



# City of Langford Annual Report 2018

# TABLE OF CONTENTS

Langford Corporate Philosophy Statement	
Message from the Mayor	
Message from the Chief Administrative Officer	
Departmental Overview .....	7
Council Advisory Committees .....	9
Organizational Chart.....	10
Corporate Services .....	11
Department Overview	
Results from Past Year (2018)	
Legislative Services .....	12
Bylaw Enforcement .....	13
Department Overview	
Results from Past Year (2018)	
Objectives and Measures for Coming Year (2019)	
CRD Animal Care Services.....	16
Department Overview	
Building Department.....	17
Department Overview	
Results from Past Year (2018)	
Objectives and Measures for Coming Year (2019)	
Engineering Department .....	19
Department Overview	
Results from Past Year (2018)	
Objectives and Measures for Coming Year (2019)	
Fire Department .....	23
Department Overview	
Results from Past Year (2018)	
Objectives and Measures for Coming Year (2019)	
Parks and Recreation Department.....	25
Department Overview	
Results from Past Year (2018)	
Objectives and Measures for Coming Year (2019)	
Planning Department.....	27
Department Overview	
Results from Past Year (2018)	
Objectives and Measures for Coming Year (2019)	
Consolidated Financial Statements .....	CFS-1
Permissive Tax Exemptions .....	PTE-1
Annual Development Cost Charges .....	DCC-1



*Community pride and service  
excellence through  
innovation, flexibility and teamwork*

## MESSAGE FROM THE MAYOR



**City of Langford**  
[www.cityoflangford.ca](http://www.cityoflangford.ca)

On behalf of Council and City staff, I am proud to share our 2018 Annual Report with you. Langford has made tremendous progress over the last 26 years and we will continue to work hard to make sure that Langford continues to be the best place in Canada to raise a family, start a business and take part in recreational activities.

Keeping Langford affordable and family-friendly remains a top priority. Council continues to support affordable housing initiatives while offering a wide range of housing options for residents of all ages and income levels. Construction continues to boom, with a significant increase in multi-family dwellings.

We continue to improve and expand our infrastructure to make Langford an even better place to live or visit. In early 2019, the City opened the Leigh Road connection to Langford Parkway providing a third additional passageway between north and central Langford, and a new signal light was installed in the busy McCallum Road corridor at Florence Lake Road. This builds on the critical improvements made in 2018, including the Bear Mountain Parkway and the dual left turn lane on the Millstream Overpass, making Langford more accessible than ever.

As our city continues to grow, Langford has put a five-year plan in place to increase the number of First Responders by adding at least two police officers and three firefighters in each of the next five years. Additionally, we will be adding two summer seasonal Community Safety Officers to perform patrols of our Parks, Trails and key areas of the community, and an additional full-time Peace Officer is to be hired before the end of 2019.

2018 saw the commencement of the Westhills Stadium upgrade and expansion, and once complete the stadium will accommodate up to 6,000 spectators. We will continue to develop and foster our relationships with the national and local sporting organizations that call Langford home to continue bringing world-class sporting events to Langford.

In closing, I would like to thank our dedicated City staff members for their hard work and dedication on delivering Council priorities and objectives. The work they do everyday ensures that Langford continues to be the best place for families to live, work and play.

Sincerely,

A handwritten signature in black ink, appearing to be "Stewart Young".

Mayor Stewart Young  
City of Langford



## MESSAGE FROM THE CAO



City of Langford

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

I am pleased to present the City of Langford's 2018 Annual Report. This report highlights some of our achievements and challenges over the last year. It has been an honour to serve as the City of Langford CAO for the past 2 years. Along with Mayor Young, Council, and my colleagues, we are extremely proud of the growth and development Langford has achieved in 2018 and I am extremely excited about the future for Langford.

City staff are guided by Mayor and Council's vision for a very vibrant and inclusive community. In 2018, we focused on solidifying partnerships with stakeholders in the community and ensuring that decisions made by Council reflect the needs of Langford residents. Strategic investments will continue in the upcoming year to ensure the long-term growth of our local economy. The City will continue to support local amenities and infrastructure upgrades to better residents' quality of life in Langford. In the upcoming year, we will continue our investment in City staff to ensure quality service and performance.

The growing number of new Langford residents has resulted in an increased focus on public safety. Mayor and Council have pledged to invest in public safety resources. The 2019-2023 Five Year Financial Plan reflects Council's priority of public safety with 2% of the 2.49% tax increase in 2019 going directly to these initiatives. 2019 is the second year of a five-year program that will increase fire department and police resources, to further meet safety needs of a growing population.

Affordable housing for families remains at the forefront of Council's initiatives. The Affordable Housing program continues to provide families with lower-income housing. This past year, the contributions to the Affordable Housing Reserve Fund provided grants to new non-profit housing projects within Langford. This program will continue to be supported by Mayor and Council in 2019 to ensure Langford remains one of the most affordable communities in the Greater Victoria Region.

The City of Langford will continue to strive to establish Langford as a sport tourism destination. The partnerships the City has made with organizations such as Pacific FC and Rugby Canada have put Langford on the map as an up and coming centre for sport excellence in British Columbia. One of the major investments Mayor and Council have made in this regard is the expansion of Westhills Stadium. The new stadium will provide greater opportunity for Langford to host sporting and cultural events and home to the new Canadian Premier League club - Pacific FC. The ability for residents from Langford to experience world class sporting events in their own community is invaluable as Langford's youth will now have local sports heroes to inspire them and cheer on.

The following report will provide more information on each department's achievements this last year and upcoming goals for 2019. The City of Langford is a diverse and rapidly growing community, I would like to thank each staff member for their continuous dedication and hard work in making Langford a wonderful place to call home.

A handwritten signature in black ink, appearing to read "Darren Kiedyk".

Darren Kiedyk  
Chief Administrative Officer

# DEPARTMENTAL OVERVIEW

## Corporate Services

Corporate Services encompasses Administration, Legislative Services, Bylaw Enforcement, and CRD Animal Control.

- The Administration Department receives, analyzes and resolves citizen concerns, complaints and inquiries; provides clerical and staff support for Mayor, Council and CAO; and is responsible for the human resources, communications, the City's land portfolio, contractual matters and other special projects for the City.
- The Legislative Services department is responsible for Langford's corporate administration under the Community Charter, including maintaining City records, agendas, minutes and bylaws. It also manages or supports numerous other legislative and corporate functions, such as information access, privacy, Council and committee administration, elections, contracts, agreements and policies.
- Bylaw Enforcement (Community Safety and Municipal Enforcement) addresses a wide range of issues, ensures the public is well informed of bylaws, and assesses risk in our community. They monitor the community so that it remains a safe and enjoyable environment for all. The Department works closely with many agencies to provide the highest level of service.
- The City of Langford operates its Animal Control function through an annual contract with Capital Regional District Animal Care Services. These services have been reliably provided to our residents for a number of years, and the Animal Control Officers are based out of an office located on Veterans' Memorial Parkway right in the core area of Langford.

## Building Department

The Building Department provides building permits to residents and contractors who require new construction and alterations, additions, repairs, demolitions, removal or relocations of existing buildings within their property. The Owner(s) of the property is responsible for carrying out the works in full accordance with the requirements of the BC Building Code and other applicable regulations. Inspections are required by the City throughout the construction phase and/or upon completion.

## Engineering Department

The Engineering Department serves the public in several aspects of the community including construction activities related to land development, capital projects/public infrastructure, and public works such as road maintenance and repairs, bike lanes, sidewalks and street lighting, as well as the City of Langford's ongoing beautification project, with hanging baskets and Christmas lights. The Department works closely with West Shore Environmental Services, CRD Water, BC Transit and School District #62.

## Finance Department

The Finance Department is responsible for the day to day financial activities of the City. The department provides financial information to Council and staff. The department administers accounts payable, receivable, payroll, benefits, insurance and risk management, annual property tax notice distribution and collection, information technology, budget and preparation of the annual financial statements. The department works close with other city departments to ensure fiscal responsibility of the City's operations and assets.

## DEPARTMENTAL OVERVIEW

### Fire Rescue

The Fire Rescue Department is a composite fire department made up of career and volunteer members, operating from three stations within the City. The Fire Rescue Department function includes fire suppression, first response, auto extrication, water rescue, rope rescue and technical high angle rescue. The Department provides fire and life safety education, fire safety inspections and fire investigations. Station 1 also houses the CRD Regional Fire Dispatch Centre, established in 2013.

### Parks and Recreation Department

The Department is responsible for the Capital construction and Operational maintenance of parks, trails and landscaped boulevards. In addition, the Department oversees activity related to Recreation including the maintenance of City recreation facilities.

### Planning and Land Development Department

The Planning Department ensures that municipal goals are reflected in the Official Community Plan and planning policy documents. The Department provides professional and technical advice on current and future land uses, as well as a wide range of issues including housing, heritage, environment, transportation and social policy.

