

CITY OF LANGFORD
REGULAR MEETING OF COUNCIL
Tuesday, February 19, 2019 @ 5:30 p.m.
Council Chambers, 3rd Floor, 877 Goldstream Avenue

AGENDA

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PUBLIC HEARING
Tuesday, 19 February 2019

File No. 657 Redington Ave

***A Public Hearing to construct a temporary Telus and
Rogers antenna at the property located at
657 Redington Ave***

Invitation for Community Feedback
Proposed ROGERS and TELUS TEMPORARY TOWER Installations
Located at 657 Redington Avenue, Victoria, BC

Dear Neighbor,

ROGERS and TELUS are in the process of upgrading their network to maintain wireless services to the community. You may or may not be aware, ROGERS and TELUS have an existing cell site located at 2506 Selwyn Road (along the south side of the highway) that includes a monopole tower with antennas. This cell site provides wireless services to all wireless customers in the area. This cell site is scheduled to be removed in early 2019. As such, a replacement cell site is required to maintain wireless service to the area so community members can continue using their mobile devices. To avoid constructing a new stand alone "cell tower", ROGERS and TELUS will be adding antennas to the new building under construction at 665 Redington Avenue. While the new antenna installation is under construction, ROGERS and TELUS require two TEMPORARY TOWERS to be installed at 657 Redington Avenue to ensure wireless service is maintained to the community. It is expected that these temporary towers will only be required for a short period of time (for a period of less than six (6) months) until the antenna installation on the rooftop is completed. This notification package is an invitation for the public to provide comments regarding the proposed temporary communications towers. ROGERS and TELUS have commenced consultation in accordance with the City of Langford New Transmission Towers Policy No.: 0340-50 Transmission Towers.

PROPOSAL DETAILS:

The property at 657 Redington Avenue is currently vacant and adjacent to a development which includes a four storey rental building at 665 Redington Avenue, Langford, BC. The temporary towers are proposed to be located on the northeast corner of the property (approximate coordinates: N 48.45929°, W 123.49310°). The design includes towers attached to trailers and guyed via concrete blocks. Antenna equipment required to operate the tower is located on the trailer. Preliminary designs are included in this notification for your reference. This is adjacent to Highway 1 (Island Highway). Access will be through the existing property. ROGERS and TELUS confirm that the antenna structures described in this notification package will apply good engineering practices including, structural adequacy during construction. ROGERS and TELUS confirm that the installation is excluded from environmental assessment under the Canadian Environmental Assessment Act. The facility will be built to the National Building Code as well as the BC Building Code. The installation will be in accordance with Transport Canada and NAV Canada requirements. ROGERS and TELUS will each be installing six (6) antennas on the towers. Installation is anticipated to take a week. Please note that the temporary antenna installations will be in full compliance with Health Canada's Safety Code 6 requirements to ensure public safety.

REGULATORY AUTHORITY

Telecommunication providers are required by Innovation, Science, and Economic Development Canada (ISED), formerly Industry Canada, to consult with the local municipality and the general public regarding new installations. ROGERS and TELUS are committed to meaningful consultation with the City of Langford and the public. The City of Langford has adopted its New Transmission Tower Policy to define Council policy with respect to telecommunication towers and antennas, outline community consultation procedures and to describe municipal expectations with regard to minimizing community impacts from those structures. This letter provides written notification to adjacent landowners and stakeholders with an opportunity to engage in reasonable, relevant, and timely communication regarding this proposal. You have received a copy of this notification package because your property, or a property you have an interest in, is located within 150 metres or less from the proposed installation. The closing period for written comments regarding the proposal is February 25, 2019, however, you can make comments in person at the Public Hearing meeting on February 19, 2019, which begins at 5:30pm at City Hall located at 877 Goldstream Avenue in the 3rd Floor Council Chambers. Any inquiries that are received as a result of this notification will be logged and submitted to the City of Langford as part of our application process.



Contacts

ROGERS and TELUS:

c/o Tawny Verigin of Cypress Land Services
Agents for ROGERS and TELUS
Suite 1051, 409 Granville Street
Vancouver, BC V6C 1T2
Phone: 1-855-301-1520
Fax: 604-620-0876
Email:
publicconsultation@cypresslandservices.com

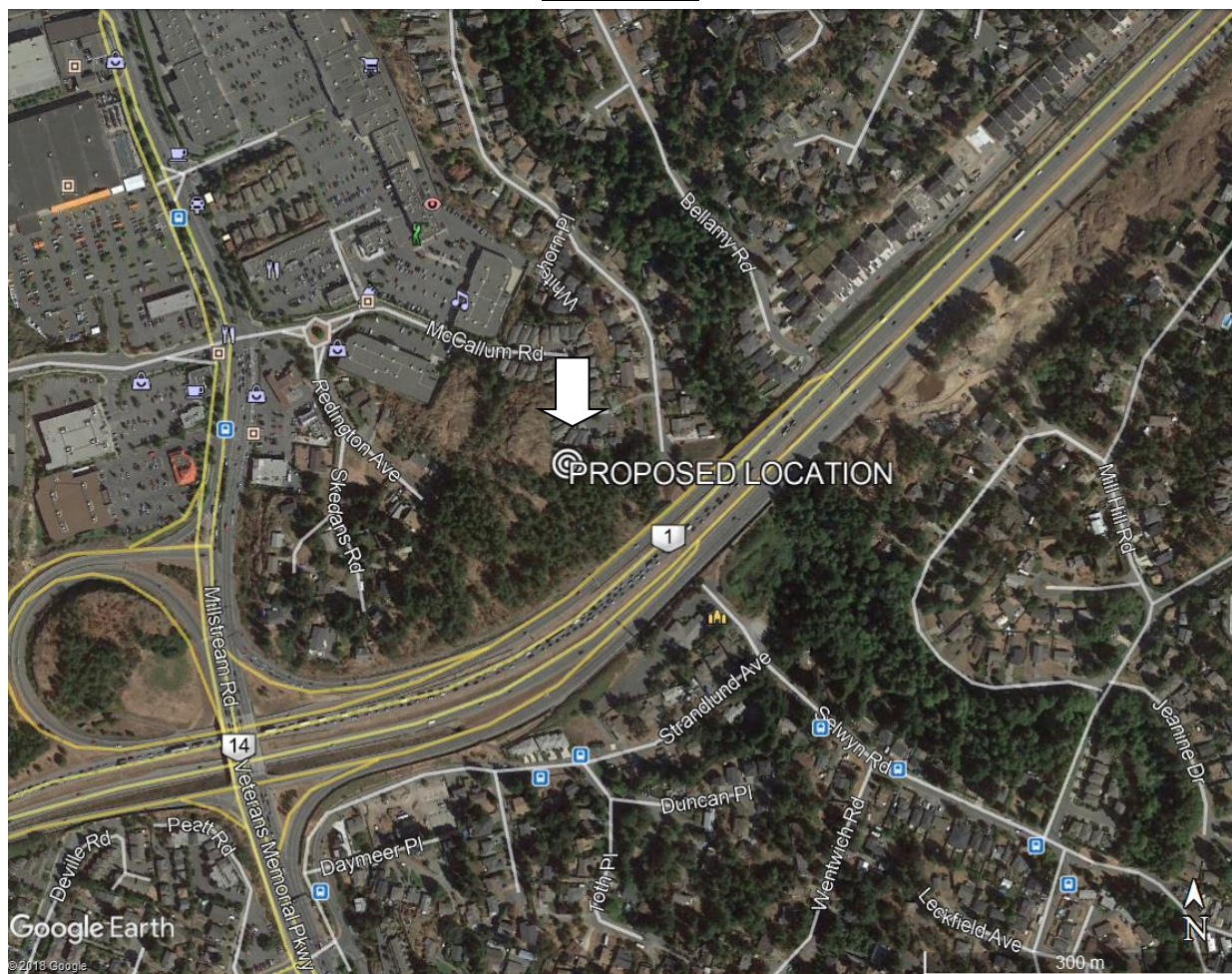
City of Langford:

