CITY OF LANGFORD

REGULAR MEETING OF COUNCIL

Monday, November 7th, 2016 @ 5:30 p.m.

Council Chambers, 3rd Floor, 877 Goldstream Avenue

AGENDA

		Page
1.	**CALL TO ORDER**	
2.	**APPROVAL OF THE AGENDA**	
3.	**PUBLIC HEARING**	
	a) Bylaw No. 1660 "Langford Zoning Bylaw, Amendment No. 464, (2822 & 2824 Knotty Pine Rd), 2016"	**4**
4.	**ADOPTION OF MINUTES**	
	a) Minutes of the Regular Meeting of Council – October 17th, 2016	**29**
	b) Minutes of the Special Meeting of Council – November 1st, 2016	**35**
5.	**OTHER BOARD AND COMMISSION MINUTES**	
	a) West Shore Parks and Recreation – September 14th, 2016	**37**
6.	**PUBLIC PARTICIPATION**	
7.	**COMMITTEE RESOLUTIONS**	
	a) Planning, Zoning and Affordable Housing Committee – October 24th, 2016	**42**
	1. Application to Rezone 694 Hoylake Ave from R2 (One- and Two-Family Residential) to RM7 (Medium Density Apartment A) to permit the development of approximately 10 Townhouses units (File No. Z16-0015)	
	2. Application for a Text Amendment to Bylaw 300 (Zoning Bylaw) to allow for a 7 storey Residential building and a separate Commercial building at 2326 and 2350 Millstream Road (File No. Z16-0021)	
	3. Application for Development Variance Permit to vary the parking and setback requirements for a 6 unit stacked townhouse development located at 2691 Peatt Rd (File No. DVP16-0015)	
	4. Affordable Housing Program Criteria for Applicants (File No. POL-0012-PLAN)	

b) Protective Services Committee – October 25th, 2016 **45**

1. **West Shore RCMP Quarterly Mayors Reports**
   i) **First Quarter - January 1st to March 31st, 2016**
   ii) **Second Quarter - April 1st to June 30th, 2016**
   iii) **Third Quarter - July 1st to September 30th, 2016**
2. **Disposal of 1989 Ford Fire Truck**
3. **2015 CREST Annual Report**
4. **Comparing the Options – Renewing the Auxiliary Constable Program**

8. REPORTS

a) British Columbia Structure Firefighter Competency and Training Playbook and the Legislated Requirement for Council to Declare Its Firefighting Service Level
- **Staff Report (Fire Department)** **46**

b) Clean Water and Wastewater Fund Grant Applications
- **Staff Report (Engineering Department)** **79**

c) Award of Engineering Design Millstream Overpass Dual Left Turn-lane
- **Staff Report (Engineering Department)** **83**

d) Approving Officer Appointment – Proposed Addition to Deputy Approving Officer Assignment
- **Staff Report (Land Development)** **87**

9. CORRESPONDENCE

a) Town of View Royal **90**
Re: Submission of Tri-Partite Resolution to the FCM Annual Conference

b) Greater Victoria Greenbelt Society **104**
Re: Request for Support of Creation of Mary Lake 73 Acre Park in Highlands

c) Capital Regional District (CRD) **107**
Re: Request for Motion of Support to Establish a Regional Transportation Service

d) Greater Victoria Public Library **118**
Re: 2017 Five Year Financial Plan - Provisional

e) Greater Victoria Public Library **129**
Re: Library Operating Agreement Renewal – Addendum Letter

f) Westshore Rebels Junior Football Club **131**
Re: Support for Hosting of Canadian National Junior Football Championship

10. BYLAWS

a) BYLAW NO. 1591 **133**
"Hordon Road Closure Bylaw No. 1591".
(ADOPTION)

b) BYLAW NO. 1625 **136**
"City of Langford Development Procedures, Amendment Bylaw No. 16, 2016".
(ADOPTION)

c) BYLAW NO. 1658 **141**
"Langford Zoning Bylaw, Amendment No. 463, (1128 Finlayson Arm Rd), 2016".
(ADOPTION)

d) BYLAW NO. 1660 **147**
"Langford Zoning Bylaw, Amendment No. 464, (2822 & 2824 Knotty Pine Rd), 2016".
(SECOND AND THIRD READINGS)

11. IN CAMERA RESOLUTION **149**

12. ADJOURNMENT

PUBLIC HEARING
Monday, 7 November 2016

Bylaw No. 1660
File No. Z16-0018

A Bylaw to Rezone 2822 Knotty Pine Rd; 2824 Knotty Pine Rd from the R2 (One- and Two-Family Residential) Zone to the RM7A (Medium Density Apartment A) Zone to permit a six-unit townhouse development.

CITY OF LANGFORD
BYLAW NO. 1660

A BYLAW TO AMEND BYLAW NO. 300, "LANGFORD ZONING BYLAW, 1999"

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

A. Langford Zoning Bylaw No. 300, 1999 is amended as follows:

1. By deleting from the **R2 (One- and Two-Family Residential)** Zone and adding to the **RM7A (Medium Density Apartment A) Zone** the property legally described as LOT 10, SECTION 5, ESQUIMALT DISTRICT, PLAN 10444; PID No.: 000-050-041 (2822 and 2824 Knotty Pine Rd) in the portions as shown shaded on Plan No. 1 attached to and forming part of this Bylaw

2. By adding the following line to Table 1 of Schedule AD:

Zone	Bylaw No.	Legal Description	Amenity Contributions	Eligible for Reduction in Section 2 of Schedule AD (Column 5)
RM7A	1660	LOT 10, SECTION 5, ESQUIMALT DISTRICT, PLAN 10444 (2822 & 2824 Knotty Pine Rd)	a) $2,562 per townhouse unit towards the General Amenity Reserve Fund; b) $610 per townhouse unit towards the Affordable Housing Reserve Fund.	No

B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 464, (2822 & 2824 Knotty Pine Rd), 2016".

READ A FIRST TIME this 3rd day of October, 2016.

PUBLIC HEARING held this day of , 2016.

READ A SECOND TIME this day of , 2016.

READ A THIRD TIME this day of , 2016.

APPROVED BY THE MINISTRY OF TRANSPORTATION this day of , 2016.

ADOPTED this day of , 2016.

MAYOR

(Certified Correct)
CORPORATE OFFICER



Document Name: Bylaw_1660_

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1660

_____
MAYOR

ADOPTION: _____

_____
CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 9/22/2016

City of Langford
www.cityoflangford.ca

NOTICE OF PUBLIC HEARING

The City of Langford has received an application to amend Zoning Bylaw No. 300 by means of proposed Bylaw No. 1660. All persons who believe that their interest in property is affected by the proposed Bylaw will be afforded an opportunity to be heard or to present written submissions respecting matters contained in the Bylaw at a Public Hearing. Please be advised that no representations may be received by Council after the close of the Public Hearing and any submissions made to Council, whether orally or in writing, will form part of a public record.

Meeting Date	Monday, 7 November 2016	
Meeting Time	5:30 pm	
Meeting Place	City Hall Council Chambers, Third Floor, 877 Goldstream Avenue	
Subject Property	2822 and 2824 Knotty Pine Rd	
File	Z16-0018	Bylaw Number: 1660
Official Community Plan	Current: City Centre	Proposed: No Change
Zoning	Current: R2 (One- and Two-Family Residential)	Proposed: RM7A (Medium Density Apartment A)
Proposal	To permit a six-unit townhouse development.	

COPIES of the complete proposed Bylaw and other material that the Council may consider in relation to the Bylaw may be viewed from 8:30 am to 4:30 pm, Monday to Friday (holidays excluded), from Monday, 24 October 2016 to Monday, 7 November 2016, inclusive, at Langford City Hall, 2nd Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8. Please contact Lauren Morhart in the Planning Department at 250-478-7882 with any questions on this Bylaw.

Jim Bowden
Administrator



Document Name: Bylaw_1660_

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1660

_____
MAYOR

ADOPTION: _____

_____
CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 9/22/2016

SPORTS

Send us your sports news to:
editor@goldstreamgazette.com
or call 250-478-9552 x224

Rebels set for championship bout with Sun

Westshore Rebels are a step away from hosting their first-ever Canadian Bowl, but much work remains

Joel Tansey
News Gazette staff

The dust has settled on the Westshore Rebels' heart-pounding semifinal triumph over the Vancouver Island Raiders and the club is now preparing to host the Cullen Cup for the first time in team history.

The Okanagan Sun will be the Rebels' opponents this Saturday at Westhills Stadium (Oct. 29, 4 p.m. kickoff) in Langford. The defending B.C. Football Conference champions downed the Langley Rams in overtime on Oct. 23 to punch their ticket to a third straight title game.

Rebels head coach J.C. Boice was pleased with how his team handled adversity down the stretch against the Raiders, with Westshore rallying for the game winning touchdown drive following a late onside kick recovery by the visiting Raiders.

"I'm incredibly proud of our kids … their commitment to each other and their resilience for the game," he said.

Still, there is room for improvement, especially when it comes to the team's passing game and special teams, Boice added.

"We have to have improved special teams and our staff is very hard at work on that," he said of a unit that allowed the Raiders to recover the onside kick and also block a pair of kicks.

"Our tackling has to improve and our quarterback play has to improve. (Ashton) Mackinnon struggled in the first half, but I was very pleased with the way he finished the fourth quarter," Boice said.

Mackinnon was instrumental in orchestrating the Rebels' game-winning score and produced a pair of touchdowns and 79 rushing yards as a major factor on the ground, but found little success through the air prior to the game's final drive – he passed for 105 yards and threw a pair of interceptions in poor weather conditions. That'll need to change if the Rebels are to move past the Sun and on to the Canadian Bowl.

A big part of the Sun's regular season success stemmed from the team's 17 interceptions across 10 games, and protecting the football will be a focus for the Rebels heading into Saturday's showdown.

Mackinnon threw for three interceptions the last time these two teams met, a 29-23 Westshore win on Sept. 10.

Even with an emphasis on improving the passing game, the Rebels' offence still runs through the star-studded backfield of Jamel Lyles and Trey Campbell.

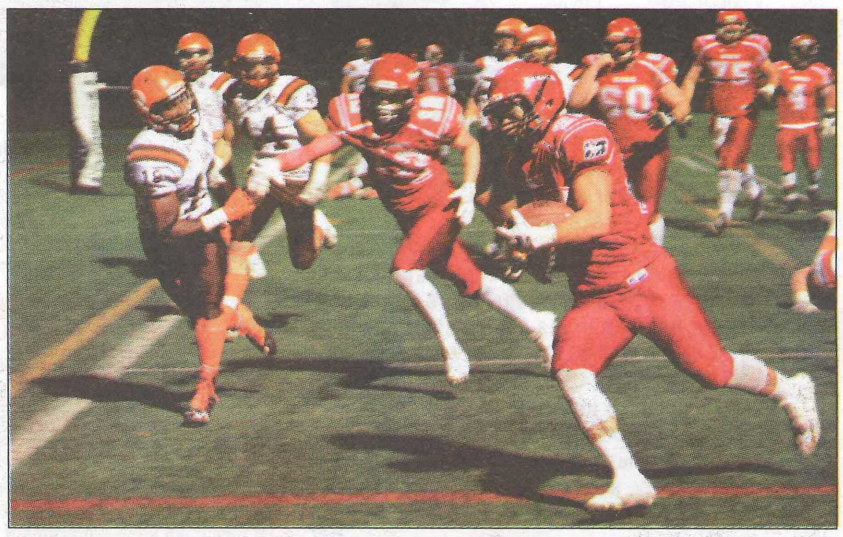
The Sun surrendered just 89.8 rushing yards per game to opponents in the regular season, but Lyles gashed them for 121 yards on 13 carries earlier this season in Kelowna, and the Rebels piled up 175 yards on the ground in their Sept. 10 win.

Defensively, the Rebels should be a confident group following a stellar showing against the Raiders, especially late in the fourth quarter when a Vancouver Island touchdown may have put the game out of reach.

Sun quarterback Foster Martens left the semifinal with an apparent head injury and his status for Saturday's matchup was unknown at press time.

"I'm incredibly proud of our kids... their commitment to each other and their resilience for the game..."
– Rebels head coach J.C. Boice

PLEASE SEE:
Sun present, Page A22



Joel Tansey/News Gazette staff

Rebels ball carrier Jamel Lyles strides for a late touchdown during a Sept. 10 win over Okanagan. Westshore hopes to replicate that success Saturday when they host the Sun in the Cullen Cup final game.

PUBLIC NOTICE
WEST SHORE FIREWORKS BYLAW

The Town of View Royal, the District of Highlands and the Cities of Colwood and Langford have Fireworks Bylaws to regulate the sale, possession, and discharge of fireworks in the community. The Bylaws are in effect 24 hours a day, seven days a week, all year. Residents and visitors to these communities should note the following important restrictions:

Everyone must have a permit to possess or discharge any fireworks;
Permits are issued only to persons 18 years of age and older;
Consumer fireworks events may only take place on October 31 between 5 pm and 10 pm; and
No fireworks or firecrackers may be sold or traded in these municipalities.

Persons wishing to have a fireworks event may obtain the permit from their municipality at the following locations:

View Royal Public Safety Bldg
333 Island Highway
PH: 250-479-7322

District of Highlands
1980 Millstream Rd
PH: 250-474-1773

City of Colwood
3300 Wishart Rd.
PH: 250-478-5999

City of Langford
877 Goldstream Ave, 2nd fl.
PH: 250-478-7882

Completion of the Fireworks Safety Course is required for those wishing to obtain a consumer (family) fireworks permit*. This Course is offered in these municipalities as a public safety initiative. Consult your municipality and its complete Bylaw for full information – including permit costs and other requirements – before planning your event.

The Fireworks Safety Course will be offered free of charge as follows:

Day	Date	Time	Location	Address
Thursday	October 27	7:00 pm	Colwood Municipal Hall	3300 Wishart Rd
Sunday	October 30	1:00 pm	View Royal Public Safety Bldg	333 Island Hwy

*The certificate of completion for the Fireworks Safety Course is valid for three years. This means if you took the course in 2013 you are required to take it again. If you took the course in 2014 or 2015, you may want to take it again to refresh your safety knowledge, but you do not need to repeat the course in order to apply for a permit.

PLEASE NOTE: The issuance of fireworks permits will be contingent on current fire conditions.

City of Langford
www.cityoflangford.ca

NOTICE OF PUBLIC HEARING

The City of Langford has received an application to amend Zoning Bylaw No. 300 by means of proposed Bylaw No. 1660. All persons who believe that their interest in property is affected by the proposed Bylaw will be afforded an opportunity to be heard or to present written submissions respecting matters contained in the Bylaw at a Public Hearing to be held in **the CITY OF LANGFORD COUNCIL CHAMBERS, Third Floor, 877 Goldstream Avenue, Langford, BC, on Monday, 7 November 2016, at 5:30 pm.** Please be advised that no representations may be received by Council after the close of the Public Hearing and any submissions made to Council, whether orally or in writing, will form part of a public record.

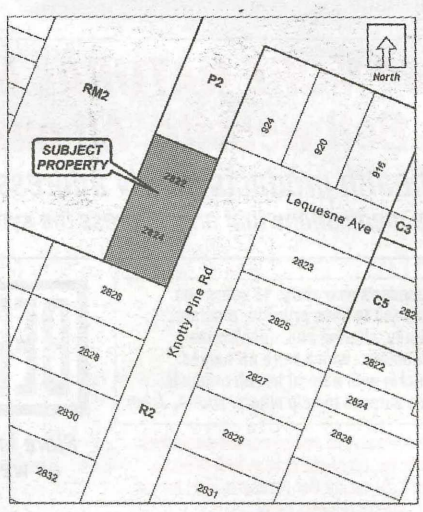
Proposal: The purpose of Bylaw No. 1660 is to amend the City of Langford Zoning Bylaw No. 300 by amending the zoning designation of the land that is the subject of Bylaw No. 1660 from R2 (One- and Two-Family Residential) Zone and adding to the RM7A (Medium Density Apartment A) Zone to allow a six-unit townhouse development.

Applicant: Rohan Rupf, Keycorp Consulting

Location: The land that is the subject of Bylaw No. 1660 is 2822 and 2824 Knotty Pine as shown shaded on the plan.

COPIES of the complete proposed Bylaw and other material that the Council may consider in relation to the Bylaw may be viewed from 8:30 am to 4:30 pm, Monday to Friday (holidays excluded), from Monday, 24 October 2016 to Monday, 7 November 2016, inclusive, at Langford City Hall, 2nd Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8. Please contact Lauren Morhart in the Planning Department at 250-478-7882 with any questions on this Bylaw.

Jim Bowden
Administrator



25 years of diverting from the dump

ReStore's anniversary highlights work of Habitat for Humanity

Rick Stiebel
News Gazette staff

What started with one small ReStore has grown into a national force, building affordable housing for low-income families while reducing the strain on landfills across the country.

ReStore began 25 years ago with a small space in Winnipeg, in similar fashion to a lot of thrift stores that raise money to further charitable initiatives.

The founders of Habitat for Humanity looked at the amount of waste in construction and thought there could be a secondary market for those materials, said Jim Walker, manager of the Langford ReStore on Orono Avenue.There are now 99 ReStores across Canada in every province and the Yukon.

"We like to think we're a thrift store on steroids," Walker said. "We have an emphasis on big, heavy materials, larger items oriented to construction and home improvement."

The opening of another ReStore soon on the Lower Mainland will bring the total to 100. That represents a million square feet of store space, with more than 470 employees across the country augmented by 750,000 volunteer hours, Walker said.

The largest store in Calgary, at 28,000 square feet, is considerably more than double the size of the Langford location. The ReStore in Langford has 17 full and part-time staff and a crew of dedicated volunteers selling everything from building, plumbing and electrical supplies, hardware and lighting to housewares, furniture, appliances and more.

Proceeds from ReStores nationally in 2015 brought in $20 million for Habitat for Humanity and diverted 36,000 tons of material from landfills.

"Everything we sell is donated," Walker said, with about half of the items coming from corporations consisting of discontinued lines that have never been used.

"We couldn't do what we do without the support of individuals and corporations," he said. "Without that, most of that stuff would just wind up in the trash."

ReStore makes a difference on many levels.

"We like to think we're a thrift store on steroids. We have an emphasis on big, heavy materials, larger items oriented to construction and home improvement."

– ReStore manager Jim Walker

Whether it's helping people with renovations, enabling landlords to improve their properties or reducing waste headed for the landfill, the surplus they sell funds the Habitat for Humanity operations that build homes for people who need a helping hand, Walker said.

"That creates a feeling of accomplishment. I can't speak for them, but the staff and volunteers seem happy to be here and I think they share that feeling of accomplishment as well.

"You really see a that when families take possession of a Habitat for Humanity home that they would not be able to afford on their own," he noted. "That's something all employees have the opportunity to see firsthand."

For more on ReStore and Habitat for Humanity, visit habitatvictoria.com/restore.html.

reporter@goldstreamgazette.com



Rick Stiebel/News Gazette staff

Jim Walker, manager of the ReStore in Langford, and Habitat for Humanity Victoria executive director Yolanda Meijer are proud of what has been accomplished through the operations of the store in the last 25 years.

RCMP looking for witnesses following fatal Malahat crash

Information sought in relation to a collision that left one man dead

One man has died following a serious collision that closed the Malahat on Thursday evening.

At approximately 5 p.m., Shawnigan Lake RCMP received a report of a serious motor vehicle collision approximately three kilometres south of the Shawnigan Lake exit on the Trans-Canada Highway.

Two northbound vehicles had reportedly collided and as a result two people were transported to Victoria General Hospital. In addition to police, B.C. Ambulance and the Malahat Fire Department attended the scene, with additional support from South Island Traffic Services.

A preliminary investigation indicates a red Dodge Caravan had, in an attempt to cross the highway to turn into a residential complex, pulled out from the northbound right shoulder of the road into the path of a northbound white Chevrolet pickup truck. The vehicles collided and ended up facing north on the right shoulder of the southbound lanes.

Both drivers were transported to Victoria General Hospital, with the driver of the van suffering life-threatening injuries.

The driver of the van later succumbed to his injuries.

The collision led to a three-hour closure of the highway in both directions. The route reopened around 8 p.m.

"The RCMP would like to thank the public for their patience during the investigation of this tragic collision," stated Cst. Barry Darling with South Island Traffic Services.

Anyone with information in relation to this collision is asked to contact South Island Traffic Services at 250-416-0352.

joel.tansey@goldstreamgazette.com

City of Langford
www.cityoflangford.ca

NOTICE OF PUBLIC HEARING

The City of Langford has received an application to amend Zoning Bylaw No. 300 by means of proposed Bylaw No. 1660. All persons who believe that their interest in property is affected by the proposed Bylaw will be afforded an opportunity to be heard or to present written submissions respecting matters contained in the Bylaw at a Public Hearing to be held in **the CITY OF LANGFORD COUNCIL CHAMBERS, Third Floor, 877 Goldstream Avenue, Langford, BC, on Monday, 7 November 2016, at 5:30 pm.** Please be advised that no representations may be received by Council after the close of the Public Hearing and any submissions made to Council, whether orally or in writing, will form part of a public record.

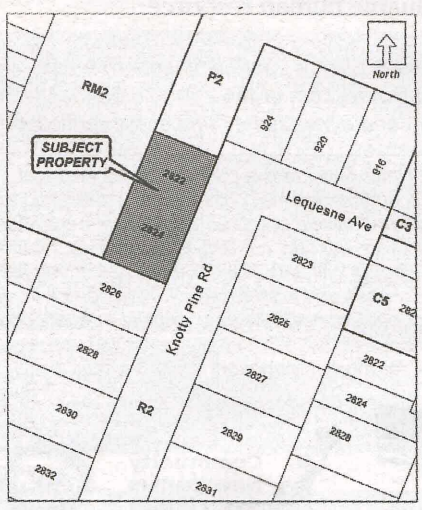
Proposal: The purpose of Bylaw No. 1660 is to amend the City of Langford Zoning Bylaw No. 300 by amending the zoning designation of the land that is the subject of Bylaw No. 1660 from R2 (One- and Two-Family Residential) Zone and adding to the RM7A (Medium Density Apartment A) Zone to allow a six-unit townhouse development.

Applicant: Rohan Rupf, Keycorp Consulting

Location: The land that is the subject of Bylaw No. 1660 is 2822 and 2824 Knotty Pine as shown shaded on the plan.

COPIES of the complete proposed Bylaw and other material that the Council may consider in relation to the Bylaw may be viewed from 8:30 am to 4:30 pm, Monday to Friday (holidays excluded), from Monday, 24 October 2016 to Monday, 7 November 2016, inclusive, at Langford City Hall, 2nd Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8. Please contact Lauren Morhart in the Planning Department at 250-478-7882 with any questions on this Bylaw.

Jim Bowden
Administrator



Councillor Wade entered the meeting at 5:35pm.

4. REPORTS

a) Application to Rezone 1128 Finlayson Arm Rd from RR4 (Rural Residential 4) Zone to RAE1 (Rural Agricultural and Eco-Tourism) Zone to allow for equestrian therapy and riding activities on the property
- Staff Report (Planning Z16-0013)

MOVED BY: K. SHELDRAKE
SECONDED: N. STEWART

That the Planning, Zoning and Affordable Housing recommend to Council:
That Council:

1. Consider giving First Reading to Bylaw No. 1658 to amend the zoning designation of the property located at 1128 Finlayson Arm Road from RR4 (Rural Residential 4) to the new RAE1 (Rural Agriculture and Eco-Tourism 1) Zone subject to the following terms and conditions:
    a) A site servicing feasibility review must be conducted, to the satisfaction of the Director of Engineering, for any development prior to issuance of a development permit.
    b) That the applicant provides, prior to Bylaw Adoption, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:
        i. That any necessary underground or above ground servicing upgrades, extensions, or other requirements should be fulfilled at the applicant's expense.

CARRIED.

b) Application to Rezone 2822 and 2824 Knotty Pine Road from R2 (One- and Two-Family Residential) to RM7A (Medium Density Apartment A) Zone to Permit a six-unit townhouse development
- Staff Report (Planning Z16-0018)

MOVED BY: COUNCILLOR WADE
SECONDED: A. CREUZOT

That the Planning, Zoning and Affordable Housing recommend to Council:
That Council:

1. Direct staff to prepare a bylaw to amend the zoning designation of the property located at 2822 and 2824 Knotty Pine from R2 (One- and Two-Family Residential 2) to RM7A (Medium Density Apartment 7A), subject to the following terms and conditions:
    a) That the owner agrees to provide, as a bonus for increased density, the following contributions per unit, prior to the issuance of a Building Permit:
        i. $2,562 towards the General Amenity Reserve Fund;
        ii. $610 towards the Affordable Housing Reserve Fund;

    b) That the applicant provides, prior to Bylaw Adoption, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:

i. That a construction parking plan will be provided prior to the issuance of a Building Permit
ii. That a stormwater management and maintenance plan should be created and registered on title for the benefit of future owners;
iii. That any necessary underground or above ground servicing upgrades, extensions, or other requirements should be fulfilled at the applicant's expense;
iv. That the applicant will construct full frontage improvements as per Bylaw No. 1000 to the satisfaction of the Director of Engineering at the time of subdivision;

c) That the applicant provides a landscape plan, to the satisfaction of the Director of Planning, prior to Public Hearing; and

2. Authorize the Director of Planning to issue the following variances within the Development Permit for 2822 and 2824 Knotty Pine Road:
   a) That Section 6.36A.06(1) be varied to reduce the minimum setback to a front lot line to 5.57 m; and
   b) That Section 6.36A.06(2) be varied to reduce the minimum setback to an interior side lot line to 2 m; and
   c) That Section 4.01.01 Table 1 be varied to reduce the number of visitor parking spaces from 2 to 0; and
   d) Subject to the applicant covenanting and agreeing that parking spaces within garages will be used for parking, and not for storage.

CARRIED.

c) Application for Development Variance Permit to allow a 47-unit townhouse development at 2309 Echo Valley Dr and a 72-unit development at 890 Bear Mountain Parkway
- Staff Report (Planning DVP16-0013)

MOVED BY: A. CREUZOT
SECONDED: N. STEWART

That the Planning, Zoning and Affordable Housing recommend to Council:
That Council:

1. Direct staff to proceed with consideration of the following variances:
   a) With regards to 890 Bear Mountain Parkway,
      i) That Section 6.109.05(1)(a) of Zoning Bylaw No. 300 be varied to reduce the minimum front lot line setback from 5.5m to 1.0m for Lot 2;
      ii) That Section 6.109.05(2)(a) of Zoning Bylaw No. 300 be varied to reduce the minimum front lot line setback from 4.5m for the principal dwelling and 5.5m for the garage to 1.0m for Lots 3-19;
      iii) That Section 6.109.05(2)(a) of Zoning Bylaw No. 300 be varied to reduce the minimum front lot line setback from 4.5m for the principal dwelling and 5.5m for the garage to 3m for the principal dwelling for Lot 1;

2. Application to Rezone 2822 and 2824 Knotty Pine Road from R2 (One- and Two-Family Residential) to RM7A (Medium Density Apartment A) Zone to Permit a six-unit townhouse development

MOVED BY: COUNCILLOR BLACKWELL
SECONDED: COUNCILLOR SAHSLTROM

That Council:

1. Direct staff to prepare a bylaw to amend the zoning designation of the property located at 2822 and 2824 Knotty Pine from R2 (One- and Two-Family Residential 2) to RM7A (Medium Density Apartment 7A), subject to the following terms and conditions:
    a) That the owner agrees to provide, as a bonus for increased density, the following contributions per unit, prior to the issuance of a Building Permit:
        i. $2,562 towards the General Amenity Reserve Fund;
        ii. $610 towards the Affordable Housing Reserve Fund;

    b) That the applicant provides, prior to Bylaw Adoption, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:
        i. That a construction parking plan will be provided prior to the issuance of a Building Permit
        ii. That a stormwater management and maintenance plan should be created and registered on title for the benefit of future owners;
        iii. That any necessary underground or above ground servicing upgrades, extensions, or other requirements should be fulfilled at the applicant's expense;
        iv. That the applicant will construct full frontage improvements as per Bylaw No. 1000 to the satisfaction of the Director of Engineering at the time of subdivision;
    c) That the applicant provides a landscape plan, to the satisfaction of the Director of Planning, prior to Public Hearing; and

2. Authorize the Director of Planning to issue the following variances within the Development Permit for 2822 and 2824 Knotty Pine Road:
    a) That Section 6.36A.06(1) be varied to reduce the minimum setback to a front lot line to 5.57 m; and
    b) That Section 6.36A.06(2) be varied to reduce the minimum setback to an interior side lot line to 2 m; and
    c) That Section 4.01.01 Table 1 be varied to reduce the number of visitor parking spaces from 2 to 0; and
    d) Subject to the applicant covenanting and agreeing that parking spaces within garages will be used for parking, and not for storage.

CARRIED.

c) BYLAW NO. 1653
"City of Langford Permissive Tax Exemption Bylaw No. 1653, 2016."
(ADOPTION)

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR SZPAK

That Council adopt Bylaw No. 1653.

CARRIED.

d) BYLAW NO. 1659
"Langford Speed Limit Bylaw, Amendment No. 5, Bylaw No. 1659, 2016."
(FIRST, SECOND and THIRD READING)

MOVED BY: COUNCILLOR SIFERT
SECONDED: COUNCILLOR WADE

That Council give Bylaw No. 1659 First, Second and Third Reading.

CARRIED.

e) BYLAW NO. 1660
"Langford Zoning Bylaw, Amendment No. 464, (2822 & 2824 Knotty Pine Rd), 2016"
(FIRST READING)

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR BLACKWELL

That Council give Bylaw No. 1660 First Reading.

CARRIED.

11. ADJOURNMENT

The Chair adjourned the meeting at 5:55 pm.

PRESIDING COUNCIL MEMBER:

CERTIFIED CORRECT
City Manager

City of Langford
www.cityoflangford.ca

Staff Report
to
Planning, Zoning and Affordable Housing Committee

Date: **September 12, 2016**

Department: **Planning**

Application No.: **Z16-0018**

Subject: **Application to Rezone 2822 and 2824 Knotty Pine Road from R2 (One- and Two-Family Residential) to RM7A (Medium Density Apartment A) Zone to Permit a six-unit townhouse development.**

PURPOSE

Rohan Rupf of Keycorp Consulting has applied on behalf of Evelyn Arlene Gilson and Wade Gareth Gilson to rezone 2822 and 2824 Knotty Pine from R2 (One- and Two-Family Residential) to the RM7A (Medium Density Apartment A) zone to allow a six-unit townhouse development.

BACKGROUND

PREVIOUS APPLICATIONS

There are no previous Planning applications with respect to the subject property.

Table 1: Site Data

Applicant	Rohan Rupf	
Owner	Evelyn Arlene Gilson and Wade Gareth Gilson	
Civic Address	2822 and 2824 Knotty Pine Road	
Legal Description	LOT 10, SECTION 5, ESQUIMALT DISTRICT, PLAN 10444	
Size of Property	968m^2	
DP Areas	N/A	
Zoning	Existing: R2 (One- and Two-Family Residential)	Proposed: RM7A (Medium Density Apartment A (RM7A) Zone
OCP Designation	Existing: City Centre	Proposed: No change

SITE AND SURROUNDING AREA

The subject property is a flat lot currently occupied by two single-family dwellings. The immediate surroundings are a mix of low to mid density developments and institutional uses typical of a neighbourhood within the downtown. Single family dwellings are to the south and east of the proposed development while the subject property shares its property line with townhouses to the west. Gordon United Church, a community facility providing childcare, recreational space and worship space lies to the north of the property and is accessed from Goldstream Avenue. The broader context of the area is a mix of commercial, institutional and mid density residential developments which are served by Goldstream Avenue and Station Avenue. The area has seen some redevelopment in recent years mostly to upzone low density residential developments to allow for higher density residential and commercial buildings.