## MAYOR AND COUNCIL

Mayor Stewart Young  
Councillor Denise Blackwell

Councillor Matt Sahlstrom  
Councillor Lanny Seaton

Councillor Winnie Sifert  
Councillor Lillian Szpak  
Councillor Roger Wade

### COUNCIL ADVISORY COMMITTEES

#### Administration and Finance Committee

Councillor Matt Sahlstrom, Chair  
Councillor Lillian Szpak, Vice-Chair

Mr. John Crook  
Ms. Jennifer Page  
Mr. Trevor Won

Mr. David Adair  
Mr. Frank Hudson

#### Parks, Recreation, Culture and Beautification Committee

Councillor Lanny Seaton, Chair  
Councillor Roger Wade, Vice-Chair

Mr. Randy Prettie  
Ms. Karen Reece  
Mr. Allen Sturgeon  
Mr. Graham Harrison

Mr. Morry Stearns  
Ms. Jennifer Whitehouse  
Mr. Norman Arden

#### Planning, Zoning and Affordable Housing Committee

Councillor Denise Blackwell, Chair  
Councillor Roger Wade, Vice-Chair

Ms. Norma Stewart  
Mr. David Horner  
Mr. Kent Sheldrake

Mr. Malcolm Hall  
Mr. Art Creuzot  
Mr. Steve Harvey

#### Protective Services Committee

Councillor Lillian Szpak, Chair  
Councillor Lanny Seaton, Vice-Chair

Ms. Deborah Wilson  
Mr. Edward Wilson  
Mr. Rob Compton

Mr. Mike Wignall  
Mr. Hans Frederiksen  
Mr. Tony Cox

#### Transportation and Public Works Committee

Councillor Roger Wade, Chair  
Councillor Winnie Sifert, Vice-Chair

Mr. Terry Young  
Mr. Les Bjola  
Ms. Christine Lervold

Mrs. Jean Tarr  
Mr. John Goudy

#### Board of Variance

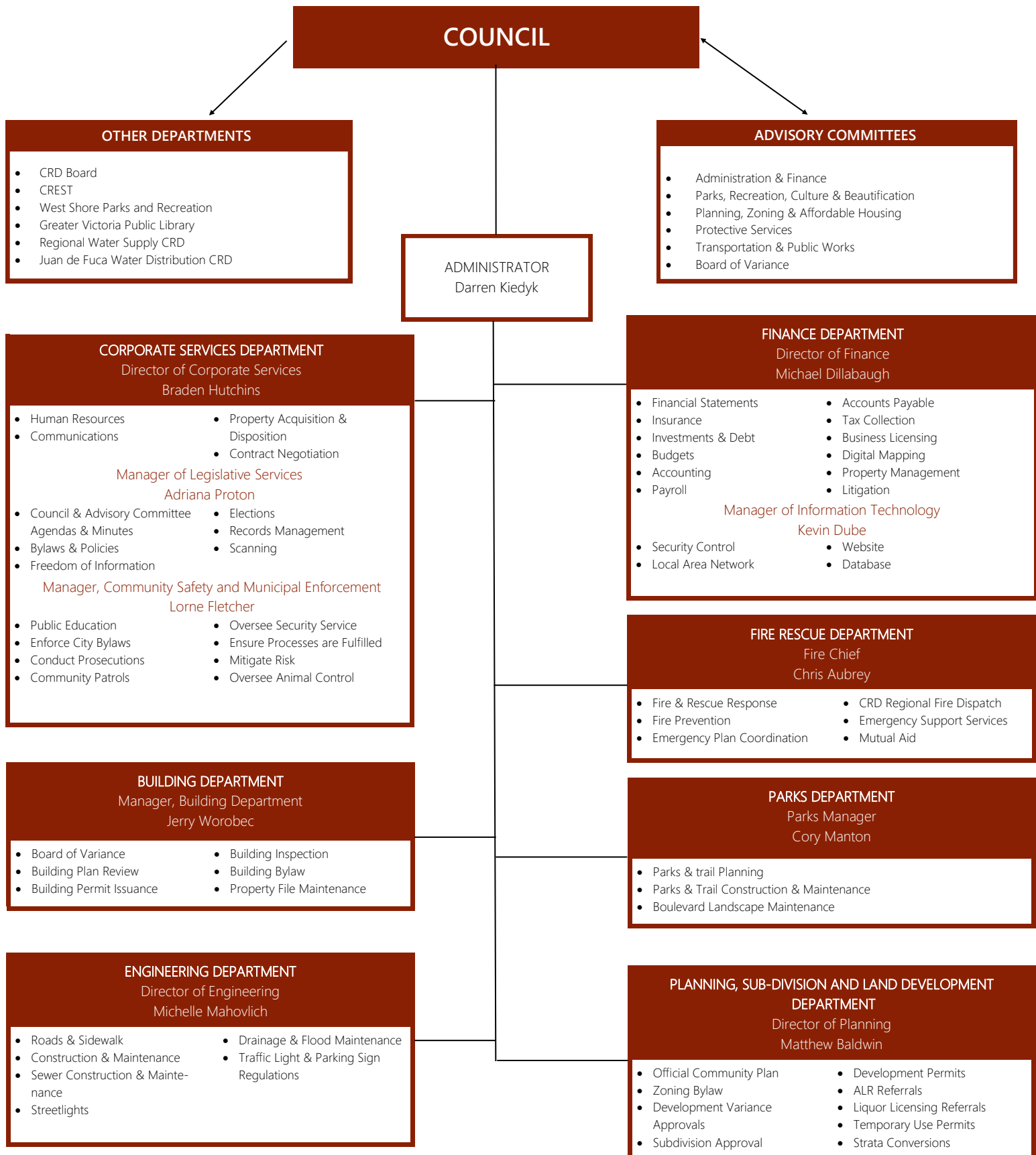
Ms. Dawn Helgason  
Mr. Jim Hartshorne

Mr. Terry Young  
Ms. Rachael Sansom

Mr. Hans Frederiksen



# ORGANIZATIONAL CHART



## Results from 2018

### Council Meetings

Regular Council Meetings	20
Special Council Meetings	5
Committee of the Whole	1

### Committee Meetings

Planning, Zoning and Affordable Housing	10
Protective Services	3
Transportation & Public Works	4
Administration & Finance	4
Park, Recreation, Culture & Beautification	5

### Bylaws

Adopted in 2018	67
Started in 2018	68

### Types of Bylaws

OCP Amendments	2
Zoning Amendments	35
Public Hearings	10
Financial	12
Regulatory Amendments	8
Sewer	0
Other	11

### Personnel

116 active employees working as of December 31, 2018  
 0 employees on Long Term Disability in 2018  
 17 new employees recruited in 2018

### Property

Property Purchases	\$1,659,500
Property Dispositions	\$ 739,850

## LEGISLATIVE SERVICES

### RESULTS FROM 2018

- 101,990 pages scanned (411 per workday)
- 35 FOI requests
- 415 tracked information releases (includes FOI and realtor requests)
- Number of new addresses assigned: 1637
- 26 training sessions provided

### Objectives and Measures for 2019

In 2019 the Legislative Services department will:

- Continue to ensure that the City fulfills its corporate administration responsibilities in an ethical manner
- Continue to provide prompt and thorough responses to FOI, scanning and records requests
- Standardize City Hall FOI, privacy, records and scanning training
- Research and implement agenda management software
- Review, consolidate and update City policies

# BYLAW ENFORCEMENT

## DEPARTMENT OVERVIEW

As in past years, the duties our Officers performed in 2018 were both varied and rewarding. Most importantly, this wide variety of effort is of direct and measureable benefit to the community.



Trees Down & Road Closed – Glen Lake Road

Throughout the year, our Officers addressed complaints and violations of City Bylaws in the areas of Noise, Parking, Land Use, Building, Soils movements, Watercourse Protection and Burning Regulations. We also played a significant role in providing enhancements to community safety by assisting BC Hydro, the Fire Department and the West Shore RCMP at a number of emergency incidents like motor vehicle accidents, trees down on power lines, gas line breaks and others - mainly by providing on scene traffic and roads controls.

Our strong efforts at dealing with incidents of public dumping on City lands and our dealings with graffiti and other forms of vandalism continued to keep Langford tidy and clean to a standard most residents can appreciate and support.

## RESULTS FROM 2018

**Parks and Trail Patrols** - Our department delivered another very rewarding and safe summer for our residents and visitors, particularly within the scope of our Officer conducted bike patrols of City Parks, beaches and the expanding Trails network. The significance of this community safety presence to the public was frequently commented on as Park and Trail users thanked our Officers for being out with watchful eyes within these public spaces.

As was experienced by other communities through the Capital Region in 2018, Langford received a visit from the roving group of protesters whose goal was to increase public awareness around homeless issues. The presence of this homeless group in Langford was somewhat unique in that the group did not choose Langford as a preferred site of protest, but the Province elected to install the group at the Provincial Campground at Goldstream Park. This put that group in close proximity with the family oriented Goldstream neighbourhood for a period of just over two weeks. With this, our department's goals of supporting public safety were validated when Council provided us with direction and support to have our team persistently patrol that neighbourhood. Over the period, our Officers conducted active monitoring of the entire neighbourhood 24 hours of each day. The Bylaw Enforcement Department fielded a significant number of inquiries and addressed area residents' concerns about their fear of increased localized crime. We also worked very closely with the RCMP and our private security contractor to deliver the highest levels of neighbourhood safety for our residents during that period.





## Traffic/Parking Issues

On-street parking issues continue to be a significant area of public complaint in our quickly growing community, and those are therefore something that needs regular attention from our Officers. In practice, we mainly provide warning notices to those motorists who contravene the City's Traffic Bylaw, but repeat offenders will receive a penalty (ticket) when they choose to ignore the previous warning. Our Officers wrote 1105 warning notices in 2017 and that number increased to 1200 in 2018. Actual ticket/penalty issuance was minimal, so we are convinced people respond to, and appreciate those initial educational/warning notices.



As in past years, a small number of files were opened to proactively defend the many new and existing bike lanes when vehicles are seen parked on those. Our efforts continue to provide a remarkable reduction in bike lane violations in the community and serve to keep cyclists safer. Our department recognizes the importance of the emerging cycling network to the community and our efforts continue to ensure these lanes remain an accessible and safe part of Langford's infrastructure.

## **OBJECTIVE AND MEASURES FOR 2019**

We foresee an expansion of our coverage and service later into the evenings through modifications of Officer Shift schedules in 2019.

With the advent of retail cannabis retailers arriving in our community, our Officers expect to play a role in helping to address a range of concerns that might relate to clean air and smoking issues. We hope to make a difference mainly through educational steps as a mainstay of our enforcement efforts.

Our Officers will continue to offer the high levels of service to our residents by responding to incoming complaints, mediating where necessary, proactively dealing with observed safety issues and by continuing to backstop the good work being done by our emergency services partners such as the Fire Department and RCMP.

Fig. 1: 2018 Bylaw Enforcement Departmental Activity by Complaint Type

Complaint Type	2018	2017
ANIMAL CONTROL (in house)	15	11
ASSIST LANGFORD FIRE DEPARTMENT	41	57
ASSIST RCMP (total)	103	94
Squatters (Camps/Panhandlers)	7	11
B&E VANDALISM		
BUILDING (total)	10	12
No Permit	4	11
BURNING & FIRE REGS	115	102
BUSINESS LICENCE	1	3
CLANDERSTINE LAB (grow ops)	-	-
COMMUNITY SAFETY PATROL	46	75
CYCLE NO HELMET	8	1
DAMAGE TO CITY PROPERTY	15	19
DEVELOPMENT PERMIT (Include Home and Industry)	-	2
FALSE ALARM	152	237
FIREARMS & BOWS	1	3
FIREWORKS	5	14
GRAFFITI	20	12
NOISE (total)	90	120
Construction	29	104
Social	32	16
PARKS (total)	67	51
Possess/Consume Liquor	4	6
SIGN	17	13
SOIL REMOVAL/DISPOSAL	4	1
TRAFFIC (total)	2050	1480
BVWN'S (warning notices issued)	1200	1105
TRUCK ROUTE	26	16
UNSIGHTLY PREMISES (total)	134	120
Deposit Rubbish/Debris	56	60
WATERCOURSE PROTECTION	2	1
ZONING (total)	63	95
Suites	4	9
Land Use	2	42
Occupy Accessory	14	17
Unlicensed Vehicles or Parts (on private land)	9	8
Home Occupation	5	19

# CRD ANIMAL CARE SERVICES

## DEPARTMENT OVERVIEW

Langford Council Contracts a range of animal control services from the Capital Regional District Animal Care Services Department, along with many of the region's municipalities. Monthly and annual activity is reported by CRD Animal Care Services to the Manager of Municipal Enforcement at Langford.

