

CITY OF LANGFORD
REGULAR MEETING OF COUNCIL
Tuesday, September 4th, 2018 @ 5:30 p.m.
Council Chambers, 3rd Floor, 877 Goldstream Avenue

AGENDA

	Page
1. <u>CALL TO ORDER</u>	
2. <u>APPROVAL OF THE AGENDA</u>	
3. <u>ADOPTION OF MINUTES</u>	
a) Minutes of the Regular Meeting of Council – August 20 th , 2018	
4. <u>PUBLIC PARTICIPATION</u>	
5. <u>REPORTS</u>	
a) West Shore Parks and Recreation Society 2018 Revised Budget - Staff Report (Administration)	3
b) 2019 Permissive Tax Exemptions – Bylaw No.1795, 2018 - Staff Report (Finance)	6
6. <u>BYLAWS</u>	
a) BYLAW NO. 1756 “Langford Zoning Bylaw, Amendment No. 520, (721 Station Avenue), 2018”. (ADOPTION)	48
b) BYLAW NO. 1774 “Langford Zoning Bylaw, Amendment No. 532, (852, 856, 858 & 860 Orono Ave), 2018”. (ADOPTION)	54
c) BYLAW NO. 1795 “City of Langford Permissive Tax Exemption Bylaw No. 1718, 2017, Amendment No. 1, Bylaw No. 1795, 2018”. (FIRST, SECOND, AND THIRD READINGS)	61
d) BYLAW NO. 1799 “Tax Exemption Non-Profit Affordable Housing Bylaw No. 1799, 2018”. (FIRST, SECOND, AND THIRD READINGS)	63

e) **BYLAW NO. 1801**

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"Soil Removal and Deposit Bylaw, Amendment No. 1, Bylaw 1801, 2018".

(ADOPTION)

7. ADJOURNMENT



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Staff Report to Council

Date: September 4, 2018
Department: Administration
Subject: West Shore Parks and Recreation Society 2018 Revised Budget

Background

The West Shore Parks and Recreation Society's 2018 Budget was presented to Council on February 5, 2018 and it passed the following resolution;

That Council approve the 2018 West Shore Parks and Recreation Society budget.

The City of View Royal, District of Metchosin, and District of Highlands passed similar resolutions, the City of Colwood did not approve the budget due to the one time only operating deficit being funded from reserves.

Due to the budget not being passed unanimously the West Shore Parks and Recreation Society was forced to operate based on the prior year's budget.

Commentary

The West Shore Parks and Recreation Society finance staff worked with the City of Colwood finance staff to review the 2018 budget and determine if it was correctly presented and if the use of reserve funds were being properly used for capital purposes.

Upon completion of the review the 2018 Budget was amended and passed by the Society's Board of Directors.

The 2018 Revised Budget now separates capital expenditures from operating expenditures and all capital expenditures are funded from reserves. Based on this change, the \$227, 851 reserve transfer is no longer a general operations use of the reserve fund but rather reserve funds are now directed towards capital expenditures. There is now a \$300,000 operating surplus that is being transferred to reserves to fund capital expenditures, however this surplus is not sufficient to meet near and long-term capital expenditure needs.

In addition, the budget has been increased by \$60,000 to engage a consultant to continue the review of the governance issues, operations, the Q Centre and a conduct cost benefit review of the various activities and programs offered at the West Shore Parks and Recreation Society facilities.

Financial Implications

Approval of the amended budget will result in the City of Langford's requisition remaining the same as was previously approved by Council on February 5, 2018.

Legal Implications

Under the terms of the Operating Maintenance and Management Agreement between the owners and WSPRS, the annual budget must be approved unanimously. Failure to approve means the previous year's budget carries in to the current year.

Options

That Council:

1. Approve the West Shore Parks and Recreation Society's 2018 Revised Budget with the additional \$60,000 in administrative expense for consulting attached as appendix 1;

Or

2. Not Approve the West Shore Parks and Recreation Society's 2018 Revised Budget attached as appendix 1;

Respectfully submitted,

Submitted by:	Darren Kiedyk, Chief Administrative Officer
Concurrence:	Matthew Baldwin, MCIP, RPP Director of Planning
Concurrence:	Cory Manton, Manager of Parks and Recreation
Concurrence:	Michelle Mahovich, P.Eng, P.Geo, Director of Engineering
Concurrence:	Leah Stohmann, MCIP, RPP, Deputy Director of Planning
Concurrence:	Michael Dillabaugh, CPA, CA, Director of Finance

:dk

APPENDIX 1

2018 BUDGET REQUEST			2018 BUDGET REQUEST WITH INCREASED CONSULTANT EXPENSE		
Revenue			Revenue		
Requisitions	\$	4,947,539	Requisitions	\$	4,947,539
Sale of Service	\$	5,877,022	Sale of Service	\$	5,877,022
Total Revenues	\$	10,824,561	Total Revenues	\$	10,824,561
Operating Expenses			Operating Expenses		
Administration	\$	492,635	Administration*	\$	552,635
Finance	\$	726,256	Finance	\$	726,256
Food & Beverage	\$	601,499	Food & Beverage	\$	601,499
Human Resources	\$	176,365	Human Resources	\$	176,365
Maintenance	\$	3,343,291	Maintenance	\$	3,343,291
Marketing	\$	86,000	Marketing	\$	86,000
Parks	\$	841,467	Parks	\$	841,467
Programs	\$	3,585,782	Programs	\$	3,585,782
Reception	\$	609,117	Reception	\$	609,117
Total Operating Expenses	\$	10,462,411	Total Operating Expenses	\$	10,522,411
Net Operating Income	\$	362,150	Net Operating Income	\$	302,150
Transfers to Reserve	\$	(362,150)	Transfers to Reserve	\$	(302,150)
Capital Expenditures	\$	1,000,000	Capital Expenditures	\$	1,000,000
Transfers from Reserve	\$	(1,000,000)	Transfers from Reserve	\$	(1,000,000)
Budget Surplus (Deficit)	\$	-	Budget Surplus (Deficit)	\$	0

*\$60,000 request increase for consultant expenses

Reserve Summary with increased consultant expense				
	2018 Opening Balance	2018 Transfers In	2018 Transfers Out	2018 Ending Balance
Unfunded members' TCA	\$ (890,884)	\$ -	\$ -	\$ (890,884)
Equipment Replacement Reserve	\$ 60,020	\$ 105,000	\$ (190,000)	\$ (24,980)
Major Repair Reserve	\$ 2,129,002	\$ 197,150	\$ (810,000)	\$ 1,491,172
Total Reserve Available	\$ 1,298,138	\$ 302,150	\$ (1,000,000)	\$ 575,308



Staff Report to Council

Date: September 4, 2018
Department: Finance
Subject: 2019 Permissive Tax Exemptions – Bylaw No. 1795, 2018

Background

Council has discretionary authority under Section 224 of the Community Charter to exempt certain properties from property taxation for the following year.

The City of Langford has exempted various properties from taxation in past years. This report contains only those that were applied for in 2018 as the prior exemption, Bylaw No. 1718, was for 2018 and 2019. We are recommending amending Bylaw No. 1718 to bring the timing in line with the other properties.

In addition, during a review of *“Bylaw 1718 A Bylaw to Exempt Certain Lands and Improvements Within The City of Langford from Taxation for the year 2018 and 2019”*, with BC Assessment, it was noted that two of the properties exempted had changes in their legal descriptions. The property’s exemption remains the same. The two properties affected are letters (s) and (z) of Bylaw No. 1718. BC Assessment has requested we amend the bylaw to include these updates.

Langford Council’s policy is as follows;

“Approval of tax exemptions will be considered where eligible charitable organizations demonstrate written proof of community access to citizens of Langford at a nominal charge and community benefit in the previous year.

Applications must include a general statement of activities, a description of the membership or population serviced by the group or Association, written proof of community access to citizens of Langford at a nominal charge and community benefit in the previous year, and a most recent financial statement to demonstrate financial need.”

All applicants have been advised that the **level of community benefit provided** by each organization will be reviewed in conjunction with their request for exemption. Each group has also been requested to provide a financial statement to demonstrate financial need.

Commentary

The Indigenous Perspectives Society contacted City staff early in the year to request an exemption for their property located at 664 Granderson Road.

"Indigenous Perspectives Society (IPS) is a charitable and not-for-profit social enterprise that offers training programs and services that help foster a deeper understanding of Indigenous perspectives, cultural differences, and the need for self-determination"

The Society provides cultural and educational programs to the public. Other funding received is from the Department of Indian and Northern Affairs Canada, the Ministry of Children and Family Development and other donations.

The Bishop of Victoria has requested a permissive exemption for 2 of the properties not previously exempted through the permissive process. These properties used to be rented out, however, their use has now changed. A new full application package was not requested as we have the previous one from the other properties. These properties will now be utilized as follows:

2750 Claude Road – operates a pre-school/daycare facility. This facility has one paid employee and volunteers to provide care for Langford children. The Church provides the building free of charge and fees are only charged to the parents to cover the salary of the one employee.

2756 Claude Road – is now a home to a refugee family. The Church is providing all other living expenses for the refugees stay in Canada.

Financial Implications

The adoption of the tax exemption bylaw would reduce Langford's potential tax revenue. The estimated amount of the above exemptions from the three new properties is \$12,686 for 2019.

Legal Implications

Council may exempt properties from taxation in 2019 by bylaw adopted on or before October 31, 2018 in accordance with Section 224 of the Community Charter.

Options

That Council give City of Langford Permissive Tax Exemption Bylaw No. 1718, 2017, Amendment No. 1, Bylaw No. 1795, 2018 the first three readings.

Submitted by:	Audrey Kryklywyj-Shoirtreid, Deputy Director of Finance
Concurrence:	Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence:	Darren Kiedyk, Chief Administrative Officer

:aks



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PERMISSIVE TAX EXEMPTION APPLICATION

Deadline: **June 30, 2018**

Council **will consider** applications for a permissive tax exemption providing the following information is supplied:

Date: May 8th, 2018

Name of Organization: Indigenous Perspectives Society

Address: 664 Granderson Road, Victoria, BC V9B 2R8

Contact Person: Rachelle Dallaire
Name

Executive Director
Position

250-391-0007 ext. 261
Phone #

Rachelle.D@ipsociety.ca
Email address

S0032471
Society Number

Service to the Public (check applicable):

- ☒ Regional (must provide your request for funding documents to other municipalities) - Our participants include leaders, government employees, service providers, entrepreneurs, educators, social workers, parents, caregivers, and youth who are using their training both professionally and personally in communities throughout British Columbia.
- ☐ Langford residents only

Attachments Required:

- ✓ Copy of the audited financial statements for the previous year (if an audit is performed, otherwise prepared financial statements); - Attached
- ✓ Current insurance certificate showing both liability and property coverage; - Attached
- ✓ Description of the programs/services/benefits delivered by your organization at 664 Granderson Road, including participant numbers, 500 per year, volunteer hours are zero, benefiting group/individuals/special needs populations, rental of



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facilities/fees charged for participation, zero;

-Our participants include leaders, government employees, service providers, entrepreneurs, educators, social workers, parents, caregivers, and youth who are using their training both professionally and personally in communities throughout British Columbia and across Canada.