Table 2: Surrounding Land Uses

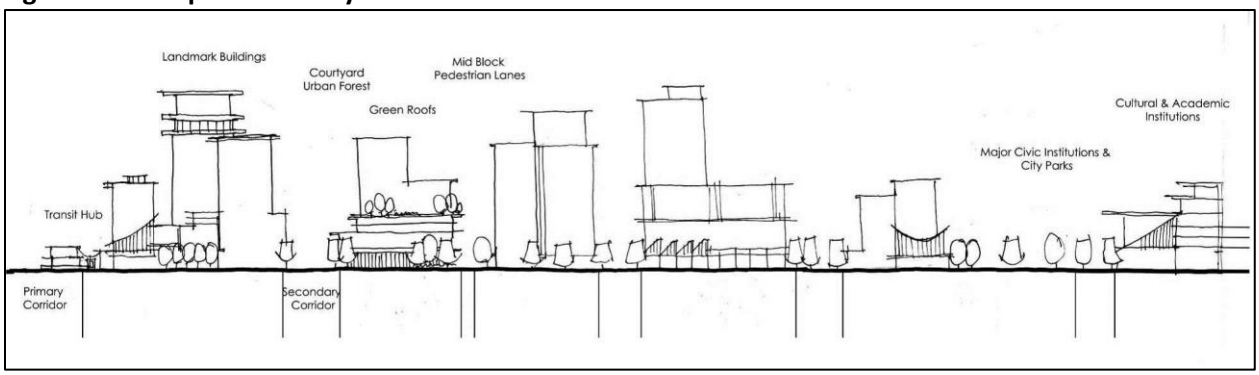
	Zoning	***Use***
North (935 Goldstream Ave.)	P2 (Community Institutional)	Church
East (2823, 2825 Knotty Pine Rd.)	R2 (One- and Two-Family Residential)	Single-Family Dwelling
South (2826 Knotty Pine Rd.)	R2 (One- and Two-Family Residential)	Single-Family Dwelling
West (939 Goldstream Ave.)	RM2 (Attached Housing)	Townhouses

COUNCIL POLICY

The Official Community Plan (OCP) Bylaw No. 1200 designates the subject property as *City Centre*, as defined by the following text:

- *A major regional growth center that support a wide range of high density housing, including affordable and rental housing;*
- *A major employment area for institutional, office, commercial and light industrial;*
- *Major civic uses and public buildings are key landmarks;*
- *A major place of community gathering and celebration;*
- *A wide range of public squares, parks and open spaces are integrated throughout;*
- *The City's major entertainment and/or cultural precinct;*
- *Inter-city and/or inter-regional transit hub connects residents.*

Figure 1. Concept for the City Centre



Policy 5.1.3 Relate all neighbourhood development and infill to the nearest centre through direct and/or improved connections, scale and character.

COMPLIANCE WITH THE OFFICIAL COMMUNITY PLAN

The current zoning of the property limits the density of residential development to one or two family dwellings which does not support the vision of Langford's Official Community Plan, Bylaw 1200. The proposal is consistent with the OCP's *"City Centre"* designation as it fits in with the growth management and land use strategy in an existing developed area. The proposed new designation supports a mix of residential and commercial uses, including medium density housing.

DEVELOPMENT PERMIT AREAS

The subject property is not located within any of Langford's Environmentally Sensitive or Hazardous Development Permit areas pursuant to OCP Bylaw No. 1200, although all multi-family construction is subject to Form and Character Development Permit control.

COMMENTS

DEVELOPMENT PROPOSAL

The applicant wishes to rezone the property to permit six unit townhouse development. Each unit will have direct access from Knotty Pine Road to an attached single car garage. The development will provide amenity space for each individual unit on patios at the rear of each unit. The development is separated into two blocks of three townhouses.

Figure 3: Ortho photo of 2822 and 2824 Knotty Pine (2015)

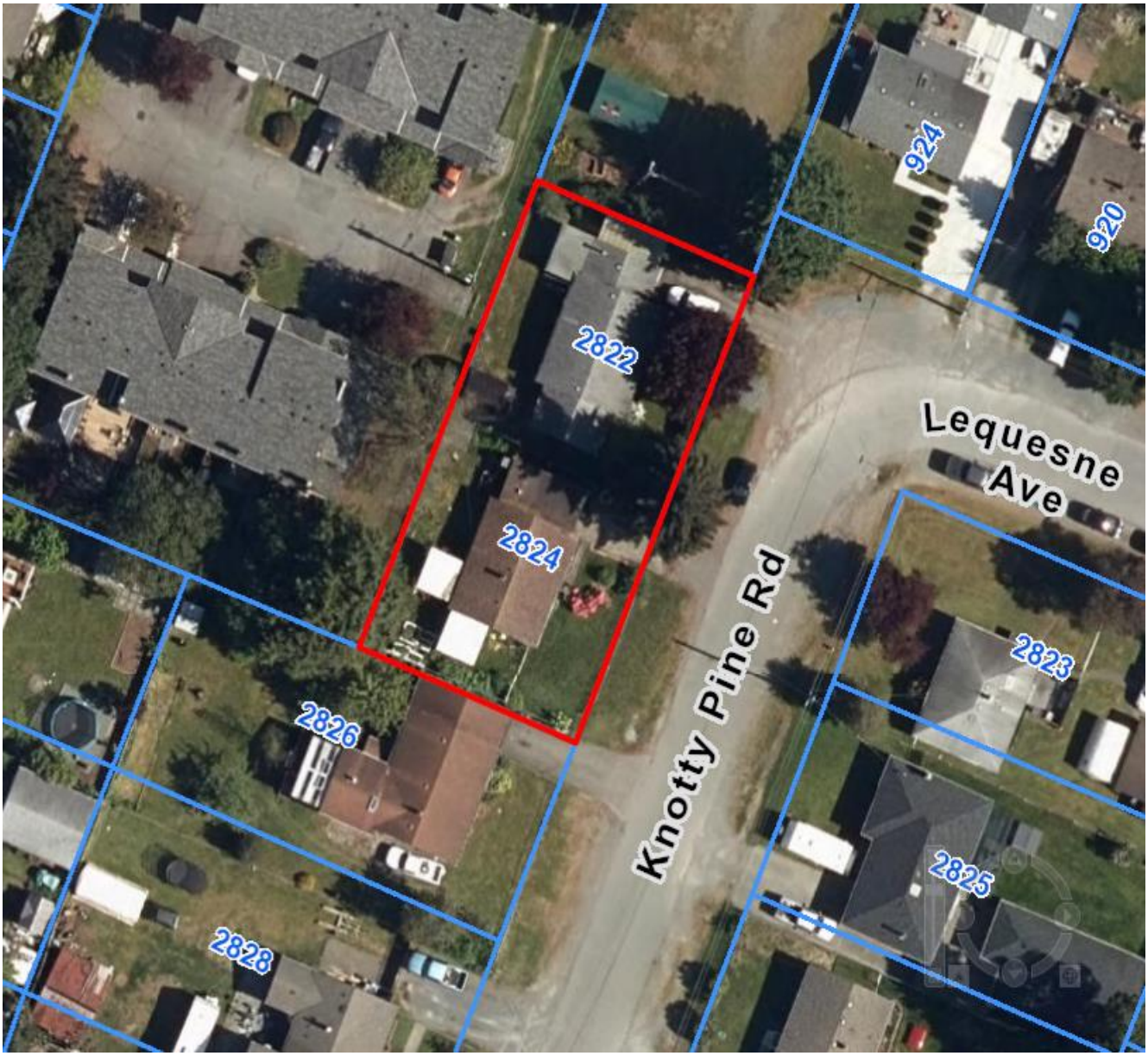
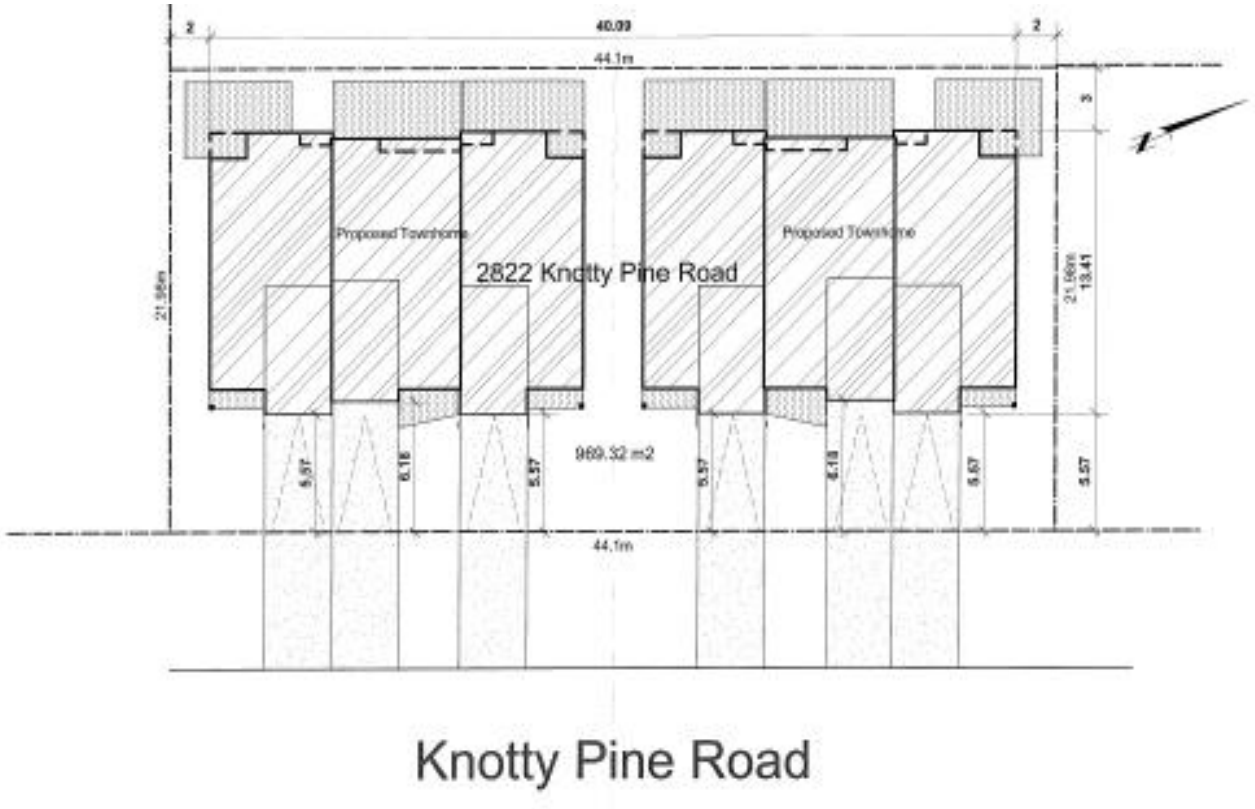


Figure 4: Proposed Site Plan



The proposed townhouses will face Knotty Pine Road, and the rear yard patios flank the side yards of the townhouse development to the east. The side yards of the subject townhouse blocks will abut a single family dwelling to the south and Gordon United Church to the north. Balconies will look over Knotty Pine Road to the east and neighbours across the street.

Table 3: Proposal Data

	Permitted by R2 (Current Zoning)	**Permitted by RM7A (Proposed Zoning)**	**Proposed by Rezoning Application**
Height	9 m	Three stories	9 m
Site Coverage	35%	50%	50 %
Front Yard Setback	6 m	7.5 m	5.57 m*
Interior Side Yard Setback	1.5 m	3 m	2 m*
Exterior Side Yard Setback	4.5 m	7.5 m	N/A
Rear Yard Setback	6 m	3 m	3 m*
Parking Requirement	2 spaces per dwelling	2 spaces per dwelling unit and 2 additional visitor parking spaces	2 spaces per unit and 2 additional visitor parking spaces

***Variance Required**

As indicated in Table 3 above, the current proposal is not fully compliant with the setback regulations of the RM7A zone, and variances will be required for the interior sides and front lot line building setbacks.

The applicant has proposed a front building setback of 5.57 m, which complies with the Zoning Bylaw's minimum driveway length; however, a variance from the required 7.5 m will be necessary to facilitate the proposed design. A large boulevard, approximately 6.8 m wide along Knotty Pine Road, elongates the appearance of the building setback from the street.

As the subject lot is an interior lot, building setbacks to the side property lines are required to be 3 m. These side property lines will abut Gordon United Church to the north and a single family dwelling to the south. The subject proposal is to vary the required building setback to 2 m. Landscape screening shall be provided, as part of a development permit, in order to preserve the privacy and integrity of the neighbouring lots as part of the Development Permit.

Due to the site's close proximity to downtown's services and amenities, Council may consider directing the Director of Development to vary the onsite visitor parking stalls from the required two stalls to 0. This would also allow for greater landscaping opportunities on the site.

PEDESTRIAN, CYCLING AND MOTORIST NETWORK

The proposed development will have easy access to the Trans-Canada Highway from Goldstream Avenue and Veterans Memorial Parkway, both accessed via a connection to Jacklin Avenue. Despite being in close proximately to Langford's downtown the property is not within the area indicated as Pedestrian Town Centre in Langford's Bylaw 1200.

Fig. 2 BC Transit Stops as of August 2016



The subject parcel is within approximately 112 m of a BC transit stop on the corner of Jacklin Road and Lequesne Avenue. While the parcel is not within the area identified as Pedestrian Town Centre, it is well serviced by public transit stops along Goldstream Avenue as shown in Fig. 2 above.

Bicycle lanes are prevalent down Goldstream Avenue, to the north of the subject property and access to the Galloping Goose is 635 m away along Station Avenue to the south of the property. The proximity to Langford's downtown core facilitates easy access to local services and amenities using a variety of transportation methods.

Council may wish to require the applicant to provide a construction parking plan prior to the issuance of a Building Permit, to ensure that construction parking is properly managed throughout the construction phase.

INFRASTRUCTURE

As a condition of rezoning, Council may wish to require the applicant to construct full frontage improvements to the standards of Subdivision and Development Servicing Bylaw 1000. This can be secured in a Section 219 covenant. A sidewalk extending the length of the subject properties frontage will be required as a rezoning condition.

SEWER

The applicant will be responsible for extending the municipal sanitary services to the subject property and connecting all proposed units to the sanitary service. Any servicing, whether underground or overhead, that requires extension or upgrade to facilitate this development will be extended or upgraded at the expense of the developer.

WATER SUPPLY

The developer will be required to meet the water demand requirements of FUS. Council may wish to require this to be done as a condition of the Development Permit

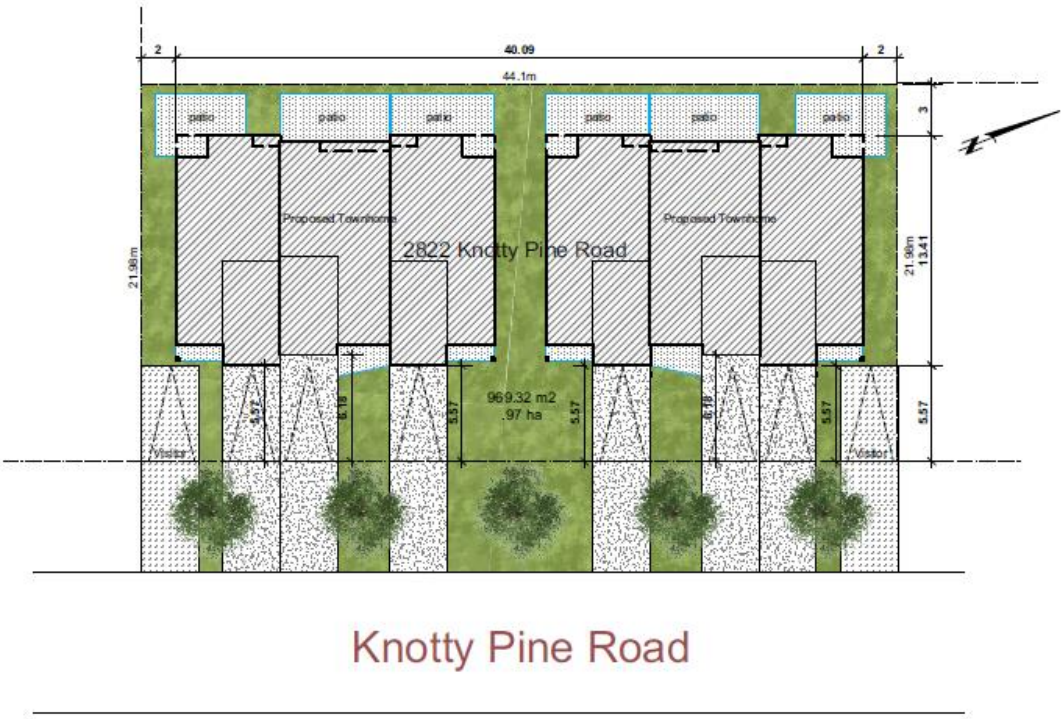
PARKING

As per the proposed site plan (Figure 3), 12 parking spaces are to be provided on site, along with two visitor parking spaces.

LANDSCAPING AND ONSITE DRAINAGE MAINTENANCE

The site plan submitted for this application contains no information on landscaping. Council may wish to require the applicant submit an updated site plan prior to Public Hearing which includes a conceptual landscape plan, to the satisfaction of the Director of Planning. To ensure the proper functioning of the on-site works in the future, Council may wish to require the applicant register a Section 219 Covenant on title agreeing that a stormwater management and maintenance plan should be created and registered on title.

Fig. 3 Site Parking & Landscaping Plan



FINANCIAL CONTRIBUTIONS

Rezoning the property to permit a multi-family residential development will contribute more to municipal revenue than by redeveloping it under its present zoning. As the applicant will be required to provide full frontage improvements the proposal should not represent an increased cost burden to the City. A summary of the amenity contributions as per Council's Amenity Contribution, Parks and Amenity Contribution Policy and Development Cost Charges for this development are as follows:

Table 4 – Amenity Contributions per Council Policy

Amenity Item	**Per unit contribution (@ .61 SFE)**	**Total (6 units)**
General Amenity Reserve Fund	$2,562	$15,372
Affordable Housing Reserve Fund	$610	$3,660
TOTAL POLICY CONTRIBUTIONS	**$3,172**	**$19,032**

Table 5 – Development Cost Charges (based on 6 units)

Development Cost Charge	**Per residential unit**	**Total**
Roads	$4,423	$26,538
Park Improvement	$1,890	$11,340
Park Acquisition	$1,100	$6,600
Subtotal (DCCs paid to City of Langford)		**$44,478**
CRD Water	$1,493.63	$8,961.78
School Site Acquisition	$558.00	$3,348
TOTAL (estimate) DCCs		**$56,787.78**

OPTIONS

Option 1

That the Planning, Zoning and Affordable Housing Committee recommend that Council:

1. Direct staff to prepare a bylaw to amend the zoning designation of the property located at 2822 and 2824 Knotty Pine from R2 (One- and Two-Family Residential 2) to RM7A (Medium Density Apartment 7A), subject to the following terms and conditions:

    a) That the owner agrees to provide, **as a bonus for increased density**, the following contributions per unit, prior to the issuance of a Building Permit:

        i. $2,562 towards the General Amenity Reserve Fund;
        ii. $610 towards the Affordable Housing Reserve Fund;

    b) That the applicant provides, **prior to Bylaw Adoption**, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:

        i. That a construction parking plan will be provided prior to the issuance of a Building Permit
        ii. That a stormwater management and maintenance plan should be created and registered on title for the benefit of future owners;
        iii. That any necessary underground or above ground servicing upgrades, extensions, or other requirements should be fulfilled at the applicant's expense;
        iv. That the applicant will construct full frontage improvements as per Bylaw No. 1000 to the satisfaction of the Director of Engineering at the time of subdivision;

    c) That the applicant provides a landscape plan, to the satisfaction of the Director of Planning, **prior to Public Hearing**; and

2. Authorize the Director of Planning to issue the following variances within the Development Permit for 2822 and 2824 Knotty Pine Road:

    a) That Section 6.36A.06(1) be varied to reduce the minimum setback to a front lot line to 5.57 m; and
    b) That Section 6.36A.06(2) be varied to reduce the minimum setback to an interior side lot line to 2 m; and

    c) That Section 4.01.01 Table 1 be varied to reduce the number of visitor parking spaces from 2 to 0.

OR Option 3

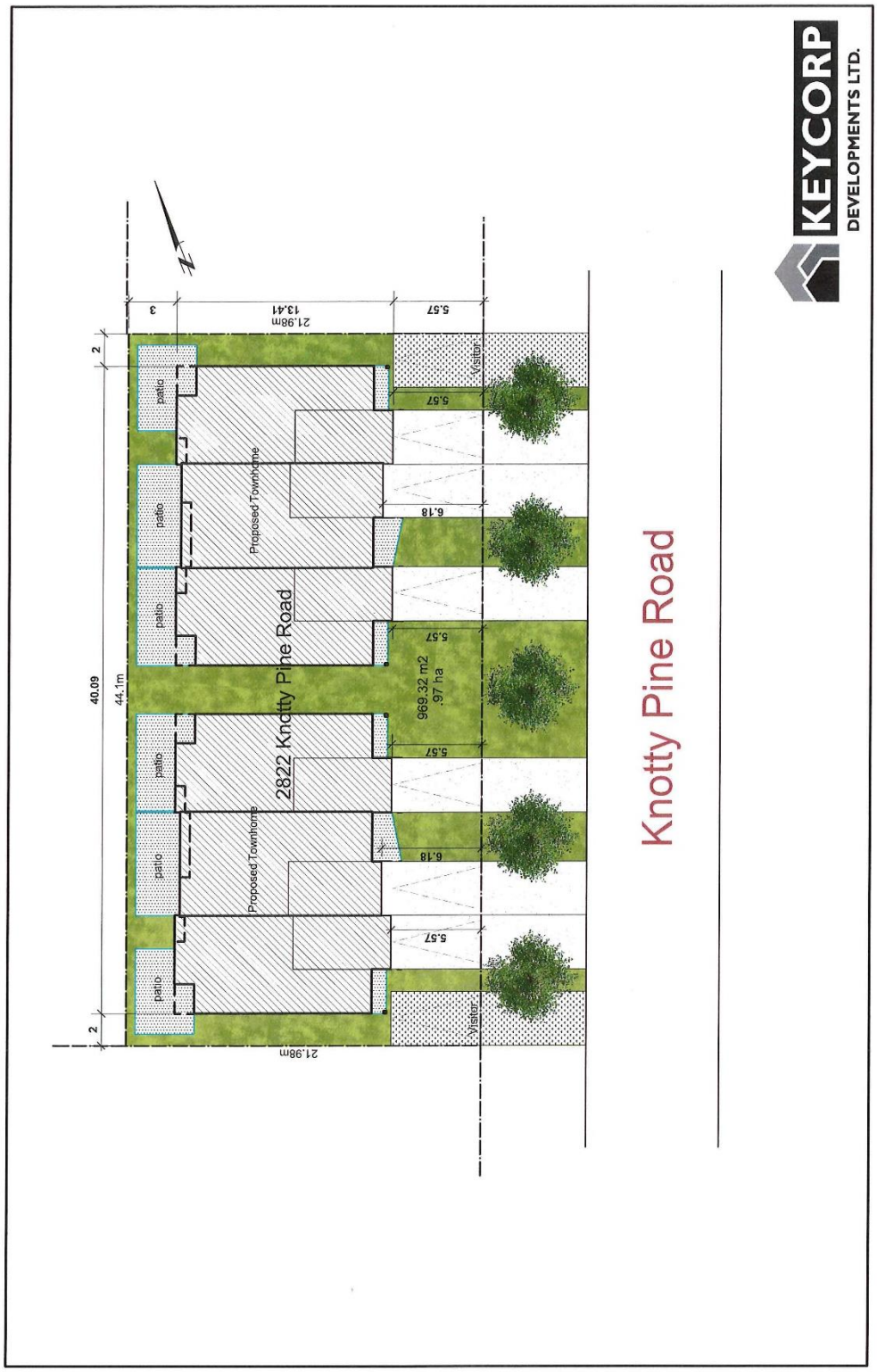
That the Planning, Zoning and Affordable Housing Committee recommend that Council:

d) Take no action at this time with respect to rezoning 2822 and 2824 Knotty Pine Road.

Submitted by:	Lauren Morhart, MCIP RPP Planner II
Concurrence:	Matthew Baldwin, MCIP, RPP Director of Planning
Concurrence:	Bob Beckett, Fire Chief
Concurrence:	Mike Leskiw, Parks and Recreation Manager
Concurrence:	Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering
Concurrence:	Brent Molnar, Manager of Land Development
Concurrence:	Steve Ternent, Director of Finance
Concurrence:	Jim Bowden, Chief Administrative Officer

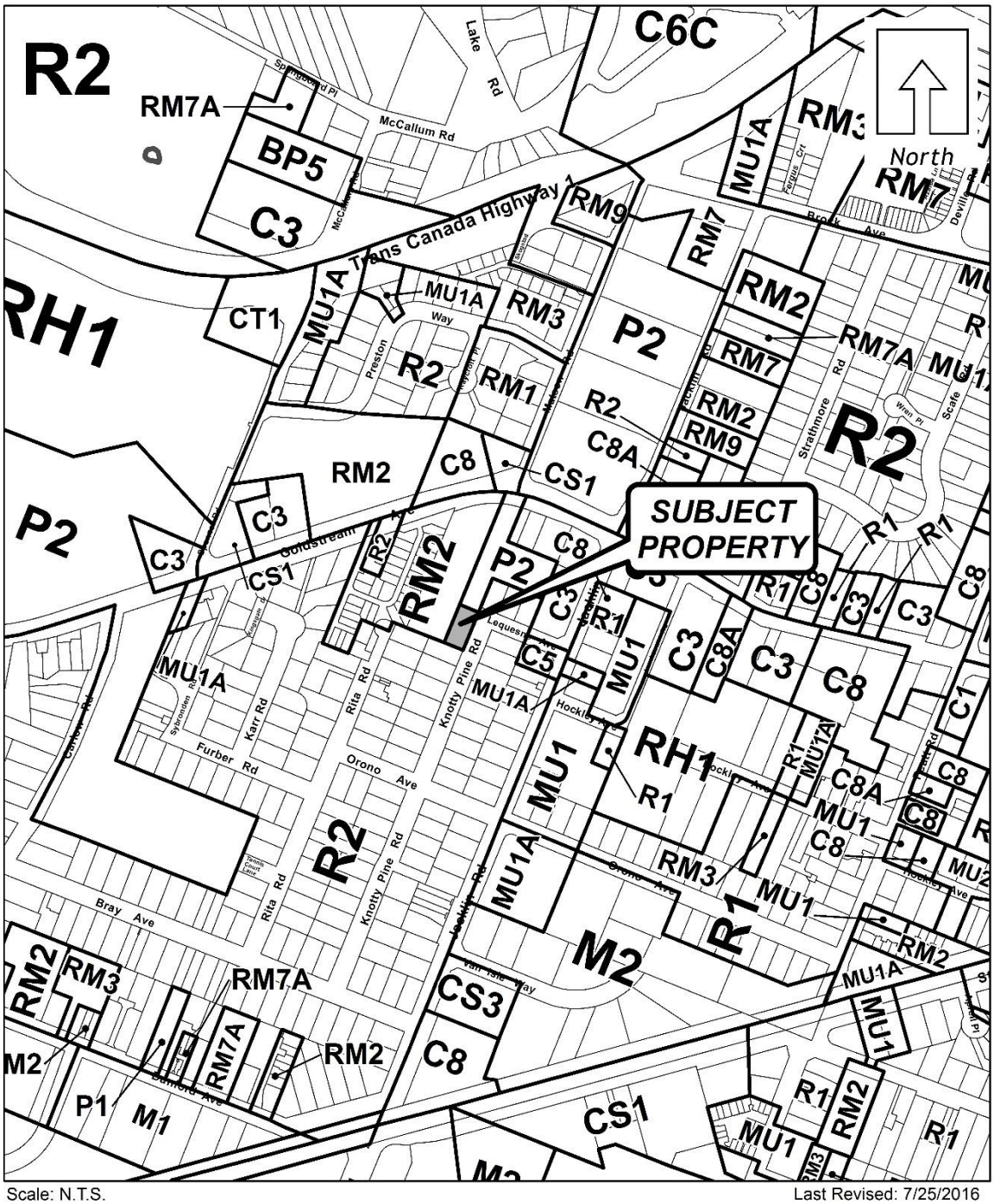
:lhm

Appendix A – Site plan

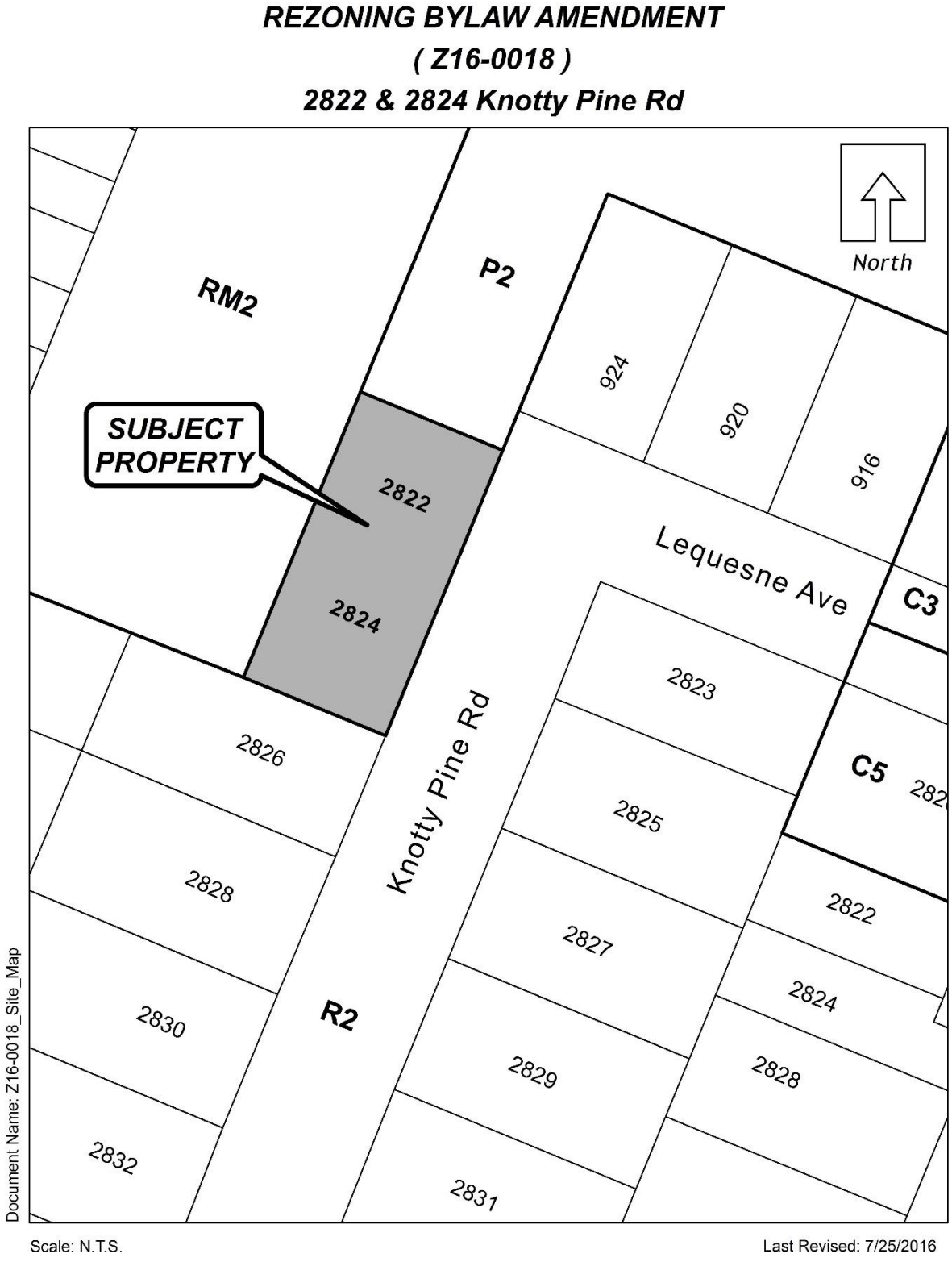


Appendix B – Location Map

REZONING BYLAW AMENDMENT
(Z16-0018)
2822 & 2824 Knotty Pine Rd



Appendix C – Site Map



CITY OF LANGFORD

MINUTES OF THE REGULAR MEETING OF COUNCIL

Monday, October 17th, 2016 @ 5:30 p.m.

Council Chambers, 3rd Floor, 877 Goldstream Avenue

PRESENT

Mayor S. Young, Councillors: D. Blackwell, M Sahlstrom, L. Seaton, W. Sifert, L. Szpak and R. Wade.

ATTENDING

CAO J. Bowden, Administrative Assistant, J. Coneybeer, Deputy Director of Finance, A. Kryklywyj, Director of Engineering, M. Mahovlich and Director of Planning, M. Baldwin.

1. CALL TO ORDER

The Chair called the meeting to order at 5:30 pm.

2. APPROVAL OF THE AGENDA

MOVED BY: COUNCILLOR BLACKWELL
SECONDED: COUNCILLOR SAHLSTROM

That Council Approve the Agenda as Presented.

