development Permit for Form and Character;
- iv. 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;
- v. That a separate covenant be registered prior to issuance of a building permit for the proposed development that ensures residential parking is allocated to each unit and visitors as required by the zoning bylaw and is not provided in exchange for compensation separate from that of a residential unit;
- vi. That tree protection measures are implemented by the project arborist, inclusive of tree protection fencing, prior to commencement of work to protect the trees identified for retention in the arborist report throughout the construction period, to the satisfaction of the Director of Planning;
- vii. That all concrete used on-site will utilize ready-mix concrete that meets or exceeds the weighted average Global Warming Potential targets based on Concrete BC Baseline (average) mix data, and that prior to the issuance of a Building Permit the applicant shall provide a Type III Environmental Product Declaration that is 3<sup>rd</sup> party verified specifying the total Global Warming Potential value and confirming that the proposed development meets the requirements of Low Carbon Concrete Policy POL-0167-PLAN;
- viii. That, prior to the issuance of a Building Permit, the developer enters into a Housing Agreement with the City that requires either a minimum 10% of units constructed be rented for at least 10% below the benchmark rent for the unit type to also include adaptable units 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;
- ix. That a minimum of 15% of all residential units be constructed to adaptable standards, to the satisfaction of the Chief Building Inspector;
- x. That a minimum of 16 three-bedroom units are constructed, to the satisfaction of the Director of Planning;
- xi. That the project shall include a group daycare, to the satisfaction of the Director of Planning;
- xii. That an entry plaza and pedestrian cut-through be constructed on the northeast corner of the site, in general accordance with the

architectural drawings completed by Jay Jung Architect, dated August 11, 2023; and

- xiii. That the strata be responsible for maintaining the boulevard landscaping from the back of the sidewalk with the exception of boulevard trees.
  - xiv. That the building be constructed with electric heat pumps.
  - xv. That consideration be given to the adaptability of parking of bicycles, cargo bikes and mobility scooters be incorporated into the plan, along with the adaptability of accessible parking as needed over time.
  - xvi. That consideration for laundry areas have adaptability properties and be accessible.
  - xvii. That consideration to alternatives to shade structures in the outdoor areas such as vertical gardens.
2. Amend the text of Section 3.26 of Zoning Bylaw No. 300 to allow for a group daycare with a maximum of 62 children at 875 and 881 Brock Ave and 2700, 2708 and 2712 Strathmore Road.

**Motion CARRIED.**

6.2 Bylaw No. 1926 Omnibus Amendments to Subdivision and Servicing Bylaw No. 1000

MOVED BY: GUIRY  
SECONDED: WAGNER

THAT Committee extend the meeting to 11:00 pm. or end of business.

**Motion DEFEATED.**

M. McNaughton opposed.

The Committee terms of reference states that line item 19. *“The committee meeting end time will not extend beyond 10:00 p.m. without a unanimous resolution of all committee members present”.*

MOVED BY: MCNAUGHTON  
SECONDED: NENTWIG

THAT the Committee meeting be postponed until the next available time.

**Motion CARRIED.**

**7. ADJOURNMENT**

The meeting ended at 10:20 pm.

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Presiding Council Member

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Certified Correct - Corporate Officer



# City of Langford

## Capital West Accessibility Advisory Committee Minutes

April 24, 2024, 2:00 PM

Council Chambers & Electronic Meeting

PRESENT: M. Watmough, Corporate Officer, Langford  
D. Hopkins, Corporate Officer, Esquimalt  
M. Miles, Corporate Officer, Highlands  
S. Jones, Corporate Officer, View Royal  
T. Hansen, Corporate Officer, Metchosin  
M. Lalande, Corporate Officer, Colwood

ABSENT: J. Bagnall, Corporate Officer, Sooke

ATTENDING: E. Bolster, Deputy Corporate Officer, View Royal  
C. Lowe, IT Support Specialist  
N. Johnston, Legislative Services Administrative  
Coordinator

Meeting available by teleconference.

### 1. TERRITORIAL ACKNOWLEDGEMENT

M. Watmough, Director of Legislative and Protective Services and Chair of the Capital West Accessibility Advisory Committee read the City of Langford's Territorial Acknowledgment.

### 2. CALL TO ORDER

The Chair called the meeting to order at 2:07 pm.

### 3. APPROVAL OF THE AGENDA

MOVED BY: Deb Hopkins

SECONDED: Melisa Miles

THAT the Committee approve the agenda as presented.

**Motion CARRIED.**

### 4. ADOPTION OF THE MINUTES

Minutes of the Capital West Accessibility Advisory Committee - November 22, 2023

MOVED BY: Deb Hopkins

SECONDED: Sarah Jones

THAT the minutes of the Capital West Accessibility Advisory Committee be adopted as circulated.

## Capital West Accessibility Advisory Committee Meeting - April 24, 2024

**Motion CARRIED.**

M. Lalande, Corporate Officer, Colwood joined the meeting at 2:08 pm.

**5. REPORTS**5.1 Membership Updates

The Chair provided an overview of the Membership Updates.

5.2 Amended Terms of Reference

The Chair asked if there were any further amendments needed to the Capital West Accessibility Advisory Committee Terms of Reference at this time. No amendments were suggested.

5.3 Engagement Summary: Survey #1 - Accessibility Engagement

The Chair opened the floor for discussion and the following was noted:

- Valuable information collected from the survey that will be helpful for a consultant.
- Interesting to see the ways our communities wish to be engaged with (in person, online, etc.).
- Appreciation for the fulsome and detailed responses from those who took the survey.

MOVED BY: Sarah Jones

SECONDED: Deb Hopkins

THAT the Committee:

1. Receive this report for information, and
2. Make this report available on the respective websites, and
3. Forward this report to the Council's of Colwood, Langford, Esquimalt, Sooke, Highlands, Metchosin, and View Royal for information.

**Motion CARRIED.**5.4 Engagement Summary: Survey #2 "Accessibility & You"

MOVED BY: Marcy Lalande

SECONDED: Melisa Miles

THAT the Committee:

1. Receive this report for information, and
2. Make this report available on the respective websites, and
3. Forward this report to the Council's of Colwood, Langford, Esquimalt, Sooke, Highlands, Metchosin, and View Royal for information.

**Motion CARRIED.**5.5 Accessibility Plan Framework - Updates & Discussion

The Chair opened the floor to comments and questions from the Committee. The following was noted:

## Capital West Accessibility Advisory Committee Meeting - April 24, 2024

- Possibility of the draft framework coming forward at the June 2024 meeting.
- Stressed that this draft framework is not the plan as we need the public to weigh in further once a consultant has been hired and engagement sessions are held.

5.6 Report: S. Jones, Corporate Officer, View Royal - Rick Hansen Accessibility Professional Network Conference Recap

S. Jones, Corporate Officer, Town of View Royal provided an overview of her report. The following was highlighted:

- ASL (American Sign Language) interpreters were always present during the event.
- Use of closed captioning.
- Considerations such as water dishes for service animals made the conference a more accessible and inclusive event.
- Networking opportunity with people from around the world and all over Canada.
- Acknowledged that Canada has a long way to go regarding accessibility and a lot of the necessary work is in the beginning phases.
- Heritage buildings, Canada Post buildings, and accessible housing were some interesting topics covered.
- Energizing, inspiring, and interesting conference and participation is highly recommended.

5.7 Report: S. Jones, Corporate Officer, View Royal - Municipal Accessibility Network Meeting Recap

S. Jones, Corporate Officer, Town of View Royal provided an overview of her report. The following was highlighted:

- Province is working towards implementation of their accessibility plan focused on employment and service delivery. The Capital West Accessibility Advisory Committee should monitor their progress as our plans focus on the same topics.
- Participation at the next Municipal Accessibility Network is highly recommended.

5.8 National AccessAbility Week 2024

The Chair noted National AccessAbility Week is upcoming. The Committee will be notified when the dates are published on the Government of Canada's website. Member municipalities will share messaging on their websites and social media channels where applicable.

5.9 Member Municipality Feedback Received

Committee members provided an overview of accessibility related feedback collected since the last meeting in November 2023.

Capital West Accessibility Advisory Committee Meeting - April 24, 2024

Town of View Royal, District of Metchosin, and City of Langford shared feedback.

5.10 Discussion - Next Steps

The Committee discussed the upcoming Request for Proposal (RFP) that is currently being drafted. Town of View Royal has offered to host the RFP and receive the documents. The Committee is looking forward to retaining a consultant and moving forward with engagement opportunities.

**6. ADJOURNMENT**

MOVED BY: Deb Hopkins  
SECONDED: Marcy Lalande

The Committee adjourned the meeting at 2:31 pm.

**Motion CARRIED.**

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Presiding Council Member

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Certified Correct - Corporate Officer





# Special Sustainable Development Advisory Committee Minutes

April 24, 2024, 7:00 p.m.

Council Chambers & Electronic Meeting

PRESENT:	Councillor L. Szpak - Chair	B. Gordon - remote
	Councillor M. Wagner - Vice-Chair	M. McNaughton
	Councillor K. Guiry	K. Nentwig
	V. Dumitru	
ABSENT:	J. Keefer	M. Turner
ATTENDING:	K. Balzer, Director of Engineering and Public Works	R. Dykstra, Senior Planner and Deputy Approving Officer
	Kevin Dube, Senior Manager IT & GIS	N. Johnston, Legislative Services
	M. Watmough, Director of Legislative and Protective Services	Administrative Coordinator

Meeting available by teleconference.

## 1. CALL TO ORDER

The Chair called the meeting to order at 7:00 pm. The Chair noted that this meeting is a continuation of the Special Sustainable Development Advisory Committee meeting held Monday, April 22, 2024, at 7:00pm.

## 2. TERRITORIAL ACKNOWLEDGEMENT

V. Dumitru, Committee Member read the City of Langford's Territorial Acknowledgment.

## 3. MEETING CONDUCT RULES

M. Watmough, Director of Legislative and Protective Services read the City of Langford's meeting conduct rules.

## 4. APPROVAL OF THE AGENDA

MOVED BY: NENTWIG

SECONDED: GUIRY

THAT the Committee approve the agenda as presented.

**Motion CARRIED.**

## 5. UNFINISHED BUSINESS

5.1 Bylaw No. 1926 Omnibus Amendments to Subdivision and Servicing Bylaw No. 1000

The Chair opened the floor for questions and comments from the Committee.

The Chair opened the floor to questions and comments from the public.

MOVED BY: WAGNER

SECONDED: GUIRY

THAT Committee recommend that Council give first, second, and third readings to Bylaw No. 1926 as attached to this report with the addition that staff consider adding a minimum height for the terracing.

**Motion CARRIED.**

OPPOSED: M. McNaughton, V. Dumitru, B. Gordon

**Amendment:**

MOVED BY: MCNAUGHTON

SECONDED: DUMITRU

THAT the Committee recommend that before the proposed bylaw appears before Council, that staff hold a meeting between the West Shore Developers Association.

**Motion DEFEATED.**

OPPOSED: Councillors Szpak, Wagner, Guiry and Committee Member K. Nentwig.

## 6. ADJOURNMENT

MOVED BY: MCNAUGHTON

SECONDED: GUIRY

The Sustainable Development Advisory Committee meeting adjourned at 7:59pm.

**Motion CARRIED.**

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Presiding Council Member

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Certified Correct - Corporate Officer



City of Langford

## Community Advisory Committee Minutes

April 30, 2024, 7:00 PM

Council Chambers & Electronic Meeting

PRESENT:	Councillor C. Harder - Chair Councillor M. Morley - Vice-Chair C. Foxall F. Johnson S. Klaver N. Lehman M. McDonald R. Plomp
ABSENT:	Councillor K. Yacucha
ATTENDING:	M. Watmough, Director of Legislative & Protective Services T. Corpus, Senior Application Developer/Analyst B. Boisvert, Legislative Services Administrative Coordinator

Meeting available by teleconference.

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### 1. CALL TO ORDER

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

### 2. TERRITORIAL ACKNOWLEDGEMENT

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

### 3. MEETING CONDUCT RULES

M. Watmough, Director of Legislative & Protective Services, read the City of Langford's meeting conduct rules.

### 4. APPROVAL OF THE AGENDA

MOVED BY: MORLEY  
SECONDED: PLOMP

THAT the Committee approve the agenda as presented.

**Motion CARRIED.**

**5. PRESENTATIONS**

5.1 Sooke Family Resource Centre - Renee Lorme – Gullbrandsen

Renee Lorme – Gullbrandsen representing the Sooke Family Resource Centre presented a synopsis of the program to the Community Advisory Committee.

5.2 Bilston Watershed Habitat Protection Association - Alison LeDuc

Alison LeDuc representing the Bilston Watershed Habitat Protection Association gave a synopsis of the program to the Community Advisory Committee.

**6. ADOPTION OF THE MINUTES**

MOVED BY: JOHNSON

SECONDED: MCDONALD

THAT the minutes of the Community Advisory Committee meeting held Tuesday, March 26, 2024, be adopted as circulated.

**Motion CARRIED.**

**7. ADJOURNMENT**

MOVED BY: PLOMP

SECONDED: KLAVER

The Chair adjourned the meeting at 8:05 pm.

**Motion CARRIED.**

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Presiding Council Member

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Certified Correct - Corporate Officer



City of Langford

# Staff Report to Special Sustainable Development Advisory Committee

**DATE: Monday, April 22, 2024**

**DEPARTMENT: Planning**

**APPLICATION NO.: Z23-0007**

**SUBJECT: Bylaw No. 2163 – Application to Rezone 875 and 881 Brock Avenue and 2700, 2708, and 2712 Strathmore Road from the R2 (One- and Two-Family Residential) Zone to the CC1 (City Centre 1) Zone to allow for a six-storey apartment building with ground floor daycare.**

## EXECUTIVE SUMMARY:

Meisam Karimelahi of SOTA Structures Inc has applied on behalf of Langford Landing Development LTD to rezone 875 and 881 Brock Avenue and 2700, 2708, and 2712 Strathmore Road to allow for a six-storey apartment building with approximately 123 residential rental units. The applicant is proposing that 408 m<sup>2</sup> of the ground floor on Strathmore contain a group daycare facility for 62 children. The applicant is not requesting any variances.

## BACKGROUND:

### PREVIOUS APPLICATIONS

Z06-0034/ OCP06-0017 – In 2006 an application was made to rezone 875 and 881 Brock and 2700 and 2708 Strathmore Road to RM7 (Medium-Density Apartment) to allow for a 4-storey apartment building. This application also included an amendment to the Official Community Plan (OCP) as the proposal was inconsistent with the OCP at the time. The rezoning and OCP amendment were never completed as the applicant abandoned the project before bylaw adoption. The OCP designation has since changed to City Centre.

There are no previous applications for 2712 Strathmore Road.

**Table 1: Site Data**

<i>Applicant</i>	Meisam Karimelahi of SOTA Structures Inc
<i>Owner</i>	Langford Landing Development LTD
<i>Civic Address</i>	875 and 881 Brock Avenue and 2700, 2708, and 2712 Strathmore Road

<i>Legal Descriptions</i>	LOT 10, SECTION 5, ESQUIMALT DISTRICT, PLAN 7089 LOTS 1, 2, 3, AND 4, SECTION 5, ESQUIMALT DISTRICT, PLAN 16167	
<i>Size of Properties</i>	4,289 m <sup>2</sup> (combined total)	
<i>DP Areas</i>	Riparian Area and City Centre	
<i>Zoning</i>	Existing: R2	Proposed: CC1
<i>OCP Designation</i>	Existing: City Centre	Proposed: City Centre

**SITE AND SURROUNDING AREA**

The five subject properties are located along the southwestern corner of the intersection at Brock Avenue and Strathmore Road in downtown Langford. The lots are flat, each containing a single-family home. The surrounding neighbourhood has a mix of single-family homes, townhomes, and apartment buildings, and is in close proximity to Goldstream Avenue shops and services. It is also within close walking distance to Ruth King Elementary School.

**Figure 1: Subject Properties**



Council may wish to note that there was previously a total of 39 trees on this site. In December 2022, 14 trees were fully removed to the stump, and 18 trees were limbed, leaving only their trunks still standing. This work was done without a permit, despite one being required for tree alteration within the City Centre. Seven trees remained, one of which was partially limbed on one side.

**Figure 2: Limbed trees to be removed.**



Council may wish to note that staff have issued a development permit for the removal of the 18 remaining trunks and the one tree that was partially limbed as an arborist has determined that it has a heavily weighted asymmetrical canopy. As the trees were significantly damaged, the applicant proceeded with the removal of the trees in February of 2024. The arborist report noted that there will still be six trees that are healthy that will remain on the property through the rezoning process, but they will ultimately need to be removed should this rezoning be approved due to the proposed underground parking structure. The arborist also noted that all the trees that had been previously removed without a permit would have also needed to be removed due to the underground parking structure. In addition, all off-site trees should be unaffected, subject to the Project Arborist supervising the excavation required for the parkade and building footprints. They suggest that Tree Protection Fencing should be installed if the property line fences are ever removed to prevent encroachment or damage to off-site trees. Council may wish to require this through a Section 219 covenant.

When the applicant first applied for this project, they were made aware that they had previously removed trees without a permit and that Council may expect some form of compensation at the time of zoning. Council may wish to consider that this project includes a much-needed 62 child daycare, sixteen 3-bedroom units, 15% adaptable units, and an attractive corner design, all of which will be discussed later within this report. Given this, Council may wish to consider the exceptional merits of the proposal as adequate compensation for the premature removal of the trees and secure them through a covenant.

**Table 2: Surrounding Land Uses**

	<b>Zoning</b>	<b>Use</b>
<i>North</i>	RM7 (Medium-Density Apartment)	Townhomes and apartment
<i>East</i>	R2 (One- and Two-Family Residential)	Single family homes
<i>South</i>	RM7 (Medium-Density Apartment)	Apartment
<i>West</i>	RM7 (Medium-Density Apartment)	Apartment

Council may wish to note that the above noted surrounding properties were rezoned before the creation of the CC1, CC2, and CCP zones which were specifically created for downtown development. Since the introduction of these zones, the RM7 zone has not been utilized for new applications within the City Centre.

#### COUNCIL POLICY

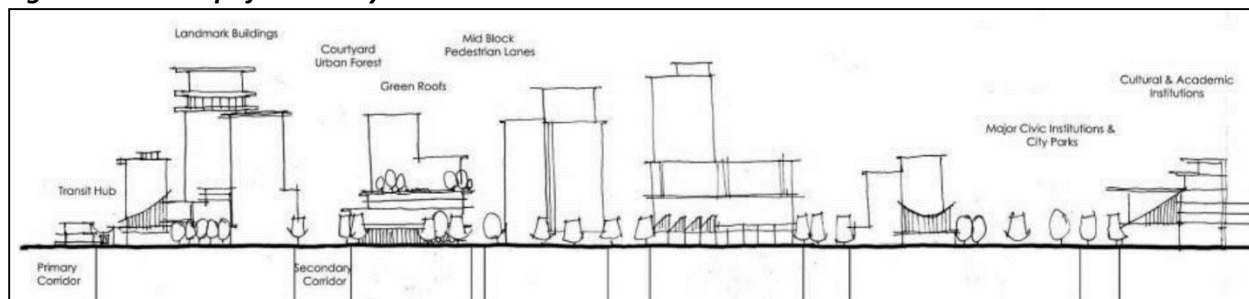
##### OFFICIAL COMMUNITY PLAN

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

- A major regional growth and employment centre that supports a wide range of high-density housing, including affordable and rental housing, in conjunction with commercial, office, institutional and light industrial uses;
- A place with the highest degree of inter-city connection through a regional transportation network and transportation hubs;
- A place where a wide range of public squares, parks, and open spaces are integrated throughout;
- A place of community gathering and celebration where civic uses and public buildings are key landmarks; and
- A place of interactive and animated streetscapes where public art and public space are employed to celebrate local cultural and natural history.



**Figure 2: A Concept for the City Centre**



The proposal meets many of the City's OCP objectives, including but not limited to:

- Creating high density housing in the City's core, specifically rental housing.
- Encouraging new development to exceed the minimum energy efficiency standards in the BC Building Code as the applicant is proposing to construct to Step 3.
- Creating mixed-use development, contributing to providing more services within walking distance of downtown residents.
- Providing adaptable units (applicant is planning for 15% of all units)
- Expanding childcare opportunities

#### DESIGN GUIDELINES

The subject properties are located within the Strathmore (N2) neighbourhood of the City Centre Design Guidelines as outlined below. For this region of the City Centre, the design intent is as follows:

*The Strathmore neighbourhood is located towards the middle of the City Centre. The borders consist of main connector roads going north/south and east/west. This neighbourhood is a very suitable location for medium and high-density residential development due to the variety of existing building types. Development along Peatt Road and Goldstream Avenue, Jacklin Road shall contain commercial and heavily pedestrian-oriented ground floors. These areas can be supported by medium density multi-family development in the central portion of the neighbourhood. A development emphasis should be on creating an animated street level for the public.*



Further to these Neighborhood Guidelines, the subject properties were identified as being appropriate for consideration of the CC1 Zone on the City Centre Concept Map forming part of the City Centre design guidelines. The CC1 Zone allows for six-storey apartment buildings with optional ground floor commercial. As such, this proposal is consistent with the City Centre Concept Map.

DEVELOPMENT PERMIT AREAS

A corner of 875 and 881 Brock Avenue is located within the Riparian Area Development Permit Area. The applicant has submitted a report from a Registered Professional Biologist that confirms that Florence Creek, which has triggered the Riparian Area designation, has been undergrounded and there are no open channels on the site. The biologist confirmed that no watercourses or riparian areas exist within at least 90 meters of the subject properties, and therefore, no mitigation measures would be required for the proposed building.

Figure 3: Riparian Area Development Permit Area (green)



The subject properties are also located within the City Centre Development Permit Area and since the proposal is for a multi-family development, a Development Permit for Form and Character will be required. This Development Permit is required prior to issuance of a building permit to ensure the design is consistent with the City’s Design Guidelines

#### LOW CARBON CONCRETE

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

#### ATTAINABLE HOUSING POLICY

Currently, the City's Attainable Housing Policy requires all new developments with 4-storeys or more to participate in the program but does not set out specific requirements for purpose built rental buildings. On February 21st, 2023, Council passed a resolution to direct staff to add requirements for purpose-built rental buildings for Council's consideration and to review individual proposals on a case-by-case basis in the interim, provided they meet a benchmark of including at least 10% of the units in a building for at least 10% below market rent. As we are still in the interim stage, the applicant has committed to providing at least 10% of the units at 10% below market rate, as per Council's resolution, which equates to 13 units. Council may wish to require the applicant to enter into a Housing Agreement securing the units prior to the issuance of a building permit. The specific units will be confirmed through the development permit process.

#### COMMENTARY:

##### Development Proposal

The applicant has applied to rezone 875 and 881 Brock Avenue and 2700, 2708, and 2712 Strathmore Road from R2 (One- and Two-Family Residential) to CC1 (City Centre) to allow for a six-storey mixed-use apartment building with approximately 123 residential units and 408 m<sup>2</sup> of ground floor commercial space for the purpose of a daycare. The proposal includes 76 one-bedrooms, 31 two-bedrooms, and 16 three-bedroom units. Council may wish to note that the inclusion of three-bedroom units is quite uncommon in multi-family development unless in the form of a penthouse-style unit. This proposal would create more affordable family-sized units compared to townhomes or single-family homes. Additionally, the applicant is proposing that 15% of the units will be constructed as adaptable units. To remain consistent with other developments, Council may wish to require that the project be constructed with electric heat pumps.

The ground floor commercial unit would be located on the Strathmore Avenue side, with ground floor residential units with individual access from the street along Brock Avenue and a portion of Strathmore, allowing the proposal to meet the CC1 zone requirement of at least 80% active building frontage. Ground floor residential units help to activate the street, while privacy is still maintained through the use of planters. While every unit has a private balcony, the proposal also includes a 472 m<sup>2</sup> roof top amenity space for resident use. This amounts to 11% of the lot area, more than double the minimum requirement of 5% outdoor amenity space. There will be additional outdoor space in the form of two separated outdoor play areas at the ground floor for the exclusive use of the proposed daycare.

The front entrance to the building is located at the corner, featuring a recessed first two floors, allowing for an enlarged entrance plaza and pedestrian cut-through with seating and planting opportunities. Above the entryway, there is a proposed indoor amenity space looking down over the entrance intended to be used as a gym. This creates a very attractive corner feature that centres the pedestrian experience and allows for better sightlines for vehicles turning at the intersection. The applicant has provided some renderings to demonstrate the proposed form and character of the building. The materials proposed focus on earthy tones and include fibre-cement panels, natural stone veneer masonry, and natural pine soffits. The applicant intends to construct the building to Step Code 3. Council may wish to secure the entrance plaza and pedestrian cut-through in a Section 219 covenant to ensure the design element is protected from any possible future redesigns.

**Figure 4: Conceptual rendering**

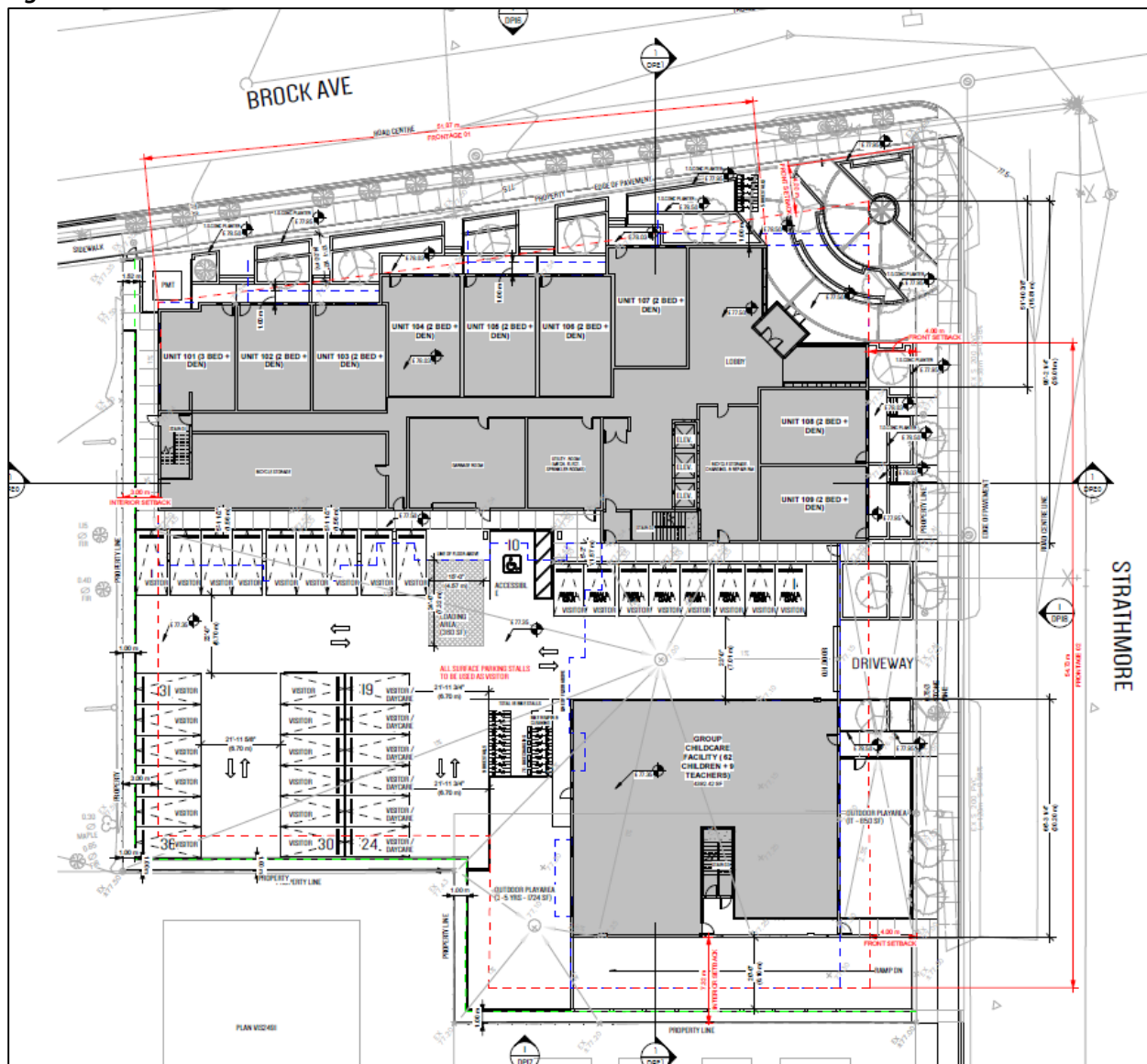


**Figure 5: Entrance plaza**



The site plan, shown below as Figure 6 and also attached to this report, demonstrates the ground floor of the development and vehicle access points. As you can see, the commercial/daycare space is separated from the rest of the main floor by a drive aisle that will provide access to all visitor and daycare parking spaces that are screened behind the building. An additional vehicle access point is located at the southern property line on Strathmore which provides ramp access to the secure underground parking for resident use. While the commercial/daycare and residential portions of the building are separated on the ground floor, they are reconnected on the second floor and above with residential units, as shown in the conceptual rendering above in Figure 4.

Figure 6: Site Plan



Daycare

Part of the applicant’s proposal is a daycare for 62 children, which will require an amendment to the text of the Zoning Bylaw. The CC1 zone already allows for group daycares as a permitted use, but the City’s Zoning Bylaw sets an automatic limit to the number of children at 36, citywide. Any time a daycare provider wants to care for more than 36 children, a text amendment rezoning is required as it is considered a density issue. There are approximately six other daycares in Langford that have been previously approved for more than 36 children, ranging from 41 to 255 children.

Daycares of this size are required to receive a license from Island Health which ensures the facility meets the requirements of the Child Care Licensing Regulation. The regulation sets out a minimum amount of indoor and outdoor space per child, which is how the number of 62 children was derived. The applicant expects there to be a total of 9 employees. As part of the daycare space, the applicant is proposing two separate outdoor play spaces, one in front of the building, and one behind.

Given the lack of daycare spaces in Langford, Council may wish to include the text amendment to allow the daycare to have 62 children.

#### Parking and Bicycles

The City's Zoning Bylaw requires that the applicant provide at least 1.25 parking spaces per residential unit, with the .25 per unit being allocated to visitors. For the daycare, the bylaw requires 2 parking spaces for pick-up and drop-off and one space per employee (of which 9 are proposed). Given this, the applicant must provide a minimum of 154 spaces for the residents and their visitors, and 11 spaces for the daycare, for a total minimum requirement of 166 spaces. The applicant is proposing 167 parking space, making the proposal compliant with the City's bylaw. The applicant intends to have all daycare and visitor parking located at surface level, tucked behind the building, with the spaces allocated to the residents provided in an underground parkade. The required frontage improvements will also include scallop parking and 15-minute loading zones.

The applicant is required to provide at least 1 bike space per unit (123) and is exceeding that by providing 141 regular bike stalls, plus an additional 13 e-bike charging spaces. To further support resident use of bicycles, the applicant has included an exterior bike wash station and two bike repair stations. A small bike rack is also planned for the front entrance to the building that can be utilized by visitors.

#### Landscaping

To support their application, the applicant has submitted a landscape plan prepared by a Landscape Architect. The proposal includes 12 on-site trees, as well as significant street tree planting opportunities in the boulevard. As noted previously, the design includes a pedestrian cut through plaza at the corner entrance to the building that is intended to include curved bench seating, plantings, and a decorative art sculpture. The proposal includes a rooftop amenity space for residents that includes a barbeque, various types of seating, games areas, in addition to more plantings and smaller ornamental tree species. A copy of the landscape plan has been attached to this report for reference. The Parks Department has requested that the strata be responsible for maintaining the boulevard landscaping from the back of the sidewalk with the exception of boulevard trees, which is a common arrangement applied to new development.

**Table 3: Proposal Data**

	<b>Permitted by R2 (Current Zoning)</b>	<b>Permitted by CC1 (Proposed Zoning)</b>	<b>Proposed by Rezoning Application</b>
<i>Density (FAR and/or min. lot size)</i>	n/a	5.0 FAR	2.79 FAR
<i>Height</i>	9 m	6-storeys	6-storeys
<i>Site Coverage</i>	35%	n/a	39%
<i>Front Yard Setback</i>	6 m	2 m - 1-2 storeys 4 m - 3+ storeys	4 m
<i>Interior Side Yard Setback</i>	1.5 m	3 m	3 m
<i>Exterior Side Yard Setback</i>	4.5 m	2 m - 1-2 storeys 4 m - 3+ storeys	4 m
<i>Rear Yard Setback</i>	6 m	3 m	7.2 m
<i>Vehicle Parking Requirement</i>	2 per unit + 1 per secondary suite	1.25 per unit and 1 per 35 m <sup>2</sup> of commercial floor area	167 parking stalls (1 extra)
<i>Bicycle Parking Requirement</i>	n/a	1 per unit	141 bike spaces

**Multi-Modal Network****FRONTAGE IMPROVEMENTS**

Full frontage requirements will be required to Bylaw No. 1000 standards. The Director of Engineering has noted that this will include, but is not limited to, sidewalk, boulevard, scallop parking with 15-minute loading zones, streetlighting, bike lanes, and any recommendations from the Traffic Impact Assessment.

**TRAFFIC IMPACT ASSESSMENT**

At the request of the City's Director of Engineering and the Ministry of Transportation and Infrastructure (MoTI), the applicant completed a Traffic Impact Assessment (TIA). The TIA has been approved and accepted by both the Director of Engineering and MoTI. The TIA recommends that the applicant complete the following as part of their development:

1. In line with the OCP and road cross-sections outlined in the Langford Street Atlas, the development's Brock Avenue frontage should be upgraded with concrete sidewalk and space for bike lanes. The proposed development's frontage on Strathmore Road should be upgraded to an urban standard that includes concrete sidewalk and parallel parking.
2. An accessible connection from the proposed development to the sidewalk network should also be provided.



3. Ensure garbage truck turning movements can be accommodated onsite to avoid the need for backing up directly onto Strathmore Road.
4. Ensure that, with respect to new trees planted as part of the development, tree canopies do not obstruct sightlines at both the intersection of Brock and Strathmore and at the parkade access.

#### PEDESTRIAN, CYCLING AND MOTORIST NETWORK

The subject properties are well located within Langford's City Centre, providing good access to shops, services, and transit options. The sidewalk connectivity along Brock is predominantly complete, providing direct access to Ruth King Elementary School. Sidewalk connectivity on Strathmore is much sparser but expected to improve over time as development continues. As noted above, the developer will be required to install sidewalks in front of the development as part of the required frontage improvements. Bike lanes exist on both sides of Strathmore and are often also used for walking due to the absence of sidewalks. The site is located approximately 400 m north of Goldstream Avenue and bus stops serviced by the 95 Blink Line, among others. The Blink Line provides rapid service between downtown Victoria and Langford, making it a good option for commuters. Additionally, there are multiple MODO carshare vehicles on Goldstream Avenue, the closest to this site being in front of Langford City Hall.

#### Infrastructure

##### DRAINAGE AND STORMWATER

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

##### SEWERS

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

#### Construction Impact Mitigation

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

##### CONSTRUCTION STAGING/ENCROACHMENTS

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

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

#### Neighbourhood Consultation

The applicant has prepared a pamphlet containing renderings and a description of the project and the amenities to distribute to neighbours. The pamphlet includes the applicant's contact information so neighbours can contact them directly with any questions or concerns.

#### **FINANCIAL IMPLICATIONS:**

Rezoning the subject properties to permit higher density of development will increase the assessed value of lands and eventually will increase municipal revenue due to the number of units created. As the developer is responsible to complete all frontage improvements, the direct capital costs to the City associated with this development will be negligible. A summary of Amenity Contributions and Development Cost Charges that the developer will be expected to pay, is outlined in Tables 4 - 6 below.

#### COUNCIL'S AMENITY CONTRIBUTION POLICY

The amenity contributions that apply as per Council's current Affordable Housing and Amenity Contribution Policy are summarized in Table 4 below, based the current floor plans and total density of 123 residential units and 408 m<sup>2</sup> of commercial gross floor area.

**Table 4 – Amenity Contributions per Council Policy**

<b>Amenity Item</b>	<b>Per unit / area contribution</b>	<b>Total (123 units)</b>
<i>General Amenity Reserve Fund</i>	\$2,850 per residential unit (1st through 4 <sup>th</sup> storeys)	@73 units = \$208,050
	\$1,425 per residential unit (5 <sup>th</sup> & 6 <sup>th</sup> storeys)	@50 units = \$71,250
	\$10.75 per m <sup>2</sup> of commercial gfa	@ 408 m <sup>2</sup> = \$4,386
<i>Affordable Housing Reserve Fund</i>	\$750 per residential unit (1st through 4 <sup>th</sup> storeys)	@ 73 units = \$54,750
	\$375 per residential unit (5 <sup>th</sup> and 6 <sup>th</sup> storeys)	@ 50 units = \$18,750
<b>TOTAL POLICY CONTRIBUTIONS</b>		<b>\$355,186*</b>

\*Any below market units are subject to a 50% reduction in amenity fees on the 1<sup>st</sup> through 4<sup>th</sup> floors, as per the City's Affordable Housing and Amenity Contribution Policy. The applicant has committed to providing 10% of the units at a below market rate.

**Table 5 - Development Cost Charges – Residential Estimate**

<b>Development Cost Charge</b>	<b>Per Unit Contribution</b>	<b>Total (123 units)</b>
<i>Roads</i>	\$3,092.39	\$380,363.97
<i>Park Improvement</i>	\$1,348	\$165,804
<i>Park Acquisition</i>	\$90	\$11,070
<i>ISIF</i>	\$331.65	\$40,792.95
<b>Subtotal (DCC's to Langford)</b>		
<i>CRD Water</i>	\$1,644	\$202,212
<i>School Site Acquisition</i>	\$600	\$73,800
<b>TOTAL DCC's (estimated)</b>		<b>\$598,030.92</b>

**Table 6 – Development Cost Charges – Commercial Estimate**

<b>Development Cost Charge</b>	<b>Per m<sup>2</sup> of gross floor area</b>	<b>Total (408 m2)</b>
<i>Roads</i>	\$54.12	\$22,080.96
<i>ISIF</i>	\$1.51	\$616.08
<b>Subtotal (DCC's to Langford)</b>		<b>\$22,697.04</b>
<i>CRD Water</i>	\$10.74	\$4,381.92
<b>TOTAL DCC's (estimated)</b>		<b>\$27,078.96</b>

**LEGAL IMPLICATIONS:**

Should Council choose to proceed with consideration of Bylaw No. 2163, the application will be prohibited from being the subject of a Public Hearing, as per the changes made by the Province to the *Local Government Act* through *The Housing Statutes (Residential Development) Amendment Act, 2023*.

The amenity contributions specified in Table 4 above are incorporated into Bylaw No. 2163 and will be payable at the time of building permit along with the current Development Cost Charges specified in the various DCC Bylaws.

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

**OPTIONS:****Option 1**

THAT the Sustainable Development Advisory Committee recommend that Council:

1. Proceed with consideration of Bylaw No. 2163 to amend the zoning designation of the properties located at 875 and 881 Brock and 2700, 2708, and 2712 Strathmore from the R2 (One- and Two-Family Residential) Zone to the CC1 (City Centre 1) subject to the following terms and conditions:
  - a. That the applicant provides, **as a bonus for increased density**, the following contributions per dwelling unit and commercial gross floor area, **prior to the issuance of a building permit approval**:
    - i. \$750 towards the Affordable Housing Reserve Fund;
    - ii. \$2,850 towards the General Amenity Reserve Fund; and
    - iii. \$10.75 per m2 of commercial gross floor area to the General Amenity Reserve Fund;

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

- b. That the applicant, **prior to Bylaw Adoption**, registers a Section 219 covenant in priority of all other charges on title, that agrees to the following:
  - i. That the following will be provided and implemented to Bylaw No. 1000 standards to the satisfaction of the Director of Engineering prior to the issuance of a building permit:
    1. Full frontage improvements;
    2. A storm water management plan;
  - ii. That the following will be provided and implemented to Bylaw No. 1000 standards to the satisfaction of the Director of Engineering prior to any land alteration:
    1. A construction parking management plan; and
    2. A mitigation plan.
  - iii. That the properties be consolidated prior to issuance of a Development Permit for Form and Character;
  - iv. 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;
  - v. That a separate covenant be registered prior to issuance of a building permit for the

proposed development that ensures residential parking is allocated to each unit and visitors as required by the zoning bylaw and is not provided in exchange for compensation separate from that of a residential unit;

- vi. That tree protection measures are implemented by the project arborist, inclusive of tree protection fencing, prior to commencement of work to protect the trees identified for retention in the arborist report throughout the construction period, to the satisfaction of the Director of Planning;
- vii. That all concrete used on-site will utilize ready-mix concrete that meets or exceeds the weighted average Global Warming Potential targets based on Concrete BC Baseline (average) mix data, and that prior to the issuance of a Building Permit the applicant shall provide a Type III Environmental Product Declaration that is 3<sup>rd</sup> party verified specifying the total Global Warming Potential value and confirming that the proposed development meets the requirements of Low Carbon Concrete Policy POL-0167-PLAN;
- viii. That, prior to the issuance of a Building Permit, the developer enters into a Housing Agreement with the City that requires 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;
- ix. That a minimum of 15% of all residential units be constructed to adaptable standards, to the satisfaction of the Chief Building Inspector;
- x. That a minimum of 16 three-bedroom units are constructed, to the satisfaction of the Director of Planning;
- xi. That the project shall include a group daycare, to the satisfaction of the Director of Planning;
- xii. That an entry plaza and pedestrian cut-through be constructed on the northeast corner of the site, in general accordance with the architectural drawings completed by Jay Jung Architect, dated August 11, 2023; and
- xiii. That the strata be responsible for maintaining the boulevard landscaping from the back of the sidewalk with the exception of boulevard trees.
- xiv. That the building be constructed with electric heat pumps.

- 2. Amend the text of Section 3.26 of Zoning Bylaw No. 300 to allow for a group daycare with a maximum of 62 children at 875 and 881 Brock and 2700, 2708, and 2712 Strathmore.

**OR Option 2**

THAT the Sustainable Development Advisory Committee recommend that Council take no action with respect to this application to rezone 875 and 881 Brock and 2700, 2708, and 2712 Strathmore under Bylaw No. 2163 until such time as the following items are addressed and reviewed by the Sustainable Development Advisory Committee:

- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_;

**SUBMITTED BY: Julia Buckingham, Planner II**

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

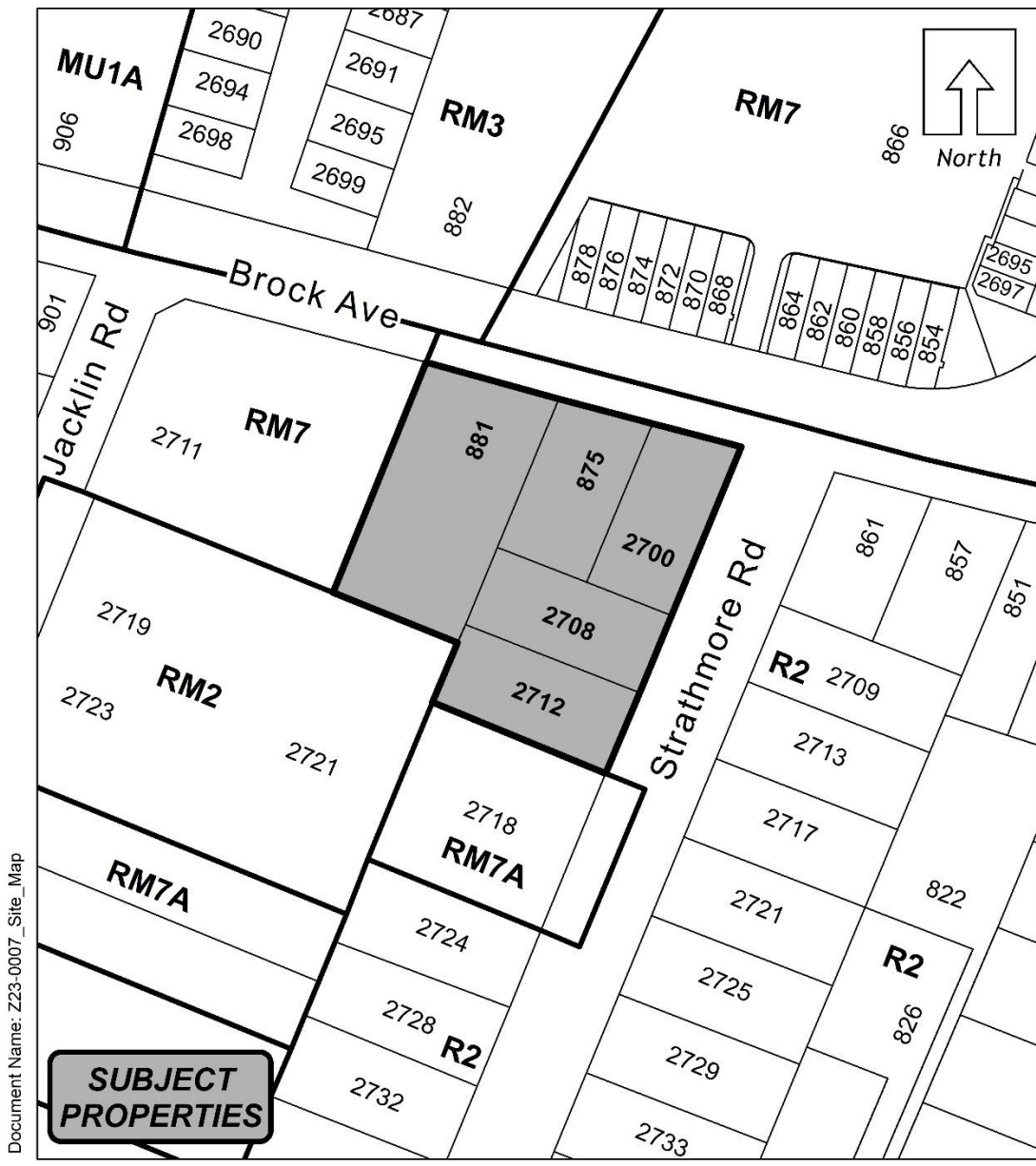
**Attachment(s):**

- Site Plan
- Landscape Plan
- Bylaw No. 2163

Appendix A – Site Map

**REZONING BYLAW AMENDMENT  
( Z23-0007 )**

**875, 881 Brock Ave & 2700, 2708, 2712 Strathmore Rd**



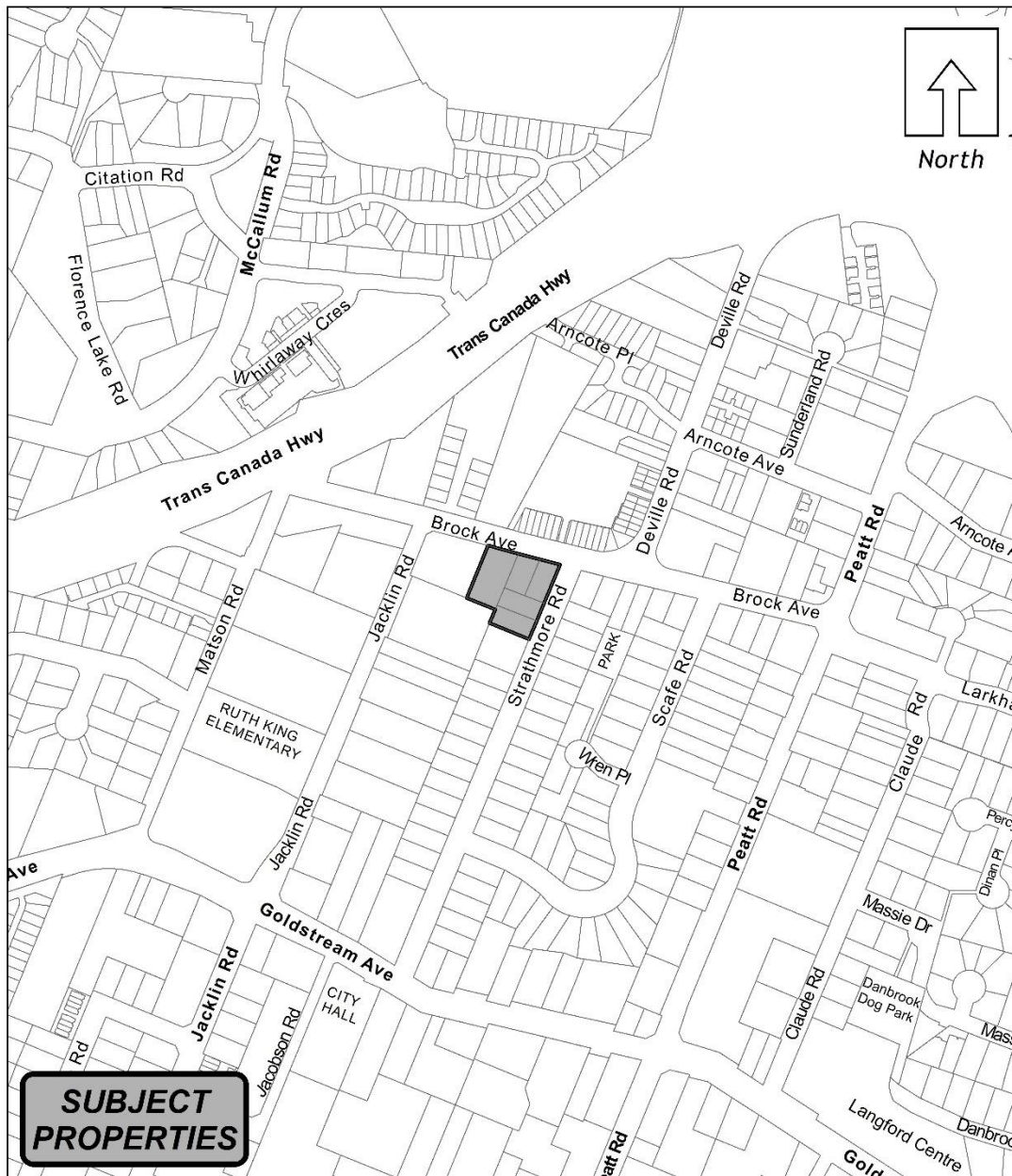
Document Name: Z23-0007\_Site\_Map

Scale: N.T.S.

Last Revised: 2024-02-07

Appendix B – Location Map

**REZONING BYLAW AMENDMENT**  
**( Z23-0007 )**  
**875, 881 Brock Ave & 2700, 2708, 2712 Strathmore Rd**



Document Name: Z23-0007\_Location\_Map

Scale: N.T.S.