- ☒ Description of any third party use of the subject land and/or improvements including user group names, fees charged, conditions of use. None
- ☒ Organizational chart of members, staff and remuneration - Attached
- ☒ What other municipalities have you asked for funding - None
- ☒ How much government funding do you receive – 169,394.00 and 1,880,904.00

Eligibility Criteria: For each category, please check applicable items:

A: Subject property must be one of:

- ☒ Land or improvements, or both, owned or held by an entity described in B (below)
- ☐ Land or improvements, or both, ancillary to a statutory exemption (e.g. place of public worship, cemetery, library, seniors' home etc.)

B: Nature of the organization must be:

- ☒ Not for profit corporation
- ☐ Athletic or service club/association
- ☐ Municipality, regional district, public/local authority
- ☐ Partner of the municipality by agreement
- ☒ Charitable/philanthropic organization
- ☐ Organization eligible under s.220 of the Community Charter (e.g. place of public worship, cemetery, library, seniors' home etc.)

Note: Indigenous Perspectives Society is a charitable and not-for-profit social enterprise

C: Community benefits:

- ☐ Provides recreation facilities for public use
- ☐ Provides recreation programs to the public
- ☐ Provides programs to and/or facilities used by youth, seniors or special needs groups
- ☐ Promotes economic development or tourism
- ☒ Preserves an environmentally or ecologically significant area of the community
- ☒ Offers cultural or educational programs to the public which promote community spirit, cohesiveness and/or tolerance
- ☐ Offers services to the public in formal partnership with the municipality



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- Offers affordable workforce rental housing under a Housing Agreement with the municipality

All information and documentation must be provided. Incomplete applications will be rejected.



LEE & COMPANY

CHARTERED PROFESSIONAL ACCOUNTANTS

July 10, 2017

Indigenous Perspectives Society
664 Granderson Road
Victoria BC V9B 2R8

Attention: Linda Lucas

Dear Ms. Lucas:

During the course of our audit of Indigenous Perspectives Society for the year ended March 31, 2017, we identified matters that may be of interest to management. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of material misstatement and it is not designed to identify matters that may be of interest to management. Accordingly, an audit would not usually identify all such matters.

The matters identified were as follows:

Segregation of Duties

Because of the small size of the organization, segregation of duties is not possible.

Implications

Segregation of duties provides stronger internal controls.

Recommendations

The Board of Directors must ensure all policies and procedures are followed.

This communication is prepared solely for the information of management and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

We trust you will implement our recommendations; however, should you require further clarification or information, please contact the undersigned.

Yours truly,

W. Wayne Lee, CPA, CA

LEE & COMPANY

INDIGENOUS PERSPECTIVES SOCIETY

Financial Statements

Year Ended March 31, 2017

INDIGENOUS PERSPECTIVES SOCIETY
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Year Ended March 31, 2017

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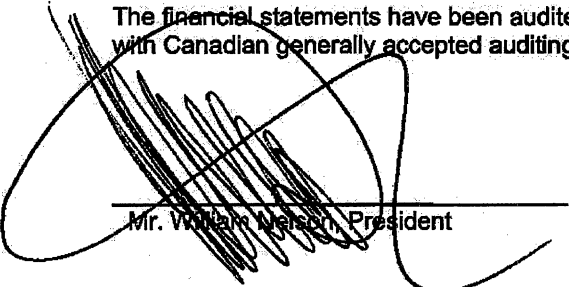
Management's Responsibility for Financial Reporting

The financial statements of Indigenous Perspectives Society have been prepared in accordance with Canadian generally accepted accounting principles. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

The integrity and reliability of Indigenous Perspectives Society's reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The Board of Directors is responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements. The Board carries out this responsibility principally through its Audit Committee. The Audit Committee is appointed by the Board and meets periodically with management to review significant accounting, reporting and internal control matters. Following its review of the financial statements and discussions with the auditors, the Audit Committee reports to the Board of Directors prior to its approval of the financial statements. The Committee also considers, for review by the Board and approval by the members's, the engagement or re-appointment of the external auditors.

The financial statements have been audited on behalf of the members by Lee & Company, in accordance with Canadian generally accepted auditing standards.



Mr. William Nelson, President

Ms. Linda Lucas, Executive Director

Victoria, BC

INDEPENDENT AUDITOR'S REPORT

To the Members of Indigenous Perspectives Society

We have audited the accompanying financial statements of Indigenous Perspectives Society, which comprise the statement of financial position as at March 31, 2017 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

(continues)

Independent Auditor's Report to the Members of Indigenous Perspectives Society (continued)

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Indigenous Perspectives Society as at March 31, 2017 and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

As required by the British Columbia Societies Act, we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

Lee & Company

Victoria, British Columbia
July 10, 2017

CHARTERED PROFESSIONAL ACCOUNTANTS

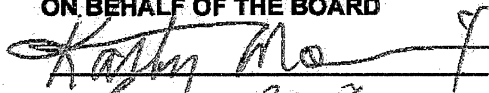
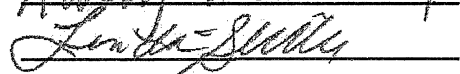
INDIGENOUS PERSPECTIVES SOCIETY

Statement of Financial Position

March 31, 2017

	2017	2016
ASSETS		
CURRENT		
Cash	\$ 4,454,152	\$ 1,496,575
Accounts receivable	62,995	34,360
Prepaid expenses	6,882	5,726
GST receivable	20,510	9,223
	<u>4,544,539</u>	<u>1,545,884</u>
TANGIBLE CAPITAL ASSETS (Note 3)	<u>1,198,002</u>	<u>1,234,694</u>
	<u>\$ 5,742,541</u>	<u>\$ 2,780,578</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 227,227	\$ 248,601
Current portion of long term debt (Note 4)	39,144	37,460
Deferred income	2,981,809	267,013
	<u>3,248,180</u>	<u>553,074</u>
LONG TERM DEBT (Note 4)	<u>914,998</u>	<u>954,201</u>
	<u>4,163,178</u>	<u>1,507,275</u>
NET ASSETS		
General fund	1,184,846	1,010,594
Restricted fund	150,656	19,676
Capital asset fund	243,861	243,033
	<u>1,579,363</u>	<u>1,273,303</u>
	<u>\$ 5,742,541</u>	<u>\$ 2,780,578</u>

ON BEHALF OF THE BOARD

 Director
 Director

See notes to financial statements

INDIGENOUS PERSPECTIVES SOCIETY
Statement of Changes in Net Assets
Year Ended March 31, 2017

	General Fund	Restricted Fund	Capital Asset Fund	2017	2016
NET ASSETS - BEGINNING OF YEAR	\$ 1,010,594	\$ 19,676	\$ 243,033	\$ 1,273,303	\$ 1,267,356
Excess of contributions and other revenues over expenses	175,080	130,980	-	306,060	5,947
Amortization of capital assets	39,996	-	(39,996)	-	-
Capital asset additions	(3,304)	-	3,304	-	-
Mortgage principal payment	(37,520)	-	37,520	-	-
Surplus transfers to revenue	-	-	-	-	-
Interfund transfers	-	-	-	-	-
NET ASSETS - END OF YEAR	\$ 1,184,846	\$ 150,656	\$ 243,861	\$ 1,579,363	\$ 1,273,303

See notes to financial statements

INDIGENOUS PERSPECTIVES SOCIETY
Statement of Revenues and Expenditures
For the Year Ended March 31, 2017

	2017	2016
CONTRIBUTIONS AND OTHER REVENUES		
Department of Indian and Northern Affairs Canada	\$ 169,394	\$ 211,698
Ministry of Children and Family Development	1,880,904	1,834,178
Other Revenue	400,492	190,105
Private training	42,499	50,464
Urban Partnership	84,992	54,156
	<u>2,578,281</u>	<u>2,340,601</u>
EXPENSES		
Amortization of capital assets	39,996	43,298
Board costs	955	3,105
Communications	17,301	15,895
Conference costs	84,609	37,255
Contractor and consulting fees	210,898	213,788
Direct program costs	185,523	188,181
Insurance	13,946	14,097
Interest on long term debt	42,892	44,693
Office	20,124	19,445
Professional development	5,836	4,295
Professional fees	15,425	20,437
Property taxes	15,935	26,418
Public relations	22,269	17,656
Rental	129,719	123,015
Repairs and maintenance	45,402	46,578
Salaries and wages	991,990	985,047
Travel	66,092	74,861
Travel - Participants	355,080	450,428
Utilities	8,229	6,162
	<u>2,272,221</u>	<u>2,334,654</u>
EXCESS OF CONTRIBUTIONS AND OTHER REVENUES OVER EXPENSES FROM OPERATIONS	<u>\$ 306,060</u>	<u>\$ 5,947</u>

See notes to financial statements

INDIGENOUS PERSPECTIVES SOCIETY
Statement of Cash Flow
Year Ended March 31, 2017

	2017	2016
OPERATING ACTIVITIES		
Excess of contributions and other revenues over expenses	\$ 306,060	\$ 5,947
Item not affecting cash:		
Amortization of tangible capital assets	39,996	43,298
	<u>346,056</u>	<u>49,245</u>
Changes in non-cash working capital:		
Accounts receivable	(28,635)	278,664
Accounts payable	(21,373)	101,266
Deferred income	2,714,796	(293,058)
Prepaid expenses	(1,156)	(288)
GST receivable	(11,287)	(314)
	<u>2,652,345</u>	<u>86,270</u>
Cash flow from operating activities	<u>2,998,401</u>	<u>135,515</u>
INVESTING ACTIVITY		
Purchase of tangible capital assets	<u>(3,304)</u>	<u>(11,243)</u>
FINANCING ACTIVITY		
Repayment of long term debt	<u>(37,520)</u>	<u>(35,719)</u>
INCREASE IN CASH FLOW	<u>2,957,577</u>	<u>88,553</u>
Cash - beginning of year	<u>1,496,575</u>	<u>1,408,022</u>
CASH - END OF YEAR	<u>\$ 4,454,152</u>	<u>\$ 1,496,575</u>

See notes to financial statements

INDIGENOUS PERSPECTIVES SOCIETY

Notes to Financial Statements

Year Ended March 31, 2017

1. DESCRIPTION OF OPERATIONS

Indigenous Perspectives Society (formerly known as Caring for First Nations Children Society) is a registered charity under the Income Tax Act of Canada. The Society incorporated as a non-profit organization under the Society Act of British Columbia to provide professional development, research and liaison services to First Nations organizations and individuals who protect and promote the well-being of First Nations children and families.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the creation of a legal obligation to pay.