Lauren Morhart, MCIP, RPP
Planner II
City of Langford
2nd floor, 877 Goldstream Ave.
Langford, BC V9B 2X8
Phone: 250-474-6919
Fax: 250-391-3436
Email: lmorhart@cityoflangford.ca

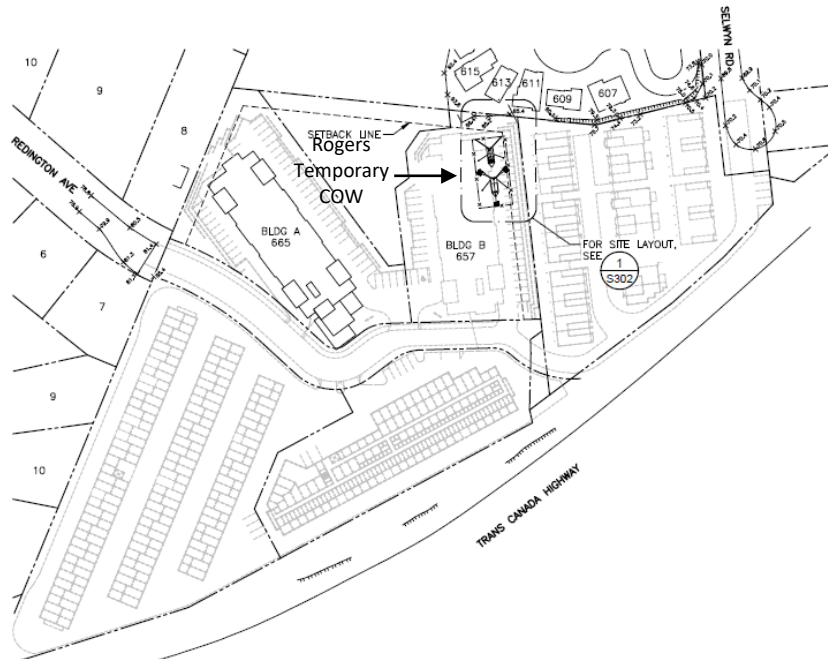
ISED:

Vancouver Island Office
1230 Government Street, Room 430
Victoria, BC V8W 3M4
Phone: 250-363-3803
Fax: 250-363-0208
Email: ic.spectrumvictoria-victoriaspectre.ic@canada.ca
(By appointment only)

Aerial Photo

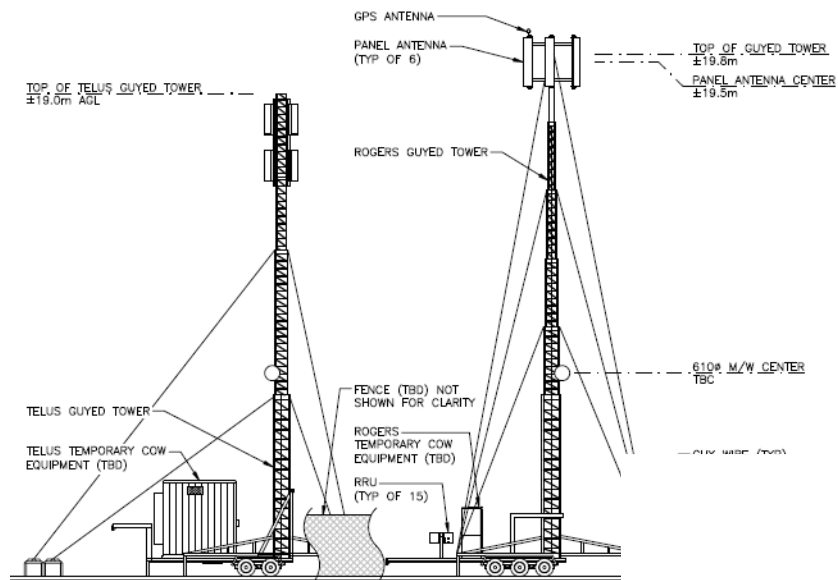


Site Plan



1 SITE PLAN
1:1250

East Elevations



1 EAST ELEVATION
S302 1:150

COMMENT SHEET
PROPOSED RADIOCOMMUNICATIONS TOWER
657 REDINGTON AVENUE, LANGFORD, BC
ROGERS SITE: W4475 | TELUS SITE: BC3853

1. Do you feel this is an appropriate location for the proposed facility?

- ☐ Yes
☐ No

Comments _____

2. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest?

- ☐ Yes
☐ No

Comments _____

3. Additional Comments

Please provide your name and full mailing address if you would like to be informed about the status of this proposal. This information will not be used for marketing purposes; however, your comments will only be used by ROGERS & TELUS in satisfying the City of Langford's "New Transmission Tower Policy".

Name _____
(Please print clearly)
Email Address _____
Mailing Address _____

Rogers c/o Cypress Land Services Inc.
Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2
Attention: Tawny Verigin, Municipal Affairs Specialist

Thank you for your input.