Last Revised: 2024-02-07





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**CONTACT**  
 HUNTERDON RD. (864) 754-1868  
 1100 EASTMAN DRIVE WALKER  
 HUNTERDON NJ 08832

**PROJECT**  
 Brock Ave. & Strathmore Rd.  
 2709, 2708, 2702 Strathmore Rd.  
 Langford, BC, V6B 3K2

**PROJECT NO**  
 22-409

**CLIENT**  
 LAND (BC) LUNCHES DEVELOPMENT LTD

**DATE**  
 2022.11.14

**REVISION / DP**

**DRAWN BY**  
 [Name]

**CHECKED BY**  
 [Name]

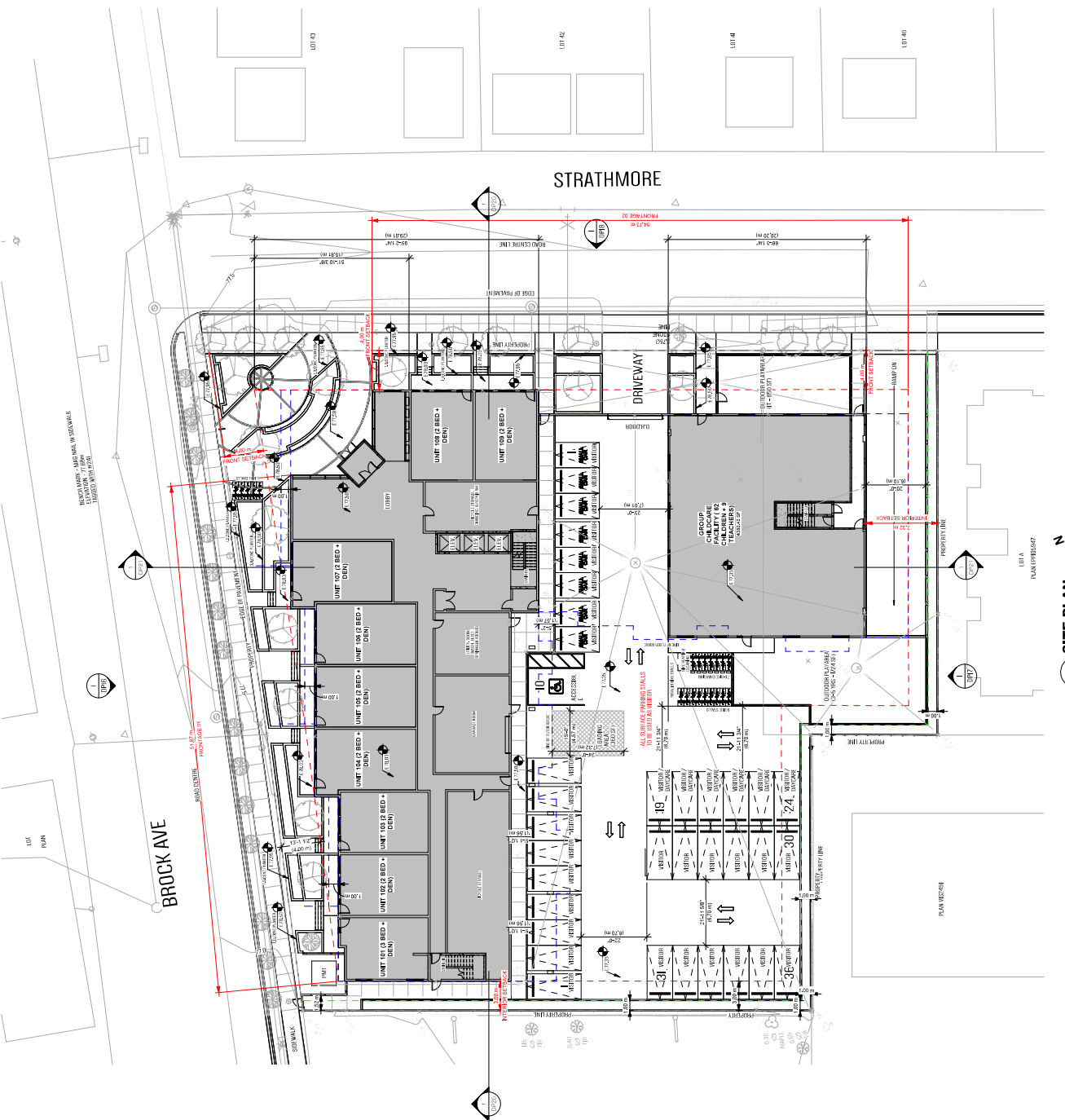
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 1/8" = 1'-0"

**DATE**  
 [Date]

**NO. DESCRIPTION**  
 [Table with 2 columns]

**DATE**  
 [Date]

**DPOG**



**1 SITE PLAN**  
 1/8" = 1'-0"

**ACTIVE BUILDING FOOTPRINT:**  
 [Text describing active building footprint]

**ACTIVE BUILDING FOOTPRINT:**  
 [Text describing active building footprint]



**LEGEND**

- DECIDUOUS TREE (1 L-4)
- ORNAMENTAL SHRUB, GRASS & PERENNIAL PLANTING (2 L-4)
- DECORATIVE CONCRETE SLABS (5 L-4)
- SIDEWALK, SEE CIVIL
- BOULEVARD, TREATMENT TO BE DETERMINED BY THE CITY OF LANGFORD
- BISTRO TABLES & CHAIRS (11 L-4)
- BIKE RACK
- 1.0m HT. CIP CONCRETE RETAINING WALL (7 L-4)
- 0.45m HT. CIP CONCRETE RETAINING WALL (7 L-4)
- IRRIGATION SLEEVE (3 L-4)

**GENERAL NOTES**

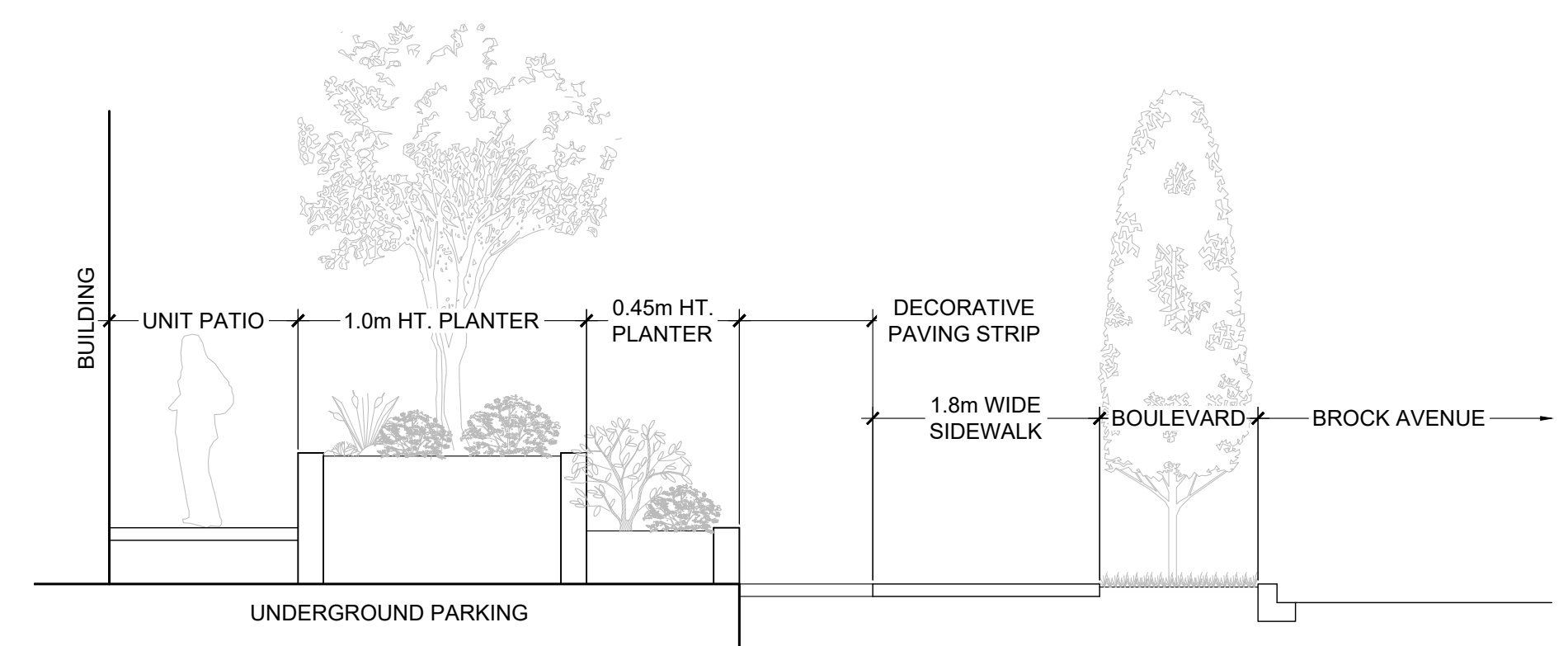
1. ALL LANDSCAPING TO CONFORM TO THE LATEST EDITION OF THE 'CANADIAN LANDSCAPE STANDARD'.
2. CONTRACTOR IS RESPONSIBLE FOR ALL SCOPING OF SERVICES, SURVEY, AND LAYOUT REQUIRED FOR LANDSCAPING.
3. LANDSCAPE GRADING SHALL CONFORM TO THE SITE GRADING AND DRAINAGE PLAN PREPARED BY OTHERS UNLESS OTHERWISE DETERMINED ON-SITE BY THE ENGINEER.
4. CONTRACTOR TO HAVE ALL TREE LOCATIONS APPROVED BY OWNERS REPRESENTATIVE PRIOR TO PLANTING.
5. ALL LANDSCAPING TO HAVE IN GROUND IRRIGATION.
6. THIS PLAN IS PREPARED FOR DEVELOPMENT PERMIT PURPOSES ONLY AND SHALL NOT BE USED FOR CONSTRUCTION UNLESS APPROVED BY L.A.A WEST ASSOCIATES.
7. SITE PLAN/SURVEY INFORMATION OBTAINED FROM AVI DHALIWAL DESIGN + ENGINEERING, JANUARY 2023.

**LANDSCAPE AREA CALCULATION:**

TOTAL SITE AREA:	4313 m <sup>2</sup>
LANDSCAPED AREA ON SITE:	350.9 m <sup>2</sup> = 8.1%
LANDSCAPED ROOFTOP AMENITY:	110 m <sup>2</sup> = 2.5%
<b>TOTAL LANDSCAPED AREA:</b>	<b>460.9 m<sup>2</sup> = 10.6%</b>

**PROPOSED TREE CALCULATION:**

ON SITE TREE QUANTITY:	20 TREES
BOULEVARD TREE QUANTITY:	23 TREES
<b>TOTAL TREES PLANTED:</b>	<b>43 TREES</b>



**2 SECTION A**  
SCALE: 1:50

**1 LANDSCAPE PLAN**  
SCALE: 1:50



05. ISSUED FOR DP	08-10-23
04. ISSUED FOR REVIEW	08-01-23
03. ISSUED FOR DP	03-22-23
02. ISSUED FOR REVIEW	03-20-23
01. ISSUED FOR REVIEW	03-15-23
NO. REVISION	MM-00-YY

**CONSULTANTS**

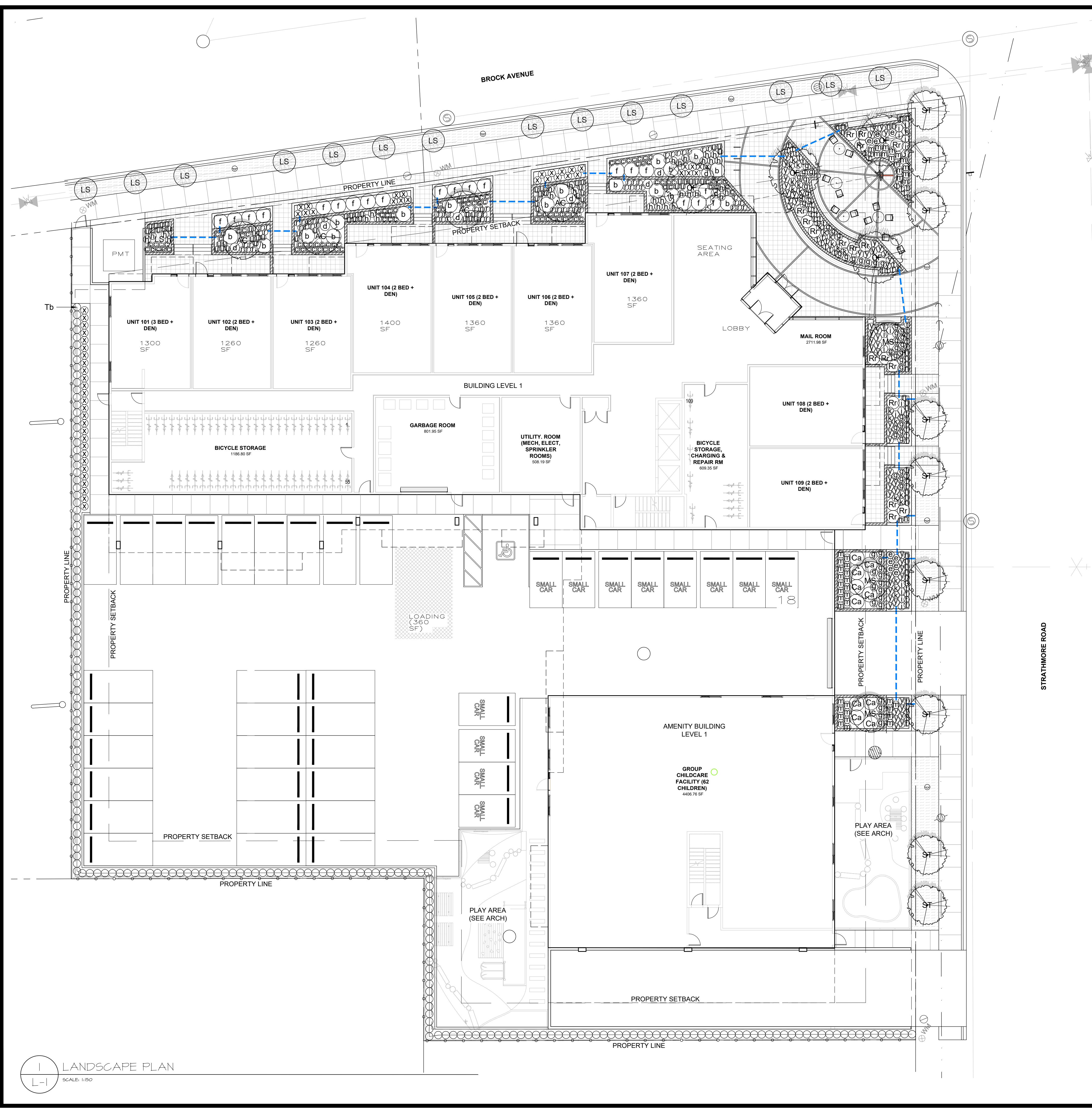

**L.A. West**  
Associates (Kamloops) Inc.  
Landscape Architecture Environmental Planning  
104-147 Victoria Street, Kamloops, B.C. V2C 1Z4  
TEL: (250) 374-9831 FAX: (250) 374-1294

**PROJECT TITLE**  
BROCK AVENUE  
CONDOMINIUMS  
2700, 2702, 2712 Strathmore Road,  
Langford, BC V9B 3X2

**CLIENT:** LANGFORD LANDING  
DEVELOPMENT LTD

**SHEET TITLE**  
LANDSCAPE PLAN

<b>DRAWN</b> LMP	<b>DRAWING NO.</b> L-1
<b>SCALE</b> 1:150	<b>PROJECT NUMBER</b> KAM.T10.001
<b>DATE DRAWN</b> JANUARY 2023	



**LEGEND**

- DECIDUOUS TREE (1) L-4
- ORNAMENTAL SHRUB, GRASS & PERENNIAL PLANTING (2) L-4
- DECORATIVE CONCRETE SLABS (5) L-4
- SIDEWALK, SEE CIVIL
- BOULEVARD, TREATMENT TO BE DETERMINED BY THE CITY OF LANGFORD
- BISTRO TABLES & CHAIRS (11) L-4
- BIKE RACK
- 1.0m HT. CIP CONCRETE RETAINING WALL (7) L-4

**PLANT LIST:**

QTY	KEY	BOTANICAL NAME	COMMON NAME	SIZE/SPACING
<b>TREES</b>				
4	AC	Acer palmatum 'Katsura'	Katsura Japanese maple	#5 Pot/multi-stem
4	CF	Cornus florida f. rubra	pink flowering dogwood	#10 Pot/specimen
15	LS	Liquidambar styraciflua 'Slender Silhouette'	Slender Silhouette sweet gum	50mm Cal./specimen
3	MS	Magnolia sieboldii	Oyama magnolia	#5 Pot/multi-stem
9	ST	Styrax japonicus	Japanese snowbell	50mm Cal./specimen
<b>SHRUBS</b>				
10	Ca	Caryopteris x clandonensis 'Hint of Gold'	Hint of Gold bluebeard	#2 pot/1.2m O.C.
17	Rr	Rhododendron 'Ramapo'	Ramapo rhododendron	#2 pot/1.0m O.C.
209	Tb*	Taxus baccata 'Melford'	Melford English yew	#2 pot/0.6m O.C.
<b>GRASSES, PERENNIALS &amp; GROUNDCOVERS</b>				
56	y	Achillea millefolium 'Terracotta'	Terracotta yarrow	#1 pot/0.6m O.C.
31	h	Alchemilla mollis	lady's mantle	#1 pot/0.6m O.C.
53	x	Astilbe x arendsi 'Ostrich Plume'	ostrich plume astilbe	#1 pot/0.6m O.C.
62	r	Bergenia cordifolia	heartleaf bergenia	#1 pot/0.45m O.C.
99	c	Carex flacca	Blue sedge	#1 pot/0.45m O.C.
61	t	Cerastium tomentosum	snow-in-summer	#1 pot/0.45m O.C.
8	d	Dicentra spectabilis 'Alba'	white bleeding heart	#2 pot/0.75m O.C.
6	e	Echinops ritro 'Veitch's Blue'	Veitch's Blue glob thistle	#1 pot/0.6m O.C.
58	g	Festuca glauca 'Beyond Blue'	Beyond Blue fescue	#1 pot/0.45m O.C.
25	n	Geranium sanguineum 'Album'	hardy geranium	#1 pot/0.45m O.C.
58	u	Heuchera 'Autumn Leaves'	Autumn Leaves coral bells	#1 pot/0.45m O.C.
17	b	Hosta 'Blue Angel'	blue angel plantain lily	#1 pot/1.2m O.C.
22	k	Liatris spicata 'Kobold'	Kobold gayfeather	#1 pot/0.6m O.C.
43	m	Molinia caerulea 'Moorhexe'	Molinia moorhexe	#1 pot/0.6m O.C.
20	f	Polystichum munitum	Western sword fern	#1 pot/1.2m O.C.
18	i	Salvia x sylvestris 'Caradonna'	Caradonna meadow sage	#1 pot/0.6m O.C.

**PLANTING NOTES**

- PLANT MATERIAL SPECIFIED FOR INDIVIDUAL UNITS IS SUBJECT TO CHANGES RESULTING FROM CHANGES TO BUILDING PLANS, LAYOUT, AND SITING. SPECIFIC PLAN CHOICES FOR EACH UNIT MUST BE CONFIRMED IN THE FIELD BY THE ARCHITECT.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR LAYOUT AND LOCATING ALL PLANT MATERIAL ON SITE PRIOR TO PLANTING AND HAVE EACH LAYOUT APPROVED BY THE ARCHITECT PRIOR TO INSTALLATION.
- MATERIALS SUBSTITUTIONS WILL ONLY BE CONSIDERED AFTER A WRITTEN LIST IS SUBMITTED TO THE ARCHITECT FOR REVIEW AND APPROVAL PRIOR TO ORDERING AND INSTALLATION.
- THE CONTRACTOR SHALL NOTIFY THE ARCHITECT, IN ADVANCE, AT LEAST 24 HOURS PRIOR TO REQUESTING AN ON-SITE FIELD REVIEW OF THE WORK.
- ALL PLANTING BEDS COME COMPLETE WITH PLANTING SOIL, POLY LANDSCAPE EDGING, AND BARK MULCH.



NO.	REVISION	DATE
05.	ISSUED FOR DP	08-10-23
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	NO. REVISION	MM-DD-YY

CONSULTANTS

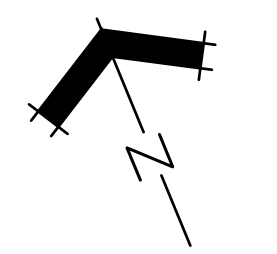
**L.A. West**  
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 104-147 Victoria Street, Kamloops, B.C. V2C 1Z4  
 TEL: (250) 374-9831 FAX: (250) 374-1294

**PROJECT TITLE**  
 BROCK AVENUE  
 CONDOMINIUMS  
 2100, 2102, 2112 Strathmore Road,  
 Langford, BC V9B 3X2

**CLIENT:** LANGFORD LANDING  
 DEVELOPMENT LTD

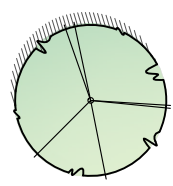


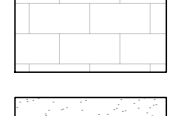


**SHEET TITLE**  
 PLANTING PLAN

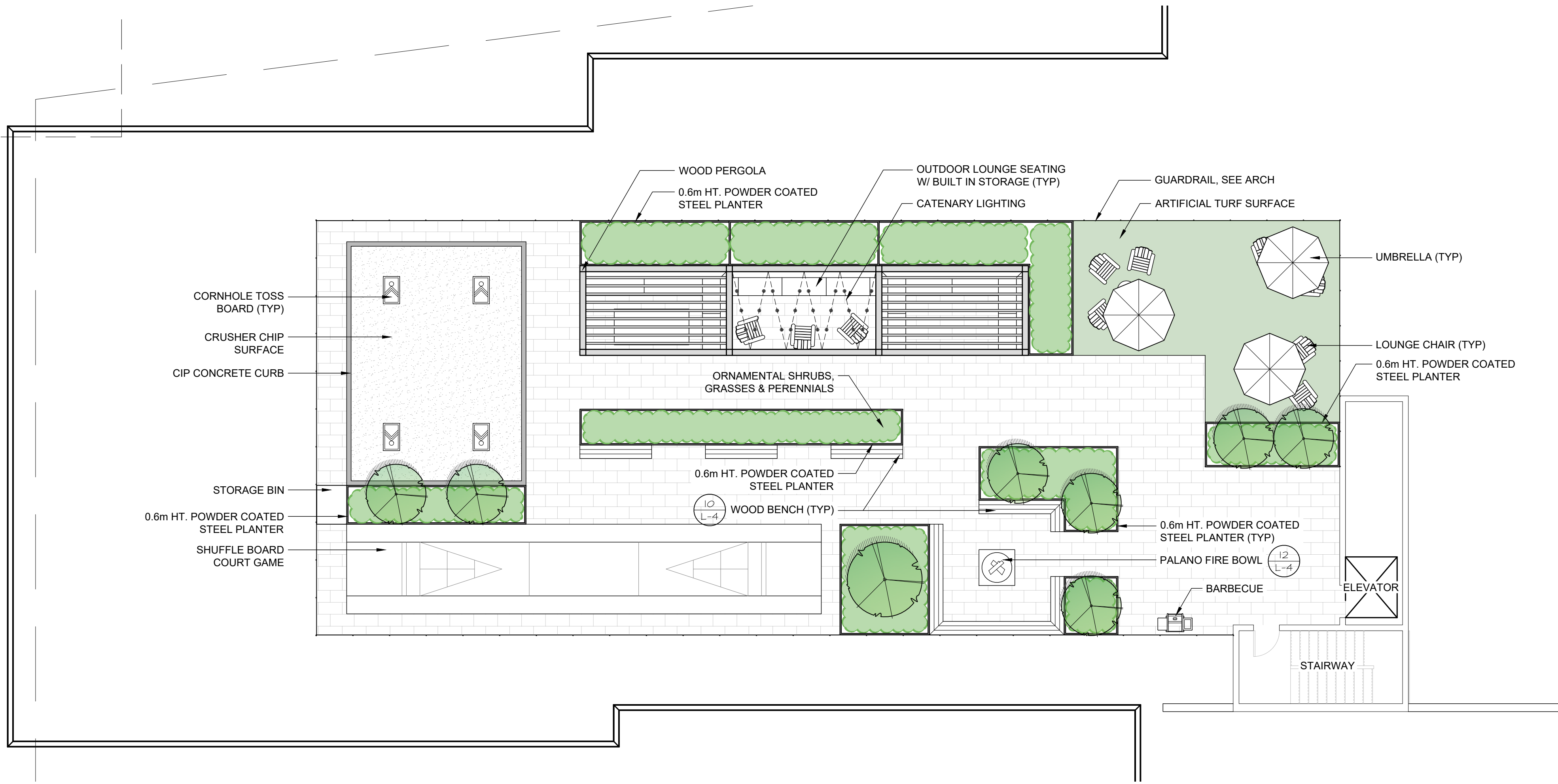
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<b>SCALE</b> 1:150	
<b>DATE DRAWN</b> JANUARY 2023	<b>PROJECT NUMBER</b> KAM.T10.001



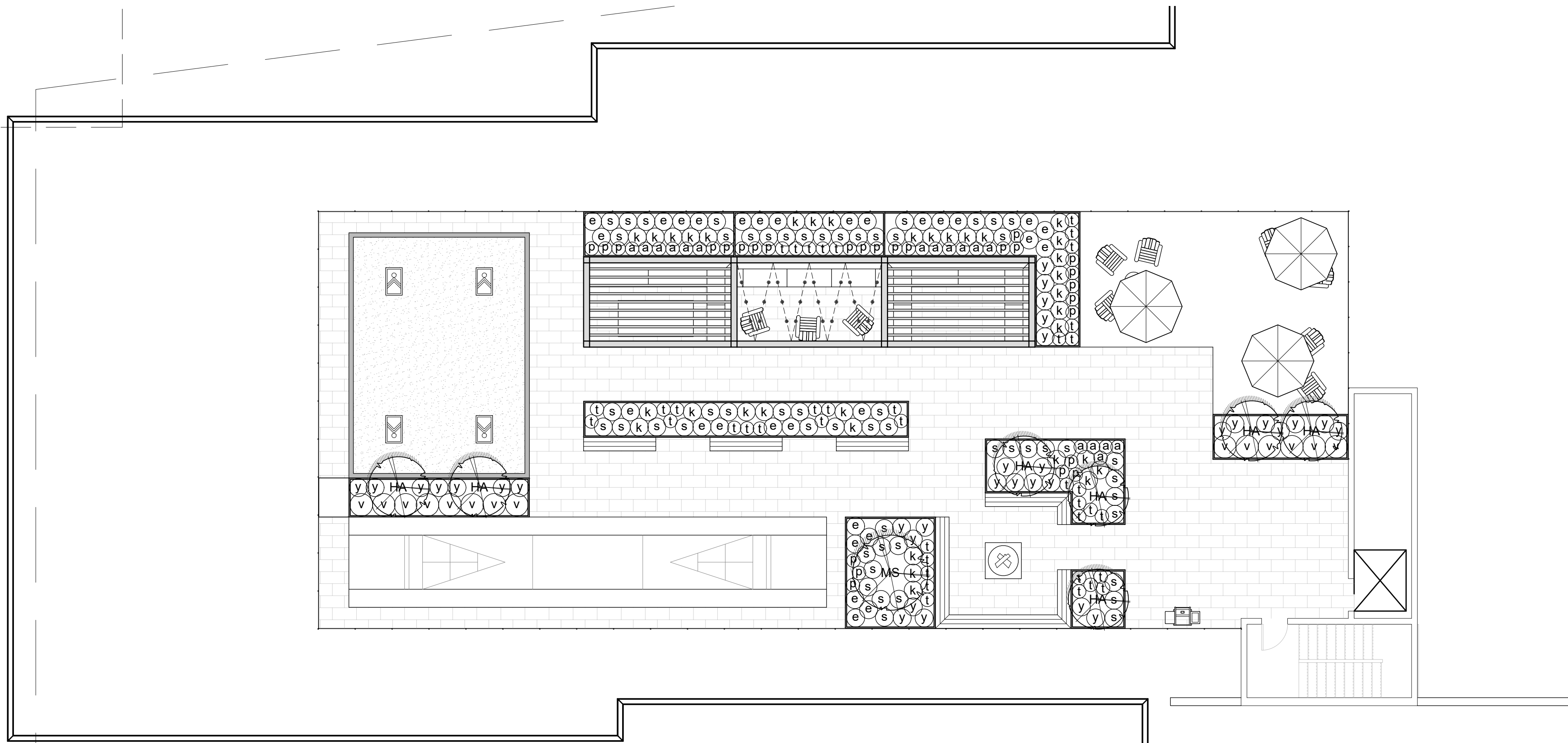
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**LEGEND**

-  SMALL ORNAMENTAL DECIDUOUS TREE
-  ORNAMENTAL SHRUB, GRASS & PERENNIAL PLANTING
-  POWDER COATED STEEL PLANTER ⊘  
L-4
-  PORCELAIN PAVERS ⊘  
L-4
-  CRUSHED LIMESTONE SURFACE
-  ARTIFICIAL TURF



9 ROOFTOP AMENITY SPACE LANDSCAPE PLAN  
L-11 SCALE: 1:100



9 ROOFTOP AMENITY SPACE PLANTING PLAN  
L-11 SCALE: 1:100

**ROOFTOP PLANT LIST**

QTY	KEY	BOTANICAL NAME	COMMON NAME	SIZE/SPACING
<b>TREES</b>				
7	HA	Hamamelis x intermedia 'Diane'	Diane witch hazel	#5 pot/multi-stem
1	MS	Magnolia sieboldii	Oyama magnolia	#5 pot/multi-stem
<b>GRASSES, PERENNIALS &amp; GROUNDCOVERS</b>				
33	y	Achillea millefolium 'Terracotta'	Terracotta yarrow	#1 pot/0.6m O.C.
17	a	Alyssum saxatile 'Gold Kobold'	basket-of-gold	#1 pot/0.45m O.C.
27	p	Armeria pseudomeria 'Dream Clouds'	Dream Clouds sea thrift	#1 pot/0.45m O.C.
40	t	Cerastium tomentosum	snow-in-summer	#1 pot/0.45m O.C.
29	e	Echinops ritro 'Veitch's Blue'	Veitch's Blue globe thistle	#1 pot/0.6m O.C.
34	k	Liattis spicata 'Kobold'	Kobold gayfeather	#1 pot/0.6m O.C.
14	v	Panicum virgatum 'Hanse Herms'	Hanse Herms switch grass	#1 pot/0.9m O.C.
54	s	Stipa tenuissima	Mexican feather grass	#1 pot/0.6m O.C.

**PLANTING NOTES**

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- MATERIALS SUBSTITUTIONS WILL ONLY BE CONSIDERED AFTER A WRITTEN LIST IS SUBMITTED TO THE ARCHITECT FOR REVIEW AND APPROVAL PRIOR TO ORDERING AND INSTALLATION.
- THE CONTRACTOR SHALL NOTIFY THE ARCHITECT, IN ADVANCE, AT LEAST 24 HOURS PRIOR TO REQUESTING AN ON-SITE FIELD REVIEW OF THE WORK.
- ALL PLANTING BEDS COME COMPLETE WITH PLANTING SOIL, POLY LANDSCAPE EDGING, AND BARK MULCH ON LANDSCAPE FABRIC.



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02.	ISSUED FOR REVIEW	03-20-23
01.	ISSUED FOR REVIEW	03-15-23
NO.	REVISION	MM-DD-YY

CONSULTANTS



PROJECT TITLE  
**BROCK AVENUE CONDOMINIUMS**  
2700, 2702, 2712 Strathmore Road, Langford, BC V9B 3X2

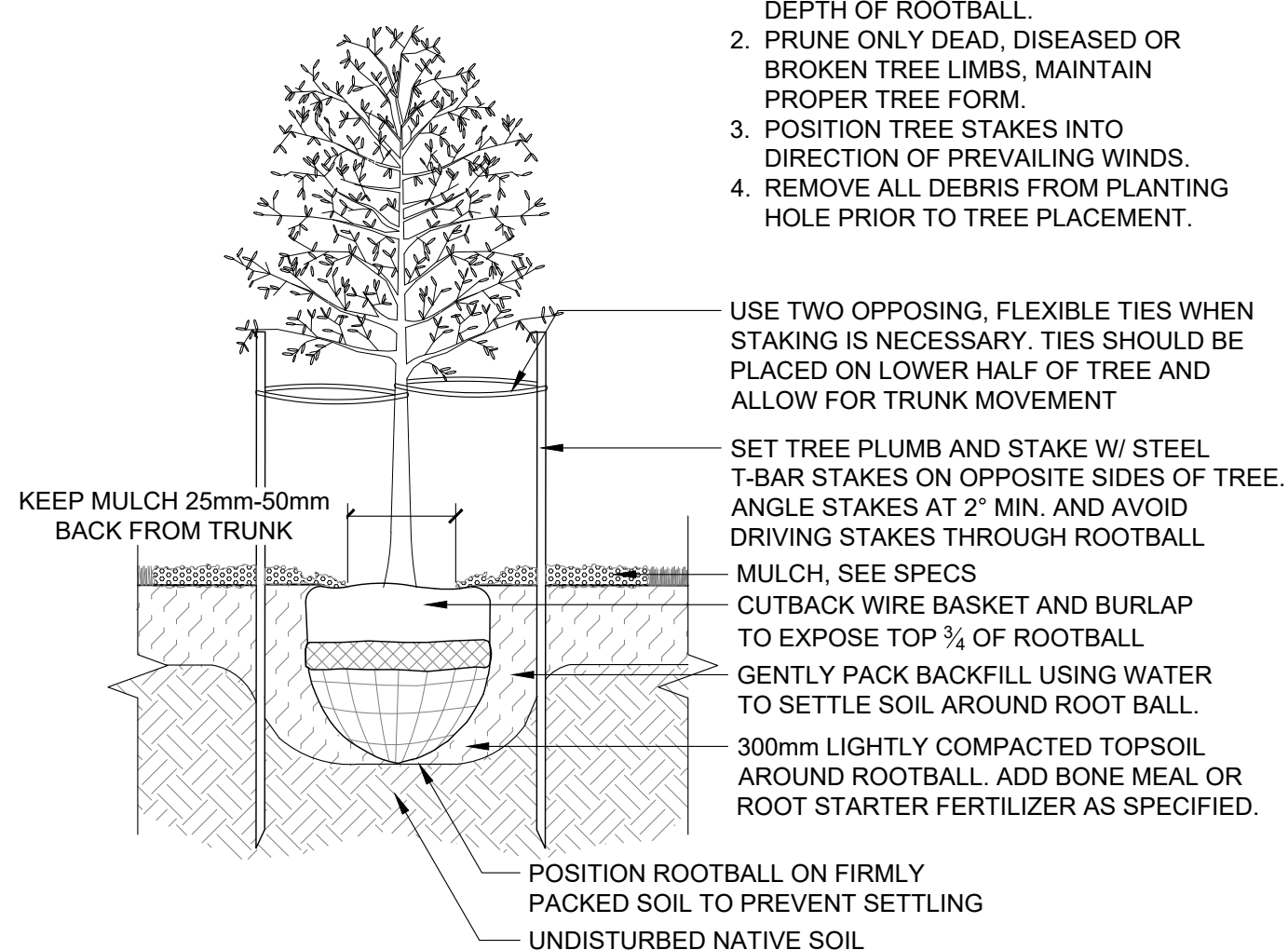
CLIENT: LANGFORD LANDING DEVELOPMENT LTD

SHEET TITLE  
**ROOFTOP AMENITY SPACE**

DRAWN LMP	DRAWING NO. L-3
SCALE 1:100	
DATE DRAWN JANUARY 2023	PROJECT NUMBER KAM.T10.001

PLANTING NOTES:

- EXCAVATE HOLE TO THREE TIMES WIDTH OF ROOTBALL AND ONLY TO DEPTH OF ROOTBALL.
- PRUNE ONLY DEAD, DISEASED OR BROKEN TREE LIMBS, MAINTAIN PROPER TREE FORM.
- POSITION TREE STAKES INTO DIRECTION OF PREVAILING WINDS.
- REMOVE ALL DEBRIS FROM PLANTING HOLE PRIOR TO TREE PLACEMENT.

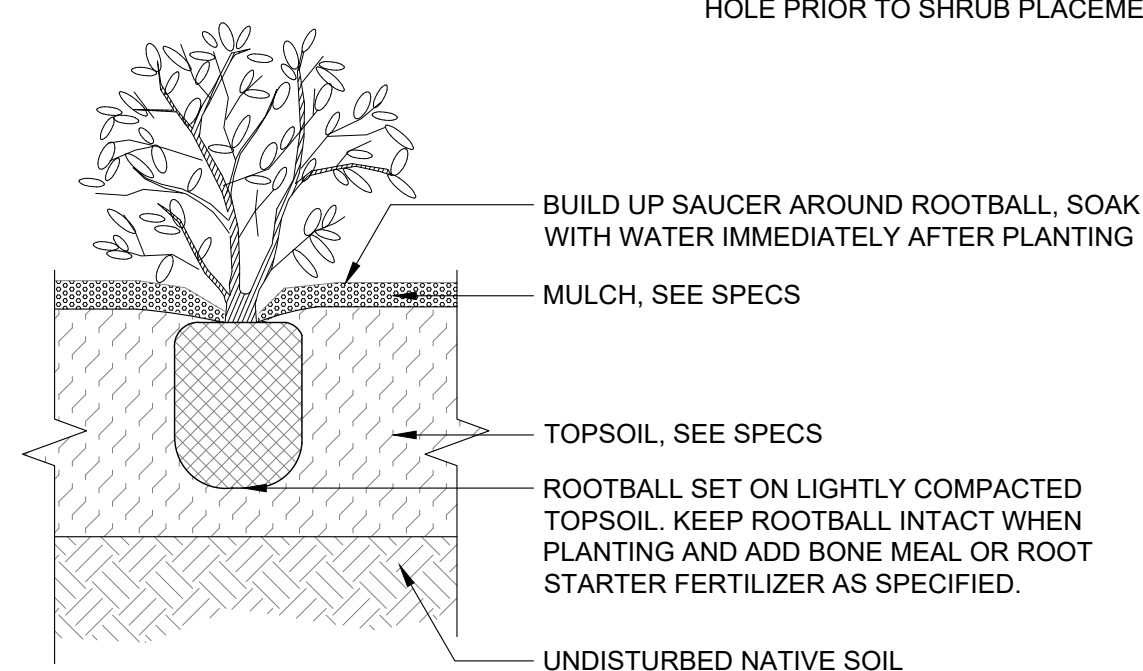


1 TYPICAL DECIDUOUS TREE PLANTING DETAIL  
L-4 SCALE: N.T.S. (100mm CAL. OR LESS)

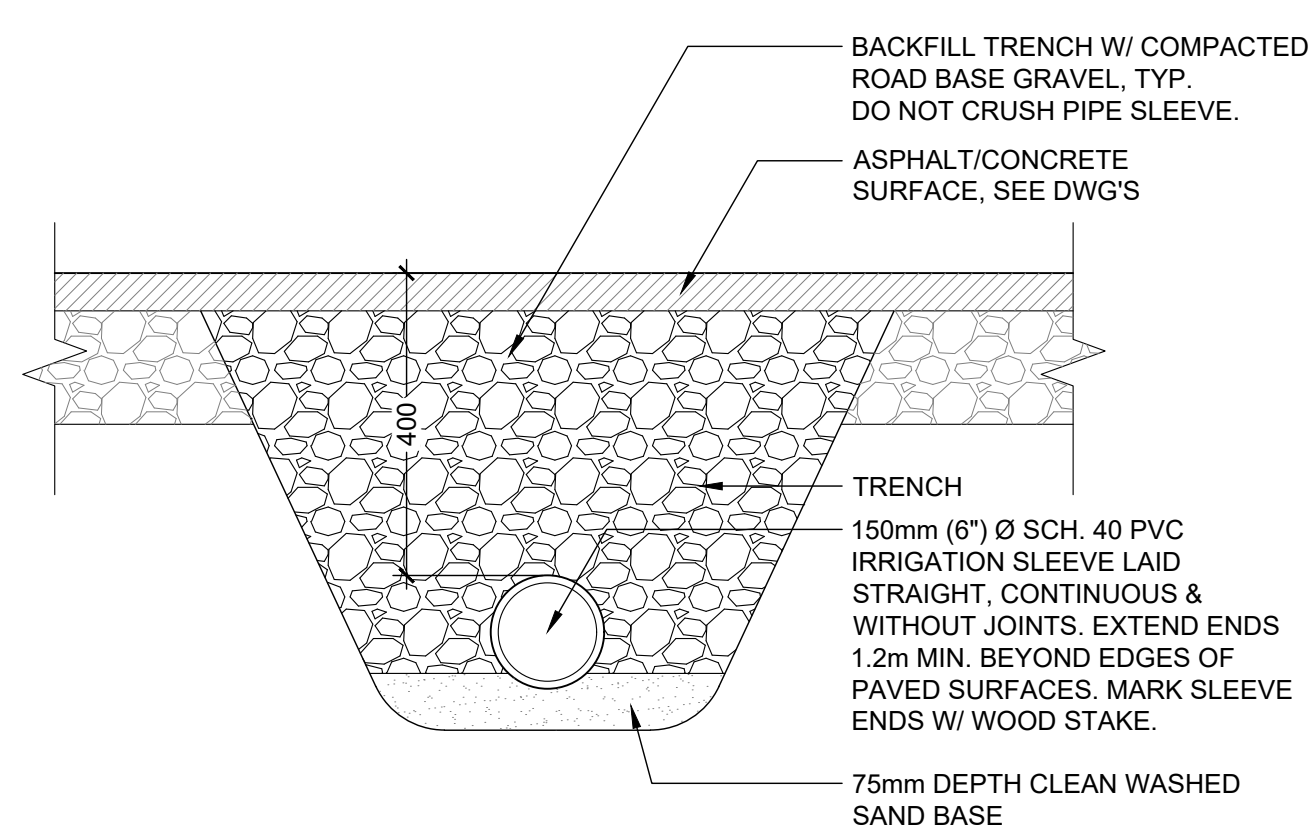
PLANTING NOTES:

- CONTAINER GROWN STOCK SHALL HAVE NON-BIODEGRADABLE CONTAINERS REMOVED PRIOR TO PLANTING, IF CONTAINER IS BIODEGRADABLE, CUT AND REMOVE TOP 1/2.
- PRUNE ONLY DEAD, DISEASED OR BROKEN BRANCHES.
- REMOVE ALL DEBRIS FROM PLANTING HOLE PRIOR TO SHRUB PLACEMENT.

CONIFEROUS/DECIDUOUS SHRUBS



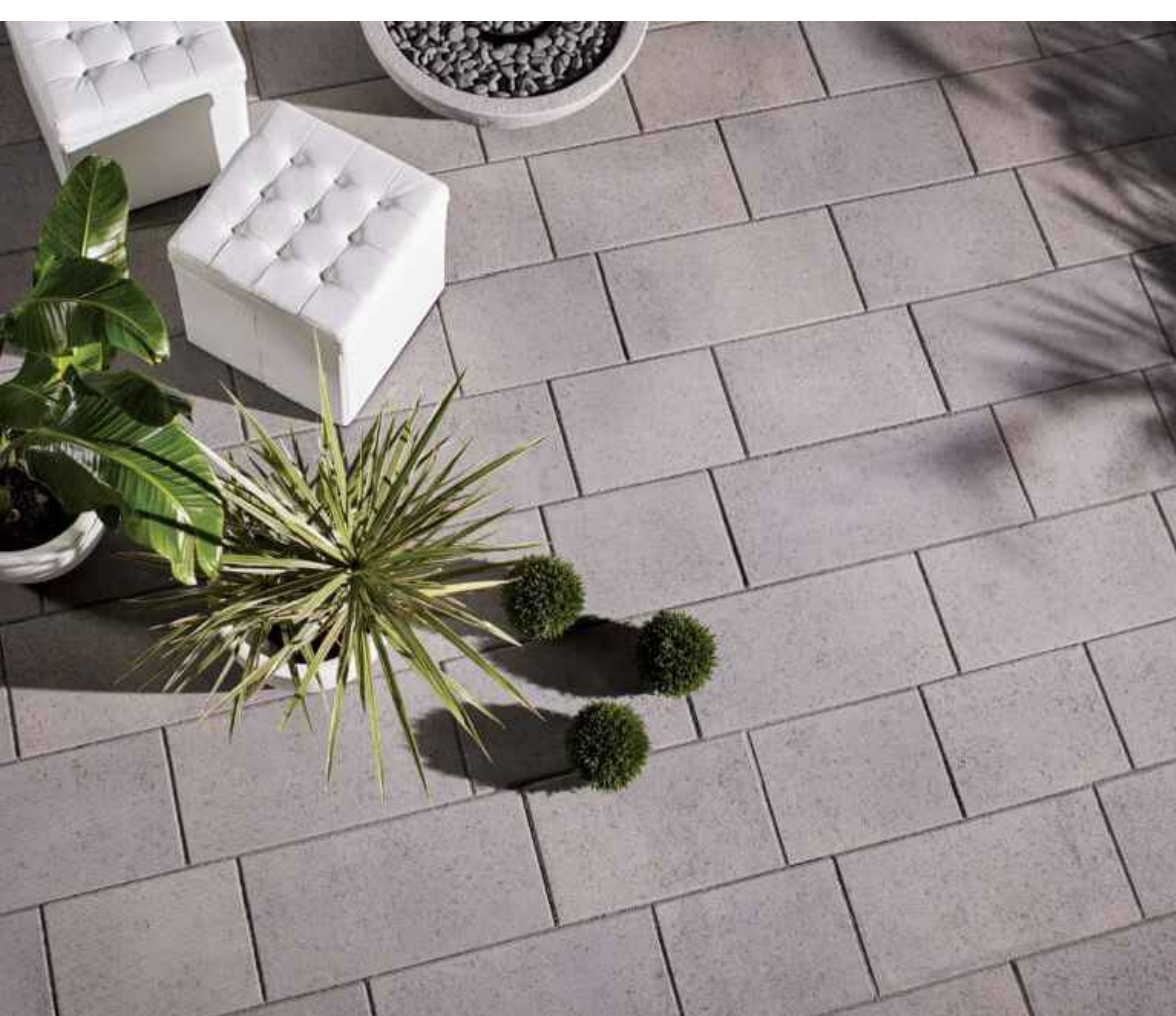
2 TYPICAL SHRUB PLANTING DETAIL  
L-4 SCALE: N.T.S.



3 IRRIGATION SLEEVE DETAIL  
L-4 SCALE: N.T.S.



4 EXAMPLE OF DECORATIVE WOOD FENCE  
L-4 SCALE: N.T.S.



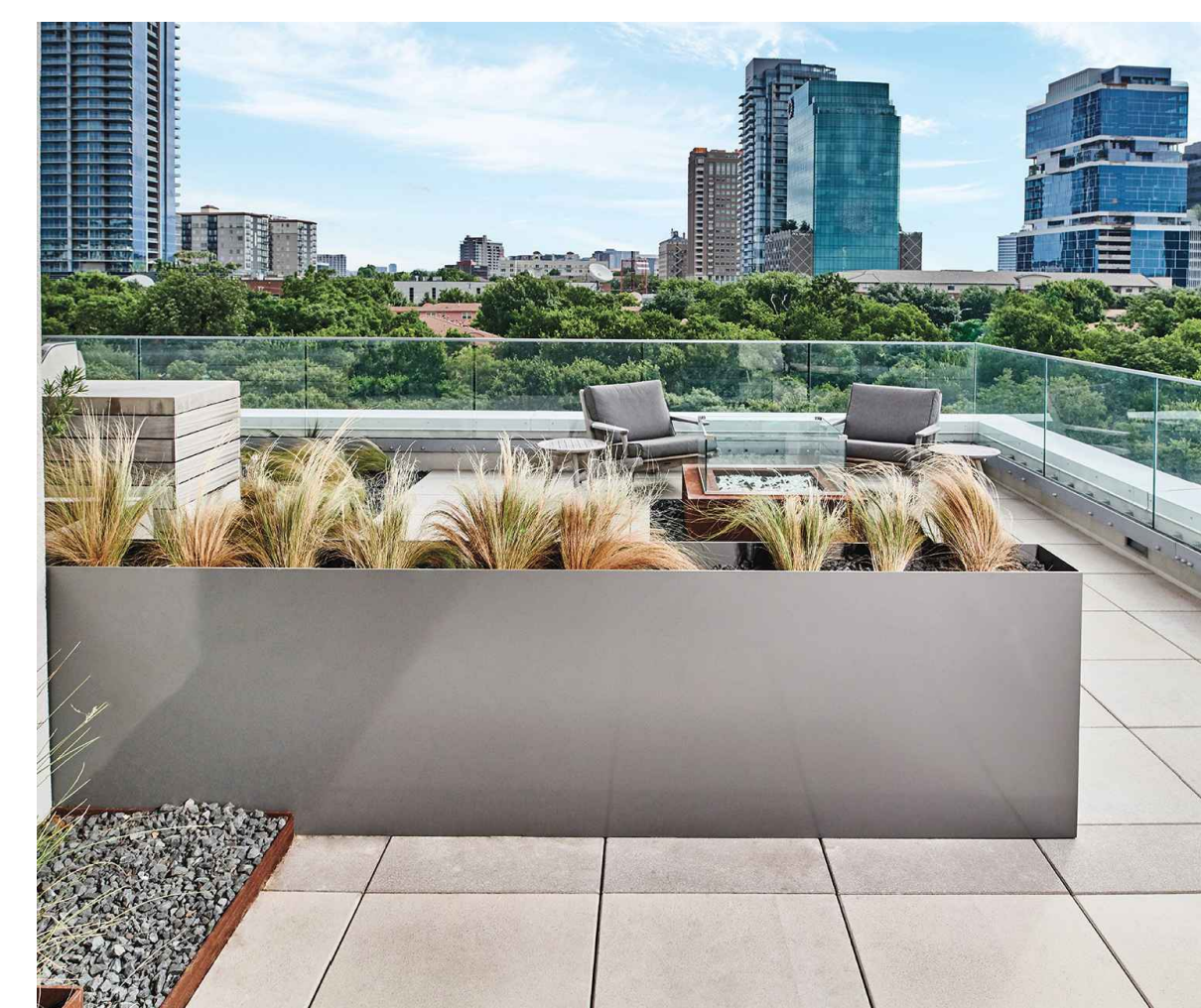
5 EXAMPLE OF DECORATIVE CONCRETE SLABS  
L-4 SCALE: N.T.S.



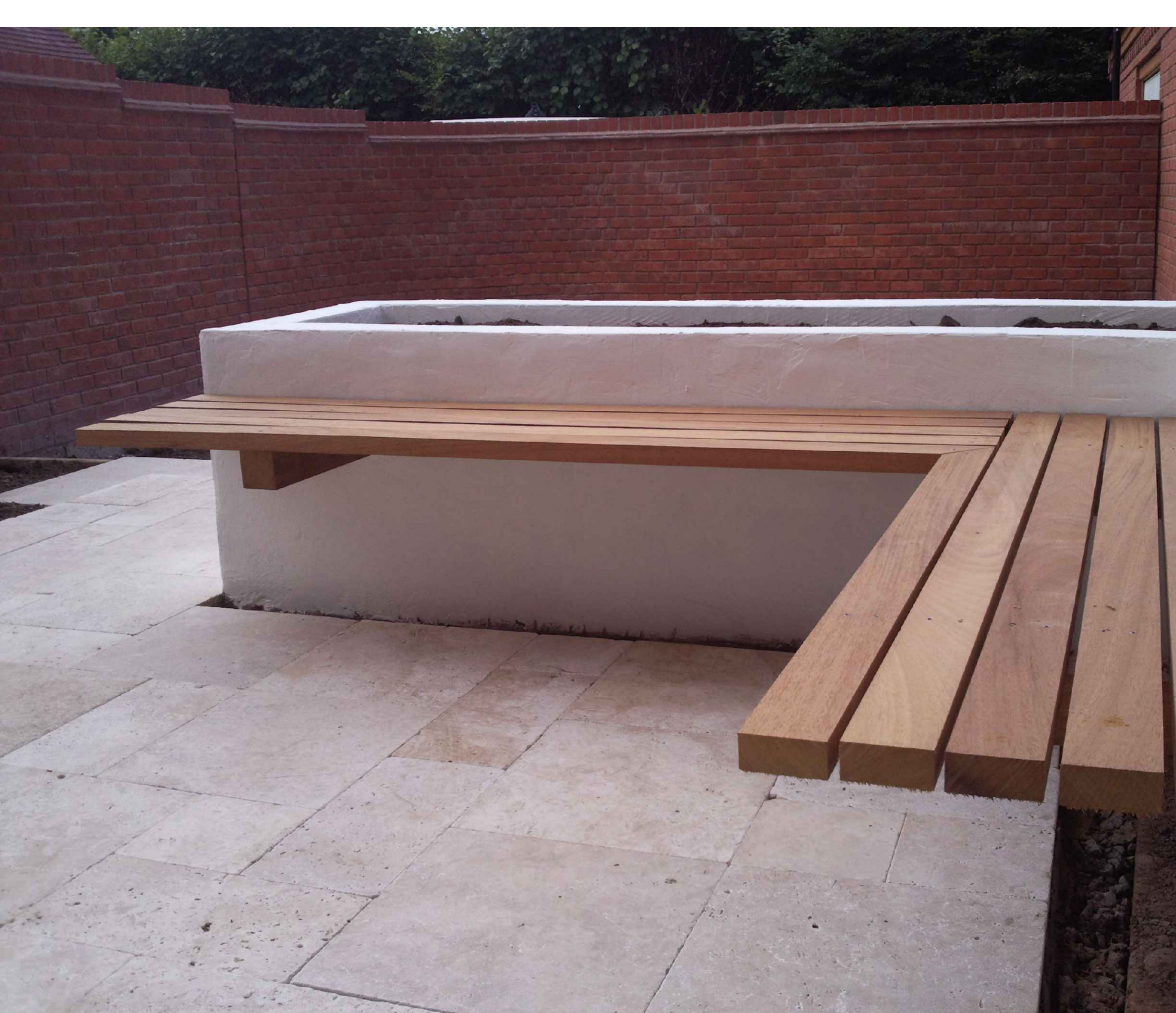
6 EXAMPLE OF PORCELAIN PAVERS  
L-4 SCALE: N.T.S.