Fund accounting

The General fund consists of revenue and expenses for service delivery activities and administration of the Society that are not restricted.

The Restricted fund consists of revenues and expenses for service delivery activities that are externally restricted.

The Capital asset fund reports assets, liabilities, revenues and expenses related to the Society's capital assets.

(continues)

INDIGENOUS PERSPECTIVES SOCIETY

Notes to Financial Statements

Year Ended March 31, 2017

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Financial risks

The Society is exposed to various risks through its financial instruments. The following analysis provides a measure of the risks at the reporting date, March 31, 2017.

Credit Risk

For grants receivable, the Society assesses, on a continuous basis, amounts receivable on the basis of amounts for which ultimate collection is reasonably assured based on their estimated realizable value.

For pledges, the Society recognizes at year end only those pledges for which amounts have been received at the date of completion of the financial instruments.

Liquidity risk

Liquidity risk is the risk that the organization will encounter difficulty in meeting obligations associated with financial liabilities. The Society is exposed to this risk mainly in respect of its long-term debt. This risk is reduced because of considerable sums invested in term deposits.

Interest rate risk

The Society is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Fixed-interest instruments subject the Society to a fair value risk while the floating-rate instruments subject it to a cash flow risk.

Tangible capital assets

Tangible capital assets are stated at cost or deemed cost less accumulated amortization. Tangible capital assets are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

Land		non-depreciable
Buildings	5%	declining balance method
Office furniture & equipment	20%	declining balance method
Training equipment	30%	declining balance method
Computer equipment	30%	declining balance method
Computer software	100%	declining balance method

The organization regularly reviews its tangible capital assets to eliminate obsolete items.

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

(continues)

INDIGENOUS PERSPECTIVES SOCIETY

Notes to Financial Statements

Year Ended March 31, 2017

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue recognition

The society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

Government assistance

Government assistance for acquiring fixed assets and related to expenses is recorded as deferred government assistance and is amortized on the same basis and according to the same rates as the related fixed assets or to income as eligible expenditures are incurred. Government assistance for current expenses is recorded as a reduction of the related expenditures. Government assistance for acquiring fixed assets is recorded as a reduction of the cost of related assets.

Measurement uncertainty

When preparing financial statements according to Canadian accounting standards for not-for-profit societies, management makes estimates and assumptions relating to:

- Reported amounts of revenues and expenses
- Reported amounts of assets and liabilities
- Disclosure of contingent assets and liabilities.

Estimates are based on a number of factors including historical experience, current events and actions that the Society may undertake in the future, and other assumptions that management believes are reasonable under the circumstances. By their nature, these estimates are subject to measurement uncertainty and actual results could differ. In particular, estimates are used in accounting for certain items such as revenues, allowance for doubtful accounts, useful lives of capital assets, asset impairments, legal and tax contingencies, employee compensation plans, employee benefit plans, retained interest in securitized receivables, income taxes, and goodwill impairment.

3. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2017 Net book value	2016 Net book value
Land	\$ 550,400	\$ -	\$ 550,400	\$ 550,400
Buildings	955,842	331,119	624,723	658,136
Office furniture & equipment	42,971	28,890	14,081	17,601
Training equipment	6,850	6,657	193	276
Computer equipment	69,014	60,409	8,605	8,281
	<u>\$ 1,625,077</u>	<u>\$ 427,075</u>	<u>\$ 1,198,002</u>	<u>\$ 1,234,694</u>

INDIGENOUS PERSPECTIVES SOCIETY

Notes to Financial Statements

Year Ended March 31, 2017

4. LONG TERM DEBT

Vancouver City Savings Credit Union loan bearing interest at 4.45% per annum, repayable in monthly blended payments of \$6,701. The loan is secured by \$1,200,000 business promissory note, assignment of rents and a charge against 664 Granderson, Langford, BC. Although evidenced by a demand promissory note, the credit facility shall be treated as a term obligation unless or until a default occurs under this commitment letter and/or the security.

Amounts payable within one year

2017	2016
\$ 954,142	\$ 991,661
(39,144)	(37,460)
<u>\$ 914,998</u>	<u>\$ 954,201</u>

Principal repayment terms are approximately:

2018	\$ 39,144
2019	40,736
2020	42,466
2021	44,477
2022	46,477
Thereafter	<u>740,842</u>
	<u>\$ 954,142</u>

The loan matures on October 28, 2017, however the Society expects to renew the mortgage under similar terms.

5. ECONOMIC DEPENDENCE

The Society receives a major portion of its revenue from Ministry of Children & Family Development and Indigenous and Northern Affairs Canada. The nature and extent of this revenue is of such significance that the Society is economically dependent on this source of revenue.

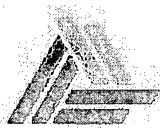
6. REMUNERATION OF EMPLOYEES AND CONTRACTORS

As required by the British Columbia Societies Act, it is noted that there were two employees / contractors paid greater than \$75,000 during the year. The Society paid a combined total of \$181,215 to these recipients.

INDIGENOUS PERSPECTIVES SOCIETY
SUMMARY SCHEDULE OF OPERATIONS AND SURPLUSES
(Schedule 1)
Year Ended March 31, 2017

	Schedule #	Total Revenue	Adjust. Deferred Revenue	Total Expenditure	Excess (shortfall) of revenue over expend.	Fund balance, beg. of year	Transfers	Fund balance, end of year
Programs								
Aboriginal Social Worker Training Program	2	\$ 1,076,916	\$ -	\$ 1,068,537	\$ 8,378	\$ -	\$ -	\$ 8,378
Administrative Support Program	3	73,678	-	65,547	8,131	-	-	8,131
Aboriginal Social Worker Training Participant Travel Reimbursement	4	301,108	-	273,095	28,011	(22,328)	-	5,683
Indigenous and Northern Affairs Canada - CORE Funding	5	-	-	-	-	-	-	-
Indigenous and Northern Affairs Canada - TriPartite	6	-	-	-	-	-	-	-
All Other Projects	7	-	-	-	-	42,004	-	42,004
Domestic Violence Prevention	8	19,394	-	19,459	(65)	-	65	-
Permanency Plan and Fund	10	267,013	(121,809)	145,204	-	-	-	-
Urban Partnership	11	84,992	-	85,783	(791)	-	791	-
Foster Care Training	12	284,000	-	146,605	137,395	-	-	137,395
INAC Income Assistance	13	150,000	-	200,936	(50,936)	-	-	(50,936)
Aboriginal Non Profit	14	115,000	-	116,797	(1,797)	-	1,797	-
Restricted fund		2,372,099	(121,809)	2,121,963	128,326	19,676	2,653	150,656
Society	9	587,169	-	409,435	177,734	1,010,593	(3,481)	1,184,846
General fund		587,169	-	409,435	177,734	1,010,593	(3,481)	1,184,846
Capital asset fund						243,033	828	243,861
Inter-Program Admin Fees Charged & Contract								
Equipment Lease	9	(259,178)	-	(259,178)	-	-	-	-
TOTAL		\$ 2,700,090	\$ 2,272,220	\$ 2,272,220	\$ 306,060	\$ 1,273,303	\$ -	\$ 1,579,363

See notes to financial statements
12



LEE & COMPANY

CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Members of Indigenous Perspectives Society

We have audited and reported separately herein on the financial statements of Indigenous Perspective Society for the year ended March 31, 2017.

Our examination was made for the purpose of forming an opinion on the financial statements of the society as a whole. The supplementary information included in Schedules 2 through 14 is presented for purposes of additional analysis and is not a required part of the financial statements. Such supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion is fairly stated in all material respects in relation to the financial statements taken as a whole.

Lee & Company

Victoria, British Columbia
July 10, 2017

CHARTERED PROFESSIONAL ACCOUNTANTS

INDIGENOUS PERSPECTIVES SOCIETY
Schedule of Contributions and Expenditures
(Schedule 2)
Aboriginal Social Worker Training Program
Year Ended March 31, 2017

	2017	2016
CONTRIBUTIONS	\$ 1,076,916	\$ 1,075,536
EXPENSES		
Communications	9,906	10,517
Contractor and consulting fees	99,197	85,503
Direct program costs	156,452	153,665
Insurance	10,471	9,427
Office and general administration	7,000	9,464
Overhead administrative fee	107,692	107,554
Professional development	5,227	2,780
Professional fees	-	196
Public relations	320	1,214
Repairs and maintenance	30,040	31,225
Salaries and wages	621,238	632,708
Travel	15,530	19,961
Travel - participants	-	783
Utilities	5,465	4,316
	1,068,538	1,069,313
EXCESS (DEFICIENCY) OF CONTRIBUTIONS AND OTHER REVENUES OVER EXPENSES FROM OPERATIONS	8,378	6,223
FUND BALANCE - Beginning of year	-	4,990
INTERFUND TRANSFER FROM (TO)		
Schedule 4	-	(11,215)
FUND BALANCE - End of year	\$ 8,378	\$ -

See notes to financial statements

INDIGENOUS PERSPECTIVES SOCIETY
Schedule of Contributions and Expenditures
(Schedule 3)
Administrative Support Program
Year Ended March 31, 2017

	2017	2016
CONTRIBUTIONS	\$ 73,678	\$ 73,584
EXPENSES		
Communications	321	576
Conference costs	3,560	13,588
Contractor and consulting fees	-	111
Direct program costs	1,989	-
Insurance	895	995
Office and general administration	424	481
Overhead administrative fee	7,368	7,358
Professional development	68	-
Rent	4,150	8,799
Repairs and maintenance	1,795	2,031
Salaries and wages	44,119	37,260
Travel	551	2,680
Utilities	307	414
	65,547	74,293
EXCESS (DEFICIENCY) OF CONTRIBUTIONS AND OTHER REVENUES OVER EXPENSES FROM OPERATIONS	8,131	(709)
FUND BALANCE - Beginning of year	-	5,131
INTERFUND TRANSFER FROM (TO) Schedule 4	-	(4,422)
FUND BALANCE - End of year	\$ 8,131	\$ -

See notes to financial statements

INDIGENOUS PERSPECTIVES SOCIETY
Schedule of Contributions and Expenditures
(Schedule 4)