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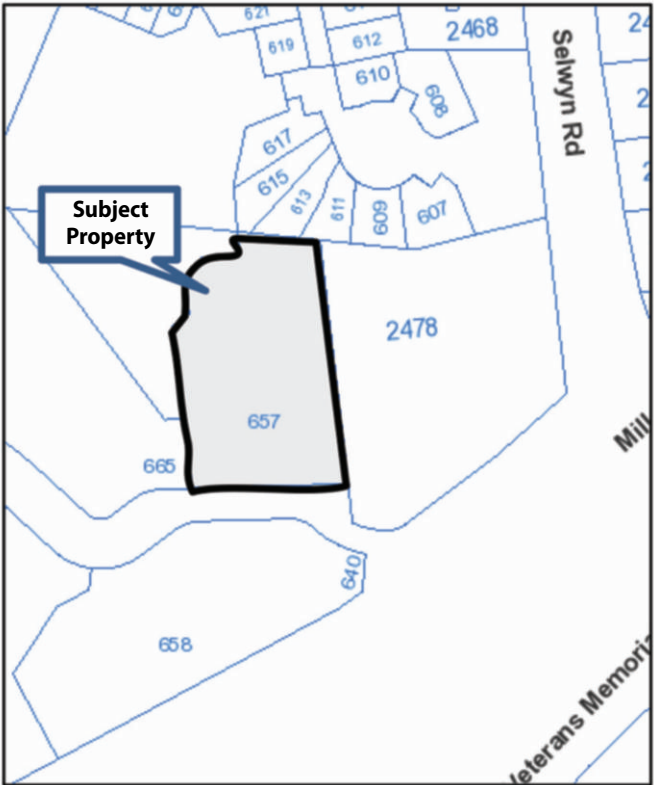
Cypress Land Services Inc., on behalf of Rogers and TELUS, intends to construct two TEMPORARY telecommunications towers at 657 Redington Avenue, Langford, BC for a period of up to six (6) months. All persons who believe their interest in property is affected by the proposed development will be afforded an opportunity to be heard or present written submissions respecting this proposal at a Public Hearing to be held at CITY OF LANGFORD COUNCIL CHAMBERS, Third Floor, 877 Goldstream Avenue, Langford, BC, on Tuesday, 19 Feb 2019, 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: To install two TEMPORARY telecommunications towers at a height of 20.0 metres

Applicant: Cypress Land Services Inc. on behalf of Rogers/TELUS

Location: 657 Redington Avenue, Langford, BC as shown shaded on the plan.

Information about the proposed development may be viewed during City of Langford office hours, 8:30 am to 4:30 pm from Monday to Friday (Holidays excluded) and any correspondence for Council may be received until Tuesday, February 19th, 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 or Tawny Verigin of Cypress Land Services Inc., Agents for Freedom Mobile at 604-620-0877 with any questions on this proposal.



IN ACCORDANCE WITH THE WARE-HOUSE LIEN ACT

Westshore Towing Ltd will sell the following:

2001 Ford Mustang Black VIN# 1FAFP40421F206134 Registered to Kyle Perks

2002 Toyota Echo Grey VIN# JTDBT123620204284 Registered to Robert Wilkinson

1996 Mercedes E320W VIN# WDBJF55F6TJ017296 Registered to Michael Reidie

1998 Ford Escort Blue VIN# 1FAFP13P4WW152931 Registered to Tanner Havas

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The sale will take place at 1247 Parkdale Dr, Victoria, B.C. on Feb. 20, 2019 at 11am
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There is an immediate opening for a full time Flyboy for a night shift at our Ladysmith location. Duties include lifting papers from stacker to skids, helping the Pressman with repairs and learning to operate a forklift to use when needed. Must have your own mode of transportation and the ability to work nights.



GRAPHIC ARTIST – PRINT DIVISION (CAMPBELL RIVER)

This position requires the successful applicant to be proficient in Adobe Creative Suite: InDesign, Photoshop, Illustrator and Acrobat Professional in a Mac environment with an eye for detail. The focus is on print publications although experience in digital media would be an asset. The position is a full time position and may require some shift work. Minimum 2 years creative design experience in graphic arts is required and as well as a portfolio.



CIRCULATION COORDINATOR (PARKSVILLE)

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The right candidate will have outstanding and diverse writing abilities, specifically suited for both online and print with the ability to work well under deadline pressure. This position will be a key contributor to our websites and social media engagement. Advanced video and photography skills will be key attributes, along with an extensive knowledge of social media best practices and a strong understanding of how to tailor online content accordingly. You will have a diploma/degree in journalism, including training in broadcast media and be comfortable working in a variety of environments.

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Palms, Tarot
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February, 15th - 24th

Information

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of your
paper.

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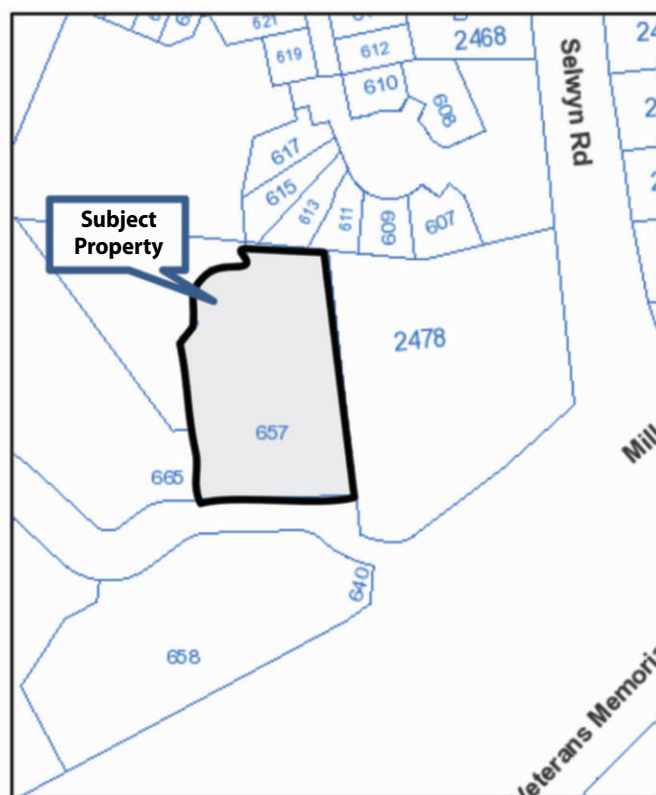
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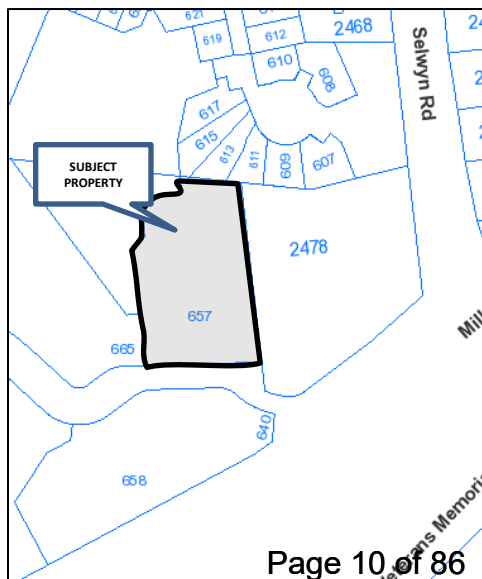
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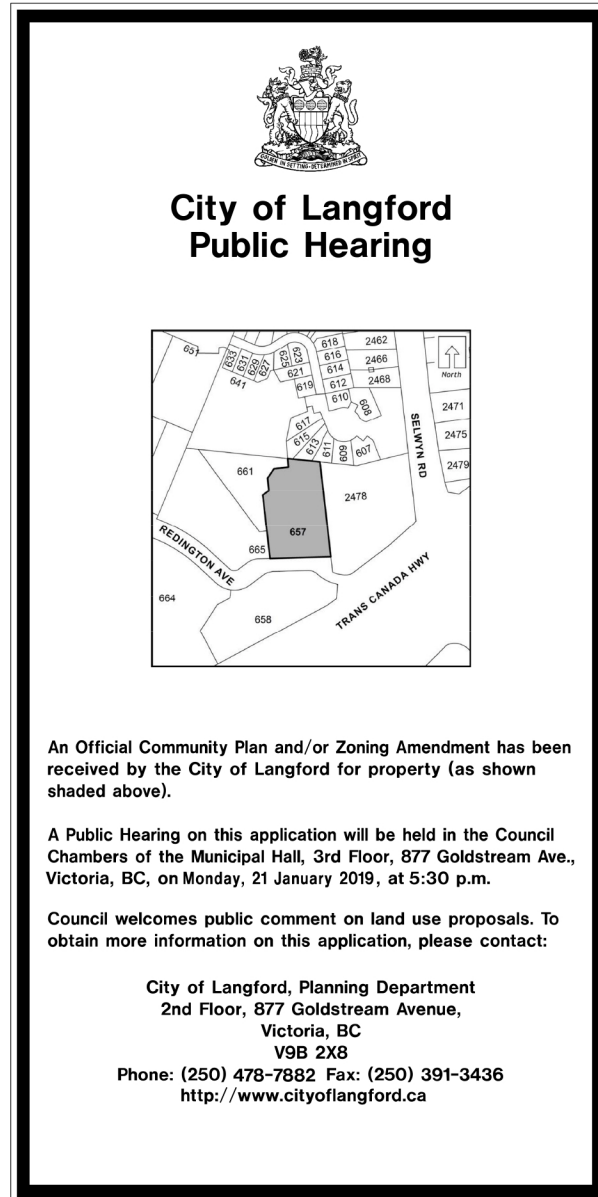
CITY OF LANGFORD 61457 PROOF 1