CARRIED.

3. PUBLIC HEARING

a) Bylaw No. 1658
"Langford Zoning Bylaw, Amendment No. 463, (1128 Finlayson Arm Rd), 2016".

The Mayor opened the Public Hearing for Bylaw No. 1658 at 5:30 p.m.

Mayor Young advised members of the audience that any person present who believes that his or her interest is affected by the proposed bylaws shall be given an opportunity to be heard on the matters contained in the proposed bylaw. Those who wish to speak concerning this proposed bylaw should give their name, address and views concerning the proposed bylaw. Mayor Young advised that after everyone has expressed their views, he shall state three times "Is there anyone else who wishes to be heard", and if no further views are forthcoming, the Public Hearing shall be declared closed.

The City Planner advised that Mary Rostad has applied to amend the zoning of 1128 Finlayson Arm Rd from the RR4 (Rural Residential 4) Zone to a new RAE1 (Rural Agriculture and Eco-Tourism 1) Zone to permit equestrian based therapy and riding activities on the property.

This is being proposed in order to permit equestrian based therapy and riding activities on the property.

As part of this application, a public hearing is required in accordance with the regulations of the Local Government Act.

In support of these/this application, the applicant has agreed to provide the following:

a) A site servicing feasibility review must be conducted, to the satisfaction of the Director of Engineering, for any development prior to issuance of a development permit.

b) That the applicant provides, prior to Bylaw Adoption, a Section 219 covenant, registered in priority of all other charges on title that agrees to the following:
   i. That any necessary underground or above ground servicing upgrades, extensions, or other requirements should be fulfilled at the applicant's expense.

This proposal is consistent with the Official Community Plan Hillside or Shoreline designation. Notifications and advertisements have been placed as required by Council policy.

The Mayor called a first time for presentations.

Mary Rostad, 1128 Finlayson Arm Road - addressed Council thanking them for their support.

Tony James of Finlayson Arm Road – addressed Council in support of the proposed application.

Eric Stade of 1124 Finlayson Arm Road – addressed Council in support of the proposed application.

Mayor Young called a second time for presentations.

The Mayor called a third and final time for presentation, there being none, the Mayor officially declared the Public Hearing for Bylaw No. 1658 closed at 5:35 p.m.

4. ADOPTION OF MINUTES

a) Minutes of the Regular Meeting of Council – October 3rd, 2016

MOVED BY: COUNCILLOR SIFERT
SECONDED: COUNCILLOR SEATON

That Council approve the Minutes of the Regular Meeting of Council held on October 3rd, 2016.

CARRIED.

5. PRESENTATION

a) Great Canadian Gaming Corporation
Re: Update to Council on View Royal Casino

Chris Lynn, Executive Director of View Royal Casino advised that he is running late to the meeting and asked that he be permitted to speak later in the agenda.

6. PUBLIC PARTICIPATION

There was no public participation

7. REPORTS

a) Quarterly (3rd Quarter) Report – July 1, 2016 to September 30th, 2016
- **Staff Report (Land Development)**

MOVED BY: COUNCILLOR BLACKWELL
SECONDED: COUNCILLOR WADE

That Council receive the Quarterly (3rd Quarter) Report from July 1st to September 30th, 2016 for the Planning, Land Development and Building Departments.

CARRIED.

b) Hordon Road Closure and Disposition, Bylaw 1591
- **Staff Report (Land Development)**

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR SIFERT

That Council give Hordon Road Closure Bylaw No. 1591 first, second, and third readings.

CARRIED.

8. CORRESPONDENCE

a) Belmont Secondary School
Re: Letter of Appreciation – Mayor's Golf Donation

MOVED BY: COUNCILLOR SIFERT
SECONDED: COUNCILLOR WADE

That Council receive the letter of appreciation dated September 20th, 2016 from Ken Lowe, Athletic Director, Belmont Secondary School with respect to a donation received from Mayor's Golf Charity Tournament.

CARRIED.

b) Royal Canadian Legion – Prince Edward Branch #091
Re: Remembrance Day Ceremony – Request for Tents

MOVED BY: COUNCILLOR BLACKWELL
SECONDED: COUNCILLOR WADE

That Council receive the letter dated October 11th, 2016 from Norm Scott, President, Royal Canadian Legion Prince Edward Branch #091 and approve the approximate cost of $500.00 toward the rental of a tent for the 2016 Remembrance Day Ceremony at Veterans Memorial Park.

CARRIED.

9. BYLAWS

a) BYLAW NO. 1531
"Langford Zoning Bylaw, Amendment No. 409, (Omnibus No. 39 – Various Amendments), 2016".
(ADOPTION)

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR BLACKWELL

That Council adopt Bylaw No. 1531.

CARRIED.

b) BYLAW NO. 1591
"Hordon Road Closure Bylaw No. 1591"
(FIRST, SECOND AND THIRD READING)

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR BLACKWELL

That Council give Bylaw No. 1591 First, Second and Third Reading.

CARRIED.

c) BYLAW NO. 1625
"City of Langford Development Procedures, Amendment Bylaw No. 16, 2016".
(FIRST, SECOND AND THIRD READING)

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR BLACKWELL

That Council give Bylaw No. 1625 First, Second and Third Reading.

CARRIED.

d) BYLAW NO. 1658
"Langford Zoning Bylaw, Amendment No. 463, (1128 Finlayson Arm Rd), 2016".
(SECOND AND THIRD READING)

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR BLACKWELL

That Council give Bylaw No. 1658 Second and Third Reading.

CARRIED.

e) BYLAW NO. 1659
"Langford Speed Limit Bylaw, Amendment No. 5, Bylaw No. 1659, 2016".
(ADOPTION)

MOVED BY: COUNCILLOR WAD
SECONDED: COUNCILLOR BLACKWELL

That Council adopt Bylaw No. 1659.

CARRIED.

10. IN CAMERA RESOLUTION

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR SIFERT

a) That it is the opinion of Council that the public interest requires that persons other than members of Council and Officers be excluded from the meeting to consider confidential information regarding Property Matters under 90 (1) e) of the Community Charter.
b) That Council continues the meeting in closed session.

The meeting proceeded In-Camera.

The meeting reconvened in Open Meeting at 6:15 pm in order to allow Chris Lynn, Executive Director of View Royal Casino to make his presentation.

CARRIED.

5. PRESENTATION

a) Great Canadian Gaming Corporation
Re: Update to Council on View Royal Casino

Chris Lynn, Executive Director of View Royal Casino provided Council with an update on the View Royal Casino and provided an opportunity for Council to ask questions. It was noted that Council is of the position that the Theatre be a community oriented theatre that is accessible by minors and Mayor Young

requested a meeting between the Casino design team and the Langford Economic Development Committee take place and report back to Council.

11. ADJOURNMENT

The Chair adjourned the meeting at 6:30 pm.

PRESIDING COUNCIL MEMBER:

CERTIFIED CORRECT
City Manager

CITY OF LANGFORD

MINUTES OF THE SPECIAL MEETING OF COUNCIL

Tuesday, November 1st, 2016 at 4:00 p.m.

Council Chambers, 3rd Floor, 877 Goldstream Avenue

PRESENT

Acting Mayor, L. Seaton, Councillors: M. Sahlstrom, W. Sifert and R. Wade.

ATTENDING

CAO J. Bowden, Administrative Assistant, J. Coneybeer, Director of Finance, S. Ternent, Director of Engineering, M. Mahovlich and Director of Planning, M. Baldwin.

ABSENT

Mayor S. Young, Councillors D. Blackwell and Councillor L. Szpak.

1. CALL TO ORDER

The Chair called the meeting to order at 4:00 pm.

2. REPORT

a) Bylaw No. 1661 – Application to Amend the Amenity Contribution Provisions of the Mixed Use Employment 1 (MUE1) Zone
- **Staff Report (Planning)**

MOVED BY: COUNCILLOR SEATON
SECONDED: COUNCILLOR SZPAK

That Council:
1. Give Bylaw No. 1661 first reading, as presented and waive the requirement for a Public Hearing with respect to Bylaw No. 1661; and
2. Direct staff to prepare a revitalization program bylaw so that all Office and Technology floorspace within the City may be provided a tax exemption; and
3. Direct staff to amend Development Variance Permit DVP-14-0010 to include all properties that are split-zoned MUE1 and either R2, R2A, or RR4, subject to the same variances and conditions as DVP14-0010 as issued, and send notices of intent to consider issuance of the Development Variance Permit as amended.

CARRIED.

3. BYLAW

a) BYLAW NO. 1661
"Langford Zoning Bylaw, Amendment No. 465, (1144-1198, 1216-1230 Goldstream Ave; 1136, 1142 Donna Ave; 1106, 1110 Sergio Pl; 2752 Leigh Rd; 2730, 2734, 2738 Trans Canada Hwy), 2016".
(FIRST READING)

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SAHLSTROM

That Council give Bylaw No. 1661 First Reading.

CARRIED.

4. ADJOURNMENT

The Chair adjourned the meeting at 4:05 pm.

PRESIDING COUNCIL MEMBER:

CERTIFIED CORRECT
City Manager

BOARD OF DIRECTORS

Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Wednesday, September 14, 2016 in the JDF Library Meeting Room

PRESENT: Directors Rob Martin (Chair), Leslie Anderson, Les Bjola, Lilja Chong, Arnie Hamilton, Al Hood, Moralea Milne, Ed Watson, Ron Mattson and Terry Young

ABSENT: Directors Darren Wright, Jennifer Jakobsen, Matt Sahlstrom, Lanny Seaton and Winnie Sifert

STAFF PRESENT:
Linda Barnes, Administrator
Wade Davies, Manager of Operations
Sue Dickson, Manager of Finance
Lisa Lehive, Recorder

PUBLIC PRESENT:
Carol Hamilton

ADOPTED October 20, 2016

CALL TO ORDER

1. The Chair called the meeting to order at 7:02 PM.

APPROVAL OF AGENDA

2. Item removed by the Chair under New Business: 8. a) Greater Victoria Labour Relations Association - Membership Changes. Brian Merryweather, Manager of Human Resources, is not here to speak on this issue.
Item added by the Chair under New Business: 8. d) Discussion regarding Big Screen Proposal.
Item added by the Chair under For Information: 9. b) Human Resources Report.
MOVED/SECONDED *BY DIRECTORS MILNE AND YOUNG THAT THE AMENDED AGENDA BE APPROVED.*
CARRIED

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** *BY DIRECTORS CHONG AND WATSON*
THAT THE MINUTES OF THE REGULAR MEETING HELD MAY 12, 2016 BE ADOPTED.
NO ERRORS, NO OMMISIONS
CARRIED

PUBLIC PARTICIPATION

4. N/A

CHAIRS REMARKS

5. The Chair gave the following remarks
   - The Chair thanked everyone for being open to change the date of the Board Meeting. Some Members attended the Saunders event on September 8, 2016. The Chair spoke on behalf on WSPR and thanked The Saunders Family for their contributions to the community.
   - The Chair spoke about WSPR events:
     - Rock the Shores was incredible. The staff did an amazing job.
     - Women to Warrior was a very special event.
     - Shamrocks had a great season. The Chair attended a game and even the fields were very busy. This shows how well used WSPR facilities are.
     - There were two Movies on the Hill; both had a great turn out. Bobbi Neal did a spectacular job organizing these events. There was a VIP section with popcorn that Used.ca sponsored.
   - For information: Dwight School is looking at building right beside Royal Roads University, and possibly using WSPR fields for school use.
   - The Chair noted that the more that you get involved in this organization, the more you realize what a jewel it is. The Chair hopes that Board Members are messaging that out to the municipalities.

STANDING COMMITTEES

6. **a) Finance**

Director Bjola (Finance Chair) gave the following remarks:

- The Finance Committee met today, September 14, 2016 at 5:30 PM.
- 2nd quarter finances are on track and on budget.
- We are aware and showing some revenue concerns based on the opening of the YMCA (Westhills). It will take some time to figure out the impact of the YMCA on WSPR.
- Preliminary budget discussion – more discussion to occur in Owners Group Update (8. c))
- The Finance Committee discussed the switch from CLASS to PerfectMIND Inc. which will be implemented by the middle of 2017.
- A grant was approved for half of a wheelchair accessible bus through Variety - The Children's Charity. The balance will be paid by monies from other areas that have come in under budget. This new bus will allow WSPR to have wheelchairs on out trips and will allow ASC expansion to Royal Bay.
- Point of Interest – In 2015, there were 6,394 new clients sign up at WSPR.

MOVED/SECONDED *BY DIRECTORS YOUNG AND MATTSON THAT THE FINANCE REPORT BE RECEIVED BY THE BOARD.*

CARRIED

b) Strategic Planning

- Linda Barnes noted that it has been difficult to get everyone together during the summer months for a meeting.
- The next scheduled meeting is on September 29, 2016 at 5:30 PM in the JDF Administration Meeting Room.

c) Policy

- N/A

ADOPTED October 20, 2016

OLD BUSINESS

7. N/A

NEW BUSINESS

8. **a) Greater Victoria Labour Relations Association – Membership Changes**
   - The Chair forwarded item to October Agenda.

b) West Shore / CUPE Local 1978 - Bursary Award
   - WSPRS has a 50/50 split with CUPE to award bursaries to deserving post-secondary students, dependants of CUPE members working at WSPRS.
   - Asking that the Board increase the annual budget for the award.

Motion that the annual budget for West Shore Parks & Recreation Society portion of Bursary Award be increased from $500 to $750.
MOVED/SECONDED *BY DIRECTORS YOUNG AND BJOLA THAT THE ANNUAL BUDGET FOR WSPRS PORTION OF BURSARY AWARD BE INCREASED TO $750.*
CARRIED

c) Owners Group Update
   - Director Bjola provided the following update:
     - The Owner's letter was discussed at length at the Finance Committee meeting today.
     - The letter did nothing to talk about the problem – which is governance.
     - Recommendation from the Finance Committee: The Finance Committee will put together a working committee to come up with a response to the letter. The committee will bring this forward to the Board for approval. The Board Chair will respond by letter to the Owners Group.

MOVED/SECONDED *BY DIRECTORS ANDERSON AND WATSON THAT A WORKING GROUP OF THE FINANCE COMMITTEE DRAFT A RESPONSE TO THE OWNERS LETTER ON BEHALF OF THE BOARD.*
CARRIED

   - Discussion ensued:
     - Director Bjola noted that the letter indicates the Owners Group will hire a consultant that would likely cost upwards of $50,000 to complete research that can be done by WSPR staff. This would also create unnecessary work for WSPR staff.
     - Director Young asked if the Owners Group has the ability to turn it back onto us?
       - The Chair noted that the Owners Group could force WSPR to hire this consultant. Director Bjola is proposing developing a suggestion to the Owners on how they can move forward.
     - Director Watson noted that there was a vibrant discussion at the Owners Meeting, and that the only thing that was decided on was the letter.
     - Director Anderson noted that the Owners letter may not be on scope enough to address the problems we have discussed before. It will beneficial to do something constructive; at least offer a solution for Owners to consider.
   - Timeline to draft response letter for Board approval:
     - The Chair asked if this be done before next Board Meeting?

ADOPTED October 20, 2016

- Director Bjola announced the first meeting of the Finance Committee working group to be held on Wednesday, September 21, 2016 at 6:30 PM (location TBD).
- Lisa Lehive to send out the meeting request and location information.

d) Big Screen

- Linda Barnes discussed the Victoria Grizzlies Hockey's Big Screen proposal:
  - WSPR was approached by the Grizzlies and the View Royal Casino to put a big screen into the south end of the Arena.
  - Multiple meetings occurred trying to get a business plan from the Victoria Grizzlies.
  - Linda noted that WSPR has said to the proponents that it is probably a good idea to have a big screen, but it is not something that can get done quickly.
  - Linda Barnes had agreed to bring the proposal to the Board Meeting to get a feeling from the Board.
- The Chair asked if Board Members had any issues with us moving forward with the Big Screen?
  - No Board Member had any issues.
  - The Chair noted that staff can take this as direction.

FOR INFORMATION

9. **a) Administrator's Report**

- Linda Barnes noted that it was a very busy and exciting summer.
- Director Milne asked how profitable Rock the Shores was.
  - WSPR netted $68,000, which was $11,000 over the projected profit of $57,000.

b) Human Resources Report

MOVED/SECONDED *BY DIRECTORS BJOLA AND YOUNG THAT THE HUMAN RESOURCES REPORT BE RECEIVED BY THE BOARD.*
CARRIED

c) Summer 2016 Highlights

- WSPR has the highest number of children with disabilities in our programs in any municipality.
- New programs were offered at Belmont and Royal Bay NLC spaces.
- The Roving Parks program is a free camp offered at 5 different parks throughout the West Shore. WSPR is very proud of this program. Allows children in different neighbourhoods to participate in a summer program for free.
- 1,500 children attended camps this summer.
- WSPR is focussed on offering new camp experiences as a lot of children that attend programs at WSPR come here from the time they are young. Outdoor Adventure Camp is a new camp geared towards older kids, and has been very successful this summer.

c) CTV Ad

- The newest CTV Ad was shown to the Board.
- The Chair explained that WSPR and CTV have a mutual agreement for advertising. There is no cost to owners for these ads.
- The Rec Report Radio Ad was also played for the Board.
  - Noted that the Rec Report changes each time it runs. This time the Rec Report promoted the 5-4-3 pass. The goal was to sell 200 passes which WSPR has sold as of today.

ADOPTED October 20, 2016

d) Goldstream News Gazette Article

- Director Watson asked who came up with the idea for StoryWalks?
    - The StoryWalk Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration the Kellogg Hubbard Library. West Shore Parks & Recreation began to use this idea as an activity to highlight the user-friendly trail around the JdF site in partnership with the Family Learning Tour. The Family Learning Tour is organized by the Westshore Literacy Connection. WSPR and the JdF Library work in partnership to offer complimentary activities as part of the stops on the tour. In the summer of 2016 StoryWalk Wednesdays were implemented with funding coming from the CRD Active transportation committee.

IN CAMERA

10. N/A

ADJOURNMENT

11. ***MOVED/SECONDED*** *BY DIRECTORS BJOLA AND YOUNG THAT THE MEETING BE ADJOURNED AT 7:39PM.*
CARRIED

ADOPTED October 20, 2016

CITY OF LANGFORD

RESOLUTIONS OF THE PLANNING, ZONING AND AFFORDABLE HOUSING COMMITTEE MEETING

Monday, October 24th, 2016

1. Application to Rezone 694 Hoylake Ave from R2 (One- and Two-Family Residential) to RM7 (Medium Density Apartment A) to permit the development of approximately 10 Townhouses units (File NO. Z16-0015)

That Council:

1. Direct staff to prepare a bylaw to amend the zoning designation of the property located at "694 Hoylake Avenue" from "R2"(Residential One- and Two-Family Dwelling) zone to "RM7A", (Medium-Density Apartment A) zone subject to the following terms and conditions:
    a) That the owner agrees to provide, as a bonus for increased density, the following contributions to the City, prior to issuance of a building permit:
        i. $3660 per unit towards the General Amenity Reserve Fund;
        ii. $610 per unit towards the Affordable Housing Reserve Fund;
    b) That the applicant provides, prior to Bylaw Adoption, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:
        i. That prior to building permit issuance the applicant provide a boulevard tree planting plan to the satisfaction of the City Planner and the Parks Director and that irrigation to the boulevard will be provided via hook up to the strata property at 694 Hoylake Avenue;
        ii. That prior to building permit issuance, the applicant provides full frontage improvements per Bylaw No. 1000 requirements, to the satisfaction of the City Engineer
    c) Authorize the Director of Planning to issue the setback variances described in Table 3 subject to the implementation of the boulevard planting plan secured by Covenant in item 1(b)(i) above.

2. Application for a Text Amendment to Bylaw 300 (Zoning Bylaw) to allow for a 7 storey Residential building and a separate Commercial building at 2326 and 2350 Millstream Road (File No. Z16-0021)

That Council:

1. Direct staff to prepare a bylaw to amend the text of the C6B (Neighbourhood Mixed Use Zone) zoning for the property at 2326 and 2350 Millstream Road as follows:
    a. Add the text "apartments on land shown as Area 1 in Schedule AL" to Section 6.43B.01

CONT ON PAGE 2

b. Delete the text in Section 6.43.04(1) and replace it with the following text " No building or structure for a commercial use only may exceed a height of 3 storeys; and
c. Delete the text in Section 6.43B.04 (2) and replace it with the following text "No building or structure for a building containing apartments or a mix of apartment and commercial uses may exceed a height of 7 storeys."
d. Amend Schedule AD of Zoning Bylaw 300 to reflect current fund contributions for residential units which is currently $3,660 per unit toward the General Amenity Reserve fund and $610 per unit towards the Affordable Housing Reserve Fund.
e. Delete the text in Section 6.43B.05 (1) and replace it with the following text "The Floor Area Ratio of all buildings within the Neighbourhood Mixed Use (C6B) Zone shall not exceed 0.8.".

2. That the applicant provide the following items prior to Public Hearing:
    a. The number of two bedroom units proposed for each building;
    b. A new Traffic Study to supplement the 2011 study; and
    c. A Parking Study.

3. That the applicant provides the following prior to Bylaw Adoption:
    a. Road dedication with respect to the following portions of the subject property:
        i. A corner cut road dedication at Treanor Avenue and Millstream Road to the satisfaction of the City Engineer and Bylaw No. 1000 Standards;
        ii. Road dedication along the Millstream Road frontage to the satisfaction of the City Engineer and Bylaw No. 1000 Standards;
        iii. Road dedication long the Treanor Avenue frontage if necessary to contain required frontage improvements;
        iv. Any additional road dedication necessary for the new BC Hydro transformer banks; and

    b. A Storm Water Management Plan to the satisfaction of the City Engineer;
    c. A Section 219 covenant, registered on title in priority of all other charges, that includes the following:

        i. The applicant will implement recommendations within the new traffic study prior to the issuance of a Building Permit, or Subdivision, whichever is first;
        ii. That the applicant will incur all costs relating to infrastructure upgrades, including off-site works, required to manage the subject property's drainage concern, as a condition of rezoning of the lands;
        iii. That as a condition of Building Permit, frontage improvements be provided to Subdivision and Servicing Bylaw No. 1000 standards, to the satisfaction of the City Engineer;

CONT ON PAGE 3

iv. That as a condition of Building Permit, a storm water management plan, as well as any upgrades to the DSA1 Infrastructure, be implemented to the satisfaction of City Engineer;
v. That as a condition of subdivision, a statutory of right away be registered in order to facilitate recommendations found in the storm water management plan;
vi. That prior to the issuance of a Development Permit the applicant must submit and receive approval of the FUS calculations for the site; and
vii. That prior to issuance of a Building Permit the applicant agrees to secure tenure of these apartment units to rental only for a period of no less than 10 years.

4. Authorize the Director of Planning to issue a variance in the Development Permit to reduce the required off street parking for an apartment outside of the City Centre to 1 space per unit.

5. Authorize staff to work with the owner to discharge the Section 219 covenant that requires amenity contributions for the commercial component of the proposed development.

3. Application for Development Variance Permit to vary the parking and setback requirements for a 6 unit stacked townhouse development located at 2691 Peatt Rd (File No. DVP16-0015)

That Council:

1. Direct staff to proceed with consideration of the following variances for 2691 Peatt Road:
   a) That Section 4.01.01 of the City of Langford Zoning Bylaw 300 be varied to reduce the number of required parking stalls from 2 stalls per dwelling unit to 1 stall per dwelling unit for Attached Housing and Townhouses;
   b) That Section 6.36A.06(2) be varied to reduce the interior side lot line setback from the required 3 m to 1.5 m; and
   c) That Section 6.36A.06(1) be varied to reduce the front lot line setback from the required 7.5 m to 0 m.

Subject to:

   d) the applicant providing $5,000 towards the General Amenity Reserve Fund, prior to the issuance of a Development Permit
   e) That the applicant provide a planting plan, prior to issuance of a building permit, to the satisfaction of the Director of Planning and the Parks Manager, to plant boulevard trees along the frontage of Peatt Road, and that irrigations are provided to the boulevard trees from 2691 Peatt Road.

4. Affordable Housing Program Criteria for Applicants (File No. POL-0012-PLAN)

That Council amend *Policy No. POL-0012-PLAN Affordable Housing Program Criteria for Applicants* as proposed in Appendix B of the report dated October 24th, 2016.

CITY OF LANGFORD

RESOLUTIONS OF THE PROTECTIVE SERVICES COMMITTEE

Tuesday, October 25th, 2016

1. West Shore RCMP Quarterly Mayors Report (RCMP)

That Council receive the West Shore RCMP Mayor's Quarterly Reports for First Quarter: January 1, 2016 – March 31, 2016, Second Quarter: April 1, 2016 – June 30, 2016, and Third Quarter: July 1, 2016 – September 30, 2016.

2. Disposal of 1989 Ford Fire Truck (Fire-Rescue)

That Council donate Engine 12 to the Cabo Mexico Fire Department.

3. 2015 CREST Annual Report (CREST Emergency Communications)

That Council receive the Capital Region Emergency Service Telecommunications (CREST) 2015 Annual Report.

4. Comparing the Options – Renewing the Auxiliary Constable Program (Bylaw)

That Council direct the CAO to prepare a cover letter to UBCM with a copy to the Ministry of Justice in support of Option 3 (Tiered Program) from the Discussion Paper "Comparing the Options – Renewing The Auxiliary Constable Program" by Lorne Fletcher and Don Devenney dated October 17, 2016 and include a copy of the discussion paper.

City of Langford
www.cityoflangford.ca

Staff Report

to

Council

Date: **November 7, 2016**

Department: **Fire Rescue**

Subject: **British Columbia Structure Firefighter Competency and Training Playbook (Playbook) and the Legislated Requirement for Council to Declare Its Firefighting Service Level**

Background

The Office of the Fire Commissioner of British Columbia provided the City of Langford with a document entitled "The British Columbia Structure Firefighter Competency and Training Playbook (Playbook)". The Playbook is intended for each local government across British Columbia to look at their Fire Services from within and declare its firefighting "Service Level". This Service Level is to be established in order to determine minimum training standards and to provide a level of safety to workers along with the public.

The Playbook was derived from the Fire Chiefs Association of British Columbia, Fire Services Liaison Group and the Coroner's Inquiry into the fire death of Clearwater Volunteer Fire Fighter Chad Schapansky.

The Playbook establishes and describes the minimum competencies required of firefighter roles in the following three (3) categories:

- Exterior Operations Level Firefighter
- Interior Operations Level Firefighter
- Full-Service Operations Level Firefighter

Pursuant to section 3(b) of the *Fire Services Act of BC,* each local government is to declare its firefighting service level in order to determine the minimum training standard to be met. This declared service level needs to be fully reflected in the fire department's operating guidelines, policies and training programs.

This Playbook and establishment of the local government service level are intended to provide an industry recognized minimum standard of training that utilizes, and bridges to, the current National Fire Protection Association (NFPA) Fire Fighter qualifications.

.../2

Commentary

Langford Fire Rescue is currently considered a Full Service Operations Fire Department and the proposed declaration as Full Service Operations Fire Department is supported through the operational guidelines and training programs established by the Langford Fire Rescues Service.

Upon Council formally declaring the desired service level, Bylaw 87 referred to as the "L.F.P.D. Bylaw" adopted April 1989 which in today's standard would be considered as the Establishing and Regulating Bylaw, will need to be updated to reflect current relative language and Councils direction for service levels.

Recommendations

That Council:

1. declare that Langford Fire Rescue is a Full Service Operations Fire Department and instruct staff to update Bylaw 87 to reflect Councils direction; OR
2. That Council indicate an alternative level of service, such as exterior or interior only.

Respectfully Submitted,

Submitted by:	Bob Beckett, Fire Chief
Concurrence:	Steve Ternent, Treasurer
Concurrence:	Jim Bowden, Chief Administrative Officer

:kb

Attached: BC Fire Service Minimum Training Standards
City of Langford Bylaw 87

British Columbia
Fire Service
Minimum Training Standards

Structure Firefighters
Competency and Training

PLAYBOOK

Second Edition
Amended: May 2015

Pursuant to paragraph 3(3)(b) of the *Fire Services Act* of B.C.

Acknowledgements

The Office of the Fire Commissioner wishes to acknowledge the contributions of the following organizations in the compilation, consultation, evaluation and drafting of the B.C. Fire Service Minimum Training Standards:

Fire Chiefs Association of British Columbia

British Columbia Fire Training Officers Association

It was through the efforts of these organizations as well as staff and other individuals within the fire service that this Playbook was created. In moving forward, the Playbook is intended to be a living document that will be periodically reassessed with a view to enhancing or clarifying aspects identified by the fire service.

Table of Amendments

Description	Effective Date
Original document issued	September 2014
Amended	May 2015

Overview

1. Purpose:

Under paragraph 3(3)(b) of the *Fire Services Act* (B.C.), the Fire Commissioner is required to establish the minimum standards of training required for fire services personnel in British Columbia. This Playbook sets out a competency-based ladder that provides for a minimum level of sequential training and operational requirements that must be met by each fire department. The Authority Having Jurisdiction will set the **Service Level** (refer to pages 10, 17 and 18) to be provided by its fire department, which in turn determines the minimum training Competencies that must be met by that department. The Playbook establishes the minimum training Competencies required and the standards from which they are drawn.

2. Scope:

This **Playbook** is applicable to all fire services personnel in British Columbia, as defined in the *Fire Services Act.* It covers all fire departments and fire services, including municipal and regional district fire departments, fire brigades, volunteer fire departments, and fire departments established as a society under the *Society Act* (B.C.). This **Playbook** does not apply to provincial Wildfire Management Branch resources.

For the purpose of this document, the term "Authority Having Jurisdiction" or "AHJ" describes the relevant local or regional government, or the entity (or persons) legally responsible for the organization and operation of the particular fire service.

This **Playbook** is intended to provide an industry recognized minimum standard of training that utilizes, and bridges to, the current National Fire Protection Association (NFPA) Firefighter qualifications. The training requirements are expressly tied to the **Service Level** provided by a fire department, as formally determined by the Authority Having Jurisdiction. This document and program establishes the minimum Competencies necessary to perform the role of a firefighter, instructor/Evaluator and Team Leader at each designated **Service Level**, as well as for the delivery of in-house training in such Competencies.

The **Playbook** addresses the principal functional or operational roles for each **Service Level** but does not encompass all roles or functions of the fire service. The **Playbook** is not intended to change or nullify any requirements or training related to other roles or functions in the fire service.

This document and program does not cover the minimum standards for the skills and training necessary to perform other advanced or specific functions/roles such as, but not limited to: Incident Commander, Driver/Operator, Incident Safety Officer, or Rapid Intervention Team. The training for such roles and functions must meet the requirements of the *Workers Compensation Act* (B.C.) and any other applicable statutory or regulatory requirements. These additional training requirements need to be considered by the AHJ when determining the **Service Level** to be provided by its fire service.

3. Principles:

It is the responsibility of each AHJ to select and declare its firefighting **Service Level**, which in turn determines the training Competencies that must be met by the fire service for which it is responsible. The **Playbook** standard outlines the minimum competencies which are drawn from the NFPA standards. The declared **Service Level** must be established as formal policy for the Department (whether by bylaw, policy or in contract) and needs to be fully reflected in the fire department's operating guidelines and policies. The AHJ's decision as to the appropriate **Service Level** for its fire service should be based upon:

- local conditions;
- consultation with representatives of local fire service delivery organization;
- availability of resources and the ability of those resources to respond;
- the realities of the community in terms of demographics, risks, travel distances, fire hall locations, equipment and staffing models; and
- the ability of the AHJ to financially support its fire department to enable it to meet all applicable training, safety and operational requirements for the chosen **Service Level**.

This **Playbook** establishes three **Service Level** options from which an AHJ may choose. Once a **Service Level** is established, each AHJ must ensure that its fire service meets the appropriate competency requirements as identified in the Competency ladder, as well as for the functions and roles not expressly covered by this **Playbook**. Ensuring compliance with minimum standard established in this **Playbook** is the responsibility of the AHJ.

As a competency-based program, formal certification (whether Accredited Certification or other third-party Certification), while encouraged, is not required by this **Playbook**. Each firefighter must be provided training and evaluation in all applicable Competencies, including theoretical classroom and hands-on practical skills, which are required by the chosen **Service Level**.

Assessments and evaluations of Competencies can be carried out internally by the AHJ so long as the evaluation instruments follow the criteria of this **Playbook** (and other applicable NFPA Standards) and that detailed records of firefighter training and evaluation are maintained.