The contract includes management of dog licensing, the provision of pound services, and 7 day-week enforcement of the City's Animal Control Bylaw value-added services are also included, for example, Animal Care Services cooperates with volunteer animal welfare and adoption agencies to ensure the best possible chance for found, surrendered and unclaimed animals. Animals available for adoption are regularly featured on the CRD website.

## RESULTS FROM 2018

<b>Animal Control Services</b>	<b>2018</b>	<b>2017</b>
PATROL HOURS	1705	1099
COMPLAINTS	170	584
Cats	76	65
Livestock	15	2
Dogs (total)	334	340
At large	163	184
Attack - Domestic	26	22
Attack - Human	22	16
Attack - Livestock	0	2
Barking	92	10
License	2	4
Excrement	5	17
On Beach	0	0
Safe Keeping	4	3
Too Many	0	1
Unsanitary Pens	1	0
Welfare/Abuse	19	22
Other Animals	17	9
ENFORCEMENT ACTIONS	170	190
IMPOUNDS	117	125
Cats	55	46
Dogs	54	75
Other	8	4
POUND ACTIVITY		
Dogs		
To rescue agency	1	5
Adopted	4	1
Euthanized	2	4
Return to Owner	45	68
In Shelter	-	-
Cats		
To rescue agency	13	11
Adopted	16	17
Deceased	3	3
Euthanized	2	2
Return to Owner	19	13

# BUILDING DEPARTMENT

## RESULTS FROM 2018

- Overall construction in Langford in 2018 was very consistent and prevalent. The level of economic activity focused in the residential sector , specifically Multifamily. This area of development showed an increase of 25%. SFD with and without secondary suites maintained consistent levels.
- Commercial areas had a significant increase from 2017, approximately 75% increase in permits issued for commercial construction.
- Overall total permits issued from this department totaled 1298 compared to 1248 from 2017.

Permit Type/WorkClass	Permits	YTD Permits	Construction Cost	YTD Construction Cost	Res. Units	YTD Res. Units	Non-Res. Units	YTD Non-Res. Units
<b>BUILDING</b>								
Accessory Building		10		\$1,144,366.00				0
Additions and Alterations	2	73	\$45,000.00	\$3,974,579.42		1		0
Attached Duplex		6		\$4,624,022.00		12		0
Carriage House		1		\$193,208.00		1		0
Commercial	1	15	\$2,200,000.00	\$30,070,000.00		1	12	22
Detached Duplex								
Foundation	3	55	\$2,163,000.00	\$12,144,915.00				0
Industrial		3		\$625,000.00				0
Institutional		2		\$700,000.00				3
Multi Family	1	15	\$7,020,000.00	\$168,316,122.00	78	982		18
Reno		18		\$498,800.00				
Residential Suite								
SFD	6	115	\$2,851,234.00	\$47,583,211.00	6	115		0
SFD with Suite	3	153	\$1,631,636.00	\$74,862,712.00	6	306		0
Tenant Improvement	1	28	\$150,000.00	\$4,005,500.00			1	6
Townhouse		59		\$52,047,240.00		185		0
<b>Building Total</b>	<b>17</b>	<b>553</b>	<b>\$16,050,870.00</b>	<b>\$400,789,675.00</b>	<b>90</b>	<b>1603</b>	<b>13</b>	<b>49</b>
<b>CHIMNEY</b>								
Chimney		1						0
Oil Furnace	1	6						0
Oil Tank	1	32						0
Solid Fuel Burning Appliance								
Woodstove		2						0
<b>Chimney Totals</b>	<b>2</b>	<b>41</b>				<b>0</b>		<b>0</b>
<b>DEMOLITION</b>								
Demolition	4	48						0
<b>Demolition Totals</b>	<b>4</b>	<b>48</b>				<b>0</b>		<b>0</b>
<b>PLUMBING</b>								
Irrigation		10						0
Plumbing								
Pools		1		\$10,000.00				0
Regular Plumbing Permit	15	468						0
Sewer	4	110						0
Sprinkler	5	67						0
<b>Plumbing Totals</b>	<b>24</b>	<b>656</b>		<b>\$10,000</b>		<b>0</b>		<b>0</b>
<b>PRE-APPLICATION</b>								
Plumbing								
Pre-Application								
<b>Pre-Application Totals</b>								
	<b>47</b>	<b>1298</b>	<b>\$16,050,870.00</b>	<b>\$400,799,675.42</b>	<b>90</b>	<b>1603</b>	<b>13</b>	<b>49</b>



PERMITTING FEES	FEES YTD
Additional Building Permit Fee	\$603.67
Building Permit Fee	\$2,495,580.81
Chimney/SFBA Fee	\$1,159.72
Demolition Fee	\$2,464.64
Extension of Permit Fee	\$162.87
Plumbing Fee	\$384,297.82
Re-Inspection Fee	\$158.00
	<hr/>
	<b>\$2,884,427.53</b>

## OBJECTIVES AND MEASURES FOR 2019

- In 2019 the Building Department shall continue :
- To review and assess our service to our development and resident community.
- This allows for adjustments as needed to maintain consistency in development if markets fluctuate.
- To pursue the implementation of the Building Department moving to electronic permit application, review and issuance.
- As we do day to day; strive for community pride and service excellence through innovation, flexibility and team work.

## DEPARTMENT OVERVIEW

The Engineering Department consists of two areas of operation; Construction and Public Works.

The Construction group is responsible for overseeing capital construction projects such as the West Shore Parkway Completion Project and the Millstream Overpass Improvements, as well as construction related items for land development/subdivision projects. Construction staff are also responsible to oversee upgrades or replacements for such items as culverts.

Public works staff are responsible for overseeing ongoing road maintenance including storm water control, road quality, sidewalks, bike lanes and streetlights. Public works staff are also responsible for outside beautification items such as hanging baskets and Christmas lights.

## RESULTS FROM 2018

### 2018 Sewer Construction (West Shore Environmental Services):

1. Sewer System
  - Designed, tendered and constructed the Lakehurst Drive, Mount Wells Drive and Sooke Lake Road sewer extension.
  - Continued construction of the Jacklin Road and Terlane Avenue sewer extension under the direction of the City of Langford and the Belmont Market Project.
  - Began construction of a mainline sewer extension for 1077-1085 Goldstream Avenue.
  - Began design of the Sooke Road Pump Station in conjunction with the City of Langford and certain grant money.
  - Received approximately 548 new connections (SFE) to the Langford sewer system, including 172 mandatory connections consisting of 125 paying SCRF's and 47 non-paying in existing SSA's.
  - 20 individual sewer services constructed, including 1 disconnect.
  - Attended 5 sewer back-ups at various Langford properties offering assistance to ensure city infrastructure was clear.
  - Repaired a private sewer line off Millstream Road, which was later discovered to be servicing the Stellar Court strata.
  - Completed a CCTV video investigation of an undocumented back yard sewer main servicing the Cottier Place area.
  - Continued update to the 2008 Sewer Master Plan.
  - Continued updating and maintenance of digital GIS sewer database.
  - Initiated use of the Lucity Asset Management software and its integration with GIS. Expect the asset management program to be fully functional in 2019.
2. Inflow and Infiltration Program
  - 76 sewer manholes inspected for inflow and infiltration
  - Rehabilitated 40 sewer inspection chambers.
  - 4.5 km of sewer main CCTV videoed; approximately 400 m of main power flushed and cleaned.
  - 3 Manholes were rehabilitated and sealed from infiltration.

### 3. Pump Station Upgrade and Maintenance

- Completed upgrade of the SCADA System to VTSCADA from the no longer supported NI Lookout Server. This new SCADA program provides more flexibility and better access to operators in the field.
- Completed annual maintenance and servicing of all pumping equipment including 4 pump rebuilds
- Rebuilt 6 pump flush valves.
- Completed annual maintenance and servicing of all electrical controls and equipment.
- Replaced displays at 2 pump stations with new touch screen GE Units to provide better operational control.
- Completed annual load testing and servicing of all 7 standby generators, resulting in replacement of 1 fuel pump and 1 block heater.
- Tested all backflow preventers, no repairs were required in 2018.
- Replaced 2 air release valves on sewer force mains.
- Replaced the Siphon Bell at Hannington Siphon.

## Storm Drainage

### Capital

- Completed major drainage improvements on Finlayson Arm Road, Worrall and Jenkins Avenue



### Maintenance

- Completed annual storm water pond maintenance removing invasive species, weeds and any blockages as necessary in all storm water ponds.
- Completed stream and culvert inspections and cleared debris as necessary.
- Installation of several rock pits on road edges for the annual rock pit program to improve roadside drainage in older established areas of the City.

## Roadworks

### Capital

In 2018, the City completed the:

- 3.5km West Shore Parkway
- Millstream Overpass Improvements that included a second southbound left turnlane, east side pedestrian improvements, bike lanes over the overpass in both directions
- Salem Road peat remediation project in preparation for a future sewer extension
- Lippincott Bridge was replaced



- Improved Centennial Park on street parking in conjunction with a sewer extension project





- Continued to work with BC Transit to install more bus shelters



#### Operating

- Took 1.6 km of new sidewalk into inventory
- Gained 1.7km of bikelanes
  - Gained 8.9km of roads
- Increased sign inventory by 235 signs

#### Maintenance

- Completed annual Road Crack Sealing Program.
- Completed annual Pothole/Pavement Repair Program.
- Undertook sidewalk inspections and repairs as necessary.

## OBJECTIVES AND MEASURES FOR 2019

In 2019, the Engineering Department will continue to:

- Complete capital construction projects in accordance with the approved Annual Budget,
- Maintain City infrastructure, and
- Beautify the City.

# FIRE RESCUE DEPARTMENT

## DEPARTMENT OVERVIEW

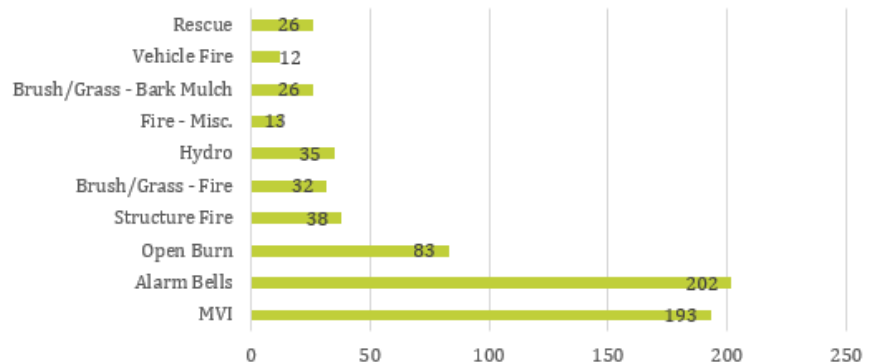
Langford Fire Rescue provides 911 emergency response to residents and visitors throughout the community. The department is considered full service providing resources for fire suppression, motor vehicle accidents, hazardous materials responses, technical and water rescue as well as emergency medical responses. In addition, members conduct Fire and Life Safety Education sessions, directed at a wide variety of community demographics and social groups, provides valuable information and exposure to the dangers of fire and other hazards. Pre-occupancy inspections as well as annual fire inspections of public and commercial properties are designed to educate owners of fire mitigation techniques as well as code requirements to prevent fires, however the department also conducts fire investigations for all fires within the community.