7 EXAMPLE OF CONCRETE PLANTER  
L-4 SCALE: N.T.S.



8 EXAMPLE OF STEEL PLANTER  
L-4 SCALE: N.T.S.



9 EXAMPLE OF CANTILEVERED WOOD BENCH  
L-4 SCALE: N.T.S.



10 EXAMPLE OF WOOD BENCH  
L-4 SCALE: N.T.S.



11 EXAMPLE OF BISTRO TABLES & CHAIRS  
L-4 SCALE: N.T.S.



12 EXAMPLE OF PALANO FIRE BOWL  
L-4 SCALE: N.T.S.



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CONSULTANTS



PROJECT TITLE  
BROCK AVENUE  
CONDOMINIUMS  
2700, 2708, 2712 Strathmore Road,  
Langford, BC V9B 3X2

CLIENT: LANGFORD LANDING  
DEVELOPMENT LTD

SHEET TITLE  
LANDSCAPE DETAILS

DRAWN LMP	DRAWING NO. L-4
SCALE N.T.S.	
DATE DRAWN JANUARY 2023	PROJECT NUMBER KAM.0122.00006

**LANDSCAPE SPECIFICATIONS**

- GENERAL**
- All landscape work undertaken shall conform to the Canadian Landscape Standards latest edition unless otherwise specified.
  - The Contractor shall be responsible for locating all underground utilities which may be affected by the work and must be repaired immediately to the satisfaction of the Architect or the Owner's representative. The Contractor is responsible for all costs for damages.
  - The Contractor shall leave the site in a neat and tidy condition at the end of each working day and at the completion of the work. The Contractor shall ensure public safety is maintained at all times during the contract.
  - Materials substitutions will only be considered after a written list is submitted to the Architect prior to installation.
  - The contractor shall notify the Architect, in advance, at least 24 hours prior to requesting an on-site field review of the work.
- A. TREE PROTECTION (FROM CANADIAN LANDSCAPE STANDARDS 2ND ED.)**
- Critical Protection Zones for trees should be determined by referencing Table T-3.1: Guidelines for Determining Critical Protection Zones for Trees.
  - Physical protection barriers, silt fences, shade or erosion protection shall be erected at the edge of the Critical Protection Zones before clearing, grubbing, excavation, or grading, or any other work occurs on the site.
  - Physical protection barriers shall meet all applicable municipal bylaws and regulatory requirements.
  - As a minimum, protective fencing should be erected outside the drip-line or as shown in Table T-3.1: Guidelines for Determining Critical Protection Zones for Trees.
  - Signage should be provided at regular intervals along protective fencing indicating the function of the fencing, i.e. Tree/Plant Protection Area - Do Not Enter.
  - Protective fencing and signage should be well maintained for all element Critical Protection Zones throughout construction. Damaged fencing or signs shall be repaired or replaced immediately.
  - Areas of trees and vegetation Critical Protection Zones shall be fenced off by means of:
    - Chain link fence of at least a 1.2m (4ft) height mounted on steel or sturdy wooden posts. Fence posts should be installed no farther than 2.4m (8ft) apart.
    - Tree/Plant Protection Area - Do Not Enter.
    - Board fencing consisting of posts minimum of 4cm by 8cm (2" by 4") set in securely in the ground and extending at least 1m (3ft) above the ground and minimum 4cm by 8cm (2in by 4in) top and bottom rail. Fence posts should be installed no farther than 2.4m (8ft) apart.
    - Plastic fencing (interstitial orange polyethylene web fencing) securely mounted on a wooden framework consisting of posts minimum of 4cm by 8cm (2in by 4in) set securely in the ground and extending at least 1m (3ft) above the ground and with minimum 4cm by 8cm (2in by 4in) top and bottom rail. Fence posts should be installed no farther than 2.4m (8ft) apart.
  - Protective fencing shall be removed only when all construction is fully completed.

**IRRIGATION SPECIFICATIONS**

(Contractor to provide shop drawings for design and approval and for as-built/record drawing)

- GENERAL**
- All Irrigation work shall conform to the latest edition of the Irrigation Industry Association of British Columbia, Standards for Landscape Irrigation Systems, unless otherwise specified herein.
  - The Contractor shall schedule installation of the underground sprinkler system in conjunction with the installation of landscape work in the contract. During the contract, the contractor shall have a qualified foreman, well versed in all aspects of irrigation work, continuously on the job.
  - The Contractor shall be responsible for locating all underground services which may affect the work and immediately repair any damage to the satisfaction of the Owner's Representative at no cost to the Owner.
  - The contractor is responsible for obtaining all necessary permits for electrical and plumbing connections as may be required. The Contractor shall be responsible for obtaining CSA approvals on parts or equipment if this is not provided by others.
  - The Contractor shall provide design and all the components of the irrigation system as specified on the approved shop drawings. Substitutions for alternative parts will only be considered if the Contractor submits a list of proposed equals to the Owner's Representative, in writing, prior to beginning work. Approval for design and/or rejection of substitutions will be provided to the Contractor in writing by the Owner's Representative.
  - The Contractor shall guarantee the installation and operation of the irrigation system for a period of one (1) year from the date of final acceptance of the contract. This guarantee shall not override a manufacturer's guarantee on parts if it is for a longer period of time.
  - The Contractor shall be responsible for winterizing the system in the fall and starting the system the following spring as part of this contract.
  - The contractor shall provide the Owner's Representative with an As-Built, reproducible original drawing (equal in scale of the design satisfaction of the Owner's Representative). The Contractor shall provide the Operations Manual for the controller(s) and any other information necessary for the regular operation or maintenance of the irrigation system.
- A. PIPE AND FITTINGS**
- Irrigation main line pipe must be 5ch, 40 PVC, Lateral lines 38mm (1.5") diameter and smaller shall be minimum Class 200 PVC pressure pipe, joined by solvent weld method or approved equal. All pipe shall be marked with manufacturer's name, material, and pressure rating.
  - Irrigation fittings shall be minimum Schedule 80 PVC molded fittings.
  - Pipe for drip emitter zones or microjets shall be high density polyethylene installed as approved by the Owner's Representative. Completely flush entire piping system before installing drip-emitters or microjets.
  - Irrigation pipe shall be laid in straight lines wherever possible, minimizing bends to prevent stress and pipe cracking. Pipe layout will be at the discretion of the Owner's Representative.
  - Pipe shall be buried a minimum of 400mm (16") below finished grade and trenches must be backfilled with sand or approved non-abrasive material for pipe cover. Stones over 10mm diameter must be removed from trenches and shall not be used as backfill.

- B. SITE PREPARATION**
- Rough/finish subgrade and have rough grading approved by the Architect and the Engineer before hauling and spreading topsoil. The Contractor is responsible for all survey.
  - Remove excess rocks, boulders, twigs, roots, stumps or other impediments not conducive to landscaping; dispose of these materials at an approved dumping location off-site unless otherwise directed by the Architect. Grade the site to drain away from buildings to comply with the Site Grading Plan or as directed by the Architect.
- C. TOPSOIL & FINISH GRADING**
- Existing stockpiled or native topsoil shall be screened to remove rocks, weeds, grass and other deleterious material before being accepted for landscaping. Existing topsoil shall be amended with imported topsoil at a rate of 1:1 and well blended by rototilling or other approved method. Testing existing topsoil will be paid for by the Contractor.
  - Imported topsoil shall be good quality clean, loose well draining planting soil and shall be approved by the Architect prior to installation. The approved topsoil mix shall have the following characteristics:
    - Maximum 15% clay content and 30-50% sand content;
    - pH of between 6.0 and 7.0 and a minimum organic content of 10%; Testing of imported topsoil may be requested by the Architect and shall be paid by the Contractor until the required specification is met.
    - Topsoil shall be spread over a loose, scarified subgrade to depths as specified.
    - Planting beds (rhiz) areas: 450mm depth minimum;
    - Finish grade topsoil areas to permit finish landscaping as shown on the drawings. Backfill tree pits with a minimum 300mm of topsoil around all sides of the rootball unless otherwise specified.
    - Finish grade by leveling and hand-raking topsoil while removing all roots, stones, twigs and other deleterious material to grades and slopes as shown on the drawings or as directed by the Architect. Remove all rocks over 25mm diameter, grade away from buildings at a minimum of 2% for positive surface drainage. Finish grade topsoil for planting beds 30mm (2") below curbs, sidewalks or planters to permit installation of mulch. Hand rake and finish grade topsoil for grass areas flush with the tops of curbs, sidewalks and planting beds to permit installation of grass seed or turf. Roll topsoil with 50 kg roller and have finish grading approved by the Architect prior to grass seeding, turfing, shrub planting or mulch installation.
    - Crushed aggregate shall be composed of sound, hard, and durable particles of sand, gravel, and rock, and shall be free from elongated particles, injurious quantities of flaky particles, soft shales, organic matter, clay lumps, and other foreign material.

- D. PLANT MATERIAL**
- All plant material shall be healthy, free of disease, pests, showing good growth characteristics and shall be No. 1 grade.
  - Plant material shall be guaranteed for a period of one (1) year from date of final acceptance/contract completion.
  - All plant material delivered to the site must be individually labeled with botanical and common names and labels left in place until the Architect has inspected and approved planting.
  - The Contractor shall supply the necessary planting soil, fertilizers, bonemeal, insecticides and anti-desiccants as required to ensure proper planting procedure. The Contractor shall maintain the plant material until final acceptance of the work and to the satisfaction of the Architect.
  - The Contractor shall supply and install tree support according to the planting details.
  - Finish all planting beds with medium grade, clean, Fir bark mulch to finished grade as shown or specified on the drawings.
  - Provide sample of mulch to Architect for approval prior to installation.
  - Avoid installing mulch in areas of groundcover or annual plantings, unless otherwise directed by the Architect.
- E. LANDSCAPE MAINTENANCE**
- The Contractor shall be responsible for providing all materials, equipment and labour required for the purpose of maintaining all new and existing landscaping during the course of the contract.
    - Maintenance of the landscaping by the Contractor shall include, but not limited to, the following:
      - The cutting of lawn areas to 38mm (1.5") height and at no time allowing the grass to exceed a height of 100mm (4"). All grass clippings shall be removed from the site.
      - Top dressing/fertilizing and weed control of all grass areas and planting areas to good horticultural practice;
      - Pruning and the control of insects and diseases, for all plant material to good horticultural practice;
      - Operation and adjustment of the underground sprinkler system and/or manual watering such that all landscaped areas are watered adequately;
      - The nursing and protection of all seeded, hydroseeded, sodded or planted areas, as required to ensure adequate "catch" and growth of the plantings;
      - The cleanup and removal of garbage so that the site is left in a neat and tidy condition each day.
      - Top dressing of mulch to maintain the specified depth of cover.
    - All landscape maintenance procedures shall be to a high standard and shall be done to the satisfaction of the Architect.

- F. VALVES AND WIRES**
- Wire burial shall conform to the B.C. Electrical Code and local regulations. Valve wires shall be installed in the Irrigation main line trench wherever possible.
  - Control wires from automatic valves to controller shall be direct burial type TWU-40 minimum 14 gauge. The common neutral wire shall be white. Wire sizing for proper operation of the irrigation valves shall be the responsibility of the Contractor.
  - All manual and remote control valves, double check/backflow preventers, pressure reducing valves, water meters, filters, drain valves and blow-out connections must be installed in valve boxes flush with the finished grade, unless otherwise notes on the plan. Lockable plastic irrigation valve boxes must be approved by the Owner's Representative prior to installation.
  - All double check valves/backflow preventers, pressure reducing valves and manual gate valves shall be bronze construction ("Natts") or approved equal and shall conform to local plumbing code installation regulations.
- G. SPRINKLERS**
- Pop-up sprinklers shall be mounted on triple swing joints equal in size to the inlet diameter of the sprinkler assembly. Sprinkler heads shall be set flush with finish grade and adjusted by the Contractor for maximum efficiency and minimum overspray.
  - Spray sprinklers on risers shall be installed on swing joints and shall be set plumb, approximately 300mm (12") above finished grade unless otherwise directed by the Owner's Representative. Risers shall be minimum Schedule 80 PVC. All spray sprinklers must include a filter screen.
  - Drip emitters shall be pressure compensating, self-flushing with a discharge of 2.0 gph. Set emitters slightly above finished grade for visual conformation of operation and ease of maintenance, unless noted otherwise on the plans.
  - Microjets shall be installed on poly riser extensions set 150mm (6") above finished grade. The location, layout and spray pattern of microjets heads shall be as noted on the plans or as approved by the Owner's Representative on site. The Contractor shall be responsible for providing full, head to head coverage.
  - All drip emitter zones and microjet zones shall include a ¾" diameter y-strainer filter, ¾" diameter pressure regulation valve and ¾" diameter isolation in a valve box with the zone control valve. Provide a ¾" diameter drain valve in a lockable valve box at the end of each drip emitter and microjet zone for winterizing.

- D. CONTROLLER**
- Mount irrigation controller(s) in location as shown on the drawings, or as directed by the Owner's Representative. Use an approved fastening method when connecting to a building wall, either interior or exterior. Any damage to the building wall or interior fixtures must be repaired immediately, at the expense of the Contractor to the satisfaction of the Owner's Representative.
  - The controller shall be hard-wired directly into the nearest suitable electrical service panel or electrical outlet in accordance with the B.C. Electrical Code requirements, and to the satisfaction of the Owner's Representative. The Contractor shall obtain all necessary permits, inspections, and approvals from the local approving authority.
  - Interior Building Installation: mount the controller in a location as shown on the drawings and as approved by the Owner's Representative prior to installation.
  - Exterior Building Installation: mount the controller in a vandal proof, weatherproof, lockable, 3.2mm (¼") aluminum or steel box of a suitable size for irrigation controller. Finish the box with a minimum of (2) coats of rust inhibitive paint to match building colour as directed by the Owner's Representative.
  - Exterior Remote Location: mount the controller in a vandal proof, weatherproof, lockable, painted pedestal or approved 3.2mm (¼") steel box at a location as shown on the drawings. The Contractor shall provide a reinforced concrete pad flush with finished grade for mounting the pedestal, including suitable sized electrical conduits located through the concrete pad for control wires.
  - The Contractor shall prepare and submit shop drawings for any exterior controller installation, including construction details of sizes, materials, and mounting hardware for the weatherproof box to house the controller. Shop drawings must be approved by the Owner's Representative prior to construction or installation.
  - Connect low-voltage valve wires to controller and provide approved rigid electrical conduit fastened to the building wall to a minimum 450mm (18") below finished grade, unless otherwise specified by BC Electrical Code to the satisfaction of the Owner's Representative.

**CONCRETE UNIT PAVER SPECIFICATIONS**

- GENERAL**
- The Contractor shall be responsible for locating all underground utilities which may be affected by the work and report any possible conflicts to the Architect prior to construction. Any damage to existing utilities or site services must be repaired immediately to the satisfaction of the Architect or the Owner's representative. The Contractor is responsible for all costs for damages.
  - The Contractor shall leave the site in a neat and tidy condition at the end of each working day and at the completion of the contract. The Contractor shall ensure public safety is maintained at all times during the contract.
  - Materials substitutions will only be considered after a written list is submitted to the Architect prior to installation.
  - The Contractor shall notify the Architect, in advance, at least 24 hours prior to requesting an on-site field review of the work.
  - Submittals:
    - Shop Drawings indicating perimeter conditions, relationship to adjoining materials and assemblies, concrete paver layout, patterns, and colour arrangement, an installation details.
    - Concrete Unit Pavers:
      - The Contractor shall submit four (4) representative full-size samples of each paver type, thickness, colour, finish that indicate the range of colour variation and texture expected in the finished installation. Accepted samples shall become the standard of acceptance for the work.
      - Manufacturer's catalogue product data, installation instructions, and Safety Data Sheets for the safe handling of the specified materials and products.
    - Paver Installation Subcontractor:
      - A copy of the Subcontractor's current certificate from the Interlocking Concrete Pavement Institute Concrete Paver Installer Certification program.
      - Job references from a minimum of three (3) concrete paver installations similar in design, material, scope, and extent indicated on this project. Provide Owner/Client/General Contractor names, postal address, phone, fax, and email address.
    - Quality Assurance:
      - Mock-ups:
        - Install a 2m x 2m paver area to use to determine surcharge of the bedding sand layer, joint sizes, lines, laying patterns(s), colour(s), and texture of the job. This area will be used as the standard by which the work will be judged. If approved by the Owner or Owner's Representative, the mock-up may be retained as part of the finished work.
        - If mock-up is not retained, remove and properly dispose of mock-up.
  - Comply with manufacturer's ordering instructions and lead-time requirements to avoid construction delays.
  - Deliver materials to project site in manufacturer's original, unopened, undamaged packaging with identification labels intact.
  - Store materials per manufacturer's instruction and protect such that they are kept free from mud, dirt, and other foreign materials. Cover bedding sand and joint sand with water-proof covering if needed to prevent exposure to rainfall or removal by wind. Secure covering in place.
  - Environmental Limitations:
    - Do not install sand or pavers during heavy rain or snowfall or over frozen base materials.
    - Do not install frozen sand or saturated sand.
    - Do not install concrete pavers on frozen or saturated sand.

- A. PRODUCTS**
- Interlocking Concrete Pavers:
    - Supplied by: Abcoford Concrete Products (1-800-663-4041)
    - Classic Standard Series, Pinwheel pattern
    - Colour:
      - Paver 1: Brown
      - Paver 2: Natural
      - Paver 3: Charcoal
  - Bedding and Joint Sand:
    - Provide bedding and joint sand as follows:
      - Washed, clean, non-plastic, free from deleterious or foreign matter, symmetrically shaped, natural or manufactured from crushed rock.
      - Do not use limestone screenings, or stone dust, or sand for the bedding sand materials that does not conform to the grading requirements of CSA A231-Fat.
      - Do not use mason sand, or sand conforming to CSA A191 for the bedding sand.
      - Sieve according to CSA A23.2A.
      - Bedding Sand Requirements: per manufacturer's recommendations. Conform to the grading requirements of CSA A231-Fat.
      - Joint Sand Material Requirements: per manufacturer's recommendations. Conform to the grading requirements of CSA-A191.
    - Plastic Edge Restraint
      - Product: Snap Edge
      - Supplier: River City Rock Products (1-250-377-8622)
    - Where not otherwise retained, provide edge restraints installed around the perimeter of all interlocking concrete paving unit areas.
- B. EXAMINATION**
- The Contractor shall verify that the base is dry and ready to support the sand, paving stones, and imposed loads and that the base surface is closed or tightly compacted with adequate fines to seal the surface, restricting sand from migrating into the base.
  - The Contractor shall verify the base materials, thickness, surface tolerances, and elevations conform to specified requirements.
  - The Contractor shall verify the location, type, and elevations of edge restraints, utility structures, and drainage inlets around the perimeter of the area to be paved.
  - Do not proceed with installation of bedding sand and interlocking concrete pavers until base conditions are corrected by the Contractor. Beginning the installation of the concrete unit pavers indicates that the Contractor accepts the base and edge restraints.
- C. PREPARATION**
- The Contractor shall verify the base is dry and meets the material, installation, and grade specifications. The base shall be ready to support sand, edge restraints, pavers, and imposed loads.
  - Edge Restraint Preparation:
    - Install edge restraints per manufacturer's recommendations. Mount directly to the finished base, do not install on bedding sand. The minimum distance from the outside edge of the base to the spikes shall be equal to the thickness of the base.

- D. INSTALLATION**
- Spread bedding sand evenly over the base course and screed to depth specified. Do not disturb screeded sand.
    - Screeded area shall not substantially exceed that which is covered by pavers in one day.
    - Do not use bedding sand to fill depressions in the base surface.
  - Lay pavers in pattern indicated in the specifications. Place units hand tight without using hammers. Make horizontal adjustments to placement of laid pavers with rubber hammers and pry bars as required.
  - Provide joints between pavers between 2mm and 5mm wide. No more than 5% of the joints shall exceed 6mm wide to achieve straight bond lines.
  - Joint lines shall not deviate more than 15mm over 15m from string lines.
  - Fill gaps at the edges of paved area with cut pavers or edge units.
  - Cut pavers to be placed along the edge with a double bladed splitter or masonry saw. Adjust bond pattern at pavement edges such that cutting of edge pavers is minimized.
  - Keep equipment off newly laid pavers that have not received initial compaction and joint sand.
  - Use a low-amplitude plate compactor capable of at least minimum of 22kN at a frequency of 75 to 100 Hz to vibrate the pavers into the sand. Remove any cracked or damaged pavers and replace with new units.
  - Simultaneously spread, sweep, and compact dry joint sand into joints continuously until full. This will require at least 4 to 6 passes with a plate compactor. Do not compact with 2m of unrestrained edges of paving units.
  - All work within 2m of the laying face shall be left fully compacted with sand-filled joints at the end of each day or compacted upon acceptance of the work. Cover the laying face or any incomplete areas with plastic sheets overnight if not closed with cut and compacted pavers with joint sand to prevent exposed bedding sand from becoming saturated from rainfall.
  - Remove excess sand from surface when installation is complete. Surface shall be broom clean after removal of excess joint sand.
- E. FIELD QUALITY CONTROL**
- The final surface tolerance from grade elevations shall not deviate more than 10mm under a 3m straightedge. Use a straightedge, flexible straightedge or transit depending on surface slope and contours. Check final surface elevations for conformance to drawings.
  - There shall be no greater than 3mm difference in height between adjacent pavers.
- F. CLEANING**
- Clean concrete pavers in accordance with the manufacturer's written recommendations
- G. PROTECTION**
- After work in this section is complete, the Contractor shall be responsible for protecting work from damage due to subsequent construction activity on the site.



05.	REISSUED FOR DP	08-10-23
04.	ISSUED FOR REVIEW	08-01-23
03.	ISSUED FOR DP	03-22-23
02.	ISSUED FOR REVIEW	03-20-23
01.	ISSUED FOR REVIEW	03-15-23
NO.	REVISION	MM-DD-YY

CONSULTANTS


**L.A. West**  
 Associates (Kamloops) Inc.  
 Landscape Architecture / Environmental Planning  
 104 -147 Victoria Street, Kamloops, B.C. V2C 1Z4  
 TEL: (250) 374-9831 FAX: (250) 374-1294

**PROJECT TITLE**  
 BROCK AVENUE  
 CONDOMINIUMS  
 2700, 2708, 2712 Strathmore Road,  
 Langford, BC V9B 3X2

**CLIENT: LANGFORD LANDING  
 DEVELOPMENT LTD**

**SHEET TITLE**  
 LANDSCAPE  
 SPECIFICATIONS

<b>DRAWN</b> LMP	<b>DRAWING NO.</b> L-5
<b>SCALE</b> NTS	
<b>DATE DRAWN</b> JANUARY 2023	<b>PROJECT NUMBER</b> KAM.0722.00006

## CITY OF LANGFORD BYLAW NO. 2163

### 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:

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

- a) Lot 1, Section 5, Esquimalt District, Plan 16167, PID No. 003-918-874 (875 Brock Avenue);
- b) Lot 10, Section 5, Esquimalt District, Plan 7087, PID No. 004-010-621 (881 Brock Avenue);
- c) Lot 2, Section 5, Esquimalt District, Plan 16167, PID No. 004-014-341 (2700 Strathmore Road);
- d) Lot 3, Section 5, Esquimalt District, Plan 16167, PID No. 000-433-594, (2708 Strathmore Road);
- e) Lot 4, Section 5, Esquimalt District, Plan 16167, PID No. 000-178-365, (2712 Strathmore Road)

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

b) By adding the following to the table in Section 3.26.02(10):

<b>Legal Description</b>	<b>Maximum Capacity</b>
Lot 1, Section 5, Esquimalt District, Plan 16167, PID No. 003-918-874 (875 Brock Avenue); Lot 10, Section 5, Esquimalt District, Plan 7087, PID No. 004-010-621 (881 Brock Avenue); Lot 2, Section 5, Esquimalt District, Plan 16167, PID No. 004-014-341 (2700 Strathmore Road); Lot 3, Section 5, Esquimalt District, Plan 16167, PID No. 000-433-594, (2708 Strathmore Road); and Lot 4, Section 5, Esquimalt District, Plan 16167, PID No. 000-178-365, (2712 Strathmore Road);	62 children

c) By adding the following to Table 1 of Schedule AD:

<b>Zone</b>	<b>Bylaw No.</b>	<b>Legal Description</b>	<b>Amenity Contributions</b>	<b>Eligible for Reduction in Section 2 of Schedule AD</b>
CC1	2163	<ul style="list-style-type: none"> <li>a) Lot 1, Section 5, Esquimalt District, Plan 16167, PID No. 003-918-874 (875 Brock Avenue);</li> <li>b) Lot 10, Section 5, Esquimalt District, Plan 7087, PID No. 004-010-621 (881 Brock Avenue);</li> <li>c) Lot 2, Section 5, Esquimalt District, Plan 16167, PID No. 004-014-341 (2700 Strathmore Road);</li> </ul>	<ul style="list-style-type: none"> <li>a) \$2,850 per residential unit created towards the General Amenity Reserve Fund on the 1<sup>st</sup> through 4<sup>th</sup> storeys; and</li> <li>b) \$1,425 per residential unit created towards the General Amenity Reserve Fund on the 5<sup>th</sup> and 6<sup>th</sup> storeys; and</li> <li>c) 1,425 per non-market residential unit created towards the General</li> </ul>	No

		<p>d) Lot 3, Section 5, Esquimalt District, Plan 16167, PID No. 000-433-594, (2708 Strathmore Road);</p> <p>e) Lot 4, Section 5, Esquimalt District, Plan 16167, PID No. 000-178-365, (2712 Strathmore Road)</p>	<p>Amenity Reserve Fund; and</p> <p>d) \$750 per unit created towards the Affordable Housing Reserve Fund on the 1<sup>st</sup> through 4<sup>th</sup> storeys; and</p> <p>e) \$375 per unit created towards the Affordable Housing Reserve Fund on the the 5<sup>th</sup> and 6<sup>th</sup> storeys; and</p> <p>f) \$375 per non-market residential unit created towards the General Amenity Reserve Fund; and</p> <p>g) Contributions provided for residential units as per the clauses above may be refunded for each unit sold within the City's Attainable Home Ownership Program; and</p> <p>h) \$10.75 per m<sup>2</sup> of commercial gross floor area</p>	
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B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 715, (875 and 881 Brock Avenue, and 2700, 2708, and 2712 Strathmore Road), Bylaw No. 2163, 2024".

READ A FIRST TIME this day of , 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

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

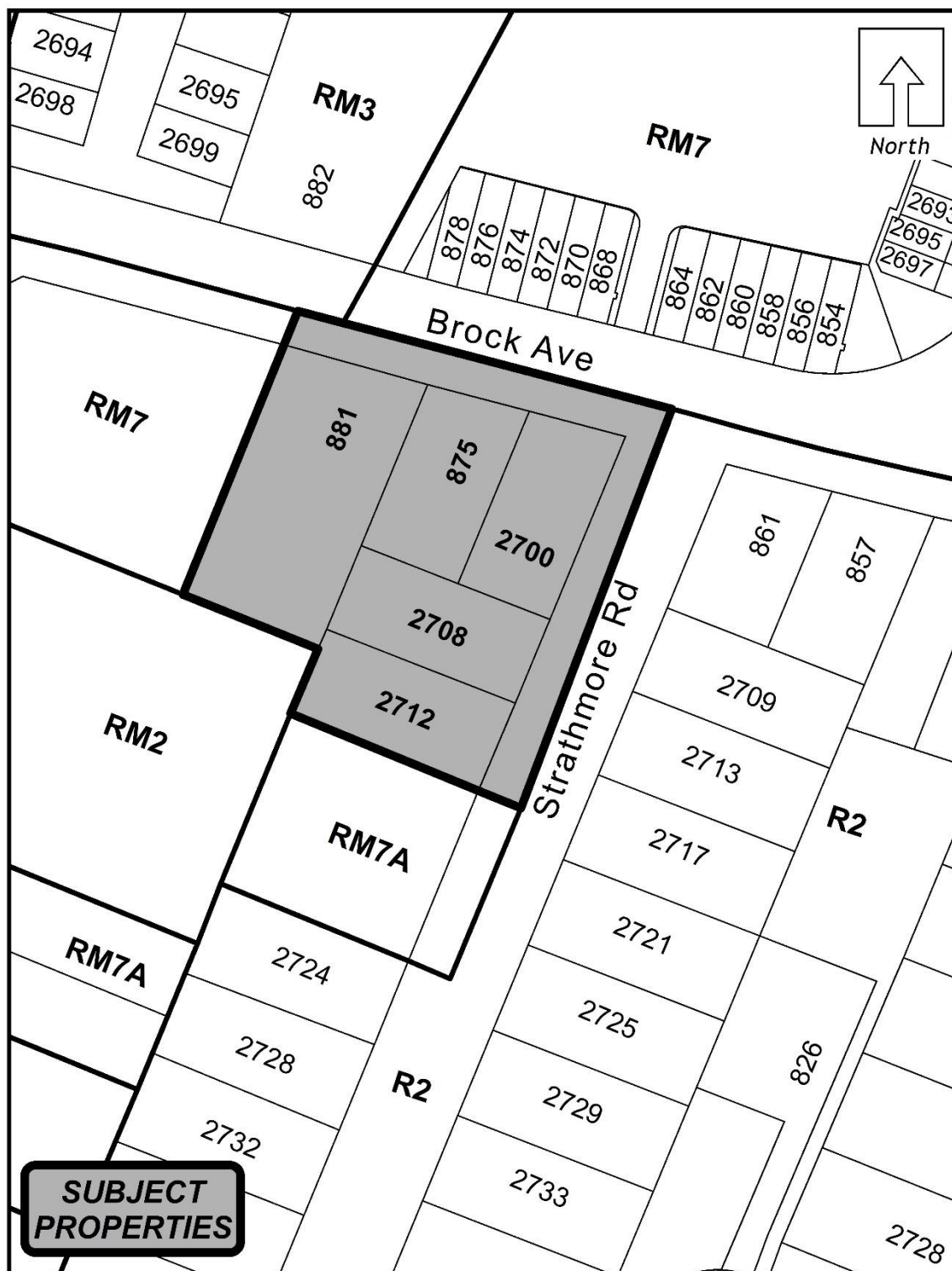
ADOPTED this day of , 2024.

\_\_\_\_\_  
PRESIDING COUNCIL MEMBER

\_\_\_\_\_  
CORPORATE OFFICER



Schedule A



# OAK HOUSE

Proposed mixed-use development on **Brock & Strathmore**

Design & Development by



# Project Data

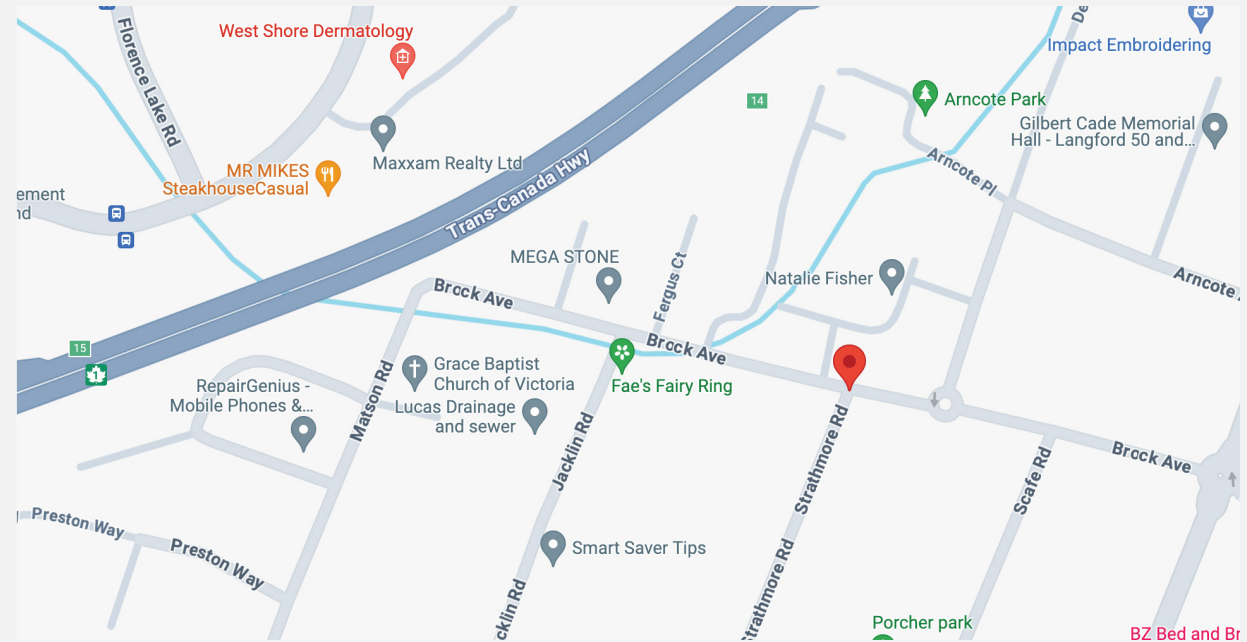
**CIVIC ADDRESS:**

881, 775 Brock Avenue

2700, 2708, 2712 Strathmore Road

**TOTAL LOT SIZE:**

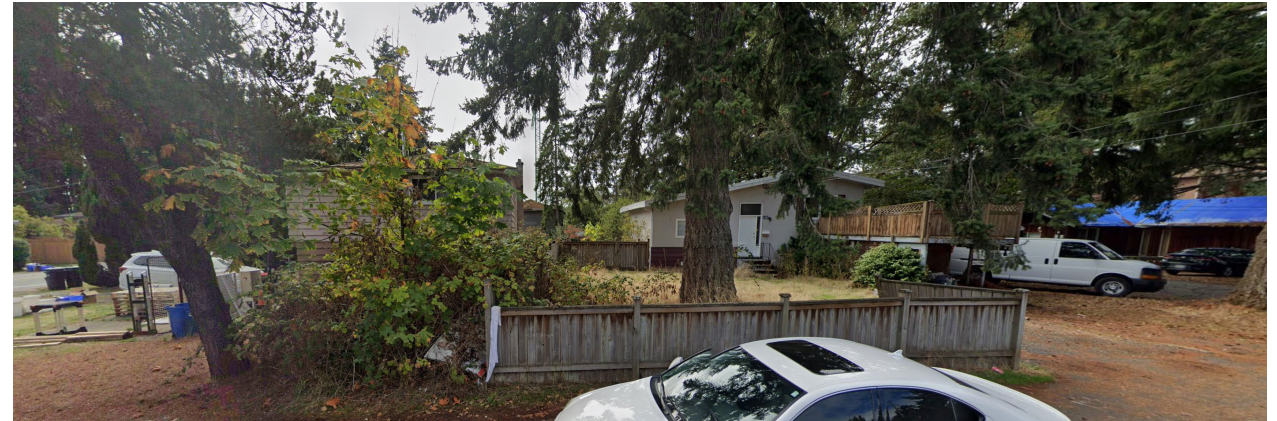
4,300 m<sup>2</sup> (46,170 ft<sup>2</sup>)



# Current Site & Neighbors



EACH OF THOSE 5 LOTS CONTAINS A SINGLE-FAMILY HOME



Broke Avenue View

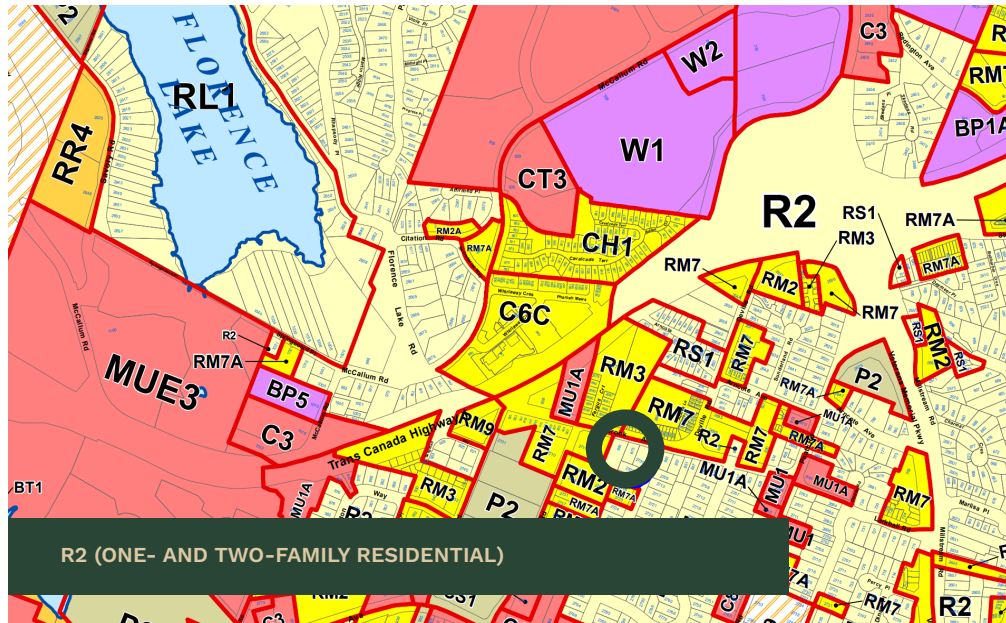


Strathmore Road View

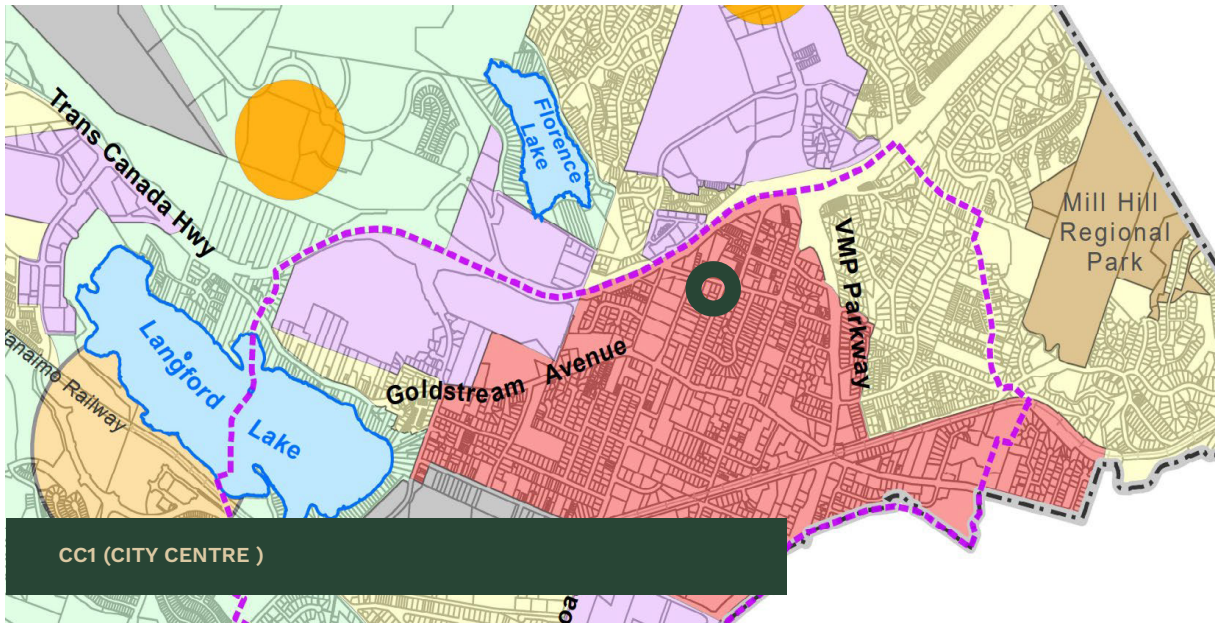
	Zoning	Use
<b>North</b>	RM7 (Medium-Density Apartment)	Townhomes and Apartment
<b>East</b>	R2 (One and Two-Family Residential)	Single Family Homes
<b>South</b>	RM7 (Medium-Density Apartment)	Apartment
<b>West</b>	RM7 (Medium-Density Apartment)	Apartment

Neighbors

# Zoning



Is Rezoned to



City of Langford

**Official Community Plan**

Bylaw No. 1200

**OCP Designations**

<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #90EE90; border: 1px solid black; margin-right: 5px;"></span> Agricultural</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #D3D3D3; border: 1px solid black; margin-right: 5px;"></span> Business or Light Industrial</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #F08080; border: 1px solid black; margin-right: 5px;"></span> City Centre</li> </ul>	<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #E0F0E0; border: 1px solid black; margin-right: 5px;"></span> Hillside or Shoreline</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #E0B0FF; border: 1px solid black; margin-right: 5px;"></span> Mixed Use Employment Centre</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #FFFFE0; border: 1px solid black; margin-right: 5px;"></span> Neighbourhood</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #FFD700; border: 1px solid black; margin-right: 5px;"></span> Neighbourhood Centre</li> </ul>	<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #D2B48C; border: 1px solid black; margin-right: 5px;"></span> Open Space</li> <li><span style="display: inline-block; width: 15px; height: 10px; border: 1px solid black; border-radius: 50%; margin-right: 5px;"></span> Village Centre</li> <li><span style="display: inline-block; width: 15px; height: 10px; border: 2px dashed purple; margin-right: 5px;"></span> Town Centre</li> </ul>
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# Density & Height

**Building Height**

**MAXIMUM:**  
6-STOORES

**PROPOSED:**  
6-STOORES  
25.47 m

**Floor Area Ratio**

**MAXIMUM:**  
5.0 FAR = 21,445 m<sup>2</sup> (230,832 SF)

**PROPOSED:**  
2.79 FAR = 11,972.2 m<sup>2</sup> (128,868 SF)



# Parking

## Parking

### REQUIRED:

- 1.25 PER DWELLING UNIT (3-BEDROOM OR LESS)
- +25% VISITOR PARKING

123 DWELLING UNITS x 1.25 = 154 PARKING STALLS REQUIRED FOR RESIDENTIAL

6 PARKING STALLS REQUIRED FOR THE CHILDCARE FACILITY

### PROPOSED:

- SURFACE = 36 PARKING STALLS (27 REGULAR + 8 SMALL + 1 ACCESSIBLE)
- PI LEVEL = 130 PARKING STALLS (80 REGULAR + 45 SMALL + 4 PARALLEL + 1 ACCESSIBLE)
- TOTAL = 167 (INCLUDING 46 VISITOR STALLS)

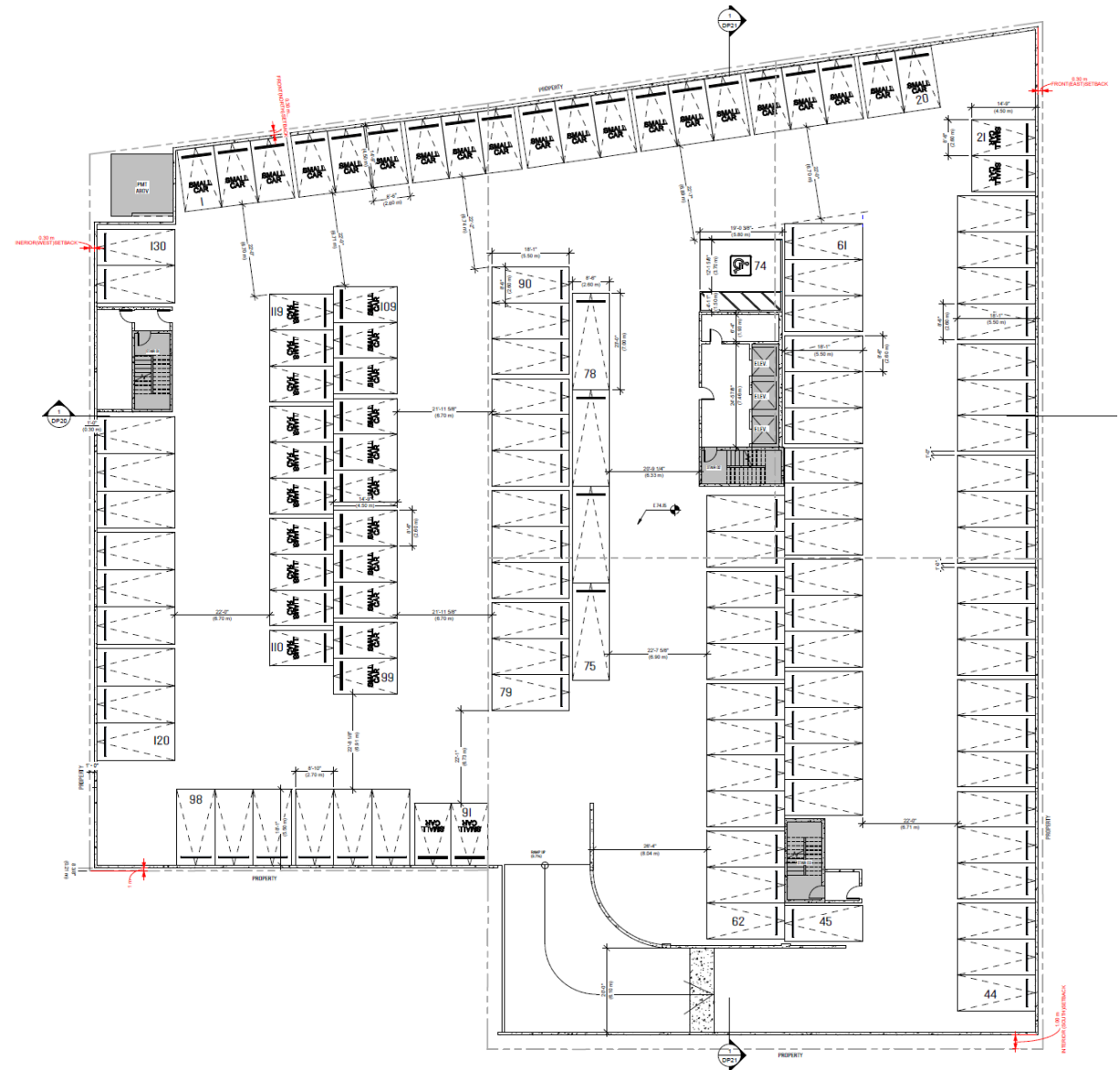
### DIMENSIONS:

#### STANDARD VEHICLE STALLS

- 90 DEGREE: WIDTH (2.6m / 8.5ft) DEPTH (5.5m / 18ft)
- WIDTH OF MANEUVERING AISLE (6.7m / 22ft)

#### SMALL VEHICLE STALLS

- 1/3 OF THE TOTAL PARKING SPACES
- WIDTH (2.6m / 8.5ft) DEPTH (4.5m / 15ft)
- MARKED "SMALL CAR"



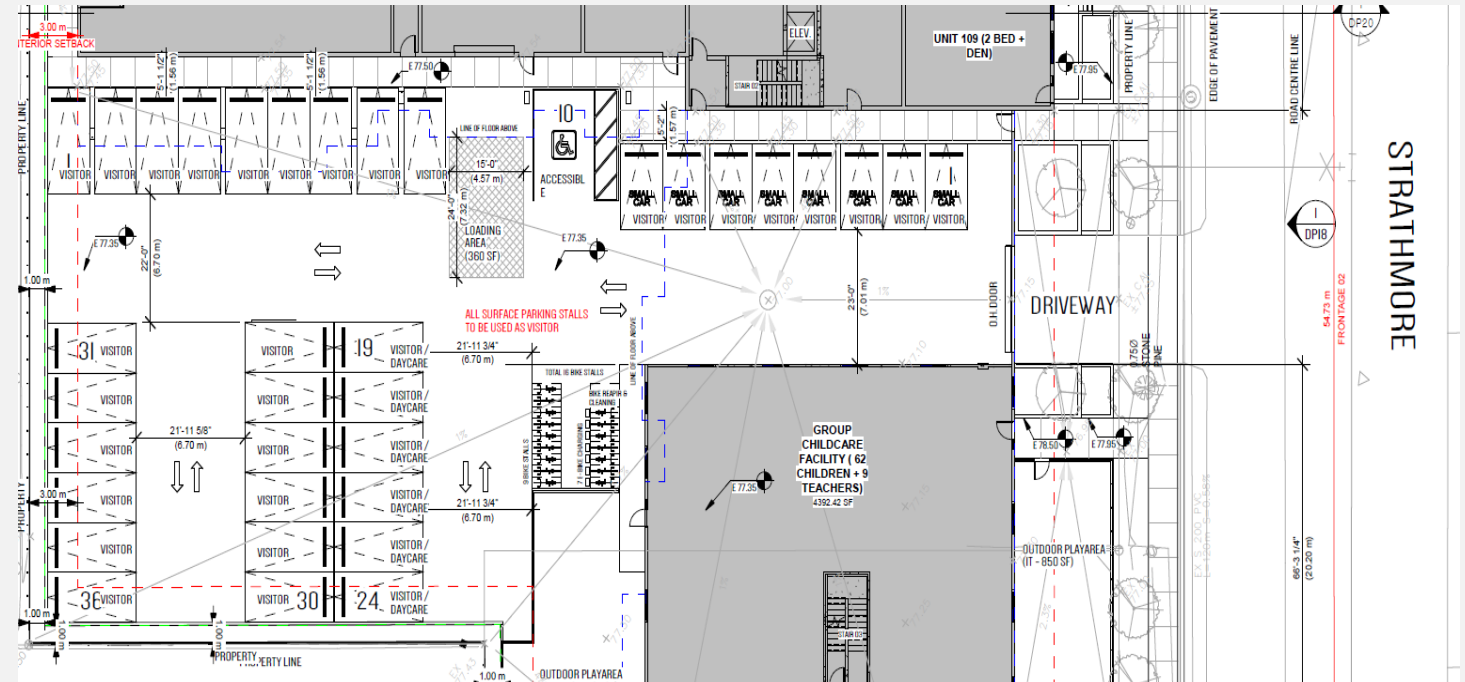
# Surface Parking

## Surface Parking (Car)

Type	Number
Visitor Parking	21
Small Visitor Parking	8
Visitor Daycare	6
Accessible Parking	1
<b>Total Car Parking</b>	<b>36</b>