29/01/19

PLEASE PROOF READ AND CHECK CAREFULLY FOR TYPOS,
SPELLING ERRORS, NUMERICAL ERRORS AND PAGE LAYOUT

PROOF

Public Hearing Sign - Coroplast - 4ft x 8ft
Printed on White non-reflective vinyl - Qty: 1



PLEASE CHECK YOUR PROOF CAREFULLY AND INDICATE THE APPROPRIATE INSTRUCTIONS

PROOF # _____

☐ PROOF OK AS IS ☐ PROOF OK WITH CHANGES NOTED ☐ REVISED PROOF REQUIRED

SIGNATURE _____
(or email verification)

DATE _____

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COMMENT SHEET
PROPOSED RADIOCOMMUNICATIONS TOWER
657 REDINGTON AVENUE, LANGFORD, BC
ROGERS SITE: W4475 | TELUS SITE: BC3853

1. Do you feel this is an appropriate location for the proposed facility?

- ☒ Yes
☐ No

Comments

*If truly temporary only then ok. But if staying
if some may change then No. It appears to be a top
of my view on Redington
Mt & Pheasant Mt.*

2. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest?

- ☐ Yes
☐ No

Comments

*N/A it's ok, temp & I won't see
it so no worried*

3. Additional Comments

*What kind of radiation will come off the new tower
at 665 Redington my home is [REDACTED]*

Please provide your name and full mailing address if you would like to be informed about the status of this proposal. This information will not be used for marketing purposes; however, your comments will only be used by ROGERS & TELUS in satisfying the City of Langford's "New Transmission Tower Policy".

Name

(Please print clearly)

Email Address

Mailing Address

Rogers c/o Cypress Land Services Inc.
Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2
Attention: Tawny Verigin, Municipal Affairs Specialist

Thank you for your input.



From: [Lauren Morhart](#)
To: [Suzette Chapman](#)
Cc: [Tawny Verigin](#)
Subject: FW: Rogers/Telus Tower concerns - follow up to concerns regarding access to Selwyn Road
Date: Wednesday, February 6, 2019 8:36:57 AM

Hi Suzette,

This is the entire thread.

Lauren

Lauren Morhart, MCIP, RPP
Planner II

From: Lauren Morhart
Sent: Thursday, January 24, 2019 10:08 AM
To: [REDACTED]
Subject: RE: Rogers/Telus Tower

Hi [REDACTED],

To confirm there will be no connection between Redington Avenue and Selwyn Road. There will be an emergency access here, that will be locked and gated unless there is a requirement for emergency personal to access it.

Please let me know if you have any other questions,

Lauren

Lauren Morhart, MCIP, RPP
Planner II

From: [REDACTED]
Sent: Thursday, January 24, 2019 9:39 AM
To: Lauren Morhart <lmorhart@cityoflangford.ca>
Subject: Re: Rogers/Telus Tower

Lauren Morhart,

Thank you for replying but the e-mails were sent by me, [REDACTED], and not my husband, [REDACTED] who has no vested interest on Selwyn.

My major concern is that Selwyn Road may permanently become a through road to Redington and this cannot be allowed to happen. It needs to remain closed off at the end of Selwyn Road, as before, and I want assurance from Langford that it will be the case.

As for the Tower, this eyesore does not belong in this area so close to a family neighbourhood. How about constructing it on the large tract of what is now treed on McCallum across from Costco?

[REDACTED]

On Jan 24, 2019, at 8:43 AM, Lauren Morhart <lmorhart@cityoflangford.ca> wrote:

Hi [REDACTED],

Sorry for the delay. I've been away from the office due to illness, however I have reached out to the telecommunication's agent to confirm access. They will be using the same access as the construction of the buildings on Redington, therefore they will be coming through the existing access off of Redington (through the roundabout) to access the site. The installation of the temporary towers will follow the same construction parking management plan as was issued for the construction of the buildings proposed on Reddington. If your concerns are related to access, primarily, and you wish to obtain more specific answers, I'd have to consult within our engineering department that oversees construction parking and access arrangements for the purpose of construction. If I can answer any of your other questions, I'd be happy to do so.

Lauren Morhart, MCIP, RPP
Planner II

From: [REDACTED]
Sent: Wednesday, January 23, 2019 2:59 PM
To: Lauren Morhart <lmorhart@cityoflangford.ca>
Subject: : Rogers/Telus Tower

Lauren Morhart,

I would appreciate a reply to my e-mail.

Begin forwarded message:

From: [REDACTED]
Subject: Rogers/Telus Tower
Date: January 21, 2019 at 12:55:37 PM PST
To: lmorhart@cityoflangford.ca

Lauren Morhart,

I received the above-noted Proposal in this morning's mail and, as a concerned homeowner on Selwyn Road where my family resides, I want to know if access to the Tower will be off Selwyn Road.

Selwyn has been a family oriented and safe dead end street and it appears that access has already been extended to the housing construction underway and it is totally unacceptable.