Aboriginal Social Worker Training Participant Travel Reimbursement
Year Ended March 31, 2017

	2017	2016
CONTRIBUTIONS		
Contributions	\$ 301,106	\$ 92,000
Prior year's deferred revenue	-	300,000
	<u>301,106</u>	<u>392,000</u>
EXPENSES		
Overhead administrative fee	31,106	39,200
Travel - participants	241,989	390,765
	<u>273,095</u>	<u>429,965</u>
EXCESS (DEFICIENCY) OF CONTRIBUTIONS AND OTHER REVENUES OVER EXPENSES FROM OPERATIONS	<u>28,011</u>	<u>(37,965)</u>
FUND BALANCE - Beginning of year	<u>(22,328)</u>	<u>-</u>
INTERFUND TRANSFER FROM (TO)		
Schedule 2	-	11,215
Schedule 3	-	4,422
	<u>-</u>	<u>15,637</u>
FUND BALANCE - End of year	<u>\$ 5,683</u>	<u>\$ (22,328)</u>

See notes to financial statements

INDIGENOUS PERSPECTIVES SOCIETY
Schedule of Contributions and Expenditures
(Schedule 5)
Indigenous and Northern Affairs Canada - CORE Funding
Year Ended March 31, 2017

	2017	2016
CONTRIBUTIONS	\$ -	\$ 211,698
EXPENSES		
Communications	-	745
Conference costs	-	245
Contractor and consulting fees	-	332
Direct program costs	-	630
Office and general administration	-	13
Overhead administrative fee	-	31,755
Professional development	-	525
Salaries and wages	-	177,445
Travel	-	184
	-	211,874
EXCESS (DEFICIENCY) OF CONTRIBUTIONS AND OTHER REVENUES OVER EXPENSES FROM OPERATIONS	-	(176)
FUND BALANCE - Beginning of year	-	-
INTERFUND TRANSFER FROM (TO)		
Schedule 9	-	176
FUND BALANCE - End of year	\$ -	\$ -

See notes to financial statements

INDIGENOUS PERSPECTIVES SOCIETY
Schedule of Contributions and Expenditures
(Schedule 6)
Indigenous and Northern Affairs Canada - TriPartite
Year Ended March 31, 2017

	2017	2016
EXPENSES		
Overhead administrative fee	\$ -	\$ 1,494
Travel - participants	-	8,281
	-	9,775
FUND BALANCE - Beginning of year		
Fund balance - beginning	-	280
INTERFUND TRANSFER FROM (TO)		
Schedule 8	-	9,466
Schedule 9	-	29
	-	9,495
FUND BALANCE - End of year	\$ -	\$ -

See notes to financial statements

INDIGENOUS PERSPECTIVES SOCIETY
Schedule of Contributions and Expenditures
(Schedule 7)

All Other Projects

Year Ended March 31, 2017

	2017	2016
EXPENSES		
Contractor and consulting fees	\$ -	\$ 49,244
Direct program costs	-	3,234
Office and general administration	-	24
Overhead administrative fee	-	8,285
Salaries and wages	-	5,715
	-	66,502
FUND BALANCE - Beginning of year	42,004	108,506
FUND BALANCE - End of year	\$ 42,004	\$ 42,004

See notes to financial statements

INDIGENOUS PERSPECTIVES SOCIETY
Schedule of Contributions and Expenditures
(Schedule 8)
Domestic Violence Prevention
Year Ended March 31, 2017

	2017	2016
CONTRIBUTIONS		
Revenue - Domestic Violence Prev	\$ 19,394	\$ -
EXPENSES		
Conference costs	5,326	2,368
Direct program costs	3,400	500
Office and general admin	73	-
Overhead admin fees	2,909	2,641
Salaries and wages	2,851	-
Travel	4,900	2,629
	<u>19,459</u>	<u>8,138</u>
EXCESS (DEFICIENCY) OF CONTRIBUTIONS AND OTHER REVENUES OVER EXPENSES FROM OPERATIONS	<u>(65)</u>	<u>(8,138)</u>
FUND BALANCE - Beginning of year	<u>-</u>	<u>17,604</u>
INTERFUND TRANSFER FROM (TO)		
Schedule 6	-	(9,466)
Schedule 9	65	-
	<u>65</u>	<u>(9,466)</u>
FUND BALANCE - End of year	<u>\$ -</u>	<u>\$ -</u>

See notes to financial statements

INDIGENOUS PERSPECTIVES SOCIETY
Schedule of Contributions and Expenditures
(Schedule 9)
Society
Year Ended March 31, 2017

	2017	2016
CONTRIBUTIONS		
Admin Costs recovered	\$ 259,178	\$ 254,293
Other Society Revenue	242,292	150,105
Private Training	42,499	50,464
Foster Care Transition Revenue	43,200	40,000
	<u>587,169</u>	<u>494,862</u>
EXPENSES		
Amortization	39,996	43,298
Board costs	4,728	7,497
Communications	3,563	4,023
Conference costs	2,835	1,391
Contractor and consulting fees	6,288	4,033
Direct program costs	50,084	41,631
Insurance	2,115	3,675
Interest on long term debt	42,892	44,693
Office and general administration	24,634	16,044
Professional development	22,784	12,919
Professional fees	15,425	20,241
Property taxes	15,935	26,418
Public relations	2,446	4,976
Rent	5,030	4,725
Repairs and maintenance	12,519	13,322
Salaries and wages	141,861	102,102
Travel	14,286	19,427
Utilities	2,014	1,433
	<u>409,435</u>	<u>371,848</u>
EXCESS (DEFICIENCY) OF CONTRIBUTIONS AND OTHER REVENUES OVER EXPENSES FROM OPERATIONS	<u>177,734</u>	<u>123,014</u>
FUND BALANCE - Beginning of year	<u>1,010,593</u>	<u>893,291</u>
INTERFUND TRANSFER FROM (TO)		
Capital Asset Fund	(828)	(5,480)
Schedule 5	-	(176)
Schedule 6	-	(29)
Schedule 8	(65)	-
Schedule 11	(791)	(27)
Schedule 14	(1,797)	-
	<u>(3,481)</u>	<u>(5,712)</u>
FUND BALANCE - End of year	<u>\$ 1,184,846</u>	<u>\$ 1,010,593</u>

See notes to financial statements

INDIGENOUS PERSPECTIVES SOCIETY
Schedule of Contributions and Expenditures
(Schedule 10)

Permanency Plan and Fund
Year Ended March 31, 2017

	2017	2016
CONTRIBUTIONS		
Revenue	\$ 267,013	\$ 560,071
Current year's deferred revenue	(121,809)	(267,013)
	<u>145,204</u>	<u>293,058</u>
EXPENSES		
Communications	8	36
Conference costs	27	2,045
Contractor and consulting fees	-	996
Direct program costs	95,044	159,135
Overhead administrative fee	26,701	56,090
Salaries and wages	31	68
Travel	6,775	10,975
Travel - participants	16,618	63,713
	<u>145,204</u>	<u>293,058</u>
EXCESS (DEFICIENCY) OF CONTRIBUTIONS AND OTHER REVENUES OVER EXPENSES FROM OPERATIONS	<u>-</u>	<u>-</u>
FUND BALANCE - Beginning of year	<u>-</u>	<u>-</u>
FUND BALANCE - End of year	<u>\$ -</u>	<u>\$ -</u>

See notes to financial statements

INDIGENOUS PERSPECTIVES SOCIETY
Schedule of Contributions and Expenditures
(Schedule 11)
Urban Partnership
Year Ended March 31, 2017

	2017	2016
CONTRIBUTIONS	\$ 84,992	\$ 54,156
EXPENSES		
Communications	315	-
Contractor and consulting fees	-	23,960
Direct program costs	8,967	789
Office	4,845	-
Rental	5,175	-
Salaries and wages	62,105	29,434
Travel	4,376	-
	<u>85,783</u>	<u>54,183</u>
EXCESS (DEFICIENCY) OF CONTRIBUTIONS AND OTHER REVENUES OVER EXPENSES FROM OPERATIONS	<u>(791)</u>	<u>(27)</u>
FUND BALANCE - Beginning of year	<u>-</u>	<u>-</u>
INTERFUND TRANSFER FROM (TO) Schedule 9	<u>791</u>	<u>27</u>
FUND BALANCE - End of year	<u>\$ -</u>	<u>\$ -</u>

INDIGENOUS PERSPECTIVES SOCIETY
Schedule of Contributions and Expenditures
(Schedule 12)

Foster Care Training
Year Ended March 31, 2017

	2017	2016
CONTRIBUTIONS	\$ 284,000	\$ -
EXPENSES		
Communications	3,189	-
Conference costs	35	-
Contractor and consulting fees	9,095	-
Direct program costs	9,612	-
Insurance	465	-
Office	30,329	-
Professional development	195	-
Public relations	4,670	-
Rent	12,269	-
Repairs and maintenance	1,048	-
Salaries and wages	66,592	-
Travel	8,663	-
Utilities	443	-
	146,605	-
EXCESS (DEFICIENCY) OF CONTRIBUTIONS AND OTHER REVENUES OVER EXPENSES FROM OPERATIONS	137,395	-
FUND BALANCE - Beginning of year	-	-
FUND BALANCE - End of year	\$ 137,395	\$ -

INDIGENOUS PERSPECTIVES SOCIETY
Schedule of Contributions and Expenditures
(Schedule 13)
INAC Income Assistance
Year Ended March 31, 2017

	2017	2016
CONTRIBUTIONS	\$ 150,000	\$ -
EXPENSES		
Conference costs	64,575	-
Direct program costs	1,966	-
Office	30,739	-
Travel	7,183	-
Travel - participants	96,473	-
	200,936	-
EXCESS (DEFICIENCY) OF CONTRIBUTIONS AND OTHER REVENUES OVER EXPENSES FROM OPERATIONS	(50,936)	-
FUND BALANCE - Beginning of year	-	-
FUND BALANCE - End of year	\$ (50,936)	\$ -

See notes to financial statements

INDIGENOUS PERSPECTIVES SOCIETY
Schedule of Contributions and Expenditures
(Schedule 14)

Aboriginal Non Profit
Year Ended March 31, 2017

	2017	2016
CONTRIBUTIONS	\$ 115,000	\$ -
EXPENSES		
Conference costs	50	-
Contractor and consulting fees	46,939	-
Direct program costs	4,277	-
Office	17,250	-
Salaries and wages	48,225	-
Travel	56	-
	116,797	-
EXCESS (DEFICIENCY) OF CONTRIBUTIONS AND OTHER REVENUES OVER EXPENSES FROM OPERATIONS	(1,797)	-
FUND BALANCE - Beginning of year	-	-
INTERFUND TRANSFER FROM (TO)		
Schedule 9	1,797	-
FUND BALANCE - End of year	\$ -	\$ -