At the core of the department remains a highly dedicated and trained group of volunteer firefighters. They perform all aspects of department operations related to fire suppression and public education. Eleven career members are responsible for department management and supervision, inspections, training, public education, emergency planning and operations. An Administrative Assistant provides technical and administrative support to all members of the department as well as to the Emergency Support Services volunteers, Amateur Radio, the Women's Auxiliary and the Volunteer Firefighters Association. The department also contains the CRD Fire Dispatch Center employing 8 dispatchers. The center dispatches for 17 fire departments in the region as well as answering after-hours public works calls.

## RESULTS FROM 2018

Implementation of a 5 Year plan started in 2018 to expand our fire protection model of staffing Station 2. To start the plan, three firefighters were hired last year which had an immediate benefit of a quicker response time during the day and additional personnel for maintenance, fire prevention and inspections. Most importantly it provided for an increased capacity to have more firefighters available when most of the volunteers are at work. Other initiatives included the West Shore fire departments meeting monthly to discuss common issues and ways to integrate operations and training to be better able to work together during a regional event. A Regional EOC concept was developed to open an Emergency Operations Center at the RCMP Building should an emergency be large enough to impact more than one West Shore community.

2018 Incidents by Incident Type



## OBJECTIVES AND MEASURES FOR 2019

Key initiatives for 2019 include:

- Developing a partnership agreement with Wounded Warrior Canada to provide mental health support for our First Responders
- Establish a list of high risk West Shore buildings that will have an automatic response from multiple fire departments
- Develop a regional Fire Investigation Team
- Continue with the growth plan of staffing Station 2
- Find opportunities to gain support for a regional fire dispatch center
- Establish a Public Alert Notification System
- Create new methods of training for our members to better prepare them for the challenges they face
- Resign a new Collective Bargaining Agreement with Local 2848
- Create a Community Wildfire Protection Plan





# PARKS and RECREATION DEPARTMENT

## DEPARTMENT OVERVIEW

2018 was a very busy year for the Parks and Recreation Department. February 2018 was the official opening of the Al Charron National Training Centre. In July, it was announced that the Canadian Premier Soccer League, Pacific FC, would be coming to Langford and that Westhills Stadium expansion would commence. Throughout the summer, our student collected and tracked over 1,000 assets throughout the City's parks, trails and boulevards. In order to meet certification, the artificial turf on Goudy Field needed replacing. As the turf was still useable, the City donated the turf to Belmont Secondary School. This project commenced at the end of 2018 with completion scheduled for spring of 2019. The Parks department welcomed a new Project and Research Coordinator, Jessica Gowling.

## RESULTS FROM 2018

### Development of Land Development Referral/Inspection Processes

Working in conjunction with Engineering, Planning and Land Development Departments, Parks staff review and approval all landscaping on public lands. An emphasis on the development of processes to improve the inspection and tracking of these developments from the Parks Department has been undertaken to ensure a more efficient involvement and ultimately, the timely completion, of the development.

### Highlights of 2018

- **City Centre Park Stadium Expansion**  
The Stadium Expansion started in the fall of 2018 and is scheduled for completion August 2019. The glulam structures are being supplied by Rubner Holzbau out of Italy. The soil remediation and demolition of the existing bleachers was completed in winter of 2018 by Scansa. Local contractor Verity Construction Ltd. is the General Construction Manager and will be overseeing and assisting Rubner with erecting the structures.
- **3020 Glen Lake Road**  
The City purchased the neighboring property adjacent to the stadium site at 3020 Glen Lake Road. This property will be the location for the new Sarah Beckett Memorial Playground (scheduled for August 2019) and potentially home to Boxing BC.
- **Glen Lake Beach Park**  
The playground flooring was upgraded to a safer rubber base. This was partial funded by the Tire Stewardship BC Grant.
- **Asset Management**  
The Park's summer student collected the Parks asset's for the parks, trails and boulevards. Together with the GIS these were inputted online into the Parks Assets Map.
- **Bear Mountain Parkway Boulevard and Trails**  
Bear Mountain Parkway was official opened in 2018 with tree planting completed on the boulevards and medians. The Bear Mountain Trail Network was completed in the Fall.
- **Goudy Field Replacement**  
The Goudy Field Replacement started in late 2018. This involved moving the turf off Goudy Field and installing it a Belmont High School. Goudy Field will get getting a new certified turf. Completion is scheduled for spring of 2019.
- **U Bicycle**  
Together with UBicycle, parks assisted in launching three of the four locations.

- **Kettle Creek – Pacific FC Indoor Training Facility**  
Pacific FC will be constructing their indoor training facility at Kettle Creek in 2019. Parks was responsible for coordinating the land preparation and services to the site, which was completed in fall 2018
- **Return-It Recycling Bins**  
Parks department received 10 recycling bins from Return-It in 2018. These will be installed throughout all parks in spring 2019.
- **Weed Harvester and Conveyor**  
The existing weed harvester and conveyor were sold and those funds will be put towards the new harvester, which is arriving in the spring of 2019.
- **Contract Renewal**  
The operating and maintenance contract for City Centre Park was rewritten and signed for 2019 – 2024.

## 2018 Events at City Centre Park

### Eagle Ridge Community

- Feb 10 Sportability Boccia Tournament
- April 6 Martial Arts event
- April 20 – 22 Victoria Kids Consignment event
- June 9 Crusher Combat event
- Sept 21-23 Victoria Kids Consignment
- Nov 2-3 Crusher Combat Sports
- Nov 16-17 BC Boxing event
- Nov 23-25 Magic of Christmas Craft Fair

### Westhills Arena

- Jan 5-7 JDF Minor Hockey Tournament
- Jan 12-14 PCHA E15 Showcase
- Jan 19-20 Pacific Cup Tournament
- Feb 10-12 JDF Minor Hockey Tournament
- Feb 23-25 PCHA E15 Showcase
- Mar 17-19 9th Annual Debbie Cooper Memorial Tournament
- Nov 1-2 PCHA Showcase hockey tournament
- Nov 24-25 CPHA Showcase hockey tournament
- Dec 2 Annual Skate with Santa

### Westhills Stadium

- Feb 16-17 American Rugby Championships
- May 12 – 13 HSBC Women's 7's Rugby Tournament
- June 2 Goddess Run
- June 10 JDF Telus Wwalk for the Cure
- Aug 11 Rebels Game
- Aug 25 Rebels Game
- Sept 15 Rebels Game
- Sept 22 Rebels Game
- Oct 6 Westshore Rebels vs. Chilliwack Huskers
- Oct 20 Westshore Rebels – playoff game
- Oct 27 Westshore Rebels – playoff game
- Nov 3 or 4 Rebels Game

### Langford Lanes

- April 20 – 22 Big Brothers & Sisters Fundraising Bowling tournament
- Dec 31 Annual New Year's Events at Playzone and Langford Lanes

### City Centre Grille

- Feb 4 SuperBowl in The Grille

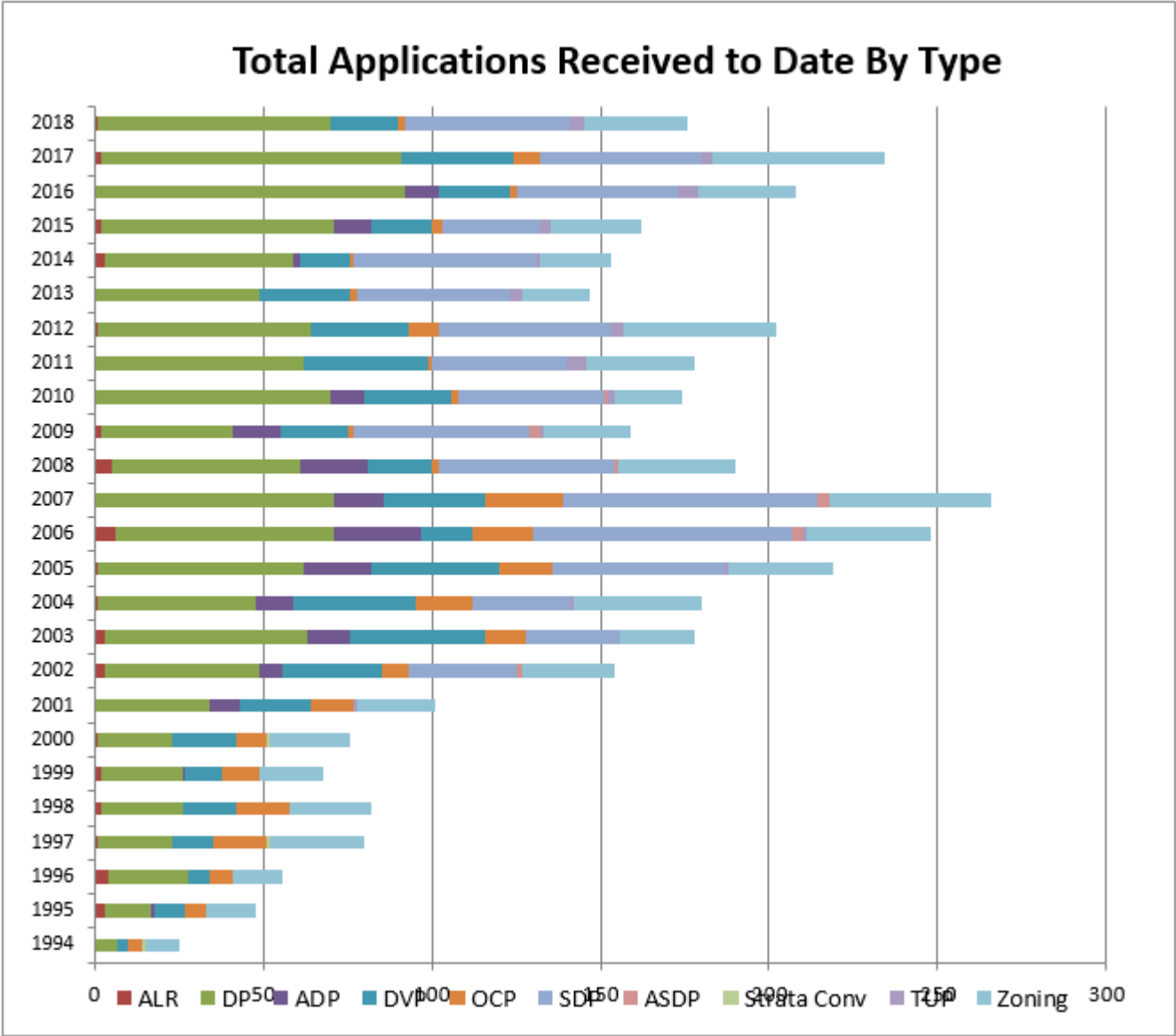
## OBJECTIVES AND MEASURES FOR 2019

- Continue to look for grant opportunities for trail, playground and stadium expansion
- Promote Langford as a national sport organization and recreation destination
- Completion of the Sarah Beckett Memorial Playground
- Completion of the Westhills Stadium Expansion Project
- Three wharf replacements
- Replacing equipment at City Centre Park and North Langford Recreation Centre
- Centennial Park sewer connection
- Reviewing and renewing the VCMCMC and Ecoasis Boulevard, Trail and Park Maintenance Contracts