[REDACTED]

From: [Lauren Morhart](#)
To: [Suzette Chapman](#)
Subject: FW: Roger & Telus Tower at 665 and 657 Redington
Date: Tuesday, February 5, 2019 9:47:11 AM

Lauren Morhart, MCIP, RPP
Planner II

From: Tawny Verigin [mailto:tawny@cypresslandservices.com]
Sent: Tuesday, February 5, 2019 9:43 AM
To: [REDACTED]
[REDACTED]
Cc: ic.spectrumvictoria-victoriaspectre.ic@canada.ca; Lauren Morhart <lmorhart@cityoflangford.ca>
Subject: RE: Roger & Telus Tower at 665 and 657 Redington

Hi [REDACTED],

Thank you for providing your comments regarding the proposed temporary communications facilities at 665 and 657 Redington in Langford.

On your comment sheet, you asked about radiation exposure. Please know TELUS and Rogers rely on government experts to set standards for safety. In Canada, Health Canada has established Safety Code 6 to ensure public safety. The limits specified in Health Canada's SC6 exposure guidelines are based upon review of thousands of peer-reviewed scientific studies of the health impacts of RF energy. SC6 take into consideration the existing EMF energy and the calculations are cumulative to include all surrounding local sites. Should you have further questions regarding the research behind Safety Code 6 regulation or the regulation itself, we encourage those in the community to contact Health Canada at: ccrpb-pcrpcc@hc-sc.gc.ca.

We appreciate your feedback and will share it with the City of Langford to consider. Should you have further comments or questions please let me know within the next 21 days.

Regards,
Tawny Verigin
Municipal Affairs Specialist
Cypress Land Services Inc., Agents for TELUS and ROGERS

From: [REDACTED]
Sent: Monday, February 4, 2019 8:51 PM
To: Public Consultation <publicconsultation@cypresslandservices.com>
Cc: ic.spectrumvictoria-victoriaspectre.ic@canada.ca; lmorhart@cityoflangford.ca
Subject: Roger & Telus Tower at 665 and 657 Redington

Please find attached my completed questionnaire.



CITY OF LANGFORD
MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, February 4th, 2019 @ 5:30 p.m.
Council Chambers, 3rd Floor, 877 Goldstream Avenue

PRESENT

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

ATTENDING

Chief Administrative Officer, D. Kiedyk; Director of Finance, M. Dillabaugh; Director of Engineering, M. Mahovich; Director of Corporate Services, B. Hutchins; and Director of Planning, M. Baldwin.

ABSENT

Councillor N. Stewart

1. CALL TO ORDER

Mayor Young called the meeting to order at 5:30 pm.

2. APPROVAL OF THE AGENDA

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SAHLSTROM

That Council approve the agenda, with an on-table amendment to item 8d.

CARRIED.

3. ADOPTION OF MINUTES

a) Minutes of the Regular Meeting of Council – January 21st, 2019

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SAHLSTROM

That Council approve the minutes of the Regular Meeting of Council held on January 21st, 2019.

CARRIED.

4. OTHER BOARD AND COMMISSION MINUTES

a) West Shore Parks and Recreation – December 13th, 2018

MOVED BY: COUNCILLOR SAHLSTROM

SECONDED: COUNCILLOR WADE

That Council receive the minutes of the West Shore Parks and Recreation Meeting held on December 13th, 2018.

CARRIED.

5. PUBLIC PARTICIPATION

Ron Coutre advised Council that he was able to speak to item 7a) DVP18-0017 – 2786 Wenger Terrace on behalf of the applicant.

6. COMMITTEE RESOLUTIONS

a) Planning, Zoning and Affordable Housing Committee – January 28th, 2019

- 1. Application to Rezone 939 Walfred from Rural Residential 5 (RR5) to Residential Small Lot 3 (RS3) to allow for a subdivision of approximately 24 lots**

MOVED BY: COUNCILLOR BLACKWELL

SECONDED: COUNCILLOR WADE

That Council:

1. Direct staff to prepare a bylaw to amend the zoning designation of the property located at 939 Walfred from the RR5 (Rural Residential 5) to the RS3 (Residential Small Lot 3), and to amend the text within the RS3 zone for the subject property such that:
 - a) Secondary suites are permitted, in accordance with section 3.08, on all lots larger than 400 m² with a lot width greater than 12 m;
 - b) The total floor area of the of one family-dwelling on lots less than 400 m² may not exceed the total area of the lots they occupy (e.g. 1.0 FSR);
 - c) The minimum lot size is reduced to 200 m².

Subject to the following terms and conditions:

2. That the owner agrees to provide, **as a bonus of increased density**, the following contributions per new lot created, prior to subdivision approval:
 - I. \$3,960 per lot towards the General Amenity Reserve Fund;
 - II. \$660 per lot towards the Affordable Housing Reserve Fund;

3. That the applicant provides, **prior to Public Hearing**, the following:
 - I. A technical memo from a qualified engineer that verifies storm water can adequately managed on-site, to the satisfaction of the Director of Engineering;
 - II. A site plan that shows the 9.5 land dedication, and 2.0 m wide proposed statutory right of way that will link the subject development to Walfred Road;
4. That the applicant provides, **prior to bylaw Adoption**, a section 219 covenant, registered in priority overall all other charges on title, that agrees to the following:
 - I. That the applicant agrees that all one-family dwellings with a secondary suite must include a double car driveway, provided that the width of the driveway does not exceed 50% of the width of the lot.
 - II. That the applicant complete full frontage improvements, including but not limited to: bicycle laning, off street parking, sidewalks, light standards and boulevard planting, in accordance with Bylaw No. 1000 standards and to the satisfaction of the Director of Engineering, prior to subdivision approval;
 - III. That the applicant construct, or provide a bond for, a 1.8m high solid board fence along the rear of lots that abut the 7.0 m wide dedicated open space adjacent to Walfred Road, prior to subdivision approval;
 - IV. That the applicant provide a construction parking management plan, to the satisfaction of the Director of Engineering, prior to issuance of a building permit;
 - V. That no driveway or other vehicle access will be created between the subject property and Walfred Road;
 - VI. That the applicant dedicate a 2.5 m wide area of land to accommodate frontage requirements, and off street parking along Walfred Road, as well as an additional 7.0 m wide dedicated area of land to the City between Walfred Road and the subject property, prior to subdivision approval;
 - VII. That the applicant provide a stormwater management plan, to the satisfaction of the Director of Engineering and in accordance with Bylaw No. 1000, prior to subdivision approval;
 - VIII. That the applicant agrees to implement the approved storm water management plan and to complete any required improvements and/or upgrades to on site and off site infrastructure necessary to facilitate proper drainage on the subject property at the applicant's expense;
 - IX. That any necessary above or underground infrastructure or servicing upgrades, extensions or other required servicing requirements are to be fulfilled at the applicant's expense;
 - X. That the applicant agrees to replant the 7.0 m wide dedicated area, to the satisfaction of the Director of Planning, contained within the tree retention plan for the adjacent property at 935 Walfred Road, prior to building permit issuance;
 - XI. That the applicant construct a 2.0 m wide pedestrian trail, linking the subject development to Walfred Road, prior to subdivision approval, which may be reduced to 1.0 m once the property to the west is developed;
 - XII. The applicant registers a statutory right of way for the construction of a pedestrian trail linking the proposed development to Walfred Road, prior to subdivision approval; and

- XIII. The applicant registers a statutory right of way for a two-point turnaround, to the satisfaction of the Fire Chief, registered in favour of the City, prior to subdivision approval;
- XIV. The applicant registers a housing covenant for all lots less than 400 m² that includes: a) no more than two bathrooms and one two piece (powder room) permitted within each dwelling, b) no more than one kitchen or food preparation area per dwelling, c) no separate thermostat controls for separate parts of the single-family dwelling unit, and d) no separation between floors or areas of the single-family dwelling unit.