This is to certify that the policies / endorsements of insurance described herein are being issued to the insured name herein for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the Certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, conditions and exclusions of such policies.



a c & d Insurance Services Ltd

1196 Marine Drive
North Vancouver, BC, Canada
V7P 1S8

p: 604-985-0581
f: 604-984-3287

Insurance Confirmation

PURPOSE OF DOCUMENT

LOSS PAYEE:

POLICIES

Policy/Covernote Number	Ins Ltr	Insurer	Effective Date	Expiry Date
COM 801521041		Canadian Northern Shield Insurance Co.	Jul. 10, 2017	Jul. 10, 2018
5EB 310013		Intact Insurance Company	Jul. 10, 2017	Jul. 10, 2018

NAMED INSURED

NAME Indigenous Perspectives Society	ADDRESS 664 Granderson Road, Victoria, BC, V9B 2R8	DESCRIPTION OF BUSINESS OPERATIONS Culturally Based Professional Development Programs and Building Owner
	BROKER'S CLIENT ID INDIG-2	

LOSS PAYEE	WITH RESPECT TO	STANDARD MORTGAGE CLAUSE APPLY
1st: Vancouver City Savings CU 5th Floor, 183 Terminal Avenue, Vancouver, BC, V6A 4G2	Location 1: 664 Granderson Road, Victoria, BC, V9B 2R8	Yes

ADDITIONAL INSURED	WITH RESPECT TO
Vancouver City Savings CU 5th Floor - 183 Terminal Ave., Vancouver, BC, V6A 4G2	All operations of the named insured Location 1: 664 Granderson Road, Victoria, BC, V9B 2R8

COVERAGES AND LIMITS OF LIABILITY

Coverage	Ins Ltr	Miscellaneous	Limits	Deductible	Premium
----------	---------	---------------	--------	------------	---------

INSURANCE IS PROVIDED ONLY FOR THOSE COVERAGES SHOWN - ON TERMS AND CONDITIONS CONTAINED IN THE FORMS INDICATED.

LOCATION 1: 664 Granderson Road, Victoria, BC, V9B 2R8

GENERAL TO LOCATION COVERAGES

PROPERTY COVERAGES

Commercial Building, Equipment & Stock- Broad Form				-	-
Building			\$ 1,550,000	\$ 1,000	-
Contents			\$ 269,057	\$ 1,000	-
Replacement Cost Endorsement -Excluding Stock				-	-
Co-Insurance - 90%				-	-
Earthquake Endorsement			Included	10 %	-
Earthquake - Minimum Deductible				\$ 50,000	-
Flood Extension			Included	\$ 10,000	-
Sewer Backup			Included	\$ 5,000	-
Miscellaneous Property Floater			\$ 5,000	\$ 1,000	-
As per schedule				-	-
Replacement Cost Endorsement				-	-

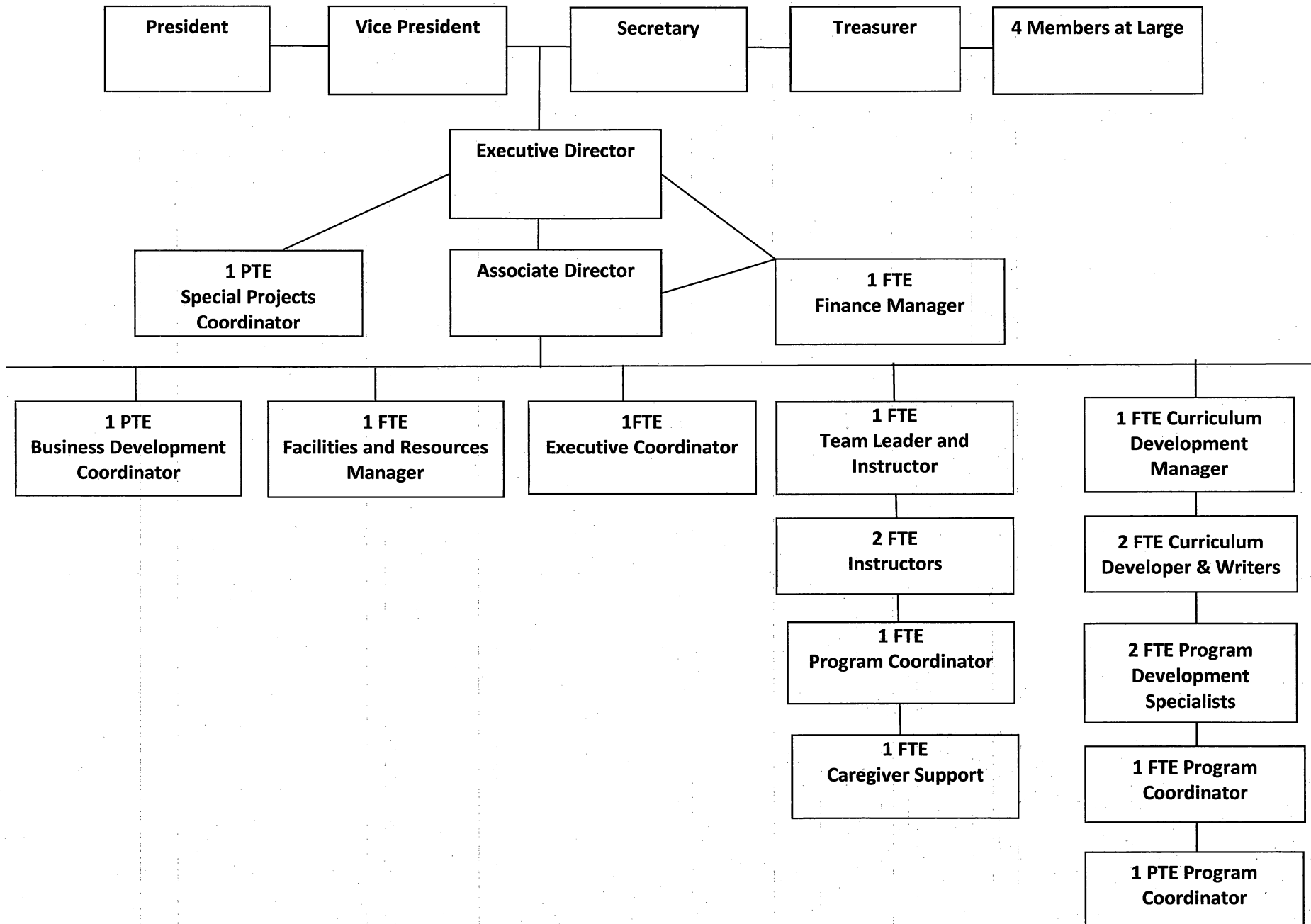
CRIME COVERAGES

Comprehensive Dishonesty, Destruction, Disappearance, and Forgery				-	-
Loss Inside Premises - Insuring Agreement II			\$ 10,000	-	-
Loss Outside the Premises - Insuring Agreement III			\$ 10,000	-	-
Agreement II and III - Reduction in Limit of Insurance - Overnight			\$ 5,000	-	-
Agreement II and III - Reduction in Limit of Insurance - Custodian's House			\$ 5,000	-	-

Agreement II and III - Medical Expenses Resulting from Robbery - Per Accident			\$ 5,000	-	-
Agreement II and III - Medical Expenses Resulting from Robbery - Aggregate			\$ 10,000	-	-
Damage to Building by Burglary or Robbery			\$ 5,000	-	-
Money Orders & Counterfeit Currency -Insuring Agreement IV			\$ 5,000	-	-
Depositors Forgery - Insuring Agreement V			\$ 5,000	-	-
LIABILITY COVERAGES					
Commercial General Liability		Per Occurrence	\$ 5,000,000	-	-
Aggregate Limit - Products-Completed Operations			\$ 5,000,000	-	-
Coverage A - Bodily Injury and Property Damage Liability			\$ 5,000,000	\$ 1,000	-
Coverage B - Personal Injury and Advertising Liability			\$ 5,000,000	\$ 1,000	-
Coverage C - Medical Payments- each person			\$ 10,000	-	-
Coverage D - Tenants Legal Liability			\$ 300,000	\$ 1,000	-
General Aggregate Limit			\$ 5,000,000	-	-
Employers Liability Extension		Office Employees only	\$ 1,000,000	\$ 1,000	-
Employee Benefit Errors' & Omissions		Aggregate	\$ 1,000,000	\$ 1,000	-
Elevator Collision			\$ 10,000	-	-
Non-Owned Automobile Liability			\$ 5,000,000	\$ 1,000	-
S.E.F. No. 99 Excluding Long Term Lease Vehicle Endorsement				-	-
S.E.F. No. 96 Contractual Liability Endorsement				-	-
Legal Liability for Physical Damage to Hired automobiles			\$ 50,000	\$ 1,000	-
Additional Insured Endorsement				-	-
CERTIFICATE AUTHORIZATION					
SIGNATURE OF AUTHORIZED REPRESENTATIVE			NAME Jake Hoffman	CONTACT NUMBER 604-985-0581	
DATE Dec. 15, 2017	COMPANY a c & d Insurance Services Ltd	ISSUED AT North Vancouver, BC	EMAIL ADDRESS jhoffman@acdinsurance.com		

THIS DOCUMENT CONTAINS CLAUSES WHICH MAY LIMIT THE AMOUNT PAYABLE

IPS Organizational Chart (as at May 1, 2018)





At IPS, learners gain the knowledge, skills and perspectives needed to be aware of their role in transforming how we relate to children, families, individuals and issues.

Our participants include leaders, government employees, service providers, entrepreneurs, educators, social workers, parents, caregivers, and youth who are using their training both professionally and personally in communities throughout British Columbia and across Canada.

Indigenous Perspectives Society

664 Granderson Road
Victoria, British Columbia V9B 2R8

Office: 250 391 0007

Email: info@ipsociety.ca

Website: www.ipsociety.ca

A proud member of



INDIGENOUS PERSPECTIVES SOCIETY

Creating Excellence Through Training & Leadership

CREATING EXCELLENCE THROUGH TRAINING AND LEADERSHIP

Indigenous Perspectives Society (IPS) is a charitable and not-for-profit social enterprise that offers training programs and services that help foster a deeper understanding of Indigenous perspectives, cultural differences, and the need for self-determination.

By creating excellence through training and leadership, we help strengthen lives and build successful relationships in our communities.

CULTURAL PERSPECTIVES TRAINING

CPT is a transformative 7 hour in class and 8 hour online course that teaches the history and impacts of colonization.