4. Competencies

The **Playbook** establishes and describes the minimum Competencies required of firefighter roles in the following three categories:

- Exterior Operations Level Firefighter;
- Interior Operations Level Firefighter; and
- Full-Service Operations Level Firefighter.

In addition, the **Playbook** establishes three new supervisory responsibilities with related training Competencies or responsibilities. These are:

- Exterior Operations Level Team Leader;
- Exterior Operations Level Risk Management Officer; and
- Interior Operations Level Team Leader

The fire service has a number of well-established officer ranks within its structure. However, use of departmental officer rank identification is not included within this **Playbook** as such ranks do not necessarily signify an operational role on the fire ground. The supervisory roles and responsibilities identified above do not require new "positions" in the department; they simply reflect specific skills and training required to lead a functional crew or to ensure a department is meeting its administrative requirements. Each department must determine the number of these trained individuals required based on the **Service Level** it provides and its operational requirements. A department may choose, through its operational guidelines or policies, to associate the functional skills and training requirements for these supervisory positions to specific fire officer and incident command roles.

5. New Terminology:

Team Leader:

In this **Playbook,** the term **Team Leader** is applied to identify the individual, whether a firefighter or officer, responsible for a specific crew function at an emergency incident.

*Background: On the fire ground most departments operate in a manner whereby not all activities are supervised by an officer; commonly there are simply not enough officers for all the functions being performed. Usually a functional role being performed, such as ventilation, results in the identification and assignment of a **Team Leader**. This individual may commonly be referred to as the Ventilation **Team Leader**, or some other functional description. Frequently a senior or more qualified firefighter will lead the team, even if they are not of officer rank. This reality is identified and accounted for in this **Playbook**. This terminology also recognizes the reality of elected officers in some department structures who may not have advanced operational qualifications or skills necessary for providing supervision at an emergency scene.*

Team Leaders require additional Competencies to qualify them to provide appropriate supervision of the team for which they are responsible. This is a worker safety requirement under the *Workers Compensation Act* (B.C.) and related regulations, as well as being operationally sound. This **Playbook** therefore identifies the minimum training Competencies required for those individuals who will be assuming **Team Leader** roles within Exterior and Interior Operations **Service Level** departments. Nothing in this **Playbook** restricts Full Service Operations Level departments from appointing fully qualified firefighters to act as Team Leaders at an incident.

Risk Management Officer:

The **Risk Management Officer** is an administrative role that must be formally addressed by all "Exterior Operations **Service Level**" departments. The individual who fulfils this role is responsible for ensuring that the department has in place Operational Guidelines, training programs and other administrative processes that ensure safe and effective operations at all incidents. In this **Playbook,** the term **Risk Management Officer** is applied to identify the individual, usually a senior officer, responsible for overseeing the development and implementation of administrative processes which are necessary to ensure an Exterior Operations Level department practices safe and effective fire ground operations as a matter of principle.

*Background: Although the responsibilities that attach to the role of "Risk Management Officer" need to be met by all fire departments, this role is being mandated specifically for Exterior Operations **Service Level** departments, which typically will be the smaller departments in the Province. The intent is to ensure that these departments are formally addressing their obligations with regards to developing the administrative processes and guidelines that are necessary to implement the requirements of this **Playbook** as well as to ensure that a department meets its other statutory or regulatory obligations.*

This role and the attendant responsibilities of the **Risk Management Officer** are administrative. It bears no relationship to the operational roles of either the Incident Commander (IC) or Safety Officer (ISO) at an emergency incident (although it may be possible that an individual who fulfils the Risk Management Officer role in a department may also be qualified to act as an IC or ISO at an incident).

The **Risk Management Officer** may be the Fire Chief, or another member of the department, depending on the composition and structure of the department. This individual needs to have sufficient experience and/or appropriate training to ensure that he or she understands the administrative structures and processes that must be in place to guide a department's training, safety programs and operations.

6. Instruction, Evaluation and Records Keeping:

The Competencies required to act as an in-house instructor and evaluator of the training required by this **Playbook** are detailed within the document. There are clear expectations identified regarding the provision of training and the creation and management of training records. Training and evaluation can occur using either a third party training organization, or "in-house" by a department using its own instructors and evaluators. The decision on the most appropriate method for each department rests with the AHJ.

It is the responsibility of all fire departments/AHJs to be able to accurately identify record, edit and report out on a complete list of training records for each individual firefighter including specific training subjects covered at each training session. All training records must be kept in accordance with the requirements of the *Workers Compensation Act* (B.C.) and related regulations, and any other regulatory requirements.

7. Maintenance Training:

This **Playbook** identifies the minimum training Competencies required of all firefighters at each **Service Level**. The maintenance training for such Competencies is the responsibility of the Authority Having Jurisdiction and it is expected that this will be accomplished through ongoing skills maintenance training and education. This ongoing training must be duly recorded for each firefighter and officer as contemplated by section 6 above.

8. Transition:

This **Playbook** replaced the previous Minister's Order on training. It establishes a number of new, formal requirements for AHJs and fire departments, which will involve some consideration and take time to implement. It is the responsibility of each AHJ immediately to take steps to establish a **Service Level** policy for each fire service for which it is responsible, and to ensure implementation of the related training requirements. However, given the nature of the changes involved, a transitional period will exist until [30 June 2016]. By that date:

- each AHJ must formally have adopted a **Service Level** for each fire service for which it is responsible; and
- each fire service must have a training program which meets both the Playbook Competency Requirements and the other training requirements needed to deliver the services which it is mandated to provide.

In the interim, every AHJ and fire department must understand that the Competency requirements set out in the **Playbook** are a codified expression of the generally accepted training standards for fire department operations, although they now are expressly linked to different **Service Level**s. These standards were formerly required to be met under the previous Minister's Order on training.

Under British Columbia law, all employers are legally required to ensure that their employees are properly trained for their jobs and properly supervised while performing them. Where a formal **Service Level** and related training program has not yet been implemented, AHJs and fire departments must still meet this legal obligation and manage (or limit) their operations accordingly. Where a fire department undertakes operations for which its personnel are not adequately or appropriately trained or supervised, both the department and its AHJ face potential legal liability.

9. Authority to Amend:

The Fire Commissioner is empowered to make minor amendments in the form of corrections or clarifications to the content of the **Playbook** without approval of the Minister, providing there is no substantive change to the minimum standards outlined. Any other amendments are subject to the approval of the Minister pursuant to section 3 of the *Fire Services Act*. Amendments shall be posted to the Office of the Fire Commissioner (OFC) website.

Impact of amendments (Playbook or NFPA)

Where amendments to the **Playbook** are put into effect;

- A person that has met the specific competency requirements to perform roles or supervisory responsibilities is considered to have met those requirements and is not obliged to complete new requirements resulting from amendments in order to be able to continue in their role or supervisory responsibility. (**Exception**: where the **Playbook** specifically states that requirements shall be completed in addition to previous training)
- The **Playbook** references NFPA standards in effect at the time of the **Playbook's** most recent issue/revision. In the event of a change to Job Performance Requirement section numbers in the relevant NFPA standards, the original number and wording of those sections as referenced in the **Playbook** remain in effect until the **Playbook** itself is updated.

Definitions and Concepts

For the purpose of this **Playbook**, the following definitions and concepts apply:

Accredited Certification – in connection with fire service training, "Accredited Certification" refers to the situation where a firefighter:

- has been trained or qualified to meet or exceed a specific operational standard or job performance requirement; and
- has been successfully evaluated by or through an Accredited Entity .

Accredited Entity – refers to an institution or entity (an "Accredited Entity") which is recognized by an external agency (an "External Agency") such as ProBoard, IFSAC or such other organization as may be recognized by the OFC. An Accredited Entity has had its training evaluation processes reviewed and accredited by the External Agency, and is able, directly or through agents, to provide certified evaluations of training in relation to various NFPA Standards.

Authority Having Jurisdiction (AHJ) – for the purpose of this document the AHJ is any local government or other entity or organization that provides or oversees the provision of fire services in British Columbia.

BCERMS – means the British Columbia Emergency Response Management System, an incident command system established pursuant to the *Emergency Program Act* (B.C.).

Certification– in connection with fire service training, certification refers to the situation where a firefighter has been trained or qualified to meet or exceed a specific operational standard or job performance requirement AND has been certified by an external third party organization.

Competency– references to a "Competency" or "Competencies" in this **Playbook** refers to the knowledge and skill components of the job performance requirements for the role or function

involved, as referenced in the relevant NFPA Standard (unless otherwise expressly noted). Competency is achieved when a firefighter is trained or qualified and evaluated to meet the operational requirements of a given NFPA Standard (or portion thereof). Accredited Certification or other Certification of the training involved is not expressly required. Qualification for a particular **Service Level** will be recognized if the training and evaluation records of a firefighter clearly demonstrate that, for a given role or function, he or she has met all relevant Competencies.

Exterior Operations – is the **Service Level** that includes firefighting activities restricted to the control and/or extinguishment of fire from a position external to the building or object in question, and outside of any IDLH environment, as described at page 17 below.

Full Service Operations – is the **Service Level** that includes activities that are undertaken by firefighters and officers trained in the full spectrum of Competencies outlined in the NFPA 1001 Firefighter 2, *Standard for Fire Fighter Professional Qualifications* as well as the relevant competencies of NFPA 1021 *Standard for Fire Officer Professional Qualifications* for officers, as described at page 18 below.

IDLH (Immediately dangerous to life and health) - refers to incident conditions that present an immediate threat to a person's safety through inhalation or exposure (e.g. smoke, noxious vapor, super-heated air), and includes any oxygen-deficient atmosphere or any untested confined space.

Incident Commander – is a designated and specifically trained individual responsible for safety, strategies and tactics during any fire service operation.

Incident Safety Officer or ISO – is a member of the command staff at an incident who is a trained firefighter with fire ground experience and appropriate training, responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety at an incident.

Interior Operations – is the **Service Level** that authorizes firefighting activities that include entry into structures and objects with the purpose of control and/or extinguishment of fire. This requires use of specialized protective equipment and procedures not covered by the training provided in relation to Exterior Operations **Service Level** as described at page 17 below.

Maintenance Training – ongoing training provided to firefighters and officers to ensure previously acquired skills, abilities and knowledge are retained at a level sufficient to meet the associated Competencies.

NFPA Standards – Various National Fire Protection Association standards, including the *Standard for Fire Fighter Professional Qualifications*, are referred to or incorporated by reference in this **Playbook**. Individual NFPA standards are generally referred to by their number (e.g., NFPA 1001 for the *Standard for Fire Fighter Professional Qualifications*). Pursuant to the *Fire Services Act* (BC) and this **Playbook,** NFPA standards have been identified in British Columbia as the standards upon which all firefighter Competency will be based and evaluated. The most current version of the relevant NFPA standard must be used, subject only to the "Impact of Amendments" section above.

Prior Learning Assessment – means a process implemented by a department or AHJ to assess the relevant Competencies of individual firefighters or officers, based on their existing training and experience.

Rapid Intervention Team (RIT) – a dedicated crew of firefighters, at a minimum trained to conduct Interior Operations as set out in this **Playbook** and assembled within the time frames required under s. 31.23(4) of the *Occupational Health and Safety Regulation* under the *Workers Compensation Act,* ready to engage in firefighter rescue operations.

Risk Management Officer – an administrative role created within this **Playbook** framework to ensure that External Operations Level fire services are identifying and managing the risk and safety aspects of their operation. Areas of responsibility for this role include: training program design, training records management, Bylaw management, Operational Guidelines, fire department adherence to applicable regulations and standards, and other non-fire ground administrative matters related to safety and risk, including those prescribed under the *Workers Compensation Act* (B.C.).

SCBA (Self-contained breathing apparatus) - is purpose-designed and built for firefighters to allow for operations in and around dangerous atmospheres or in IDLH situations.

Service Level – means the level of service to be provided by a fire department, as determined by the department's AHJ. The AHJ may select a **Service Level** from among one of the following options: Exterior Operations, Interior Operations or Full Service Operations.

Team Leader – a firefighter or officer trained and/or qualified to lead a team of firefighters in the undertaking of a fire ground task, or set of tasks, as applicable to the operational **Service Level** provided by the department. Team Leader qualifications are not based on, or necessarily applicable to, a department rank. Requirements for Team Leaders are set out in the Standards and Requirements sections of this document.

Instructor and Evaluator Competencies

Training and evaluation may be administered via third party providers, or be conducted "in-house" by qualified department personnel. The following section principally describes the requirements for "In-House" delivery of **Playbook** training related requirements, though the records keeping requirements apply regardless of how a department chooses to deliver training to its members. Where a department has decided to use a third-party training provider, it should ensure that the training provided addresses the Competencies set out in this **Playbook**.

Regardless of which **Service Level** is selected, each AHJ and department must ensure its training program meets the requirements of the *Workers Compensation Act*, including section 31.4 of the *Occupational Health and Safety Regulation*, which provides as follows:

> **"31.4 Instruction and direction**
>
> The employer must ensure the adequate instruction and direction of firefighters in the safe performance of their duties."

1. **Instructor Competencies** for "In-House" training delivery

For clarity, in this section and in section 2, references to the "Training Officer" means the fire department member who is responsible for overseeing the in-house delivery of training to other fire department members, and the evaluation of such training. The use of this term is not meant to prescribe an actual title to the position as assigned by a department.

Exterior Operations Level:

- The Training Officer responsible for overseeing the delivery of Exterior Operations Level training to firefighters must already have achieved the Competencies specified for the Exterior Operations **Service Level** and have successfully trained to the competencies of one of the following:
    - Fire Service Instructor 1 (NFPA 1041), or
    - Train the Trainer course *(see matrix for competencies)*

- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

Interior Operations Level:

- The Training Officer responsible for overseeing the delivery of Interior Operations Level training programs must hold the NFPA 1001 Competencies specified for the Interior Operations **Service Level**, and either the:
    - Training Competencies noted in relation to the Exterior Operations **Service Level**; or
    - Competencies of a Fire Service Instructor 1 (or higher) under NFPA 1041.
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

Full-Service Operations Level:

- The Training Officer responsible for overseeing the delivery of Full-Service Operations Level training programs must have met the Competencies for NFPA 1001-FF2 **and** the Competencies as a Fire Service Instructor 1 (or higher) under NFPA 1041.
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

2. **Evaluator Competency** requirements for "In-House" training delivery

   Oversight: The oversight of the evaluation processes used by a department for its in-house training program is the responsibility of the Training Officer who has oversight of the delivery of the training being provided.

   Specific Evaluations: For each **Service Level**, an individual who is responsible for conducting a specific evaluation of another firefighter's or officer's Competency must already have achieved that Competency and been determined by the department as capable of conducting such evaluation.

3. **Training Records**

   Each department is responsible for keeping accurate and current records of the training and certifications of each of its firefighters and officers. Third-party training providers and individual departments also are required by WorkSafe BC to track training and maintain individual training records for each firefighter and officer.

4. **Bridging and Prior Learning Assessment**

   The **Playbook** is expressly designed to enable bridging from an existing **Service Level** to a higher **Service Level**. The Office of the Fire Commissioner may, from time to time, provide additional guidance regarding the specific Competencies required to be obtained to move from one **Service Level** to another, or from a previous level of training to one of the **Service Levels** established under the **Playbook**.

   In terms of Prior Learning Assessment for firefighters who may have previous training, at whatever level, the onus is on the AHJ and the department to put in place appropriate processes to determine whether the prior experience and training of a firefighter meet the training Competencies needed for the department's **Service Level**.

   This assessment may be performed internally by a department or be undertaken by an external third party assessor. An assessor must, as a minimum, already have the Competencies in respect of which the assessment is being performed.

   The assessment may take into account the experience, prior training and any Accredited Certification or other Certification, of an individual firefighter or officer. The assessment must be formally documented, including identifying the factors upon which equivalency to the relevant Competencies was determined.

5. **Important Considerations for local decisions on Service Level and Training**

   It is important to recognize that a number of the Competencies may not be applicable for all jurisdictions (e.g. fire hydrants). Therefore, the AHJ may choose to identify the Competencies that do not have application in their jurisdiction. Where training is to be limited based on local circumstances, these limitations must be identified either in the **Service Level** Policy Statement or operational policies which implement it, and must be reflected in the training program description and evaluation processes.

In addition, this **Playbook** is not an "all encompassing" program: additional training and Competency in specific skill areas are required for a department to operate at an emergency incident. These additional Competencies include matters such as driver training, pump operations, rapid intervention team, incident safety officer and others. These aspects of fire service function are beyond the scope of this **Playbook**, but are critical areas that must be addressed to enable a department to deliver services under any of the chosen **Service Levels**.

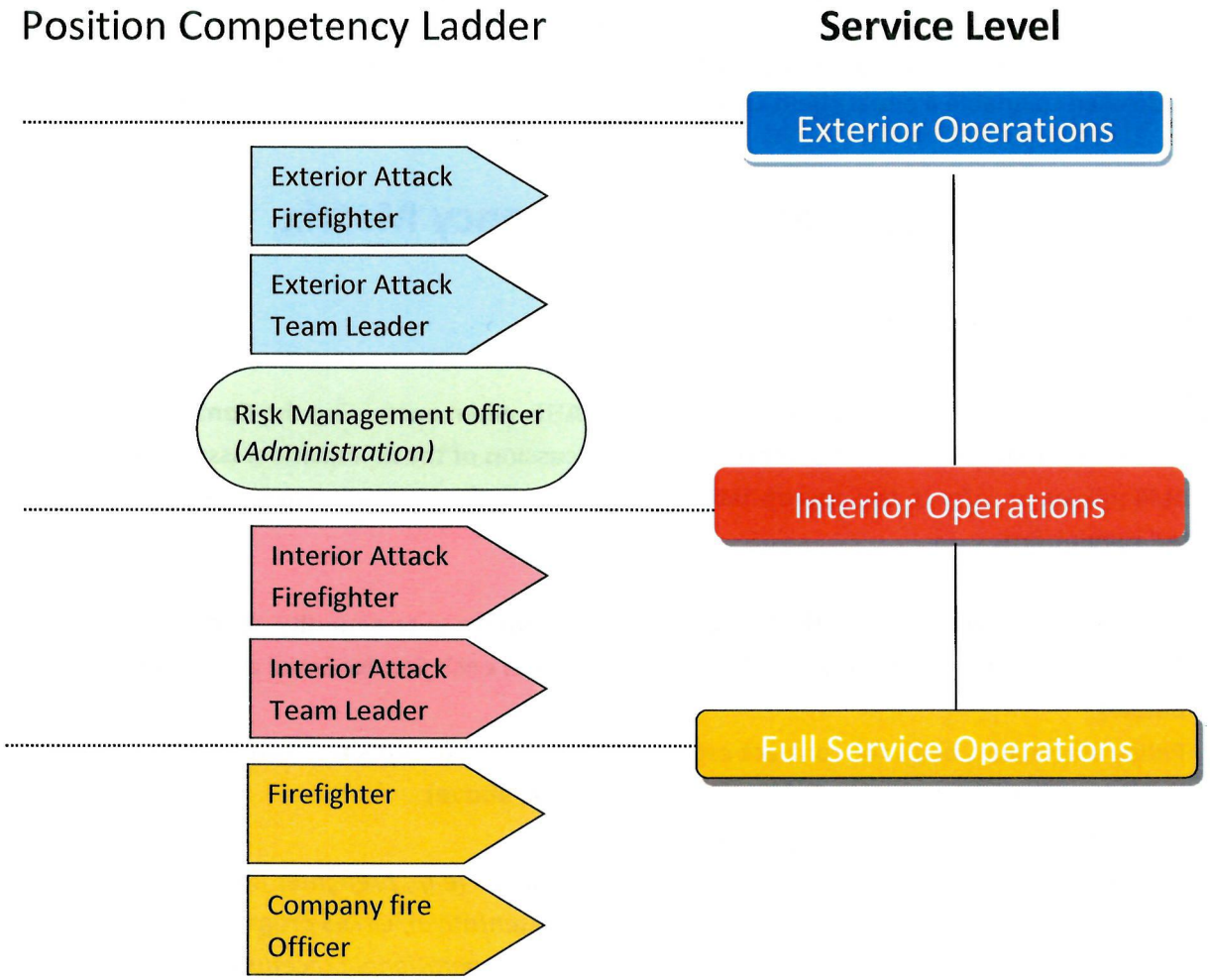
.

BC Firefighter Competency Matrix

Summary of Requirements

This summary is provided to assist departments and AHJs when examining the Competency Matrix. Readers should review the more detailed discussion of these individual issues elsewhere in this Playbook or refer to the appropriate requirements in the *Workers Compensation Act* and related regulations.

- **Determination by the AHJ of the Service Level appropriate to community needs (see section 3, "Principles" at page 4 above, and the descriptions of each Service Level at pages 17 to 18 below)**
- **Policy Statement, bylaw or contract establishing fire department's authority and Service Level (see Overview, section 3, "Principles" at page 4, above)**
- **WorkSafe BC firefighter coverage in place**
- **WorkSafe BC safety and functional requirements in place** *(e.g., firefighter fitness records, Employer/Worker joint committee (or employee representative), OH&S program, Rapid Intervention Team OG, other OGs covering fundamental operational procedures, etc.)*
- **A comprehensive process for recording and retaining Training Records which meet the requirements of the *Workers Compensation Act* (B.C.) and this Playbook (Instructions, Evaluations and Record Keeping, section 6, "Training Records" at page 6 above, and "Training Records" at page 12 above)**
- **Appropriate equipment and apparatus available to deliver the declared Service Level requirements**



**** Each level in the Competency Ladder has identified requisite minimum training requirements described within the Playbook that must be met.**

	Train the Trainer Competencies	Job Performance Requirements (NFPA 1041 Competencies)	**Training Officer**
	4.2.1 – 4.2.4 / 4.3.2 – 4.3.3 / 4.4.1 – 4.4.4 / 4.5.1 – 4.5.3 and 4.5.5		

	The following Competencies extracted from NFPA 1001 – FF1 must be met to achieve the requirements for Exterior Ops Firefighter *(specific Competency lesson plans and evaluations are available from the OFC and partner training provider agencies)*	Job Performance Requirements (Exterior Firefighter Competencies)	**Exterior Operations - Firefighter**
	Emergency Scene Traffic NFPA 1001 5.3.3		
	Safety & Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18		
	PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1		
	Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1		
	Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2		
	Ventilation NFPA 1001 5.3.11, 5.5.1		
	Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2		
	Ladders NFPA 1001 5.3.6, 5.5.1		
	Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584		
	Introduction to Basic Fire Behavior and Building Construction NFPA 220, NFPA 921, NFPA 1001 5.3.11, 5.3.12, 5.3.13 NFPA 5000		
	Dangerous Goods or Hazmat Awareness *(from NFPA 472)*[1]		
	Gas & Electrical Safety for Firefighters *(supplied by a BC Utility utilizing an evaluation mechanism)*[2]		
	Incident Command System 100 *(from BCERMS curriculum)*[3]		
	All of Exterior Operations Firefighter PLUS completion of the following Competencies from NFPA 1001 – FF1	Job Performance Requirements (NFPA 1001 – FF1 Competencies)	**Interior Operations - Firefighter**
	Organization, Safety and Communications NFPA 1001 5.2.4		
	RIT Training – pertinent to jurisdictional hazards NFPA 1001 5.3.9 NFPA 1407, NFPA 1500		
	Self-Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9		
	Search and Rescue NFPA 1001 5.3.9		
	Fire Behavior NFPA 1001		
	Fire Extinguishers NFPA 1001 5.3.16		
	Building Construction NFPA 1001 5.3.11, 5.3.12		
	Forcible Entry NFPA 1001 5.3.4		
	Ventilation NFPA 1001 5.3.12		
	Loss Control NFPA 1001 5.3.13, 5.3.14		
	Live Fire Exterior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19		

	All of NFPA 1001 – FF2 Competencies (except Hazmat and Medical Response) and with the addition of:	Job Performance Requirements (NFPA 1001 – FF2 Competencies)	**Full Service Operations - Firefighter**
	Live Fire Exterior and Interior		
	Hazmat Operations ***(NFPA core competencies plus 6.6.1.1.2)***		

	Completion of the Operational Firefighter requirements for <u>either</u> the Exterior or Interior Service Level <u>PLUS</u> the following Competencies from NFPA 1021: [4]	Job Performance Requirements (NFPA 1021 – Competencies)	**Team Leader Exterior & Interior**
	Incident Command and Fire Attack NFPA 1021 4.1.1, 4.2.1, 4.2.2, 4.2.3		
	Pre-Incident Planning, Size-up and Incident Action Planning NFPA 1021 4.5.2, 4.5.3, 4.6, 4.6.1, 4.6.2		
	Fire ground Accountability NFPA 1021 4.6.1, 4.6.2		
	Live Fire – Exterior *(Recommended for Exterior Operations)* **NFPA 1001 5.3.7, 5.3.8, 5.3.10**		
	Live Fire Exterior and Interior *(Recommended for Interior Operations)*		
	Completion of the Team Leader requirements for the Exterior Operations level <u>PLUS</u> the following courses (1 from each area):		**Risk Management Officer**
	Incident Action Planning (NFPA 1021 4.6.1, 4.6.2) [5]	**One of**	
	Incident Safety Officer NFPA 1521 6.1 – 6.7.2 *(operational)*		
	FCABC/LGMA: Effective Fire Service Administration	**One of**	
	Beyond Hoses and Helmets, or equivalent *(administrative)*		
	Fire Officer 1 (NFPA 1021)	Job Performance Requirements (NFPA 1021 – Competencies)	**Company Fire Officer**
	Incident Command 200		
	Fire Service Instructor 1 (NFPA 1041 Chapter 4)		
	Emergency Scene Management (4.6.1, 4.6.2)		

Footnotes:

1. Can utilize any training provider, including internal, that meets the competencies of NFPA 472 – Awareness Level
2. Can utilize any program, developed by a registered Gas or Electrical Utility within the Province of BC, which includes an evaluation instrument based upon current recommended practice
3. Can utilize any training provider, including internal, using certified training and evaluation based upon the BCERMS model
4. Can utilize any training provider, including internal, that meets the competencies of NFPA 1021 – Fire Officer Professional Qualifications
5. Requires a training program with subject matter covering areas such as strategies and tactics, fire ground command and emergency scene management

Exterior Operations Service Level

Exterior Operations Level fire service firefighters shall not enter any building, vehicle, dumpster or other object if an IDLH atmosphere is present. If an IDLH atmosphere is present, Exterior Operation firefighters shall only engage in external fire suppression activities. Operational Guidelines that restrict them to Exterior Operations must be written and enforced by the department, even though they may possess equipment that would otherwise permit them to respond at a higher level.

On occasions where the department responds to a simple incident and an IDLH atmosphere does not yet exist, it is reasonable to address the issue from inside the structure. However, if an IDLH atmosphere develops or the fire progresses beyond the object of origin, or the environment or structure become compromised in any way, all firefighters must immediately withdraw to the exterior and combat the situation from the outside. Where the IDLH atmosphere no longer exists as a result of fire suppression operations or otherwise, subject always to an appropriate risk assessment by the Incident Commander, it may be appropriate for members of an Exterior Operations **Service Level** department to enter the structure.

Where there is a potential risk of an IDLH atmosphere developing, or risk from smoke or particulate matter when conducting external operations (including overhaul), SCBA must be worn in accordance with WorkSafe BC requirements.

Exterior Operations Team Leaders are trained to supervise exterior operations only.

The Exterior Operations Risk Management Officer is an administrative role focused on ensuring departmental safe work practices and adherence to the **Playbook** requirements and other relevant regulations and standards.

The Exterior Operations **Service Level** applies to all external fire ground operational functions except support positions such as, but not restricted to: rehab/first aid, first medical responder, vehicle driver. Specific training for these roles, and applicable to the hazards involved, is still required for these positions and must be addressed elsewhere in departmental training programs.

Interior Operations Service Level

Interior Operation Fire Departments may engage in internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other small structure. Interior Operations may also include larger or more complex structures that the AHJ has assessed and pre-planned for, such that it determines the structure to be safe for Internal Operations qualified firefighters. Firefighters must be trained specifically to the risks associated with these structures.

Interior Operations Level fire services will have Operational Guidelines, that must be written and enforced by the department, that describe advanced training in fire operations activities that allow for a calculated fire attack within permitted structures and objects.

Interior operations must be undertaken in accordance with the requirements of WorkSafe BC (including, in particular, s. 31.23 of the *Occupational Health and Safety Regulation).*The Incident Commander must recognize the need, and staff appropriately, for a Rapid Intervention Team (RIT) with trained firefighters following the WorkSafe BC requirements.

Interior Operations Team Leaders are trained to supervise interior operations. Team Leaders must follow established Operational Guidelines or Procedures for safety during all fire ground operations.

Full Service Level

Full Service Operations Fire Departments are equipped and have completed the appropriate training identified in this **Playbook** to provide a full spectrum of fire services. These services are based on the Competencies included within the NFPA 1001 Firefighter 2 Standard and relevant NFPA 1021 Fire Officer Standards.

Full service fire departments will have Operational Guidelines that must be written and enforced by the department, that describe advanced training in fire operations activities.

These fire departments are organized such that the suppression activities that occur are based on response protocols which include the appropriate staffing levels, and number and type of apparatus on scene.

Playbook Compliance Checklist

(Fire Department Internal Use – to assist in determining compliance)

Department Name: _____ **Date:** _____

Fire Fighter Competency and Training Playbook Checklist
1. Does your local government have a bylaw to establish the fire department or if you are a registered society, do your constitution and bylaws provide the mandate to establish a fire department? Yes ☐ No ☐ ***Note:*** *If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", identify the functions that the fire department is authorized by the local authority to deliver?*
2. Is your local authority/registered society registered with WorkSafe BC? Yes ☐ No ☐ ***Note:*** *If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan.*
3. Is there a policy statement determining if the fire department will provide either a defensive/exterior or an offensive/interior structure fire attack type for fire suppression? Yes ☐ No ☐
4. Is there a policy statement determining the training standards to which the fire department will train? Yes ☐ No ☐ ***Note:*** *If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", what standards have been adopted for the fire department?*
5. Who coordinates your department's firefighter training? Please list positions:
6. Is there a Training Records database and records management system that provides detailed records for the training of each firefighter? Yes ☐ No ☐
7. Does the training records system maintain records for every members training in perpetuity (their lifetime)? Yes ☐ No ☐

Fire Department Service Level Identification	Yes	No
Exterior Operations – Buildings, Vehicles, Dumpsters		
Interior Operations – Simple structures		
Full Service		
Other Comments		

_____ _____

Name of Individual completing the Checklist *Title/Position*

Training Organizations

(Information only)

The following professional organizations can assist with agency direction and training provider contacts:

FCABC – **Fire Chiefs Association of BC** www.fcabc.ca

BCFTOA – **BC Fire Training Officers Association** www.bcftoa.com

OFC – **Office of the Fire Commissioner of BC** http://embc.gov.bc.ca/ofc/index.htm

BC Wildfire Management Branch www.bcwildfire.ca

FPOABC – **Fire Prevention Officers Association of BC** www.fpoabc.bc.ca

FNESS – **First Nations Emergency Services Society of BC** www.fness.bc.ca

LANGFORD FIRE PROTECTION DISTRICT

IN THE PROVINCE OF BRITISH COLUMBIA

BY-LAW 87

Being a By-Law of the Langford Fire Protection District, hereinafter referred to as the "L.F.P.D. BY-LAW", to provide for The Operation of a Fire Department.

WHEREAS Langford Fire Protection District was created by Letters Patent the 31st day of January, 1947;

AND WHEREAS the Trustees have deemed it advisable to pass Regulations pursuant to Section 827 (1) of the Municipal Act to better define the operation and authority of the Fire Department created to serve the Langford Fire Protection District;

1. Interpretation

In this By-Law, unless the context otherwise requires,

"apparatus" means any vehicle provided with machinery, devices, equipment or materials for firefighting as well as vehicles used to transport firefighters or supplies.

"authorized" means authorized by the Chief of the Fire Department.

"approved" means approved and acceptable to the Fire Chief of the District.

"Board" means the Board of Trustees of the Langford Fire Protection District.

"B.C. Fire code" means the B. C. Fire Code Regulation under the Fire Services Act.

"building" means a structure that is used or intended to be used for supporting or sheltering persons or animals or property, except those prescribed by regulation as exempted from the Building Code.

"career member" means a member within the permanent, fulltime staff of the Fire Department.

"District" means the Langford Fire Protection District.

"equipment" means any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency.

.../2

"Fire Chief" means the person duly appointed as such from time to time by the Board and includes any person appointed or designated by the "Fire Chief" to act on his behalf.