CARRIED.

2. Bylaw No. 1825 - Application to Rezone 1234 Goldstream Avenue from R2 to RS3 to Allow for a four lot subdivision

MOVED BY: COUNCILLOR BLACKWELL
SECONDED: COUNCILLOR WADE

That Council:

Give First Reading to Bylaw No. 1825, a Bylaw to amend the zoning designation of the property located at 1234 Goldstream Avenue from the R2 (One- and Two-Family Residential) Zone to the RS3 (Residential Small Lot 3) 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 lot, prior to subdivision approval:
 - i. \$3,960 per small lot single family home towards the General Amenity Reserve Fund;
 - ii. \$660 per small lot single family home towards the Affordable Housing Reserve Fund;
- b) That the applicant provides, **prior to Public Hearing** the following:
 - i. A technical Stormwater Management Memo to the satisfaction of the Director of Engineering;
- c) That the applicant provides, **prior to Bylaw Adoption**, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:
 - i. That a Stormwater Management Plan will be provided and all required measures recommended be implemented by the owner as a condition of Subdivision approval, to the satisfaction of the Director of Engineering;
 - ii. That a Construction Parking Management Plan be provided to the satisfaction of the Director of Engineering prior to any alteration of the land;
- d) That the applicant pay cash-in-lieu for frontage improvements to the satisfaction of the Director of Engineering prior to subdivision approval.

CARRIED.

b) Administration and Finance Committee – January 29th, 2019

1. Monthly Approval of Accounts Payable – September to December 2018

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR SZPAK

That Council approve the City of Langford disbursements from September to December 2018, as outlined in the Accounts Payable Report dated January 23rd, 2019.

CARRIED.

2. Funding Requests for 2019 Budget Year

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR SZPAK

That Council approve the following 2019 funding requests:

1. Historically Funded Requests:

- a) Vancouver Island South Film and Media Commission - \$2000 to promote the industry
- b) Greater Victoria Bike to Work Society - \$1500 for Bike to Work Week and that the City send a letter asking that Bike to Work have stations in Langford for both the spring and fall events
- c) Royal Canadian Legion - \$2500 for Remembrance Day luncheon and \$3000 for 2019 Christmas Dinner.
- d) Fort Rodd Hill and Fisgard Lighthouse - \$1500 for Canada Day celebration
- e) M'Akola Housing Society - \$1500 for Westshore Indigenous Peoples Week, and the use of the Langford Trolley (\$135/hr)
- f) Goldstream Nature House - Chums sponsorship program \$1000
- g) Big Brothers Big Sisters of Victoria and Area - \$1000 for mentoring program
- h) Open Gate Church - \$1250 to provide fresh produce to needy individuals and families in the Westshore

2. New Requests:

- i) Victoria Sexual Assault Centre - \$2500 contribution towards maintaining the Sexual Assault Clinic which supports Langford residents and that the city write a letter to the province and VIHA requesting that they fund the Victoria Sexual Assault Centre operating budget on a permanent and ongoing basis.
- j) Victoria Real Estate Board - Trolley cost of \$135/hour, to a maximum of \$500

3. And deny the following 2019 funding requests:

- k) Your Literacy Connection - \$200 to promote literacy in Langford
 - Historical request was not submitted for 2019
- l) Lighthouse Christian School - \$200 for grad
 - Historical request was not submitted for 2019
- m) Westhills Neighbourhood Residents Group - \$500 funding to create awareness and mitigate bear conflicts
 - Council refers the concerns about wildlife to the Protective Services Committee

- n) Lohbrunner Community Farm Co-op - \$28 600 for a new water line
- o) Lions Pride Gymnastics - \$500 sponsorship for advertising
- p) Juan de Fuca Performing Arts Centre Society - \$2000 to develop a West Shore Arts and Culture Centre
 - Council refers this request to the West Shore Arts Council.

CARRIED.

3. Elections Bylaw No. 1819

MOVED BY: COUNCILLOR SAHLSTROM

SECONDED: COUNCILLOR SZPAK

That Council consider first, second and third reading of the Election Bylaw No. 1819.

CARRIED.

7. DEVELOPMENT VARIANCE PERMIT

a) DVP18-0017 – 2786 Wenger Terr

MOVED BY: COUNCILLOR BLACKWELL

SECONDED: COUNCILLOR WADE

That Development Variance Permit No. DVP18-0017 be issued by the Council for the City of Langford to Ron Coutre on behalf of Mike and Martin Meszaros to reduce the exterior setback from the required 3.5 m to 1.5 m for proposed Lot B and reduce the length of a driveway stall from the required 5.5 m to 4.28 m for proposed Lot A at 2786 Wenger Terrace subject to the following terms and conditions:

1. Appendix

The site shall be developed in accordance with the site plan attached to the Planning, Zoning and Affordable Housing Report dated 6 November 2018 (Appendix A).

2. Variances

The following regulations of Zoning Bylaw No. 300 are varied under Section 498 of the *Local Government Act*:

- a) That Subsection 6.27.06(1)(c) to reduce the exterior setback from the required 3.5 m to 1.5 m for proposed Lot B; and
- b) That the Table in Subsection 4.01.02 to reduce the length of a driveway stall from the required 5.5 m to 4.28 m for proposed Lot A.

CARRIED.

8. REPORTS

a) Goldstream Avenue Infill Improvements at Leigh Road
- Staff Report (Engineering)

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SZPAK

That Council approve the completion of the improvements in front of 1082 and 1074 Goldstream Avenue and fund the improvements up to \$29,333.68 from the Sidewalk Infill budget and up to \$18,949 (the cost of the artificial turf) from the 2019 Neighbourhood Beautification budget.

CARRIED.

b) Bylaw No. 1830 Speed Limit Bylaw 1175, Amend. No. 6, 2019
- Staff Report (Engineering)

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SZPAK

That Council give Bylaw No.1830 the “Langford Speed Limit Bylaw, Amendment No. 6, Bylaw 1175, 2008” first, second and third readings.

CARRIED.

c) Committee Appointments
- Staff Report (Administration)

MOVED BY: COUNCILLOR BLACKWELL
SECONDED: COUNCILLOR WADE

That Council appoint Nicholas Johal and Brad Sifert to the Transportation and Public Works Committee and Cheryl Brown to the Planning, Zoning and Affordable Housing Committee for terms ending December 2022;

THAT Council appoint Terry Young and Cliff Curtis to the Board of Variance; and

THAT Council appoint Ron Coutre as alternate to the Board of Variance.