## RESULTS FROM 2018

Applications Received to Date											
	ALR	DP	ADP	DVP	OCP	SDP	ASDP	Strata	TUP	Zoning	Total
1994	0	7	0	3	4	0	0	1	0	10	25
1995	3	14	1	9	6	0	0	0	0	15	48
1996	4	24	0	6	7	0	0	0	0	15	56
1997	1	22	0	12	16	0	0	1	0	28	80
1998	2	24	0	16	16	0	0	0	0	24	82
1999	2	24	1	11	11	0	0	0	0	19	68
2000	1	22	0	19	9	0	0	1	0	24	76
2001	0	34	9	21	13	0	0	0	1	23	101
2002	3	46	7	29	8	32	2	0	0	27	154
2003	3	60	13	40	12	28	0	0	0	22	178
2004	1	47	11	36	17	29	0	0	1	38	180
2005	1	61	20	38	16	51	0	0	1	31	219
2006	6	65	26	15	18	77	3	0	1	37	248
2007	0	71	15	30	23	75	4	0	0	48	266
2008	5	56	20	19	2	52	1	0	0	35	190
2009	2	39	14	20	2	52	3	0	1	26	159
2010	0	70	10	26	2	43	1	0	2	20	174
2011	0	62	0	37	1	40	0	0	6	32	178
2012	1	63	0	29	9	51	0	0	4	45	202
2013	0	49	0	27	2	45	0	0	4	20	147
2014	3	56	2	15	1	54	0	0	1	21	153
2015	2	69	11	18	3	29	0	0	3	27	162
2016	0	92	10	21	2	48	0	0	6	29	208
2017	2	89	0	33	8	48	0	0	3	51	234
2018	1	69	0	20	2	49	0	0	4	31	176
Total	43	1235	170	550	210	803	14	3	38	698	3764



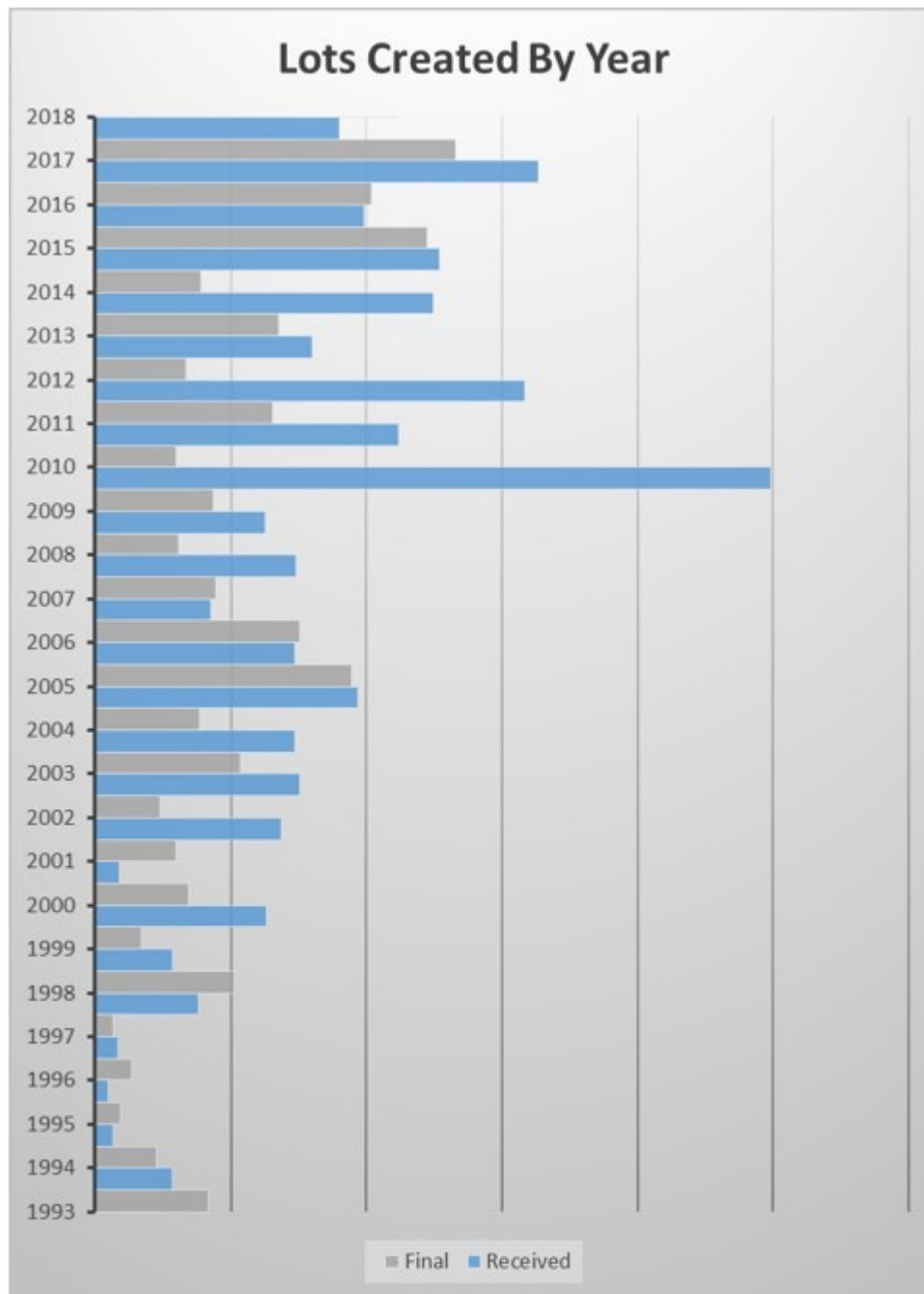


## Planning and Land Department

<b>Fees Collected By Type of Application by Month and By Year</b>									
	ALR	DP	DVP	Rezoning	PH	SDP	TUP	Monthly Total	Total to Date
Jan	\$ -	\$ 19,649	\$ 2,728	\$ 45,087	\$ 14,412	\$ 950	\$ -	\$ 82,826	\$ 82,826
Feb	\$ -	\$ 33,785	\$ -	\$ 8,296	\$ 2,402	\$ 850	\$ 1,911	\$ 47,244	\$ 130,070
Mar	\$ -	\$ 24,086	\$ 1,364	\$ 13,647	\$ 9,608	\$ 350	\$ -	\$ 49,055	\$ 179,125
Apr	\$ 300	\$ 21,675	\$ 1,364	\$ 6,332	\$ 2,402	\$ 900	\$ -	\$ 32,973	\$ 212,098
May	\$ -	\$ 19,884	\$ 5,494	\$ 9,279	\$ 4,804	\$ 600	\$ -	\$ 40,061	\$ 252,159
Jun	\$ -	\$ 31,921	\$ 2,728	\$ 15,393	\$ 4,804	\$ 300	\$ -	\$ 55,146	\$ 307,305
Jul	\$ -	\$ 10,910	\$ 1,364	\$ 15,560	\$ 7,265	\$ 1,050	\$ -	\$ 36,149	\$ 343,454
Aug	\$ -	\$ 12,531	\$ -	\$ 6,621	\$ 342	\$ 250	\$ -	\$ 19,060	\$ 362,514
Sep	\$ -	\$ 37,169	\$ 2,761	\$ 12,974	\$ 4,922	\$ 1,100	\$ -	\$ 58,926	\$ 421,440
Oct	\$ -	\$ 52,138	\$ 1,197	\$ -	\$ -	\$ 1,150	\$ -	\$ 54,485	\$ 475,925
Nov	\$ -	\$ 31,835	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ 31,985	\$ 507,910
Dec	\$ -	\$ 27,378	\$ 1,397	\$ 6,487	\$ 2,461	\$ 1,300	\$ -	\$ 39,023	\$ 546,933
<b>Total</b>	\$ 300	\$ 322,961	\$ 20,397	\$ 139,676	\$ 52,738	\$ 8,950	\$ 1,911	\$ 546,933	\$ 546,933
2018	\$ 300	\$ 322,961	\$ 20,397	\$ 139,676	\$ 52,738	\$ 8,950	\$ 1,911		\$ 546,933
2017	\$ 2,400	\$ 287,925	\$ 34,244	\$ 250,482	\$ 88,915	\$ 7,750	\$ 3,714		\$ 675,430
2016	\$ -	\$ 296,422	\$ 24,152	\$ 134,245	\$ 49,623	\$ 8,125	\$ 5,275		\$ 517,842
2015	\$ 1,500	\$ 231,603	\$ 17,500	\$ 79,270	\$ 44,000	\$ 4,535	\$ 1,700		\$ 380,108
2014	\$ 1,800	\$ 169,859	\$ 20,750	\$ 121,400	\$ 35,200	\$ 9,025	\$ 1,700		\$ 359,734
2013	\$ -	\$ 143,608	\$ 25,450	\$ 62,800	\$ 28,600	\$ 6,725	\$ 1,911		\$ 269,094
2012	\$ 300	\$ 190,621	\$ 20,475	\$ 192,752	\$ 76,630	\$ 8,050	\$ 4,825		\$ 493,653
2011	\$ -	\$ 242,039	\$ 34,450	\$ 91,120	\$ 44,100	\$ 7,625	\$ 3,525		\$ 422,859
2010	\$ 3,600	\$ 339,882	\$ 29,055	\$ 50,075	\$ 24,300	\$ 6,600	\$ 2,350		\$ 455,862
2009	\$ 600	\$ 177,908	\$ 24,330	\$ 133,750	\$ 26,400	\$ 10,800	\$ -		\$ 373,788
2008	\$ 3,600	\$ 286,539	\$ 19,990	\$ 149,982	\$ 55,311	\$ 11,445	\$ -		\$ 526,867
2007	\$ -	\$ 277,015	\$ 31,577	\$ 130,696	\$ 91,473	\$ 14,405	\$ -		\$ 545,167
2006	\$ 3,150	\$ 372,655	\$ 15,425	\$ 139,796	\$ 40,600	\$ 14,800	\$ -		\$ 586,426
2005	\$ 300	\$ 412,137	\$ 34,195	\$ 178,171	\$ 36,400	\$ 10,270	\$ -		\$ 671,474
2004	\$ -	\$ 261,296	\$ 30,920	\$ 167,845	\$ 45,766	\$ -	\$ -		\$ 505,828
2003	\$ 1,200	\$ 178,048	\$ 39,965	\$ 182,920	\$ 24,850	\$ -	\$ -		\$ 426,983
2002	\$ -	\$ 97,072	\$ 37,851	\$ 61,082	\$ 20,262	\$ -	\$ -		\$ 216,266