"garbage" means refuse from a kitchen consisting of meat, vegetable matter, egg shells and other like matter, including plastics.

"incident" means a fire or a situation where a fire or explosion is imminent, and includes a rescue, and threat to life situation.

"L.F.P.D." means the Langford Fire Protection District.

"member" means any person or officer that is duly appointed by the Fire Chief as a member of the Fire Department and is registered as an employee of the District or a Volunteer Fire Department member.

"occupancy" means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property.

"officer" means any member of the Fire Department holding the rank of:

1) Fire Chief
2) Deputy Fire Chief
3) Captain
4) Lieutenant

"premises" means a house or building together with its grounds and appurtenances.

"Officer in Command" means the highest ranking Officer in attendance at an incident. In the event that an Officer is not in attendance at an incident, the most senior member in attendance at that incident will assume command in accordance with Section 9 hereto.

PART I - ADMINISTRATION

2. Confirmation of Fire Department

2.1 A Fire Department is hereby established and is known as the Langford Volunteer Fire Department.

2.2 The Trustees shall determine the remuneration of all career members of the Fire Department and volunteer members.

.../3

2.3 The Fire Department shall conduct its operations from 2775 Millstream Road, in the District of Langford in the Province of British Columbia and at such satellite locations as may be established from time to time by the Trustees.

2.4 The Trustees may enter into a contract or management agreement with all non-union management employees.

2.5 The Trustees may contract with the employees represented by Local 2848 of the International Association of Firefighters.

2.6 All contracts and agreements must contain the signature of both parties and District seal (M.A. 827-2).

2.7 The Deputy Chief shall report to and carry out the orders of the Fire Chief, and in the absence of the Fire Chief have all the powers and shall perform all the duties of the Fire Chief.

3. Confirmation and Appointment of Fire Chief

3.1 The position of Fire Chief as established is hereby confirmed.

3.2 The Fire Chief shall be appointed by a Resolution of the Board.

4. Responsibilities and Duties of Fire Chief

4.1 The Fire Chief is the Director of the Fire Department and is responsible for the efficient management of firefighters, apparatus, equipment and the provision of fire prevention and protection services to the District. The Fire Chief shall ensure that the Fire Department is manned with a balance of trained career and volunteer officers and members in accordance with the Board policy and direction.

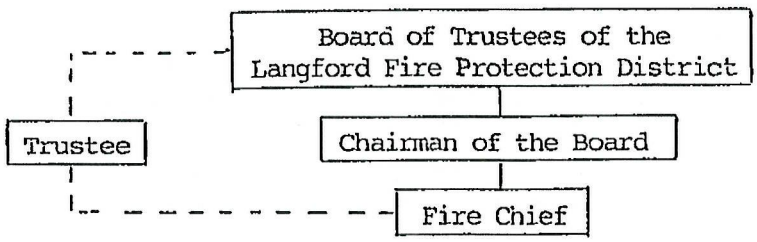
4.2 The Fire Chief, subject to ratification by the Trustees, shall establish rules, regulations and policies, necessary for the proper organization and administration of the Fire Department including, but not limited to:

a) the use, care and protection of Fire Department property;
b) the conduct and discipline of officers and members of the Fire Department;
c) the safe and efficient operation of the Fire Department; and
d) the duties and responsibilities of officers and members.

4.3 The Fire Chief shall receive directives from the Board of Trustees through the Chairman of the Board of Trustees or his representative only and may request them to be in writing. This does not preclude counsel between the Fire Chief and any Board Member. The Fire Chief is not bound by the counsel of any individual Board Member.

.../4

4.3 (cont')



4.4 The Fire Chief shall submit to the Board of Trustees for its approval an annual operations budget for the Fire Department.

4.5 The Fire Chief shall be responsible for all fire protection matters including the enforcement of the Fire Services Act and regulations thereunder, and shall assume the responsibilities of the Local Assistant to the Fire Commissioner.

5. Appointment and Accountability of Officers and Members

5.1 All Volunteer members shall be selected by the Fire Chief. The Fire Chief shall bring forward the names of any new members at the next regular meeting of the Board of Trustees for ratification of their appointment.

5.2 Career members shall be appointed by the Board of Trustees on the recommendation of the Fire Chief.

5.3 Volunteer Officers shall be selected by a committee consisting of:

a) Deputy Fire Chief
b) Captain
c) Captain
d) Lieutenant

The committee shall present their selection to the Fire Chief for appointment.

5.4 Volunteer Officers shall be appointed in sufficient numbers to provide adequate supervision at incidents and during training.

5.5 Both Career and Volunteer Officers are accountable to the Fire Chief for the actions and affairs of the members under their command.

5.6 All Officers are responsible for ensuring that any and all applicable District and Fire Department Policies, Procedures, Rules and Regulations are adhered to by members.

5.7 The Fire Chief shall be responsible for the dismissal of volunteer members of the Department.

5.8 The dismissal of volunteer members of the Fire Department may be subject to review by the Board of Trustees.

.../5

6. Fire Chief May Appoint Designate

6.1 The Fire Chief may appoint or designate other Officers of the Fire Department to act as Fire Chief on his behalf.

7. Rank Structure of Fire Department

7.1 The rank structure of the Fire Department, in descending order of seniority, shall be as follows:

a) Fire Chief
b) Deputy Fire Chief
c) Assistant Chief
d) Captain
e) Lieutenant
f) Firefighter

8. Jurisdiction of Fire Department and the Fire Chief

8.1 The limits of the jurisdiction of the Fire Chief and the Officers and members of the Fire Department will extend to the area and boundaries of the District as established by Letters Patent and no part of the fire apparatus shall be used in response to an incident beyond the geographical limits of the District except where:

a) The express authorization of a written contract or agreement provides for the supply of firefighting services outside the District boundaries, or

b) There is prior approval by a Resolution of the Trustees, or

c) There is, in the opinion of the Senior Officer, a compelling reason to respond.

8.2 The Fire Chief has complete responsibility and authority over the Fire Department subject to the direction and control of the Board to which he shall be responsible, and in particular he shall be required to carry out all fire protection activities and such other activities as the Board directs.

8.3 a) The Fire Chief may from time to time adopt directives and regulations to promote the proper, safe and efficient administration and operation of the Fire Department, to be known as STANDING DIRECTIVES. These will be kept on file on a clipboard and signed by the Fire Chief and he may vary, alter or repeal such Rules and Regulations as he shall from time to time deem fit and necessary.

.../6

8.3 b) Distribution of Standing Directives:

i) Fire Chief
ii) Deputy Fire Chief
iii) Officers
iv) District Secretary (Master Copy)
v) One posted in plain view at each Firehall
vi) Communication Division

c) At the end of each year these Standing Directives shall be reviewed by the Chief and subject to Trustees approval, added to the Policies and Procedures of the Department when they are considered to be of continued importance.

PART II - FIRE PROTECTION

9. Control, Direction and Management at Incident

9.1 The Fire Chief, or any Officer in Command at an incident, shall have control, direction and management of all Fire Department apparatus, equipment, or manpower assigned to an incident and, where an Officer in Command is in charge, he shall continue to act until relieved by a Senior Officer.

10. Authorization to Enter onto Premises and Property

10.1 The Fire Chief, or any Officer in Command at an incident, is empowered to enter premises or property where the incident occurred and to cause any member, apparatus or equipment of the Fire Department to enter, as he deems necessary, in order to combat, control or deal with the incident.

10.2 The Fire Chief, or any Officer in Command at an incident, is empowered to enter, pass through or over, tear down or remove, buildings or property adjacent to an incident and to cause members of the Fire Department and the apparatus and equipment of the Fire Department to enter or pass through or over buildings or property, where he deems it necessary to gain access to the incident or to protect any person or property.

11. Obstruction of Fire Department in Performance of Its Duties

11.1 No person shall impede, obstruct, abuse or in any way hinder the Fire Chief or any Officer in Command, or any Officer or member of the Fire Department in attendance at any incident, or any other person in attendance at any incident under the direction of the Fire Chief or Officer in Command.

.../7

12. Failure to Comply With Order or Direction of Fire Department

12.1 Anyone who fails to comply with an order or direction of the Fire Chief, or any Officer in Command, or any Officer or member of the Fire Department engaged at any incident, may be forcibly removed from the scene of any such incident by a Peace Officer or Officer or member of the Fire Department.

12.2 No person shall damage or destroy Fire Department Apparatus or Equipment.

12.3 No person at an incident shall drive a vehicle over any hose or other equipment without permission of the Fire Chief or the Officer in Charge.

12.4 The Fire Chief at a fire is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, property, structures or things.

13. Evacuation of Buildings

13.1 The Officer in Command is empowered to order the evacuation of any building that is directly involved with fire or other risk to life. The Fire Chief, or his designate, is empowered to order the evacuation of a building, structure, or area which in his opinion is endangered by fire or other risk to life. In such cases no person, other than the Fire Chief, the Officer in Command, an Officer or member of the Fire Department, Peace Officer, or other person authorized by the Fire Chief or Officer in Command shall remain in or shall enter those buildings, structures or areas.

14. Demolition of Buildings

14.1 The Fire Chief at any incident is hereby empowered to cause to be pulled down or demolished any buildings, structures, or trees, or anything which may be an obstacle, when he considers it necessary to do so in order to prevent the spread of any fire.

15. Commandeering of Privately Owned Equipment

15.1 The Fire Chief at any incident is hereby empowered to commandeer privately owned equipment which he considers necessary to deal with such incident.

.../8

16. Interference With Free Access to Fire Hydrants

16.1 No person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire incident, fire hydrant, standpipe, cistern or body of water designated for firefighting purposes.

17. Impeding of Fire Department Equipment

17.1 No person shall obstruct, impede or interfere with any apparatus or equipment belonging to or being part of the Fire Department, while responding to, or while engaged in, the prevention or extinguishment of a fire.

17.2 The Fire Chief, or the Officer in Charge, at an incident may at his discretion establish boundaries or limits and prohibit persons from entering the area within the prescribed boundaries or limits unless authorized to enter by him.

17.3 No person shall enter the boundaries or limits of an area prescribed in accordance with Section 17.2 unless authorized to enter by the Fire Chief or the Officer in Charge.

17.4 The Fire Chief, or the Officer in Charge, at an incident may request Peace Officers to enforce restriction on persons entering within the boundaries or limits outlined in Section 17.2.

18. Interference with Egress or Access to Buildings

18.1 No person shall sit, stand, place or leave any article, thing or matter in such a manner as to interfere with the means of egress or access within or outside any building or premises.

19. Removal of Articles from Building or Yard Which Constitute a Fire Hazard

19.1 The owners or occupiers of any real property shall remove anything and everything from a building or yard which, in the opinion of the Fire Chief, constitutes a fire hazard or increases the danger of fire.

20. Vacant Buildings

20.1 The owner of any vacant building in the District shall at all times keep the building free from debris and flammable material, and shall keep all openings in the building securely fastened and closed so as to prevent the entry of unauthorized persons.

.../9

21. Debris from Lumbering, Land Clearing and Industrial Operations

21.1 Where the safety of forest, woodland, timber or other property is endangered by debris caused by lumbering, land clearing or industrial operation, the person carrying on, or who has carried on the operation, or the owner or occupier of the land on which the debris exists, shall dispose of the debris by burning or in any other manner, and shall cut down all dead standing trees and stubs within the area affected, and shall provide the labour and take the precautions to prevent the escape of fire or damage to property as the Fire Chief directs.

22. Restricted Districts

22.1 Where the Fire Chief, in consultation with the British Columbia Forest Service, considers that life or property is endangered by hazardous fire conditions, by the occurrence or spread of fire in a forest area, or by activities within a forest area, he may, in a notice published or broadcast, or both, in or near the area, order that:

a) After a date specified in the notice, and until an order is made under Section 22.2 (b) of the By-Law, the area is deemed to be a Restricted District; and

b) After a date specified in the notice, the area is no longer deemed to be a Restricted District.

22.2 No person shall, other than with the written consent of the Fire Chief:

a) Enter or be in the Restricted District for a purpose prohibited in the order; or

b) Carry on in, or within one (1) km of, a forest in the Restricted District, industrial or other operations of a kind prohibited in the order.

22.3 Sections 22.1 and 22.2 would not otherwise prevent a person:

a) Who resides on land in a Restricted District, from travelling to and from, or occupying, his residence;

b) From using a highway, as defined in the Highway Act; or

c) From travelling to and from an industrial or other operation that is not of a kind prohibited in the order.

.../10

23. Containers for Collection of Combustible Refuse

23.1 All containers used for the collection of combustible refuse in quantities exceeding five (5) cubic feet shall be constructed entirely of solid sheet non-combustible material.

23.2 Each container shall have easy closing lids that must be operational at all times.

23.3 Containers shall be located at least ten (10) feet from any building or fuel supply tank unless otherwise approved by the Fire Chief.

23.4 Containers equipped with self-closing lids may be located within three (3) feet of a building or fuel supply tank.

24. System of Inspection of Buildings and Premises

24.1 In addition to the inspections required by Sections 26 and 28 of the Fire Services Act, the Fire Chief may institute and maintain a regular system of inspection of buildings and premises within the District in order to discover and correct any conditions constituting a fire hazard.

25. Impeding of Fire Prevention Activities

25.1 No person shall impede, or in any way hinder, an Officer or member of the Fire Department while operating in the interest of fire prevention within the District.

25.2 Every person guilty of an infraction under this By-Law shall be liable upon summary conviction to a fine not exceeding Two Thousand Dollars ($2000.00).

25.3 This By-Law comes into force and takes effect on the date of its adoption by the Trustees.

This By-Law may be cited as the "By-Law No. 87

INTRODUCED and given first reading by the Trustees on the 4th day of April , 1989.

RECONSIDERED and finally passed by the Trustees on the 19th day of June , 1989.

R. Meikle
Chairman, Board of Trustees

M. Manzer
Secretary of the Trustees

I hereby certify under the seal of Langford Fire Protection District that this is a true copy of By-Law No. 87 of Langford Fire Protection District, passed by the Trustees on the 19thday of June , 1989.

M. Manzer
Secretary of the Trustees

A true copy of By-Law No. 87 registered in the office of the Inspector of Municipalities this 30th day of August 1989.

Deputy Inspector of Municipalities

City of Langford
www.cityoflangford.ca

Staff Report

to

Council

Date: **November 7, 2016**

Department: **Engineering**

Subject: **Clean Water and Wastewater Fund Grant Applications**

Background

Canada and British Columbia launched the Clean Water and Wastewater Fund (CWWF) in September 2016.

The CWWF will help accelerate short-term local government investments, while supporting the rehabilitation of water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems.

Canada and British Columbia governments are investing up to $373.6 million under the CWWF to support infrastructure projects in communities across the province. The Government of Canada will contribute $225.1 million and the Province of British Columbia will contribute $148.5 million to the total program funds.

The Fund offers funding up to a maximum of eighty-three percent (83%) of the total eligible project costs. Fifty percent (50%) is contributed by the Government of Canada and thirty-three percent (33%) by the Province of British Columbia.

The purpose of this report is to seek Council support for two grant applications in this grant update. Municipalities are only allowed to submit up to two applications.

Commentary

The Clean Water and Wastewater Fund is an ideal opportunity for the City of Langford to capitalize on an opportunity to obtain almost complete funding for an infrastructure project. The City's share of the proposed projects is just 17% of the total project costs, the remaining costs are borne by the Federal and Provincial governments. The application deadline is November 23rd, 2016, all successful projects must be completed by March 31, 2018.

Staff are proposing that the City apply for two grants as described below.

South Langford Sewer Improvement Project (SLSIP)

The City is already constructing a sewer lift station as part of the West Shore Parkway project. The lift station will be located near Sooke Road and West Shore Parkway approximately 325m east of Sooke Road along Salem Road. The cost to extend the sewer main from the lift station to optimize its connection to existing infrastructure on Happy Valley Road as well as expand services south on Sooke Road was not included as part of the West Shore Parkway grant application in 2015.

To optimize service levels to existing areas of Langford and to plan for future expansion, the City is proposing to extend the sewer main east from Sooke Road to Luxton Road, connecting south to Happy Valley Road. Additionally the City is proposing to extend the sewer on Sooke Road south to Woodruff Road. Preliminary design for this work is already underway including a cost estimate for the purposes of applying for the grant. The benefitting area for this proposed project is approximately 800 to 1000 hectares of land in Langford. The estimated equivalent population served at full build-out of this system is approximately 25,000. The SLSIP will eliminate the need for a second future lift station referred to as the Dewdney Flats pump station in the 2008 Sewer Master Plan. The elimination of the second lift station will save the City over $1.5 Million in capital infrastructure costs. The project does not include extension of distribution lines.

Since the City began construction of the West Shore Parkway the City has negotiated with the adjacent municipality of Metchosin as well as the Beecher Bay (Scia'new) First Nation to expand the City's service area south into part of Metchosin. Should the boundary adjustment occur this proposed sewer project could also serve improvement areas in that region.

South Langford Community Water Reservoir Project

A water reservoir is required in the vicinity of the Westhills/Mount Wells Park area to provide increased fire protection in this forest fire interface area. The water reservoir is part of the overall water supply system to the general area of the West Shore Parkway and south towards Sooke Road including on Sooke Road south from the West Shore Parkway (an area not currently serviced by water). A watermain is being installed on the West Shore Parkway as part of the West Shore Parkway completion project and the proposed reservoir would connect to the West Shore Parkway watermain project and then also extend along Sooke Road south toward Woodruff Road.

The benefitting areas of this proposed *South Langford Community Water Reservoir Project* include existing rural areas along Sooke Road between West Shore Parkway and Woodruff Road/Humpback Road as well as Mount Wells Regional Park (located west of the Westhills development area).

Financial Implications

The City's share of the proposed projects is 17% of the total project costs, the remaining costs are borne by the Federal (50%) and Provincial (33%) governments.

For the South Langford Sewer Improvement project the City's 17% share would be incorporated into the existing agreement with Westshore Environmental Services whose costs are offset by connection fees associated with the sewer main use as well as ongoing user fees. The estimated cost of the South Langford Sewer Improvement project is approximately $10 Million, 17% of which would be $1,700,000.

For the South Langford Community Water Reservoir Project, the City's 17% share would be provided from local development revenue. The cost estimate on the Water Reservoir Project is estimated at $13.25 Million, 17% of which would be $2.2M.

Legal Implications

None noted.

Options

That:

1. The City of Langford in open Council supports the application to the Clean Water and Wastewater Fund grant program for the *South Langford Sewer Improvement Project*. Funding for the City's 17% share of costs would be provided through the existing sewer servicing agreement with Westshore Environmental Services;
   AND
2. The City of Langford in open Council supports the application to the Clean Water and Wastewater Fund grant program for the *South Langford Community Water Reservoir Project*. Funding for the City's 17% share of costs would be provided through development;
3. OR
4. The City of Langford in open Council does not support any applications to the Clean Water and Wastewater Fund.

Respectfully Submitted,

Submitted by:	Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering
Concurrence:	Matthew Baldwin, MCIP, RPP Director of Planning
Concurrence:	Bob Beckett, Fire Chief
Concurrence:	Brent Molnar, Manager of Land Development
Concurrence:	Steve Ternent, Director of Finance
Concurrence:	Jim Bowden, Chief Administrative Officer

:mm

City of Langford
www.cityoflangford.ca

Staff Report

to

Council

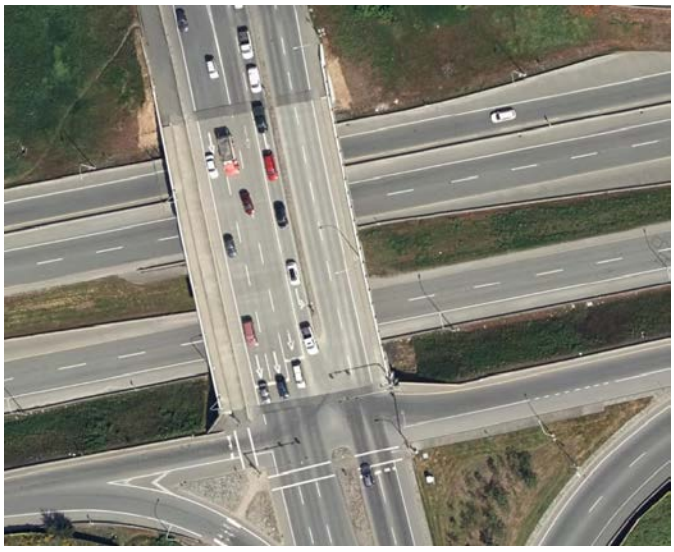
Date: **November 7, 2016**

Department: **Engineering**

Subject: **Award of Engineering Design Millstream Overpass Dual Left Turnlane**

Background

The Millstream Interchange currently consists of two on-ramps and two off-ramps. The existing bridge deck consists of one southbound left turnlane heading onto the Trans Canada Highway (TCH) towards the City of Victoria as well as three southbound thru lanes. The southbound access to the TCH is often backed up during peak travel times and on weekends. The purpose of this report is to present the option to construct a second left turnlane southbound on the Millstream overpass to improve traffic flow in this area.



Commentary

The Millstream Interchange is the jurisdiction of the Ministry of Transportation and Infrastructure (MoTI) and therefore must meet the construction specifications for MoTI projects. The City is proposing to construct this improvement project and dedicate it upon completion to the MoTI. This is not unlike recent projects in Langford including the Leigh Road Interchange and related works as well as the improvements on both Sooke Road and the TCH at the north and south ends of the West Shore Parkway. City staff and MoTI staff work well together and have a proven relationship delivering road construction projects.

In addition to the general traffic volume concerns in the region surrounding the Millstream Interchange, there have been concerns pertaining to cycling and pedestrian access on the Millstream overpass. Staff will ensure that the detailed engineering design takes into account cycling and pedestrian safety, recognizing that the MoTI has to approve all engineering design drawings for the proposed project.

The proposed Millstream overpass project includes the following improvements:

- Installation of a second southbound left turnlane;
- Improved pedestrian/cycling access;
- Amendments to the signals including improved coordination with the signal timing in this corridor.

The improvements to the Millstream Overpass are anticipated to take approximately 3 months to construct.

Staff have not identified any property matters that may affect the proposed improvements. Some traffic signals will require adjusting both for location and programming. If a new signal controller is required this will require some order time, however staff are prepared to schedule appropriately to meet the optimum construction time for this project.

City staff are aware that the MoTI has already begun work on the TCH for the McKenzie Interchange and is anticipating working in the Malahat village area of the TCH also in 2017. The Millstream overpass project is located in a high traffic area and therefore a very detailed traffic management plan will be in place for the duration of the project. MoTI requirements include full time on-site supervision which will be budgeted as part of this project. Where safe and possible the traffic management plan will consider if night work or off-peak construction times are appropriate.

Staff are proposing to retain the project team of Tetra Tech engineering consulting who are the City's engineering designer for the Sooke Road signal improvement project at the West Shore Parkway. Their staff are familiar with MoTI standards and signalization projects, in addition their key staff were the original designers on the Millstream Interchange project and are currently one of three consultants who hold an "As and When" contract with the MoTI with pre-qualified site supervision staff. PBX is proposed as the electrical designer for this project, they are also the designer on the Sooke Road works. The City has a standing offer contract with WATT Consulting for traffic engineering and are proposing that WATT be teamed with Tetra Tech and PBX for this project. WATT would provide input into the laning, signal timing and also provide a construction traffic management plan for the project.

Staff are suggesting that this project be constructed in the Spring/Summer of 2017. Preliminary estimates indicate that if the project were approved at the November 7th council meeting the preliminary design can be completed by Friday December 16th, followed by a 75% design submission on February 3rd, 2017; a

100% design submission by March 17th and an Issued for Construction tender ready for March 31st, 2017. This schedule is very aggressive and includes being able to gain MoTI design approvals within that schedule. Ideally the project could be tendered in April/May 2017 with a tentative construction schedule of June/July/August 2017. This schedule assumes funding is approved and in place (see Financial Implications below). A Spring/Summer construction would ensure that final paving could be completed by the Fall, before the weather turns and paving becomes more challenging.

Financial Implications

The proposed consulting team of Tetra Tech, PBX and WATT Consulting have provided a cost estimate to the City that includes the detailed engineering design, preparation of tender documents and an optional cost for engineering construction services and on-site construction inspection should the project proceed to construction. The combined team cost estimate for the detailed engineering design, preparation of tender documents and tendering is $142,555. This estimate is in the appropriate range for engineering services based on the estimated cost of the construction project.

The addition of a second left turnlane on the Millstream Overpass is included in the City of Langford Road Development Cost Charge bylaw at an estimated cost of $1.2M (2012 cost estimate). This cost estimate would be revised if necessary as design progresses. Should the City construct the project through the Road DCC program there are funds available to do so in 2017.

Staff have already contacted ICBC for funding options. ICBC will provide funding to projects that propose safety or operational improvements. The addition of a second left turnlane on the Millstream overpass does qualify for funding from ICBC.

Staff are proposing to expedite the engineering design as described above in order to be “shovel ready” should a grant opportunity arise over the next six months. If a road infrastructure grant were to arise, staff could apply for that in short order using the engineering design proposed in this report. ***The construction schedule might vary if a grant is applied for since grant award timing is relatively unpredictable.***

Legal Implications

None identified.

Options

That Council direct staff to:

1. Award the detailed engineering design and preparation of tender documents for the Millstream Overpass Dual Left Turnlane Project to the team of Tetra Tech, PBX and WATT consulting for an amount of $142,500 and fund it from the Road Development Cost Charge program;
   AND
2. Pursue road infrastructure grant opportunities and other funding opportunities to pay for the Millstream Overpass Dual Left Turnlane Project;
   OR
3. Do nothing at this time to the existing laning on the Millstream Overpass in Langford.

Respectfully Submitted,

Submitted by:	Michelle Mahovlich, P.Eng., Director of Engineering
Concurrence:	Matthew Baldwin, MCIP, RPP Director of Planning
Concurrence:	Bob Beckett, Fire Chief
Concurrence:	Lorne Fletcher, Manager of Community Safety and Municipal Enforcement
Concurrence:	Mike Leskiw, Parks and Recreation Manager
Concurrence:	Brent Molnar, Manager of Land Development
Concurrence:	Steve Ternent, Director of Finance
Concurrence:	Jim Bowden, Chief Administrative Officer

:mm

City of Langford
www.cityoflangford.ca

Staff Report

to

Council

Date: **November 7, 2016**

Department: **Land Development**

Subject: **Approving Officer Appointment –**
Proposed Addition to Deputy Approving Officer Assignment

Background
The City has presently appointed Brent Molnar (Land Development Manager) as the Approving Officer.

In August of 2016, Council considered a revision to the roll of Deputy Approving Officer and retained Jim Bowden as Deputy, and appointed James Oliver and Robert Dykstra as additional Deputy Approving Officers.

This report request Council consideration in regards to an additional appointment for the roll of *Deputy Approving Officer* for the City.

Commentary
In 2016, Daryl Minifie, a member of the Land Development team completed training with the LGMA by attending the MATI Approving Officer program (MATI = Municipal Administration Training Institute). This training program is an intensive 5-day live-in course offered annually.

I request Council consideration to add to the present appointment of Deputy Approving Officer so that Daryl Minifie is appointed as an additional Deputy Approving Officer.

If Council agrees to change the appointments as described above, this will help to ensure service delivery goals are maintained, that Approving Officer appointments are relative to the work environment, that the benefits of training are realized and to continue to bring succession planning to the roll of Approving Officer.

If Council agrees to this additional appointment, Langford Staff rolls would be:

- Approving Officer - Brent Molnar
- Deputy Approving Officers – Jim Bowden, James Oliver, Robert Dykstra and Daryl Minifie.

Financial Implications
None

Legal Implications
Approving Officers are a statutory roll established by the *Land Registry Act* of 1921.
The appointment of Approving Officers is enabled through the *Land Title Act*, s.77.

The appointments as recommended in this report comply with s.77 of the *Land Title Act*.

Options

That Council in regards to Deputy Approving Officers for the City of Langford;

1. Retain Jim Bowden, Robert Dykstra and James Oliver as Deputy Approving Officer;
   AND / OR
2. Appoint Daryl Minifie as a Deputy Approving Officer;

Respectfully Submitted,

Submitted by:	Brent Molnar, Approving Officer
Concurrence:	Matthew Baldwin, MCIP, RPP Director of Planning
Concurrence:	Lorne Fletcher, Manager of Community Safety and Municipal Enforcement
Concurrence:	Mike Leskiw, Parks and Recreation Manager
Concurrence:	Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering
Concurrence:	Brent Molnar, Manager of Land Development
Concurrence:	Steve Ternent, Director of Finance
Concurrence:	Jim Bowden, Chief Administrative Officer

:bm

TOWN OF VIEW ROYAL

45 View Royal Avenue, Victoria, BC, Canada V9B 1A6
Ph. 250-479-6800 · Fx. 250-727-9551 · E. info@viewroyal.ca · www.viewroyal.ca

CITY OF LANGFORD
☐ RECEIVE & FILE ☐ COUNCIL AGENDA
OCT 31 2016
☐ _____ COMMITTEE
☐ DISTRIBUTE TO COUNCIL

October 25, 2016

City of Colwood
3300 Wishart Road
Victoria, BC
V9C 1R1

City of Langford
2nd Floor, 877 Goldstream Avenue
Victoria, BC
V9B 2X8

Attention: Mayor and Council

Dear Mayor and Council:

Re: Submission of Tri-Partite Resolution to the FCM Annual Conference

As you are aware, earlier this year, the RCMP Auxiliary Constable Program was changed to eliminate ride-alongs with RCMP members in police cars and firearms familiarization training. As well, a review began that could see the elimination of Auxiliary Constable participation in special events and crowd/traffic control.

In response, the Town of View Royal submitted a resolution to the Association of Vancouver Island and Coastal Communities for consideration at their Annual General Meeting and Convention. This resolution was endorsed and subsequently forwarded to the Union of British Columbia Municipalities (UBCM). At the UBCM Convention in September 2016 the resolution was again endorsed.

To ensure this important issue receives national attention it deserves by both the Federal government and the RCMP leadership, View Royal Council at its meeting on October 18, 2016 discussed the submission of a tri-partite resolution – from the City of Colwood, City of Langford and the Town of View Royal – to the Federal of Canadian Municipalities (FCM) for consideration at its 2017 Annual Conference.

Accordingly, View Royal Council is requesting that the City of Colwood and the City of Langford pass the following resolution:

THAT the joint resolution titled "Reversal of Recent Amendments to RCMP Auxiliary Constable Program" from the City of Colwood, City of Langford and the Town of View Royal regarding proposed amendments to the RCMP Auxiliary Constable Program be submitted to the FCM for consideration at its 2017 Annual Conference.

Attached please find this proposed FCM draft resolution and background information.

If your Council is supportive of this joint resolution being provided to the FCM, please notify Elena Bolster, Town of View Royal's Deputy Corporate Officer on or before Friday, December 9, 2016 by email to ebolster@viewroyal.ca.

.../2

If you have any questions or wish to discuss this matter further, please feel free to contact me.

Yours truly,



David Screech
Mayor

Attachment

Reversal of Recent Amendments to RCMP Auxiliary Constable Program

Sponsor's Name: City of Colwood, City of Langford and Town of View Royal

WHEREAS in January 2016 amendments to the RCMP Auxiliary Constable Program came into effect including the immediate elimination of the ride-alongs with RCMP Members in police cars and firearms familiarization training as well as the review of duties that could eliminate Auxiliary Constable participation in special events and crowd/traffic control;

AND WHEREAS public safety is a critical objective of local governments, Royal Canadian Mounted Police detachments and municipal police departments with Auxiliary Constables serving an important role in assisting and complementing an already overburdened police force in the provision of public safety programs and in the delivery of basic police services;

RESOLVED that the Federation of Canadian Municipalities be requested to exert pressure on both the Government of Canada and the RCMP's "E" Division for the immediate reinstatement of the Auxiliary Constable Program to its pre-January 2016 role complete with the ride-along and firearms familiarization training programs as well as continued participation in special events and crowd/traffic control.

Reversal of Recent Amendments to RCMP Auxiliary Constable Program

Supplementary Memo

The RCMP Auxiliary Constable Program was first introduced in 1963 to enhance community policing and crime prevention initiatives. Today there are approximately 1,600 Auxiliary Constables nation-wide, dedicating countless hours to our communities and to the detachments they support.