CARRIED.

d) BC Transit Renewal of Station Avenue Transit Exchange
- Staff Report (Engineering)

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR WADE

That Council support the renewal of the BC Transit land exchange with the Island Corridor Foundation for the Station Avenue Transit Exchange for another five years for August 31, 2019 through to August 31, 2024 and continue to budget for garbage and graffiti removal at the Station Avenue Transit exchange for that same timeframe.

CARRIED.

e) Change to Council's "New Transmission Tower Policy"
- Staff Report (Planning)

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR SEATON

That Council adopt the amended Policy No.: POL-0007 Antenna Towers.

CARRIED.

9. CORRESPONDENCE

a) Peter Willing
RE: Music in the Park Program for 2019

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR WADE

That Council approve \$10,000 to retain Mr. Peter Willing to provide Music in the Park at Veterans Memorial Park every Sunday beginning July 7th 2019 and ending on August 25th, 2019 from 2:00 pm to 4:00 pm as outlined in the proposal dated January 13th, 2019.

CARRIED.

10. BYLAWS

a) BYLAW NO. 1819
"Election Bylaw No. 1819".
(FIRST, SECOND AND THIRD READINGS)

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR BLACKWELL

That Council give Bylaw No. 1819 First, Second and Third Readings.

CARRIED.

b) BYLAW NO. 1825
"Langford Zoning Bylaw, Amendment No. 554, (1234 Goldstream Ave), 2019".

(FIRST READING)

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR WADE

That Council give Bylaw No. 1825 First Reading.

CARRIED.

c) BYLAW NO. 1830
"Langford Speed Limit Bylaw, Amendment No. 6, Bylaw 1175, 2008".
(FIRST, SECOND AND THIRD READINGS)

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR BLACKWELL

That Council give Bylaw No. 1830 First, Second and Third Readings.

CARRIED.

11. ADJOURNMENT

Mayor Young adjourned the meeting at 5:55 pm.

PRESIDING COUNCIL MEMBER:

CERTIFIED CORRECT
Corporate Officer

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, January 17th, 2019 in the Boardroom**

PRESENT: Directors Joe Martignago (Chair), Kim Anema, Lorraine Hilton, Ian Howat

ABSENT: Darren Kiedyk

STAFF PRESENT:

Sandy Clarke, Acting Administrator
Geoff Welham, Acting Manager of Recreation
Wade Davies, Manager of Operations
Grant Brown, Manager of Finance
Brian Merryweather, Manager of Human Resources
Katherine Beck, Recorder

PUBLIC PRESENT:

Marcie McLean, Highlands Resident
Jonathan Huggett, Consultant

CALL TO ORDER

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

APPROVAL OF AGENDA

2. ***MOVED/SECONDED BY DIRECTORS HILTON AND ANEMA THAT THE AGENDA BE APPROVED, WITH THE ADDITION OF ITEM 8c: VERBAL UPDATE FROM STAFF REGARDING KEYCORP SPORTS AND ENTERTAINMENT.
CARRIED.***

APPROVAL OF MINUTES

3. ***MOVED/SECONDED BY DIRECTORS HILTON AND HOWAT THAT THE MINUTES OF THE REGULAR MEETING HELD DECEMBER 13th, 2018 BE ADOPTED.
NO ERRORS, NO OMMISIONS
CARRIED***

PUBLIC PARTICIPATION

4. Marcie Mclean, Highlands resident commented on the following items:
 - a. The Boardroom is difficult to locate and presents challenges for those with mobility difficulties. Request for the board to consider an alternate meeting location.
 - b. The request from the Ministry of Justice to utilize West Shore Parks & Recreation facilities as a courthouse location in the event of a disaster causes concern. Request for the board to suggest the West Shore RCMP detachment or Victoria courthouse as alternatives to West Shore Parks & Recreation for security, safety and logistical reasons.

The chair thanked Ms. Mclean for her attendance and comments.

CHAIR'S REMARKS

5. N/A

STANDING COMMITTEES

6. N/A

OLD BUSINESS

7. N/A

NEW BUSINESS

8. **a) Surplus MFA Funds from Capital Use on Public Library**

Manager of Operations Wade Davies commented on the following:

In 2014 the CRD transferred \$105,197.20 to West Shore Parks & Recreation to be allocated to major library reconditioning projects. These funds were an overage in payment from municipal owners of the library from when it was initially built.

The recommendation from staff is to allocate the funds to the replacement of the library roof planned for 2019.

MOVED/SECONDED BY DIRECTORS HOWAT AND HILTON THAT \$105,197.20 BE ALLOCATED TO THE ROOF REPLACEMENT OF THE LIBRARY AS OUTLINED IN THE LETTER FROM THE CRD IN 2014.

CARRIED

b) Keycorp Sports and Entertainment

Acting Administrator Sandy Clarke commented on the following:

West Shore Parks & Recreation staff have been approached by Keycorp Sports and Entertainment with two requests pertaining to the Q! Centre. Given the review that is underway, staff would like direction from the board before responding.

The first request is to host a concert event in the Q! Centre in April. The second request is for the sale of additional advertising in the Q! Centre, specifically in the lobby. Typically requests for signage in addition to what is outlined in the current Lease Agreements would be brought to the Board Lease Agreement committee for consideration.

There was discussion among the Directors on how to proceed with this request.

MOVED/SECONDED BY DIRECTORS HOWAT AND ANEMA THAT STAFF DENY THE REQUEST FOR ADDITIONAL ADVERTISING IN THE Q! CENTRE UNTIL THE CONSULTANT'S REVIEW HAS BEEN COMPLETED.

There was further discussion among the directors of the implications of delaying a decision about the request until the review was complete.

ALL OPPOSED

DEFEATED

MOVED/SECONDED BY DIRECTORS ANEMA AND HILTON THAT STAFF WRITE A REPORT OUTLINING THE ADDITIONAL ADVERTISING REQUESTS MADE BY KEYCORP SPORTS AND ENTERTAINMENT AND PRESENT THIS INFORMATION FOR CONSIDERATION AT THE NEXT BOARD MEETING.

CARRIED.

Ms. Mclean, Highlands resident, inquired about the tendering process for events held at the Q! Centre, and the opportunity for multiple groups to put forward requests for use of the space.

The chair thanked Ms. Mclean for her comments, and staff provided additional information on how requests for facility use are received by West Shore Parks & Recreation.

FOR INFORMATION

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

Sandy Clarke, Acting Administrator highlighted the following:

The Management team is currently undertaking a review of West Shore Parks & Recreation's policy manual. An inventory has been completed, and a priority rating attached to those policies most in need of review and updating. The review will include the creation of new policies as needed.

The Health & Safety Committee has updated their facility Health & Safety inspection process to include the use of an app called iAuditor to perform safety inspections. This will allow for increased consistency in how inspections and follow up are performed.