Year	# of Lots Applied For	# of Lots Registered
2018	361	448
<b>Total</b>	<b>7928</b>	<b>5347</b>

## Planning and Land Department



Account	Budget	2018	Variance
10-02-115-472-0000-0078 - Subdivision Application Fees	\$205,000	\$185,246	\$19,754
10-02-115-472-0000-0079 - Subdivision Final Approval	\$65,000	\$68,311	\$3,311
10-02-115-472-0000-0080 - Strata Conversion Applications	\$2,000	\$10,478	\$8,478
10-02-115-472-0000-0081 - Subdivision Onsite Engineering Approval	\$100,000	\$192,842	\$92,842
10-02-150-472-0000-0548 - Latecomer Processing Charges	\$1,000	\$0	\$1,000

## 2018

CITY OF LANGFORD  
Consolidated Financial Statements  
For the fiscal year ending December 31, 2018

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City of Langford, British Columbia, Canada



# City of Langford

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

<b>Mayor:</b>	Stewart Young
<b>Councillors:</b>	Denise Blackwell Matt Sahlstrom Lanny Seaton Norma Stewart Lillian Szpak Roger Wade
<b>Chief Administrative Officer:</b>	Darren Kiedyk, CPA, CGA
<b>Director of Finance:</b>	Michael Dillabaugh, CPA, CA
<b>City Engineer:</b>	Michelle Mahovlich, M.Eng., P.Geo., P.Eng.
<b>City Planner:</b>	Matthew Baldwin, MCIP, RPP
<b>Fire Chief:</b>	Christopher Aubrey
<b>Auditors:</b>	KPMG
<b>Solicitors:</b>	Young Anderson
<b>Bankers:</b>	Bank of Montreal
<b>Police:</b>	RCMP - West Shore

# CITY OF LANGFORD

## Consolidated Financial Statements

Year ended December 31, 2018

### Financial Statements

Management's Responsibility for the Consolidated Financial Statements	1
Independent Auditors' Report	2
Consolidated Statement of Financial Position	5
Consolidated Statement of Operations	6
Consolidated Statement of Change in Net Debt	7
Consolidated Statement of Cash Flows	8
Notes to Consolidated Financial Statements	9

## 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.

The Administration and Finance Committee meets with management and the external auditors 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 auditors appointed by the City. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the City's consolidated financial statements.

  
Chief Administrative Officer  
Director of Finance



KPMG LLP  
St. Andrew's Square II  
800-730 View Street  
Victoria BC V8W 3Y7  
Canada  
Telephone 250-480-3500  
Fax 250-480-3539

## INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of The City of Langford

### *Opinion*

We have audited the consolidated financial statements of The City of Langford (the "City"), which comprise:

- the consolidated statement of financial position as at December 31, 2018
- the consolidated statement of operations for the year then ended
- the consolidated statement of changes in net debt for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2018 and its consolidated results of operations, its changes in net financial debt and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Financial Statements**" section of our auditors' report.

We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to its clients through KPMG LLP.





### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the City to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

*KPMG LLP*

Chartered Professional Accountants

Victoria, Canada  
May 6, 2019

# CITY OF LANGFORD

## Consolidated Statement of Financial Position

December 31, 2018, with comparative information for 2017

	2018	2017
<b>Financial assets:</b>		
Cash and cash equivalents (note 2)	\$ 44,970,524	\$ 30,104,181
Short term investments	5,000,000	-
Property taxes receivable	1,699,177	1,776,488
Accounts receivable	11,596,391	15,419,279
Other assets	542,205	457,858
	63,808,297	47,757,806
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities	8,469,077	14,130,138
Prepaid property taxes and licences	1,737,084	869,584
Deferred revenue (note 3)	18,853,277	15,137,871
Refundable deposits	14,284,240	11,994,649
Debt (note 4):		
Short-term	17,773,350	19,576,700
Long-term	7,653,500	6,242,000
	68,770,528	67,950,942
<b>Net debt</b>	<b>(4,962,231)</b>	<b>(20,193,136)</b>
<b>Non-financial assets:</b>		
Tangible capital assets (note 5)	440,593,794	420,864,088
Sewer franchise agreement (note 6)	35,857,276	27,756,706
Prepaid expenses	973,979	825,010
	477,425,049	449,445,804
<b>Accumulated surplus (note 7)</b>	<b>\$ 472,462,818</b>	<b>\$ 429,252,668</b>

Commitments, contingencies and contractual rights, (note 11 and 12)

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, 2018, with comparative information for 2017

	Financial Plan (note 13)	2018	2017
<b>Revenue:</b>			
Taxation, net (note 8)	\$ 30,765,446	\$ 30,294,924	\$ 28,355,032
Development cost charges	4,085,667	3,342,053	940,607
Sewer capital recovery fees	-	10,876,787	6,578,787
Utility charges	5,000	5,000	5,000
Other	4,725,778	6,768,714	5,365,708
Licences and permits	2,864,800	3,330,584	3,796,031
Penalties and interest	395,000	400,766	411,905
Government transfers (note 9)	22,796,667	2,821,798	11,576,670
Commercial leasing	3,066,000	3,861,085	3,450,797
Casino	1,300,000	1,434,705	1,297,414
Investment earnings	175,000	516,566	306,682
Developer and property owner contributions	6,710,166	39,299,442	38,637,333
<b>Total revenue</b>	<b>76,889,524</b>	<b>102,952,424</b>	<b>100,721,966</b>
<b>Expenses:</b>			
General government services:			
Legislative	504,403	393,775	425,089
Administrative	2,584,400	2,919,353	3,218,745
Other	1,998,268	1,786,395	1,692,367
	5,087,071	5,099,523	5,336,201
Protective services:			
Police and bylaw enforcement	9,271,006	8,191,589	8,586,455
Fire protection and emergency response	3,211,024	3,387,848	3,460,384
Building inspection and other	761,800	775,127	729,321
	13,243,830	12,354,564	12,776,160
Engineering and public works:			
Common services	1,359,397	1,022,342	1,015,649
Land development services	552,539	704,601	647,033
Roads, streets and storm drainage	6,865,774	18,797,528	15,454,331
	8,777,710	20,524,471	17,117,013
Community services:			
Environmental and development services	904,900	980,930	1,046,342
Recreation and cultural services	7,796,601	11,934,867	10,486,901
West Shore Parks and Recreation Society (note 14)	5,534,047	6,071,702	5,884,263
	14,235,548	18,987,499	17,417,506
Utility and enterprise services:			
Sewer infrastructure	-	2,776,217	641,872
<b>Total expenses</b>	<b>41,344,159</b>	<b>59,742,274</b>	<b>53,288,752</b>
Annual surplus	35,545,365	43,210,150	47,433,214
Accumulated surplus, beginning of year	429,252,668	429,252,668	381,819,454
<b>Accumulated surplus, end of year</b>	<b>\$ 464,798,033</b>	<b>\$ 472,462,818</b>	<b>\$ 429,252,668</b>

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

# CITY OF LANGFORD

## Consolidated Statement of Changes in Net Debt

Year ended December 31, 2018, with comparative information for 2017

	Financial Plan (note 13)	2018	2017
Annual surplus	\$ 35,545,365	\$ 43,210,150	\$ 47,433,214
Acquisition of tangible capital assets	(21,369,993)	(10,333,205)	(29,306,645)
Decrease in land held for resale	-	-	1,854,499
Amortization of tangible capital assets	-	8,395,688	7,783,322
Loss on sale of tangible capital assets	-	1,839,538	1,418,359
Proceeds on sale of tangible capital assets	-	586,603	1,929,272
Sewer capital recovery fees	-	(10,876,787)	(6,578,787)
Sewer capital agency fee	-	2,098,712	-
Developer contributions of tangible capital assets	-	(26,797,555)	(24,949,117)
Change in proportionate share of West Shore Parks & Rec Society	-	(97,446)	-
Transfer of assets to other Governments (note 9)	-	7,286,366	-
Transfer of work in progress to operating	-	67,810	-
	14,175,372	15,379,874	(415,883)
Consumption of prepaid expenses	-	(148,969)	(298,916)
Change in net debt	14,175,372	15,230,905	(714,799)
Net debt, beginning of year	(20,193,136)	(20,193,136)	(19,478,337)
Net debt, end of year	\$ (6,017,764)	\$ (4,962,231)	\$ (20,193,136)

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

# CITY OF LANGFORD

## Consolidated Statement of Cash Flows

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus	\$ 43,210,150	\$ 47,433,214
Items not involving cash:		
Amortization of tangible capital assets	8,395,688	7,783,322
Loss on sale of tangible capital assets	1,839,538	1,418,359
Developer contributions of tangible capital assets	(26,797,555)	(24,949,117)
Sewer capital recovery fees	(10,876,787)	(6,578,787)
Sewer capital agency fee	2,098,712	-
Change in proportionate share of West Shore Parks & Rec Society	(97,446)	-
Transfer of assets to other Governments	7,286,366	-
Transfer of work in progress to operating	67,810	-
Changes in non-cash operating assets and liabilities:		
Property taxes receivable	77,311	88,756
Accounts receivable	3,822,888	(935,734)
Other assets	(84,347)	(100,785)
Accounts payable and accrued liabilities	(5,661,061)	7,059,010
Prepaid property taxes and licences	867,500	80,413
Deferred revenue	3,715,406	2,916,669
Refundable deposits	2,289,591	3,748,420
Prepaid expenses	(148,969)	(298,916)
	30,004,795	37,664,824
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(10,333,205)	(29,306,645)
Decrease (increase) in land held for resale	-	1,854,499
Proceeds on sale of tangible capital assets	586,603	1,929,272
	(9,746,602)	(25,522,874)
<b>Financing activities:</b>		
Debt proceeds	2,300,000	2,000,000
Debt payments	(2,691,850)	(2,422,100)
Purchase of investments	(5,000,000)	-
	(5,391,850)	(422,100)
Increase (decrease) in cash and cash equivalents	14,866,343	11,719,850
Cash and cash equivalents, beginning of year	30,104,181	18,384,331
Cash and cash equivalents, end of year	\$ 44,970,524	\$ 30,104,181
<b>Supplemental cash flow information:</b>		
Cash paid for interest	\$ 626,079	\$ 505,352
Cash received from interest	516,566	385,210

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

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

Year ended December 31, 2018

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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 and actuarial earnings.

(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	75-100
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) 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. Significant 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.