Auxiliary Constables are recognized as providing complementary work to RCMP Regular Members as, under the supervision of an RCMP Regular Member, Auxiliary Constables have until recently participated in:

- RCMP supported community events and programs;
- some general policing duties;
- crime prevention initiatives within schools;
- traffic control;
- ground patrols;
- search and rescue; and
- parades and other ceremonial events.

With the January 2016 edict from Deputy Commissioner, Janice Armstrong, the Senior Executive Committee of the RCMP approved the following:

- immediate discontinuation of ride-alongs and firearms familiarization training;
- creation of a National Activity Matrix to describe the role of Auxiliary Constables;
- development of a National Training Standard;
- update to the National Policy; and
- review of uniform options.

While the rationale for these changes has been based on the safety of Auxiliary Constables, the dedication by these volunteers to communities will be potentially lost through the erosion of the Program. With the extensive training provided in the RCMP Auxiliary Constable Program and work carried out under the supervision of a Regular Member, the support role of the Auxiliary Constable is already both safe and sustainable.

These January 2016 amendments that weaken the Program will see community benefits lost, volunteers disenfranchised, and the need for additional RCMP Regular Members compounded.

COMPARING THE OPTIONS – RENEWING THE AUXILIARY CONSTABLE PROGRAM

Lorne Fletcher
Don Devenney, CD
October 17, 2016

TABLE OF CONTENTS

Executive Summary 3

Introduction 4

Proposed Program Options 4

- Option 1 (Status Quo) 4
  - Option 1 – Advantages 4
  - Option 1 – Disadvantages 5
  - Option 1 – Other Considerations 5
- Option 2 (Community Corps) 5
  - Option 2 – Advantages 5
  - Option 2 – Disadvantages 5
- Option 3 (Tiered Program) 6
  - Option 3 – Advantages 6
  - Option 3 – Disadvantages 7
  - Option 3 – Other Considerations 7

In Summary 8

Annex A 9

- Program Options Comparison Chart 9

Annex B 10

- About the Authors 10

EXECUTIVE SUMMARY

The purpose of this discussion paper is to provide local government decision makers with added insight into the Auxiliary Constable Program in BC at what might well be a pivotal point in its existence.

In January 2016, citing safety and liability concerns the RCMP unilaterally suspended General Duty / ride-along participation for their auxiliary constables across Canada. This action created a negative reaction across the country but especially in BC where, unlike the rest of the country, the RCMP is a *partner* with the province in the *provincial* Auxiliary /Reserve Constable Program. The RCMP then undertook a study of the Auxiliary Program with a view to revamp it. Their proposed options are presented here.

Unlike volunteer firefighter programs which regularly and widely publicise the value and function of their members' efforts, the Auxiliary Policing Program has largely existed as a quiet source of significant crime reduction and support to our regular force RCMP members in BC communities. It's the unobtrusive nature of policing which dictates this lack of open public discussion about this valuable program. While we haven't gone into close detail here it is our sincere hope that our nearly 50 years of combined study and input to the Auxiliary Constable Program, both provincially and federally, will provide an experience-based evaluation that you, our local government decision makers, can use to move this program in a direction that will serve your community best. At minimum, we believe the attached Annex A to this discussion paper will offer much needed "real life" clarification around how these different options presented by the RCMP (through the UBCM survey) will allow for a better informed decision on the part of our local Mayors and Councils.

Thank you in advance for considering the content.

INTRODUCTION

RCMP Auxiliary Constables are unarmed, uniformed volunteers whose primary purpose is to participate in community policing and crime prevention activities. In British Columbia, the Auxiliary Constable Program has been in existence for over 50 years and is governed by a Provincial Policy. There are currently about 700 active Auxiliary Constables located in 67 RCMP detachments throughout the Province, volunteering about 120,000 hours of service a year to their local communities.

One former RCMP Superintendent is quoted as saying the "Auxiliary Constable Program is incredibly important to the (his detachment's) city."

Because of the longevity and success of the Auxiliary Constable Program in BC, it is often easy to overlook one of the basic tenets behind its inception whereby the program originally fell under the Provincial Civil Defence Program. There have been many changes in the program since then including changes in the uniform to changes in the roles and responsibilities of our auxiliary constables, but it should be acknowledged our well trained Auxiliary Constables with Peace Officer status will become a critical component in the context of any emergent situation for a local government so long as we ensure these current standards are maintained.

Auxiliary Constables are appointed under the BC Police Act to assist the Provincial Police Force in the performance of its duties. The Province provides the funding to support local Auxiliary Constable Programs approved and established at Provincial RCMP detachments. Municipalities with populations greater than 5,000 are responsible for providing policing within their municipality, and are responsible for funding their local Auxiliary Constable Program, with the Ministry providing maintenance support. The Province also provides Auxiliary Constables with personal liability protection, WorkSafe BC coverage, death and dismemberment insurance coverage, a training curriculum, badges and ID.

PROPOSED PROGRAM OPTIONS

Based on input received during previous consultations, RCMP National Crime Prevention Services has developed several options regarding the future of the Auxiliary Constable Program. UBCM asks BC local governments to indicate their preferred option via survey prior to Tuesday, November 1, 2016. UBCM will then convey responses to the RCMP.

The RCMP is considering three options with regard to the Auxiliary Constable Program. These options are discussed below.

OPTION 1 (STATUS QUO)

Maintain the Auxiliary Constable Program in its current form (consistent with January 2016 changes), with no Auxiliary Constable participation in general duty patrols or ride-alongs, and no firearms familiarization training. Auxiliary Constables would remain appointed peace officers, wear a police-type uniform, and be issued intervention tools and soft body armour. A training standard and activity matrix would be subsequently developed to ensure minimum standards for Auxiliary Constables. At this time, the level of supervision (direct or indirect), nature of the activity matrix, and training requirements are unknown.

OPTION 1 – ADVANTAGES

It's difficult to come up with any distinct advantages to this first option since it has really yet to be developed. That said, the BC Auxiliaries have been operating under this form since ride-along restrictions were decreed so we do

have some anecdotal evidence to base our analysis on. Based on our experience since ride-alongs were cancelled we can say that the only advantage to this option is that the RCMP has been able to reduce their liability for the A/Cst program.

Option 1 – Disadvantages

There are a number of disadvantages to this option, namely:

- If selected, implementation of the program under this option would be delayed because:
  - The training standard for this option doesn't exist;
  - The activity matrix for this option doesn't exist; and
  - Supervision levels for this level have yet to be determined.
- A/Csts engaged under this option are limited in their utility to the local community.
- Their lack of exposure to police procedures and experience gained through working with their partners within the policing environment would reduce their ability to properly respond to emergency situations that might unexpectedly develop in a community (i.e. wildfire or earthquake evacuations, keeping the peace, etc.)

Option 1 – Other Considerations

While useful as a mid-way level in the progression from a Tier 1 to a Tier 3 A/Cst (see Option 3), because of the limited utility of auxiliaries working under this option, there are really no compelling reasons to recommend this option.

Option 2 (Community Corps)

Auxiliary Constables would participate solely in community policing (e.g. safety education, crime prevention initiatives). They would wear a civilian-type uniform, and would not be appointed as peace officers. The RCMP has developed a draft training standard, should this option be implemented, that consists of 13 courses totalling 81.5 hours (52 classroom hours, 39.5 hours online).

This option represents a complete paradigm shift in terms of the program / service being delivered.

Option 2 – Advantages

This option is essentially Option 1 with any non-community policing duties removed. Possible advantages include:

- Reduced RCMP liability
- A draft training program is in place which would allow for a more timely implementation
- Reduced program costs and complexity
- Reduced number of volunteers required to deliver the suite of Community Policing programs currently offered. This will reduce program administrative overhead
- Volunteers won't feel pressured to participate in police-like duties that they don't feel comfortable with
- Volunteers won't be confused for police officers and are thus less likely to become targets for terrorists (a concern presently expressed by some law enforcement agencies in Canada)

Option 2 – Disadvantages

The essential disadvantage to this option is that the benefits to the community of having a trained, uniformed, auxiliary constable are lost if this option is implemented. For example,

- Community Corps volunteers would have minimal utility:
    - They have no disaster response capability
    - They can't support regular RCMP members at even low risk (i.e. directing traffic) activities
    - They are unable to participate in situations where uniformed presence is required
- Built-in efficiencies are lost. For example, situations where the Auxiliary Constable can complete the onboard computer file synopsis while the "partners" move on to the next dispatched call for service
- Their lack of exposure to police procedures and experience within the policing environment would reduce their credibility and ability to respond to questions, etc. when presenting certain community programs (Block Watch or CPTED reviews, for example).
- Some of the community programs currently responsible for high tasking levels of our regular members actually *require* a uniformed facilitator. The DARE program is an example of this. Under current conditions A/Csts can, and do, teach DARE and are able to alleviate the workload of CPVS regular members somewhat. As Community Corps volunteers they wouldn't be able to do this.
- While perhaps useful in larger centres this option would likely be of little benefit to smaller communities who have a reduced need for the community programs. In a smaller community – under 5,000 population for example – how much need would there be for Block Watch presentations before the demand was satisfied? How many "Lock It or Lose It" sessions, etc.? Likely not very many, so while the Community Corps would have some value in the smaller centres these smaller communities are likely better serviced by an auxiliary serving under Option 1 or 3.

Option 3 (Tiered Program)

A three-tier system where each tier would have specific requirements for training and experience which participants would have to meet in order to advance to the next tier. The complexity of duties increases as Auxiliary Constables progress through the tiers.

Tier 1 would be comprised of the duties and training standards described in Option 2, with participation set at 48 hours per year.

Tier 2 would include all Tier 1 activities, as well as traffic and crowd control, parades and public ceremonies, and foot or bike community presence under indirect supervision. Tier 2 Auxiliary Constables would be appointed Peace Officers, wear a police-type uniform, and be issued intervention tools and soft body armour. Training would include Tier 1 courses, as well as six additional courses. Participation would be set at 96 hours per year with a curfew imposed after 9:00 pm.

Tier 3 would include Tier 1 and Tier 2 duties, as well as general duty patrol (in an RCMP vehicle, all-terrain vehicle, snowmobile, marine vessel, bike, on foot, etc.), check stops, and other activities deemed appropriate. Training would build on the Tier 1 and Tier 2 standards, as well as firearms familiarization and additional courses as determined by the division training unit. Participation would be set at 144 hours per year with a curfew imposed after midnight.

Option 3 – Advantages

The Tiered option combines the first two options discussed with a third tier to form an all-encompassing, progressive program that has some distinct advantages:

- The training / experience requirements to advance in the tiers provides for something that to date hasn't existed in the Auxiliary Constable Program namely:

- By starting at the Tier 1 level with more basic duties participants will have an opportunity to gain an understanding of the program and to assess their commitment to it before embarking on more costly and time-consuming advanced training.
- The opportunity for participants to spend time learning their duties and to prove they're competent before taking on increased responsibility.
- The opportunity for participants to take on additional duties when and IF they feel they are ready to do so.
- Program supervisors would now have the chance to assess the participant's participation and ensure that the participant is suited to the program and performing at a satisfactory level before allowing them to take on increased /more complex duties.

- This option includes a "Tier 3" auxiliary level. The Tier 3 level is an auxiliary working at pre-October 2014 level, which is the highest level of utility that auxiliaries have had since being disarmed in 1998. The advantages to having this 3rd tier are numerous and include:
  - The proposed guidelines mean that a Tier 3 auxiliary will have a history of service to their community and is not merely biding time until taken on as a regular member. In other words, the program's investment in the individual is much less likely to be lost, and the community will benefit from this retained expertise.
  - The Tier 3 auxiliary, by virtue of their training and experience, can be utilised in the widest range of scenarios. This is not to suggest that the Tier 3 auxiliary can be used to replace a regular member but rather that they can be used when there is a high demand for personnel. Disaster response scenarios are a good example of this as are major traffic incidents, searches for lost people, etc.
  - Built-in efficiencies, unavailable under other options, are regained. For example, situations where the Auxiliary Constable can complete the onboard computer file synopsis while the "partners" move on to the next dispatched call for service.
  - The ability to do General Duty patrols or ride-alongs. General Duty patrols / ride-alongs are where, until recently, auxiliaries have traditionally performed their duties. The advantages to having a second pair of eyes in the car whilst on patrol are numerous and listing them is beyond the scope of this document, suffice to say that the Tier 3 auxiliary will, because of the experience gained over their service, knowledge of the detachment area, etc. be in the best position to provide assistance to regular members while on General Duty patrols.
- A tier 3 qualified auxiliary has the highest utility of all the options proposed and so can be relied upon to provide a community with enhanced police type presence, crime reduction programs and education and complementary service to the regular member resources for the local government concerned with providing the highest levels of community safety for its residents.
- A training program encompassing the third Tier is in place which would allow for a timelier implementation.
- All existing Auxiliary Constables in the province have been trained to the last element of the third Tier, so reinstatement and a small amount of remedial training is all that will be required to move forward quickly.

Option 3 – Disadvantages

- A return to the potential risk/liability for the RCMP within its cadre of volunteers.
- Depending on mandated training additions, costs to the community could rise marginally when compared with the most recent program operations.

Option 3 – Other Considerations

- Proposed curfew times will limit A/Cst utility, especially in serious / complex events like a severe storm, major fire or other such disaster.

IN SUMMARY

The RCMP has presented three options for the future of the Auxiliary Constable Program for municipalities in BC to comment on. The options are:

- Option 1 – a uniformed peace officer option whose activity matrix, training standards and supervision levels have yet to be fully determined. This option would not include General Duty / ride-along as an approved activity;
- Option 2 – a non-uniformed, non-peace officer option which would see program participants focused solely on community policing / crime prevention activities; and
- Option 3 – a blend of Options 1 and 2 that includes a 3rd level that permits General Duty / ride-along participation.

The Program Options Comparison Chart (Annex A) provides a graphical comparison of the duties each of these three options would be allowed to perform. As can be seen from this chart, Options 1 and 2 are limited options in that an auxiliary engaged under either of these options would not be able to perform all of the duties currently authorised under Provincial policy. A program designed around Option 3 would allow participants to perform the full range of authorised duties. Additionally, auxiliaries working at the Tier 3 level of Option 3 would be trained and authorised to participate in General Duty / ride-along activities which makes them available to their communities for disaster response / emergent situations.

An additional benefit of Option 3 is one that has not existed in the history of the program, namely the Tier concept. In a tiered program participants enter at a basic level and, through training and experience, gain the ability to take on additional duties, much the same as if they were serving an apprenticeship. This allows participants to work at a level that they are comfortable with and develop an understanding of how much time they can commit to the program. It also affords program administrators the chance to evaluate participants and ensure that those who are advancing through the program are worthy of doing so.

We strongly recommend Option 3.

ANNEX A **to**

Auxiliary Program Options

dated October 14, 2016

PROGRAM OPTIONS COMPARISON CHART

Authorised Duty (from BC Auxiliary / Reserve Constable Policy)	Option 1 - Status Quo	Option 2 – Community Corps	Option 3 – Tiered Program
Block Watch	Yes	Yes	Yes
assist in crime prevention through environmental design	Yes	Yes	Yes
home and business safety checks	Yes	Yes	Yes
Business Watch	Yes	Yes	Yes
community/policing crime prevention displays	Yes	Yes	Yes
ski watch programs	TBD	No	Yes
post-incident crime prevention information	Yes	Yes	Yes
Non-enforcement education activities at roadblocks	No	No	Yes
fingerprint children as part of "child identification" programs	Yes	Yes	Yes
community presence - on bikes or on foot	No	No	Yes
personal safety lectures and demonstrations	TBD	Yes	Yes
collecting and collating community information	Yes	Yes	Yes
police cadet/youth awareness programs	Yes	Yes	Yes
community/special event involvement	TBD	TBD	Yes
community police station/office/detachment activities	Yes	TBD	Yes
safety talk and activities, such as safety audits	Yes	Yes	Yes
traffic control – unpaid, Non-enforcement oriented	TBD	No	Yes
Non-enforcement traffic related activities, such as speed boards	Yes	Yes	Yes
administrative/document file activities and assistance	Yes	No	Yes
A/R program administration	Yes	No	Yes
disaster planning and emergency preparedness assistance	No	No	Yes
police-directed searches	No	No	Yes
Non-operational "observe, record and report" programs	Yes	TBD	Yes
General Duty patrols	No	No	Yes

ANNEX B to
Auxiliary Program Options
dated October 14, 2016

ABOUT THE AUTHORS

Lorne Fletcher is the long serving Manager of Community Safety and Municipal Enforcement for the City of Langford. In this capacity he regularly researches crime prevention/public safety solutions and works closely with Mayor and Council, the West Shore RCMP and other agencies to bring forward initiatives designed to aid and protect the public. In addition to this role, Lorne has directly volunteered for over 20 years in various West Shore community public safety and crime prevention projects. In addition to his local government public administration (PADM) credentials, Lorne has extensive operational and community policing training and experience. Lorne is also an investigative skills instructor at the Justice Institute of BC.

Don Devenney, CD has volunteered for over 20 years in various West Shore community public safety and crime prevention projects, with a particular interest in Internet Safety initiatives. Don also spent many years as an officer in the Canadian Armed Forces Reserves (CIC) that included a term as the Commanding Officer of RCSCC Beacon Hill, the West Shore community Sea Cadet Unit. In 2012 Don received the Queen Elizabeth Diamond Jubilee Medal in recognition of his volunteer efforts and this past year was presented with the RCMP Service Appreciation Award by the Vancouver Island District RCMP Veterans Association in recognition of exemplary service to the West Shore community. When not serving his community, Don can be found at Royal Roads University where he is an Information Technology Analyst.

Lorne and Don will both be presented with the Peace Officer Exemplary Service Medal at a ceremony to take place later this year.

CITY OF LANGFORD
☐ RECEIVE & FILE ☐ COUNCIL AGENDA
OCT 27 2016
☐ _____ COMMITTEE
☐ DISTRIBUTE TO COUNCIL

Greater Victoria Greenbelt Society
499 Millstream Lake Rd.
Victoria, BC V9B 6H5

24 October 2016

His Worship Mayor Young
and Councilors
City Hall
2nd Floor-877 Goldstream Avenue
Langford, B.C. V9B 2X8

Dear Mayor Young and Councilors

The Greater Victoria Greenbelt Society (GVGS) wishes to invite the City of Langford to support the Society in creating a 73 acre park at Mary Lake in the District of Highlands. Accessed from the Millstream Road, only 6 km from Langford, the Society believes it would frequently be used by Langford residents. The GVGS has a Contract of Purchase for the land around the lake. Our Society has been promoting greenspace in the Capital Region since 1979.

There are many ways in which a park in this location would be a great asset to Langford residents:

1. It protects the Millstream watershed which flows through your community.
2. It creates the final link in a 25 km world-class trail loop.
3. It would be fully accessible to people of all mobility levels thanks to its paved driveway.
4. It has a 7 ac lake for swimming.
5. It protects the habitats of 6 species on the federal and provincial endangered lists.
6. It has the potential to host nature programs and outdoor activities supporting local ecosystems.

Please visit our website www.marylakeconnections.ca for more information on the potential benefits of a Mary Lake Park and trail link. Videos showing the natural beauty of the proposed park are shown on the website. A map is attached showing the potential 25 km trail loop.

The Society would be pleased to receive a letter of support from the City of Langford and to be able to show the City's Coat of Arms on our material indicating your support.

Please feel free to contact us if you have any questions or suggestions.

We look forward to hearing from you.

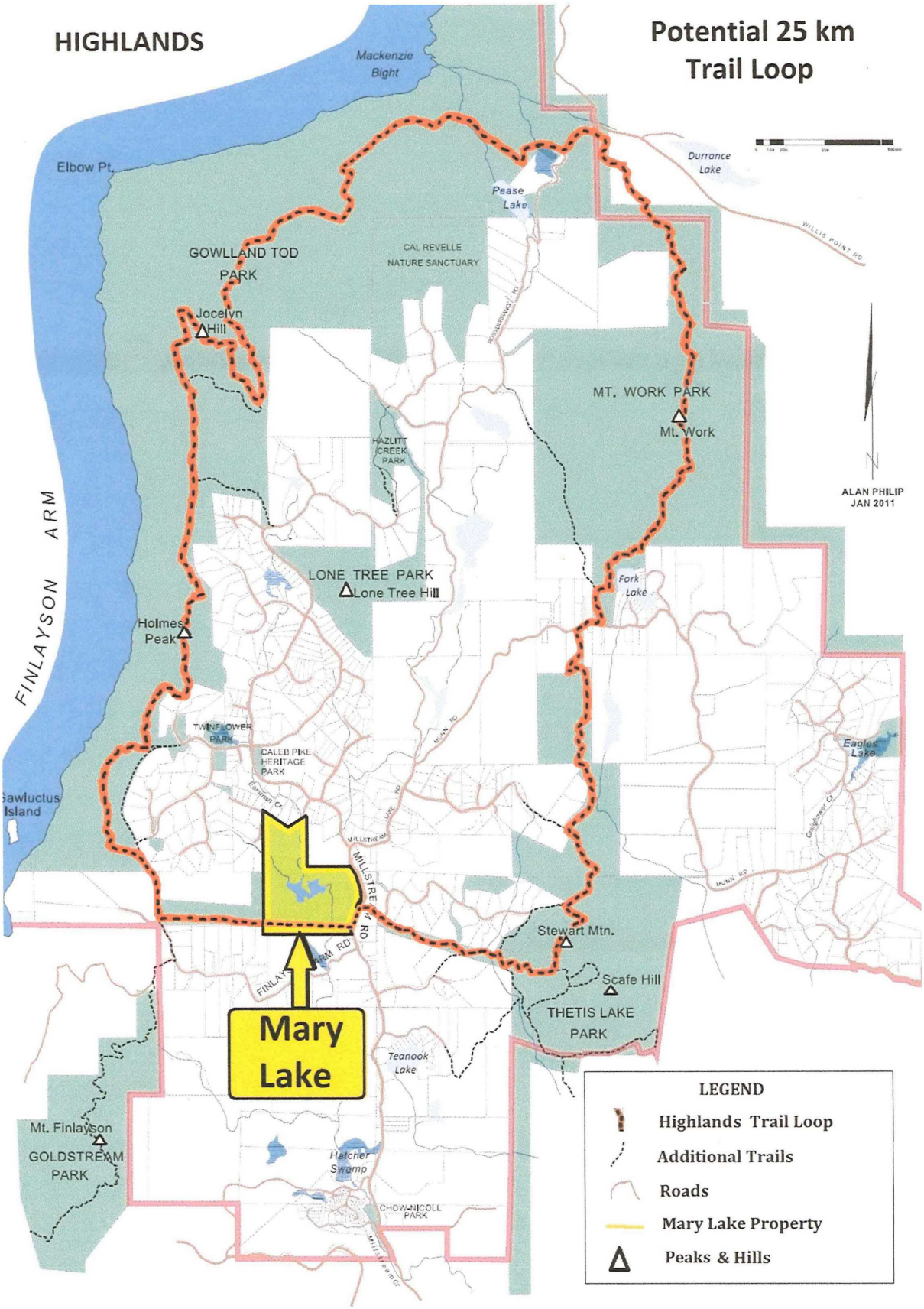
Bob McMinn: Chair – 250.478.4403
Koi Neah: Director – 250.474.4324

Greater Victoria Greenbelt Society
499 Millstream Lake Rd.
Victoria, BC V9B 6H5





Greater Victoria Greenbelt Society
499 Millstream Lake Rd.
Victoria, BC V9B 6H5



www.marylakeconnections.ca info@marylakegvgs.com

Making a difference...together

Legislative Services
625 Fisgard St., PO Box 1000
Victoria, BC V8W 2S6

T: 250.360-3129
F: 250.360-3130
www.crd.bc.ca

October 21, 2016

File: 0360-20

Mayor Stewart Young and Langford Council:

Re: Request for Motion of Support to Establish a Regional Transportation Service

It is with much enthusiasm and solid backing from the Capital Regional District (CRD) Board of Directors that I am asking you to consider supporting establishment of a regional transportation service.

We are all hearing growing public concerns about increasing congestion and travel delays and hearing desires for a more effective, sustainable transportation system that provides affordable, convenient and safe travel options. With 58% of transportation movements in the region crossing municipal boundaries, it is no surprise that residents and businesses are eager to see a regional lens applied to transportation. In response to that and in recognition of the fact that, although some issues can be addressed at the local level, resolution of the most intractable transportation challenges will require collaborative, multi-jurisdictional action, the CRD Board has made creation of a Regional Transportation Service a CRD Board Strategic Priority.

A transportation service would provide the CRD with a mandate to address regional transportation needs to the extent outlined in the Regional Transportation Plan (RTP). The CRD developed the RTP in consultation with local government, the Ministry of Transportation and Infrastructure, BC Transit and other key stakeholders from across the region to identify a vision for regional transportation along with priority actions and targets.

An FAQ (Attachment 1), the proposed bylaw (Attachment 2), and requisition policy (Attachment 3), are provided for your review. The following points may be of particular interest.

- The creation of the transportation service would initially be cost neutral as it would be focused on the consolidation of existing regional transportation functions and budgets.
- No new funding could be allocated to programs or functions without approval from the CRD Board (see requisition policy in Attachment 3).
- Any new funding could be used to leverage funding from higher levels of government and other partners.
- The transportation service would build upon and complement the strong transportation work undertaken at the local government level and will not interfere with local transportation decision making.

A regional transportation service could, without any new funding, provide the CRD with the ability to:

- collaboratively identify regional transportation priorities
- coordinate inter-municipally
- integrate regional trails more closely with municipal walking and cycling infrastructure
- collect and analyze regional multi-modal transportation data
- more effectively advocate for senior government funding with one united regional voice

The CRD does not currently have a transportation service. Putting one in place requires participating area approval. Introducing new region-wide CRD services happens only infrequently. Before the CRD formally advances the CRD Transportation Service Bylaw and proceeds to seek participating area approval, the CRD wishes to canvas municipalities for support. At its October 12, 2016 meeting the CRD Board directed local government engagement on the proposed service.

For the transportation service to be truly effective it needs full regional participation.

We are therefore seeking the following motion of support from your council/electoral area, forwarded to the CRD by December 1, 2016:

> *Langford municipality supports the establishment of a regional transportation service through the Capital Regional District.*

If Langford is not able to provide support at this time we respectfully request that before supporting a motion of non-support that a CRD delegation be given an opportunity to speak to your council.

If there is a desire for more information or to discuss the service in greater detail, I would be happy to arrange for a representative from the Transportation Select Committee and CRD staff to attend a council meeting within the next two months. In the interim please do not hesitate to contact me directly.

Sincerely,

Director Susan Brice
Chair, Capital Regional District Transportation Select Committee

cc: Robert Lapham, MCIP, RPP, Chief Administrative Officer
Kevin Lorette, P.Eng., MBA, General Manager Planning and Protective Services
Signe Bagh, MCIP, RPP, Senior Manager Regional and Strategic Planning
Municipal CAOs

Attachments:
1. Transportation Service Frequently Asked Questions (FAQs)
2. Transportation Service Establishment Bylaw 2016
3. Transportation Service Funding Requisition Policy

REGIONAL TRANSPORTATION SERVICE FAQ

Why is the Transportation Service needed?

- To respond proactively to emerging transportation needs and opportunities as identified in the Regional Transportation Plan.
- To more effectively leverage third party financial support for priority projects – thereby securing more money for projects and programs than might be achievable for a single municipality or electoral area going on its own.
- To deliver programming that can most cost-effectively be delivered on a regional scale (e.g. travel demand management, active transportation programming and web based regional transportation platforms) -- such programs may not be viable for individual municipalities to run on their own.
- To provide a united regional voice on transportation priorities with higher levels of governance, thereby potentially securing more funding than would be obtainable for individual municipalities.
- To respond to resident and business calls for a better-integrated regional transportation system.
- To allow transportation professionals in each municipality to work together with colleagues in other local jurisdictions to resolve regional transportation issues.
- To better integrate regional trails with local pedestrian and cycling infrastructure.

Who is asking for the transportation service?

- Regional residents have continually identified transportation (and specifically an integrated transportation system) as among key regional priorities. This was most recently identified in the Victoria Foundation Vital Signs report.
- The Greater Victoria Chamber of Commerce has identified a need for a regional transportation authority.
- The CRD Board has identified the establishment of a regional transportation service as a strategic priority.
- Numerous studies including the Bish Report, the Regional Transportation Plan and the Acuere CRD Transportation Service Feasibility Study have identified a transportation service as the best means to advance the region's transportation targets.

What will change with a transportation service?

- Enhanced integration of regional trails with municipal walking and cycling infrastructure
- A united voice to advocate for senior government funding
- Capacity to capitalize on funding opportunities and partnerships that are currently unavailable at a regional level
- Coordinated approach to regional transportation priorities
- Better alignment of regional transit priorities and infrastructure guidelines with sub regional and regional priorities and practices
- Streamlined collection and analysis of regional multi-modal transportation data
- Economies of scale from regional program delivery of specialized expertise

How will the service be funded?

- Initially the service will consolidate existing CRD transportation functions and as such there will be no requirement for funding beyond that already budgeted.
- Longer term, as potential new functions are considered, funding streams will need to be secured. Funding sources would need to be determined prior to the launch of new functions but could conceivably include grants, direct CRD requisitions, and other forms of taxation or municipal pooling of resources.

What is meant by an incremental approach to the Transportation Service?

It is proposed that the transportation service be implemented in an incremental manner with three phases.

1. Consolidation of existing regional transportation functions within existing budgets.

2. Introduction of new programs as requested and approved by the CRD Board e.g. Active, Safe Routes to School, Travel Demand Management, Multi-media web based transportation platforms. New funding would be required to advance Phase 2.

3. A greater role in regional transit (requires changes provincial legislation).

How can we be assured that the CRD isn't going to expand authority and requisition recklessly?

- The initial consolidation phase will not require any additional funds as it can be implemented with consolidation of existing CRD division budgets.
- A maximum requisition level has been identified in the service establishment bylaw.
- A policy identifying requisitioning triggers has been included as an added measure of protection against scope and budget creep.
- Any future requisition increase would need to be approved through the annual committee and Board budget process.
- A greater regional governance role in transit would require legislative changes which could take many years. Any transfer of transit roles would be tied to movement of funds from one authority to the other.

What relationship is there between the transportation service and the Regional Transportation Plan?

- The Regional Transportation Plan identified the establishment of a regional transportation service as a priority action that could best advance the targets and actions identified in the plan.
- Acuere Consulting confirmed in the Transportation Service Feasibility Study that the introduction of a Regional Transportation Service would provide the necessary instrument to implement the actions of the Regional Transportation Plan.

Will the service replace local transportation functions?

- The service would not usurp any local government (incl. EAs) authority or responsibility.
- The service would build upon the strong initiatives/work being undertaken at a local government level.
- The service would provide the opportunity to introduce certain programs and assistance that may not be feasible at a local level.

Why does the service need full membership of all CRD partners?

- Transportation does not respect municipal boundaries and the expectation from residents, businesses and visitors is that movement across the region is seamless.

- Transportation corridors are regional in nature and therefore transportation solutions need to be regional. Fixing one part of a corridor without consideration of the impacts on adjoining corridors will likely not resolve issues.

Will the service allow the region's trails to still deliver on recreational value?

- The linear park functions of the regional trails system will be retained. Both recreational and utilitarian users including commuters will be provided for just as they are on local streets and sidewalks.

What approval process is necessary to get a new service introduced?

Division 4 of Part 10 of the Local Government Act outlines the participating area approval options.

1. Region wide or area by area referendum
2. Board majority vote on establishing the bylaw followed by either region wide or participating area by participating area Alternative Approval Process (AAP)
3. Consent by each Council and AAP for Electoral Areas

At this point, no decision has been made as to which approval process will be used.

Background Facts

- 58% of travel within the region is inter-municipal.
- The CRD Board has identified the establishment of a transportation service as a Strategic Priority.
- The Regional Transportation Plan identifies the establishment of a transportation service as a priority.
- The Transportation Service Feasibility Study identified the establishment of a transportation service as the key to delivering on the actions and priorities identified in the Regional Transportation Plan.
- The Chamber of Commerce supports establishment of a transportation service, recognizing its role in the economic development of the region.
- Regional transportation across the region continues to be identified as a high priority as evidenced in the Greater Victoria Vital Signs Survey.