## Surface Parking (Bike)

Type	Number
Cargo Bike	9
Cargo Chargeable E-Bike	7
<b>Total Bike Parking</b>	<b>16</b>
Bike Cleaning/Repair Station	1





# Bicycle Stalls

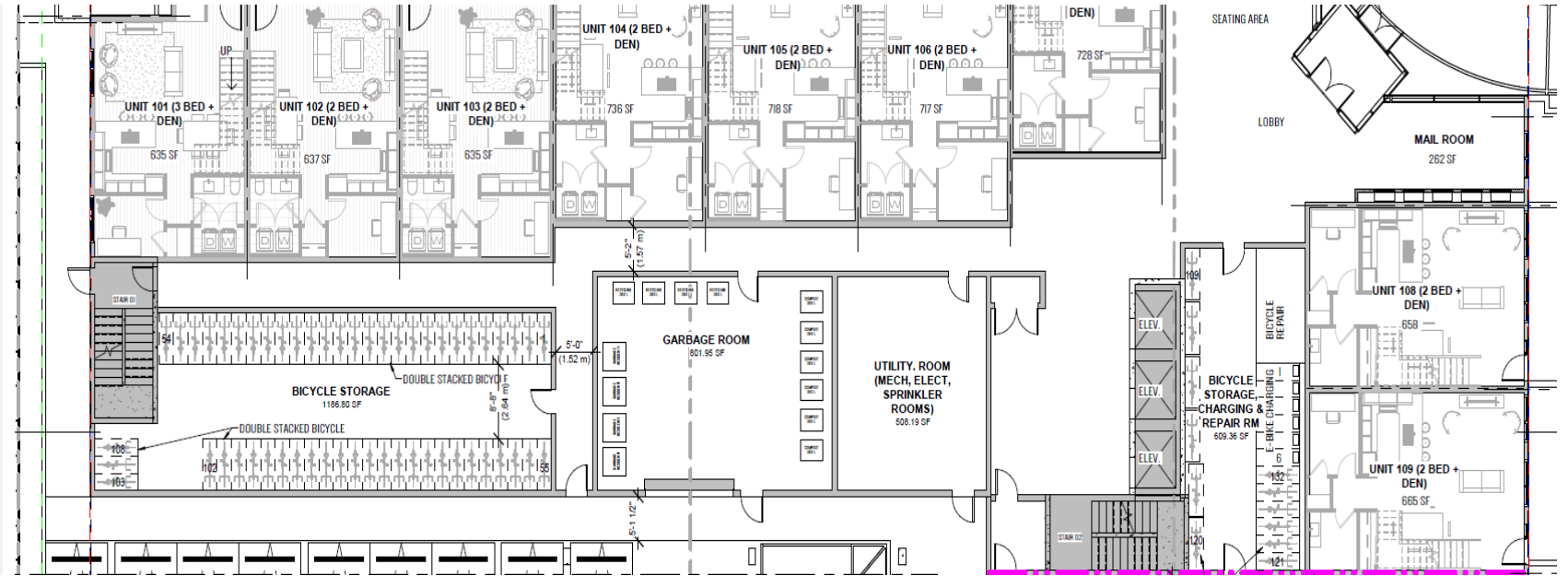
## Bicycle Stalls Calculation

**REQUIRED:**

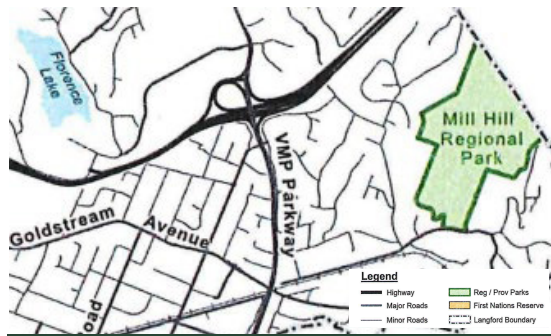
1 PER DWELLING UNIT  
TOTAL = 123 STALLS

**PROPOSED:**

141 STANDARD BICYCLE STALLS  
13 E-BIKE STALLS



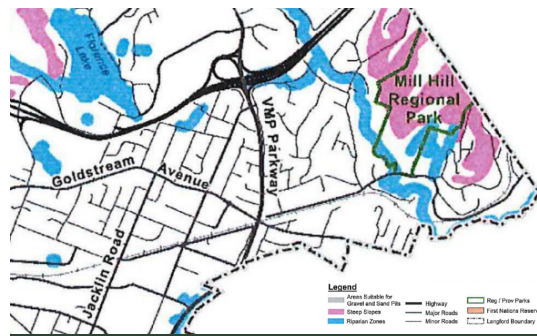
# OCP & Development Permit Area Compliance



Map 1: Planning Area



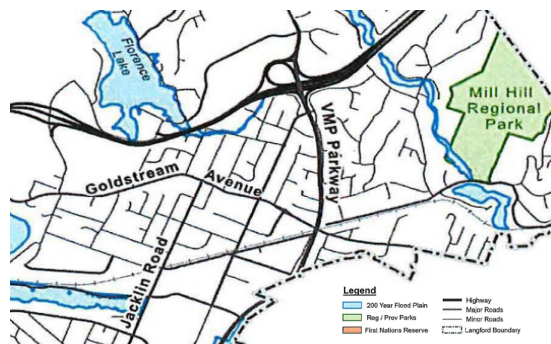
Map 3: Sensitive Ecosystems & Habitat Areas



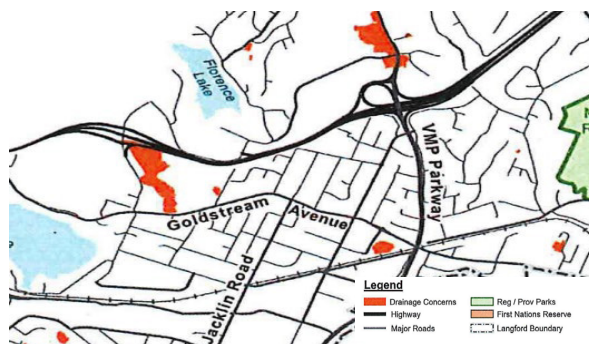
Map 4: Natural Features



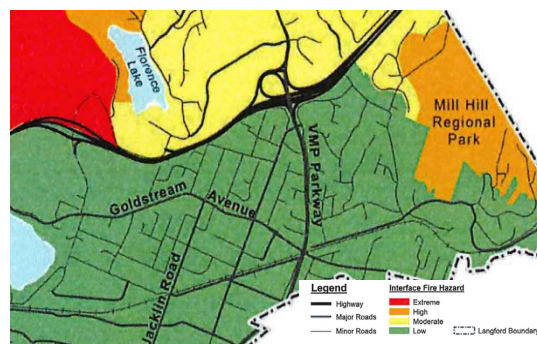
Map 9: Multi-modal Transportation Strategy



Map 16: 200 Year Flood Plain



Map 18: Drainage Concerns



Map 19: Interface Fire Hazard Areas

# OCP & Development Permit Area Compliance Summary

Items	Checked?	Response
Located in Planning Area	Yes	Yes
OCP Designation	Yes	City Center 1
Located in Sensitive Ecosystems	Yes	No
Encroached Habitat Areas	Yes	No
Encroached Riparian Zones	Yes	Biologist report confirms no watercourses or riparian areas within 90 meters of development site, and no mitigation measures are required.
Located within 800m of an intersection of a Controlled Access Highway	Yes	Traffic Impact Assessment (TIA) performed and report approved by BC Ministry of Transportation
Located in 200 Year Flood Plain Areas	Yes	No
Encroached Areas with Drainage Concerns	Yes	No
Located in Moderate to High Fire Hazard Areas	Yes	No

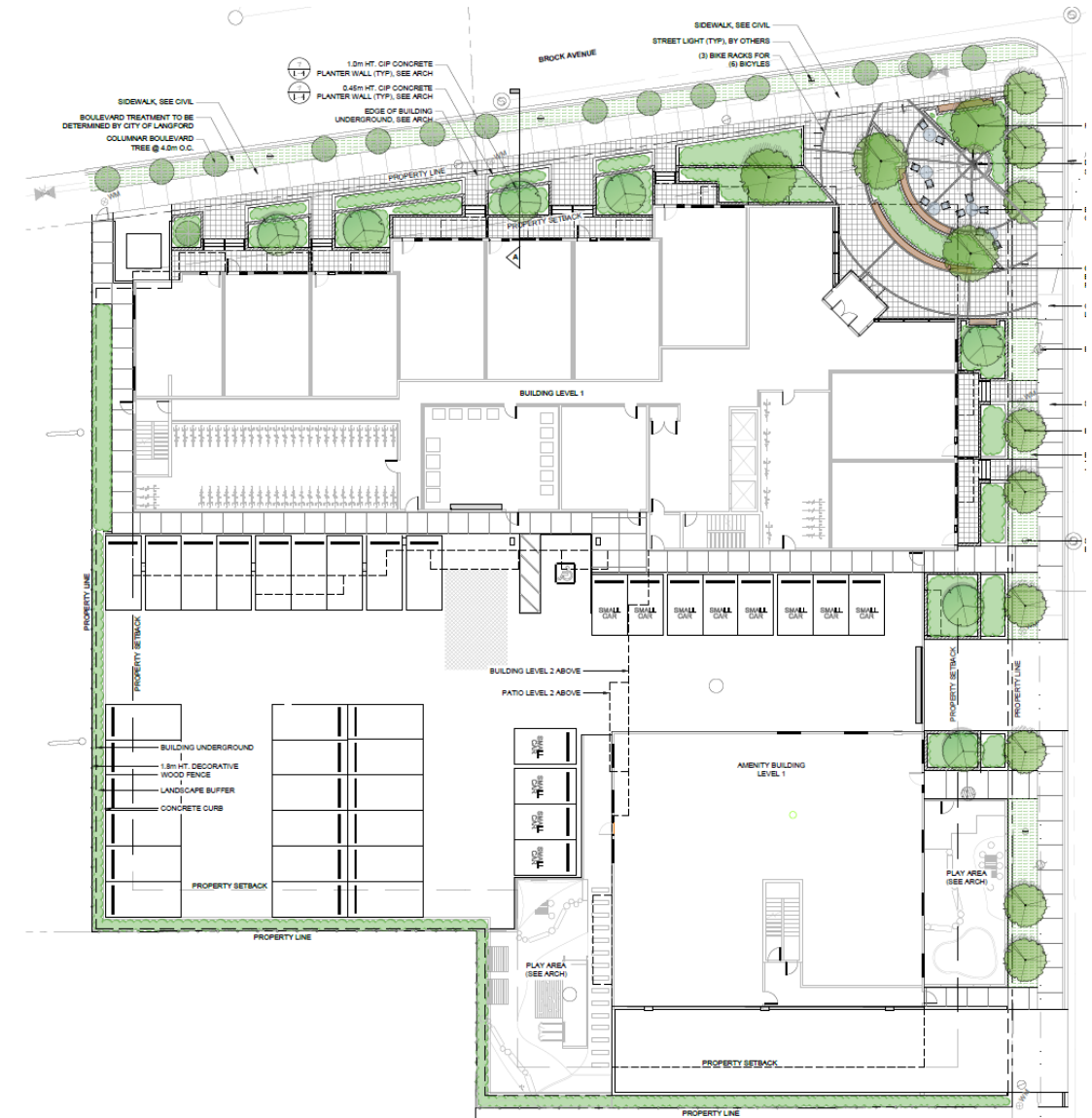
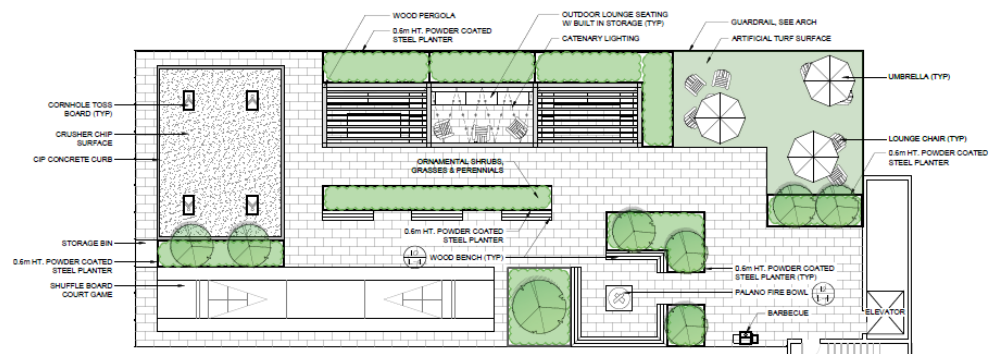
# Existing Trees

Condition of Trees	Number	Note
Removed to Stumps	14	In December 2022 were fully removed to the stump without permit.
Limbed to Trunks	18	In December 2022 were fully Limbed to the trunk without permit, and in February 2024 were fully removed to stump with permit.
Partially Limbed	1	In December 2022 were partially Limbed to the trunk without permit, and in February 2024 were fully removed to stump with permit.
Remaining	6	The arborist report noted that they will ultimately need to be removed should this rezoning be approved due to the proposed underground parking structure.
Total number of Trees	39	The arborist noted that all the trees that had been previously removed without a permit would have also needed to be removed due to the underground parking structure.



# Proposed Landscaping

- 12 large on-site trees
- 23 medium to large off-site trees
- Continuous hedges along the south and west property lines
- Interactive corner plaza on Brock and Strathmore with significant landscaping
- Rooftop garden with 8 trees and additional shrubs and perennials



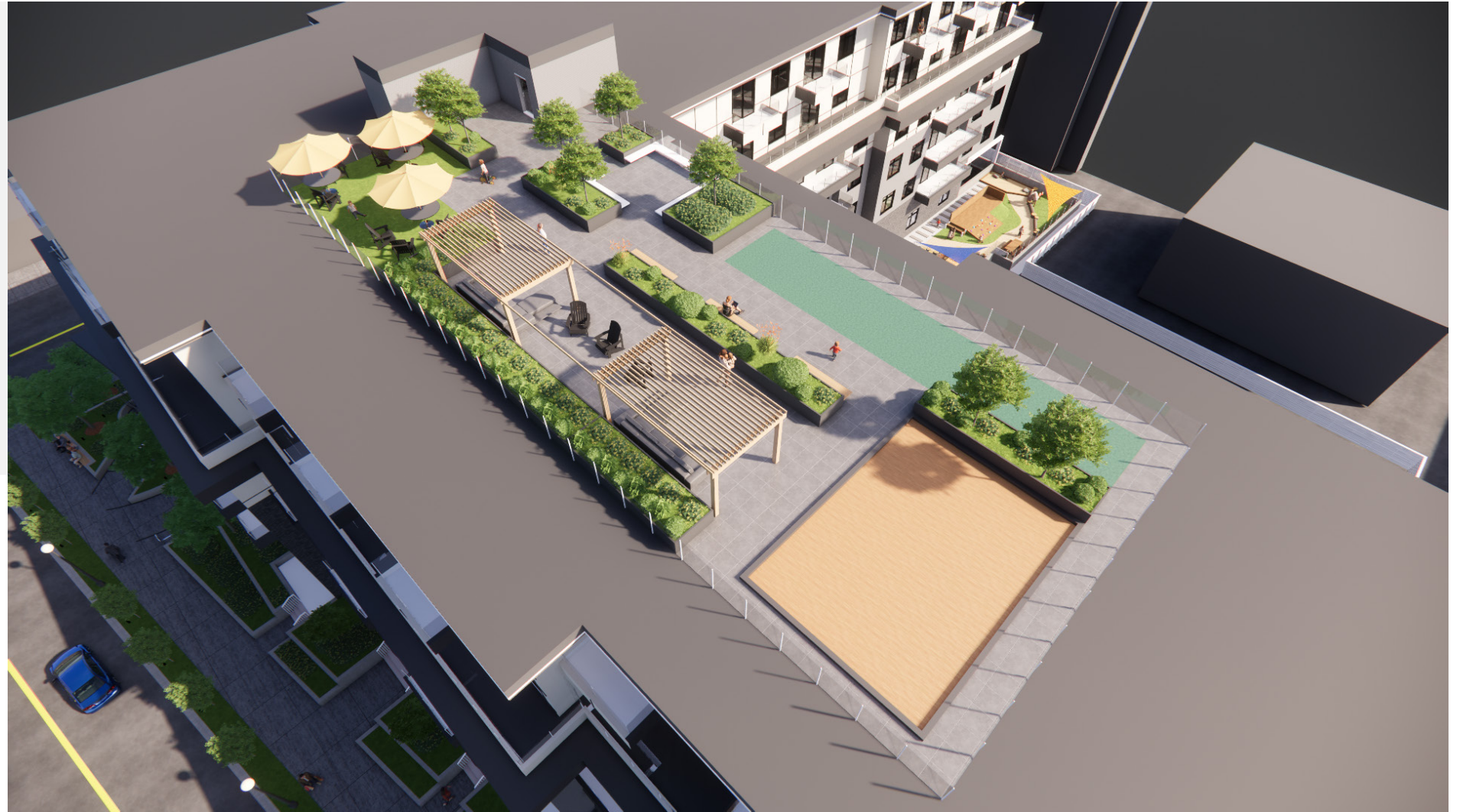
# Amenities: Childcare Facility

PROPOSED AREA: 4400 SF  
PROPOSED FACILITY FOR 62 CHILDREN & 9 TEACHERS

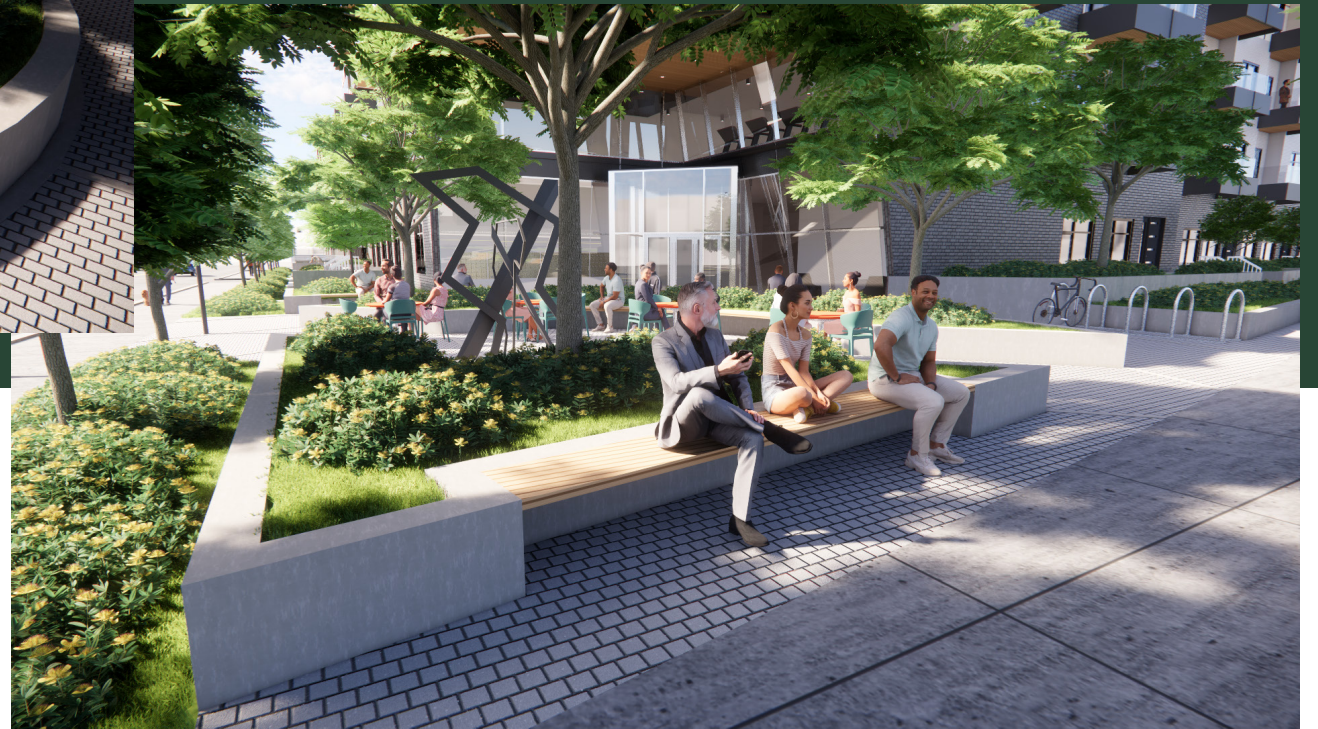


# Amenities: Roof Top Garden & Lounge

PROPOSED AREA: 5,090 SF (472.88m<sup>2</sup>)



# Amenities: Interactive Corner & Entrance Plaza





# Amenities: Fitness Centre

PROPOSED AREA: 1,239 SF (115.11 m<sup>2</sup>)



# Amenities: Bike Repair Station



# Housing Needs

## 1. Rental Housing

Oak House will be a 100% purpose-built rental building, with all 123 units made available for renters. The vacancy rate in 2019 was 1.5%, which is far lower than what is considered to be healthy. The increase in supply of rental units will have a positive impact on the rental housing market and help bring the vacancy rates closer to a healthier figure of 3 to 5%.

## 2. Housing for People with Disabilities

Oak House will provide 20 adaptable units, featuring non-obtrusive elements that add considerable utility to persons with mobility challenges. Although not all persons with disabilities are specifically seeking housing to address mobility challenges, ensuring that a significant portion of the units in a new development, in this case, 15%, are adaptable units will have a positive impact on providing housing for people with disabilities.

## 3. Housing for Families

Oak House will provide a group childcare facility for 62 children and over 40 two- and three-bedroom units. The median age in Langford is around 38 years, which is generally indicative of a community containing new families with young children. Providing this group childcare facility will be not only extremely convenient and cost effective for the young families that are residents of Oak House, but also provide a much needed amenity for the entire neighbourhood.

## 4. Affordable Housing

Oak House will provide 13 affordable rental units at rates 10% below the market rate. Further, increasing the supply of rental units available on the market will lessen the upward pressure on rental rates and ensure that rental housing overall becomes more affordable. Between the years 2006 and 2016 Langford saw the addition of 2,515 rental units, which is an average of 250 units per year. Oak House will add 123 units to the rental market, which, if the averages are consistent over the coming years, will be half of all the units added in the entire City of Langford in the year that it is complete and rental housing will inherently become more affordable and more available as a result.



City of Langford

# Staff Report to Council

**DATE: Monday, May 6, 2024**

**DEPARTMENT: Engineering**

**SUBJECT: Committee Resolution for Bylaw No. 1926**

## EXECUTIVE SUMMARY:

The purpose of this supplemental report is to provide a summary of the additional recommended omnibus amendments to the Subdivision and Development Servicing Bylaw No. 1000, Bylaw No. 1926. At the Special Sustainable Development Advisory Committee meeting held on April 24<sup>th</sup>, 2024, the committee passed the following motion:

*THAT Committee recommend that Council give first, second, and third readings to Bylaw No. 1926 as attached to this report with the addition that staff consider adding a minimum height for the terracing.*

Subsequent to that meeting, staff have received written and verbal input from the engineering and development community. While the overall concept and need for these bylaw amendments has not changed, staff have revised the proposed bylaw amendments to address comments from the committee and the community by incorporating further clarification on terminology and requirements with additional references.

## BACKGROUND:

See attached background report on the proposed omnibus amendments to Subdivision and Development Servicing Bylaw No. 1000, Bylaw No. 1926 that went to the Special Sustainable Development Advisory Committee meetings held on April 22<sup>nd</sup> and 24<sup>th</sup>, 2024.

## COMMENTARY:

In addition to the rationale provided by staff in the background report attached, based on input from the committee and the community (including, but not limited to, developers and professional engineers), staff further revised the previously proposed bylaw amendments as follows:

- Combined what was proposed to be separate Sections 3.1.3.3 and 3.1.3.4 into one Section to reflect the sketch concept more accurately;
- Included a range of exposed height for the separated terrace of 1.0 meter ± 0.2 meters above finished grade in the Section 3.1.3.3 (maximum 1.2 meters and minimum 0.8 meters);

- Added references to the applicable EGBC Professional Practice Guidelines and references to Section 56 of the *Community Charter* in Section 3.1.1;
- Added requirements for Landscape Architect recommendations for tree/vegetation type to protect the performance of adjacent structures or infrastructure in Section 3.1.12;
- Added reference to the BC MoTI Bridge Standards and Procedures Manual Supplement to CHBDC CSA S6:19; and
- Added reference to the Ministry of Environment, defined the term SPEA, and added reference to the MoTI jurisdictional area for approvals in Section 4.21.2.2.

See attached the amended sketch concept of the proposed retaining wall terracing, and the draft Bylaw No. 1926 as amended, for further clarification.

**FINANCIAL IMPLICATIONS:**

None.

**LEGAL IMPLICATIONS:**

None.

**STRATEGIC PLAN INITIATIVES:**

Supported by:

- 1c – Create Early Guidance for the Development Community
- 1d – Update Design Guidelines and Consider and Advisory Design Panel
- 1g – Develop an Urban Forest Management Plan

**OPTIONS:**

**Option 1**

THAT Council consider giving first, second, and third readings to Bylaw No. 1926 as amended and attached to this report.

**OR Option 2**

THAT Council direct staff as follows:

- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_.

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

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

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

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

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

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

**Concurrence:** Marie Watmough, Deputy Director of Corporate Services

**Concurrence:** Braden Hutchins, Director of Corporate Services

**Concurrence:** Darren Kiedyk, Chief Administrative Officer

Attachment(s): Bylaw No. 1926 Amended Sketch Concept for Discussion Only

DRAFT Bylaw No. 1926 as Amended

Background Report for Bylaw No. 1926

Bylaw No. 1926 Retaining Wall Terracing  
Sketch Concept for Discussion Only

FENCE AS PER  
BYLAW 1000

NO HEIGHT  
RESTRICTION IN THIS  
BYLAW



BOULEVARD

SIDEWALK

MIN 2.0m

1.0m ± 0.2m

MIN 1.2m

NTS

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**CITY OF LANGFORD BYLAW NO.  
1926**

**A BYLAW TO AMEND BYLAW NO. 1000,  
"Subdivision and Servicing Bylaw, 2009"**

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

A. Langford Subdivision and Development Servicing Bylaw No. 1000, 2009 is amended as follows:

1. By amending the Section 4.0 definition of "City Engineer" to "means the Director of Engineering".
2. By adding to Section 4.0 "Definitions" the following definition in appropriate alphabetical order:

"Director of Engineering" means the person appointed by the City as the Director of Engineering and Public Works or any employee authorized to act on that person's behalf.

3. By amending the Section 4.0 definition of "Director of Parks, Recreation and Facilities" as follows:

"Director of Parks" means the person appointed by the City as the Director of Parks, Recreation and Facilities (also known as the Manager of Parks or Parks Manager) or any employee authorized to act on that person's behalf.

4. By adding the following as new Section 3.1.1.3 to Schedule 3:

Certification by the Professional Engineer or Geoscientist of Record that the land is safe for the intended use is required upon construction completion in accordance with Section 56 of the *Community Charter* and shall be provided to the owner and the City prior to subdivision or building permit whichever comes first.

5. By adding the following as new Section 3.1.1.4 to Schedule 3:

Every retaining wall shall be designed and constructed in accordance with the most recent version of the Engineers and Geoscientists BC's Professional Practice Guidelines *Retaining Wall Design* with the completed assurance statement provided upon construction completion to the owner and the City.



6. By adding the following as new Section 3.1.1.5 to Schedule 3:

Every cut or fill slope shall be designed and constructed in accordance with the most recent version of the Engineers and Geoscientists BC's Professional Practice Guidelines *Landslide Assessments in British Columbia* with the completed assurance statement provided upon construction completion to the owner and the City.

7. By adding the following as new Section 3.1.1.6 to Schedule 3:

For every retaining wall over 3.0 meters in height and for every retaining wall deemed as high risk by the Professional Engineer or Geoscientist of Record, the owner shall complete a comprehensive design review, prepared by an independent Professional Engineer or Geoscientist, and provide that authenticated independent review to the City with the geotechnical plan and drawings for approval.

8. By adding the following as new Section 3.1.1.7 of Schedule 3:

Every cut or fill slope must be designed to not cause physical harm to a person or personal property. Permanent rock faces must either have an exclusion zone or catchment ditch that has adequate signage to warn any person of the hazard and that is permanently fenced off. If another method of face stabilization is employed as recommended by the Professional Engineer or Geoscientist of Record, it must be designed and constructed, to the satisfaction of the Director of Engineering, to adequately mitigate risk to persons and property.

9. By adding the following as Section 3.1.3.3 to Schedule 3:

The toe of every retaining wall must be set back at minimum 2.0 meters at a maximum slope of 1:4 (rise/run) at any given point from any hard surface for public passage including but not limited to asphalt, concrete, or pavers on highways or walkways, and must include at minimum one separated terrace at an exposed height of 1.0 meter  $\pm$  0.2 meters above finished grade with a minimum distance of 1.2 meters between retaining wall structures at a maximum slope of 1:4 (rise/run) to allow for landscape boulevard with trees in front of the terrace, shrubbery on the terrace, and irrigation throughout, all as approved by and to the satisfaction of the Director of Engineering and Director of Parks.

10. By replacing Section 3.1.4. of Schedule 3 with the following:

Retaining walls similar to stacked rock or boulder stack (non-face mortar), smooth concrete block, smooth cast-in-place concrete, shotcrete, or gabion basket type, or cut or fill slopes requiring visible anchoring, meshing, fencing, or other mechanical stabilization measures within the next 10 years, are not permitted unless:

- (a) the works are part of a comprehensive landscape design approved by the Director of Parks; or
- (b) the works are not visible from any other private or public property, highway or walkway with exceptions for existing physical limitations, as approved by and to the satisfaction of the Director of Engineering.

11. By replacing Section 3.1.5. of Schedule 3 with the following:

All retaining walls, and cut or fill slopes, within or reasonably adjacent (within the collapse zone if a failure were to occur) to public property and property that by subdivision or other grant shall become public property, highway or walkway including but not limited to roads, rights-of-way, or dedicated park must be approved by and to the satisfaction of the Director of Engineering and Director of Parks on a case-by-case basis with regard to the effect on surrounding uses, public safety, maintenance, heat reflection, and visual impact.

12. By adding the following as new Section 3.1.11. to Schedule 3:

All retaining walls visible from public property, highways or walkways must be complementary or consistent with other approved retaining walls in the visible vicinity with regard to type, colour, and pattern, as approved by and to the satisfaction of the Director of Engineering and Director of Parks.

13. By adding the following as new Section 3.1.12. to Schedule 3:

Trees or other proposed vegetation shall not impact the performance of adjacent retaining walls or other structures or infrastructure and shall be installed and maintained as recommended by a Landscape Architect registered and in good standing as a member of the British Columbia Society of Landscape Architects, as approved by and to the satisfaction of the Director of Engineering and Director of Parks.

14. By adding new Section 4.21.: "Bridges" to Schedule 4.

15. By adding the following as new Section 4.21.1. to Schedule 4:

All bridges must be designed in accordance with *Canadian Highway Bridge Design Code* (CHBDC) CSA S6:19 and the BC Ministry of Transportation and Infrastructure *Bridge Standards & Procedures Manual Volume 1 Supplement to CHBDC CSA S6:19*, or most recent versions thereof, with the following requirements all as approved by and to the satisfaction of the Director of Engineering:

- (a) bridge structures shall be designed at minimum for BCL-625 live loading;
- (b) bridge foundations shall be designed in accordance with the Professional Geotechnical Engineer of Record's authenticated recommendations;
- (c) bridge elevations shall be designed in accordance with the approved stormwater management plan;
- (d) bridge alignments shall be designed in accordance with Transportation Association of Canada's *Geometric Design Guide for Canadian Roads*; and
- (e) bridge drawings provided for approval shall be at minimum authenticated by the Professional Structural Bridge Engineer of Record.

16. By adding the following as new Section 4.21.2 to Schedule 4:

All relevant professional work products including but not limited to design drawings and geotechnical reports submitted for approval are to be authenticated in accordance with the Engineers and Geoscientists BC's *Guide to the Standard Authentication of Documents*.

17. By adding the following as new Section 4.21.2.1 to Schedule 4:

Bridge submittals for approval must confirm at minimum: continuity of the approved road cross-section, vertical/horizontal road alignment continuity, the design standards and maximum loading, geotechnical and seismic compliance, bridge abutment and bank protection, high-water level and freeboard, utility crossing locations and ducts, and public safety features including but not limited to curbs, barriers, bridgerail, guardrail, handrail, or fencing as appropriate.

18. By adding the following as new Section 4.21.2.2 to Schedule 4:

Submittal reviews completed by City staff are cursory and checked only for general compliance with City bylaws and asset management/maintenance purposes and shall not relieve the Engineer or Geoscientist of Record or the applicant from their responsibilities for errors or omissions, or of meeting any applicable requirements. The City assumes no responsibility for the design, including the accuracy of dimensions or details. Where applicable, the City's approval is contingent upon approval from the Ministry of Environment and the Department of Fisheries and Oceans for works over/within Streamside Protection and Enhancement Areas (SPEAs) or watercourses, and approval from the Ministry of Transportation and Infrastructure for works within 800 meters of a Provincial Highway.

- B. This Bylaw may be cited for all purposes as "Subdivision and Servicing Bylaw No. 1000, Amendment No. 25, Bylaw No. 1926, 2024".

READ A FIRST TIME this day of , 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024.

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PRESIDING COUNCIL MEMBER

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CORPORATE OFFICER



City of Langford

# Staff Report to Special Sustainable Development Advisory Committee

**DATE: Monday, April 22, 2024**

**DEPARTMENT: Engineering**

**SUBJECT: Omnibus Amendments to Subdivision and Development Servicing Bylaw No. 1000, Bylaw No. 1926**

## EXECUTIVE SUMMARY:

The purpose of this report is to provide background information to the proposed Subdivision and Development Servicing Bylaw No. 1000, Amendment No. 25, 2024 (Omnibus) Bylaw No. 1926. The bylaw amendments in this omnibus are being proposed for additional clarification on titles, design requirements and approvals for retaining walls, cut/fill slopes, and bridges, in accordance with Council's 2023-2027 Strategic Plan and early guidance to the development community. There is a sense of urgency due the fact that retaining walls being built in Langford now typically have a design-life ranging from 50 to 100 years on average. These amendments, if adopted, will contribute to Council's vision for a vibrant, thriving, inclusive and climate resilient community by making informed decisions for current and future generations including residents, businesses, and visitors.

## BACKGROUND:

Council published the early guidance document for developers on May 18, 2023, which spoke to high-quality growth with an emphasis on community building, as advised by our consultants for the Official Community Plan refresh. Council's 2023-2027 Strategic Plan further speaks to the need for design guidelines and an Urban Forest Management Plan. Consultants for these initiatives spoke about the urban heat island effect and the need for increasing tree canopy within public rights-of-way, particularly over sidewalks. Consultants also spoke about the importance of massing of structures and how structures land within the streetscape with regards to equity and comfortability for residents, particularly in multi-family or high-density areas.

While these initiatives are still ongoing, there are gaps in the bylaw that could be closed now that would positively contribute to these initiatives in the long term. Gaps include but are not limited to the following:

- retaining walls not physically connected to a building do not currently require a building permit;
- there are currently no retaining wall regulations in Langford's Zoning Bylaw No. 300;
- lot leveling and perimeter retaining walls or slope stabilization typically occur at the development permit stage, prior to subdivision;

**Omnibus Amendments to Subdivision and Development Servicing  
Bylaw No. 1000, Bylaw No. 1926  
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- all current local retaining wall requirements, restrictions, and prohibitions can be found in Langford's Subdivision and Servicing Bylaw No. 1000, Section 3.1 General Geotechnical; and
- the road classification and adjacency of the wall to the road are consistently contested when there is a dispute on bylaw compliance or interpretation thereof.

**COMMENTARY:**

See attached the proposed bylaw amendments and the sketch concept for the proposed retaining wall terracing. A summary of the staff recommended bylaw amendments include but are not limited to the following:

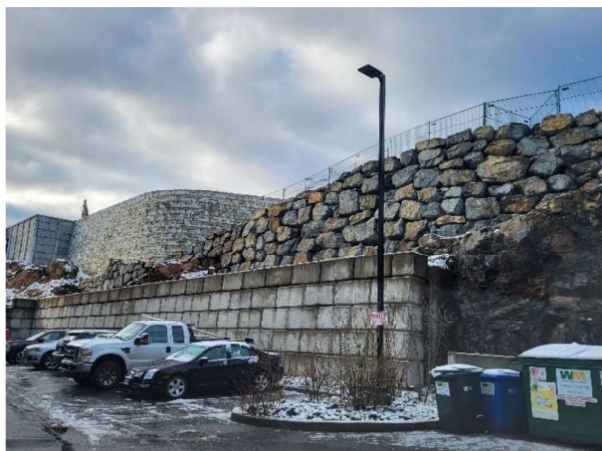
- retaining wall terracing and setback requirements to allow for more landscape boulevard with trees and shrubbery with irrigation at an easily maintainable height;
- further exclusions of unattractive retaining wall types and stabilization treatments with broadened visibility;
- expanded approval requirements for retaining walls and cut or fill slopes with additional regard for public safety and heat reflection;
- requiring minimum certification period of 10 years for natural rock faces (cut slopes) to protect property owners;
- visibly complementary or consistent retaining wall type, colour, and pattern requirements; and
- design and submittal requirements for bridge approvals.

Staff are not proposing setting a maximum height on the overall retaining wall beyond the first tier/terrace to minimize the impact on the buildable area while still improving the experience for those at the base of the wall. This single tier also allows for a larger tree canopy farther away from the underground utilities within the roadway. The additional greenscape to buffer the hardscape will make for a more pleasant and comfortable experience on public roads and walkways adjacent to large retaining walls and slopes while defending against heat reflection then effects of climate change. The additional clarity provided in all these amendments will lead to more visible quality and consistency in these designs throughout the city over time.

**CUTS/FILLS AND RETAINING WALLS**

Where topography is unfavourable for the development, cuts and fills may be necessary to create a flat lot. Owners typically engage professional engineers and geoscientists to assess the natural conditions where necessary and provide options for stabilization solutions that meet or exceed all applicable bylaws and regulations, including but not limited to the B.C. Building Code earthquake design standard. When choosing between the different permissible recommendations presented, it is typically the most economical solution that drives the design and aesthetic beyond this point. This has resulted in an assortment of different retaining wall types all within the same area or even connected. The following are representative photos taken by staff on March 5, 2024, of existing retaining walls in Langford:

**Omnibus Amendments to Subdivision and Development Servicing  
Bylaw No. 1000, Bylaw No. 1926  
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*Four types of retaining walls facing multi-family development*



*Two types of retaining walls facing collector road*



*Gabion basket retaining walls with roadside jersey barriers*



*Lock blocks on top of boulder-stack (non-face mortar)*

In many cases, where there is a separated boulevard within the public road right-of-way, the private property line is located at the back of the public sidewalk. To maximize the buildable area of a development, when creating a flat lot on a naturally sloped property, the private retaining wall or rockfall catchment ditch typically begins at the property line (back of sidewalk). There are currently no setback requirements, no height limits, and no terracing requirements for retaining walls in our bylaws. This has resulted in retaining walls that are several meters or storeys tall directly adjacent to sidewalk, pathway, or roadway curbs. Also, in many cases where there has been selective terracing, terraces are either too narrow for growth or too high to maintain (without fall-arrest anchor points) and therefore too costly to maintain and overgrown. The following are representative photos taken by staff on March 5, 2024, of existing retaining walls in Langford:

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Bylaw No. 1000, Bylaw No. 1926  
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*Terrace high and narrow, sidewalk between wall and parking*



*Large precast wall, one terrace, no landscaping*



*Multiple terraces, overgrown, costly to maintain*



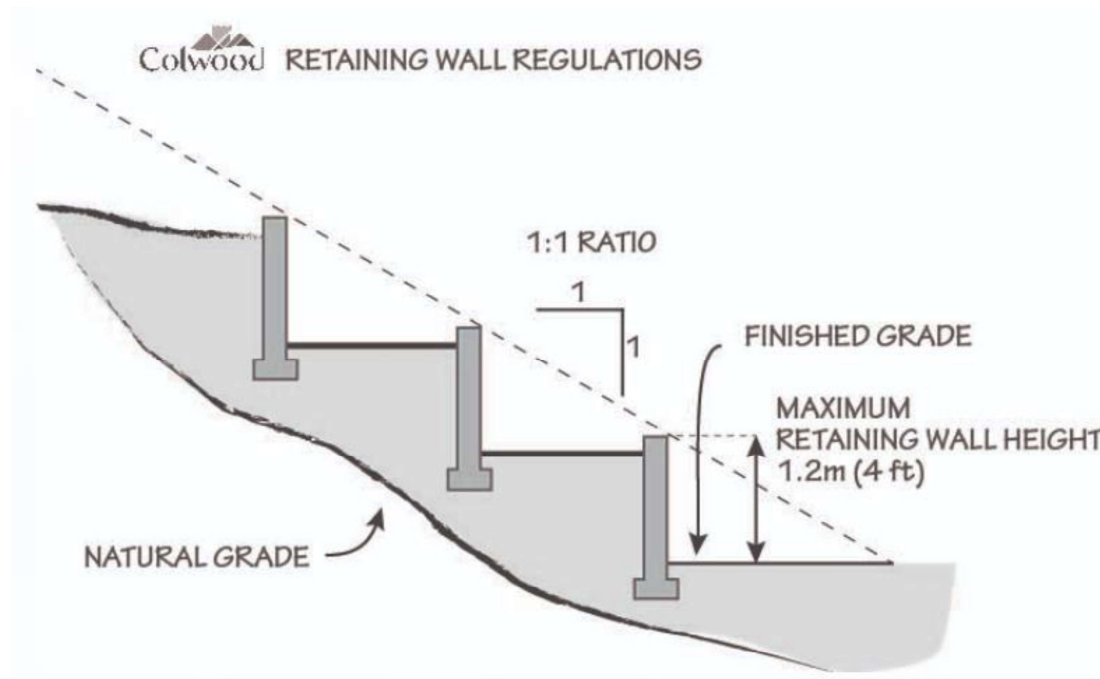
*Abandoned boulder wall with unmanaged terrace*

In general, all engineered cut or fill slopes and structural retaining walls require geotechnical certification stating the property is “safe for the intended use” prior to subdivision or building permit whichever comes first. In certain circumstances, for example, the professional engineer or geoscientist of record will only certify natural rock faces (cut slopes) for a year and require annual monitoring. This is indicative of unideal existing rock conditions that will likely require costly maintenance and intervention in subsequent years. By then however, the property has changed hands, either sold to a homeowner or business, become part of a strata, or donated to the City in a public park or road right-of-way, for example. In order to protect future property owners, staff are recommending setting a minimum certification period of 10 years. This does not apply to retaining walls which have a design-life ranging from 50 to 100 years on average.

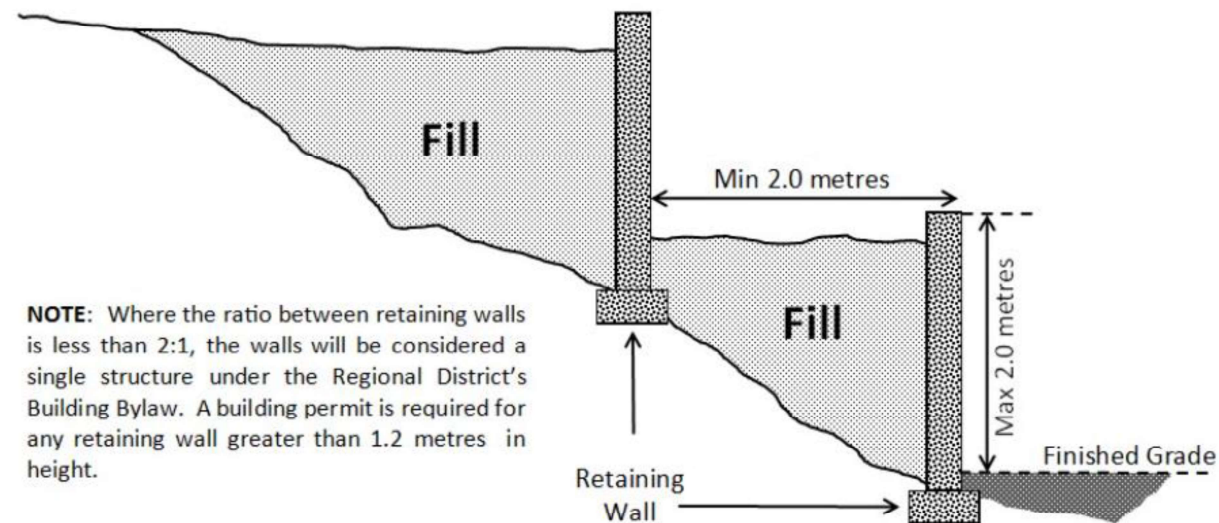


Omnibus Amendments to Subdivision and Development Servicing  
Bylaw No. 1000, Bylaw No. 1926  
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For comparison, see below retaining wall sketch concepts from other municipalities in B.C.:

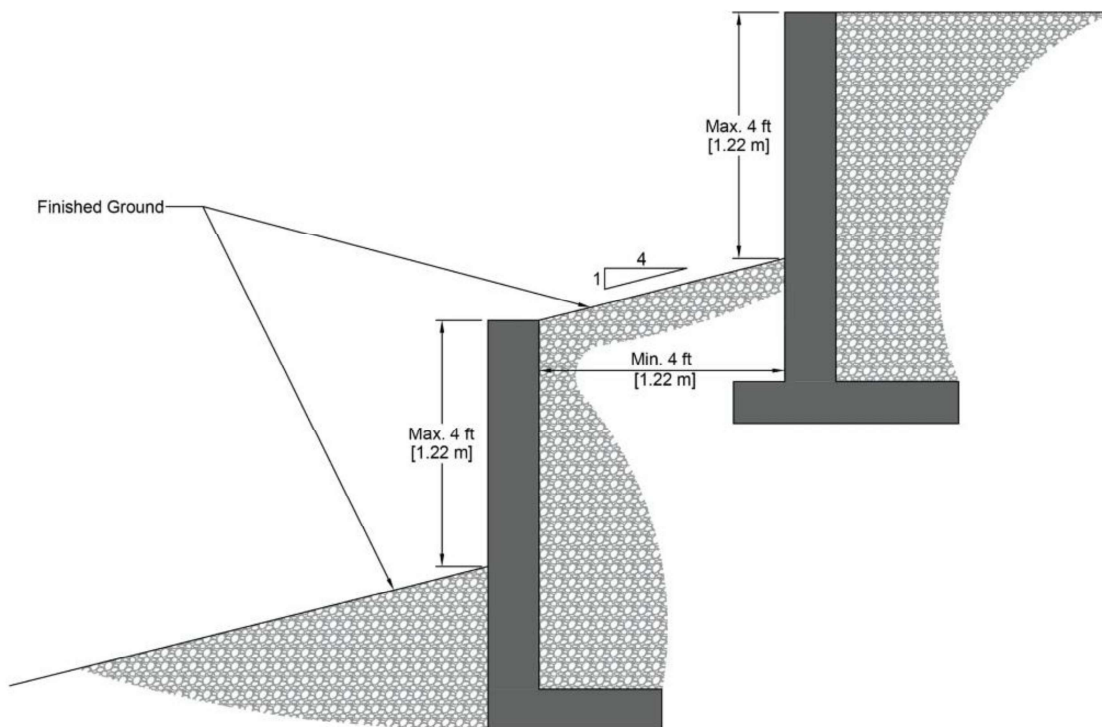


City of Colwood Retaining Wall Terracing Sketch Concept

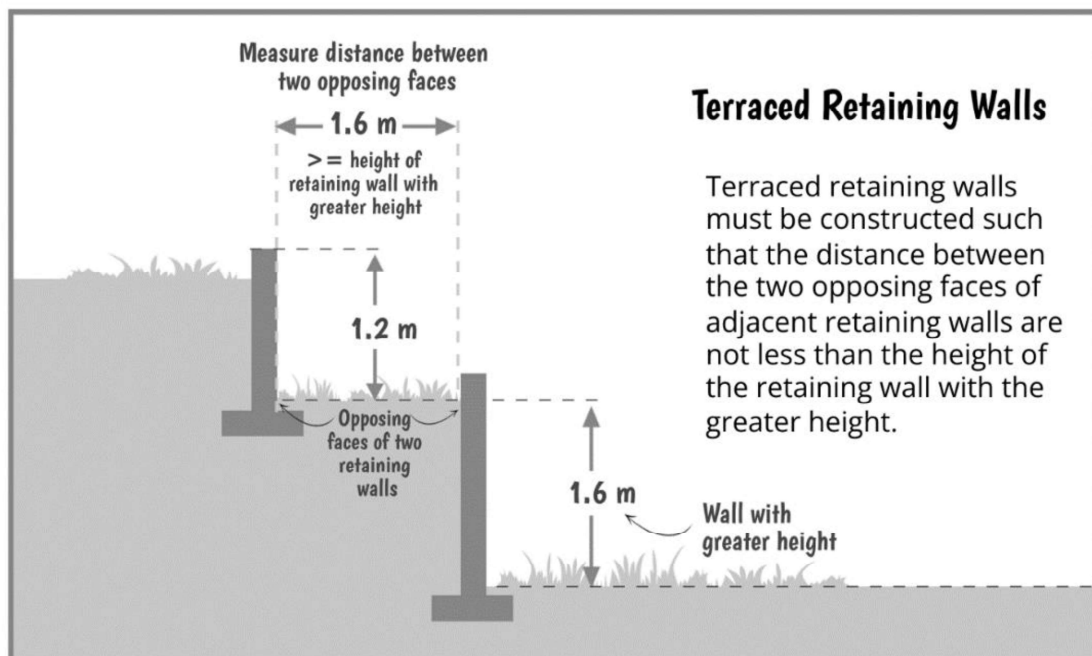


Regional District of Okanagan-Similkameen Retaining Wall Terracing Sketch Concept

**Omnibus Amendments to Subdivision and Development Servicing  
Bylaw No. 1000, Bylaw No. 1926  
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*Resort Municipality of Whistler Retaining Wall Terracing Sketch Concept*



*Municipality of North Cowichan Retaining Wall Terracing Sketch Concept*

**Omnibus Amendments to Subdivision and Development Servicing  
Bylaw No. 1000, Bylaw No. 1926  
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**BRIDGES**

With regards to bridges, staff have been communicating Langford's bridge design requirements to developers on an as needed basis but have determined it is now time to add them to Bylaw No. 1000 for clarity and consistency. This was previously a relatively rare occurrence but is becoming more common for developers to be building bridges that will become a dedicated public asset.

**FINANCIAL IMPLICATIONS:**

None.

**LEGAL IMPLICATIONS:**

None.

**STRATEGIC PLAN INITIATIVES:**

Supported by:

- 1c – Create Early Guidance for the Development Community
- 1d – Update Design Guidelines and Consider and Advisory Design Panel
- 1g – Develop an Urban Forest Management Plan

**OPTIONS:**

**Option 1**

THAT Committee recommend that Council give first, second, and third readings to Bylaw No. 1926 as attached to this report.

**OR Option 2**

THAT Committee recommend that Council take no action regarding amendments to Bylaw No. 1000 at this time.