2. Cash and cash equivalents:

	2018	2017
West Shore Parks and Recreation Society	\$ 1,632,134	\$ 1,595,408
Cash	20,338,390	11,449,226
Term deposits	23,000,000	17,059,547
	\$ 44,970,524	\$ 30,104,181

The City has an approved 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:

	2018	2017
Development cost charges	\$ 17,000,931	\$ 13,462,079
Hotel room tax	1,198,495	984,750
Other	653,851	691,042
	\$ 18,853,277	\$ 15,137,871

Development cost charges:

	2018	2017
Opening balance of unspent funds	\$ 13,462,079	\$ 10,803,097
Add:		
Development cost charges received during the year	6,606,753	3,479,383
Interest earned	274,151	120,206
	20,342,983	14,402,686
Less amount spent on projects and recorded as revenue	(3,342,052)	(940,607)
	\$ 17,000,931	\$ 13,462,079

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

### 4. Debt:

#### (a) Short-term debt:

Short-term debt is comprised of an interim financing facility through the TD Bank due on demand which bears interest at the Bankers Acceptance Rate plus stamping fee of 60 basis points.

#### (b) Long-term debt:

Long-term debt from the TD Bank consists of five year floating rate term loans maturing from 2019 to 2022, with a current interest rate of 2.43%.

#### (c) Principal payments on long term debt and budgeted repayments on short-term debt for the next five years are as follows:

2019	\$	529,600
2020		535,100
2021		559,600
2022		555,100
2023		552,900

### 5. Tangible capital assets:

#### (a) Assets under construction:

Assets under construction have a value of \$3,621,581 (2017 - \$23,750,061) 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 \$26,797,555 (2017 - \$24,949,117) comprised of land \$19,927,362 (2017 - \$15,450,982), land improvements \$21,000 (2017 - \$NIL), sewer and storm infrastructure \$3,035,188 (2017 - \$3,695,381) and roads infrastructure \$3,814,005 (2017 - \$5,802,754).

#### (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 2018 or 2017.

#### (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.

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

Note 5. Tangible Capital Assets (Continued)

		Land	Land Improvements	Buildings	Equipment	Infrastructure	Construction	Society	2018	2017
Cost:										
Opening	\$	168,989,578	18,243,571	33,592,711	13,655,103	57,431,489	149,906,109	23,750,061	32,249,413	\$ 447,467,574
Additions		20,809,303	706,368	26,177	304,316	4,022,377	7,561,779	3,485,597	214,843	37,130,760
Transfers		777,591	-	6,907,421	25,682	-	15,903,383	(23,614,077)	-	-
Disposals		(739,857)	(2,562,541)	-	(559,304)	-	(7,379,682)	-	(159,051)	(3,905,301)
Change in share		-	-	-	-	-	-	-	139,078	-
Balance, end of year		189,836,615	16,387,398	40,526,309	13,425,797	61,453,866	165,991,589	3,621,581	32,444,283	497,818,035
Accumulated Amortization:										
Opening		-	6,176,073	7,164,029	7,239,899	10,465,370	36,255,129	-	9,653,447	70,370,167
Disposals		-	(894,432)	-	(555,207)	-	(15,183)	-	(155,295)	(557,670)
Amortization		-	783,461	782,619	871,152	943,871	3,712,112	-	624,967	7,141,450
Change in share		-	-	-	-	-	-	-	41,632	-
Balance, end of year		-	6,065,102	7,946,648	7,555,844	11,409,241	39,952,058	-	10,164,751	76,953,947
Net book value, end of year	\$	189,836,615	10,322,296	32,579,661	5,869,953	50,044,625	126,039,531	3,621,581	22,279,532	\$ 440,593,794
										\$ 420,864,088

# 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 \$4,510,953 (2017 - \$833,452) 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 2018 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 \$2,098,712.

	Opening	Increase	Decrease	Closing
WSES sewer infrastructure				
Cost	\$ 39,415,450	4,510,953	(671,110)	\$ 43,255,293
Accumulated amortization	(6,720,512)	(677,505)	-	(7,398,017)
	32,694,938	3,833,448	(671,110)	35,857,276
Remaining cost to be recovered	(4,938,232)	(4,510,953)	9,449,185	-
	\$ 27,756,706	(677,505)	8,778,075	\$ 35,857,276

### 7. Accumulated surplus:

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

	2018	2017
<b>Surplus:</b>		
Invested in tangible capital assets	\$ 451,024,220	\$ 422,802,094
Invested in land held for resale	-	-
Other	(98,595)	(7,888,920)
Total surplus	450,925,625	414,913,174
<b>Reserves set aside by Council:</b>		
Future operational contingencies	653,760	502,378
Future capital contingencies	984,000	175,000
Federal Gas Tax	2,449,326	1,245,229
West Shore Parks & Rec Society	961,791	1,025,356
Total reserves	5,048,877	2,947,963
<b>Reserve funds set aside for specific purposes by Council:</b>		
Capital works	1,911,266	1,392,747
Affordable housing	2,039,036	1,462,952
Parks and open space	2,431,746	2,152,130
Parkland improvement	2,975	2,927
General amenity	7,740,700	4,628,431
Equipment replacement	762,487	203,679
Sidewalk capital	48,334	26,274
Bear Mountain fire hall	1,355,208	1,299,281
Special police capital	148,324	175,653
Downtown parking	48,240	47,457
Total reserve funds	16,488,316	11,391,531
	\$ 472,462,818	\$ 429,252,668

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

### 8. Taxation:

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

	2018	2017
General	\$ 28,236,723	\$ 26,225,351
Parcel tax	1,532,460	1,629,410
Revenue in lieu of taxes	95,937	95,896
Collections for other governments	29,650,587	27,474,664
1% utility taxes	429,804	404,375
	59,945,511	55,829,696
Less taxes levied for other authorities:		
Capital Regional District - General Operating	6,577,464	5,752,105
Revenue in lieu of taxes	73,988	73,602
Capital Regional Hospital District	2,515,842	2,356,725
School Authorities	17,428,848	16,344,816
BC Assessment Authority	482,952	439,453
Municipal Finance Authority	2,210	1,797
BC Transit	2,569,283	2,506,166
	29,650,587	27,474,664
	\$ 30,294,924	\$ 28,355,032

### 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.

	2018	2017
Operating transfers:		
Federal	\$ 33,394	\$ 164,546
Provincial	348,170	370,199
Other	661,452	605,637
	1,043,016	1,140,382
Capital transfers:		
Federal	1,554,402	6,901,023
Provincial	-	3,462,816
Other	224,380	72,449
	1,778,782	10,436,288
	\$ 2,821,798	\$ 11,576,670

During the year, the City transferred \$7,286,366 of assets under construction to other governments, representing project costs incurred to design, engineer, construct and commission roads infrastructure crossing into other government jurisdictions, based on terms of the agreement between the City and Ministry of Transportation of the Province of BC. The transfer is recorded as an expense in the consolidated statement of operations.



# 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 overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. The plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local government.

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, 2015 indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged. The next valuation will be as at December 31, 2018 with results available later in 2019.

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 \$775,858 (2017 - \$696,187) for employer contributions while employees contributed \$673,497 (2017 - \$609,185) to the Plan in fiscal 2018.

### 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 2019 estimated cost of this contract is \$7,496,600.

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.

As at December 31, 2018, the following major contracts were in progress:

	Total Amount of Contract	Paid or Accrued
Operating	\$ 15,443,809	\$ 14,375,974
Capital	5,852,733	498,379

# 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:

2019	\$	766,525
2020		750,000
2021		760,000
2022		775,000
2023		780,000
	\$	3,831,525

### 13. Financial plan:

The financial plan data presented in these consolidated financial statements is based upon the 2018 operating and capital financial plans approved by Council on May 7, 2018. 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	\$ 44,926,748
Capital	38,215,150
West Shore Parks & Rec Society	3,022,311
Less:	
Transfers from own funds	9,274,685
Proceeds on debt issue	-
Total revenue	76,889,524
Expenses:	
Operating	44,926,748
Capital	38,215,150
West Shore Parks & Rec Society	3,022,311
Less:	
Capital expenditures	38,215,150
Transfer to own funds	4,447,000
Debt principal payments	2,157,900
Total expenses	41,344,159
Annual surplus	\$ 35,545,365

# 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 2018, the City's share of improvements purchased by the Society on its behalf is \$44,299.

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 2018, the City of Langford's share is \$97,446. Included in this amount is the reallocation of the shares

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 2018 the City's proportion for consolidation purposes was 50.77% (2017 - 50.55%).

Condensed financial information for the Society is as follows:

	2018	2017
Financial assets	\$ 3,636,125	\$ 3,501,452
Financial liabilities	2,233,137	2,260,252
Net financial assets	1,402,988	1,241,200
Non-financial assets	1,030,170	976,001
Accumulated surplus	\$ 2,433,158	\$ 2,217,201
Invested in tangible capital assets	\$ 982,438	\$ 919,061
Reserve funds	2,036,113	1,929,868
Other	(585,393)	(631,728)
	\$ 2,433,158	\$ 2,217,201
Revenues	\$ 6,547,215	\$ 5,639,648
Requisition from members	4,947,539	4,968,939
	11,494,754	10,608,587
Expenses	6,331,257	5,709,542
Requisition from members	4,947,539	4,968,939
	11,278,796	10,678,481
Annual surplus (deficit)	\$ 215,958	\$ (69,894)

# 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 2018 Segmented Information (Continued)

	General Government Services	Protective Services	Engineering and Public Works	Community Services	Utility and Enterprise Services	Total
Revenue:						
Taxation	\$ 5,101,562	\$ 10,052,915	\$ 6,362,780	\$ 8,777,667	\$ -	\$ 30,294,924
Utility charges	-	-	-	-	5,000	5,000
Government transfers	184,177	824,641	1,749,586	63,394	-	2,821,798
Commercial leasing	44,100	213,565	-	3,603,420	-	3,861,085
Other	3,766,613	64,424	33,021	3,821,988	10,876,787	18,562,833
Licences and permits	23,420	2,057,397	244,665	1,005,102	-	3,330,584
Developer and property owner contributions	4,554,403	34,100	27,803,196	3,872,555	3,035,188	39,299,442
Development cost charges	-	-	3,262,243	79,810	-	3,342,053
Casino	222,735	-	1,211,970	-	-	1,434,705
Total Revenue	13,897,010	13,247,042	40,667,461	21,223,936	13,916,975	102,952,424
Expenses:						
Salaries, wages and employee benefits	2,622,011	4,253,657	1,999,241	3,043,877	-	11,918,786
Contracted and general services	1,194,302	6,923,932	5,521,019	9,851,272	2,098,712	25,589,237
Materials, goods, supplies and utilities	629,059	512,883	470,530	1,172,314	-	2,784,786
Other	385,457	223,163	7,921,330	2,523,829	-	11,053,779
Amortization	268,694	440,929	4,612,351	2,396,207	677,505	8,395,686
Total Expenses	5,099,523	12,354,564	20,524,471	18,987,499	2,776,217	59,742,274
Annual surplus (deficit)	\$ 8,797,487	\$ 892,478	\$ 20,142,990	\$ 2,236,437	\$ 11,140,758	\$ 43,210,150