Cultural Perspectives Workshops

- Building Local Relationships
- Dispelling Myths and Stereotypes
- Understanding History

Our training is customizable for your organization and can be delivered onsite.



GLADUE REPORT TRAINING

Participants will learn about the Gladue Report process to build their skills as Gladue Report writers and provide professional development for those working with Indigenous people in the justice system.

RECRUITMENT AND RETENTION OF INDIGENOUS PEOPLE

Learn best practices for attracting, hiring, and developing Indigenous talent.

ADOPTION ONLINE

Adoption Online training supports a commitment to the holistic well-being of Indigenous children by teaching adoptive parents the importance of raising children with connections to their cultures and communities.

DELEGATED AGENCY & SUPPORT TRAINING

Aboriginal Social Work is a three-level mandatory training program for social workers employed by the Aboriginal Child and Family Services Agencies in BC and is accredited by CARF International.

IPS offers a range of additional training to support delegated agencies leadership and administration, more information can be found at ipsociety.ca.

FOSTER CAREGIVING INDIGENOUS CAREGIVERS OF BC

IPS provides foster caregiver support and training to BC Caregivers through its new division, Indigenous Caregivers of BC. More information can be found at fostercaregiversbc.ca.

Our Caregiver Support Line is available Monday to Friday from 8 am to 4 pm at 1 844 391 0007 Ext 229

GIVING PROGRAM

Our giving program supports curriculum development, youth mentorship, and expanding our online training offerings to reach more communities across Canada to support our mission and vision.

IN PERSPECTIVE

Subscribe to IN Perspective, the Indigenous Perspectives Society quarterly newsletter at ipsociety.ca

Visit www.ipsociety.ca to learn more about IPS

Our Lady of the Rosary Parish, Fr. Paul Szczur - Pastor
798 Goldstream Avenue,
Victoria, B.C. V9B2X6

03 August 2018

Mayor and Council
City of Langford
2nd Floor,
877 Goldstream Avenue
Victoria, B.C. V9B 2X8

Dear Mayor and Council,

Re: Request for Property Tax Relief for 2750 and 2756 Claude Road.

As Council may already be aware, Our Lady of the Rosary Church operates a Pre School/Daycare facility at 2570 Claude Road and is now about to provide the house located at 2756 Claude Road, for use by a refugee family from war torn Eritrea. The purpose of this letter is to seek property tax relief for these two properties based upon the charitable nature of their use.

The Pre-School/Daycare facility currently has one paid employee along with 3 volunteers and provides Pre-School and Daycare services within Langford for up to 15 children between the ages of 3 and 5 years. The building is provided for this use by the Church and the fees charged to the parents solely cover the salary of the one paid employee. The building maintenance and other costs are paid by the Church.

The "refugee" house has been renovated by the Parish and is to be used to house a family of refugees, 2 adults and 2 children, from Eritrea. The house, furnishings, utilities and other attendant costs are borne by the Church, as are food, clothing and personal expenses for the first year of the refugee's stay in Canada.

We anticipate that both of these buildings will be in use, providing their current charitable services to the Langford area, for many years to come. We would therefore request that Council grant property tax relief for these two properties.

We look forward to a favorable response to our request.

Sincerely,

Fr. Paul Szczur, Pastor

Our Lady of the Rosary Church.



Staff Report to Council

Date: September 4, 2018
Department: Planning
Application No.: Z17-0041
Subject: Bylaw No. 1756- Application to Rezone 721 Station Ave from CS1 to C8A to allow for future redevelopment of the site

At their Regular Meeting of 22 January 2018, Council passed the following resolution with respect to the property at 721 Station Ave:

That Council:

1. *Give First Reading to Bylaw No. 1756 as drafted to rezone the property at 721 Station Avenue from CS1 (Service Commercial) to C8A (Community Town Centre Pedestrian A) and to amend the text of the C8A Zone to allow for future redevelopment of the site at a higher density and with a wider range of permitted uses.*

Subject to the following conditions:

- a) *That, **prior to Public Hearing**, the applicant provides a technical memorandum regarding stormwater management for redevelopment of the site, to the satisfaction of the Director of Engineering; and*
- b) *That, **prior to Bylaw Adoption**, the applicant provides a Section 219 Covenant, registered on title in priority of all other charges, that agrees to:*
 - i. *Provide a Traffic Impact Assessment (TIA), to the satisfaction of the Director of Engineering and the Ministry of Transportation, and complete all improvements recommended in the TIA, to the satisfaction of the Director of Engineering, prior to the issuance of any Development Permit or Building Permit, whichever occurs first, for redevelopment of the site to a density exceeding a floor area ratio (FAR) of 1.0;*
 - ii. *Provide a stormwater management plan, to the satisfaction of the Director of Engineering and in accordance with Bylaw No. 1000, prior to subdivision approval or the issuance of a Building Permit for redevelopment of the site;*

-
- iii. *Implement the approved stormwater management plan and complete any required improvements and/or upgrades to on- and off-site infrastructure necessary to facilitate proper drainage on the subject property, at the owner's expense;*
 - iv. *Construct full frontage improvements on Station Avenue and Millstream Road, in accordance with Bylaw No. 1000 and to the satisfaction of the Director of Engineering, prior to subdivision approval or the issuance of a Building Permit for redevelopment of the site, whichever occurs first; and*
 - v. *Provide a construction parking management plan, to the satisfaction of the Director of Engineering, prior to the issuance of any Building Permit for redevelopment of the site; and*
 - vi. *That any necessary aboveground or underground infrastructure or servicing upgrades, extensions or other servicing requirements are to be fulfilled to the standards of Bylaw No. 1000 and to the satisfaction of the Director of Engineering, and that any costs incurred by these upgrades, extensions or other requirements will be the responsibility of the developer.*

CARRIED.

COMMENTS

The applicant has registered a Sec. 219 covenant against the title of the subject property that agrees to item 1(b) in Council's above noted resolution.

Bylaw No. 1756 was signed by the Minister of Transportation on April 12th, 2018.

OPTIONS

That Council:

1. Adopt Bylaw No. 1756;

OR

2. Take no action at this time with respect to Bylaw No. 1756;

Submitted by:	Leah Stohmann, MCIP, RPP, Deputy Director of Planning
Concurrence:	Matthew Baldwin, MCIP, RPP Director of Planning
Concurrence:	Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering
Concurrence:	Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence:	Darren Kiedyk, Chief Administrative Officer

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CITY OF LANGFORD

BYLAW NO. 1756

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 CS1 (Service Commercial) Zone and adding to C8A (Community Town Centre Pedestrian) Zone the property legally described as Strata Lot 1, Section 72, Esquimalt District, Strata Plan VIS5806 Together With an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V, PID No. 026-326-752 (721 Station Avenue).
2. By adding the following to Table 1 of Schedule AD:

Zone	Bylaw No.	Legal Description	Amenity Contributions	Eligible for Reduction in Section 2 of Schedule AD (Column 5)
C8A	1756	Strata Lot 1, Section 72, Esquimalt District, Strata Plan VIS5806 Together With an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V, PID No. 026-326-752 (721 Station Avenue).	a) \$1,000 per Single Family Equivalent (SFE) toward the Affordable Housing Reserve Fund; b) \$4,200 per SFE toward the General Amenity Reserve Fund; and c) \$10.75 per m ² (\$1.00 per ft ²) of commercial Gross Floor Area (GFA) toward the General Amenity Reserve Fund.	No

3. By adding the following to Section 6.44A.01 and re-numbering the other clauses accordingly:

- (1) Accessory buildings and uses;
- (2) Animal hospital in an enclosed building;
- (5) Appliance repair;
- (6) Auction room;
- (7) Automobile glass repair, on the land legally described as Strata Lot 1, Section 72, Esquimalt District, Strata Plan VIS5806 Together With an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V, PID No. 026-326-752 (721 Station Avenue);

- (8) Bakery;
- (9) Business college and trade school;
- (14) Funeral parlour;
- (22) Liquor store;
- (25) Parking facility;
- (29) Printing, publishing and bookbinding;
- (38) The retail sale of parts and accessories for automobiles, trucks, boats, camper vehicles, farm machinery and manufactured homes.

4. By amending Subsection 6.44A.04(1) to read:

“Except as provided in articles (2), (3), (4), (5) and (6), the floor area ratio may not exceed 1.0.”

5. By adding the following as Subsection 6.44A.04(6)

“Notwithstanding Subsection 6.44A.04(1), the floor area ratio may be increased to 5.0, on the land legally described as Strata Lot 1, Section 72, Esquimalt District, Strata Plan VIS5806 Together With an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V, PID No. 026-326-752 (721 Station Avenue), if the owner provides:

- (a) A minimum of 75% of the parking spaces required by this Bylaw in an underground parking structure;
- (b) The amenity contributions set out in Table 1 of Schedule AD, prior to the issuance of a Building Permit for development with a maximum floor area over 1.0; and
- (c) Residential dwelling units on any storey above the ground floor.”

6. By adding the following as Subsection 6.44A.06(2):

“On land legally described as Strata Lot 1, Section 72, Esquimalt District, Strata Plan VIS5806 Together With an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V, PID No. 026-326-752 (721 Station Avenue), the maximum height of buildings and structures shall be governed by the provisions of Subsection 6.44A.04(6) and not 6.44A.06(1) above.”

B. This Bylaw may be cited for all purposes as “Langford Zoning Bylaw, Amendment No. 520, (721 Station Avenue), 2018”.

READ A FIRST TIME this 22nd day of January, 2018.

PUBLIC HEARING held this 3rd day of April, 2018.

READ A SECOND TIME this 3rd day of April, 2018.

READ A THIRD TIME this 3rd day of April, 2018.