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

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

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

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

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

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

**Concurrence:** Marie Watmough, Deputy Director of Corporate Services

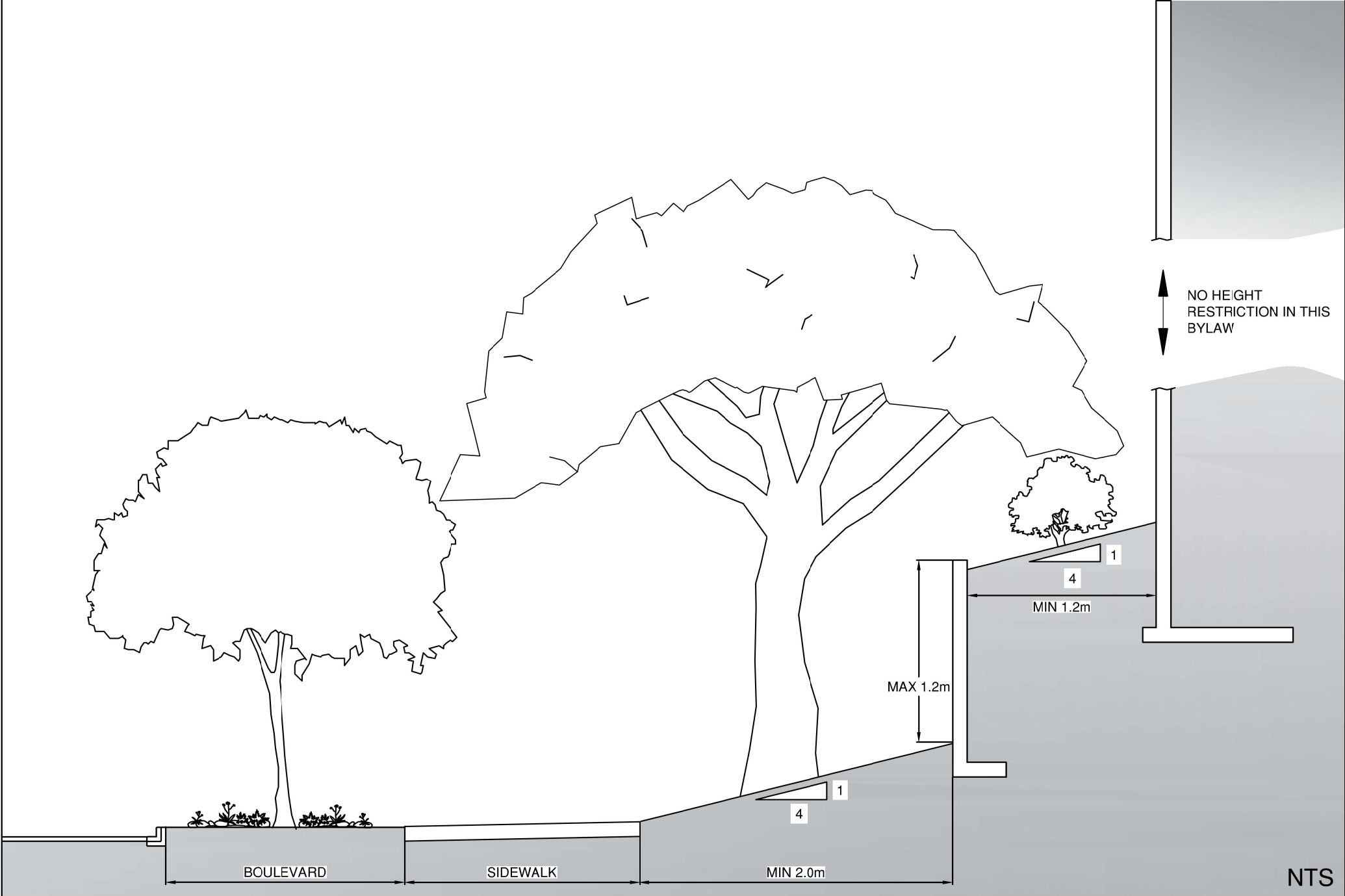
**Concurrence:** Braden Hutchins, Director of Corporate Services

**Concurrence:** Darren Kiedyk, Chief Administrative Officer

**Attachment:** Langford Retaining Wall Terracing Bylaw No. 1926 Sketch Concept (Superseded)

DRAFT Bylaw No. 1926 (Superseded)

Bylaw No. 1926 Retaining Wall Terracing  
Sketch Concept for Discussion Only  
(Superseded)



NTS

**CITY OF LANGFORD**  
**BYLAW NO. 1926**

(Superseded)

**A BYLAW TO AMEND BYLAW NO. 1000,**  
**“Subdivision and Servicing Bylaw, 2009”**

---

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

A. Subdivision and Servicing Bylaw No. 1000, 2009 is amended as follows:

1. By deleting the Section 4.0 definition of “City Engineer”.
2. By adding to Section 4.0 “Definitions” the following definition in appropriate alphabetical order:

““Director of Engineering” means the person appointed by the City as the Director of Engineering and Public Works (also known as the City Engineer) or any employee authorized to act on their behalf.”
3. By amending the Section 4.0 definition of “Director of Parks, Recreation and Facilities” as follows:

““Director of Parks” means the person appointed by the City as the Director of Parks, Recreation and Facilities (also known as the Manager of Parks or Parks Manager) or any employee authorized to act on their behalf.”
4. By adding Section 3.1.3.3: “The toe of the retaining wall at any given point must be setback at minimum 2.0 meters from any hard surface for public passage including but not limited to asphalt, concrete, or pavers on highways or walkways to allow for landscape boulevard with trees and irrigation, all as approved by and to the satisfaction of the Director of Engineering and Director of Parks.”
5. By adding Section 3.1.3.4: “All retaining walls visible from a highway or walkway must include at minimum one separated terrace at a maximum exposed height of 1.2 meters above finished grade with a minimum distance of 1.2 meters between retaining wall structures at a maximum slope of 1:4 (rise/run) to allow for landscape boulevard with shrubbery and irrigation as approved and to the satisfaction of by the Director of Engineering and Director of Parks.”
6. By replacing Section 3.1.4. with the following: “Retaining walls similar to stacked rock or boulder stack (non-face mortar), smooth concrete block, smooth cast-in-place concrete, shotcrete, or gabion basket type, or cut or fill slopes requiring visible anchoring, meshing, fencing, or other mechanical stabilization measures within the next 10 years, are not permitted unless part of a comprehensive landscape design as approved by the Director of Parks or otherwise must not be visible from any other private or public property, highway or walkway with exceptions for existing physical limitations, all as approved by and to the satisfaction of the Director of Engineering.”

- 
7. By replacing Section 3.1.5. with the following: “All retaining walls, and cut or fill slopes, within or reasonably adjacent (within the collapse zone if a failure were to occur) to existing or future public property, highway or walkway including but not limited to roads, rights-of-way, or park dedication must be approved by and to the satisfaction of the Director of Engineering and Director of Parks on a case-by-case basis with regard to the effect on surrounding uses, public safety, maintenance, heat reflection, and visual impact.”
  8. By adding Section 3.1.11.: “All retaining walls visible from public property, highways or walkways must be complimentary or consistent with other approved retaining walls in the visible vicinity with regards to type, colour, and pattern as approved by and to the satisfaction of the Director of Engineering and Director of Parks.”
  9. By adding Section 4.21.: “Bridges”
  10. By adding Section 4.21.1.: “All bridges must be designed in accordance with CSA S6:19 *Canadian Highway Bridge Design Code* or most recent version thereof, with minimum BCL-625 live loading for vehicular bridges, with foundations designed in accordance with the professional geotechnical engineer of record’s recommendations, with the bridge elevation designed in accordance with the approved stormwater management plan, with the bridge alignment designed in accordance with TAC *Geometric Design Guide for Canadian Roads*, and authenticated by the professional structural bridge engineer of record, all as approved by and to the satisfaction of the Director of Engineering.”
  11. By adding Section 4.21.2.: “All relevant professional work products including but not limited to design drawings and geotechnical reports submitted for approval are to be authenticated in accordance with the EGBC *Guide to the Standard Authentication of Documents*.”
  12. By adding Section 4.21.2.1: “Bridge submittals for approval must confirm at minimum: continuity of the approved road cross-section, vertical/horizontal road alignment continuity, the design standards and maximum loading, geotechnical and seismic compliance, bridge abutment and bank protection, high-water level and freeboard, utility crossing locations and ducts, and public safety features including but not limited to curbs, barriers, bridgerail, guardrail, handrail, or fencing as appropriate.”
  13. By adding Section 4.21.2.2: “Submittal reviews completed by City staff are cursory and a check for general compliance with City bylaws or otherwise for asset management/maintenance purposes and shall not relieve the professional engineer or geoscientist of record or the applicant from their responsibilities for errors or omissions, or of meeting any applicable requirements; no responsibility is assumed for the correctness of dimensions or details. The City’s approval is always contingent upon approval from the Department of Fisheries and Oceans for works within a SPEA or within/near a watercourse and the Ministry of Transportation and Infrastructure for works within/near a Provincial Highway.”
- B. This Bylaw may be cited for all purposes as “Subdivision and Servicing Bylaw No. 1000, Amendment No. 25, Bylaw No. 1926, 2024”.

READ A FIRST TIME this day of , 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024.

---

PRESIDING COUNCIL MEMBER

---

CORPORATE OFFICER

**CITY OF LANGFORD**  
**TEMPORARY USE PERMIT**

**TUP21-0003 – Commercial and Tourism based uses on leased land along Station Avenue**

That Temporary Use Permit No. TUP21-0003 be issued by the Council of the City of Langford to the City of Langford to allow for Commercial and Tourism based uses on leased land along Station Avenue subject to the following terms and conditions:

**1. Appendix**

The site shall be developed in substantial accordance with the site plan attached (Appendix A) to the Planning, Zoning and Affordable Housing report dated the 12<sup>th</sup> of July 2021.

**2. Conditions**

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

a) That the following uses be allowed:

- a) Artist or craftsperson studio;
- b) Cultural facility;
- c) Licensed Premise;
- d) Office;
- e) Parking facility;
- f) Public Assembly and Entertainment uses;
- g) Recreation facility, outdoor;
- h) Restaurant;
- i) Retail Store;
- j) Tourist information centre;
- k) Transportation terminal; and
- l) Food trucks.

b) That the requirement of a Form and Character Development Permit be waived provided that the site is developed in substantial accordance with the renderings attached as Appendix A.

**3. Expiry**

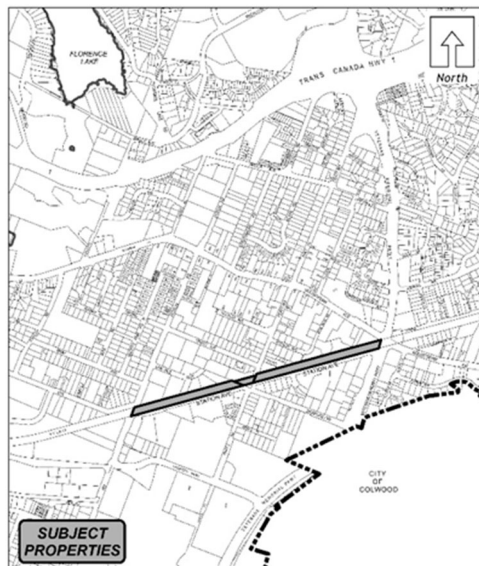
This temporary use permit shall expire three (3) years after the date of issuance.



# 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:**

**6 May 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:**

TUP21-0003

**Location:**

Island Corridor Foundation property on Station Avenue, as shown shaded on the attached map

**Purpose:**

To extend the current Temporary Use Permit for a further three-year period to allow for commercial and tourism-based uses on land leased along Station Avenue between Jacklin Road and Veterans Memorial Parkway.

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](mailto:planning@langford.ca)  
**Mail:** City of Langford

«File»  
«Recipients» «Current»  
«MailingAddress»  
«City» «PostalCode»

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 Council 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



Linnea Koopmans of Victoria pins Cassidy Procter of Shidokai Judo Club, Mill Bay. 2024-04-21 (New Staff/Thomas Eley)



Rowan Barry of Nanaimo pinned Elisabeth Atchison from Victoria to the mat in the U10 portion of the Tristan Alexander Memorial Open. (New Staff/Thomas Eley)

# Judo competitions teach children life skills such as courage and bravery

From A8

Grant said that judo competitions teach children life skills such as bravery and courage, who took a break from Judo but returned to the sport when he turned 30 years old after visiting a friend's club and seeing them train.

"I just completely fell in love with it again," said Grant.

"It became an opportunity to get fit and to have a good time with my family."

According to Grant, there are about 500

judo practitioners on the island, and it is a tiny but passionate community.

Jolley added he had around 21 students at the Tristan Alexander Memorial Open and was coaching his students from the sidelines, offering advice where he could. He recalls his time training Alexander and how much of a gentle giant he was around other students and would always take time to help others.

"He would always light up the room when he entered it."

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City of Langford

## Notice of Intention to Consider Issuance of a Temporary Use Permit

Council for the City of Langford hereby gives Notice of Intention to consider issuance of a Temporary Use Permit at its Regular Meeting scheduled for 6 May 2024, at 7 pm. This meeting is being held electronically and with in-person attendance.

**File** Temporary Use Permit No. TUP21-0003

**Purpose** The purpose of the proposed Temporary Use Permit is to extend the current Temporary Use Permit for a further three-year period to allow for commercial and tourism-based uses to continue on land leased along Station Avenue between Jacklin Road and Veterans Memorial Parkway.

**Applicant** City of Langford

**Location** Island Corridor Foundation property on Station Avenue, as shown shaded on the map below.



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

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

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

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

Marie Watmough  
Corporate Officer

# Marine plankton could act as alert in mass extinction event: UVic researcher

A University of Victoria micropaleontologist found that marine plankton may act as an early alert system before a mass extinction occurs.

With help from collaborators at the University of Bristol and Harvard, Andy Fraass' newest paper in the Nature journal shows that after an analysis of fossil records showed that plankton community structures change before a mass extinction event.

"One of the major findings of the paper was

how communities respond to climate events in the past depends on the previous climate," Fraass said in a news release. "That means that we need to spend a lot more effort understanding recent communities, prior to industrialization. We need to work out what community structure looked like before human-caused climate change, and what has happened since, to do a better job at predicting what will happen in the future."

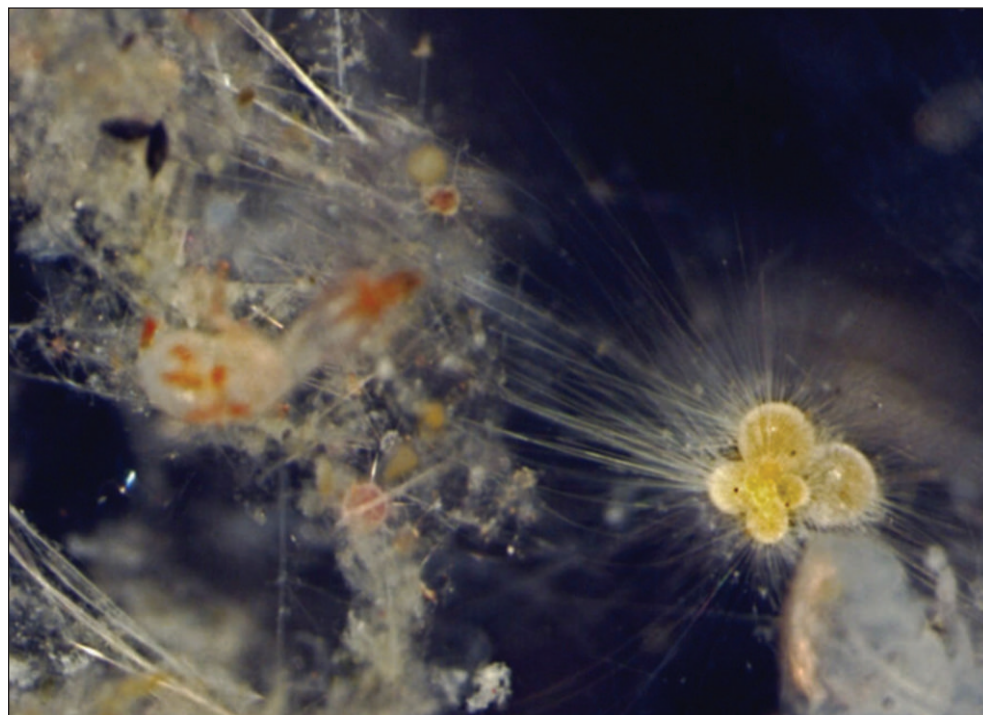
According to the release, the fossil record is the most complete and extensive archive of biological changes available to science and by applying advanced computational analyses to the archive, researchers were able to detail the global community structure of the oceans dating back millions of years.

A key finding of the study was that during the "early eocene climatic optimum," a geological era with sustained high global temperatures equivalent to today's worst case global warming

scenarios, marine plankton communities moved to higher latitudes and only the most specialized plankton remained near the equator, suggesting that the tropical temperatures prevented higher amounts of biodiversity.

"Considering that three billion people live in the tropics, the lack of biodiversity at higher temperatures is not great news," paper co-leader Adam Woodhouse said in the release.

Next, the team plans to apply similar research methods to other marine plankton groups.



A University of Victoria researcher found that plankton behavior changes before a mass extinction event, which could give insights to how climate change effects the ecosystem. (University of Victoria)



City of Langford

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**Applicant** City of Langford  
**Location** Island Corridor Foundation property on Station Avenue, as shown shaded on the map below.



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Marie Watmough  
Corporate Officer



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Victoria, M., WA (Patient)

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City of Langford

# Staff Report to Council

**DATE: Monday, May 6, 2024**

**DEPARTMENT: Planning**

**SUBJECT: Attainable Home Ownership Program Policy Update**

## EXECUTIVE SUMMARY:

On April 15, 2024, Council considered a staff report outlining the status of the Attainable Home Ownership Program as well as several options to amend the associated Policy in order to expand the pool of prospective applicants. Following a discussion, Council directed staff to prepare an amended Policy to implement an increase to the maximum household income threshold, to expand the residency criteria to include applicants that currently live or work in Sooke, Metchosin, Colwood, View Royal or Highlands, and to provide the down payment grant only to those applicants qualifying under the previous criteria (members of the RCMP posted in the West Shore or Armed Forces posted in Victoria, or people that live or work in Langford). Staff have prepared the Policy amendment as specified by Council for their review and approval.

## BACKGROUND:

At the Regular Council Meeting held April 15, 2024, Council passed the following resolution with respect to the Attainable Home Ownership Program Policy POL-0166-Plan:

1. *Direct staff to prepare an amendment to Policy POL-0166 -PLAN (Attainable Home Ownership Program Policy) with the following amendments:*
  - a. *Adjust the maximum household income threshold by:*
    - i. *Increasing the current amounts by 3.7%;*
  - b. *Adjust the residency criteria by:*
    - i. *Permitting applicants to qualify if they have lived or worked in Langford or within Sooke, Metchosin, Colwood, View Royal or Highlands for at least the past 6 months;*

- c. *Specify that the down payment grant:*
- i. *Is only provided to qualified applicants that meet the current residency criteria;*
2. *Direct staff to explore options to adjust the structure of the Attainable Home Ownership Program and prepare a report to outline any viable options for Council's consideration.*

**COMMENTARY:**

Staff have prepared the attached amendment to Attainable Home Ownership Program Policy POL-0166-Plan in accordance with Council's above-noted resolution.

**FINANCIAL IMPLICATIONS:**

The City has approximately \$4,400,000 in the affordable housing reserve fund as at December 31, 2023. Staff have allocated sufficient funds in the 2024 Budget to provide down payment grants to qualified buyers of Attainable Units anticipated to be sold this year. Should any Qualified Buyers not be eligible for the down payment grant under the amended Policy, these funds will stay in the affordable housing reserve fund.

**LEGAL IMPLICATIONS:**

None.

**STRATEGIC PLAN INITIATIVES:**

**1m** - Pursue Programs and Partnerships for Affordable Housing.

**OPTIONS:****Option 1**

THAT Council approve Attainable Home Ownership Program Policy POL-0166-Plan as amended;

**OR Option 2**

THAT Council take no action at this time with respect to amending Attainable Home Ownership Program Policy POL-0166-Plan.

**SUBMITTED BY:** Leah Stohmann, RPP, MCIP, Director of Community Planning and Climate Change

**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 Development Services

**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

www.cityoflangford.ca

<p><b>Policy Name: Attainable Home Ownership Program Policy</b></p> <p><input type="checkbox"/> New <input checked="" type="checkbox"/> Amendment</p>	<p><b>DEPARTMENT: Planning</b></p> <p>SP Governance/Corporate Policy and Planning/Policies and Procedures</p> <p><b>POLICY NO: POL-0166-PLAN</b></p>
<p>The purpose of this policy is to assist Langford residents with a household income of less than \$156,000 who can afford a mortgage but cannot save enough for the full 5% required down payment to achieve home ownership at an attainable price point. A range of unit sizes will be included in each participating building such that different household types can have the opportunity to purchase a home that meets their needs. As home ownership is increasingly out of reach for a significant portion of our community, each participating building will reserve up to 30% of their units for sale through this Program. This will allow multiple buildings in different neighborhoods to participate in the Program as well as encourage the construction of additional home ownership opportunities in Langford.</p> <p>1. Criteria for Applicants:</p> <ol style="list-style-type: none"> <li>a. The maximum household income shall be no more than the applicable amount as follows, having regard to the unit type:             <ol style="list-style-type: none"> <li>i. One-bedroom unit: \$130,000;</li> <li>ii. One-bedroom (with den) unit: \$135,000;</li> <li>iii. Two-bedroom unit: \$145,000;</li> <li>iv. Two-bedroom (with den) unit: \$150,000;</li> <li>v. Three-bedroom unit: \$156,000;</li> </ol> </li> <li>b. The minimum household composition shall be as follows, having regard to the unit type:             <ol style="list-style-type: none"> <li>i. One-bedroom unit: Individual;</li> <li>ii. One-bedroom (with den) unit: Individual;</li> <li>iii. Two-bedroom unit: Minimum two (2) person household, one of which may be a dependent;</li> <li>iv. Two-bedroom (with den) unit: Minimum two (2) person household, one of which must be a dependent;</li> <li>v. Three-bedroom unit: Minimum three (3) person household, one of which must be a dependent;</li> </ol> </li> <li>c. Applicant(s) shall meet at least one of the following criteria:             <ol style="list-style-type: none"> <li>i. For the 6 months immediately before the date of their application, the applicant(s) has been either a resident of the City of Langford, as determined in accordance with section 67 of the <i>Local Government Act</i>, or has been employed by a business located within the City of Langford;</li> <li>ii. For the 6 months immediately before the date of their application, the applicant(s) has been either a resident of District of Sooke, District of Metchosin, City of Colwood, Town of View Royal, or the District of Highlands, as determined in accordance with section 67 of the <i>Local Government Act</i>, or has been employed by a business located within one of these aforementioned municipalities;</li> <li>iii. The applicant(s) is a member of the Canadian Armed Forces posted in Victoria; or</li> <li>iv. The applicant(s) is a member of the RCMP posted in the Westshore.</li> </ol> </li> </ol>	

- d. Applicants shall not own, and whose spouse or partner, by marriage, common law or otherwise, if any, shall not own, either directly or indirectly through a trust, business asset or otherwise:
  - i. Any interest in real property anywhere in the world, from the time that such person applies to the City to be a Qualified Buyer until such individual completes the purchase of a Housing Unit; and
  - ii. Combined assets and other property of any kind (including investments and cash) having a total value greater than \$50,000.
- e. Applicants do not have any other sources for their down payment, and the total down payment including the City's grant will not exceed 5% of the mortgage;
- f. Applicants shall provide a pre-mortgage approval as follows, having regard to the unit type:
  - i. One-bedroom unit: \$399,000;
  - ii. One-bedroom (with den) unit: \$425,000;
  - iii. Two-bedroom unit: \$450,000;
  - iv. Two-bedroom (with den) unit: \$475,000
  - v. Three-bedroom unit: \$499,000;

2. Construction Requirements and Specifications for Unit Types:

- a. One-bedroom units:
  - i. Unit size – minimum gross floor area of 525 square feet;
  - ii. Minimum of one (1) bathroom;
  - iii. Maximum purchase price - \$399,000 (including GST);
- b. One-bedroom plus den units:
  - i. Unit size – minimum gross floor area of 575 square feet;
  - ii. Minimum of one (1) bathroom;
  - iii. Maximum purchase price - \$425,000 (including GST);
- c. Two-bedroom units:
  - i. Unit size – minimum gross floor area of 750 square feet;
  - ii. Minimum of two (2) bathrooms;
  - iii. Maximum purchase price - \$450,000 (including GST);
- d. Two-bedroom plus den units:
  - i. Unit size – minimum gross floor area of 800 square feet;
  - ii. Minimum of two (2) bathrooms;
  - iii. Maximum purchase price - \$475,000 (including GST);
- e. Three-bedroom units:
  - i. Unit size – minimum gross floor area of 900 square feet;
  - ii. Minimum of two (2) bathrooms;
  - iii. Maximum purchase price - \$499,000 (including GST);
- f. Minimum bedroom size for all unit types: 10 ft by 10 ft (excluding closets);



- g. Construction standards:
  - i. Each Housing Unit shall be constructed as a self-contained dwelling unit designed and constructed for residential use by a single household, and contain, each in a separate room, a kitchen, bathroom (including a sink, toilet, and shower/bathtub), eating area, living room and bedroom(s);
  - ii. Each Housing Unit shall be fully equipped with appliances, including fridge, stove, dishwasher, micro-wave and washer dryer;
  - iii. Each Housing Unit will be completely finished to the same standards, and equipped with appliances of the same type and quality, as the other residential units contained in the building; and
- h. Construction requirements that deviate from those described in this Section may be considered by Council.

3. Administrative Requirements:

- a. The developer shall register a Housing Agreement on title of the property to secure the number of Housing Units to be provided for sale through this Program as well as to secure the requirements outlined by this Policy;
- b. All new rezoning applications to create buildings with more than four residential storeys shall provide either:
  - i. a minimum of 5% and no more than 30% of the total number of residential units within the development for sale through this Program, which shall be an appropriate mix of unit types dispersed throughout the building and with 50% of the units having 2 or more bedrooms; **or**
  - ii. a cash contribution to the City's Affordable Housing Reserve Fund of \$75,000 per attainable unit for up to 50% of the units required pursuant to (i) above, provided that the remaining 50% of the units are provided for sale through this Program as described in (i) above;
- c. Applications subject to the Attainable Home Ownership Program will qualify for:
  - i. Refunds of the General Amenity and Affordable Housing Reserve Fund contributions required by Affordable Housing and Amenity Contribution Policy No. POL-0011 PLAN for each attainable unit sold through this Program; **and**
  - ii. Preferential processing of rezoning application;
- d. The building must be subdivided by deposit of a strata plan under the *Strata Property Act* that creates each Housing Unit as a separate strata lot and include strata bylaws that do not prohibit occupants from having pets;
- e. The Housing Units secured by the Housing Agreement shall only be available for purchase by, and may only be sold to, a Qualified Buyer who has applied to the City and has been approved, in writing, by the City as meeting the Qualified Buyer criteria;
- f. The purchase price shall include payment for the Housing Unit and all fixtures, furnishings, appliances and other things in the Housing Unit as well as the number of parking spaces required for the unit as per Langford Zoning Bylaw; and
- g. A deposit of no more than \$5,000 shall be provided by a Qualified Buyer to the developer, with no more than \$1,000 of that deposit payable on contract signing and the balance on removal of all conditions precedent under the Purchase and Sale Agreement.

4. Occupancy and Resale Restrictions for the First Five (5) Years of Ownership:
  - a. The Housing Unit may only be occupied as a permanent residence by a Qualified Buyer, together with one or more members of their family;
  - b. The Housing Unit may not be rented or leased, or occupied by way of a tenancy, license or other occupancy agreement of any kind, except with the prior written approval of the City, which may be provided in circumstances of hardship such as the death or divorce of the Qualified Buyer who owns the Housing Unit;
  - c. Subsequent Sale – Following the sale or transfer to the first buyer, the Housing Unit:
    - i. May only be sold or transferred to a buyer who is at Arm's Length to first buyer;
    - ii. Shall not be sold or otherwise transferred for a sale price that exceeds the applicable amount below:
      - I. 105% of (the Maximum Price First Sale paid by the First Buyer), if registration in the LTO of the transfer to the buyer occurs within 3 years following the First Sale Date; or
      - II. 110% of (the Maximum Price First Sale paid by the First Buyer), if registration in the LTO of the transfer to the buyer occurs more than 3 years after the First Sale Date.
5. Grant Amounts:
  - a. The City will provide to Qualified Buyers that meet the eligibility criteria specified in section 1(c)(i), (iii) or (iv) a grant as follows at the time of the completion of their purchase of a Housing Unit:
    - i. Household Income of less than \$129,999: 75% of the 5% down payment;
    - ii. Household Income of between \$130,000 and \$139,999: 50% of the 5% down payment; and
    - iii. Household Income of between \$140,000 to \$156,000: 25% of the 5% down payment.
6. Attainable Home Ownership Program Application Process:
  - a. Completed application and supporting documents are received by the City of Langford;
  - b. Applications undergo review to ensure completeness, accuracy, and compliance with program criteria;
  - c. Qualified Buyer(s) are issued letters of acceptance confirming the down payment assistance grant amount and are added to the Qualified Buyers list;
  - d. As Housing Units in participating developments become available, applicants on the Qualified Buyers list will be notified; and
  - e. Qualified Buyer(s) will enter into Purchase and Sale Agreements with the developer with regards to an available Housing Unit on a first-come first-served basis.
7. Summary reports outlining high level statistics of successful Qualified Buyers and grant expenditures shall be provided to Council upon the completion of each participating building.
8. Household income thresholds, maximum purchase prices and other construction requirements may be reviewed annually and adjusted if deemed appropriate by Council.

Adopted by Council Meeting Date:	CERTIFIED CORRECT  _____ Administrator                      Date:
-------------------------------------	--



City of Langford

# Staff Report to Council

**DATE: Monday, May 6, 2024**

**DEPARTMENT: Finance**

**SUBJECT: 2023 Consolidated Financial Statements**

## EXECUTIVE SUMMARY:

Attached are the 2023 Draft Consolidated Financial Statements prepared by City staff in compliance with legislation, and in accordance with Canadian Public Sector Accounting Standards for local governments as recommended by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada. The financial statements have been audited by KPMG LLP.

Before the auditor's report can be issued and the financial statements finalized, approval of the statements by Council is required.

## OPTIONS:

### Option 1

THAT Council approve the 2023 Audited Consolidated Financial Statements as presented.

### OR Option 2

THAT Council not approve the 2023 Audited Consolidated Financial Statements as presented.

## 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, RPP, MCIP, Director of Development Services

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

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

**Concurrence:** Marie Watmough, Deputy Director of Corporate Services

**Concurrence:** Braden Hutchins, Director of Corporate Services

**Concurrence:** Darren Kiedyk, Chief Administrative Officer

Attachment: 2023 DRAFT Audited Financial Statements 20240502

2023

CITY OF LANGFORD  
Consolidated Financial Statements  
For the fiscal year ending December 31, 2023

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DRAFT



# City of Langford

[www.cityoflangford.ca](http://www.cityoflangford.ca)

**Mayor:** Scott Goodmanson

**Councillors:** Kimberley Guiry  
Colby Harder  
Mark Morley  
Lillian Szpak  
Mary Wagner  
Keith Yacucha

**Chief Administrative Officer:** Darren Kiedyk, CPA, CGA

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

**City Engineer:** Katelyn Balzer, P.Eng.

**City Planner:** Matthew Baldwin, MCIP, RPP

**Fire Chief:** Christopher Aubrey

**Auditors:** KPMG

**Solicitors:** Young Anderson

**Bankers:** Bank of Montreal

**Police:** RCMP - West Shore

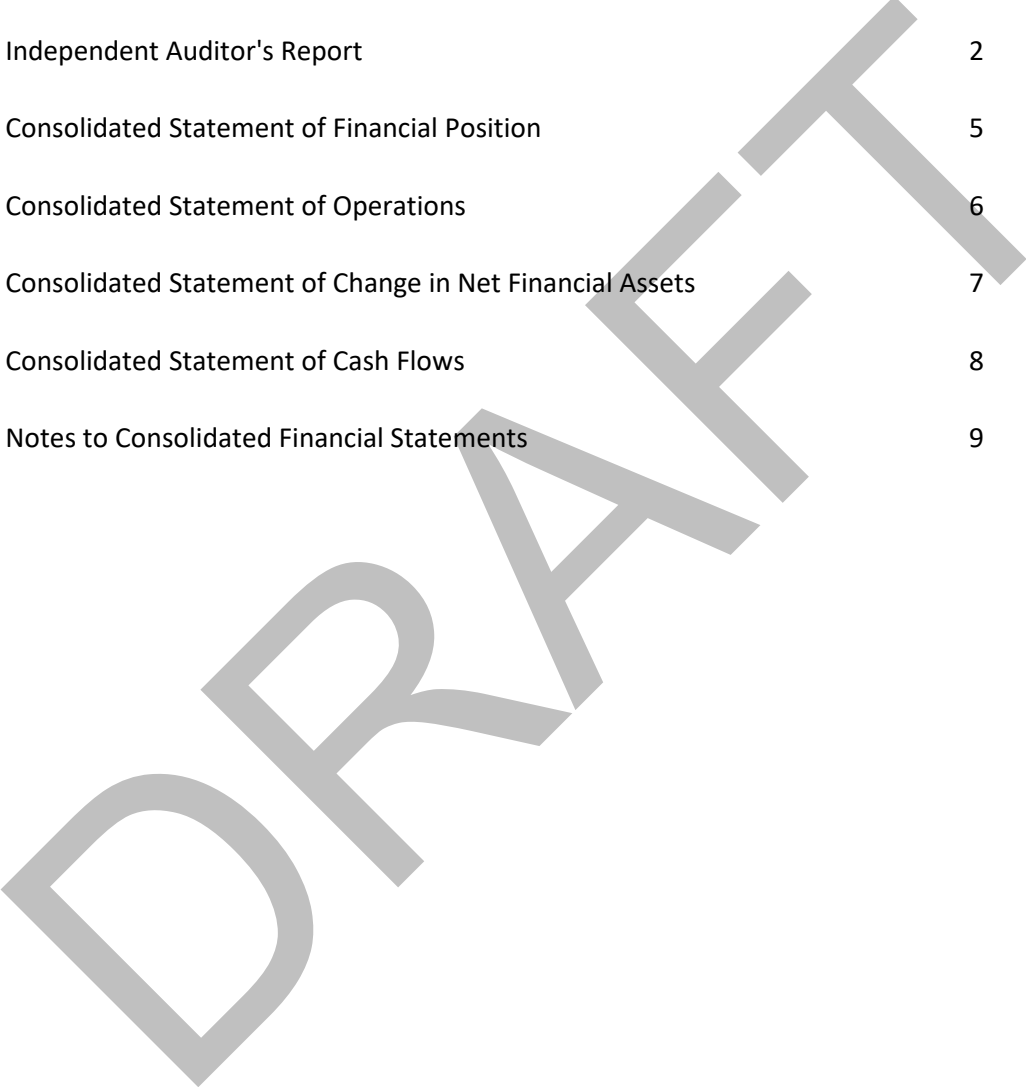
# CITY OF LANGFORD

Consolidated Financial Statements

Year ended December 31, 2023

## Financial Statements

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## Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the City of Langford (the "City") are the responsibility of management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The City's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

City of Langford Council meets with management and the external auditor to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditor appointed by the City. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the City's consolidated financial statements.

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*Chief Administrative Officer*

*Director of Finance*



# CITY OF LANGFORD

## Consolidated Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
<b>Financial assets:</b>		
Cash and cash equivalents (note 2)	\$ 73,157,063	\$ 54,349,140
Short term investments	6,753,454	10,360,847
Property taxes receivable	1,887,692	1,408,437
Accounts receivable	13,896,079	13,660,018
Other assets	1,231,624	986,010
	96,925,912	80,764,452
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities	23,120,758	21,238,369
Prepaid property taxes and licences	3,754,308	3,138,986
Deferred revenue (note 3)	9,959,756	8,026,378
Refundable deposits	24,946,746	21,597,933
Debt (note 4)	26,775,511	16,810,340
	88,557,079	70,812,006
<b>Net financial assets</b>	<b>8,368,833</b>	<b>9,952,446</b>
<b>Non-financial assets:</b>		
Tangible capital assets (note 5)	655,463,054	603,079,745
Sewer franchise agreement (note 6)	47,904,493	44,867,674
Prepaid expenses	1,152,582	1,049,725
	704,520,129	648,997,144
Commitments, contingencies and contractual rights (note 11 and 12)		
<b>Accumulated surplus (note 7)</b>	<b>\$ 712,888,962</b>	<b>\$ 658,949,590</b>

The accompanying notes are an integral part of these consolidated financial statements.

Director of Finance

# CITY OF LANGFORD

## Consolidated Statement of Operations

Year ended December 31, 2023, with comparative information for 2022

	Financial Plan (note 13)	2023	2022
<b>Revenue:</b>			
Taxation, net (note 8)	\$ 47,309,074	\$ 47,256,849	\$ 40,902,574
Development cost charges (note 3)	7,153,100	3,200,351	13,788,471
Sewer capital recovery fees	-	6,385,272	8,843,959
Utility charges	5,000	5,000	5,000
Other	6,450,545	8,678,996	14,050,780
Licences and permits	4,052,449	3,999,565	5,523,709
Penalties and interest	440,515	536,729	499,049
Government transfers (note 9)	3,402,060	19,949,360	3,848,871
Commercial leasing	5,882,951	8,330,259	7,021,017
Casino	1,400,000	1,415,836	1,454,016
Investment earnings	550,000	2,831,858	1,479,452
Developer and property owner contributions	7,281,356	35,733,710	29,275,015
<b>Total revenue</b>	<b>83,927,050</b>	<b>138,323,785</b>	<b>126,691,913</b>
<b>Expenses:</b>			
General government services:			
Legislative	652,414	598,391	492,061
Administrative	5,923,092	7,125,669	5,379,894
Other	2,780,835	2,300,069	2,276,680
	9,356,341	10,024,129	8,148,635
Protective services:			
Police and bylaw enforcement	15,392,110	16,159,094	13,841,673
Fire protection and emergency response	5,473,984	5,481,419	4,667,832
Building inspection and other	1,047,940	937,471	882,655
	21,914,034	22,577,984	19,392,160
Engineering and public works:			
Common services	2,243,381	1,926,626	1,557,702
Land development services	410,560	637,324	637,187
Roads, streets and storm drainage	6,801,233	15,763,157	14,644,983
	9,455,174	18,327,107	16,839,872
Community services:			
Environmental and development services	1,686,907	1,436,876	1,227,636
Recreation and cultural services	17,355,873	20,999,056	18,227,986
West Shore Parks and Recreation Society (note 14)	7,798,527	7,670,808	7,062,267
	26,841,307	30,106,740	26,517,889
Utility and enterprise services:			
Sewer infrastructure	-	3,348,453	6,714,749
<b>Total expenses</b>	<b>67,566,856</b>	<b>84,384,413</b>	<b>77,613,305</b>
Annual surplus	16,360,194	53,939,372	49,078,608
Accumulated surplus, beginning of year	658,949,590	658,949,590	609,870,982
<b>Accumulated surplus, end of year</b>	<b>\$ 675,309,784</b>	<b>\$ 712,888,962</b>	<b>\$ 658,949,590</b>

The accompanying notes are an integral part of these consolidated financial statements.

# CITY OF LANGFORD

## Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	Financial Plan (note 13)	2023	2022
Annual surplus	\$ 16,360,194	\$ 53,939,372	\$ 49,078,608
Acquisition of tangible capital assets	(126,947,001)	(38,965,074)	(39,634,248)
Amortization of tangible capital assets	-	11,979,436	11,189,469
Loss (gain) on sale of tangible capital assets	-	1,046,186	(6,868,671)
Proceeds on sale of tangible capital assets	-	103,970	11,696,508
Sewer capital recovery fees	-	(6,385,272)	(8,843,959)
Sewer capital agency fee	-	2,442,573	5,858,524
Developer contributions of tangible capital assets	-	(27,509,642)	(20,694,131)
Change in proportionate share of West Shore Parks & Rec Society	-	(88,018)	(46,719)
Transfer of assets to other Governments (note 5)	-	1,955,713	-
	(110,586,807)	(1,480,756)	1,735,381
Acquisition of prepaid expenses	-	(102,857)	(505,849)
Change in net financial assets	(110,586,807)	(1,583,613)	1,229,532
Net financial assets, beginning of year	9,952,446	9,952,446	8,722,914
Net financial assets, end of year	\$ (100,634,361)	\$ 8,368,833	\$ 9,952,446

The accompanying notes are an integral part of these consolidated financial statements.

# CITY OF LANGFORD

## Consolidated Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus	\$ 53,939,372	\$ 49,078,608
Items not involving cash:		
Amortization of tangible capital assets	11,979,436	11,189,469
Transfer of assets to other Governments	1,955,713	
Loss (gain) on sale of tangible capital assets	1,046,186	(6,868,671)
Developer contributions of tangible capital assets	(27,509,642)	(20,694,131)
Sewer capital recovery fees	(6,385,272)	(8,843,959)
Sewer capital agency fee	2,442,573	5,858,524
Change in proportionate share of West Shore Parks & Rec Society	(88,018)	(46,719)
Changes in non-cash operating assets and liabilities:		
Property taxes receivable	(479,255)	735,760
Accounts receivable	(236,061)	1,182,420
Other assets	(245,614)	(318,990)
Accounts payable and accrued liabilities	1,882,389	4,684,037
Prepaid property taxes and licences	615,322	358,659
Deferred revenue	1,933,378	(7,552,547)
Refundable deposits	3,348,813	2,559,850
Prepaid expenses	(102,857)	(505,849)
	44,096,463	30,816,461
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(38,965,074)	(39,634,248)
Proceeds on sale of tangible capital assets	103,970	11,696,508
	(38,861,104)	(27,937,740)
<b>Financing activities:</b>		
Debt proceeds	12,485,509	-
Debt payments	(2,520,338)	(1,953,549)
Sale (purchase) of investments	3,607,393	(107,707)
	13,572,564	(2,061,256)
Increase in cash and cash equivalents	18,807,923	817,465
Cash and cash equivalents, beginning of year	54,349,140	53,531,675
Cash and cash equivalents, end of year	\$ 73,157,063	\$ 54,349,140
<b>Supplemental cash flow information:</b>		
Cash paid for interest	\$ 976,801	\$ 452,070
Cash received from interest	3,320,725	1,518,970

The accompanying notes are an integral part of these consolidated financial statements.

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

Year ended December 31, 2023

The City of Langford (the "City") is incorporated and operates under the provisions of the British Columbia Local Government Act and the Community Charter of British Columbia.

### 1. Significant accounting policies:

The consolidated financial statements of the City are prepared by management in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the City are as follows:

#### (a) Reporting entity:

The consolidated financial statements include the assets, liabilities, revenues and expenses of the City. The consolidated financial statements also include the City's proportionate interest in the West Shore Parks and Recreation Society ("West Shore"), an organization jointly controlled by the City. The City does not administer any trust activities on behalf of external parties.

#### (b) Basis of accounting:

The City follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

#### (c) Revenue recognition:

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability.

Property tax revenue is recognized on an accrual basis using approved tax rates and the anticipated assessment for the current year. Parcel tax revenues are recognized in the year that they are levied.

#### (d) Deferred revenue:

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired thereby extinguishing any liability to the City.

Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred, development cost charges are recognized as revenue in amounts which equal the associated expenses.

#### (e) Refundable deposits:

Receipts restricted by third parties are deferred and reported as refundable deposits under certain circumstances. Refundable deposits are returned when the third party meets their obligations or the deposits are recognized as revenue when qualifying expenditures are incurred.

#### (f) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

(g) Cash equivalents:

Cash equivalents include short-term, highly liquid investments that are cashable on demand or have a term to maturity of 90 days or less at acquisition.

(h) Long-term debt:

Long-term debt is recorded net of related repayments.

(i) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Land improvements	10-50
Buildings	25-70
Vehicles, machinery, equipment	5-25
Sewer and storm infrastructure	60-100
Road infrastructure	10-75

Non-financial assets are written down when conditions indicate that they no longer contribute to the City's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value and are recorded as revenue at the date of receipt.

(iii) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

(iv) Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(v) Inventory of supplies

Inventory of supplies held for consumption is recorded at the lower of cost and replacement cost.

(vi) Contaminated sites

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- 1) an environmental standard exists
- 2) contamination exceeds the environmental standard
- 3) the City is directly responsible or accepts responsibility for the liability
- 4) future economic benefits will be given up, and
- 5) a reasonable estimate of the liability can be made

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

(j) Employee benefits:

The City and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred. The costs of a multi-employer defined contribution pension plan, such as the Municipal Pension Plan, are the employer's contributions due to the plan in the period.

(k) Asset retirement obligation:

An asset retirement obligation is recognized when, as at the financial reporting date, all the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

An asset and liability for the removal of asbestos has been recognized based on estimated future expenses on closure of the site and post-closure care. The capital assets affected by the asbestos liability are being amortized following the amortization accounting policies outlined in 1(i)(i) above.

(l) Financial instruments

Financial instruments include cash and cash equivalents, investments, accounts receivables, and accounts payables and accrued liabilities.

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has not elected to carry any other financial instruments at fair value.

Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations. There are no unrealized changes in fair value as at December 31, 2023 and December 31, 2022. As a result, the City does not have a statement of remeasurement gains and losses.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method or effective interest rate method.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations and any unrealized gain is adjusted through the statement of remeasurement gains and losses. When the asset is sold, the unrealized gains and losses previously recognized in the statement of remeasurement gains and losses are reversed and recognized in the statement of operations.

(m) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets, estimating fair value of contributed tangible capital assets and in estimating provisions for accrued liabilities. Actual results could differ from these estimates.

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

(n) Change in accounting policies

On January 1, 2023, the City adopted Public Accounting Standards *PS 3450 - Financials Instruments* and *PS 2601 - Foreign Currency Translation*. The standards were adopted prospectively from the date of adoption. The new standards provide comprehensive requirements for the recognition, measurement, presentation and disclosure of financial instruments and foreign currency transactions.

No adjustments to the amounts recorded in these statements were made as a result of adoption of these two standards.

On January 1, 2023, the City also adopted Public Accounting Standard *PS 3280 – Asset Retirement Obligations*. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in retired buildings by public sector entities. The new accounting standard has resulted in a withdrawal of the existing Section *PS 3270 – Solid Waste Landfill Closure and Post-Closure Liability*. The standard was adopted on the prospective basis at the date of adoption.

In accordance with the provisions of this new standard, the City reflected the following increases at January 1, 2023 to the following asset and liability accounts:

- Tangible capital assets - \$28,943
- Accounts payable and accrued liabilities - \$28,943

2. **Cash and cash equivalents:**

	2023	2022
West Shore Parks and Recreation Society	\$ 1,577,881	\$ 2,578,163
Cash	71,579,182	51,770,977
	<b>\$ 73,157,063</b>	<b>\$ 54,349,140</b>

The City has an approved and undrawn operating line of credit of \$10,500,000.

3. **Deferred revenue:**

Deferred revenue, reported on the consolidated statement of financial position, is comprised of the following:

	2023	2022
Development cost charges	\$ 8,004,980	\$ 5,892,755
Hotel room tax	839,213	971,297
Other	1,115,563	1,162,326
	<b>\$ 9,959,756</b>	<b>\$ 8,026,378</b>

Development cost charges:

	2023	2022
Opening balance of unspent funds	\$ 5,892,755	\$ 13,495,480
Add:		
Development cost charges received during the year	4,911,001	6,016,652
Interest earned	401,575	169,094
	<b>11,205,331</b>	<b>19,681,226</b>
Less amount spent on projects and recorded as revenue	(3,200,351)	(13,788,471)
	<b>\$ 8,004,980</b>	<b>\$ 5,892,755</b>



# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

### 4. Debt:

#### (a) Debt:

Debt from the TD Bank is comprised of an interim financing facility which bears interest at Bankers Acceptance Rate plus stamping fee of 60 basis points. The current rate of interest is between 5.56% and 5.93%.

#### (b) Principal payments on debt for the next five years and thereafter are as follows:

2024	\$	2,730,107
2025		2,745,107
2026		2,575,107
2027		2,330,107
2028 and thereafter		16,395,083

Interest expense on debt during the year was \$976,801 (2022 - \$452,070).

### 5. Tangible capital assets:

#### (a) Assets under construction:

Assets under construction have a value of \$24,106,796 (2022 - \$13,004,317) and have not yet been amortized. Amortization of these assets will commence when the asset is put into service.

#### (b) Contributed tangible capital assets:

Contributed tangible capital assets have been recognized at fair market value at the date of contribution. The value of contributed capital assets received during the year is \$27,509,642 (2022 - \$20,694,131) comprised of land \$18,671,048 (2022 - \$10,529,309), land improvements \$367,656 (2022 - \$nil), Vehicles, machinery, equipment \$nil (2022 - \$nil), sewer and storm infrastructure \$3,446,577 (2022 - \$4,496,782) and roads infrastructure \$5,024,361 (2022 - \$5,668,040).

#### (c) Works of art and historical treasures:

The City manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at City sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

#### (d) Write-down of tangible capital assets:

No tangible capital assets were written down in 2023 or 2022.

#### (e) West Shore Parks and Recreation Society:

The City's proportionate share of West Shore Parks and Recreation Society assets includes land, buildings, and equipment which are subject to amortization policies consistent with those of the City.

#### (f) School District 62 (Sooke)

During the year, the City transferred \$1,955,713 of assets to School District 62 (Sooke), representing project costs incurred to design, engineer, and construct infrastructure, based on terms of the agreement between the City and School District 62 (Sooke). The transfer is recorded as an expense in the consolidated statement of operations.

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

### Note 5. Tangible Capital Assets (Continued)

		Land	Land Improvements	Buildings	Vehicles Machinery & Equipment	Sewer and Storm Infrastructure	Roads Infrastructure	Assets Under Construction	West Shore Parks & Recreation Society	2023	2022
<b>Cost:</b>											
Opening	\$	273,530,101	31,591,765	50,961,861	15,472,282	84,607,296	213,024,345	13,004,317	39,363,662	721,555,629	\$ 666,798,001
Additions		27,378,486	3,247,793	841,637	2,743,410	3,497,304	6,734,845	20,603,669	1,427,572	66,474,716	60,328,379
Transfers		3,913,800	3,802,494	-	977,135	789,162	18,599	(9,501,190)	-	-	-
Disposals		(724,499)	(1,965,378)	-	(1,414,224)	(18,565)	(362,365)	-	(390,346)	(4,875,377)	(5,640,418)
Change in share		-	-	-	-	-	-	-	134,732	134,732	69,667
Balance, end of year		304,097,888	36,676,674	51,803,498	17,778,603	88,875,197	219,415,424	24,106,796	40,535,620	783,289,700	721,555,629
<b>Accumulated Amortization:</b>											
Opening		-	9,957,665	11,946,259	10,160,651	15,868,506	56,894,648	-	13,648,155	118,475,884	108,932,274
Disposals		-	(8,384)	-	(1,202,369)	(5,879)	(162,530)	-	(390,346)	(1,769,508)	(812,581)
Amortization		-	1,615,607	1,076,102	982,438	1,337,194	5,175,327	-	886,888	11,073,556	10,333,243
Change in share		-	-	-	-	-	-	-	46,714	46,714	22,948
Balance, end of year		-	11,564,888	13,022,361	9,940,720	17,199,821	61,907,445	-	14,191,411	127,826,646	118,475,884
<b>Net book value, end of year</b>	<b>\$</b>	<b>304,097,888</b>	<b>25,111,786</b>	<b>38,781,137</b>	<b>7,837,883</b>	<b>71,675,376</b>	<b>157,507,979</b>	<b>24,106,796</b>	<b>26,344,209</b>	<b>655,463,054</b>	<b>\$ 603,079,745</b>

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

### 6. Sewer franchise agreement:

During 2004, the City entered into a franchise and partnering agreement with West Shore Environmental Services Inc. ("WSES") and Terasen Utility Services Inc. The term of the agreement is 21 years, with a single 21 year renewal. Under the agreement, the City grants an exclusive franchise to WSES to design, construct, finance, own, and operate and maintain sanitary sewers in the City. The City also grants an exemption from municipal property tax for sewer infrastructure and WSES has been granted an Order in Council to extend that exemption to property taxes for all other jurisdictions. Upon termination of the agreement, the sewer infrastructure constructed by WSES will be acquired by the City for a nominal payment.