# CITY OF LANGFORD

## Notes to Consolidated Financial Statements

### Note 15 2017 Segmented Information (Continued)

	General Government Services	Protective Services	Engineering and Public Works	Community Services	Utility and Enterprise Services	Total
Revenue:						
Taxation	\$ 3,576,300	\$ 9,343,900	\$ 5,064,632	\$ 10,370,200	\$ -	\$ 28,355,032
Utility charges	-	-	-	-	5,000	5,000
Government transfers	202,049	757,714	8,251,535	2,365,372	-	11,576,670
Commercial leasing	41,411	139,341	-	3,270,045	-	3,450,797
Other	2,898,240	60,951	130,812	2,994,292	6,578,787	12,663,082
Licences and permits	23,540	2,278,713	742,632	751,146	-	3,796,031
Developer and property owner contributions	670,262	70,800	30,526,421	3,674,469	3,695,381	38,637,333
Development cost charges	-	-	488,859	451,748	-	940,607
Casino	139,400	-	1,158,014	-	-	1,297,414
Total Revenue	7,551,202	12,651,419	46,362,905	23,877,272	10,279,168	100,721,966
Expenses:						
Salaries, wages and employee benefits	2,654,238	3,787,928	1,797,715	3,219,514	-	11,459,395
Contracted and general services	1,065,119	7,630,291	9,916,722	9,282,595	-	27,894,727
Materials, goods, supplies and utilities	539,886	573,966	441,203	955,951	-	2,511,006
Other	783,520	337,140	854,104	1,665,538	-	3,640,302
Amortization	293,438	446,835	4,107,269	2,293,908	641,872	7,783,322
Total Expenses	5,336,201	12,776,160	17,117,013	17,417,506	641,872	53,288,752
Annual surplus (deficit)	\$ 2,215,001	\$ (124,741)	\$ 29,245,892	\$ 6,459,766	\$ 9,637,296	\$ 47,433,214



## CITY OF LANGFORD BYLAW NO. 1718

### A BYLAW TO EXEMPT CERTAIN LANDS AND IMPROVEMENTS WITHIN THE CITY OF LANGFORD FROM TAXATION FOR THE YEAR 2018 AND 2019

---

WHEREAS Council may exempt land and improvements from taxation under Section 224 of the Community Charter;

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

1. The buildings and improvements together with certain lands surrounding the buildings and improvements and more particularly described as:
  - a) Roll No. 01-62-327-06159.000  
Lot 7, Pl 6190, Section 79, Esquimalt District  
Juan de Fuca Cadet Youth Society  
948 Dunford Road
  - b) Roll No. 01-62-327-07522.001  
Lot 10, Pl 10901, Section 111, Esquimalt District  
Langford Fifty and Up Club  
2637 Sunderland Road
  - c) Roll No. 01-62-327-06411.005  
Section 84, Esquimalt District, All that portion of the Hollywood Road (renamed Hazelwood Road by Gazette notice dated February 22, 1956), as dedicated by Pl 1718 and extending northerly from the extension easterly of the south boundary of Block 2, Pl 1718, Section 84, Esquimalt District to the extension north-easterly of the north-west boundary of Lot A, Pl 13728  
Metchosin Farmers' Institute  
1040 Marwood Avenue
  - d) Roll No. 01-62-327-06411.008  
Lot 1, Pl EPP26925, Section 84 Esquimalt District, Section 90, 86 and 87 Metchosin District  
(PID #029-207-908)  
Metchosin Farmers' Institute  
1040 Marwood Avenue

- e) Roll No. 01-62-327-06439.250  
Esquimalt District, LD 30 & 21 PT Sections 83, 84, 85, 86 Metchosin District & Sections 83 & 84  
Esquimalt District except parcel M (DD15125) shown outlined in red on PI 82 RW Part held under  
licence of occupation by the Metchosin Farmers' Institute  
Metchosin Farmers' Institute  
1040 Marwood Avenue
- f) Roll No. 01-62-327-13906.060  
Esquimalt District, Lot 1 of PI 17393, Sections 79 Metchosin District, 83, 84 and 90, Esquimalt District  
(PID #003-908-968)  
South Vancouver Island Rangers  
3498 Luxton Road
- g) Roll No. 01-62-327-04124.001  
Lot 4, PI 9088, Section 5, Esquimalt District  
Trustees United Church of Canada (Gordon United Church)  
929 Goldstream Avenue
- h) Roll No. 01-62-327-04125.001  
Lot 1, PI 14459, Section 5, Esquimalt District  
Gordon United Church of Canada  
935 Goldstream Avenue
- i) Roll No. 01-62-327-06299.010  
Lot 1, PI 15933, Section 88 & 89, Esquimalt District  
Trustees – Lighthouse Christian Academy  
1289 Parkdale Drive
- j) Roll No. 01-62-327-04250.003  
Lot A, PI 28120, Esquimalt District  
Grace Baptist Church of Victoria  
2731 Matson Road
- k) Roll No. 01-62-327-05647.010  
Lot A, PI 42956, Esquimalt District  
Society of St. Vincent De Paul  
2784 Claude Road
- l) Roll No. 01-62-327-05790.021  
Lot B, PI VIP64037, Esquimalt District  
West Shore Chamber of Commerce  
2830 Aldwynd Road

- m) Roll No. 01-62-327-05646.100  
Lot 1, PI VIP69262, Esquimalt District  
Bishop of Victoria Corp  
798 Goldstream Avenue
- n) Roll No. 01-62-327-06694.030  
Lot 1, PI 44619, Esquimalt District  
The Forge (formerly the Western Community Baptist Church)  
2610-2612 Sooke Road
- o) Roll No. 01-62-327-05709.202  
Lot 2, PI VIS6677, Section 72, Esquimalt District  
Westwind Plaza (JV) Properties Ltd. (Goudy Library)  
119-755 Goldstream Avenue
- p) Roll No. 01-62-327-05709.203  
Portion of Lot 3, PI VIS6677, Section 72, Esquimalt District  
Westwind Plaza (JV) Properties Ltd. (Goudy Library)  
115-755 Goldstream Avenue
- q) Roll No. 01-62-327-04188.140  
Lot 4, PI VIS4874, Section 5 Esquimalt District  
Habitat for Humanity Victoria  
849 Orono Avenue
- r) Roll No. 01-62-327-05731.100  
Lot 1, PI VIP78559, Section 72, Esquimalt District  
Royal Canadian Legion  
761 Station Road
- s) Roll No. 01-62-327-06385.006  
Portion of Lot 1, PI EPP38718, Section 86 and 87, Esquimalt District  
Westhills Land Corp (Victoria Conservatory of Music)  
210-1314 Dumont Avenue
- t) Roll No. 01-62-327-05886.008  
Lot 8, PI VIS6662, Section 72, Esquimalt District  
Victoria Association for Community Living  
157-2745 Veterans Memorial Parkway
- u) Roll No. 01-62-327-05886.144  
Lot 144, PI VIS6662, Section 72, Esquimalt District  
Victoria Association for Community Living  
P44-2745 Veterans Memorial Parkway

- v) Roll No. 01-62-327-05886.145  
Lot 145, PI VIS6662, Section 72, Esquimalt District  
Victoria Association for Community Living  
P45-2745 Veterans Memorial Parkway
- w) Roll No. 01-62-327-05886.146  
Lot 146, PI VIS6662, Section 72, Esquimalt District  
Victoria Association for Community Living  
P46-2745 Veterans Memorial Parkway
- x) Roll No. 01-62-327-05886.147  
Lot 147, PI VIS6662, Section 72, Esquimalt District  
Victoria Association for Community Living  
P47-2745 Veterans Memorial Parkway
- y) Roll No. 01-62-327-05886.148  
Lot 148, PI VIS6662, Section 72, Esquimalt District  
Victoria Association for Community Living  
P48-2745 Veterans Memorial Parkway
- z) Roll No. 01-62-327-05764.000  
Lot 23, PI VIP7235, Section 72, Esquimalt District  
Goldstream Masonic Hall  
679 Goldstream Avenue
- aa) Roll No. 01-62-327-18809.000  
Lot A, PI VIP65130, Section 72, Esquimalt Land District, Except Plan VIP86164; Lot A, Plan VIP65123, Section 1,2,4 &5, Goldstream Land District, Lot A, PI VIP65129, Section 7980, 86 & 87, Esquimalt Land District, Sections 79, 80, 86 and 87, Lot 2, Plan VIP45768, Section 73, Esquimalt Land District, Except Plan VIP86164; Lot 1, Plan VIP67118, Section 105, Esquimalt Land District; Lot 1, Plan VIP70605, Section 5, Esquimalt Land District, Except Plan VIP86164; ET  
Island Corridor Foundation  
E&N Railway
- bb) Roll No. 01-62-327-06220.000  
Lot 1, Block A, PI VIP1139, Section 90, Metchosin Land District  
Nature Conservancy of Canada  
1152 Lippincott Road
- cc) Roll No. 01-62-327-06221.000  
Lot 2, Block A, PI VIP1139, Section 89/90, Metchosin Land District  
FarmFolk/CityFolk Society  
1152 Lippincott Road

dd) Roll No. 01-62-327-06559.000  
Lot 9, PI VIP12500, Section 81, Esquimalt Land District  
Vancouver Island Autistic Homes Society  
1072 Jenkins Avenue

ee) Roll No. 01-62-327-03581.110  
Lot 3, PI VIP20139, Section 1, Esquimalt Land District  
Greater Victoria Animals' Crusaders  
2770 Penelope Place

ff) Roll No. 01-62-327-06001.005  
Section 81, PI EPP55301, Esquimalt Land District  
Redeemer Lutheran Church Victoria  
3024 Jacklin Road

Shall hereby be exempt from taxation for the years 2018 and 2019.

2. This bylaw may be cited for all purposes as "City of Langford Permissive Tax Exemption Bylaw No. 1718, 2017."


READ A FIRST TIME this 2nd day of October 2017.

READ A SECOND TIME this 2nd day of October 2017.

READ A THIRD TIME this 2nd day of October 2017.

ADOPTED this 16th day of October 2017.

  
MAYOR

  
(Certified Correct)  
CORPORATE OFFICER



# DEVELOPMENT COST CHARGES

## CITY OF LANGFORD ANNUAL DEVELOPMENT COST CHARGES REPORT FOR THE YEAR ENDED DECEMBER 31, 2018

		Opening Balance	DCC's Received	Expenditures	Interest Earned	Closing Balance
Parks	\$	11,056,337	3,112,333	- 79,810	214,549	14,303,409
Sewer		28,593	-	-	472	29,065
Storm Drainage		429,781	258,714	-	10,427	698,922
Roads		1,947,366	3,235,706	- 3,262,242	48,703	1,969,533
	\$	13,462,077	6,606,753	- 3,342,052	274,151	17,000,929

There were no waivers or reductions of development cost charges under Section 933.1(2) of the Local Government Act.