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4093

A BYLAW TO ESTABLISH A SERVICE AREA WITHIN THE CAPITAL REGIONAL DISTRICT FOR THE PURPOSE OF A REGIONAL TRANSPORTATION SERVICE

WHEREAS under section 332 of the *Local Government Act* a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the Capital Regional District wishes to establish a service for the purpose of providing a service to address transportation needs within the Region;

AND WHEREAS the approval of the electors in the Participating Areas has been obtained under section Division 4 Part 10 of the *Local Government Act*;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 342(1)(a) of the *Local Government Act*;

NOW THEREFORE the Board of the Capital Regional District, in open meeting assembled, enacts as follows:

1. Service

(1) The service being established and operated is the Capital Regional District Transportation Service (the **"Transportation Service"**) for the purpose of providing services in relation to transportation as follows:
   (a) Policy, planning, administration and information related services including, without limitation:
      i. Transportation policy, plans, surveys and studies;
      ii. Regional trails planning, operations and maintenance, capital planning and management of land tenure;
      iii. Transportation data collection, monitoring, analysis and reporting;
      iv. Transportation modelling;
      v. Transportation web based and multi-media platforms;
      vi. Active transportation programming, planning and promotion;
      vii. Transportation demand management programming, planning and promotion;
      viii. Transit partnerships for data, analysis, planning and policy;
      ix. Transportation infrastructure funding applications and partnerships; and
   (b) Management of those regional trails listed in Schedule A ("designated regional trails")—

(2) Subsection (1) is not intended to alter or affect the dedication as regional trail of any designated regional trail nor to impair the use of the designated regional trails for the purpose of public recreation and enjoyment and ancillary nature conservation.

2. Boundaries

The boundaries of the "Transportation Service" are the boundaries of the Capital Regional District.

3. Participating Areas

All of the municipalities and electoral areas within the CRD are the participating area of the "Transportation Service" as follows:

Attachment 2 2

District of Central Saanich, City of Colwood, Township of Esquimalt, District of Highlands, Juan de Fuca Electoral Area, City of Langford, District of Metchosin, District of North Saanich, District of Oak Bay, District of Saanich, Salt Spring Island Electoral Area, Town of Sidney, District of Sooke, Southern Gulf Islands Electoral Area, City of Victoria and Town of View Royal.

4. Cost Recovery

As provided in section 378 of the *Local Government Act*, the annual cost of providing the Transportation Service shall be recovered by one or more of the following:

(a) property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
(b) fees and charges imposed under section 397 of the *Local Government Act*;
(c) revenues raised by other means authorized by the *Local Government Act* or another *Act*;
(d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

5. Maximum Requisition

In accordance with section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Transportation Service is the greater of:

(a) ten million ($10,000,000) dollars; or
(b) an amount equal to the amount that could be raised by a property value tax rate of $0.119 per one thousand ($1,000) dollars applied to the net taxable value of land and improvements in the Service Area.

6. Citation

This Bylaw may be cited as the "Capital Regional District Transportation Service Establishment Bylaw No. 1, 2016".

READ A FIRST TIME this	day of	2016
READ A SECOND TIME this	day of	2016
READ A THIRD TIME this	day of	2016
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	day of	2016
RECEIVED PARTICIPATING AREA APPROVAL THIS	day of	2016
ADOPTED this	day of	2016

Chair

Corporate Officer

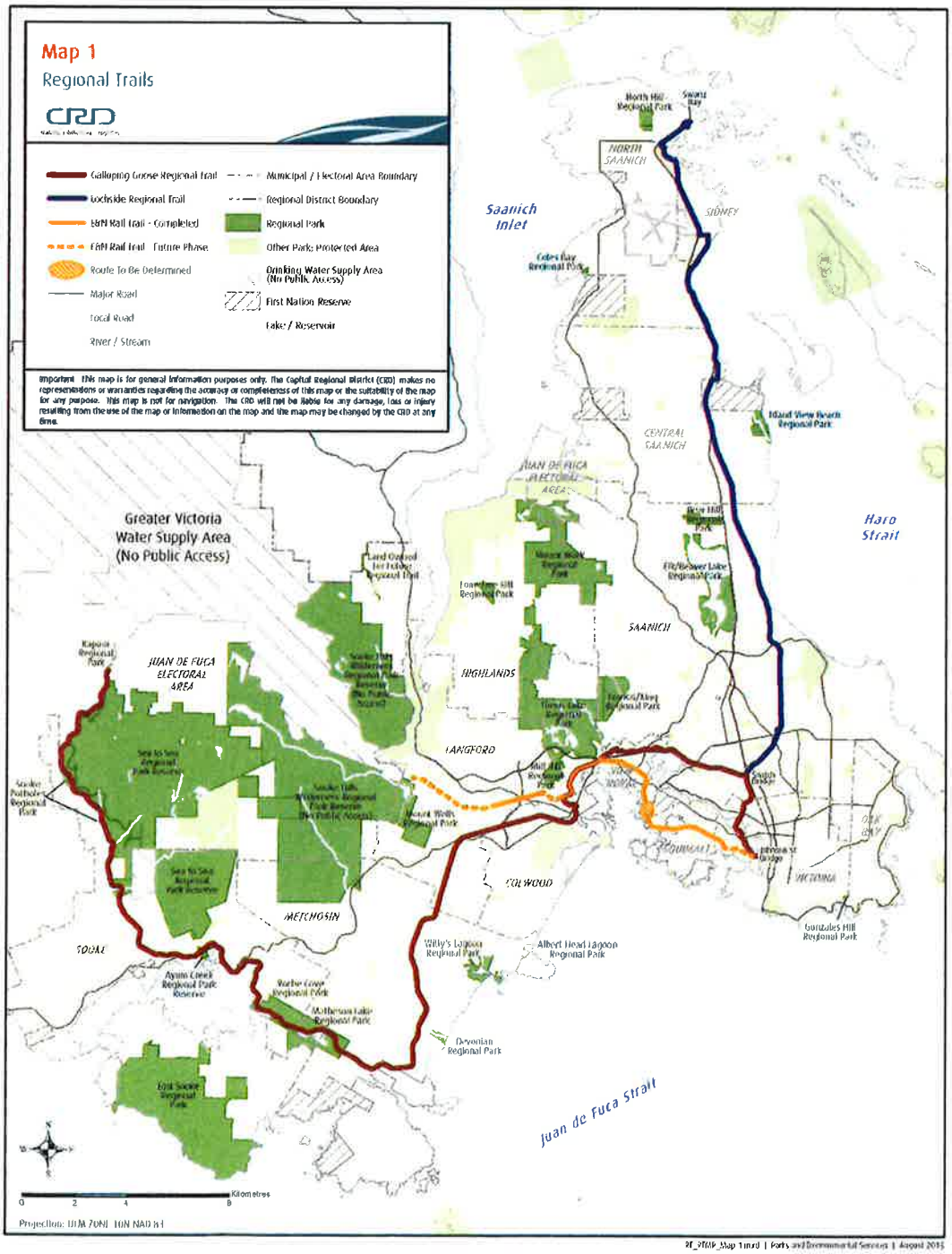
FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS day of 2016

Schedule "A"

Designated Regional Trails

E & N Rail Trail – Humpback Connector
Galloping Goose Regional Trail
Lochside Regional Trail

See Map1 for general trail locations



Attachment 3

CAPITAL REGIONAL DISTRICT
CORPORATE POLICY AND PROCEDURES

Making a difference...together

Section	*Regional and Strategic Planning*	
Subsection	Policies, Procedures, Manuals	*(policy #)*
Title	TRANSPORTATION SERVICE REQUISITION TRIGGERS	

POLICY:

The CRD has authority under Service Establishment Bylaw 4093 to requisition funding for transportation services. This policy outlines the triggers and process to be satisfied prior to the CRD Board requisitioning above the base level, yet within the maximum requisition level, to fund priority transportation projects. This policy should be used to identify the circumstances under which funding above the requisition base level may be considered and to clarify the possible maximum requisition levels for the various phases of service development.

PURPOSE:

The purpose of this policy is to describe the requisitioning process, including the identification of triggers for requisitioning above the amount needed to fund existing CRD transportation functions, also referred to as the base level of the transportation service. The policy places parameters around funding requests for new and expanded transportation functions.

RESPONSIBILITIES:

This policy will be administered by the Regional and Strategic Planning Division.

SCOPE:

The policy applies to funding associated with *expansion* of the transportation service as outlined in Service Establishment Bylaw No. 4093. The policy will be used by staff to inform future planning and recommendations to the CRD Board and by CRD Board members to inform future decision making related to transportation funding.

PROCEDURE:

The transportation service is reflected in three phases of service development:

1. Existing functions
2a. New non-infrastructure functions
2b. New and/or expanded infrastructure functions and
3. Regional transit governance and administration

The following table identifies triggers for transportation service requisition increases along with the maximum requisitions for each of the service development phases.

Attachment 3 2

Phase	Trigger(s)	Maximum Requisition
Phase 1		
Existing Functions	Service Bylaw Adoption	As per existing service budgets
i. Transportation, policy, plans, surveys and studies	"	"
ii. Regional trails planning, operations and maintenance, capital planning and tenure	"	"
iii. Transportation data collection, monitoring, analysis and reporting	"	"
iv. Transportation modelling	"	"
Phase 2a.*		
Additional functions – non infrastructure	New function identified in Board-adopted Service Plan, post Service Bylaw Adoption	A property value tax rate of $0.036 per one thousand ($1,000) dollars applied to the net taxable value of land and improvements in the Service Area. (approximately 3 million in 2016 dollars)
i. Transportation web based and multi-media platforms	"	"
ii. Active transportation programming, planning and promotion	"	"
iii. Transit partnerships, data gathering, analysis and policy	"	"
Phase 2b.*		
i. Additional functions - transportation infrastructure, funding applications and partnerships ii. Regional Trails Expansion	New function identified in Board-adopted Service Plan, post Service Bylaw Adoption At minimum matching funds from other levels of government and/or agencies or Board motion to fund	A property value tax rate of $0.119 per one thousand ($1,000) dollars applied to the net taxable value of land and improvements in the Service Area. ($10 million in 2016 dollars)
Phase 3**		
Regional Transit Governance and Administration	i. Provincial legislation change – *BC Transit Act* ii. Amendment to Service Establishment Bylaw No. 4093 iii. Provincial funding assurances	

* **The sequencing and timing of phases 2a. and 2b are at the will of the CRD Board.**

** **Dependent on provincial legislation, the sequencing and timing of Phase 3 is at the will of the CRD Board.**

Approval Date:	Approved By:

GREATER VICTORIA PUBLIC LIBRARY

October 31, 2016

His Worship Mayor Stewart Young and Council
City of Langford
877 Goldstream Avenue, 2nd Floor
Langford, BC V9B 2X8

Dear Mayor Young:

Re: 2017 Budget and Five Year Financial Plan – PROVISIONAL

The Greater Victoria Public Library respectfully submits its Provisional 2017 Operating Budget and Five Year Financial Plan for 2017-2021 for receipt by Council.

In accordance with the Library Operating Agreement, we will submit a final budget by March 1, 2017 and will seek Council approval by resolution by May 1, 2017. We are seeking feedback or any recommended amendments by December 16, 2016.

The Provisional Operating Budget increase for 2017 is projected to be 2.1% net of all revenue-neutral transfers. Staff continue to develop strategies to manage ongoing demand while increasing efficiency and effectiveness of our service. Please refer to the enclosed budget briefing notes for more information on revenue and expenditure changes.

The municipal contribution increase for the library system is 2.94%. Each municipality's respective share is outlined in the enclosed Municipal Contributions document and is subject to change once property assessment values are received.

As noted in the Victoria Foundation's 2016 *Vital Signs* report, Greater Victoria loves its public library. Recognized by the Canadian Urban Libraries Council as one of the highest per capita circulating library systems in Canada, we are truly a community-inspired library. Our strategic plan for the next four years is designed to meet the community's expectations of a modern library. We are committed to supporting literacy and lifelong learning by providing free access to information, space, tools and expertise our communities require to thrive.

Please note that further to the enclosed budget, we will be forwarding information to you regarding the Juan de Fuca Branch Major Asset Maintenance (JF MAM) reserve under separate cover.

This information will include planned maintenance projects for the Juan de Fuca Branch and will contain two recommendations:

1) That Council approve the planned projects for the JF MAM trust fund; and,

2) That Council direct Municipal staff to work with GVPL staff in developing an agreement which outlines the terms of the trust fund administration and building maintenance role provided by GVPL. As in previous years, Municipal contributions to the trust fund have been included in GVPL's Provisional Budget request.

Thank you for working with us to support the well-being and continued success of the citizens of Greater Victoria.

Sincerely,



Kevin Murdoch
Board Chair, Greater Victoria Public Library

Enclosures
Copies: Jim Bowden, CAO, City of Langford
Steve Ternent, Director of Finance, City of Langford
Maureen Sawa, CEO, Greater Victoria Public Library
Donna Phillips, Director of Finance and Facilities, Greater Victoria Public Library

GREATER VICTORIA PUBLIC LIBRARY

2017 Provisional Budget and 2017-2021 Five Year Financial Plan

Approval Dates:

Finance Committee – October 6, 2016

Library Board – October 25, 2016

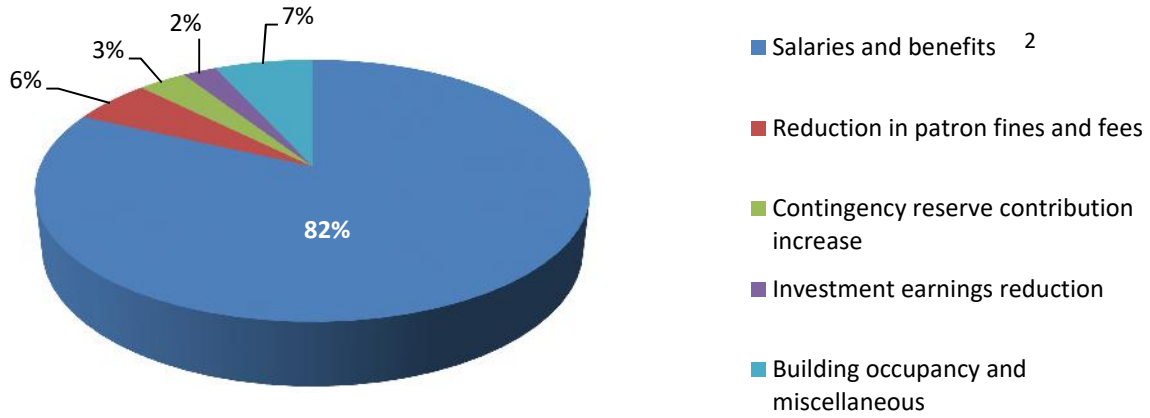
Municipal Councils –

GREATER VICTORIA PUBLIC LIBRARY

BUDGET AT A GLANCE

		2017		*2016*
Operating Budget	$	**17,989,322**	$	17,622,471
Deduct: Unfunded Amortization	$	**(1,758,200)**	$	(1,724,200)
Funded Operating Budget	$	**16,231,122**	$	15,898,271
Operating Budget Increase		**2.1%**		3.3%
Capital Budget	$	**2,327,948**	$	2,367,865
Capital Budget Increase (Decrease)		**-1.7%**		30.9% [1]
Total Budget - Funded	$	**18,559,070**	$	18,266,136
Total Budget Increase		**1.6%**		6.2%
Municipal contribution - total	$	**16,538,399**	$	16,065,447
Municipal contribution - increase	$	**472,952**	$	500,181
Municipal contribution - increase (%)		**2.94%**		3.21%
Cost per capita	$	**52.90**	$	51.39
Cost per capita increase	$	**1.51**	$	1.36

Municipal Contribution Increase $472,952, 2.94%



1 – 2016 increase includes one-time capital budget for Langford Heritage Branch start-up to furnish and equip new branch, funded by City of Langford.

2 – Includes an estimated rate of negotiated wage and benefit increases, which are jointly negotiated through GVLRA.

GREATER VICTORIA PUBLIC LIBRARY

2017 Budget and Five-Year Financial Plan (Provisional)

	2016	2017	Change	Change%	Notes	2018	2019	2020	2021
Revenues									
Municipal contributions - operating	$16,065,447	$16,538,399	$ 472,952	2.9%	1	$16,876,813	$ 17,098,205	$17,345,500	$17,576,994
Municipal contributions - start-up	747,858	772,635	24,777	3.3%	2	460,000	-	-	-
Provincial grants	641,527	642,339	812	0.1%		642,339	642,339	642,339	642,339
Federal grants	5,534	5,534	-	0.0%		5,534	5,534	5,534	5,534
Fines, fees and printing	529,800	503,800	(26,000)	-4.9%	3	484,080	466,036	449,097	433,201
Contracts for service	27,560	28,111	551	2.0%		28,673	29,246	29,831	30,428
Investment income	85,000	74,000	(11,000)	-12.9%	4	74,000	74,000	74,000	74,000
Donations and other grants	80,228	48,232	(31,996)	-39.9%	5	37,121	30,000	30,000	30,000
	18,182,954	18,613,050	430,096	2.4%		18,608,560	18,345,360	18,576,301	18,792,496
Expenses									
Salaries and benefits	12,753,653	13,093,485	339,832	2.7%	6	13,388,477	13,583,670	13,786,998	13,992,513
Library materials	966,014	966,014	-	0.0%		966,014	966,014	966,014	966,014
Amortization	1,724,200	1,758,200	34,000	2.0%	7	1,659,800	1,530,400	1,418,500	1,334,400
Supplies and services	963,575	1,037,751	74,176	7.7%	8	1,069,962	1,058,301	1,066,623	1,059,461
Building occupancy	855,433	783,950	(71,483)	-8.4%	8	767,342	761,350	772,578	783,869
Other expenses	359,596	349,922	(9,674)	-2.7%	8	350,209	353,152	356,215	357,766
	17,622,471	17,989,322	366,851	2.1%		18,201,804	18,252,887	18,366,928	18,494,023
Annual Surplus/(Deficit)	560,483	623,728	63,245	11.3%		406,756	92,473	209,373	298,473
Add back: Unfunded Amortization	1,724,200	1,758,200	34,000	2.0%	7	1,659,800	1,530,400	1,418,500	1,334,400
	2,284,683	2,381,928	97,245	4.3%		2,066,556	1,622,873	1,627,873	1,632,873
Municipal contributions-operating increase	**3.2%**	**2.9%**				**2.0%**	**1.3%**	**1.4%**	**1.3%**

GREATER VICTORIA PUBLIC LIBRARY

	2016	2017	Change	Change%	Notes	2018	2019	2020	2021
Balance forward from Page 1	2,284,683	2,381,928	97,245	4%		2,066,556	1,622,873	1,627,873	1,632,873
Capital Expenses									
Library collection - operating	1,343,873	1,343,873	-	0%		1,343,873	1,343,873	1,343,873	1,343,873
Hardware - operating	106,145	96,295	(9,850)	-9%	9	93,000	93,000	93,000	93,000
Furniture and equipment - operating	60,000	60,000	-	0%		60,000	60,000	60,000	60,000
Building Improvement - operating	80,000	80,000	-	0%		85,000	90,000	95,000	100,000
Vehicles - operating	43,605	-	(43,605)	-100%	9	-	-	-	-
Branch Start-ups:									
Library collection - Langford Heritage Branch	350,000	-	(350,000)	-100%	2	-	-	-	-
Library collection - James Bay Branch	-	300,000	300,000	100%	2	-	-	-	-
Library collection - Esquimalt Branch	-	-	-	0%		20,000	-	-	-
Hardware Langford Heritage Branch	47,320	-	(47,320)	-100%	2	-	-	-	-
Hardware James Bay Branch	-	64,915	64,915	100%	2	-	-	-	-
Hardware Esquimalt Branch Relocation	-	-	-	0%		69,000	-	-	-
Furniture & equipment Langford Heritage Branch	336,922	-	(336,922)	-100%	2	-	-	-	-
Furniture & equipment James Bay Branch	-	382,865	382,865	100%	2	-	-	-	-
Furniture & equipment Esquimalt Branch Relocation	-	-	-	0%		347,500	-	-	-
	2,367,865	2,327,948	(39,917)	-2%		2,018,373	1,586,873	1,591,873	1,596,873
Unrestricted donations: Development Assistant	(18,175)	-	18,175	-100%		-	-	-	-
Unrestricted donations: Marketing Research		(4,000)	(4,000)	100%		-	-	-	-
Contingency Reserve Fund	20,000	36,000	16,000	80%		36,000	36,000	36,000	36,000
Transfers to/(from) Reserve Funds	1,825	32,000	30,175	1653%	10	36,000	36,000	36,000	36,000
Transfers to/(from) Accumulated Surplus	(109,475)	-	109,475	-100%	11				
Debt repayments	24,468	21,980	(2,488)	-10%	12	12,183	-	-	-
	(83,182)	53,980	137,162	-165%		48,183	36,000	36,000	36,000
Financial Plan Balance	-	-	-			-	-	-	-

GREATER VICTORIA PUBLIC LIBRARY

2017 MUNICIPAL CONTRIBUTIONS (PROVISIONAL)

	2016		2017						
	Share 2016	Total Requisition 2016	Operating Budget	Rent Adjustment [1]	Total Requisition 2017	Increase $	Increase %	Building Maint. Costs [2]	Total Municipal Budget 2017
Central Saanich	5.21%	$846,232	$861,651	$9,310	**$870,961**	$24,728	2.92%	$0	$870,961
Colwood	4.71%	762,987	778,959	6,330	**785,289**	22,302	2.92%	26,787	812,076
Esquimalt	5.46%	873,093	902,996	(4,057)	**898,939**	25,846	2.96%	0	898,939
Highlands	0.68%	110,157	112,461	912	**113,373**	3,216	2.92%	3,876	117,249
Langford	10.18%	1,649,194	1,683,609	13,346	**1,696,955**	47,762	2.90%	57,901	1,754,856
Metchosin	1.57%	254,316	259,653	2,170	**261,823**	7,507	2.95%	8,933	270,756
Oak Bay	6.44%	1,029,769	1,065,073	(4,818)	**1,060,255**	30,486	2.96%	0	1,060,255
Saanich	33.72%	5,395,089	5,576,748	(22,054)	**5,554,694**	159,604	2.96%	0	5,554,694
Victoria	28.98%	4,653,424	4,792,828	(2,346)	**4,790,482**	137,058	2.95%	67,250	4,857,732
View Royal	3.05%	491,186	504,421	1,207	**505,628**	14,442	2.94%	4,836	510,464
Total	**100%**	**$16,065,447**	**$16,538,399**	**$0**	**$16,538,399**	**$472,952**	**2.94%**	**$169,583**	**$16,707,982**

[1] The **Rent Adjustment** is calculated in accordance with Section 8.12 (a), (b) and (c) of the Library Operating Agreement and relates to portions of buildings used to benefit all member municipalities: the Collection and Technical Services section of the Juan de Fuca Branch building and the Administrative portion of the Central Branch building. Municipalities which did not contribute to the initial acquisition of such building or who did not subsequently purchase a portion of such building pays reasonable rent to those Municipalities that did. Rent adjustments are subject to change in the final budget submission, due by March 1, 2017, once property assessment values have been received.

[2] **Building Maintenance Costs for jointly owned buildings** are additional municipal budget amounts that are over-and-above the requisition for the library operating budget. The two branches that are jointly owned are the Central Branch and the Juan de Fuca Branch. Similar costs at other branches do not flow through GVPL and are paid by the municipalities directly. Building costs are estimates. Once actual costs are known, GVPL invoices the municipalities. Budgeted building costs for the branch portion of the jointly-owned buildings, excluding administrative area costs that are included in the libraray operating budget, are as follows:

	Central Branch	Juan de Fuca Branch	Total
Shared strata costs (repairs, maintenance, MAM projects, cleaning, security, recycling)	18,774	-	18,774
Direct property manager costs (repairs, maintenance, misc.)	23,292	22,389	45,681
Building insurance	17,539	10,404	27,943
Strata contingency reserve contribution	12,481	-	12,481
Major asset maintenance (MAM) reserve fund contribution	-	64,704	64,704
	$ 72,086	$ 97,497	169,583

Approved by the Library Board, October 25, 2016

GREATER VICTORIA PUBLIC LIBRARY

2017 MUNICIPAL PER CAPITA CONTRIBUTIONS

	2017			
	Total Requisition 2017	**Population [1]**	**Cost Per Capita 2017**	**Increase per capita**
Central Saanich	$870,961	15,794	$55.15	$1.57
Colwood	785,289	16,636	47.20	$1.34
Esquimalt	898,939	16,207	55.47	$1.59
Highlands	113,373	2,221	51.05	$1.45
Langford	1,696,955	34,677	48.94	$1.38
Metchosin	261,823	4,968	52.70	$1.51
Oak Bay	1,060,255	17,448	60.77	$1.75
Saanich	5,554,694	110,767	50.15	$1.44
Victoria	4,790,482	83,200	57.58	$1.65
View Royal	505,628	10,714	47.19	$1.35
Total	**$16,538,399**	**312,632**	**$52.90**	**$1.51**

[1] Source of 2016 population figures: BC Stats website: <http://www.bcstats.gov.bc.ca/StatisticsBySubject/Demography/PopulationEstimates.aspx>, 2014 population estimates, accessed on August 26, 2015.

General note: Percentage share of costs by municipality are determined based on 50% property assessment value and 50% population estimate. More detailed information on assessment values and population are available on request.

Notes to 2017 Budget

1 – Municipal contributions - operating **Increase $472,952**

As shown in the diagram on the Budget at a Glance page, 82% of the increase in municipal contributions is attributed to salaries and benefits, which are jointly negotiated through the GVLRA.

As in subsequent years, our fine and fee revenues overall are budgeted for a further decrease (contributes to 6% of the municipal contribution increase).

A proposed increase to the contribution to the contingency reserve contributes 3% of the municipal increase (Note 10). A budgeted decrease in investment revenues contributes 2% of the municipal contributions (Note 4).

The remaining 7% increase in municipal contributions is due to the loss of one-time funding from accumulated surplus for office space, regarding a lease which will terminate on May 31, 2017 (Note 8 and Note 11). Consequently, this increase is temporary to allow for the final months of the lease in 2017.

2 – Municipal contributions – start-up **Increase $24,777**

These costs relate to individual branch start-up costs to furnish, equip and include a collection inventory for new or relocated branches, which are funded by individual municipalities:

Langford Heritage Branch – 2016 one-time contribution	Funded by Langford	$747,858
James Bay Branch – 2017 one-time contribution	Funded by Victoria	$772,635
Net budget increase		**$24,777**

The majority of these contributions are for capital expenditures, with a small percentage of start-up funding going towards non-capital costs, such as moving and some supplies below the asset threshold.

3 - Fines, fees and printing revenue **Decrease $26,000**

This revenue is estimated to continue to decline at a rate of 5%. 87% of this reduction is in fines, due to increasing use of e-formats, which do not incur fines. In addition, upon implementation of the new ILS in 2015, text notifications were added for patrons with overdue materials. This decrease includes offsetting increases in both meeting room rentals and printing as the demand for these services is expected to continue to increase. Fines and fees are currently under review and various alternatives for increases in this revenue line are being considered.

4 – Investment Income **Decrease $11,000**

The revenue is conservatively estimated to decline by 12% based on recent historical earnings, and to reflect the low GIC interest rates and projected continuation of modest earnings in the Municipal Finance Authority bond fund.

5 – Donations and Other Grants **Decrease $31,996**

This revenue reduction reflects one-time funding received in 2016 for OLiVe, our new outreach and literacy vehicle, funded by the Friends of the Library, Victoria Foundation, and individual donations. This revenue reduction therefore has a nil impact on the budget proposed for 2017, as budgeted expenditures have been reduced accordingly.

The 2017 budget includes $20,000 funding for the popular Books for Babies program, which represents a commitment to ensure a funding source continues to be available for this program in the future. Previous budgets did not include the revenue or expenditures for this program, reflecting a year-to-year approach.

6 – Salaries and Benefits **Increase $339,832**

The library's collective agreement expires December 31, 2016. Consequently, we have made a concerted effort to keep non-salary budgets fixed due to the uncertainty this creates. This budget includes an estimated rate of negotiated wage and benefits as well as increases to salaries for two positions involving four employees as a result of job evaluation.

Total full-time equivalent (FTE) count for regularized employees, not including part-time auxiliary employees, has increased from 146.10[1] to 147.46 (increase of 1.36 FTE). This includes the addition of a 0.57 FTE Shuttle Driver fully funded from auxiliary wages and a 0.60 FTE Library Assistant for phasing in of services as a result of adding the Langford Heritage Branch. The remaining increase of 0.19 FTE is a result of positional changes upon retirements. The total increase of 1.36 FTE is fully funded through a combination of part-time staff budget reductions and salary reductions as a result of positional changes.

Part-time wages have increased by the estimated wage increase only. This budget includes employee benefit costs and payroll withholding costs such as EI and CPP. Total benefits are estimated to increase by $172,000. $65,000 of this increase is due to the increased salary base from a wage increase. The balance of $107,000 is a result of increases in BC medical, extended health, and pension, and an increase in the auxiliary pay in lieu of benefits from 13% to 14% (effective in 2016). This brings the total estimated rate of benefits and withholding costs up from 23.5% to 24.5% of total salaries and wages.

7 – Amortization **Increase $34,000**

This is the estimated amortization expense for tangible capital assets, in accordance with the Board's Tangible Capital Asset policy. Since this is an unfunded expense, it is added back to the budgeted annual surplus.

8 – Supplies and Services, Building Occupancy and Other **Combined Decrease $6,981**

Supplies and services	$74,176
Building occupancy	(71,483)
Other expenses	(9,674)
Total	**($6,981)**

The net decrease is explained as follows:

Office space lease ended	($66,674)	On May 31,2017, the lease for office space ends – personnel located at 747 Fort Street will move into Central Branch – see further explanation below
Books for Babies program budget added	20,000	Funded by grant revenue; nil impact on municipal contributions
One-time network connection	8,333	Final costs for office space lease ending May 31, 2017
Branch start-up cost increase	11,239	James Bay branch funded by City of Victoria; nil impact on municipal contributions
Software licensing increase	10,000	Offset by reduction in Hardware as a result of increased virtualization and changes in IT service model for efficiency and effectiveness of service delivery
Marketing research for fund development	4,000	Funded by donation reserves (Note 10); nil impact on municipal contributions; see explanation below
Balance	6,121	Explanation below
Total	**($6,981)**	

The three year lease of office space at 747 Fort Street allowed for the relocation of 17 personnel in the HR, Finance and IT departments, as well as the library's IT servers, from the Central Branch. The lease met the goals of the Facilities Plan and mitigated risks related to the server room while housed at the Central Branch that resulted in a critical incident in 2013 involving the air cooling system. The move of personnel from the Central Branch to 747 Fort also increased the amount of branch space for public use. A more permanent and secure location has now been found for the library's IT servers at the University of Victoria. In order to reduce the budget, the office lease will not be renewed and the 17 personnel will be relocated back to the Central

[1] 2016 Budget report total FTE's as 144.09. It excluded 2.01 regularized auxiliary employees in error.

Branch, which is the most viable location on a short-term basis. There will be some changes to storage, staffing and service spaces at the branch to accommodate these staff. However, there will be no impact on public service operations.

The market research budget included is to be funded from donation reserves. These funds will be used to gather demographic information about the communities we serve. The research would help us to create targeted marketing materials – up to and including a direct mail campaign – to generate financial support from new donors. A secondary purpose will be to analyze the research and to identify areas of the community that would benefit from library outreach and awareness.

The balance of the increase in the amount of $6,121 is considered reasonable as it is the net result of adding necessary new costs and factoring in savings from various budgets, such as insurance, fuel and phone services. The new costs allow for automated materials handling and vending equipment maintenance costs increased as we add new branches, additional annualized costs for the Langford Heritage Branch (from 9 months in 2016 to a full year), utilities rate increases, a GVLRA fee increase, space lease at the University to provide a secure location for our IT servers, the administrative portion (28%) of short-term security services required at the Central Branch, and hosting fees for replacement of end-of-life equipment at branches to monitor the number of visitors.

9 – Capital Expenditures **Decrease $39,917**

Hardware	$(9,850)	$7,000 budget moved to Supplies and Services category; $2,850 reduction in United Way funded DigiLab project
Vehicles	(43,605)	One-time purchase in 2016 of Outreach Literacy Vehicle (OLiVe) funded by grants and donations; nil impact on municipal contributions

All other budget variances relate to new branch start-up capital costs, as mentioned in Note 2.

10 – Transfers to/(from) Reserve Funds **Net Transfer To Reserves $30,175**

Unrestricted Donations - $18,175 for Development Assistant – One-time funding in 205 and 2016 to fund a temporary Development Assistant position.

Unrestricted Donations - $(4,000) for marketing research in 2017 – refer to Note 8 for more information.