WSES will recover its capital costs by imposition of a sewer capital recovery fee ("SCRF") on owners of property who wish to connect to the sewer. WSES will also bill and collect all user fees. WSES will pay the City franchise fees that are estimated to total \$11 million over the 21 year term of the agreement.

The City records the costs of sewer infrastructure constructed by WSES \$3,942,699 (2022 - \$2,985,435) and corresponding remaining cost to be recovered. The remaining cost to be recovered is reduced as SCRF's are collected by WSES.

The cost of WSES sewer infrastructure, less residual value, is amortized on a straight line basis over their estimated useful lives, 60 to 70 years. During the 2023 year, the remaining costs to be recovered were in excess of the amount owing. In accordance with the agreement, the City has recorded an agency fee of the excess in the amount of \$2,442,573 (2022 - \$5,858,523).

	Opening	Increase	Decrease	Closing
WSES sewer infrastructure				
Cost	\$ 55,388,670	4,733,549	(790,850)	\$ 59,331,369
Accumulated amortization	(10,520,996)	(905,880)	-	(11,426,876)
	44,867,674	3,827,669	(790,850)	47,904,493
Remaining cost to be recovered	-	(4,733,549)	4,733,549	-
	\$ 44,867,674	(905,880)	3,942,699	\$ 47,904,493

### 7. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2023	2022
<b>Surplus:</b>		
Invested in tangible capital assets	\$ 676,592,036	\$ 631,137,079
Other	(5,142,064)	801,564
Total surplus	671,449,972	631,938,643
<b>Reserves set aside by Council:</b>		
Future operational contingencies	1,240,807	1,129,198
Future capital contingencies	1,279,734	1,279,734
Federal Gas Tax	3,460,465	3,929,384
West Shore Parks & Rec Society	1,209,721	1,001,457
Total reserves	7,190,727	7,339,773
<b>Reserve funds set aside for specific purposes by Council:</b>		
Capital works	2,964,039	6,427,914
Affordable housing	4,378,258	3,938,807
Parks and open space	3,283,258	2,819,176
Parkland improvement	3,279	3,117
General amenity	2,480,233	2,504,965
Equipment replacement	1,401,660	1,562,437
Sidewalk capital	47,194	44,859
Bear Mountain fire hall	1,670,396	1,575,389
Special police capital	49,090	-
Special police operating	702,218	667,493
Downtown parking	133,627	127,017
Growing Communities Fund	17,135,011	-
Total reserve funds	34,248,263	19,671,174
	\$ 712,888,962	\$ 658,949,590

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

### 8. Taxation:

Taxation revenue, reported on the consolidated statement of operations, is comprised of the following:

	2023	2022
General	\$ 44,956,641	\$ 38,488,619
Parcel tax	1,575,511	1,763,819
Revenue in lieu of taxes	189,971	163,592
Collections for other governments	43,443,295	38,921,194
1% utility taxes	534,726	486,544
	<b>90,700,144</b>	<b>79,823,768</b>
Less taxes levied for other authorities:		
Capital Regional District - General Operating	9,770,798	9,089,395
Revenue in lieu of taxes	154,641	140,211
Capital Regional Hospital District	2,674,489	2,539,188
School Authorities	25,285,116	22,649,766
BC Assessment Authority	751,676	674,146
Municipal Finance Authority	4,276	3,650
BC Transit	4,802,299	3,824,838
	<b>43,443,295</b>	<b>38,921,194</b>
	<b>\$ 47,256,849</b>	<b>\$ 40,902,574</b>

### 9. Government transfers:

The City recognizes the transfer of government funding as revenue when received and all related eligibility criteria and stipulations have been satisfied.

	2023	2022
Operating transfers:		
Federal	\$ 62,448	\$ 358,442
Provincial	1,426,367	1,341,247
Other	71,644	105,313
	<b>1,560,459</b>	<b>1,805,002</b>
Capital transfers:		
Federal	1,828,969	1,722,969
Provincial	16,484,932	245,900
Other	75,000	75,000
	<b>18,388,901</b>	<b>2,043,869</b>
	<b>\$ 19,949,360</b>	<b>\$ 3,848,871</b>

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

### 10. Municipal pension plan:

The City and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2022, the plan had about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation as at December 31, 2021 indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as December 31, 2024 with results available in 2025.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The City paid \$1,208,986 (2022 - \$1,066,448) for employer contributions while employees contributed \$1,055,709 (2022 - \$929,789) to the Plan in fiscal 2023.

### 11. Commitments and contingencies:

#### (a) Contingent liabilities:

The CRD debt, under provisions of the Local Government Act, is a direct, joint and several liability of the CRD and each member municipality within the CRD, including the City of Langford.

The City is a shareholder and member of the Capital Region Emergency Service Telecommunications (CREST) Incorporated who provides centralized emergency communications, and related public safety information services to municipalities, regional district, the provincial and federal governments and their agencies, and emergency services organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.

#### (b) Litigation liability:

From time to time, the City is subject to claims and other lawsuits that arise in the ordinary course of business, some of which may seek damages in substantial amounts. Liability for these claims and lawsuits are recorded to the extent that the probability of a loss is likely and it is estimable. It is considered that the potential claims against the City resulting from such litigation will be covered by insurance and therefore will not materially affect the consolidated financial statements of the City.

#### (c) Commitments:

The City entered into a long-term contract with the Royal Canadian Mounted Police (RCMP) for the provision of police services effective October 1, 1994. Under the terms of this contract, the City is responsible for 90% of policing costs. The 2024 estimated cost of this contract is \$12,626,728

On February 7, 2013, the City entered into a purchase of service agreement with the YMCA/YWCA of Greater Victoria to provide access for Langford residents to an aquatic facility to be built in Langford. The City agreed to pay \$750,000 per year to be indexed by population every two years from the opening date to a maximum of \$950,000 per year for a period of 25 years. In 2023, the City agreed to increase this amount by an additional \$950,000.

In 2023, the City entered into agreements for various property purchases. The estimated commitment as of December 31, 2023 is \$637,873.

Operating contracts includes a cost of living factor for subsequent years. These have not been included in the total amount of the contract as the cost of living factor for subsequent years is currently not determinable. As at December 31, 2023, the following major contracts were in progress:

	Total Amount of Contract	Paid or Accrued
Operating	\$ 24,877,926	\$ 16,389,458
Capital	28,965,237	15,084,292

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

### 12. Contractual rights:

The City has entered into various contracts for rental revenue within the normal course of operations. The estimated contractual rights under these contracts for the years ending December 31 are as follows:

2024	\$	780,288
2025		781,338
2026		782,135
2027		781,844
2028		780,367
	\$	3,905,972

In addition to these contractual rights, the City has agreements with other parties that provide payments to the City based on a percentage earned throughout the year.

The City has entered into an agreement with School District 62 (Sooke) in relation to the installation of a turf field and associated lighting. Under this agreement, the City will receive \$650,000 at such time as Provincial funding is approved. The City is unable to estimate when the funds will be received.

### 13. Financial plan:

The financial plan data presented in these consolidated financial statements is based upon the 2023 operating and capital financial plans approved by Council on May 11, 2023. Amortization expense was not contemplated on development of the financial plan and, as such, has not been included. The chart below reconciles the approved financial plan to figures reported in these consolidated financial statements.

	Financial plan amount
Revenues:	
Operating	\$ 67,812,529
Capital	122,285,945
West Shore Parks & Rec Society	4,358,215
Less:	
Transfers from own funds	16,165,413
Proceeds on debt issue	94,364,226
Total revenue	83,927,050
Expenses:	
Operating	67,812,529
Capital	122,285,945
West Shore Parks & Rec Society	4,661,056
Less:	
Capital expenditures	122,285,945
Transfer to own funds	3,078,804
Debt principal payments	1,827,925
Total expenses	67,566,856
Annual surplus	\$ 16,360,194

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

### 14. West Shore Parks and Recreation Society:

(a) Capital asset transfer:

The Capital Regional District (the "CRD") transferred the lands and facilities comprising the Juan de Fuca Recreation Centre to the following municipal members (the "Municipalities") effective January 2, 2002; City of Langford, City of Colwood, District of Highlands, District of Metchosin and the CRD (on behalf of a portion of the Juan de Fuca Electoral Area). Effective January 1, 2007 the Town of View Royal became a member of the Society. Effective January 1, 2018, the CRD is no longer a member of the Society.

In 2002 the lands and facilities were transferred to the Municipalities in their proportionate share, as specified in the Co-Owners' Agreement. The lands and facilities were reallocated amongst the members on January 1, 2007 when the Town of View Royal became a member. Future improvements are allocated among the members as per the cost sharing formula in effect each year for each service or facility, as outlined in a Members' Agreement. For 2023, the City's share of improvements purchased by the Society on its behalf is \$1,048,674.

Under the terms of an Operating, Maintenance and Management Agreement with the Members, the Society is responsible for the equipping, maintenance, management and operation of the facilities comprising the Juan de Fuca Recreation Centre and Centennial Park Recreation Centre. The current agreement has a term of March 1, 2020 to February 28, 2025.

Because the cost sharing formula in the Members' Agreement produces different cost shares for the members from year-to-year, there is a gain or loss on the opening fund balances. In 2023, the City of Langford's change in cost share is \$88,018.

The Municipalities have each become members in the Society, which was incorporated to provide parks, recreation and community services to the Municipalities under contract. Under terms of an Operating, Maintenance and Management Agreement, the Society is responsible to equip, maintain, manage and operate the facilities located at the recreation centre.

(b) Consolidation:

Financial results and budget for the Society are consolidated into the City's financial statements proportionately, based on the cost sharing formula outlined in the Members' Agreement. In 2023 the City's proportion for consolidation purposes was 53.94% (2022 - 53.76%).

Condensed financial information for the Society is as follows:

	2023	2022
Financial assets	\$ 5,775,508	\$ 5,425,730
Financial liabilities	3,555,603	3,417,398
Net financial assets	2,219,905	2,008,332
Non-financial assets	1,673,134	1,153,172
Accumulated surplus	\$ 3,893,039	\$ 3,161,504
Invested in tangible capital assets	\$ 1,481,675	\$ 1,034,152
Reserve funds	2,734,123	2,507,059
Other	(322,759)	(379,707)
	\$ 3,893,039	\$ 3,161,504
Revenues	\$ 9,659,065	\$ 7,316,425
Requisition from members	5,816,429	5,879,262
	15,475,494	13,195,687
Expenses	9,047,249	6,640,926
Requisition from members	5,816,429	5,879,262
	14,863,678	12,520,188
Annual surplus (deficit)	\$ 611,816	\$ 675,499

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

### 15. Segmented information:

The City is a diversified municipal government institution that provides a wide range of services to its citizens, including General Government Services, Protective Services, Engineering and Public Works Services, Community Services and Utility and Enterprise Services. Service Areas were created for the purpose of recording specific activities to attain certain objectives in accordance with regulations, restrictions or limitations.

City services are provided by departments and their activities are reported in these Service Areas. Departments disclosed in the Segmented Information, along with the services they provide are as follows:

#### General Government Services

The Departments within General Government Services are responsible for adopting bylaws; adopting administrative policy; levying taxes; acquiring, disposing and managing City assets; ensuring effective financial management; monitoring performance and ensuring that high quality City services standards are met.

#### Protective Services

The Departments within Protective Services are Police and Bylaw Enforcement; Fire Protection and Emergency Response; and Building Inspection. The mandates of these departments are to enforce laws, prevent crime, maintain peace, order and security by protecting life, property and the environment.

#### Engineering and Public Works

The Engineering Department is responsible for the transportation services within the City. This includes roads, storm drains, sidewalks, street lighting and trolley.

#### Community Services

The Departments within Community Services include Environmental and Development Services and Recreation and Cultural Services. The Environmental and Development Services Department is responsible for preparing land use plans, bylaws and policies for sustainable development of the City and for reviewing and approving new development. The Recreation and Cultural Services Department is responsible for providing, facilitating the development of, and maintaining high quality parks, recreation facilities and cultural services.

#### Utility and Enterprise Services

This Department is responsible for administering the Sewer Franchise Agreement (note 6) for the City.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1. The following table provides additional financial information for the foregoing segments. Taxation and grants in lieu of taxes are apportioned to the functions based on their share of the net budgeted expenditures in the Financial Plan.



# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

### Note 15 2023 Segmented Information (Continued)

	General Government Services	Protective Services	Engineering and Public Works	Community Services	Utility and Enterprise Services	Total
Revenue:						
Taxation	\$ 4,635,309	\$ 18,696,366	\$ 8,151,371	\$ 15,773,803	\$ -	\$ 47,256,849
Utility charges	-	-	-	-	5,000	5,000
Government transfers	17,564,361	482,050	275,346	1,627,603	-	19,949,360
Commercial leasing	222,009	107,678	-	8,000,572	-	8,330,259
Other	6,495,065	96,081	85,852	5,370,585	6,385,272	18,432,855
Licences and permits	31,534	2,569,646	381,154	1,017,231	-	3,999,565
Developer and property owner contributions	2,716,113	12,500	16,832,158	12,607,732	3,565,207	35,733,710
Development cost charges	-	-	1,618,985	1,581,366	-	3,200,351
Casino	1,415,836	-	-	-	-	1,415,836
<b>Total Revenue</b>	<b>33,080,227</b>	<b>21,964,321</b>	<b>27,344,866</b>	<b>45,978,892</b>	<b>9,955,479</b>	<b>138,323,785</b>
Expenses:						
Salaries, wages and employee benefits	4,532,121	7,051,848	2,441,979	3,816,747	-	17,842,695
Contracted and general services	2,875,969	13,885,512	5,772,120	19,561,877	2,442,573	44,538,051
Materials, goods, supplies and utilities	1,036,773	779,165	596,603	1,626,493	-	4,039,034
Other	1,207,269	390,442	3,085,788	1,301,698	-	5,985,197
Amortization	371,997	471,017	6,430,617	3,799,925	905,880	11,979,436
<b>Total Expenses</b>	<b>10,024,129</b>	<b>22,577,984</b>	<b>18,327,107</b>	<b>30,106,740</b>	<b>3,348,453</b>	<b>84,384,413</b>
<b>Annual surplus</b>	<b>\$ 23,056,098</b>	<b>\$ (613,663)</b>	<b>\$ 9,017,759</b>	<b>\$ 15,872,152</b>	<b>\$ 6,607,026</b>	<b>\$ 53,939,372</b>

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

### Note 15 2022 Segmented Information (Continued)

	General Government Services	Protective Services	Engineering and Public Works	Community Services	Utility and Enterprise Services	Total
Revenue:						
Taxation	\$ 3,201,930	\$ 16,868,957	\$ 7,405,423	\$ 13,426,264	\$ -	\$ 40,902,574
Utility charges	-	-	-	-	5,000	5,000
Government transfers	1,183,870	484,059	393,391	1,787,551	-	3,848,871
Commercial leasing	163,248	126,347	-	6,731,422	-	7,021,017
Other	10,459,813	68,816	749,300	4,751,352	8,843,959	24,873,240
Licences and permits	38,606	3,742,329	393,507	1,349,267	-	5,523,709
Developer and property owner contributions	4,682,946	60,054	14,571,228	5,450,177	4,510,610	29,275,015
Development cost charges	5,523,262	-	5,791,558	2,473,651	-	13,788,471
Casino	1,454,016	-	-	-	-	1,454,016
<b>Total Revenue</b>	<b>26,707,691</b>	<b>21,350,562</b>	<b>29,304,407</b>	<b>35,969,684</b>	<b>13,359,569</b>	<b>126,691,913</b>
Expenses:						
Salaries, wages and employee benefits	3,973,815	6,347,460	2,037,736	3,506,433	-	15,865,444
Contracted and general services	2,553,466	11,602,155	7,577,691	17,333,629	5,858,523	44,925,464
Materials, goods, supplies and utilities	888,474	698,488	651,914	1,211,959	-	3,450,835
Other	407,825	301,511	554,672	918,084	-	2,182,092
Amortization	325,055	442,546	6,017,859	3,547,784	856,226	11,189,470
<b>Total Expenses</b>	<b>8,148,635</b>	<b>19,392,160</b>	<b>16,839,872</b>	<b>26,517,889</b>	<b>6,714,749</b>	<b>77,613,305</b>
<b>Annual surplus</b>	<b>\$ 18,559,056</b>	<b>\$ 1,958,402</b>	<b>\$ 12,464,535</b>	<b>\$ 9,451,795</b>	<b>\$ 6,644,820</b>	<b>\$ 49,078,608</b>

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

### 16. Financial risks and concentration of credit risk

#### (a) Credit risk

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The City is exposed to credit risk with respect to the accounts receivable, cash and investments.

The City assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. The maximum exposure to credit risk of the City at December 31, 2023 is the carrying value of these assets.

The carrying amount of accounts receivable is valued with consideration for an allowance for doubtful accounts. The amount of any related impairment loss is recognized in the statement of operations. Subsequent recoveries of impairment losses related to accounts receivable are credited to the statement of operations. The balance of the allowance for doubtful accounts at December 31, 2023 is \$199,080 (2022 - \$288,665)

As at December 31, 2023, \$8,384,148 (2022 - \$7,257,142) of trade accounts receivable were past due, but not impaired.

There have been no significant changes to credit risk exposure from 2022.

#### (b) Liquidity risk

Liquidity risk is the risk that the City will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The City manages its liquidity risk by monitoring its operating requirements. The City prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations.

Accounts payable and accrued liabilities are generally due within 30 days of receipt of an invoice.

There have been no significant changes to the liquidity risk exposure from 2022.

#### (c) Market risk

Market risk is the risk that changes in market prices, such as foreign exchange rates or interest rates will affect the City's income or the value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing return on investment.

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

(i) Foreign exchange risk:

The City is exposed to financial risks as a result of exchange rate fluctuations and the volatility of these rates. In the normal course of business, the City makes purchases denominated in U.S. dollars. To help mitigate this risk, the City maintains a U.S. dollar bank account.

During the year, the City purchased a new fire truck in U.S. dollars. The total value of this transaction was \$866,265 USD (\$1,193,081 CAD).

As at December 31, 2023 financial instruments denominated in foreign currencies totalled \$40,677 USD (\$53,799 CAD).

There have been no significant changes to the foreign exchange risk exposure from 2022.

(ii) Interest rate risk:

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market interest rates.

Financial assets and financial liabilities with variable interest rates expose the City to interest rate risk. The City is exposed to this risk through to its interest bearing loans payable and its investments.

The City mitigates interest rate risk on its term debt through regular management and monitoring of interest rate fluctuations and ensuring revenues (primarily Parcel Tax) are adjusted accordingly. Additionally, interest rate risk for financial liabilities are mitigated through corresponding interest rate fluctuations for financial assets; therefore, fluctuations in market interest rates would not significantly impact future cash flows and operations relating to the term debt.

There has been no change to the interest rate risk exposure from 2022.

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

### 17. Growing Communities Fund (Unaudited)

The City of Langford received \$16,464,000 under the Growing Communities Fund in 2023.

	2023	2022
Balance, beginning of year	\$ -	-
Grant received during the year	16,464,000	
Interest earned	671,011	
Eligible Costs		
<b>Total Grant Funds Spent</b>	<b>-</b>	<b>-</b>
Balance, end of year	\$ 17,135,011	\$ -

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City of Langford

# Staff Report to Council

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**DATE: Monday, May 6, 2024**  
**DEPARTMENT: Administration**  
**SUBJECT: Bladz Skate Shop Lease Renewal**

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## EXECUTIVE SUMMARY:

Bladz Skate Shop has been a tenant at City Centre Park since 2009, offering full-service skate sharpening and maintenance from the Eagle Ridge Community Centre. Their current lease, signed in April 2022, was for two years with an option to renew for an additional two years, pending City approval. Bladz is seeking to renew their lease under the same terms. Staff are recommending that Council enter into a two-year renewal. Public notices have been placed in the newspaper in accordance with the *Community Charter*.

## BACKGROUND:

Bladz Skate Shop has been a longstanding tenant at City Centre Park (CCP) since 2009, offering skate sharpening and maintenance services to the Langford community and users of City Centre Park's ice rink. Bladz are the official skate sharpeners for the Victoria Grizzlies, the BCHL, and the Pacific Coast Hockey Academy based out of CCP. Bladz provides an essential recreational service to the skating community in the Westshore which aligns with Council's strategic priority of increasing access to recreational infrastructure and services in Langford.

The current lease with Bladz expired on April 30<sup>th</sup>, 2024. Bladz continues its status as a month-to-month lessee on the same terms and conditions during negotiations for the lease renewal.

## COMMENTARY:

City staff recommend that the lease be renewed for a period of two years on the same terms and conditions as the original lease. Key terms of the agreement include:

- The term of the renewal will be for two years, commencing retroactively from May 1<sup>st</sup>, 2024, and ending on April 31<sup>st</sup>, 2026;
- Monthly rental payments of \$1,758.93, due on the first day of each and every month during the term;
- Bladz will not use the premises for any purposes other than for the purpose of a retail/sports shop space;

- Bladz will pay all business or other taxes and/or fees in respect of the use or occupancy of the premises;
- Bladz will indemnify the City and keep insurance for the property with the City named as an additional insured; and
- Bladz will pay all rates and charges for cable, internet, and telephone costs to the space.

**FINANCIAL IMPLICATIONS:**

Under the proposed lease renewal, Bladz will maintain the same monthly rental payments as stipulated in the original lease, which amount to \$1,758.93, due on the first day of each month. This amount is determined based on \$24.15 per square foot, which is within the range of fair market rental prices for similar spaces within City Centre Park.

**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 Six: Quality of Life
  - 6I: Increased Access to Recreation Infrastructure and Services
- Strategic Priority Three: Economic Development

**OPTIONS:****Option 1**

THAT Council approve the Bladz Skate Shop lease renewal for a period of two years from May 1, 2024;

AND

Authorize the Mayor and Chief Administrative Officer, or Corporate Officer, to execute the agreement on the terms substantially as presented, although minor amendments may be made prior to signing.

**OR Option 2**

THAT Council direct staff to take no action at this time with respect to renewing the lease.

**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, RPP, MCIP, Director of Development Services  
**Concurrence:** Leah Stohmann, RPP, MCIP, Director of Community Planning and Climate Change  
**Concurrence:** Katelyn Balzer, P.Eng., Director of Engineering and Public Works  
**Concurrence:** Michael Dillabaugh, CPA, CA, Director of Finance  
**Concurrence:** Marie Watmough, Director of Legislative and Protective Services  
**Concurrence:** Braden Hutchins, Deputy Chief Administrative Officer  
**Concurrence:** Darren Kiedyk, Chief Administrative Officer

Attachment: CON24-0059 Bladz Skate Shop Lease Amendment



**LEASE AMENDMENT AGREEMENT  
CON24-0059**

THIS AMENDING AGREEMENT dated for reference the 2nd day of April, 2024 is

BETWEEN:

**CITY OF LANGFORD**  
2<sup>nd</sup> Floor, 877 Goldstream Avenue  
Langford, BC V9B 2X8

(the "Landlord")

AND:

**BLADZ SKATE SHOP**  
#103 – 1089 Langford Parkway  
Langford, BC V9B 0A5

(the "Tenant")

AND:

**Brian Charlebois**  
#103 – 1089 Langford Parkway  
Langford, BC V9B 0A5

(the "Guarantor")

WHEREAS:

- A. The Landlord is the registered owner of those lands and premises in the City of Langford, British Columbia having an address of 1089 Langford Parkway, Langford, BC, V9B 0A5;
- 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;
- D. Pursuant to a lease between the Tenant, Guarantor, and the Landlord made in April, 2022 and having contract number CON22-0062, the Tenant leased the Property from the Landlord (the "Lease"); and
- E. The Landlord and the Tenant have agreed to modify the Lease.

NOW THEREFORE IN CONSIDERATION of the premises, covenants, and agreements herein contained, \$1.00 paid by each party to the other and other good and valuable consideration (the

receipt and sufficiency of which are hereby expressly acknowledged by both parties), the parties hereto covenant and agree as follows:

- 1. The Lease is modified as follows:
  - a. Section 2.0 is struck and replaced with the following:  
  
 TO HAVE AND TO HOLD the Demised Premises for and during a term of two (2) years commencing on May 1<sup>st</sup>, 2024 and ending on the last day of April 2026 (the "Term").
  - b. Extension provisions under sections 6.12.01, 6.12.02, and 6.12.03 are struck from the Lease.
- 2. This Amending Agreement shall be read and construed together with the Lease, and the Lease, as amended hereby, shall continue in full force and effect in accordance with the terms of this Amending Agreement.
- 3. Each party shall at all times execute and deliver at the request of the other such further documents, deeds, instruments, and things, and do and perform such other acts, as may be reasonably necessary to give full effect to the intent and meaning of this Amending Agreement.
- 4. This Amending Agreement shall enure to the benefit of and be binding on the parties and their successors and assigns.
- 5. This Amending Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all counterparts together shall constitute the same agreement.

IN WITNESS WHEREOF the parties hereto have executed this Amending Agreement as of the dates written below

**CITY OF LANGFORD**  
by its authorized signatories

**BLADZ SKATE SHOP**  
by its authorized signatories

\_\_\_\_\_  
Mayor:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Corporate Officer:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:



City of Langford

# Staff Report to Council

**DATE:** Monday, May 6, 2024

**DEPARTMENT:** Administration

**SUBJECT:** Amendment to Committee Terms of Reference (POL-0163-ADMIN)

## EXECUTIVE SUMMARY:

Staff are proposing an amendment to POL-0163-ADMIN Committee Terms of Reference to align with the Council Procedure Bylaw and changes which have been made to the Bylaw since the Terms of Reference were approved. The proposed changes provide procedural clarity and consistency to Committee members, staff, and the public.

## BACKGROUND:

The Committee Terms of Reference ( the “TOR”) apply to both the Community Advisory Committee (CAC) and the Sustainable Development Advisory Committee (SDAC). The TOR was approved by Council in 2023. Subsequent to the approval, changes were made to the Council Procedure Bylaw with respect to the extension of meetings beyond 10:00 p.m. Staff are proposing that the TOR be amended to require a two-thirds majority vote of Committee members present to extend a meeting past 10:00 pm, rather than the existing requirement for unanimous support.

## COMMENTARY:

Staff are proposing the following change to the Committee Terms of Reference under Section 19 – Procedures:

Currently reads: *“The committee meeting end time will not extend beyond 10:00 p.m. without a unanimous resolution of all committee members present.”*

Proposed Amendment: *“The committee meeting end time will not extend beyond 10:00 p.m. on the same day unless Committee resolves by a two-thirds vote to extend the meeting to 11:00pm, with any further extensions requiring a unanimous vote of all members present.”*

It is generally best practice that the Committee Terms of Reference and Council Procedure Bylaw share many similarities. This way, the experience of attending a Committee meeting is similar to that of a Council meeting. By bringing alignment and consistency to these advisory bodies, members of Council, staff, and members of the public can confidently participate and know what to expect at the meeting.

Staff titles within the Terms of Reference have also been updated as necessary.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

**LEGAL IMPLICATIONS:**

There are no legal implications associated with this report.

**STRATEGIC PLAN INITIATIVES:**

Section 5 – Good Governance.

**OPTIONS:**

**Option 1**

THAT Council approve the amended Committee Terms of Reference as presented and direct staff to share this update with Committee members.

**OR Option 2**

THAT Council adopt the amended Committee Terms of Reference with the following amendments:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**OR Option 3**

THAT Council take no action regarding the Committee Terms of Reference at this time.

**SUBMITTED BY: Marie Watmough, Director of Legislative and Protective Services**

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

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

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

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

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

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

**Concurrence:** Braden Hutchins, Deputy CAO

**Concurrence:** Darren Kiedyk, Chief Administrative Officer

Attachment 1: Current Committee Terms of Reference

Attachment 2: Redline Copy of Committee Terms of Reference



# City of Langford

[www.cityoflangford.ca](http://www.cityoflangford.ca)

## COMMITTEE TERMS OF REFERENCE

Council Policy POL-0163-ADMIN - Amendment 3

Original Policy: April 2021

Amended: February 2023

Presiding Council Member, Mayor Scott Goodmanson

Date: February 21, 2023

Signature:

### General

1. This policy establishes procedures, membership and scope of work for Council advisory committees (the "Committee(s)").
2. The purpose of Committees is to:
  - a) Encourage public involvement in Council matters;
  - b) Allow for more detailed discussions than would be possible during a Council meeting, including a full exchange of views on technical matters; and
  - c) Allow for a variety of presentations to the committees from the public, not for profit groups and other related bodies.
3. The following Advisory Committees are established:
  - a) Sustainable Development Advisory Committee; and
  - b) Community Advisory Committee.

### Membership

4. Committee membership will consist of three (3) Councillors and up to six (6) appointed citizens ("Citizen Members").
5. The positions of Chair and Vice Chair on each Committee must be filled by Council members.
6. The City will solicit for Citizen Member applications by advertising on the City's website and in the Goldstream Gazette or such other similar publication or venue as the City may decide, in its sole discretion, is sufficient.
7. Citizen Members will be appointed by the Council with consideration given to City staff recommendations.
8. Citizen members will be selected to ensure a broad cross section of representation of the diversity of the community. This may include members who have specific technical knowledge

- of matters relevant to the committee as well as residents with general knowledge about the community.
9. Citizen Members are appointed for terms of the earlier of up to four years, with all terms ending on December 31 following a Council election, or upon dissolution of the committee.
  10. The Council may, in their sole discretion, remove any member of the Committee at any time.
  11. A Committee member may resign at any time by submitting written notice to the Committee Chair or Chief Administrative Officer (CAO).
  12. Committee members who are absent for three (3) consecutive Committee meetings may be removed from the Committee, unless such absence was authorized by the Committee in an open Committee meeting.
  13. The Mayor may attend any Committee meeting as an ex-officio voting member.
  14. Councillors who are not members of the Committee may attend and participate in any Committee meeting but may not vote.
  15. At least one member of municipal staff person is assigned to each Committee to provide advice and administrative support but is not a member and may not vote (the "Municipal Liaison").

#### **Procedures**

16. Committee meetings must be held in the City of Langford Council Chambers, or as otherwise authorized by the Procedure Bylaw.
17. Electronic or other remote attendance at meetings will be governed according to provisions in the Procedure Bylaw.
18. Committee meetings will be scheduled on a regular basis, as determined by Council and published annually. Every effort will be made to hold the meetings on a consistent day of the week, notwithstanding statutory holidays.
19. The committee meeting end time will not extend beyond 10:00 p.m. without a unanimous resolution of all committee members present.
20. Committee meetings may be cancelled where there are insufficient members to meet quorum requirements, or where Council otherwise deems it necessary.
21. In addition to the regularly scheduled meetings, the Committee Chair may call additional Committee meetings as required, with notice to be provided in accordance with the Procedure Bylaw.
22. Agenda items will be proposed by the responsible Department Head through the Municipal Liaison, subject to review and approval by the Committee Chair and Corporate Officer.
23. Committee agenda packages will be available to all Council members.

24. The Municipal Liaison, or their delegate, will attend each Committee meeting. Where there is more than one Municipal Liaison assigned to a Committee, the City will determine which person or persons will attend the meeting.
25. A municipal staff member will record Committee minutes.
26. Committee decisions will be reached by a majority vote of members present and will take the form of a resolution that is recorded in the minutes.
27. Draft Committee minutes must appear on the next Council meeting agenda for receipt.
28. Committees will provide recommendations to Council through its minutes, however, the discretion to make decisions on behalf of the City remains solely within the authority of Council.
29. Committees may hold in camera meetings to discuss matters pursuant to section 90 of the *Community Charter*.
30. Members of the public may be permitted to speak. Speakers may be limited to three (3) minutes at the discretion of the Chair.
31. Public participation may be limited by the committee to ensure all matters on the agenda can be considered.
32. Members of the public will be permitted to address the committee with respect to any item on the agenda.
33. Committee quorum is a majority of appointed members, meaning fifty percent (50%) or greater, one of whom must be the Chair or Vice-Chair.
34. Committee members are bound by the conflict of interest guidelines and provisions of the *Community Charter* which apply to Council Members, including:
  - a) Members with direct or indirect conflict of interest with a matter under discussion are not permitted to participate in the discussion or vote on a matter;
  - b) Members must declare their conflict, state the general nature of their conflict, and then leave the meeting room while the matter is under discussion; and
  - c) Members having a conflict on a matter must not attempt in any way to influence the voting on that matter, whether before, during or after the meeting.

## **SCOPE OF WORK OF THE COMMITTEES**

### **Sustainable Development Advisory Committee**

35. The Sustainable Development Advisory Committee will review submissions and make recommendations to Council respecting development and engineering projects in the City including, but not limited to, rezoning applications, development variance permit applications, transportation and public works related projects.

36. The Director of Engineering and the Director of Planning are the Municipal Liaisons to the Sustainable Development Advisory Committee.

**Community Advisory Committee**

37. The Community Advisory Committee will make recommendations to Council on matters relating to health, safety, and environmental concerns including parks and recreation, protective services and financial and administrative matters.
38. The Director of Corporate Services is the primary Municipal Liaison to the Community Advisory Committee, though may delegate to another senior staff member depending on the topic or topics for a given meeting.
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# City of Langford

[www.cityoflangford.ca](http://www.cityoflangford.ca)

## COMMITTEE TERMS OF REFERENCE

Council Policy POL-0016-ADMIN

Original Policy: January 1994

Amended: February 2023

Presiding Council Member, Mayor Scott Goodmanson

Date:

Signature:

### General

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  - c) Members having a conflict on a matter must not attempt in any way to influence the voting on that matter, whether before, during or after the meeting.

## **SCOPE OF WORK OF THE COMMITTEES**

### **Sustainable Development Advisory Committee**

34. The Sustainable Development Advisory Committee will review submissions and make recommendations to Council respecting development projects in the City including, but not limited to, rezoning applications, development variance permit applications, transportation and public works related projects.

35. The **Director of Engineering and Public Works or their delegate** and the **Director of Development Services or their delegate** are the Municipal Liaisons to the Sustainable Development Committee.

**Community Building Advisory Committee**

36. The Community Building Advisory Committee will make recommendations to Council on matters relating to health, safety, and environmental concerns including parks and recreation, protective services and financial and administrative matters.
37. The **Director of Legislative and Protective Services or their delegate** is the primary Municipal Liaison to the Community Building Advisory Committee.
-



Making a difference...together

Corporate Services  
625 Fisgard Street  
Victoria, BC V8W 2S6

T: 250.360.3129  
F: 250.360.3130  
www.crd.bc.ca

April 15, 2024

File: 3900-30

Mayor and Council, City of Langford  
Attention: Braden Hutchins, Corporate Officer  
Second Floor, 877 Goldstream Avenue  
Langford, BC V9B 2X8  
Via email: [bhutchins@langford.ca](mailto:bhutchins@langford.ca)

Dear Braden:

**RE: MUNICIPAL CONSENT FOR BYLAW NO. 4588  
REGIONAL PARKS LOAN AUTHORIZATION BYLAW NO. 1, 2024**

On March 13, 2024, the Capital Regional District (CRD) Board gave three readings to Bylaw No. 4588, "Regional Parks Loan Authorization Bylaw No. 1, 2024".

The Capital Regional District is seeking municipal consent for Bylaw No. 4588, a bylaw to authorize the borrowing of fifty million dollars (\$50,000,000) for the purpose of financing the Regional Trestles Renewal, Trails Widening and Lighting Project.

On March 13, 2024, the CRD Board approved 2024 to 2028 Financial Plan and approved the new initiatives and capital beginning in 2024. The Regional Parks Service included borrowing in the capital plan for the Regional Trestles Renewal, Trail Widening and Lighting Project. The plan anticipates borrowing approximately \$10 million annually, in years two through six of the project. Annual debt servicing, based on the current Municipal Finance Authority indicative rate of 4.65%, is anticipated to be \$5 million when the \$50 million is fully borrowed. The estimated annual cost per average household is \$28. The term of any debt issuances under such loan authorization will be 15 years.

In order to adopt Bylaw No. 4588, municipal consent is required from two-thirds of participants which include all 13 member municipalities and the 3 electoral areas, by way of Electoral Area Director consent on behalf of electors.

Please have your Council consider the bylaw at an upcoming meeting and return a response to us no later than May 31, 2024. Your Council resolution may be worded as follows:

***That Council [consent/not consent] to the CRD adopting Bylaw No. 4588,  
"Regional Parks Loan Authorization Bylaw No. 1, 2024".***

**Mayors and Councils – April 15, 2024**  
**Municipal Consent for Bylaw No. 4588**

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As background information, please find attached the proposed bylaw and staff report. In addition to municipal Council consideration, the bylaw will be forwarded to the Inspector of Municipalities for approval before returning to the CRD Board for adoption.

If you have questions regarding the capital plan for the Regional Trestles Renewal, Trail Widening and Lighting Project, please contact Mike MacIntyre, Senior Manager Regional Parks, at [mmacintyre@crd.bc.ca](mailto:mmacintyre@crd.bc.ca) by telephone at 250.360.3340.

If you have questions about the bylaw approval process, please contact Deputy Corporate Officer Marlene Lagoa at [mlagoa@crd.bc.ca](mailto:mlagoa@crd.bc.ca) or by telephone 250.360.3127.

Sincerely,



Kristen Morley, JD  
Corporate Officer and General Manager, Corporate Services

Attachments: Bylaw No. 4588  
Staff Report re: Bylaw No. 4588 Loan Authorization (March 6, 2024)  
Staff Report re: Regional Trails Project – Funding Options (July 19, 2023)

cc: Darren Kiedyk, Chief Administrative Officer



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**REPORT TO FINANCE COMMITTEE  
MEETING OF WEDNESDAY, MARCH 06, 2024**

**SUBJECT**     **Bylaw No. 4588: Regional Parks Loan Authorization Bylaw No. 1, 2024**

**ISSUE SUMMARY**

Pursuant to the Capital Regional District (CRD) provisionally approved 2024 to 2028 Financial Plan, this report brings forward loan authorization Bylaw No. 4588 for the purpose of financing the Regional Trestles Renewal, Trails Widening and Lighting Project.

**BACKGROUND**

On October 25, 2023, the CRD Board (the “Board”) gave provisional approval to the 2024 to 2028 Financial Plan and approved the new initiatives and capital for January 1, 2024. The Regional Parks Service included borrowing in the capital plan for the Regional Trestles Renewal, Trail Widening and Lighting Project.

Following approval, staff prepare the required loan authorization bylaw to enable borrowing from the Municipal Finance Authority (MFA). Since loan authorization bylaws expire after five years, bylaws are commonly drafted to cover the five-year financial plan for services requiring borrowing to fund capital. The loan authorization bylaw specifies the maximum amount, restricted use and the debt repayment amortization period.

Requests for funds to be drawn against the loan authorization bylaw will only be authorized upon the Board’s approval of a subsequent security issuing bylaw. The security issuing bylaws are prepared twice annually and include only those borrowings for which there is a cash flow need as determined by the approved financial plan.

The following bylaw is proposed:

<b>Service Area</b>	<b>Action</b>	<b>Purpose</b>	<b>Bylaw</b>
Regional Parks	Loan Authorization Bylaw	To create a loan authorization bylaw to permit long-term borrowing related to the Regional Parks Capital Plan for this service	4588

## **ALTERNATIVES**

### *Alternative 1*

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4588, “Regional Parks Loan Authorization Bylaw No. 1, 2024”, be introduced and read a first, second and third time; and
2. That approval on behalf of the participating areas for Bylaw No. 4588 be obtained through the municipal and electoral area consent process, according to sections 346 and 347 of the *Local Government Act*, and if successful, that Bylaw No. 4588 be referred to the Inspector of Municipalities for approval.

### *Alternative 2*

That the proposed bylaw be referred back to staff for further information.

## **IMPLICATIONS**

### *Legislative & Financial Implications*

Regional Parks borrowing, as per section 3 of the *Regional District Liabilities Regulation*, requires consent by two-thirds of service participants. Rather than a more formal elector assent or alternative approval process, municipal councils and electoral area directors are permitted to consent.

Before adoption by the Board, the loan authorization bylaw requires three readings followed by participant consent and then approval by the Inspector of Municipalities. Upon final approval, borrowings of up to \$50 million will be authorized.

To ensure optimization of interest and timing of long-term debt, issuance of a temporary borrowing will be proposed upon approval of the loan authorization bylaw by the Board. The request for borrowing will be based on the timing of expenditures. Security issuing bylaws will be brought forward to convert the short-term borrowing to long-term debt financing.

In years two through six of the Project, the plan anticipates borrowing approximately \$10 million annually. Annual debt servicing, based on the current Municipal Finance Authority indicative rate of 4.65%, is anticipated to be \$5 million when the \$50 million is fully borrowed. The estimated annual cost per average household is \$28. The term of any debt issuances under such loan authorization will be 15 years.

This bylaw is required to provide the necessary authority to carry out project work through debt, as provided in the 2024 to 2028 Financial Plan Bylaw.

## **CONCLUSION**

The CRD 2024 provisional financial plan sets out the capital expenditure for each service, including planned borrowing. Borrowing for the Regional Parks Service was identified in the financial plan of up to \$50 million. Bylaw No. 4588, “Regional Parks Loan Authorization Bylaw No. 1, 2024”, is presented in preparation for future borrowing to enable the Regional Trestles Renewal, Trail Widening and Lighting Project.



**RECOMMENDATION**

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4588, “Regional Parks Loan Authorization Bylaw No. 1, 2024”, be introduced and read a first, second and third time; and
2. That approval on behalf of the participating areas for Bylaw No. 4588 be obtained through the municipal and electoral area consent process, according to sections 346 and 347 of the *Local Government Act*, and if successful, that Bylaw No. 4588 be referred to the Inspector of Municipalities for approval.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Sr. Mgr., Financial Services / Deputy CFO
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT**

Appendix A: Bylaw No. 4588, “Regional Parks Loan Authorization Bylaw No. 1, 2024”



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## REPORT TO TRANSPORTATION COMMITTEE MEETING OF WEDNESDAY, JULY 19, 2023

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### **SUBJECT**    Regional Trails Widening and Lighting Project – Funding Options

### **ISSUE SUMMARY**

To provide funding options for the renewal of critical infrastructure and the widening and lighting of priority sections of the Galloping Goose and Lochside regional trails.

### **BACKGROUND**

The Capital Regional District's (CRD) 2016 CRD Regional Trails Management Plan identifies the need to study options for trail widening, separation of users and installation of lighting on the busiest sections of the Galloping Goose and Lochside regional trails. Critical infrastructure on these sections of trail includes the Selkirk, Brett Avenue and Swan Lake trestles, all of which require renewal (Appendix A).

The CRD Regional Trails Widening Study was presented to the CRD Board on February 10, 2021. At that meeting, the Board directed staff to conduct public engagement on the proposed 6.5 m separated-use pathway design with lighting and implementation priorities, as recommended in the study (Appendix B). The Board further directed that detailed designs be expedited, with a view toward having a shovel-ready project. The results of public engagement conducted in the spring of 2021 indicated strong support for the project.

On October 13, 2021, the Board directed staff to develop partnerships and pursue grant opportunities to support the implementation of the separated-use pathway design with lighting. On May 11, 2022, the Board directed staff to develop a funding strategy for regional trails to support the Regional Parks and Trails Strategic Plan, including the widening and lighting project. To date, project financing had been reliant on core operating and capital reserve funds.

Staff continue to engage First Nations, municipal and provincial partners on the project to identify project synergies, collaborate on design and pursue funding. Aligning infrastructure renewal with trail widening and lighting improvements is a key outcome of this engagement.

### **ALTERNATIVES**

#### *Alternative 1*

The Transportation Committee recommends to the Capital Regional District Board:

1. That the Regional Trails Widening and Lighting Project be accelerated by the inclusion of the Project in the 2024-2028 Financial Plan and that project funds be secured by way of debt; and
2. That staff continue to develop partnerships, pursue grant opportunities and report back to the Regional Parks Committee at the September 27, 2023 meeting with options to generate additional funds through non-tax revenue.

**Transportation Committee – July 19, 2023**  
**Regional Trails Widening and Lighting Project – Funding Options**

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*Alternative 2*

The Transportation Committee recommends to the Capital Regional District Board:

1. That the Regional Trails Widening and Lighting Project be advanced, prioritizing critical infrastructure renewals, by securing project funds through the CRD Regional Parks core operating budget; and
2. That staff continue to develop partnerships, pursue grant opportunities and report back to the Regional Parks Committee at the September 27, 2023 meeting with options to generate additional funding through non-tax revenue.

*Alternative 3*

That this report be referred to staff for additional information.

**IMPLICATIONS**

*Service Delivery Implications*

The project represents an increased level of service to the region's active transportation infrastructure. The enhanced service provided through the delivery of the Regional Trails Widening and Lighting Project will result in additional operating and maintenance costs. Nearing project completion, an Initiative Business Case will be presented through the service planning review process.

As the Galloping Goose and Lochside regional trails are already heavily utilized, an approach to delivering the project that will minimize service disruptions is desirable. Accelerating the project by securing project funds through debt will allow for a six-year phased project completion timeline. This accelerated approach aims to minimize trail closures and realize efficiencies in permit and engagement processes, environmental and cultural monitoring, and construction mobilization.

Alternatively, advancing the project solely reliant on securing project funds through the CRD Regional Parks core budget and partnerships, grant programs, and options to generate non-tax revenue, will lengthen the project delivery timeline to greater than 20 years. Project phasing will be dependent on the availability of funds, and system-wide critical infrastructure repairs and renewals will need to be met before service level improvements can be considered.

*Social Implications*

The CRD Regional Trails Widening Study (2020) estimated the busiest sections of the Galloping Goose and Lochside regional trails see approximately 2,700 users per day in peak times for active transportation, recreation and tourism. Updated counts from July 2022, utilizing new sensors, indicate user volumes are 40% more than estimated in the study.

With summer daily volumes in July 2022 reaching upwards of 3,750 users, the projected 2040 user volume of 4,500 presented in the CRD Regional Trails Widening Study (2020) could soon be exceeded, much sooner than anticipated. Current 20-year user volume predictions include a projected increase of 2.5% per year, with the Galloping Goose Regional Trail section between

## Transportation Committee – July 19, 2023

### Regional Trails Widening and Lighting Project – Funding Options

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Selkirk Trestle and Switch Bridge reaching approximately 5,900 users per day by 2040 based on new baseline data.

The project area trail segments prioritized for widening to the proposed 6.5 m separated-use pathway design connect key urban growth nodes identified in the Regional Growth Strategy and the Saanich Official Community Plan. These nodes are meant to accommodate future population and employment growth and will require connected, high-quality multi-modal infrastructure so that people can choose to walk or cycle to their destinations.

Meeting public expectations of a quality user experience is a high priority. Safety concerns related to high volumes and speed differentials are documented, and with e-mobility increasing, user conflict is likely to increase. The widening and lighting project will improve user safety and personal security and will increase accessibility for All Ages and Abilities (AAA).

The CRD Board approved AAA facility criteria in April 2023, based on the BC Active Transportation Design Guidelines. Based on use volumes, the project area trail segments do not meet the AAA facility criteria. Widening to the proposed 6.5 m separated-use pathway design is needed to meet the AAA facility criteria.

#### *Intergovernmental Implications*

Moving forward with separated-use pathway design with lighting and critical infrastructure repair requires collaboration and coordination among government agencies and community partners. Staff-level discussions with government agencies to date indicate strong willingness to support the project.

The CRD, Ministry of Transportation and Infrastructure (MoTI) and the BC Transportation Financing Authority are operating within a Memorandum of Understanding (MOU) agreement established in 2015. A separate MOU agreement was established in 2021 to collaborate on the Regional Trails Widening and Lighting Project design and implementation, with an aim to achieve active transportation targets.

The project has been introduced to STÁUTW (Tsawout) First Nation, BOKEĆEN (Pauquachin) First Nation, x<sup>w</sup>sepsəm (Esquimalt) Nation, Songhees Nation, and to the WSÁNEĆ Leadership Council on behalf of WJOLEŁP (Tsartlip) and WSÍKEM (Tseycum) First Nations, and regular updates are being provided. Feedback from the Nations to date indicates interest in understanding the archaeological and environmental implications of the project and an expressed interest to have cultural monitors present during land altering activities. Project staff will work closely with First Nations by sharing information, seeking input into design and place-making and finding mutually beneficial ways for involvement.

#### *Environmental & Climate Implications*

Both the Regional Transportation Plan and the Pedestrian and Cycling Master Plan identify the regional trail system as an “active transportation spine” connecting active transportation networks in the region.

## Transportation Committee – July 19, 2023

### Regional Trails Widening and Lighting Project – Funding Options

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The project supports a regional effort to shift new trips and portions of existing trips from motor vehicles to walking, cycling and transit. The regional mode share target has been set at 45% of trips being taken by walking, cycling and transit use, with a mode share target of 15% for cycling. Currently, the region's mode share is 26.6%, with 5.1% of trips taken by cycling and 13.7% taken by walking (source: 2017 Origin and Destination Household Travel Survey).

With transportation being the largest source of regional greenhouse gas (GHG) emissions, it is critical to expand and improve the regional trail system as the region grows to support mode shift objectives that will ultimately reduce regional GHGs. Improvements to the busiest sections of the regional trails will support more people choosing cycling for their travel, resulting in reduced GHG emissions. Preliminary GHG emission savings associated with active transportation infrastructure projects indicate the project could save 120 tonnes of CO<sub>2</sub>e per year.

#### *Alignment with Existing Plans & Strategies*

Preparing a funding strategy to support the implementation of priority regional trail enhancement and expansion projects for the CRD's regional parks and trails is a 2023-2026 CRD Corporate Plan priority. The Regional Trails Widening and Lighting Project is also identified as a priority action in the Regional Parks and Trails Strategic Plan 2022-32 (4-1b), as is the short-term priority action to prepare a funding strategy to support implementation of priority regional trail enhancement and expansion projects (4-1c). Completion of the Regional Trails Widening and Lighting Project supports the regional transportation priority for active transportation.

#### *Financial Implications*

##### Alternative 1

The estimated cost of the Regional Trails Widening and Lighting Project (including critical infrastructure renewal), based on Class-D and contingency estimates, is \$53.5 million. Financing the project by securing \$50.0 million in project funds through debt is proposed as the best way to achieve an accelerated project completion timeline within six years (Appendix C).

To support the repayment of loans used to fund the project, debt servicing over a 15-year repayment schedule will require the CRD to delay other regional parks projects, such as upgrading dams and repairing bridges identified in the 2023-2027 Capital Plan, and to seek CRD Board approval to increase requisition. Using the 2023 requisition year as a proxy for the borrowing period, it is estimated that debt servicing (based on BC Municipal Finance Authority indicative rates) during the peak years would be equivalent to \$28 per average household (Appendix D) or an increase of approximately 7% to the 2023 CRD regional requisition.

Through use of benchmarks established by capital reserve guidelines, the Regional Parks Service was identified as having a low use of debt to deliver mandated services. Through operational planning, a significant portion of upcoming capital investment was directed for land and infrastructure replacement, which are assets characterized with a long, useful life.

The capital reserve guidelines balance the implications of savings and borrowing, recommending an optimal blend or ratio as part of a financing strategy. This project is of a long, useful life and the use of debt ties the cost of the project to the benefit received.