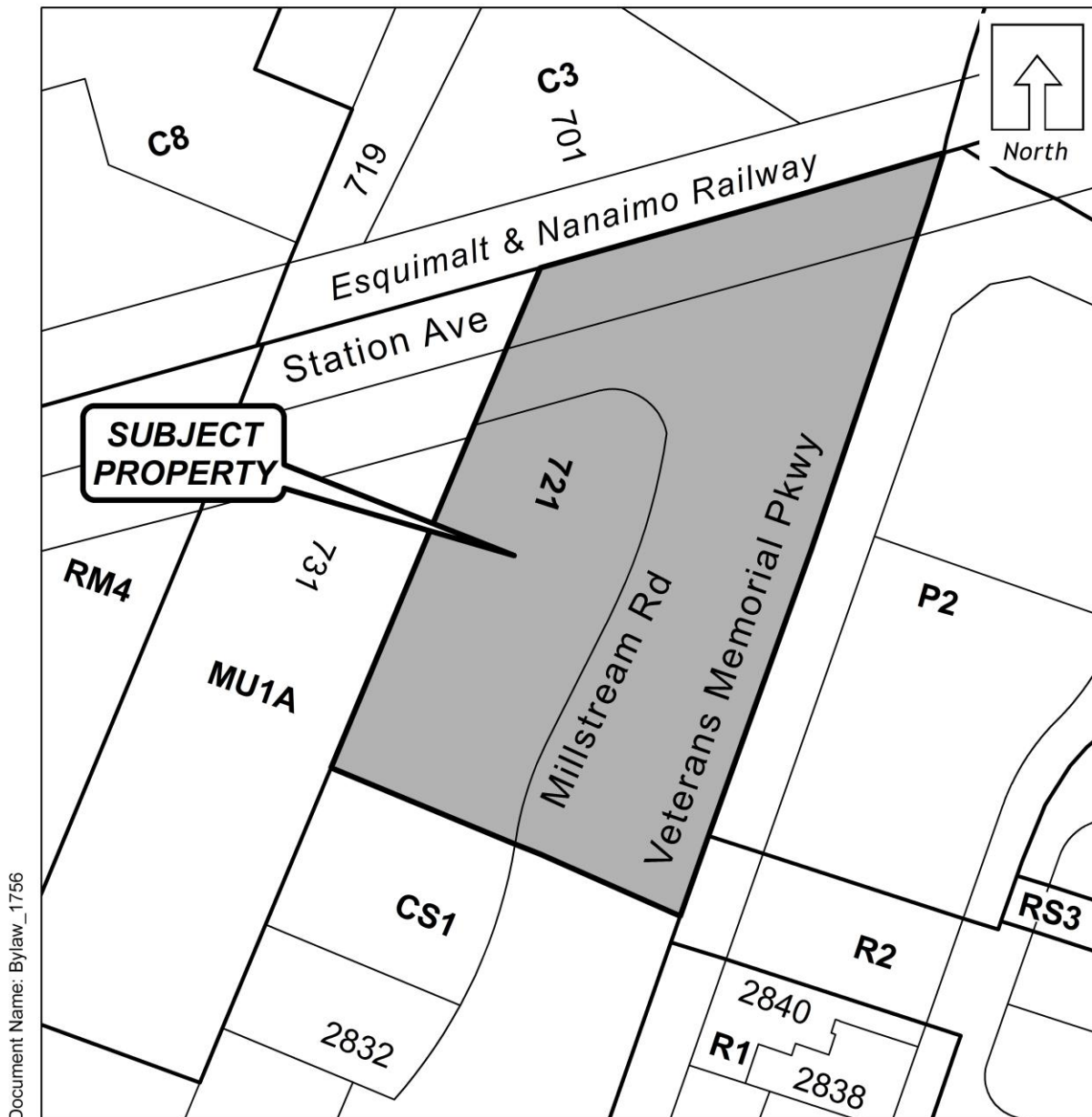
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS 12th day of April, 2018.

ADOPTED this of, 2018.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule A



Document Name: Bylaw_1756

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1756

ADOPTION: _____

Scale: N.T.S.

MAYOR

CORPORATE OFFICER

Last Revised: 12/5/2017



Staff Report to Council

Date: September 4, 2018

Department: Planning

Application No.: Z18-0008

Subject: Bylaw No. 1774- Application to Rezone 852-860 Orono Avenue from R1 and MU1 to MU1A to Allow a 120 unit multi-residential building.

Excerpt from Committee's recommended resolution of May 14th:

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

1. *Give first reading to Bylaw 1774, as presented, to amend the text within the MU1A zone to allow the FAR to be increased to 2.25 if the developer provides 50% of the parking spaces required within an underground or enclosed parking structure, which can be further increased by increments of 0.25 for every additional 5% so provided, to a maximum FAR of 4.*
2. *Give First Reading of Bylaw 1774, as presented to amend the zoning designation of the property located at 852, 856, 858 Orono Avenue from the R1, One Family Residential, Zone to MU1A Mixed Residential Commercial, Zone and 860 Orono Avenue from the MU1, Mixed Use Residential Commercial, Zone to the MU1A Zone subject to the following terms and conditions:*
 - a) *That the owner agrees to provide, as a bonus for increased density, the following contributions per dwelling, prior to building permit issuance:*

\$750 per unit towards the Affordable Housing Contribution Reserve Fund;
\$2850 per unit towards the General Amenity Contribution Reserve Fund;
 - b) *That the per unit amount of General Amenity Contributions, listed in items 3.a) ii may be reduced by 69%, if the developer agrees to register a covenant on title that restricts use of the residential building as rental accommodations for a period of 10 years from the date of occupancy the charge. The 69% reduction is only applicable if a building permit for the construction of the aforementioned apartment building on the subject property is issued prior to December 2018.*

-
- c) That the applicant provides, prior to **Public Hearing**, the following:
- i. A technical stormwater management memo that addresses on site drainage containment in light of the underground parking being proposed; COMPLETED
 - ii. A redesign of the proposed building as shown in the report attached as Appendix A, to include a prominent entry feature and additional materials on the enclosed parkade; COMPLETED
- d) 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 the developer install, or bond for, full frontage improvements, including but not limited to, light standards, boulevard plantings, on street parking, and a sidewalk, to the standards of the Subdivision and Development Servicing Bylaw No.1000, and to the satisfaction of the Director of Engineering prior to subdivision approval or building permit issuance, whichever is first;
 - ii. That the developer will complete road improvements required to facilitate access into the property, which may include but is not limited to an extended left turn lane on Orono Avenue, to the standards of Bylaw No. 1000 and to the Director of Engineering;
 - iii. That the per unit General Amenity Fund contributions listed in Bylaw No. 1774 may be reduced by 69% if the developer registers a covenant on title which restricts the use of the property for residential rental accommodation for a period of 10 years from the date of occupancy. The 69% per unit reduction to the General Amenity Fund Contributions listed in Bylaw No.1774 will only be applicable if a building permit to construct the building on the subject property is issued prior to December 2018;
 - iv. That any necessary underground or above ground servicing upgrades, extensions, or other requirements necessary to service the building is the responsibility of the developer, and will be completed at the developer's expense;
 - v. That the developer acknowledges that an amendment to the parking requirements in the Zoning Bylaw may result in the need for additional parking and a redesign of the proposed development;
 - vi. That prior to building permit issuance, the developer provides a formal stormwater management plan to the satisfaction of the Director of Engineering and that the developer is responsible for implementing the recommendations within the plan and is responsible for all costs relating to infrastructure upgrades, including offsite works, required to contain the properties drainage to the site;
 - vii. That the applicant agrees to submit a construction parking management plan, subject to the approval of the Director of Engineering, prior to clearing or commencing any work on the subject site;

- viii. *That the applicant agrees to substantially design the proposed building as per the plans submitted, and attached to this report as Appendices A;*
- ix. *That notification be provided that acknowledges the proximity of the development to industrial operations that may generate noise nuisances.*

COMMENTS

The applicant has registered a Sec. 219 covenant against the title of the subject property that agrees to items d) i.- ix. Council's resolution of May 22nd, 2018. Council should be aware that item d) v. was removed from the covenant as the applicant has requested a variance to the amount of parking required.

Bylaw No. 1774 was signed by the Minister of Transportation on July 20th, 2018.

OPTIONS

That Council:

1. Adopt Bylaw No. 1774;
2. Take no action at this time with respect to Bylaw No. 1774;

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:	Cory Manton, Manager of Parks and Recreation
Concurrence:	Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering
Concurrence:	Leah Stohmann, MCIP, RPP, Deputy Director of Planning
Concurrence:	Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence:	Darren Kiedyk, Chief Administrative Officer

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CITY OF LANGFORD

BYLAW NO. 1774

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 a portion of the text in subsection 6.51A.04 (3) and replacing it with the following:
"The floor area ratio may then be further increased to 2.25 if the owner provides 50% of the parking spaces required by this Bylaw in an enclosed parking structure, which can be further increased by increments of 0.25 for every additional 5% of parking spaces so provided, to a maximum FAR of 4."
2. By deleting from the R1 (One-Family Residential) Zone and adding to MU1A (Mixed Use Residential Commercial) Zone the property legally described as LOTS 1, 2, 3, SECTION 5, ESQUIMALT DISTRICT, PLAN 12186, PID No. 000-241-083, 004-981-456, 004-981-430 (852, 856, 858 Orono Ave); LOT 4, SECTION 5, ESQUIMALT DISTRICT, PLAN 20800, PID No. 003-599-566 (860 Orono Ave) in the portions as shown shaded on Plan No. 1 attached to and forming part of this Bylaw.
3. By deleting from the MU1 (Mixed Use Residential Commercial) Zone and adding the MU1A (Mixed Use Residential Commercial) Zone the property legally described as Lot 4, Section 5, Esquimalt District, Plan 12186, PID No. 003-359-566.
4. By adding the following to Table 1 of Schedule AD:

Zone	Bylaw No.	Legal Description	Amenity Contributions	Eligible for Reduction
MU1A	1774	LOTS 1, 2, 3, SECTION 5, ESQUIMALT DISTRICT, PLAN 12186, PID No. 000-241-083, 004-981-456, 004-981-430 (852, 856, 858 Orono Ave); And LOT 4, SECTION 5, ESQUIMALT DISTRICT, PLAN 20800, PID No. 003-599-566 (860 Orono Ave)	a) \$750 per unit towards the Affordable Housing Reserve Fund; b) \$2850 per unit towards the General Amenity Reserve Fund; and c) Despite b) above, if a Building Permit is issued prior to December 2018 and the owner registers a covenant restricting use to rental accommodation for no less than 10 years, the amount referenced in b) may be reduced by 69%	No

B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 532, (852, 856, 858 & 860 Orono Ave), 2018".

READ A FIRST TIME this 22nd day of May, 2018.

PUBLIC HEARING held this 16th day of July, 2018.

READ A SECOND TIME this 16th day of July, 2018.

READ A THIRD TIME this 16th day of July, 2018.