Contingency Reserve - $16,000 - As a result of a one-time pension liability in the 2015 fiscal year, the contingency fund was depleted to a zero balance in 2016 in order to replenish a negative balance in the operating fund. Board policy requires that the contingency reserve target 1% of total operating budget within five years. This increased annual contribution to the contingency reserve from $20,000 to $36,000 will replenish the reserve within the time period mandated by the policy, with no further annual increases in subsequent years.

11 – Transfers to/(from) Accumulated Surplus **Reduction in transfers from surplus $109,475**

One-time transfers from accumulated surplus in 2016 are removed in 2017:

Personnel contingency funding	$29,475
Office space funding	80,000
	109,475

12 – Debt Repayments **Reduction $2,488**

Debt repayments budgeted in 2017 are as follows:

Microfilm and scanner – capital lease	$ 4,306	(final year)
Shuttle vehicle loan – MFA	17,674	(loan maturity 2018)
	$21,980	

GREATER VICTORIA
PUBLIC LIBRARY

November 1, 2016

His Worship Mayor Stewart Young and Council
City of Langford
877 Goldstream Avenue, 2nd Floor
Langford, BC V9B 2X8

Dear Mayor Young and Council:

Re: Library Operating Agreement Renewal

The Library Operating Agreement (LOA) term ends on December 31, 2016. We have developed a draft renewal agreement that would come into effect January 1, 2017.

We are currently engaged in the consultation phase with Municipal CAOs, whose feedback was requested by October 17th. Library staff are in the process of reviewing their input and discussions have begun with the full GVPL Board and in particular, our municipal councilor representatives to ensure that they are fully informed on the proposed changes.

The three substantive changes proposed include moving from a three-year to a four-year term to match the revised election cycle, a single budget submission, and having municipal payments spread evenly over 12 months. Housekeeping changes include wording to address evolution of branch ownership models, updating for changes in technology and equipment, use of more industry-standard wording for real property and maintenance, updating insurance coverage, standardizing the source for population data consistently within the agreement, clarifying roles, replacing footnotes with a definitions page, and expanding on the history appendix.

It is our intention that the Board approve the new agreement at its November 22, 2016 Board meeting. We will forward the agreement to Councils for approval immediately following this meeting.

Given that there is limited time between November 22 and December 31st in which to receive all ten Council approvals, we enclose an Addendum to the current LOA which will allow its terms and conditions to continue to be in force and binding upon the parties until such time as a new agreement is executed. **We request that Council sign the enclosed Addendum and forward to the Office of the CEO, to the attention of Executive Assistant, Kristine Marshall for finalization.**

Sincerely,



Kevin Murdoch
Chair, Greater Victoria Public Library Board

Enclosures
Copies: Jim Bowden CAO, City of Langford
Steve Ternent, Acting Director of Finance, City of Langford
Maureen Sawa, CEO, Greater Victoria Public Library
Donna Phillips, Director of Finance and Facilities, Greater Victoria Public Library

ADDENDUM to the
LIBRARY OPERATING AGREEMENT (the "Agreement") dated January 1, 2014

WHEREAS:

1. The Term of the Agreement expires December 31, 2016 and a new agreement is in the process of being reviewed and approved.

IT IS THEREFORE AGREED THAT:

A. The Term of the Agreement be extended, without prejudice to the interests of any parties.

B. The terms and conditions of the Agreement shall continue to be in force and binding upon the parties until such time as a new agreement is executed.

C. This Addendum may be signed in counterparts that:
   i) have the same effect as if the parties had all signed the same document;
   ii) will be construed together to be an original document;
   iii) will constitute one and the same Agreement.

IN WITNESS of its terms the parties have executed this Addendum by:

THE CORPORATE SEAL of the CITY OF LANGFORD placed on this Addendum in the presence of:

Signature

Name Title

Signature

Name Title

www.westshorerebels.ca

Westshore Rebels Junior Football Club
761 Station Avenue
Langford, Vancouver Island British Columbia
V9B 2S1

12 October 2016

Mayor Stew Young & Council
City of Langford
2nd Floor, 877 Goldstream Ave
Langford, B.C. V9B 2X8

RE: SUPPORT FOR POTENTIAL HOSTING OF CANADIAN NATIONAL JUNIOR FOOTBALL CHAMPIONSHIP (CANADIAN BOWL)

Dear Stew & Councillors:

The Westshore Rebels Football Club has found itself in very unfamiliar territory this year. We have clinched first place in the British Columbia Football Conference (BCFC) and will now enjoy home field advantage for the playoffs. Our semi-final game is this Saturday, October 15, 2016 against our arch-rivals from Nanaimo. Should we win this game, we will host the BCFC Championship game on Saturday, October 29, 2016. This year the winner of the BCFC Championship game will also be the host of the Canadian Junior Football League (CJFL) National Championship game (Canadian Bowl) against a team from the Prairie Football Conference (PFC). The Canadian Bowl will be held on Saturday, November 12, 2016. In conjunction with this game the CFJL will be holding its Annual General Meeting with personnel from the BCFC, PFC and Ontario Football Conference (OFC) in attendance. The CJFL will also be holding an awards evening, the Banquet of Champions, attended by 300 people from across Canada.

In brief, should the Rebels win the BCFC Championship game, we will have two weeks to plan this entire event. Needless to say, we have started implementing our plan now assuming the best case scenario. I have enlisted the help of the President of the Okanagan Sun to help me with making this event a success. Logistically, my plan is to hold the banquet , media day, and all 100 room reservations at Bear Mountain and/or the Four Points Sheraton in Langford. My goals is to have the out-of-towners use and enjoy all the amenities offered in the Westshore. I have been advised that historically the Canadian Bowl attendance is in the range from 3,000 to 5,000 fans. Unfortunately, for us we only get to keep 40% of the gate while the remainder goes to the CJFL to pay for the Banquet of Champions, transportation, meals, and accommodations.

The CJFL have specific guidelines to host the Canadian Bowl. More specifically, as a minimum, they require us to provide the following:

www.westshorerebels.ca

Westshore Rebels Junior Football Club
761 Station Avenue
Langford, Vancouver Island British Columbia
V9B 2S1

(1) Provide live internet connections for broadcasting;
(2) Provide a doping area; and
(3) Provide station lifts for spotters.

It is kindly requested that the City of Langford provide these items for this game. In addition, it is requested that additional bleacher seating to the stadium's maximum capacity be provided by the City for this game.

From a Westshore Rebels Football Club perspective, we have not received any share of signage nor concessions royalties this year, although the latter was never negotiated at the start of the season because of past data. However, we are aware of the significant increase in concessions this year. On behalf of the Club, I am requesting that we be authorized to take full operation of the beer and food concessions for this game. We would be most willing to provide the City a negotiated royalty from this. Our plan is to use volunteers to run the concessions for this game and use the funds raised to help offset the costs of hosting this event.

Your consideration of this request is truly appreciated. My volunteer staff and I are available to meet with your officials to discuss the details of this request.

Yours truly,

Original signed

Doug Kobayashi
President
Westshore Rebels

CITY OF LANGFORD
HORDON ROAD CLOSURE BYLAW NO. 1591, 2016
Road Closure Bylaw

WHEREAS, pursuant to Section 40 of the *Community Charter*, Council may, by bylaw, close a portion of a highway to traffic and remove the dedication of the highway, if prior to adopting the bylaw, Council publishes notices of its intention in a newspaper and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

AND WHEREAS the Council of the City of Langford deems it expedient to close to traffic and remove the dedication of highway of those portions of highway comprising a total of approximately 0.247 hectares (0.162 acres) known as Hordon Road, dedicated as highway by Plan 8883, which is shown outlined in bold black on the reference plan prepared by Colin W. Grover, BCLS 827 on the 20th day of July, 2016, a reduced copy of which is attached hereto (the "Road Closure Plan");

AND WHEREAS notices of Council's intention to close that portion of highway to traffic and to remove its dedication as highway were published in a newspaper and posted in the public notice posting place, and Council has provided an opportunity for persons who consider they are affected by the closure and disposition to make representations to Council;

AND WHEREAS the Council does not consider that the closure of the Closed Road will affect the transmission or distribution facilities or works of utility operators;

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

1. Attached to this Bylaw as Schedule "A" and forming part of this Bylaw is a reduced copy of the reference plan of highway closure

   (the "Road Closure Plan").

2. The City hereby authorizes the closure to traffic and removal of highway dedication of:

   the 0.247 hectares (0.61 acres) of highway (which was dedicated as highway at the Victoria Land Title Office by Plan 8883), labelled "Closed Road" on the Road Closure Plan

   (the "Closed Road").

3. On deposit of the Road Closure Plan and all other documentation for the closure of the Closed Road in the Victoria Land Title Office, the Closed Road is closed to public traffic, it shall cease to be public highway, and its dedication as a highway is cancelled.

4. The Mayor and the Corporate Officer of the City are authorized to execute all deeds of land, plans and other documentation necessary to affect this road closure and disposition.

5. This Bylaw may be cited as “Hordon Road Closure Bylaw No. 1591”.

READ A FIRST TIME this 17th day of October, 2016.

READ A SECOND TIME this 17th day of October, 2016.

READ A THIRD TIME this 17th day of October, 2016.

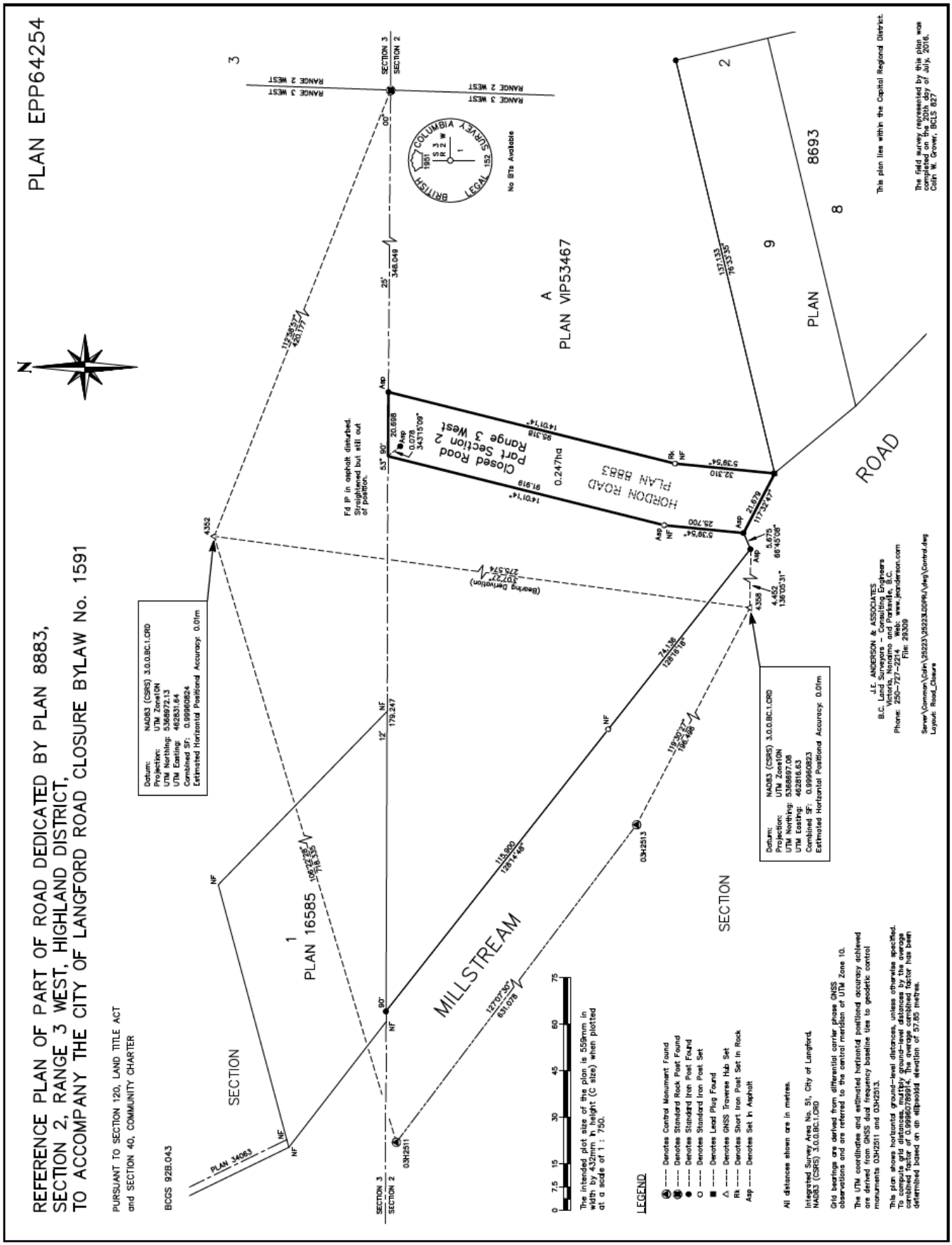
APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE this 24th day of October, 2016.

ADOPTED this day of , 2016.

MAYOR

(Certified Correct)
CORPORATE OFFICER

SCHEDULE "A" – Road Closure Plan



CITY OF LANGFORD
BYLAW NO. 1625

A BYLAW TO AMEND BYLAW NO. 209, "DISTRICT OF LANGFORD DEVELOPMENT PROCEDURES, 1997"

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

1. Bylaw No. 209, cited as "District of Langford Development Procedures, 1997" is amended by:

   a) By replacing Schedule "D" with the text set out in Appendix A to this bylaw;

   b) By replacing Schedule "E" with the text set out in Appendix B to this bylaw;

2. This Bylaw may be cited for all purposes as "City of Langford Development Procedures, Amendment Bylaw No. 16, 2016".

READ A FIRST TIME this 17th day of October, 2016.

READ A SECOND TIME this 17th day of October, 2016.

READ A THIRD TIME this 17th day of October, 2016.

ADOPTED this day of , 2016.

_____ _____

MAYOR (Certified Correct)
CORPORATE OFFICER

Appendix A to Bylaw No. 1625

SCHEDULE 'D' TO BYLAW NO. 209
Amendment No. 14 to Bylaw No. 209
(Replaced by Bylaw Nos. 342, 429, 662, 1081, 1152, 1417, 1558, 1625)

Official Community Plan Amendment			
Application Type	**Base Fee**	**Public Hearing**	**Combined Fee**
Application concurrent with Application to Rezone	$2,122	nil	**$2,122**
All Land Uses <1000m^2 of site area	$2,970	$2,334	**$5,304**
All Land Uses 1001m^2 – 8094m^2 (2ac) of site area	$6,154	$2,334	**$8,488**
All Land Uses >8094m^2 – 40,467m^2 (10ac)	$8,806	$2,334	**$11,140**
All Land Uses >40,467m^2 (10ac)	$10,928	$2,334	**$13,262**
Rezoning Fees			
Application Type	**Base Fee**	**Public Hearing**	**Combined Fee**
Text amendment only, under existing zoning for changes to Density Bonusing provisions	$955	$2,334	**$3,289**
Text Amendment only under existing zoning for changes to not more than two (2) aspects of the Zoning Bylaw, other than Density Bonus provisions	$1,909	$2,334*	**$4,243**
All Land Uses <1000m^2 of site area	$2,970	$2,334*	**$5,304****
All Land Uses 1001m^2 – 8094m^2 (2ac) of site area	$6,154	$2,334*	**$8,488****
All Land Uses >8094m^2 – 40,467m^2 (10ac)	$8,806	$2,334*	**$11,140****
All Land Uses >40,467m^2 (10ac)	$10,928	$2,334*	**$13,262****

*Fee reduced to $1,941 if public hearing waived

**Add $2,122 for the creation of a new zone designation

Appendix B to Bylaw 1625

SCHEDULE 'E' TO BYLAW NO. 209
Amendment No. 14 to Bylaw No. 209
(Replaced by Bylaw Nos. 342, 429, 456, 580, 626, 662, 799, 969, 1081, 152, 1417, 1625)

Development Permit Fees **If any work for which a permit is required commences prior to a permit being issued, the fee payable shall be doubled.**	
Interface Fire Hazard Development Permit Area (ONLY) – standard form development permit for one- and two-family residential development and/or the creation of not more than two lots by subdivision where development is fully compliant with Interface Fire Hazard design guidelines.	**$265**
Minor: a) Riparian Development Permit Area where no work is occurring within a Streamside Protection and Enhancement Area (SPEA) as defined by a qualified professional; b) Agricultural Development Permit Area where no work is occurring within an agricultural buffer as defined by a qualified professional; c) Either a) and/or b) (above) combined with an standard form development permit for one- and two-family residential development and/or the creation of not more than two lots by subdivision where development is fully compliant with Interface Fire Hazard design guidelines.	**$530**
Two-Family Residential (Duplex) - compliant with Design Guidelines and which may/may not include standard form for interface fire hazard;*	**$849**
Two-Family Residential (Duplex) – not compliant with Design Guidelines and which may or may not include standard form for interface fire hazard and may or may not include variances;**	**$2,175**

For combined Environmentally Sensitive/Hazardous and Form & Character applications, fees shall be paid on the basis of the greater of either the Environmentally Sensitive/Hazardous Development Permit Area(s) Impacted (column A) OR the scale of development (column B)

Column A	**Column B**	**Fee**
Environmentally Sensitive/Hazardous Development Permit Areas Impacted	**Form & Character**	
Less than 150m^2 of site area within a defined development permit area	• less than 100m^2 of new commercial/industrial/business park GFA; • exterior renovation of existing intensive residential (including duplex) and multi-family residential buildings that represents a change to the form and character of a building or buildings;	**$530**
150-1000m^2 of site area within a defined development permit area	• Up to and including 4 residential units; **and/or** • up to 100m^2 of new Com/Ind/Bus Park GFA; **and/or** • exterior renovation of existing Com/Ind/Bus Park buildings up to 200m^2 of GFA that represents a change to the form and character of a building or buildings;	**$1,909**
1001-4500m2 of site area within a defined development permit area	• 5- 12 residential units; **and/or** • 100m^2 – 200m^2 of new Com/Ind/Bus Park GFA **and/or** • exterior renovation of existing Com/Ind/Bus Park buildings up 2000m^2 of GFA that represents a change to the form and character of a building or buildings;	**$4,032**

4,501-25,000m^2 of site area within a defined development permit area	• 13-49 residential units; **and/or** • 201 m^2 – 4500 m^2 of new Com/Ind/Bus Park GFA **and/or** • exterior renovation of existing Com/Ind/Bus Park buildings over 2000m^2 of GFA that represents a change to the form and character of a building or buildings;	**$6,154**
>25,000m^2 of DP site area	• 50+ residential units; **and/or** • 4501 m^2+ of new Com/Ind/Bus Park GFA	**$10,080**

*A duplex development permit issued by Council's delegate
**A duplex development permit issued by Council

Development Permit Amendment Fees	
Amendment of Development Permit after Issuance **Minor amendment** for changes that are eligible for a Development Permit Exemption in accordance with s.1.4 of Appendix A to Zoning Bylaw No. 300	**No Fee, unless a Letter of Exemption is requested or required**
Minor amendment for changes that: • Are consistent with the Development Permit Area Guidelines appended to Zoning Bylaw No. 300; • Maintain the overall intent of the previously issued Development Permit, to the satisfaction of the Director of Planning; • Require the issuance of a Development Permit Amendment for the purpose of issuing a variance to reduce a bylaw requirement by no more than 10%	**$212**
Moderate amendment for changes that: • Are consistent with the Development Permit Area Guidelines appended to Zoning Bylaw No. 300; • Maintain the overall intent of the previously issued Development Permit, to the satisfaction of the Director of Planning; • Require the issuance of a Development Permit Amendment for one of the following reasons: o A proposed increase to floor space comprises more than 10% of the GFA originally approved, but less than 20%; o An additional variance is requested to reduce a bylaw requirement by more than 10%; o A streamside protection and enhancement area is proposed to be adjusted per the conditions specified in s.2.3.4 of Appendix A to the Zoning Bylaw No. 300 and such adjustment is supported by the project biologist	**16% of the original fee**
Major amendment for changes that are consistent with the Development Permit Area Guidelines appended to Zoning Bylaw No. 300 and that require the issuance of a Development Permit Amendment for changes that are considered to be a Minor or Moderate amendment	**26% of the original fee**
Appeal Fee (if Development Permit cannot be issued by Council's delegate)	**$1,326 in addition to above fees**

Development Permit Issued by Council with Variances (other than duplex)	**$1,326 in addition to the above fees**
Letter of Exemption from the Requirements of a Development Permit	**$106**
	Fee
Board of Variance	**$69**
Counter Petition: If the City is required to provide a counter petition opportunity as a result of any planning related application (Official Community Plan Amendment, Rezoning, Development Permit, Development Variance Permit, and Temporary Use Permit).	**$594**

Development Variance Permit Fees	
Application Fee	**$1,326**

Temporary Use Permit Fees	
Application Fee	**$1,857**
Renewal Fee	**$265**

City of Langford
www.cityoflangford.ca

Staff Report to Council

Date: **07/11/2016**

Department: **Planning**

Application No.: **Z16-0013**

Subject: **Bylaw No. 1658- Application to Rezone 1128 Finlayson Arm Road from RR4 (Rural Residential 4) to RAE1 (Rural Agricultural and Eco-Tourism) Zone to Allow equestrian therapy and riding activities on the property**

At their Regular Meeting of September 19, 2016 Council passed the following resolution with respect to the property at 1128 Finlayson Arm:

That Council:

1. Consider giving First Reading to Bylaw No. 1658 to amend the zoning designation of the property located at 1128 Finlayson Arm Road from RR4 (Rural Residential 4) to the new RAE1 (Rural Agriculture and Eco-Tourism 1) Zone subject to the following terms and conditions:
    a) A site servicing feasibility review must be conducted, to the satisfaction of the Director of Engineering, for any development prior to issuance of a development permit.
    b) That the applicant provides, prior to Bylaw Adoption, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:
        i. That any necessary underground or above ground servicing upgrades, extensions, or other requirements should be fulfilled at the applicant's expense ***(secured by covenant)***

COMMENTS

The applicant has registered a Sec. 219 covenant against the title of the subject property that agrees to item 1 (b) in Council resolution of September 19th, 2016.

Bylaw No. 1658 was signed by the Minister of Transportation on October 28th, 2016.

Council has not requested any additional conditions be carried out prior to consideration of Bylaw Adoption, so they may wish to do so at this time.

OPTIONS

That Council:

1. Adopt Bylaw No. 1658;

Or

2. Take no action at this time with respect to Bylaw No. 1658;

Respectfully Submitted,

Submitted by:	Lauren Morhart, MCIP, RPP Planner II
Concurrence:	Matthew Baldwin, MCIP, RPP Director of Planning
Concurrence:	Lorne Fletcher, Manager of Community Safety and Municipal Enforcement
Concurrence:	Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering
Concurrence:	Brent Molnar, Manager of Land Development
Concurrence:	Steve Ternent, Director of Finance
Concurrence:	Jim Bowden, Chief Administrative Officer

:lhm

CITY OF LANGFORD
BYLAW NO. 1658

A BYLAW TO AMEND BYLAW NO. 300, "LANGFORD ZONING BYLAW, 1999"

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

A. Langford Zoning Bylaw No. 300, 1999 is amended as follows:

1. By adding the text attached in Schedule A as Section 6.18;

2. By deleting the from the **RR4 (Rural Residential 4)** Zone and adding to a new **RAE1** (**Rural Agriculture and Eco-Tourism) Zone** the property legally described as LOT A, SECTION 41, HIGHLAND DISTRICT, PLAN 3622, EXCEPT PARTS IN PLANS 25640 AND 30287 PID No.: 006-187-773 (1128 Finlayson Arm Rd) in the portions as shown shaded on Plan No. 1 attached to and forming part of this Bylaw.

B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 463, (1128 Finlayson Arm Rd), 2016".

READ A FIRST TIME this 19th day of September, 2016.

PUBLIC HEARING held this 17th day of October, 2016.

READ A SECOND TIME this 17th day of October, 2016.

READ A THIRD TIME this 17th day of October, 2016.

ADOPTED this day of , 2016.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule A

Section 6.18 – Rural Agriculture and Eco-Tourism (RAE1) Zone

The intent of the Rural Agriculture and Eco-Tourism zone is to provide for opportunities for a mix of residential, agricultural/agri-tourism, eco-tourism and educational uses.

6.18.01 Permitted Uses

The following uses and no others are permitted in the Rural Agriculture and Eco-Tourism (RAE1) Zone:

General Uses:

(1) accessory buildings and uses;

(2) temporary construction and real estate marketing offices;

(3) uses permitted by Section 3.01 of this Bylaw;

Agricultural Uses:

(4) agriculture;

(5) intensive agriculture on lots of 4 ha (10 acres) or more in area;

(6) nursery;

(7) riding stables;

Educational Uses:

(8) riding academies including riding rings;

(9) schools and preschools;

Agri-Tourism and Eco-Tourism Uses:

The following uses are permitted as accessory uses to any agricultural or educational use:

(10) single unit (cabin) or multi-unit (bunkhouse) dormitory;

(11) campsite;

(12) rental of recreational equipment including, but without limited the generality of the foregoing: bicycles, kayaks and canoes, horses, clothing and outdoor gear;

(13) health centres;

(14) assembly use;

Residential Uses:

(15) home occupation in accordance with Section 3.09;

(16) one-family dwelling; and

(17) secondary suite in a one-family dwelling in accordance with Section 3.08.

6.18.02 Subdivision Lot Requirements

(1) No lot having an area less than 0.4 ha (1 acre) may be created by subdivision in the Rural Agriculture and Eco-Tourism (RAE1) zone; and

(2) Notwithstanding Subsection 6.04.02(1), no lot having an area less than 40 ha (100 acres) may be created by subdivision in the Rural Agriculture and Eco-Tourism (RAE1) Zone unless that lot is serviced by the municipal sanitary sewer system.

6.18.03 Density of Development and Lot Coverage

(1) There may not be more than one one-family residential dwelling per lot; and

(2) Lot coverage of all buildings and structures may not exceed 20% or 1000 m^2.

6.18.04 Height and Size of Principal Use Buildings

(1) No building or structure may exceed a height of 10.5 m (34 ft); and

(2) Despite article (1), the height of a building for agriculture or intensive agriculture use may not exceed 12 m (39 ft).

6.18.05 Setbacks

(1) No building or structure may be located:

(a) within 10 m (33 ft) of any rear lot line;

(a) within 7.5 m (25 ft) of any other lot line; and

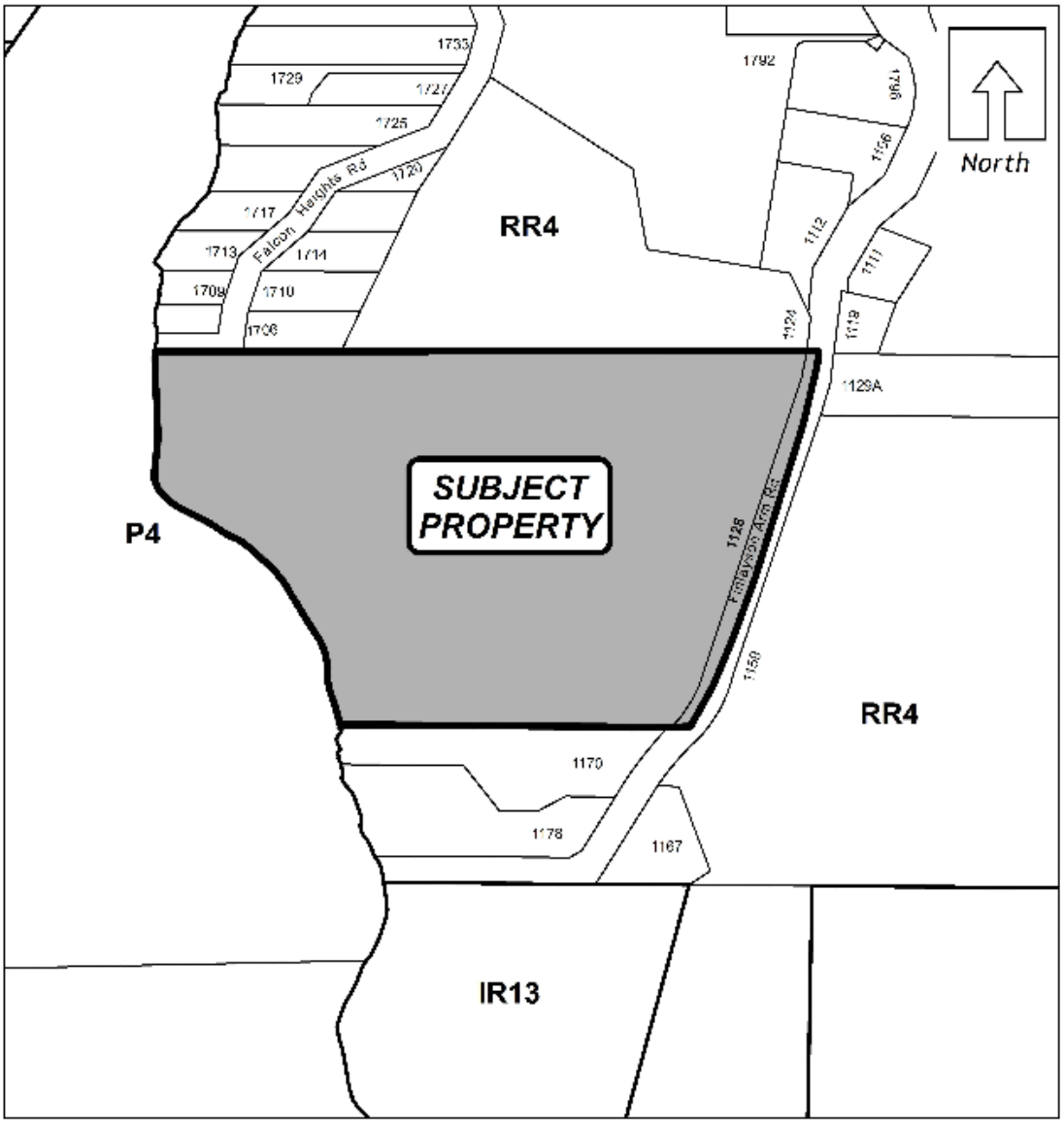
(2) Despite article (1), the siting of any building or structure used for agriculture or intensive agriculture must comply with Section 3.05 of this Bylaw.

6.18.06 Landscape Screening

The relevant regulations of Section 3.21 of this Bylaw must apply.

6.18.07 General

The relevant regulations of Part 3 of this Bylaw must apply



Document Name: Bylaw 1658

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1658

_____
MAYOR

ADOPTION: _____

_____
CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 8/26/2016

CITY OF LANGFORD
BYLAW NO. 1660

A BYLAW TO AMEND BYLAW NO. 300, "LANGFORD ZONING BYLAW, 1999"

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

A. Langford Zoning Bylaw No. 300, 1999 is amended as follows:

1. By deleting from the **R2 (One- and Two-Family Residential)** Zone and adding to the **RM7A (Medium Density Apartment A) Zone** the property legally described as LOT 10, SECTION 5, ESQUIMALT DISTRICT, PLAN 10444; PID No.: 000-050-041 (2822 and 2824 Knotty Pine Rd) in the portions as shown shaded on Plan No. 1 attached to and forming part of this Bylaw

2. By adding the following line to Table 1 of Schedule AD:

Zone	Bylaw No.	Legal Description	Amenity Contributions	Eligible for Reduction in Section 2 of Schedule AD (Column 5)
RM7A	1660	LOT 10, SECTION 5, ESQUIMALT DISTRICT, PLAN 10444 (2822 & 2824 Knotty Pine Rd)	a) $2,562 per townhouse unit towards the General Amenity Reserve Fund; b) $610 per townhouse unit towards the Affordable Housing Reserve Fund.	No

B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 464, (2822 & 2824 Knotty Pine Rd), 2016".

READ A FIRST TIME this 3rd day of October, 2016.

PUBLIC HEARING held this day of , 2016.

READ A SECOND TIME this day of , 2016.

READ A THIRD TIME this day of , 2016.

APPROVED BY THE MINISTRY OF TRANSPORTATION this day of , 2016.

ADOPTED this day of , 2016.

MAYOR

(Certified Correct)
CORPORATE OFFICER



Document Name: Bylaw_1660_

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1660

_____
MAYOR

ADOPTION: _____

_____
CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 9/22/2016

City of Langford
www.cityoflangford.ca

November 7th, 2016

In-Camera Resolution

a) That it is the opinion of Council that the public interest requires that persons other than members of Council and Officers be excluded from the meeting to consider confidential information regarding Property Matters under Section 90 (1) (e) of the Community Charter.
b) That Council continues the meeting in closed session.