**Transportation Committee – July 19, 2023**  
**Regional Trails Widening and Lighting Project – Funding Options**

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When evaluating the reserve balance guidelines, the Regional Parks Service has significant borrowing capacity, and increased use of debt can be a tool to balance large expenditures over time.

To date, staff have submitted three grant applications, totalling \$16.2 million: one in partnership with MoTI to the federal Active Transportation Fund Program; and two to the Union of BC Municipalities Strategic Priorities Fund Program. The CRD was not successful in securing funds through the Strategic Priorities Fund Program, and confirmation of the federal Active Transportation Grant Program funds is not anticipated prior to summer 2023. A Growing Communities Fund application for the project has been submitted following the CRD internal program guidelines.

Alternative 2

Advancing the project without securing funds through debt will result in the prioritization of up to \$12.6 million of the CRD Regional Parks core budget to complete Selkirk, Brett Avenue and Swan Lake trestle critical renewals to meet safety and current service delivery requirements (Appendix E). This portion of the project alone will place significant strain on the Regional Parks Capital Program and would still be a significant acceleration of the current plan, which has been prepared in anticipation of significant grants to complete these components of the project.

Without debt, funding to support trail widening, separation of users and installation of lighting will need to be secured after critical renewals are complete on the three trestles; this work would be done during a project completion timeline of more than 20 years.

*Legislative Implications*

Regional park and trail borrowing, as per section 3 of the Regional District Liabilities Regulation, only requires consent of at least two-thirds of service participants and permits consent by municipal councils and electoral area directors, rather than a more formal elector assent or alternative approval process.

The loan authorization bylaw requires three readings followed by participant consent and then Inspector of Municipalities approval. After this, it requires adoption by the Board. Upon final approval, borrowings of up to \$50 million will be authorized. Security issuing bylaws also require Board approval and must be enacted before a borrowing request may be submitted to the BC Municipal Finance Authority.

To ensure optimization of interest and timing of long-term debt, issuance of a temporary borrowing bylaw will be proposed upon approval of the loan authorization bylaw by the Board. The request for borrowing will be based on the timing of expenditures.

**CONCLUSION**

On May 11, 2022, the CRD Board directed staff to develop a funding strategy for regional trails to support the Regional Parks and Trails Strategic Plan, including the widening and lighting plan. Financing the project by securing project funds through debt has been proposed as the best way to achieve an accelerated project completion timeline of six years with minimal service disruptions. Staff will continue to develop partnerships, pursue grant opportunities and explore

**Transportation Committee – July 19, 2023**  
**Regional Trails Widening and Lighting Project – Funding Options**

6

options to generate non-tax revenue to reduce loan and debt servicing amounts.

**RECOMMENDATION**

The Transportation Committee recommends to the Capital Regional District Board:

1. That the Regional Trails Widening and Lighting Project be accelerated by the inclusion of the Project in the 2024-2028 Financial Plan and that project funds be secured by way of debt; and
2. That staff continue to develop partnerships, pursue grant opportunities and report back to the Regional Parks Committee at the September 27, 2023 meeting with options to generate additional funds through non-tax revenue.

Submitted by:	Jeff Leahy, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

Appendix A: Regional Trail Widening and Lighting Project Area – Map

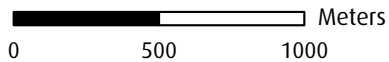
Appendix B: CRD Regional Trails Widening Study – Separated Use Pathway Design and Implementation Priorities

Appendix C: Project Scope and Timing – Alternative 1

Appendix D: Alternative 1 – Debt Servicing Profile and Requisition Increase

Appendix E: Project Scope and Timing – Alternative 2

Appendix F: Presentation – CRD Regional Trails Widening and Lighting Funding Model



Projection: UTM ZONE 10N NAD 83

- Bridge / Trestle
- Underpass
- Major Road
- Local Road

- Municipal Boundary
- Park / Protected Area
- First Nation Reserve
- Lake / Ocean

- Spectrum Community School
- Outside Project Area
- Galloping Goose Regional Trail
- Lochside Regional Trail

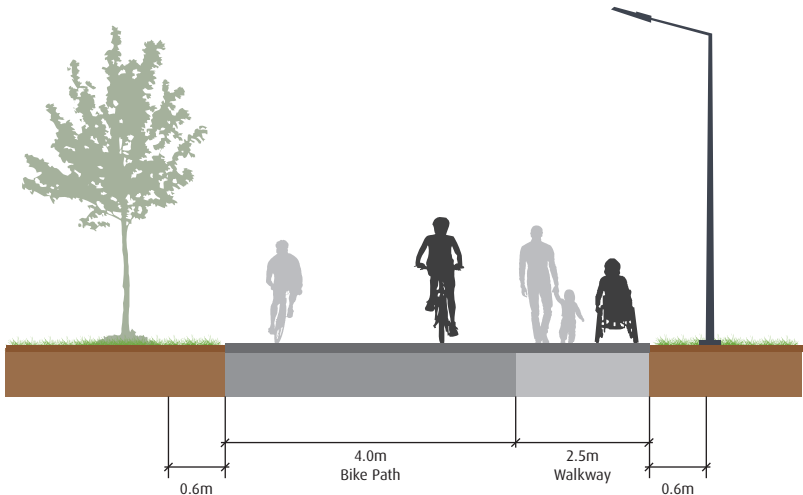
**Important** This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.





# CAPITAL REGIONAL DISTRICT (CRD) REGIONAL TRAILS WIDENING STUDY APRIL 28, 2020

## SEPARATED USE PATHWAY DESIGN



## IMPLEMENTATION PRIORITIES



Regional Trails Widening and Lighting Project Definition (Selkirk, Swan Lake and Brett Avenue Trestles, and Sections A, B, and C)

# Project Scope and Timing – Alternative 1

## Accelerate Project with CRD Board Authorization Loans

### Project Cost Estimates: Low Range/High Range (Class D + Contingency Estimates 2023)

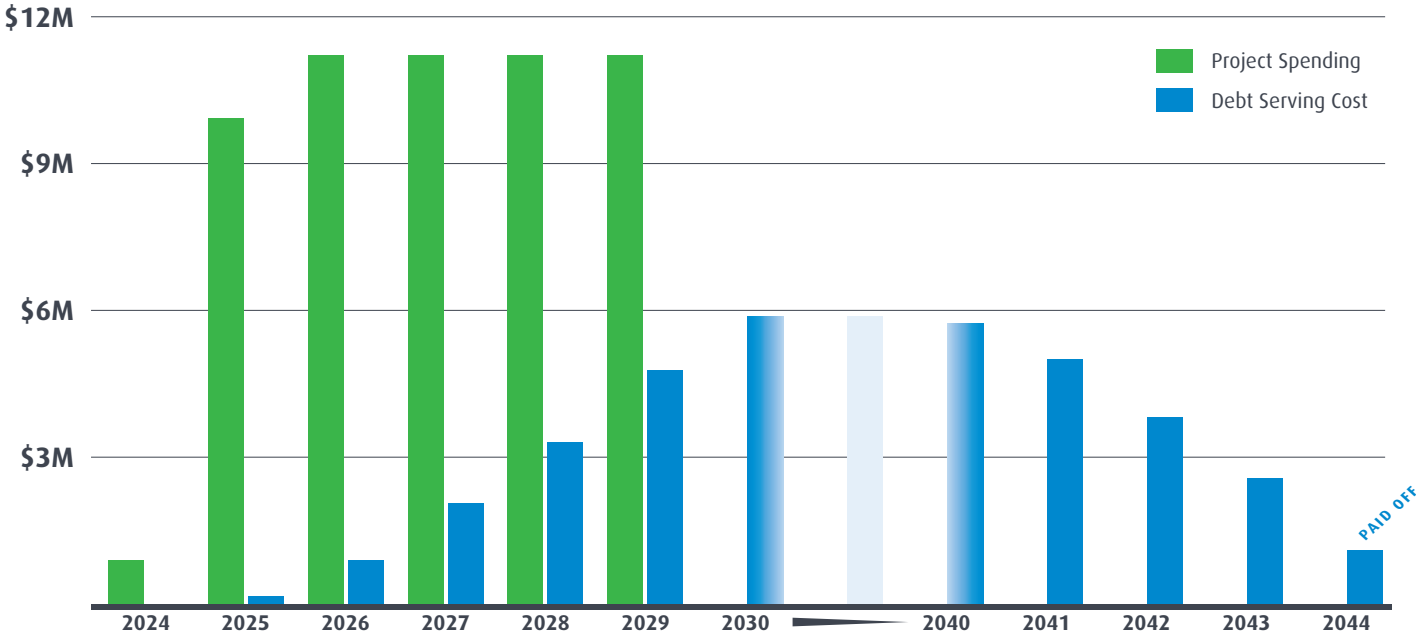
Selkirk Trestle Rehabilitation 300 m (GGRT)	Low Range	\$6.1 M
	High Range	\$8.3 M
Section A: GGRT Selkirk Trestle to Switch Bridge 2 km	Low Range	\$6.8 M
	High Range	\$8.9 M
Section B: GGRT Switch Bridge to McKenzie 2 km	Low Range	\$9.9 M
	High Range	\$13 M
Section C: Lochside Trail Switch Bridge to McKenzie 2 km	Low Range	\$7 M
	High Range	\$9.2 M
Swan Lake Trestle Rehab 145 m (Lochside Trail)	Low Range	\$8.6 M
	High Range	\$10.9 M
Brett Ave Trestle Rehab 25 m (Lochside Trail)	Low Range	\$2.2 M
	High Range	\$2.9 M
<b>Project Totals</b>	<b>Low Range</b>	<b>\$40.8 M</b>
	<b>High Range</b>	<b>\$53.5 M</b>



**INCLUDES CRITICAL INFRASTRUCTURE  
AND FULL 6.5 m WIDENING AND  
LIGHTING ENHANCEMENT**

# Alternative 1

**CRD BOARD AUTHORIZATION LOAN (UP TO \$50M)**  
**DEBT SERVICING 2024 TO 2044**



Sample financial model presented is based on an assumed 6-year project life; Year 1 project planning; including phasing, coordination with partner organizations including First Nations and detailed design. Years 2 to 6 project construction, estimated to be relatively consistent for modeling purposes.

Both long-term and short-term borrowing have been estimated as 5.3% based on current BC Municipal Finance Authority (BCMFA) indicative rates. The model also assumes the full loan authorization amount of \$50 million is borrowed over the period of the project.

During the years 2031-2040 the maximum debt servicing cost occurs and using the 2023 requisition data as a proxy would result in a requisition per average household of approximately \$28 for debt servicing.

# Project Scope and Timing – Alternative 2

## Advance Project by Prioritizing Critical Infrastructure Renewals (without CRD Board Authorization Loans)

Project Cost Estimates: Low Range/High Range (Class D + Contingency Estimates 2023)

		Rehabilitation or Replace in-kind (same width, timber)	With Widening 6.5 m	With Widening & Lighting
Selkirk Trestle Rehabilitation 300 m (GGRT)	Low Range	\$3.4 M	\$5.5 M	\$6.3 M
	High Range	\$4.6 M	\$7.6 M	\$8.4 M
Swan Lake Trestle Rehab 145 m (Lochside Trail)	Low Range	\$5.2 M	\$8.4 M	\$8.7 M
	High Range	\$6.6 M	\$10.6 M	\$11 M
Brett Ave Trestle Rehab 25 m (Lochside Trail)	Low Range	\$1.1 M	\$1.7 M	\$1.8 M
	High Range	\$1.4 M	\$2.2 M	\$2.3 M
Section A: GGRT Selkirk Trestle to Switch Bridge 2 km	Low Range	\$0 M	\$0 M	\$0 M
	High Range	\$0 M	\$0 M	\$0 M
Section B: GGRT Switch Bridge to McKenzie 2 km	Low Range	\$0 M	\$0 M	\$0 M
	High Range	\$0 M	\$0 M	\$0 M
Section C: Lochside Trail Switch Bridge to McKenzie 2 km	Low Range	\$0 M	\$0 M	\$0 M
	High Range	\$0 M	\$0 M	\$0 M
<b>Project Totals</b>	<b>Low Range</b>	<b>\$9.7 M</b>	<b>\$15.6 M</b>	<b>\$ 16.8 M</b>
	<b>High Range</b>	<b>\$12.6 M</b>	<b>\$20.4 M</b>	<b>\$ 21.7 M</b>

LIKE FOR LIKE  
 REPLACEMENT OF  
 CRITICAL  
 INFRASTRUCTURE ONLY

REPLACEMENT WITH  
 ENHANCEMENT OPTIONS  
 FOR CRITICAL  
 INFRASTRUCTURE ONLY

# CRD Regional Trails Widening and Lighting Project Funding Model

Presented to the  
CRD Transportation Committee  
July 19, 2023



# Timeline (2016 – 2023)



# Alignment with Existing Plans & Strategies



## CRD Corporate Plan 2023-2026

- 4c Goal: Support investments, expansion and equitable access to active transportation and low carbon transportation
  - 4c-1 Update the Regional Trails Management Plan
  - 4c-2 Prepare a funding strategy to support implementation of priority regional trail enhancement and expansion projects at Regional Parks

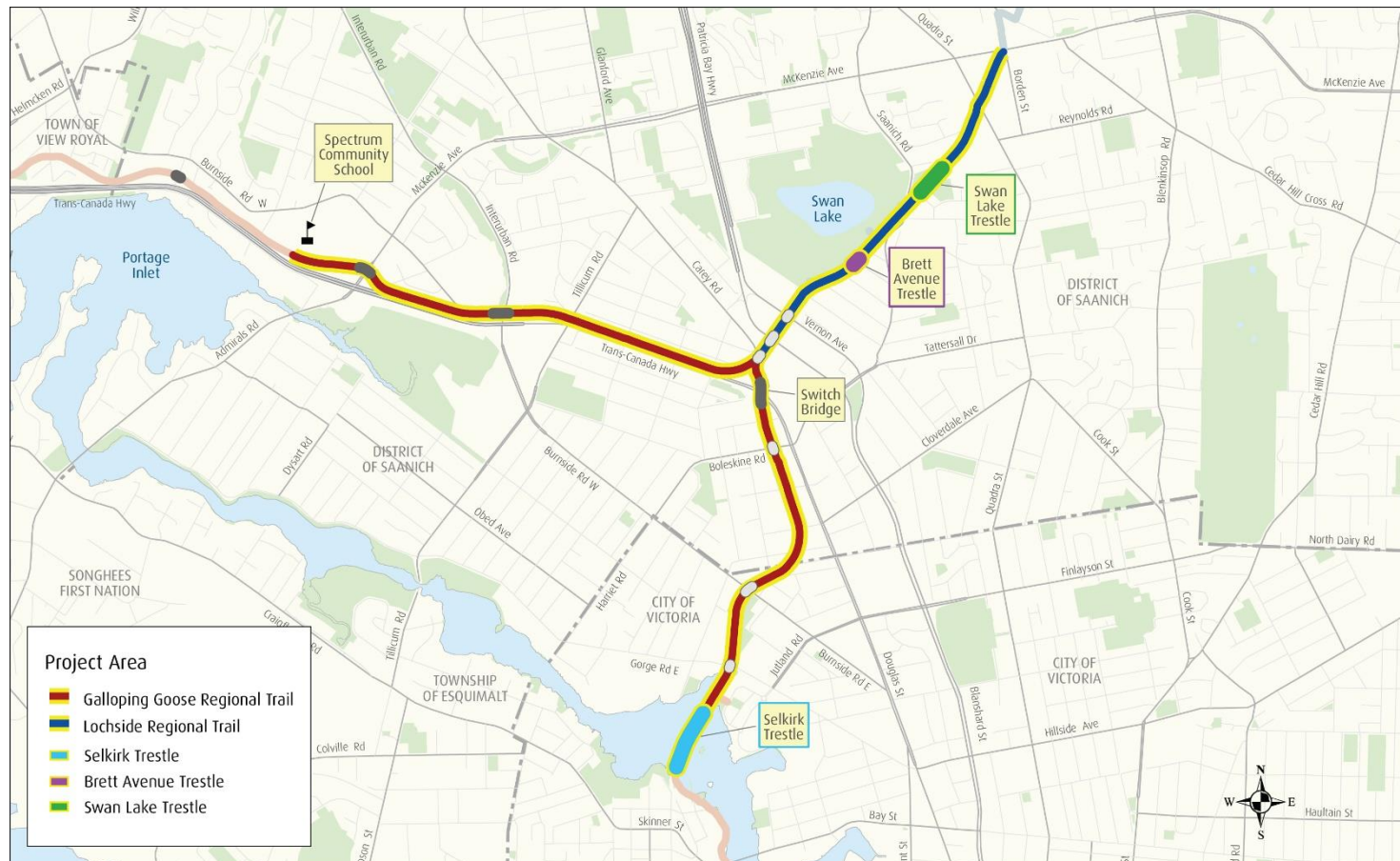
## Regional Parks and Trails Strategic Plan (Interim) 2022 - 2032

- Priority 4-1b Plan for and implement priority regional trail enhancement and expansion projects
- Priority 4-1c Prepare a funding strategy to support implementation of priority regional trail enhancement and expansion projects.
- Priority 4-3d Conduct a service level review of regional trails to understand current levels of service, forecast emerging needs and required adjustments
- Reporting Indicators include:
  - 3-1 Maintain high rates of visitor satisfaction
  - 4-1 Complete regional trail priority projects and minimize regional trail service disruptions
  - 4-3 Maintain critical infrastructure in good condition

# Project Description

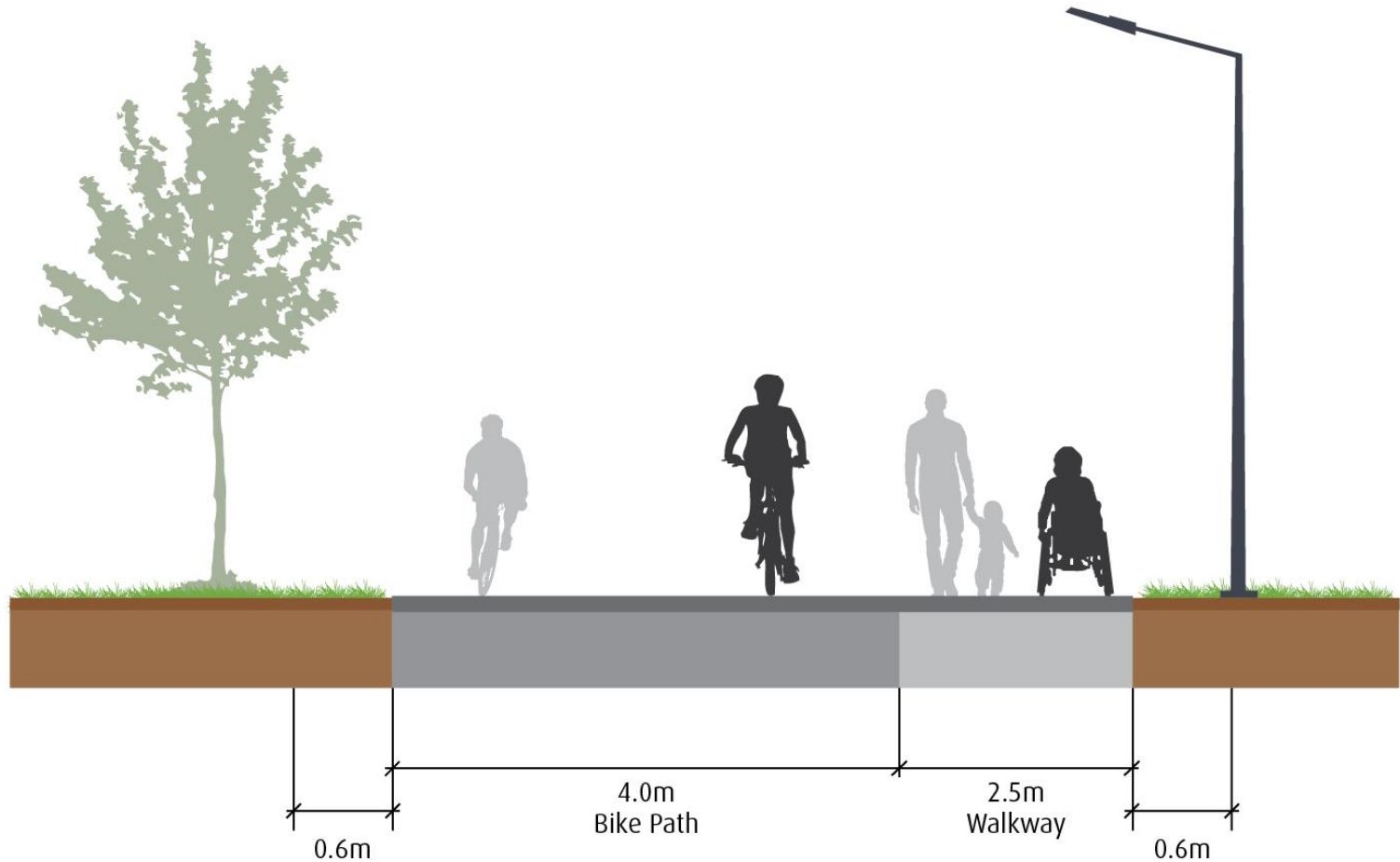
Regional Trails Widening and Lighting project includes:

- Critical infrastructure renewal for the Selkirk, Swan Lake and Brett Avenue trestles
- Six kilometres of Regional Trail enhancement (6.5m separated use pathway design with lighting)





# Separated Use Pathway Design



# Implementation Priorities



Regional Trail Widening and Lighting Project Definition (Selkirk, Swan Lake, and Brett Avenue Trestle, Sections A, B, and C)

1<sup>st</sup> Priority

2<sup>nd</sup> Priority

3<sup>rd</sup> Priority

4<sup>th</sup> Priority

5<sup>th</sup> Priority

↑ Potential higher priority based on Condition Assessment (Swan and Brett Trestle)

# Estimated Project Cost (\$53.5 M)



Critical Infrastructure Renewal and Enhancement Projects	Budget Estimate (Low)	Budget Estimate (High)
Selkirk Trestle	\$6,156,358	\$8,367,368
Swan Lake Trestle	\$8,641,173	\$10,943,792
Brett Avenue Trestle	\$1,778,560	\$2,910,507
Regional Trails Widening and Lighting (6 kilometres)	\$23,767,003	\$31,240,784
<b>Total Budget Estimate</b>	<b>\$40,343,094</b>	<b>\$53,462,451</b>



# Project Funding Model



## Secure Project Funds Through:

CRD Board Authorization Loans 

→ Offset loan reliance through:

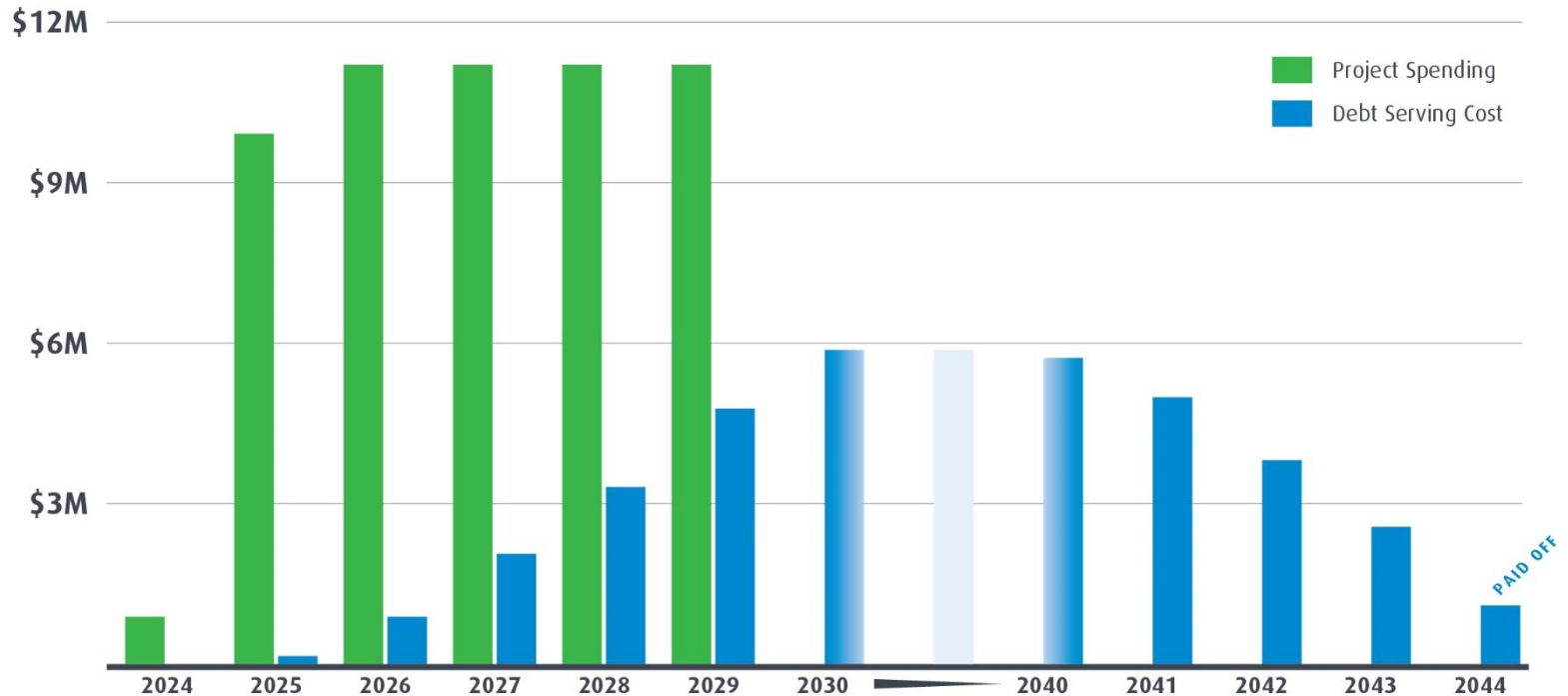
- Partnership and Grant Opportunities 
- Regional Park Core Budget 
- Non-tax Revenue 

# Project Funding Model

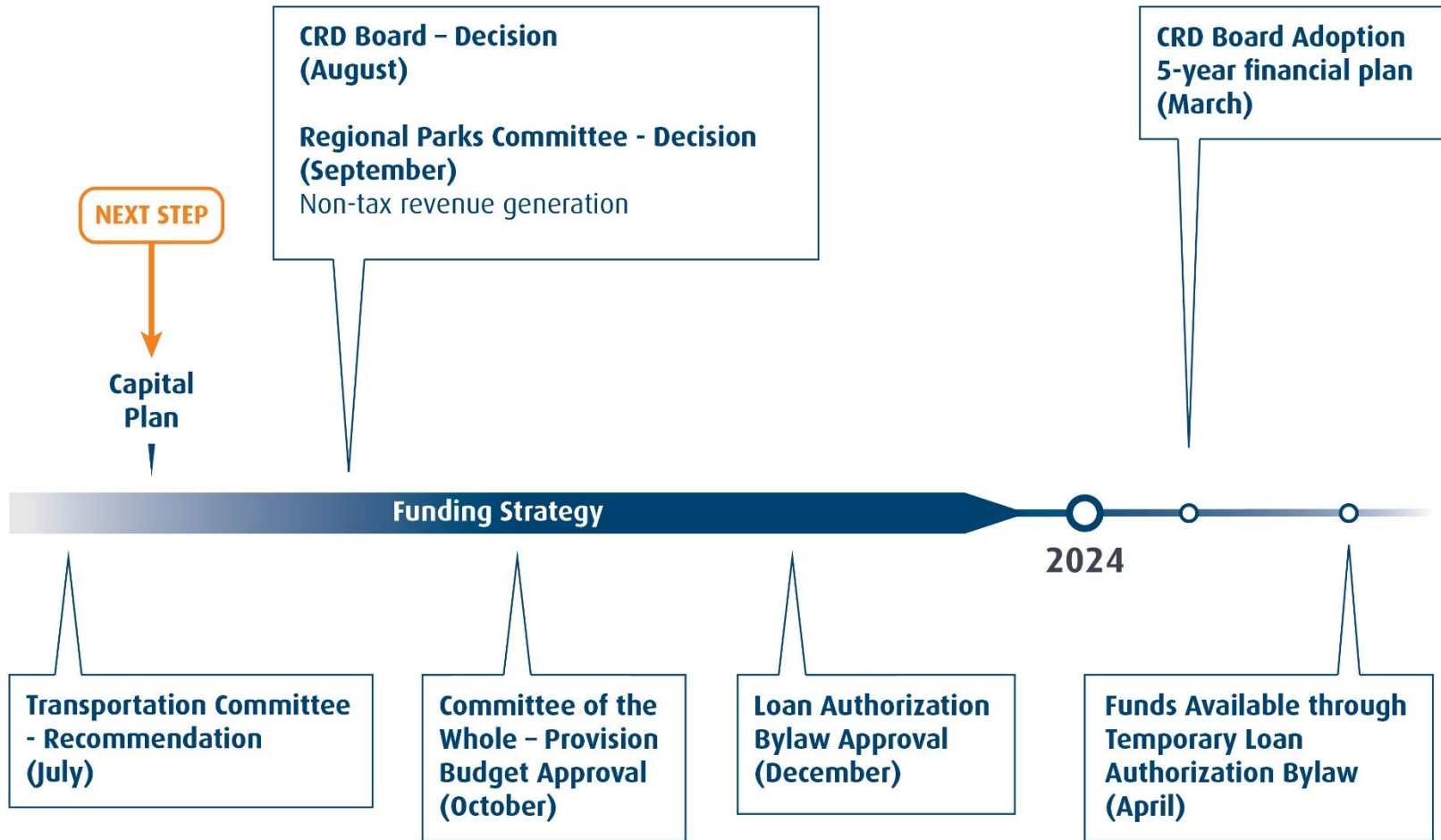


## Alternative 1

**CRD BOARD AUTHORIZATION LOAN (UP TO \$50M)**  
**DEBT SERVICING 2024 TO 2044**



# CRD Governance



**CAPITAL REGIONAL DISTRICT**

**BYLAW NO. 4588**

\*\*\*\*\*  
**A BYLAW TO AUTHORIZE THE BORROWING OF FIFTY MILLION DOLLARS  
(\$50,000,000) FOR THE PURPOSE OF WIDENING AND LIGHTING REGIONAL TRAILS**  
\*\*\*\*\*

**WHEREAS:**

- A. The Board of the Capital Regional District adopted Bylaw No. 1749, "Regional Parks Extended Service Establishment Bylaw No. 1, 1989" for the functions of acquiring, developing, operating, and maintaining Regional Parks, subject to the Park (Regional Act);
- B. The Board of the Capital Regional District requires financing for the widening and lighting of sections of the Galloping Goose and Lochside regional trails (the Project);
- C. The portion the Project cost to be funded by debt servicing is the sum of Fifty Million Dollars (\$50,000,000), which is the amount of debt intended to be authorized by this bylaw;
- D. Pursuant to the *Regional District Liabilities Regulation*, BC Reg 261/2004, elector approval is not required if borrowing for a regional park or trail service and consent on behalf of the participants shall be obtained pursuant to section 349(1)(b) of the *Local Government Act*;
- E. The approval of the Inspector of Municipalities is required under Section 406 and 407 of the *Local Government Act*; and
- F. Financing is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to agreements between it and the Capital Regional District.

**NOW THEREFORE** the Capital Regional District Board in open meeting assembled hereby enacts as follows:

- 1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the acquisition of land and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - a) to borrow upon the credit of the Capital Regional District a sum not exceeding Fifty Million Dollars (\$50,000,000); and
  - b) to acquire all such real property, easements, rights-of-way, leases, licenses, rights, or authorities as may be requisite or desirable for or in connection with the Project.

- 2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is fifteen (15) years.
- 3. This Bylaw may be cited as "Regional Parks Loan Authorization Bylaw No. 1, 2024".

READ A FIRST TIME THIS	13 <sup>th</sup>	day of	March,	2024
READ A SECOND TIME THIS	13 <sup>th</sup>	day of	March,	2024
READ A THIRD TIME THIS	13 <sup>th</sup>	day of	March,	2024
APPROVED BY MUNICIPAL COUNCIL CONSENT PROCESS PER S.346 and S.347 OF THE LOCAL GOVERNMENT ACT THIS		day of		202
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS		day of		202
ADOPTED THIS		day of		202

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS \_\_\_\_\_ day of \_\_\_\_\_

I hereby certify the foregoing to be a true and correct copy of the Bylaw which was given third reading by the Board on the 13 day of March, 2024  
 Dated this 18 day of March, 2024

  
 \_\_\_\_\_  
 Deputy Corporate Officer



**CITY OF LANGFORD BYLAW NO.  
1926**

**A BYLAW TO AMEND BYLAW NO. 1000,  
"Subdivision and Servicing Bylaw, 2009"**

---

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

A. Langford Subdivision and Development Servicing Bylaw No. 1000, 2009 is amended as follows:

1. By amending the Section 4.0 definition of "City Engineer" to "means the Director of Engineering".
2. By adding to Section 4.0 "Definitions" the following definition in appropriate alphabetical order:

"Director of Engineering" means the person appointed by the City as the Director of Engineering and Public Works or any employee authorized to act on that person's behalf.

3. By amending the Section 4.0 definition of "Director of Parks, Recreation and Facilities" as follows:

"Director of Parks" means the person appointed by the City as the Director of Parks, Recreation and Facilities (also known as the Manager of Parks or Parks Manager) or any employee authorized to act on that person's behalf.

4. By adding the following as new Section 3.1.1.3 to Schedule 3:

Certification by the Professional Engineer or Geoscientist of Record that the land is safe for the intended use is required upon construction completion in accordance with Section 56 of the *Community Charter* and shall be provided to the owner and the City prior to subdivision or building permit whichever comes first.

5. By adding the following as new Section 3.1.1.4 to Schedule 3:

Every retaining wall shall be designed and constructed in accordance with the most recent version of the Engineers and Geoscientists BC's Professional Practice Guidelines *Retaining Wall Design* with the completed assurance statement provided upon construction completion to the owner and the City.

6. By adding the following as new Section 3.1.1.5 to Schedule 3:

Every cut or fill slope shall be designed and constructed in accordance with the most recent version of the Engineers and Geoscientists BC's Professional Practice Guidelines *Landslide Assessments in British Columbia* with the completed assurance statement provided upon construction completion to the owner and the City.

7. By adding the following as new Section 3.1.1.6 to Schedule 3:

For every retaining wall over 3.0 meters in height and for every retaining wall deemed as high risk by the Professional Engineer or Geoscientist of Record, the owner shall complete a comprehensive design review, prepared by an independent Professional Engineer or Geoscientist, and provide that authenticated independent review to the City with the geotechnical plan and drawings for approval.

8. By adding the following as new Section 3.1.1.7 of Schedule 3:

Every cut or fill slope must be designed to not cause physical harm to a person or personal property. Permanent rock faces must either have an exclusion zone or catchment ditch that has adequate signage to warn any person of the hazard and that is permanently fenced off. If another method of face stabilization is employed as recommended by the Professional Engineer or Geoscientist of Record, it must be designed and constructed, to the satisfaction of the Director of Engineering, to adequately mitigate risk to persons and property.

9. By adding the following as Section 3.1.3.3 to Schedule 3:

The toe of every retaining wall must be set back at minimum 2.0 meters at a maximum slope of 1:4 (rise/run) at any given point from any hard surface for public passage including but not limited to asphalt, concrete, or pavers on highways or walkways, and must include at minimum one separated terrace at an exposed height of 1.0 meter  $\pm$  0.2 meters above finished grade with a minimum distance of 1.2 meters between retaining wall structures at a maximum slope of 1:4 (rise/run) to allow for landscape boulevard with trees in front of the terrace, shrubbery on the terrace, and irrigation throughout, all as approved by and to the satisfaction of the Director of Engineering and Director of Parks.

10. By replacing Section 3.1.4. of Schedule 3 with the following:

Retaining walls similar to stacked rock or boulder stack (non-face mortar), smooth concrete block, smooth cast-in-place concrete, shotcrete, or gabion basket type, or cut or fill slopes requiring visible anchoring, meshing, fencing, or other mechanical stabilization measures within the next 10 years, are not permitted unless:

- (a) the works are part of a comprehensive landscape design approved by the Director of Parks; or
- (b) the works are not visible from any other private or public property, highway or walkway with exceptions for existing physical limitations, as approved by and to the satisfaction of the Director of Engineering.

11. By replacing Section 3.1.5. of Schedule 3 with the following:

All retaining walls, and cut or fill slopes, within or reasonably adjacent (within the collapse zone if a failure were to occur) to public property and property that by subdivision or other grant shall become public property, highway or walkway including but not limited to roads, rights-of-way, or dedicated park must be approved by and to the satisfaction of the Director of Engineering and Director of Parks on a case-by-case basis with regard to the effect on surrounding uses, public safety, maintenance, heat reflection, and visual impact.

12. By adding the following as new Section 3.1.11. to Schedule 3:

All retaining walls visible from public property, highways or walkways must be complementary or consistent with other approved retaining walls in the visible vicinity with regard to type, colour, and pattern, as approved by and to the satisfaction of the Director of Engineering and Director of Parks.

13. By adding the following as new Section 3.1.12. to Schedule 3:

Trees or other proposed vegetation shall not impact the performance of adjacent retaining walls or other structures or infrastructure and shall be installed and maintained as recommended by a Landscape Architect registered and in good standing as a member of the British Columbia Society of Landscape Architects, as approved by and to the satisfaction of the Director of Engineering and Director of Parks.

14. By adding new Section 4.21.: "Bridges" to Schedule 4.

15. By adding the following as new Section 4.21.1. to Schedule 4:

All bridges must be designed in accordance with *Canadian Highway Bridge Design Code* (CHBDC) CSA S6:19 and the BC Ministry of Transportation and Infrastructure *Bridge Standards & Procedures Manual Volume 1 Supplement to CHBDC CSA S6:19*, or most recent versions thereof, with the following requirements all as approved by and to the satisfaction of the Director of Engineering:

- (a) bridge structures shall be designed at minimum for BCL-625 live loading;
- (b) bridge foundations shall be designed in accordance with the Professional Geotechnical Engineer of Record's authenticated recommendations;
- (c) bridge elevations shall be designed in accordance with the approved stormwater management plan;
- (d) bridge alignments shall be designed in accordance with Transportation Association of Canada's *Geometric Design Guide for Canadian Roads*; and
- (e) bridge drawings provided for approval shall be at minimum authenticated by the Professional Structural Bridge Engineer of Record.

16. By adding the following as new Section 4.21.2 to Schedule 4:

All relevant professional work products including but not limited to design drawings and geotechnical reports submitted for approval are to be authenticated in accordance with the Engineers and Geoscientists BC's *Guide to the Standard Authentication of Documents*.

17. By adding the following as new Section 4.21.2.1 to Schedule 4:

Bridge submittals for approval must confirm at minimum: continuity of the approved road cross-section, vertical/horizontal road alignment continuity, the design standards and maximum loading, geotechnical and seismic compliance, bridge abutment and bank protection, high-water level and freeboard, utility crossing locations and ducts, and public safety features including but not limited to curbs, barriers, bridgerail, guardrail, handrail, or fencing as appropriate.

18. By adding the following as new Section 4.21.2.2 to Schedule 4:

Submittal reviews completed by City staff are cursory and checked only for general compliance with City bylaws and asset management/maintenance purposes and shall not relieve the Engineer or Geoscientist of Record or the applicant from their responsibilities for errors or omissions, or of meeting any applicable requirements. The City assumes no responsibility for the design, including the accuracy of dimensions or details. Where applicable, the City's approval is contingent upon approval from the Ministry of Environment and the Department of Fisheries and Oceans for works over/within Streamside Protection and Enhancement Areas (SPEAs) or watercourses, and approval from the Ministry of Transportation and Infrastructure for works within 800 meters of a Provincial Highway.

B. This Bylaw may be cited for all purposes as "Subdivision and Servicing Bylaw No. 1000, Amendment No. 25, Bylaw No. 1926, 2024".

READ A FIRST TIME this day of , 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024.

---

PRESIDING COUNCIL MEMBER

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CORPORATE OFFICER

**CITY OF LANGFORD**  
**BYLAW NO. 2157**

**A BYLAW TO AMEND BEAR MOUNTAIN PARKWAY EXTENSION COST RECOVERY BYLAW NO. 1845,  
2019**

---

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

1. City of Langford Bear Mountain Parkway Extension Cost Recovery Bylaw No. 1845, 2019 is amended as follows:
  - i) By replacing Section 7 with:
    7. A parcel tax is imposed on the Taxable Area of the lands in the Local Service Area at the rate of \$0.4662 per square metre.
2. This Bylaw may be cited as “Bear Mountain Parkway Extension Cost Recovery Bylaw Amendment No. 1, Bylaw No. 2157, 2024”.

READ a first time this 15<sup>th</sup> day of April, 2024.

READ a second time this 15<sup>th</sup> day of April, 2024.

READ a third time this 15<sup>th</sup> day of April, 2024.

ADOPTED this day of May, 2024.

---

Presiding Council Member

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(Certified Correct)  
CORPORATE OFFICER

## CITY OF LANGFORD BYLAW NO. 2166

### 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 District Commercial (C3) Zone and adding to the City Centre Pedestrian (CCP) Zone the properties legally described as:
  - a) Lot 33, Section 5, Esquimalt District, Plan 24870, PID No. 002-828-707 (824 Goldstream Ave);
  - b) Lot 32, Section 5, Esquimalt District, Plan 24870, PID No. 002-828-693 (832 Goldstream Ave);
  - c) Lot 1, Section 5, Esquimalt District, Plan 3652 (Except Part in Plan VIP70787), PID No. 006-180-647 (838 Goldstream Ave)

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
R2 & C3	2166	a) Lot 33, Section 5, Esquimalt District, Plan 24870, PID No. 002-828-707 (824 Goldstream Ave); b) Lot 32, Section 5, Esquimalt District, Plan 24870, PID No. 002-828-693 (832 Goldstream Ave); c) Lot 1, Section 5, Esquimalt District, Plan 3652 (Except part in plan VIP70787), PID No. 006-180-647 (838 Goldstream Ave)	a) \$10.75 per square metre of commercial gross floor area created towards the General Amenity Reserve Fund.	No

---

B. This Bylaw may be cited for all purposes as “Langford Zoning Bylaw, Amendment No. 718 (824, 832, 838 Goldstream Avenue), Bylaw No. 2166, 2024”.

READ A FIRST TIME this day of , 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

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

ADOPTED this day of , 2024.

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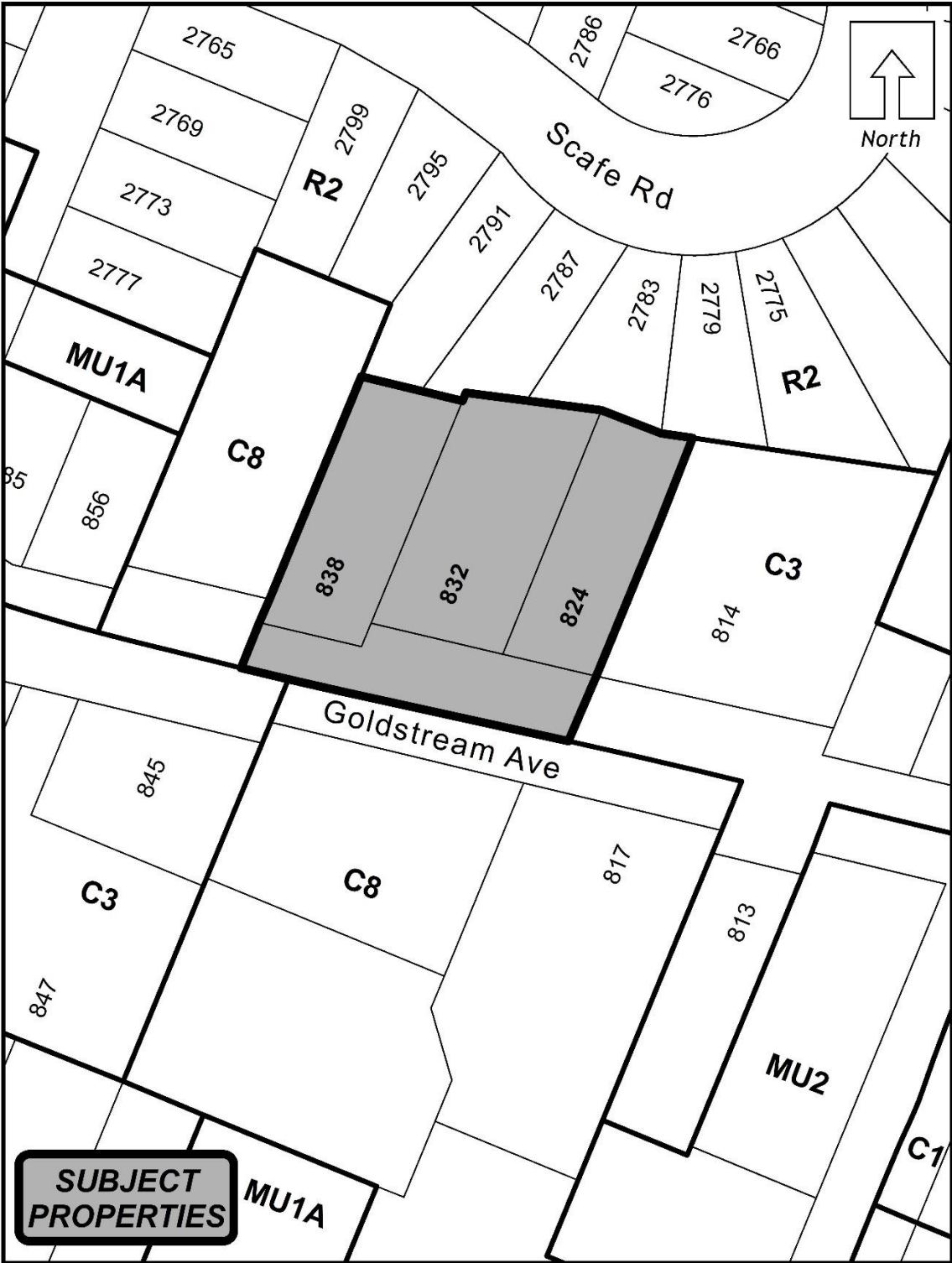
PRESIDING COUNCIL MEMBER

---

CORPORATE OFFICER



Schedule A



**CITY OF LANGFORD  
BYLAW NO. 2167**

**A BYLAW TO ADOPT A FINANCIAL PLAN FOR 2024 – 2028**

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

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

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

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

- 1. Schedule “A” attached hereto and forming part of this bylaw comprises the City of Langford Consolidated Five Year Financial Plan for 2024 – 2028.
- 2. Schedule “B” attached hereto and forming part of this bylaw comprises the City of Langford Revenue and Property Tax Policy Disclosure.
- 3. This bylaw may be cited for all purposes as “City of Langford 2024-2028 Financial Plan Bylaw No. 2167, 2024”.

READ A FIRST TIME this 15<sup>th</sup> day of April, 2024.

READ A SECOND TIME this 15<sup>th</sup> day of April, 2024.

READ A THIRD TIME this 15<sup>th</sup> day of April, 2024.

ADOPTED this     day of May, 2024.

---

MAYOR

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(Certified Correct)  
CORPORATE OFFICER

Schedule "A"					
Bylaw No. 2167					
Consolidated Financial Plan 2024-2028					
	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
<b>REVENUES:</b>					
External Revenues					
Development Cost Charges	\$ 6,477,884	\$ 4,850,000	\$ 1,100,000	\$ 1,100,000	\$ 2,600,000
Developer Contributions	5,139,977	-	-	-	-
Other Capital Contributions	-	-	-	-	-
Municipal Property Taxes	53,922,397	61,573,035	67,392,971	73,585,427	78,129,348
Grants in Lieu	192,000	196,000	200,000	204,000	208,000
Utility Taxes	537,353	602,341	627,732	654,711	683,402
Parcel Taxes	4,313,438	4,313,438	4,313,438	4,313,438	4,313,438
Fees and Charges	3,843,700	3,707,300	3,619,900	3,632,500	3,645,100
Interest	750,000	600,000	500,000	500,000	500,000
Grants From Other Governments	4,059,761	1,337,544	1,302,158	1,305,181	1,308,294
Other Sources	10,537,790	10,560,344	10,578,285	10,481,494	10,481,017
<b>Total External Revenues</b>	<b>89,774,300</b>	<b>87,740,002</b>	<b>89,634,484</b>	<b>95,776,751</b>	<b>101,868,599</b>
<b>EXPENDITURES:</b>					
External Expenditures					
Operating Expenditures	69,009,600	71,769,277	75,412,154	78,760,039	84,137,816
Interest Payments on Debt	2,462,250	2,447,250	2,427,250	2,427,250	2,427,250
Capital Expenditures	112,427,076	14,540,000	7,031,000	5,231,000	6,271,000
<b>Total External Expenditures</b>	<b>183,898,926</b>	<b>88,756,527</b>	<b>84,870,404</b>	<b>86,418,289</b>	<b>92,836,066</b>
<b>CHANGE IN NET FINANCIAL POSITION</b>	<b>(94,124,626)</b>	<b>(1,016,525)</b>	<b>4,764,080</b>	<b>9,358,462</b>	<b>9,032,533</b>
<b>OTHER REVENUES:</b>					
Borrowing Proceeds	88,518,040	5,500,000	2,700,000	2,000,000	2,000,000
<b>OTHER EXPENDITURES:</b>					
Principal Payments on Debt	5,609,211	5,907,211	6,799,475	7,769,378	6,885,260
<b>TOTAL REVENUES LESS EXPENDITURES</b>	<b>-\$ 11,215,797</b>	<b>-\$ 1,423,736</b>	<b>\$ 664,605</b>	<b>\$ 3,589,084</b>	<b>\$ 4,147,273</b>
<b>INTERNAL TRANSFERS:</b>					
Transfer from Reserve Funds					
Affordable Housing	989,000	347,290	270,695	273,716	276,827
Capital Works & Equipment	3,497,000	1,600,000	1,350,000	1,350,000	1,325,000
Equipment Replacement	753,200	435,200	1,818,700	741,200	204,900
Parks & Open Space	-	-	-	-	-
Park Improvement	-	-	-	-	-
Sidewalk Capital	-	-	-	-	-
Police Building Capital	96,000	96,000	96,000	96,000	96,000
General Capital Fund	120,000	120,000	120,000	120,000	120,000
General Operating	1,412,410	-	-	-	-
General Amenity	5,332,908	2,975,000	800,000	800,000	800,000
<b>Transfer from Reserve Fund Total</b>	<b>12,200,518</b>	<b>5,573,490</b>	<b>4,455,395</b>	<b>3,380,916</b>	<b>2,822,727</b>
Less: Transfer to Reserve and Capital Funds					
Reserves:					
Police Building Capital	100,000	100,000	100,000	100,000	100,000
Capital Works & Equipment	1,405,000	1,405,000	1,405,000	1,405,000	1,405,000
Equipment Replacement	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Parking Reserve	-	-	-	-	-
Police Special	-	-	-	-	-
General Amenity	-	-	-	-	-
Infrastructure Sustainability	-	-	-	-	-
General Capital Fund	2,162,410	2,000,000	2,900,000	4,750,000	4,750,000
	4,667,410	4,505,000	5,405,000	7,255,000	7,255,000
Transfers from(to) Surplus	3,437,772	285,000	285,000	285,000	285,000
Transfers from(to) Reserve Accounts	244,917	70,246	-	-	-
<b>TOTAL INTERNAL TRANSFERS</b>	<b>\$ 11,215,797</b>	<b>\$ 1,423,736</b>	<b>-\$ 664,605</b>	<b>-\$ 3,589,084</b>	<b>-\$ 4,147,273</b>

Schedule "B"

## Bylaw No. 2167

## Revenue and Property Tax Policy Disclosure

## REVENUE DISCLOSURE

## Revenue Proportions

	2024		2025		2026		2027		2028	
	(\$'000s)	%	(\$'000s)	%	(\$'000s)	%	(\$'000s)	%	(\$'000s)	%
Property Taxes	53,922	30%	61,573	70%	67,393	74%	73,585	74%	78,129	77%
Parcel Taxes	4,313	2%	4,313	5%	4,313	5%	4,313	4%	4,313	4%
Fees	3,844	2%	3,707	4%	3,620	4%	3,633	4%	3,645	4%
Other Sources	27,695	16%	13,297	15%	13,208	14%	13,144	15%	13,181	13%
Proceeds From Borrowing	88,518	50%	5,500	6%	2,700	3%	2,000	2%	2,000	2%
	178,292	100%	88,391	100%	91,234	100%	96,676	99%	101,269	100%

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

### Objectives and Policies

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

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

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

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

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

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

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**Schedule “B” Continued  
Revenue and Property Tax Disclosure**

**PROPERTY TAX DISCLOSURE**

**Property Tax Revenue Distribution**

The table below presents tax revenue and tax rates based on the 2024 Revised Assessment Roll:

<b>Property Tax Distribution</b>							
Property Class	Taxation Revenue		Net Taxable Assessed Value		Tax Rate	Multiple	
	(\$'000s)	%	(\$'000s)	%	(\$/1000)	(Rate/Res. Rate)	
1. Residential	38,973	72.3%	16,164,203	87.73%	2.4111	1.00	
2. Utility	188	0.3%	10,326	0.06%	18.1911	7.54	
4. Heavy Industry	-	0.0%	-	0.00%	7.7394	3.21	
5. Light Industry	489	0.9%	69,812	0.38%	7.0013	2.90	
6. Business/Other	14,214	26.4%	2,162,482	11.73%	6.5736	2.73	
7. Managed Forest	1	0.0%	346	0.00%	2.6849	1.11	
8. Rec./Non-Profit	57	0.1%	20,503	0.11%	2.7799	1.15	
9. Farm	0	0.0%	154	0.00%	2.4110	1.00	
	53,922		18,427,826				

**Objectives and Policies**

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

**Permissive Tax Exemptions**

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

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

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

**CITY OF LANGFORD**

**BYLAW NO. 2168**

**A BYLAW TO LEVY PROPERTY VALUE TAXES TO MEET MUNICIPAL OBLIGATIONS FOR THE YEAR 2024.**

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

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

1. The following rates are hereby imposed and levied for the year 2024:
  - a) For all lawful general purposes of the Municipality on the assessed value of land and improvements taxable, for general municipal purposes, rates appearing in Column "A" of Schedule 'A' attached hereto and forming part hereof.
  - b) For all lawful purposes of the Regional District on the assessed value of lands and improvements taxable for general municipal purposes, rates appearing in Column "B" of Schedule 'A' attached hereto and forming a part hereof.
  - c) For all lawful purposes of the Regional Hospital District on the assessed value of land and improvements taxable for hospital purposes, rates appearing in Column "C" of Schedule 'A' attached hereto and forming a part hereof.
  