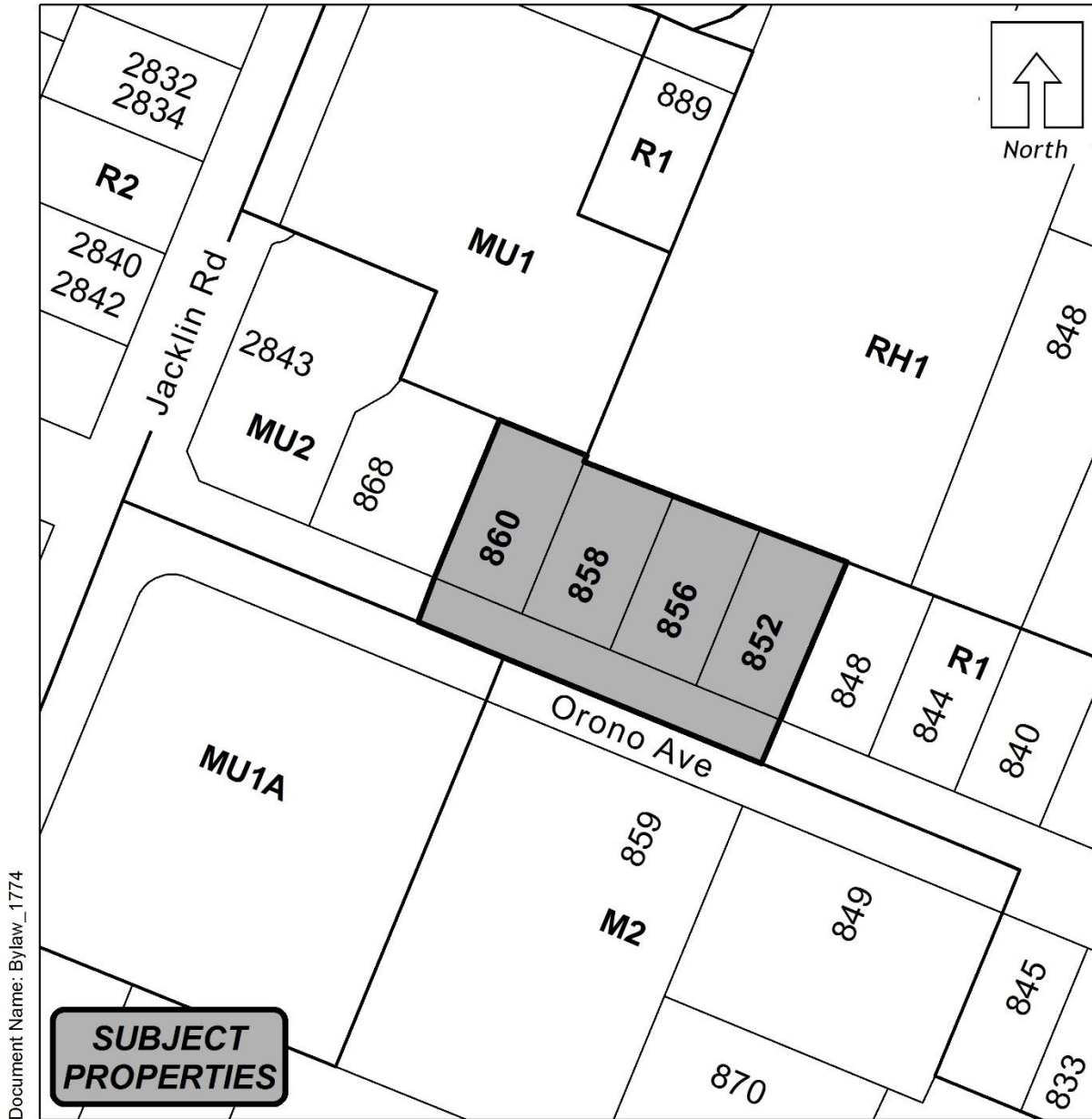
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS 20th day of July, 2018.

ADOPTED this of, 2018.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule A



I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1774

MAYOR

ADOPTION: _____

CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 3/29/2018

**CITY OF LANGFORD
BYLAW NO. 1795**

**AMEND BYLAW NO. 1718 BEING THE “CITY OF LANGFORD PERMISSIVE TAX
EXEMPTION BYLAW NO. 1718, 2017”**

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

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

1. That the buildings and improvements together with certain lands surrounding the buildings and improvements and more particularly described as:

gg) Roll No. 01-62-327-05816.000

Lot 4, Block 1, PI VIP1739, Section 72, Esquimalt Land District
Indigenous Perspectives Society
664 Granderson Rd
PID 001-826-247

hh) Roll No. 01-62-327-05653.000

Lot B, VIP7819, Section 72, Esquimalt Land District
Bishop of Victoria
2750 Claude Rd
PID 001-743-929

ii) Roll No. 01-62-327-05650.000

Parcel A, Lot 7, VIP3544, Section 72, Esquimalt Land District DD 14738W
Bishop of Victoria
2756 Claude Rd
PID 006-227-520

Be added to Section 1.

2. That section (s) and (z) be deleted and replaced with:

(s) Roll No. 01-62-327-06385.084

Portion of Lot A, PI EPP58443, Section 86 and 87, Esquimalt District
Westhills Land Corp (Victoria Conservatory of Music)
1319 thills Drive

(z) Roll No. 01-62-327-05764.000

Lot 22, PI VIP7235, Section 72, Esquimalt District, PID 005-741-980

Lot 23, PI VIP7235, Section 72, Esquimalt District, PID 005-741-998

Goldstream Masonic Hall

679 Goldstream Avenue

2. This bylaw may be cited for all purposes as “City of Langford Permissive Tax Exemption Bylaw No. 1718, 2017, Amendment No. 1, Bylaw No. 1795, 2018”

READ A FIRST TIME this day of September 2018.

READ A SECOND TIME this day of September 2018.

READ A THIRD TIME this day of September 2018.

ADOPTED this of , 2018.

MAYOR

(Certified Correct)
CORPORATE OFFICER

CITY OF LANGFORD

BYLAW NO. 1799

A BYLAW TO EXEMPT NON-PROFIT AFFORDABLE HOUSING AT 616 GOLDSTREAM AVENUE FROM TAXATION FOR TEN YEARS

WHEREAS under the provisions of Section 224 of the *Community Charter*, the Municipal Council of the City of Langford may, by bylaw, exempt land and improvements from taxation;

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

1. The land and improvements particularly described as:
Roll No. 01-62-327-05829.021
Lot: A, Plan EPP67900, Section 72, Esquimalt District
PID: 030-449-502
Pacific Housing Advisory Assn
616 Goldstream Ave
Shall subject to section 2, hereby be exempt from taxation for the ten years 2019 through 2028, inclusive.
2. The exemption from taxation is subject to the property being used exclusively for non-profit affordable housing, including uses ancillary to the delivery of affordable housing, during the ten year term of the exemption.
3. If during the term of the tax exemption the property ceases to be used for the purposes specified in section 2, this bylaw will cease to apply to the property and the property will be liable to taxation.
4. This Bylaw may be cited as the "Tax Exemption Non-Profit Affordable Housing Bylaw No. 1799, 2018"

READ A FIRST TIME this day of September, 2018.

READ A SECOND TIME this day of September, 2018.

READ A THIRD TIME this day of September, 2018.

ADOPTED this of, 2018.

MAYOR

(Certified Correct)
CORPORATE OFFICER

CITY OF LANGFORD

BYLAW NO. 1801

A Bylaw to Amend the City of Langford Soil Removal and Deposit Bylaw

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

PART 1: AMENDMENTS

1. City of Langford Soil Removal and Deposit Bylaw, 2017, No. 1800, is amended as follows:
 - (a) at the end of section 4, add subsections (c), (d) and (e) as follows:
 - c. A Soil permit is not required when a volume of rock is being removed from a development site to be processed at an offsite location if that same rock, after being processed, is returned in the same or substantially the same volume to the original development site, for use exclusively on that development site.
 - d. If Soil is removed from a parcel of land within the geographic boundaries of the City, and substantially the entire amount of soil removed is deposited on another parcel of land within the geographic boundaries of the City, only one (1) Soil permit is required, all applicable fees, charges or expenses, including but not limited to:
 - i. Soil permit fees;
 - ii. highway damage deposits;
 - iii. permit extension fees; and
 - iv. any repair costs required by this Bylaw,but excluding fines arising from violations of this bylaw, shall be born in equal shares by the owner(s) of the parcels, and the owners shall be jointly and severally liable to the City under Section 7 of this bylaw.
 - e. If requested by the City Engineer, any person relying on an exemption in this section, or that person's agent, must, within seven (7) days, properly execute and provide the City with a statutory declaration, in a form satisfactory to the City Engineer, attesting that the person is currently complying with or has complied with, as the case may be, the conditions applicable to the exemption that the person is relying upon.

(b) delete and replace section 5 (d) with:

- d. Every Soil permit shall expire on the date that is the number of days specified in the applicable “EXPIRY” column of Schedule A from the start date indicated on the permit, and where the Soil permit has not already expired, the City Engineer may approve extensions beyond the expiry date as follows:
- i. where a Soil permit is for a total volume less than 6000 m³, up to four (4) consecutive 90-day extensions of the Soil permit may be granted on payment of the appropriate administration fee, specified in the “Permit Fee” column of Schedule A, for each extension; and
 - ii. where a Soil permit is for a total volume greater than or equal to 6000 m³, one (1) 90-day extension may be granted on payment of the appropriate administration fee, specified in the “Permit Fee” column of Schedule A, for each extension. If more than 180 days is required then a new permit must be applied for with both the administration fee and the appropriate volume or flat fee applicable.

2. The Bylaw is further amended in Schedule A by deleting the table in Schedule A and replacing it with the following table:

CLASS	TYPE of PERMIT, based on soil volume	Permit Fee	Highway Damage Deposit (if required*)	EXPIRY
A	Greater than 100 m ³ but less than 300 m ³ , for the construction of a Single-Family Dwelling	\$250 administration fee	\$500	120 days
B	Greater than or equal to 100m ³ , but less than 500m ³	\$65 administration fee plus \$0.50 per m ³ of soil to be removed or deposited	\$750	90 days

C	Greater than or equal to 500m ³ but less than 6000m ³	\$100 administration fee plus \$0.50 per m ³ of soil to be removed or deposited to a maximum of \$3000	\$1000	120 days
D	Greater than or equal to 6000 m ³	\$100 administration fee plus a flat fee of \$3000	\$1000	90 days
E	Commercial Soil Enterprise	\$500 per operation paid at application or renewal of business license	n/a	1 year
*A highway damage deposit is not required for a soil permit if a highway damage deposit has already been paid in conjunction with a building permit or subdivision approval application for the property.				

PART II: SHORT TITLE

This Bylaw may be cited as “Soil Removal and Deposit Bylaw, Amendment No. 1, Bylaw 1801, 2018”.

READ A FIRST TIME this 20th day of August, 2018.

READ A SECOND TIME this 20th day of August, 2018.

READ A THIRD TIME this 20th day of August, 2018.

ADOPTED this of, 2018.

MAYOR

(Certified Correct)
CORPORATE OFFICER