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
  
3. This bylaw may be cited for all purposes as "City of Langford Tax Rates Bylaw No. 2168, 2024."

READ A FIRST time on this 15<sup>th</sup> day of April, 2024.

READ A SECOND time on this 15<sup>th</sup> day of April, 2024.

READ A THIRD time on this 15<sup>th</sup> day of April, 2024.

ADOPTED this      day of May, 2024.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
(Certified Correct)  
CORPORATE OFFICER

**Schedule 'A' to Bylaw 2168**

2024 Tax Rates (Dollars of Tax Per \$1000 Taxable Value)

<b>Description</b>	<b>Class</b>	<b>General Municipal "A"</b>	<b>Capital Regional District "B"</b>	<b>Regional Hospital District "C"</b>
Residential	1	2.41101	0.49841	0.12503
Utilities	2	18.19110	3.76047	0.43761
Major Industry	4	7.73936	1.59988	0.42511
Light Industry	5	7.00134	1.44732	0.42511
Business/Other	6	6.57363	1.35890	0.30633
Managed Forest	7	2.68491	0.55502	0.37510
Recreational/Non Profit	8	2.77990	0.57466	0.12503
Farm	9	2.41101	0.49841	0.12503



City of Langford

# Staff Report to Council

**DATE: Monday, May 6, 2024**

**DEPARTMENT: Administration**

**SUBJECT: Council Procedure Bylaw No. 1971, Amendment No. 3, Bylaw No. 2175, 2024**

## EXECUTIVE SUMMARY:

As a result of the legislative changes made by the Province, through the introduction of Bill 44 “Housing Statutes (Residential Development) Amendment Act, 2023”, staff are proposing an amendment to the Council Procedure Bylaw for compliance purposes. Further to these changes, staff have included additional minor amendments for Council’s consideration.

## BACKGROUND:

In November 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 is **prohibited** from convening a Public Hearing with respect to a Zoning Bylaw amendment application that is consistent with the Official Community Plan (OCP) and would result in predominantly residential development. As a result, the City is amending its Council Procedure Bylaw to be in alignment with the intent of the changes.

Regarding the other amendments presented in Bylaw No. 2175, staff have taken this opportunity to make minor amendments that reflect the will of the public with respect to providing their address and have added a clarifying statement regarding signs in Council Chambers to address potential hazards while supporting free speech in the Chambers.

## COMMENTARY:

### **Proposed Amendment to Section 33 of Bylaw No. 1971:**

Council may wish to clarify this section as it pertains to signs being brought inside Council Chambers. Staff are proposing that the language in this section be revised to illustrate clearly that only signs mounted to handles such as stakes are not permitted inside Council Chambers. Should someone arrive to Council Chambers with such a sign, they will be asked to leave it out of the room. As well, signs that are brought into Council Chambers cannot be displayed in a manner that obstructs the view of other persons in the audience.



Currently reads: Members of the public are not permitted to bring signs of any kind into Council Chambers, signs may be left outside of council Chambers for retrieval at the end of the meeting.

Proposed amendment: Members of the public are not permitted to bring signs mounted on handles of any kind into Council Chambers. Signs permitted within Council Chambers must not obstruct the view of members of the public. Signs that are not permitted within Council Chambers may be left outside of Council Chambers for retrieval at the end of the meeting.

**Proposed Amendment: Addition of a new Section 34 (and renumber the remainder of the bylaw accordingly):**

This proposed amendment is not currently in the bylaw. Staff recommend adding it in place of the current Section 34 (and renumber the bylaw accordingly) for ease of reading.

Proposed amendment: Signs permitted within Council Chambers must not contain statements or illustrations that may be deemed to be derogatory or defamatory or which may be contrary to the City's Respectful Workplace Policy.

**Proposed Amendment to Section 35 (previously Section 34):**

This section is needing to be amended to comply with the spirit of 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. It is staff's recommendation that this amendment is accepted as written to ensure compliance.

Currently reads: Council may permit members of the public to address Council during the public participation portion of the meeting with respect to items appearing on the Agenda. Each member of the public may speak for a maximum of three (3) minutes unless such time is extended by unanimous agreement of Council. The public participation period shall be limited to thirty (30) minutes unless such time is extended by two-thirds agreement of Council. Council will make best efforts to ensure that all members of the public have at least one opportunity to speak.

Proposed amendment: Council may permit members of the public to address Council during the public participation portion of the meeting with respect to items appearing on the Agenda other than items which have been subject of a Public Hearing or is a Zoning Bylaw or Official Community Plan (OCP) Amendment for adoption. Each member of the public may speak for a maximum of three (3) minutes unless such time is extended by unanimous agreement of Council. The public participation period shall be limited to thirty (30) minutes unless such time is extended by two-thirds agreement of Council. Council will make best efforts to ensure that all members of the public have at least one opportunity to speak.

**Proposed Amendment to Section 43 (previously Section 42):**

Staff have noticed that many residents during the public participation period state that they are “Langford Residents” rather than providing their street name. Staff are proposing that this change be codified within the bylaw as the standard moving forward.

Should this amendment be adopted, those participating would be asked to provide their first initial, last name, and municipality of residence for the record. This information would be published in the meeting minutes.

Currently reads: Meeting minutes will record the first initial, last name and street name of members of the public speaking to items on the Agenda and will indicate the number of the item they are speaking to and at a minimum will record if they are in favour of or opposed to the matter.

Proposed amendment: Meeting minutes will record the first initial, last name and municipality of residence of members of the public speaking to items on the Agenda and will indicate the number of the item they are speaking to and at a minimum will record if they are in favour of or opposed to the matter.

All proposed amendments can be viewed in Attachment 2 of this report which shows the redline version of consolidated Bylaw No. 1971.

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

#### **LEGAL IMPLICATIONS:**

Pursuant to section 124 of the *Community Charter*, prior to amending the procedure bylaw, notice must be given by advertising in the newspaper two weeks in advance of the meeting. These advertisements were published in the Goldstream Gazette on April 24 and May 1. A copy of the ads is attached to this report (Attachment 3).

#### **STRATEGIC PLAN INITIATIVES:**

#### **OPTIONS:**

##### **Option 1**

THAT Council provide first, second, and third readings to Bylaw 2175 as presented.

##### **OR Option 2**

THAT Council provide alternate direction to staff regarding Bylaw 2175 as presented.

#### **SUBMITTED BY: Marie Watmough, Director of Legislative & Protective Services**

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

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

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

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

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

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

**Concurrence:** Braden Hutchins, Director of Corporate Services

**Concurrence:** Darren Kiedyk, Chief Administrative Officer

Attachment 1: Bylaw 2175

Attachment 2: Redline of Consolidated Bylaw No. 1971 showing proposed amendments as written in Bylaw 2175.

Attachment 3: Goldstream Gazette publication of advertisements dated April 24 and May 1.

**CITY OF LANGFORD  
BYLAW NO. 2175**

**A BYLAW TO AMEND BYLAW NO. 1971,  
“Council Procedure Bylaw”**

---

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

A. Council Procedure Bylaw No. 1971, 2021 is amended as follows:

1. By amending Section 33 to read as follows: Members of the public are not permitted to bring signs mounted on handles of any kind into Council Chambers. Signs permitted within Council Chambers must not obstruct the view of members of the public. Signs that are not permitted within Council Chambers may be left outside of council Chambers for retrieval at the end of the meeting.
2. By adding a new Section 34 to read as follows and renumber the bylaw accordingly: Signs permitted within Council Chambers must not contain statements or illustrations that may be deemed to be derogatory or defamatory or which may be contrary to the City’s Respectful Workplace Policy.
3. By amending Section 35 to read as follows: Council may permit members of the public to address Council during the public participation portion of the meeting with respect to items appearing on the Agenda other than items which have been subject of a Public Hearing or is a Zoning Bylaw or Official Community Plan (OCP) Amendment for adoption. Each member of the public may speak for a maximum of three (3) minutes unless such time is extended by unanimous agreement of Council. The public participation period shall be limited to thirty (30) minutes unless such time is extended by two-thirds agreement of Council. Council will make best efforts to ensure that all members of the public have at least one opportunity to speak.
4. By amending Section 43 by deleting “street name” and replacing it with “municipality of residence”.

B. This Bylaw may be cited for all purposes as “Council Procedure Bylaw No. 1971, Amendment No. 3, Bylaw No. 2175, 2024”.

READ A FIRST TIME 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

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CORPORATE OFFICER

***List of Amendments***  
***Consolidated for Convenience Only***

This Bylaw has been consolidated as of March 21, 2022, for convenience only. Where applicable, capitalization, numerical order, and numbering have been altered for consistency. Copies of the original Bylaw and amendments may be viewed at the Langford City Hall located on the Second Floor, 877 Goldstream Avenue, Langford, BC.

Consolidated to:

<b>Amendment</b>	<b>Bylaw Number</b>	<b>Date Adopted</b>
Amendment No. 1, 2022	2051	20220321
Amendment No 2, 2023	2138	20230821

# City of Langford

## Council Procedure Bylaw No. 1971, 2021

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# City of Langford

## BYLAW NO. 1971

### A Bylaw to establish procedures for Council and Committee meetings pursuant to the *Community Charter* and the *Local Government Act*.

**Whereas** the City of Langford must by bylaw, pursuant to Section 124 of the *Community Charter*, establish the general procedures to be followed by council and council committees in conducting their business;

**And Whereas** matters pertaining to the procedures of Council are governed by *inter alia*, Part 5, Division 2 and Part 4, Division 3 of the *Community Charter*;

**And Whereas** matters pertaining to bylaw proceedings are governed by Part 5, Division 3 of the *Community Charter* and Part 14, Divisions 3 and 4 of the *Local Government Act*;

**Now Therefore**, the Council of the City of Langford, in open meeting assembled, enacts as follows:

### PART 1 – INTRODUCTION

#### Citation

1. This Bylaw may be cited as “Council Procedure Bylaw No. 1971, 2021”.

#### Definitions

2. In this Bylaw:

<b>ACTING MAYOR</b>	means the Council Member designated by Council under sections 24 and 25 of this Bylaw to act in place of the Mayor when the Mayor is: a) Absent, b) Otherwise unable to act, or c) When the office of the Mayor is vacant;
<b>CITY</b>	means the City of Langford;
<b>CITY HALL</b>	refers to Langford City Hall, located at 877 Goldstream Avenue;
<b>CITY WEBSITE</b>	means <a href="http://www.langford.ca">www.langford.ca</a> ;
<b>CLOSED</b>	refers to a portion of a meeting which is “closed” to the public, which is also known as the in-camera portion of a meeting;
<b>COMMISSION</b>	means a municipal commission established under section 143 of the <i>Community Charter</i> [ <i>municipal commissions</i> ];



<b>COMMITTEE</b>	means an advisory, select, standing or other committee of Council, and includes the Board of Variance, but does not include COTW;
<b>COMMITTEE MEMBER</b>	means a member of a committee and includes Council Members and members of the public appointed by Council to serve on a Committee;
<b>CORPORATE OFFICER</b>	means the Corporate Officer for the City or their delegate;
<b>COTW</b>	means the Committee of the Whole of Council;
<b>COUNCIL</b>	means the Council of the City of Langford;
<b>COUNCIL BODY</b>	refers to a Council body that is having a meeting, including Council, a Committee, a Commission, and COTW;
<b>COUNCIL MEMBER</b>	means any member of Council, including the Mayor;
<b>ELECTRONIC PARTICIPATION</b>	means participating in a meeting via: <ul style="list-style-type: none"> <li>a) Telephone,</li> <li>b) Audio-conferencing, or</li> <li>c) Other communications technology that provides for: <ul style="list-style-type: none"> <li>i. Meeting participants to hear one another, and</li> <li>ii. For any member of the public in attendance to hear any member participating electronically;</li> </ul> </li> </ul>
<b>INAUGURAL COUNCIL MEETING</b>	means the first Council meeting held following a general local election;
<b>MAYOR</b>	means the Mayor of the City of Langford;
<b>MEMBER</b>	includes both Council Members and Committee Members;
<b>MUNICIPAL LIAISON</b>	has the meaning set out in the Committee Terms of Reference as approved by Council;
<b>PRESIDING MEMBER</b>	means the Council member who is acting as Chair for a meeting of Council, Commission, Committee or COTW;
<b>PUBLIC NOTICE POSTING PLACES</b>	means the following locations: <ul style="list-style-type: none"> <li>a) the notice board inside the public City Hall reception area;</li> <li>b) the notice board on the front outside wall of City Hall; and</li> <li>c) the City website.</li> </ul>
<b>QUORUM</b>	refers to a majority of the members of a Council Body, unless otherwise defined in the Committee Terms of Reference; and
<b>REGULAR MEETING</b>	refers to a meeting which is published on the annual meeting schedule;
<b>SPECIAL MEETING</b>	refers to a meeting other than a Regular Meeting.

3. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

**Application**

4. The provisions of this Bylaw govern the proceedings of Council, COTW, Commissions, and Committees.
5. In cases not provided for under this Bylaw, the most recent edition of Robert's Rules of Order Newly Revised is to apply to the proceedings of Council, COTW, Commissions, and Committees.

**PART 2 – COUNCIL MEETINGS****Inaugural Meeting**

6. An Inaugural Council Meeting must be held in the first ten (10) days of November following a general local election.
7. If a Quorum of Council Members elected at the general local election has not taken office by the date of the Inaugural Council Meeting, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a Quorum has taken office.

**Time and Location of Meetings**

8. All Council meetings must take place within City Hall, except in accordance with the provisions of the *Community Charter*.
9. Council meetings will begin at 7:00 pm and must be adjourned by 10:00 pm the same day unless Council resolves by a two-thirds vote to extend the meeting to 11 pm, with any further extension requiring a unanimous vote.
10. Regular Council meetings may:
  - a) Be cancelled by Council, provided that two consecutive meetings are not cancelled; or
  - b) Be postponed by the Mayor to a different day, time and/or place;provided that the Corporate Officer has at least 48 hours written notice of the cancellation or change.
11. A special Council meeting may be called:
  - a) By the Mayor, at their discretion;
  - b) By two or more Council members, in accordance with section 126 of the *Community Charter [calling of special council meetings]*; and
  - c) Provided that the Corporate Officer has the ability to provide at least 24 hours written notice of the special meeting, or that Council has unanimously waived notice.
12. Other Council Body meetings will be held on the dates and times as set out in the notice in section 15.

13. Other Council Body meetings may be cancelled if, in the opinion of the Corporate Officer, there are no matters to be brought forward to the Committee.

#### **Notice of Council Meetings**

14. Council must prepare a schedule of regular Council Body meetings annually in accordance with section 127 of the *Community Charter [notice of council meetings]*.
15. Council must give notice of the availability of its regular meeting schedule for a year:
  - a) By the end of the previous calendar year (i.e. advertisements for the availability of the 2021 regular meeting schedule must be complete by the end of December 2020); and
  - b) In accordance with sections 94 and 127 of the *Community Charter [requirements for public notice]* and *[notice of council meetings]*.
16. Notice of changes to the annual schedule of regular Council Body meetings must be posted by the Corporate Officer at the Public Notice Posting places as soon as practicable, such notice to indicate any revisions to the date, time and place or cancellation of a regular Council meeting.

#### **Notice of Special Council Meetings**

17. The Corporate Officer must give notice of a special Council meeting by posting a notice with:
  - a) The date, time and place of the meeting;
  - b) A general description of the purpose of the meeting;
  - c) The signature of the Council members calling the meeting or the Corporate Officer.

A special meeting agenda cover page or pages signed by the Corporate Officer meets the requirements for this notice.

18. At least 24 hours prior to the start time of a Special Council Meeting, notice of the Special Council meeting must be:
  - a) Posted at the Public Notice Posting Places; and
  - b) Emailed to each Council member, unless a Council member has indicated another preference for receiving notices.

Unless notice is waived in accordance with section 127(4) of the *Community Charter*.

19. When the date, time or place of a Regular or Special Council meeting has changed, then the Corporate Officer must, at least 24 hours prior to the meeting:
  - a) Post a notice at the Public Notice Posting Places which indicate the change;
  - b) Email each Council Member, unless a Council Member has indicated another preference for receiving notices.

**Electronic Meetings**

20. Provided that the conditions set out in section 21 of this Bylaw are met, then:
- a) A Council Body Meeting may be conducted through electronic participation; and
  - b) A member of any Council Meeting Body, who is unable to physically attend a meeting, may participate in the meeting through electronic participation.
21. Electronic participation in meetings pursuant to section 20 of this Bylaw is authorized, provided that:
- a) The conditions set out in section 128 of the *Community Charter [electronic meetings and participation by members]* are met;
  - b) The Corporate Officer is notified at least 24 hours in advance;
  - c) All members of the public, staff and the Council Meeting Body must have access to hear the Member who is participating electronically;
  - d) Any Council Body Members participating electronically must take reasonable precautions to ensure that all content from a closed meeting remains confidential;
  - e) A Member may participate electronically in up to three consecutive regularly scheduled meetings of any Council Body;
  - f) Despite (e), a Councillor must attend in person to at least one regularly scheduled Council meeting every sixty (60) calendar days.
  - g) Council may, by a 2/3 majority vote, waive the requirement in (e) and (f) to attend in person where Council believes it necessary to accommodate the Member's needs.
  - h) The Presiding Member must attend in person at City Hall for the regular meeting of any Council Body meeting; and
  - i) Members participating electronically may participate in any public hearing or other portion of a meeting that provides an opportunity for a person to make representations to a meeting body.
22. For electronic meetings, members of the public may attend at Council Chambers or such other place as may be posted on the Agenda and in the Public Notice Posting Places for the open portion of the meeting. Council may also permit members of the public to attend and participate by electronic means.
23. Despite sections 21(e), (f) and (g), in the event that the World Health Organization declares a pandemic or the Province of British Columbia declares a state of emergency which requires residents to shelter in place, limits gathering sizes, or imposes such other restrictions as to make holding an in person meeting impracticable, all City staff and members of Council Bodies may participate in meetings electronically, provided that members of the public may also participate by electronic means for the open portion of any meeting.

24. Where meetings are recorded or live streamed, these recordings are for public convenience only and are not an official record of the meeting. While best efforts will be made to record all portions of an open meeting, the City does not guarantee that this will occur.

### **PART 3 – ACTING MAYOR**

#### **Acting Mayor Designation**

25. At the Inaugural Council Meeting, Council must designate Councillors to serve on a rotating basis as the Acting Mayor for the term of Council.
26. If both the Mayor and the Acting Mayor are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.

#### **Acting Mayor Authority**

27. The Acting Mayor has the same powers and duties as the Mayor.

### **PART 4 – COUNCIL PROCEEDINGS**

#### **Community Charter Provisions**

28. Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 [*Open Meetings*] and Division 2 of Part 5 [*Council Proceedings*] as amended from time to time.

#### **Attendance of Public at Meetings**

29. Except where the provisions of section 90 of the *Community Charter* [*meetings that may or must be closed to the public*] apply, all Council meetings must be open to the public.
30. Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
31. The Presiding Member of Council or Chair may expel or exclude a person from an open meeting if the person is disruptive, aggressive or fails to follow the direction of the Presiding Member.
32. Where members of the public are attending a meeting in person and by electronic means, the Corporate Officer may determine the speaking order.
33. Members of the public are not permitted to bring signs **mounted on handles** of any kind into Council Chambers. **Signs permitted within Council Chambers must not obstruct the view of members of the public.** Signs **that are not permitted within Council Chambers** may be left outside of council Chambers for retrieval at the end of the meeting.

34. Signs permitted within Council Chambers must not contain statements or illustrations that may be deemed to be derogatory or defamatory or which may be contrary to the City's Respectful Workplace Policy.
35. Council may permit members of the public to address Council during the public participation portion of the meeting with respect to items appearing on the Agenda other than items which have been subject of a Public Hearing or is a Zoning Bylaw or Official Community Plan (OCP) Amendment for adoption. Each member of the public may speak for a maximum of three (3) minutes unless such time is extended by unanimous agreement of Council. The public participation period shall be limited to thirty (30) minutes unless such time is extended by two-thirds agreement of Council. Council will make best efforts to ensure that all members of the public have at least one opportunity to speak.
36. Council may permit members of the public to speak more than once during the public participation period provided all other members of the public wishing to address Council have had an opportunity to speak and provided the public participation period time limit in section 35 has not expired.
37. No Member or person attending a meeting may cause a disturbance, disrupt or unnecessarily delay the conduct of business at a meeting.
38. No Member or person attending a meeting may engage in bullying or harassing behaviour in respect of a Member or City employee or any other person.
39. Council may refuse to allow any member of the public to speak on an item more than twice during any meeting.
40. Sections 28, through 39 apply to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
  - a) COTW;
  - b) Standing and select committees;
  - c) Parcel tax review panel;
  - d) Board of Variance; and
  - e) Advisory Committees.

### Minutes of Meetings

41. Meeting minutes must be:
  - a) Legibly recorded,
  - b) Certified as correct by the Corporate Officer, and
  - c) Signed by the Member who was the Presiding Member at the meeting to which the meeting minutes pertain.

42. Meeting minutes are not required to include the names of the mover or seconder of any motion or the text of any questions or debate of Council.
43. Meeting minutes will record the first initial, last name and ~~street name~~ municipality of residence of members of the public speaking to items on the Agenda and will indicate the number of the item they are speaking to and at a minimum will record if they are in favour of or opposed to the matter.
44. Where a motion is not unanimous, the meeting minutes will record the name(s) of any dissenters.
45. Meeting minutes must be available for public inspection at City Hall during its regular office hours or posted to the City's Website:
  - a) Within five business days of the meeting, and
  - b) May be draft meeting minutes that have not been approved by Council.
46. Section 45 does not apply to minutes of a Council meeting, or that part of a Council meeting, which is closed pursuant to section 90 of the *Community Charter*.

#### **Meeting Procedures**

47. As soon after the time specified for a Council Body meeting that there is a quorum present, the Presiding Member must take the Chair and call the meeting to order.
48. If Quorum is present for a Council meeting but the Mayor or Acting Mayor is not in attendance within 15 minutes of the scheduled time for a Council Body Meeting:
  - a) the Corporate Officer or the Municipal Liaison must call to order the members present, and
  - b) the members present must choose a member to preside at the meeting.
49. If Quorum is present for a Committee meeting but the Councillors designated as the Chair and Vice-Chair are not in attendance within 15 minutes of the scheduled time for the Committee Meeting:
  - a) the Corporate Officer or the Municipal Liaison must call to order the members present, and
  - b) Adjourn the meeting until the next scheduled meeting.
50. If there is no Quorum present within 15 minutes of the time for a Council Body meeting, the Corporate Officer or the Municipal Liaison must:
  - a) Record the names of the members present and of those absent; and
  - b) Adjourn the meeting until the next scheduled meeting.

#### **Agenda**

51. Prior to each Council Body meeting, the Corporate Officer must ensure an Agenda setting out all the items for consideration at that meeting is prepared. Each item will include a short form summary on the Agenda.
52. A copy of the Agenda will be available to the members of Council, the Committee and the public at least 48 hours prior to the meeting, including by posting to the City's Website.
53. Despite section 52 above, the agenda cover page or pages for Special meetings will be posted not less than 24 hours prior to the start of the meeting, including by posting to the City's Website, except where notice is waived in accordance with section 18 above.
54. Council may only consider matters listed on the Agenda unless a new matter for consideration is properly introduced as a late item.
55. Changes to the Agenda, including introduction of late items, may be adopted by a majority vote of the members present.

#### **Consent Agenda**

56. Items listed under the Consent Agenda section are considered for approval in one motion, unless a Member wishes to debate an item and requests it be excluded. If an item is excluded from the Consent Agenda, it will be considered as an agenda item. The rule of order establishing a consent Agenda provides that Consent Agenda items may be considered in total and without debate or amendment.
57. Items will be listed in the Consent Agenda that, in the opinion of the Chief Administrative Officer and/or Corporate Officer, require little or no discussion.

#### **Order of Business**

58. The Agenda for all Regular Council Body Meetings may contain the following matters in the order in which they are listed below:
  - a) Call to Order;
  - b) Territorial Acknowledgement
  - c) Meeting Conduct Rules
  - d) Approval of the Agenda;
  - e) Presentations;
  - f) Delegations;
  - g) Public hearings, statutory hearings;
  - h) Public Participation;
  - i) Adoption of the Minutes;
  - j) Consent Agenda
  - k) Consideration of Matters Removed from the Consent Agenda
  - l) Unfinished Business;



- m) Committee Resolutions;
- n) Notices of Intent;
- o) Reports;
- p) Correspondence;
- q) Notice of Motion;
- r) Bylaws;
- s) New Business;
- t) In-camera resolution;
- u) Rise and Report;
- v) Adjournment.

59. The order of business may be changed by resolution of Council in the case of a Council Meeting or by a majority consensus in the case of a Committee meeting.

### **Voting at Meetings**

60. The following procedures apply to voting at Council Body Meetings:

- a) A Member may pose a question to staff about a matter once that matter has been raised and prior to a motion on the matter; however, there is no debate of the matter until the motion is made;
- b) A Member may move a motion and another Member may second that motion, opening the matter for debate;
- c) A Member may indicate that they wish to make comments on the matter by either raising a hand or turning on their microphone light;
- d) When debate on a matter is closed, the Presiding Member must put the matter to a vote by stating as follows: "All those in favour raise your hands" and "All those opposed raise your hands" or such other language which clearly conveys what is being sought;
- e) When the matter has been put to a vote, a Member must not cross or leave the room, make noise or other disturbances or interrupt except as to a point of order;
- f) After the Presiding Member has put the question to a vote, a Member must not speak to it or make a motion concerning it;
- g) The Presiding Member's decision about whether a question has been called is conclusive;
- h) Each Member shall signify their vote by raising their hand, except where meetings are conducted electronically where verbal voting will take place;
- i) All Members present must vote on the matter unless they declare a conflict of interest;
- j) Members who do not indicate how they have voted are deemed to have voted in favour of the motion;
- k) In the case of a tie vote, the motion will be defeated;
- l) Each Member has only one vote;
- m) The Presiding Member must declare the result of the vote by stating whether the motion is "carried" or "defeated".

### **Conduct and Debate**

61. Members must conduct themselves cordially and in accordance with Robert's Rules of Order.

62. Members will not interrupt except to raise a point of order or privilege. Where more than one Member speaks, the Presiding Member shall determine in which order the Members will speak.

### **Committee of the Whole**

63. A meeting of the Committee of the Whole may be called at any time by the Mayor.
64. COTW provides an opportunity for Council to receive reports or information, informally discuss an agenda item with staff or other resources present and provide direction or request additional information regarding an agenda item. Council, sitting as COTW, cannot make a decision on City business but may provide guidance to staff or make recommendations to Council for consideration during a Regular or Special Council meeting.
65. COTW may make a motion to rise without reporting and:
- a) Is always in order and takes precedence over any other motion;
  - b) May be debated; and
  - c) May not be addressed more than once by any one Member.
66. If a motion to rise and report is adopted by the COTW, at the next Council meeting the Corporate Officer shall present the COTW report to Council. Council may then:
- a) Adopt the COTW recommendations; or
  - b) Reject the COTW recommendations.

### **Delegations**

67. A Council Body may allow an individual or a delegation to address the Council Body at a meeting provided written application has been received by the Corporate Officer by 12:00 p.m. on the Wednesday of the week prior to the meeting. Each presentation is limited to 5 minutes unless the Council Body unanimously agrees to allow a longer time.
68. The Corporate Officer may schedule delegations to another Council Body meeting as deemed appropriate according to the subject matter of the request.
69. The Corporate Officer may refuse to place a delegation on the Agenda if the issue is not considered to fall within the jurisdiction of the Council Body.

### **Public Hearings**

70. Members of the public may address Council or, where the holding of a Public Hearing has been delegated, the delegated Council Member with respect to the subject matter of the Public Hearing.

71. A Public Hearing is an opportunity for members of the public to provide input and bring forward concerns and suggestions with respect to the subject matter.
72. Submissions may be provided in writing in advance in accordance with the deadline set out in the Public Hearing Notice or orally during the Public Hearing.
73. Council may not receive or consider any information after the close of a Public Hearing. Any information submitted after the Public Hearing will not be provided to any Member of Council.
74. A person may be permitted to speak a second or subsequent time but may only raise points not spoken to by that person previously.

#### **PART 5 – NOTICE OF MOTION**

75. A Council Member must give notice of a motion that is to be introduced at a Council meeting by delivering a written copy of the motion to the Corporate Officer at least 24 hours before the meeting at which it is to be presented.
76. The proposed notice of motion must set out the motion and will be distributed to all members of Council by the Corporate Officer prior to the meeting. No additional materials will be included with the Notice of Motion.
77. Unless otherwise indicated by the Council Member presenting the Notice of Motion, the motion will be added to the next regularly scheduled Council Meeting. Staff may prepare a report with respect to the proposed Notice of Motion and the Council Member presenting the Notice of Motion may submit additional materials in support of the Notice of Motion for inclusion in the Agenda Package.

#### **PART 6 – BYLAWS**

78. A bylaw introduced at a Council meeting must be printed or circulated electronically; have a distinguishing name and a distinguishing number; and must be divided into sections.
79. Council must consider a proposed bylaw at a Council meeting either:
  - a) separately when requested by a Member; or
  - b) jointly with other proposed bylaws in the sequence determined by the Presiding Member.
80. The readings of the bylaw may be given by stating its title and object.
81. A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
82. Each reading of a proposed bylaw must receive the affirmative vote of a majority of Council Members present, unless otherwise stipulated by an enactment.

83. A bylaw may receive up to three readings at the same Council meeting, unless otherwise stipulated by an enactment.
84. Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading in accordance with the provisions of the *Local Government Act*, provided that the approval of a Minister of the Government of British Columbia is not required prior to the adoption of the bylaw.
85. After a bylaw is adopted, and signed by the Corporate Officer and the Presiding Member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping and endorse upon it:
- a) the dates of its readings and adoption; and
  - b) the date of Ministerial approval or approval of the electorate if applicable.
86. Subject to the requirements in any enactment, an adopted bylaw may only be amended or repealed by the process by which it was originally adopted.

## **PART 7 – SEVERABILITY AND REPEAL**

### **Severability**

87. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

### **Repeal**

88. The “Procedure Bylaw No. 819, 2004”, as amended, is hereby repealed.

READ A FIRST TIME THIS 4<sup>TH</sup> DAY OF OCTOBER, 2021.

READ A SECOND TIME THIS 4<sup>TH</sup> DAY OF OCTOBER, 2021.

READ A THIRD TIME THIS 4<sup>TH</sup> DAY OF OCTOBER, 2021.

ADOPTED THIS 18<sup>TH</sup> DAY OF OCTOBER, 2021.

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Presiding Council Member

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Corporate Officer



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The Colwood Church has been on Sooke Road for 50 years and started at the Colwood Community Hall in 1974, according to lead pastor Shawn Chapman. (Thomas Eley/News Staff)

# Colwood Church celebrates golden anniversary with \$50K for the community

Thomas Eley  
News Staff

What started with 20 people 50 years ago has now grown into an entire community, says Shawn Chapman, leader pastor of Colwood Church.

An even split of children and adults, Chapman said the church now has a devoted following of over 500 people who attend via Zoom, social media or in person.

"We're reaching a lot of people these days, so it's a great privilege."

And they're all gearing up to celebrate the church's milestone birthday.

The official birthday will be celebrated between May 24 and 26, and various events will celebrate the milestone, including giving \$50,000 to community initiatives around Colwood.

"It is going to be excellent to put some seeds towards them and see them flourish for their future," he said.

The church was founded in 1974 in the Col-

wood Community Hall by pastor Don McMillan.

"It's been quite an unbelievable journey seeing what God has done with us," Chapman said.

Colwood Church had to adapt during the COVID-19 pandemic, and going digital was a big eye-opener in connecting with people who could not attend church.

"Instead of people having to come physically, they are now checking it out online."

Embracing the online space saw the congregation numbers grow and has become the new front door for the church.

Everyone is welcome at the 50th anniversary, and the church is a place for healing, according to Chapman.

"Our ethos here as a church is that we're to be a hospital, a lighthouse."

The three keywords guide the church's connect, grow and serve and the congregation can act as a place for broken people to heal, said Chapman

"It all comes down to the person of Jesus for us."



City of Langford

## NOTICE OF PROCEDURE BYLAW AMENDMENTS

The City of Langford will consider first, second and third readings of "Council Procedure Bylaw, Amendment No. 3, Bylaw No. 2175, 2024," at the Council meeting **Monday, May 6, 2024**, at 7:00 pm. The purpose of these amendments is to update the parameters for signs, update public participation, clarify public participation guidelines, and other minor housekeeping amendments. Please contact Marie Watmough, Director of Legislative and Protective Services, at (250) 478-7882 with any questions on this Bylaw.

Marie Watmough  
Corporate Officer



City of Langford

**NOTICE OF DISPOSITION**

Pursuant to section 26 of the *Community Charter*, the City of Langford gives notice of its intention to extend the existing lease of **Bladz Skate Shop** of Unit 103-1089 Langford Parkway and a portion of Unit 102-1089 Langford Parkway, Langford, V9B 0A5, measuring approximately 874 square feet in total. The lease will be extended for a further two-year term on the same terms and conditions with the City receiving \$1,758.93 monthly.

The dispositions will be considered by the Council of the City of Langford at its regular meeting at City Hall, 3rd Floor, 877 Goldstream Avenue, May 6<sup>th</sup>, 2024, at 7 pm. Persons who consider they are affected by the dispositions will be provided an opportunity to make representations to Council at the meeting, or by delivering a written submission to the Corporate Officer by 3 pm on that date.

Marie Watmough  
Corporate Officer



Black Pearl and her 2024 calf. (Clint William/Eagle Wing Tours/PWWA)

# Whale watchers document first baby humpback of the year

## Hundreds of humpback whales are expected to feed in the area through fall

including the most recent, a male born in 2022 nicknamed Kraken.

Another celebrity, BCY0324 known as Big Mama, is among a handful of others also documented by local whale watchers recently. True to her nickname, she's given birth to seven calves including her first, Divot in 2003, and the most recent Moresby in 2022. Big Mama's offspring are also prolific, providing her with at least six grandcalves and two great-grandcalves so far, according to the PWWA. She also travels to the Hawaiian Islands during the winter.

In the coming weeks, many more humpback whales are expected to return and feed on small fish and crustaceans through the fall.

The first humpback baby of the year is making waves in the Salish Sea.

The first calf of 2024 – likely three- to four-months old – and its mother, BCX1460 or Black Pearl, were first spotted in Haro Strait on April 18 by Pacific Whale Watch Association member company Eagle Wing Tours of Victoria.

The pair has been seen several times since in area waters.

"It's always fun to see which mom and calf will make it back first," PWWA executive director Erin Gless said in a news release. "Black Pearl tends to spend her summers near north Vancouver Island. This year we were lucky enough to spot her in the Salish Sea."

Humpback calves are born near Hawaii, Mexico and Central America and then travel thousands of miles with their mothers to cooler feeding grounds, such as the Salish Sea. Black Pearl is known to migrate to the Hawaiian Islands in winter, and has been photographed several times off the coast of Maui. She has given birth to at least three previous calves

Industrialized whaling removed humpback whales from the Salish Sea by the early 1900s. In all, more than 30,000 humpback whales were killed in the North Pacific during the whaling era, and some scientists estimate as few as 1,000 individuals remained by the time B.C.'s last whaling station closed in 1967.

Those numbers are rebounding. A jump in documented humpback whales in the waters off B.C. in 2022 marked what's being called a "humpback comeback" by those in the businesses of preservation.

Nearly 400 humpbacks were documented in the Salish Sea this year. The 396 individuals documented include 34 mothers and their first-year calves.



City of Langford

**Notice of Public Hearing Being Waived**

**NOTICE** is hereby given that pursuant to Section 464(2) of the *Local Government Act*, the Council of the City of Langford has waived the holding of a Public Hearing for Bylaw No. 2166 being the proposed Bylaw to amend Zoning Bylaw No. 300 for the City of Langford.

- Proposal:** The purpose of Bylaw No. 2166 is to amend the City of Langford Zoning Bylaw No. 300 by amending the zone of the subject properties from One- and Two-Family Residential (R2) and District Commercial (C3) to City Centre Pedestrian (CCP) to allow a hotel.
- Location:** 824, 832, 838 Goldstream Avenue as shown shaded on the plan below.
- Bylaw No.:** 2166
- Meeting Date and Time:** May 6, 2024, 7:00 pm
- Meeting Place:** City Hall Council Chambers, Third Floor, 877 Goldstream Avenue
- Consideration:** Council will consider first, second, and third readings at this Council Meeting



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

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

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

The Agenda, including material that Council may consider in relation to the bylaw, will be posted to the City's website: <https://www.langford.ca/city-hall/agendas-and-minutes/> no later than the Friday before the Council Meeting. Correspondence may be submitted by emailing [planning@langford.ca](mailto:planning@langford.ca) or by writing to Langford City Hall, 2nd Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8. You may also contact the Planning Department at (250) 478.7882.

Marie Watmough  
Corporate Officer



City of Langford

**NOTICE OF PROCEDURE BYLAW AMENDMENTS**

The City of Langford will consider first, second and third readings of "Council Procedure Bylaw, Amendment No. 3, Bylaw No. 2175, 2024," at the Council meeting **Monday, May 6, 2024**, at 7:00 pm. The purpose of these amendments is to update the parameters for signs, update public participation, clarify public participation guidelines, and other minor housekeeping amendments. Please contact Marie Watmough, Director of Legislative and Protective Services, at (250) 478-7882 with any questions on this Bylaw.

Marie Watmough  
Corporate Officer



City of Langford

# Staff Report to Council

**DATE: Monday, May 6, 2024**

**DEPARTMENT: Planning**

**SUBJECT: Bylaw No. 2176 – Public Hearing Notification Bylaw Amendment**

## EXECUTIVE SUMMARY:

This report sets out amendments to *City of Langford Public Notification Bylaw No. 1490, 2013*, as directed by Council at the March 4<sup>th</sup>, 2024 Regular Council meeting, with respect to land use applications, Public Hearings, and waiving Public Hearings.

## BACKGROUND:

In November 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 is **prohibited** from convening a Public Hearing with respect to a Zoning Bylaw amendment application that is consistent with the Official Community Plan (OCP) and would result in predominantly residential development.

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 during the early days of the COVID-19 pandemic.

## COMMENTARY:

Public Hearings are a requirement of the Provincial Government as set out in Section 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 Section 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 it.

In addition to the prohibition under Section 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 Bylaw 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 Section 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).

On March 4<sup>th</sup>, 2024, Council passed the following resolution with respect to the *Public Hearing Policy* report presented by Staff:

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;*



Public Hearing Notification Amendments

20240506 – Council

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- 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.*

Staff have prepared the required amendments to the City of Langford Public Notification Bylaw, in accordance with Council’s above-noted resolution. Subsequent amendments to Council’s Procedure Bylaw and the New Transmission Towers Policy No. 0340-50 will be brought forward in separate reports.

**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.

**OPTIONS:**

**Option 1**

THAT Council give First, Second and Third Readings to Bylaw No. 2176

**OR Option 2**

THAT the Council take no action with respect to Bylaw No. 2176 until such time as the following items are addressed by Council:

- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_;

**SUBMITTED BY: Matt Notley, Planner II, Community Planning and Climate Change**

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

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

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

- Concurrence:** Matthew Baldwin, RPP, MCIP, Director of Development Services
- Concurrence:** Katelyn Balzer, P.Eng., Director of Engineering and Public Works
- Concurrence:** Michael Dillabaugh, CPA, CA, Director of Finance
- Concurrence:** Marie Watmough, Director of Legislative and Protective Services
- Concurrence:** Braden Hutchins, Deputy Chief Administrative Officer
- Concurrence:** Darren Kiedyk, Chief Administrative Officer

Attachments:

Bylaw 2176 – City of Langford Public Notification Bylaw

20240304 – Public Hearing Policy Report



City of Langford

# Staff Report to Council

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**DATE:** Monday, March 4, 2024  
**DEPARTMENT:** Planning  
**SUBJECT:** Public Hearing Policy

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## 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**

<b>Application Type</b>	<b>Public Hearing</b>	<b>Written Notice Mailed*</b>	<b>Newspaper Ad</b>	<b>Posted Sign</b>	<b>Written Notice mailed Prior to SDAC*</b>
Rezoning for a predominantly residential use	Not permitted	Prior to 1 <sup>st</sup> reading	Prior to 1 <sup>st</sup> Reading	Prior to 1 <sup>st</sup> Reading	Yes
Any rezoning application that is consistent with OCP	When <b>not waived</b> 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 <b>waived</b> by Council resolution	Prior to 1 <sup>st</sup> Reading	Prior to 1 <sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> reading, whereas prior to the changes to the legislation, notices would be received 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 erecting 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 providing signage on properties where a Public Hearing will be held that are specific to the Public Hearing (eg; 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 20<sup>th</sup>, 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.

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 at the time of bylaw adoption be prohibited. It should be noted that this will require an amendment to the Council Procedure Bylaw. 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. 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. It is unlikely that any useful new information with respect to the application would be brought forward at the time of adoption, and if there were that sort of information it should have been brought forward earlier in the process so that Council could 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. 467(1) 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 1<sup>st</sup> 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 Council 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. 467(1) 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 1<sup>st</sup> 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 1<sup>st</sup> 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

***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  
BYLAW NO. 2176**

**A BYLAW TO AMEND BYLAW NO. 1490,  
“CITY OF LANGFORD PUBLIC NOTIFICATION PROCEDURES BYLAW, 2013”**

---

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

A. City of Langford Public Notification Procedures Bylaw, 2013 is amended as follows:

1. By adding the following as section 2(a)(ii) and renumbering subsequent subsections accordingly:

(ii) A Zoning Amendment Bylaw for which a Public Hearing is not held or prohibited pursuant to Sections 464(2) and (3) of the *Local Government Act*;

2. By amending Section 3(e) to read as follows:

“Staff may erect a sign on the land to notify the public of the rezoning and/or OCP amendment application in a form approved by the Director of Development Services. The sign shall be installed at the time notices for a Committee meeting are mailed or otherwise delivered and shall remain until the conclusion of the application.”

3. By amending Section 4 to read as follows:

**“Notification When a Public Hearing is Not Held or Prohibited”**

4. By amending Section 4(a) to read as follows:

“Unless otherwise specified, Council elects not to hold a Public Hearing for Zoning Amendment Bylaws meeting the requirements of Section 464(2) of the *Local Government Act*.”

5. By adding the following as Section 4(b) and renumbering subsequent sections accordingly:

“When Council elects not to hold a Public Hearing pursuant to 4(a) or is prohibited from holding a Public Hearing pursuant to Section 464(3) of the *Local Government Act*, the City of Langford will publish a notice in a local newspaper in accordance with the requirements of the *Local Government Act*.”

6. By amending Section 4(c), as renumbered by this Bylaw, to read as follows:

“A notice that Council has elected to not hold a Public Hearing or is prohibited from holding a Public Hearing shall be mailed or otherwise deliver to:

(i) the owners and any tenants in occupation of the subject property; and

(ii) the owners and any tenants in occupation of all real property any part of which is within 100 m (330 ft) of the legal boundaries of the subject property.”

7. By adding the following as Section 4(d):

“Staff may erect a sign on the land to notify the public of the rezoning application in a form approved by the Director of Development Services. The sign shall be installed at the time notices for a Committee meeting are mailed or otherwise delivered and shall remain until the conclusion of the application.”

8. By deleting Appendix A.

B. This Bylaw may be cited for all purposes as “City of Langford Public Notification Bylaw 2013, Amendment No. 1, Bylaw No. 2176, 2024”.

READ A FIRST TIME this    day of    , 2024.

READ A SECOND TIME this    day of    , 2024.

READ A THIRD TIME this    day of    , 2024.

ADOPTED this    day of    , 2024.

\_\_\_\_\_  
PRESIDING COUNCIL MEMBER

\_\_\_\_\_  
CORPORATE OFFICER

## CITY OF LANGFORD BYLAW NO. 2179

### A Bylaw to Prohibit the Cutting of Trees

---

**WHEREAS** Section 8(3)(c) of the *Community Charter* allows a local government to prohibit and/or regulate the cutting of trees;

**AND WHEREAS** the Council for the City of Langford wish to regulate the cutting of Trees in the City;

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

#### 1. TITLE

This Bylaw may be cited for all purposes as “City of Langford Tree Protection Bylaw No. 2179, 2024”.

#### 2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

“**City**” means the City of Langford and includes, where the context requires, persons employed by or acting as agents of the City;

“**Cut Down or Cutting**” means to remove a Tree or Trees by any means or the undertaking of any action which results in the death of a Tree or Trees or could reasonably be expected to result in the death of a Tree or Trees, and includes, without limitation pulling up, pushing up, pulling over, or otherwise felling a Tree;

“**Damage**” means (a) poisoning, burning, or pruning in a manner not in accordance with arboricultural best practice, including removal of more than 25% of the tree’s total live foliage or bud bearing branches or limbs, (b) topping, unless the tree in question has been previously topped and regenerative growth has a high likelihood of failure due to weak branch attachment, excessive branch elongation and end weight, or the formation of extensive decay or cavities that cannot be mitigated other than by re-topping the tree, (c) shearing, harming or undermining the roots of the tree, (d) denting, gouging, drilling, harming, or affixing anything to the branches or the trunk of a tree, (e) removing bark from a tree, or (f) doing anything that would cause the tree to die.

“**Dangerous Tree**” means a Tree, identified by a certified arborist who has training in tree risk assessment, which could reasonably be expected to present an imminent hazard to the safety of persons or to the public or to private property;

“**City**” means the City of Langford and includes, where the context requires, persons employed by or acting as agents of the City; and

“**Tree**” means a woody perennial plant of any size with a trunk diameter greater than 20 centimeters measured at a height of 1.4 meters above the undisturbed grade of the land where the Tree is located.

#### 3. APPLICATION OF BYLAW

Subject only to the exceptions set out in Section 4, no person shall:



- a) Cut Down or Damage, or permit the Cutting Down or Damage of any Tree on a parcel or parcels of land in the Municipality; or
- b) Fail to comply with the requirements of this Bylaw.

#### 4. EXCEPTIONS

This Bylaw does not apply to:

- a) Dangerous Trees;
- b) Trees required to be Cut Down pursuant to the *Railway Safety Act*, S.B.C. 2004, c. 8, the *Hydro and Power Authority Act*, R.S.B.C. 1996, c. 212, the *Oil and Gas Activities Act*, S.B.C. 2008 c. 36, the *Workers Compensation Act*, R.S.B.C. 2019, c. 1, or any regulation under these acts or under section 50 of the *Community Charter*, S.B.C. 2003, c.26;
- c) Trees Cut Down by City employees, or their agents, during the discharge of duties that involve maintenance, surveying of the creation and upkeep of walkways and trails;
- d) Trees Cut Down by British Columbia land surveyors during the discharge of their duties;
- e) Trees authorized to be Cut Down in accordance with a Development Permit, Building Permit, or any other permit issued by the City;

#### 5. POWER TO ENTER ONTO PROPERTY

Pursuant to Subsection 16(6)(d) of the *Community Charter* the City has the authority to enter onto property for the purpose of inspecting and assessing trees.

#### 6. GENERAL PROVISIONS

Should any provision of this Bylaw be declared by any Court to be invalid the outcome shall not affect the validity of this Bylaw, as a whole or parts thereof, other than the provision or provisions declared to be invalid.

#### 7. CONTRAVENTION AND PENALTIES

- a) Every person who violates any of the provisions of this bylaw, or who suffers or permits any act or thing to be done in contravention of this bylaw or who neglects or refrains from doing anything required to be done by any of the provisions of this bylaw shall be deemed to be guilty of an infraction hereof and shall be subject to fines as prescribed under the *Offence Act* R.S.B.C., 1996 c. 338 or as set out in the Municipal Ticket Information Bylaw No. 34, 1993, as amended from time to time.
- b) Upon being convicted of an offence under this bylaw, a person shall be liable to pay a fine of not less than \$5,000.
- c) Each Tree that is Cut Down contrary to this Bylaw constitutes a separate offence.

**8. REPEAL**

Bylaw No. 2136, Bylaw to Prohibit the Cutting of Trees is hereby repealed.

This bylaw shall be automatically repealed on December 31, 2024.

READ A FIRST TIME this 15<sup>th</sup> day of April, 2024.

READ A SECOND TIME this 15<sup>th</sup> day of April, 2024.

READ A THIRD TIME this 15<sup>th</sup> day of April, 2024.

ADOPTED this 6<sup>th</sup> day of May, 2024.

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PRESIDING COUNCIL MEMBER

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CORPORATE OFFICER