Recruitment is currently underway for the replacement of the Acting Aquatic/Fitness Coordinator position. The position has been posted as a 6 month term position so staffing structure can be assessed once the consultant's review is complete.

Operations staff have been working diligently on the Investing in Canada infrastructure Program Grant application. An exciting portion of the project was inclusion of recommending energy upgrades which will reduce the consumption of electricity and natural gas in the facility considerably.

Operations staff will be very busy with several major projects throughout 2019 including the JDF multipurpose room roofs, pool liner and pool air handling unit. These projects are all in the major repair and maintenance budgets, with 2 of them being carried forward from 2018.

The 2018 Winter Wonderland Skate was another huge success. Despite a date change to accommodate the 2019 IIHF World Junior Hockey Championship, the JDF Arena hosted 15 school groups, 11 private rental groups, and 5 public skates between December 19 and 23.

WSPR, along with Seaparc Recreation were successful in acquiring a \$50,000 grant called "Physical Literacy 4 Communities" through the Sport 4 Life organization. Staff are working towards building awareness and understanding about Physical Literacy at all levels of the organization and the grant provides funding for this purpose.

The first day of registration for the Winter 2019 Activity Guide was on December 6, 2018. 66% of these registrations were completed online, compared to 54% registrations occurring online for the first day of Winter 2018 registration. Total gross revenue from course registrations for the first day of Winter 2019 registration was \$111,455, compared to \$76,985 for Winter 2018. Pass sales statistics were also strong for 2018.

The 2019 IIHF World Junior Hockey Championship training camp exhibition games and team practices went very well in the Q! Centre, and Hockey Canada was very happy with the facility. All of the

commercials with team Canada players were filmed at the Q! Centre, including skills filming for TSN ads and Tim Horton's commercials.

Program staff have been working to complete the "Community Child Care Space Creation Program Grant" application administered by UBCM in advance of the Jan 18th deadline. The requested \$1 million in funding will be specifically used for costs associated with the consultation, design and build of fully-accessible and inclusive licensed childcare spaces. As well, new revenue opportunities will come from additional facility rentals, new cooking programs and enhanced program opportunities.

IN CAMERA

2. ***MOVED/SECONDED BY DIRECTORS HOWAT AND HILTON THAT THE MEETING MOVE IN CAMERA. CARRIED***

The chair Joe Martignago asked members of the public to leave for the duration of the in camera session.

ADJOURNMENT

11. ***MOVED/SECONDED BY DIRECTORS HILTON AND ANEMA THAT THE MEETING BE ADJOURNED AT 12:40PM. CARRIED***



Staff Report to Council

Date: February 18, 2019

Department: Planning

Subject: Public Information Session for an Antenna System Installed on the property located at 657 Redington Avenue

PURPOSE

In accordance with Council's Policy on Antenna Systems proposed closer than 150 m to residentially zoned properties, Cypress Land Services has applied on behalf of Telus and Rogers to allow the installation of two (2) temporary antenna systems at the property located at 567 Redington Avenue.

Comments

An existing cell site located at 2506 Selwyn Road (along the south side of the highway) currently provides wireless services to the area. As the current system is scheduled to be removed in early 2019, a replacement antenna system site is required to maintain wireless service to the area so community members can continue using their mobile devices.

To avoid the installation of a new mono pole antenna system, Rogers and Telus are adding antennas to the new building under construction at 665 Redington Avenue. To ensure there are no disruptions in wireless services to the community, Rogers and Telus require two temporary towers to be installed at 657 Redington Avenue to compensate the loss of the system on Selwyn Road as it is anticipated that the building may not be completed in time for that existing tower to be decommissioned. It is expected that these temporary towers will only be required for a short period of time (for a period of less than six (6) months), until the antenna installation on the rooftop of the buildings on 665 Redington Avenue can be completed.

The temporary antenna systems are proposed to be located on the northeast corner of the property at 657 Redington Avenue. The design includes towers attached to trailers and guyed via concrete blocks, antenna equipment required to operate the towers are located on the trailers. As this is adjacent to the Trans-Canada Highway, access to the site will be through the existing property and Redington Avenue off of Millstream Road. Construction personnel for the antenna systems will be required to abide by the construction parking management plan in place, and approved by the Director of Engineering, for the construction of the buildings at 665 Redington Avenue.

Rogers and Telus confirm that the antenna structures described in this notification package will apply good engineering practices, including, structural adequacy during construction. The installation is excluded from environmental assessment under the Canadian Environmental Assessment Act. The facility will be built to the National Building Code as well as the BC Building Code and installation will be in accordance with Transport Canada and NAV Canada requirements. Rogers and Telus will each be installing six (6) antennas on the towers which is anticipated to take one (1) week.

Health Canada has established safety guidelines for the exposure to radio frequency fields in its Safety Code 6 publication "Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz." While the responsibility for developing Safety Code 6 rests with Health Canada, Industry Canada has adopted this guideline for the purpose of protecting the general public. Current biomedical studies in Canada and in other countries indicate that there is no scientific or medical evidence that a person will experience adverse health effects from exposure to radio frequency fields, provided that the installation abides by Safety Code 6. Compliance with Safety Code 6 is an ongoing obligation, and at any time antenna system operators may be required, as directed by Industry Canada, to demonstrate compliance with Safety Code 6 by (i) providing detailed calculations, and/or (ii) conducting site surveys and, where necessary, by implementing corrective measures. At the request of Industry Canada, wireless service providers must provide detailed compliance information for individual installation within five (5) days of the request. All copies of information related to Safety Code 6, such as site analyses and measurements, must be retained for audit by Industry Canada.

Industry Canada will permit the installation of the temporary antenna systems after the applicant has carried out public consultation requirements established by the local land use authority. Industry Canada requires a final concurrence from the local land use authority that acknowledges and agrees that local processes and policies have been adhered to.

The applicant has complied with the public notification requirements and processes set out in Council's Policy on New Antenna Systems. If Council wishes to acknowledge that the applicant has provided notification to the public in accordance to Council's Policy on New Antenna Systems they may do by agreeing to Option 1 below. Council should be aware that the applicant may be approached for concerns and questions relating to the proposed temporary towers, however, a formal dispute resolution process exists to bring about any disputes between the local land use authority and the applicant if a reasonable solution between the two parties cannot be realized.

Option 1:

1. Acknowledge and agree that Cypress Land Services has conducted public notification and has followed the processes in accordance to Council Policy No. POL-0007 for the installation of two antenna systems at 657 Redington Avenue.

OR

Option 2:

2. Require the applicant to revisit Council's Policy on New Antenna Systems;

OR/AND

3. Direct Staff to provide a written request asking for intervention regarding a reasonable concern

Respectfully submitted,

Submitted by:	Lauren Morhart, MCIP, RPP, Planner 2
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:	Leah Stohmann, MCIP, RPP, Deputy Director of Planning
Concurrence:	Adriana Proton, Manager of Legislative Services
Concurrence:	Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence:	Braden Hutchins, Director of Corporate Services
Concurrence:	Darren Kiedyk, Chief Administrative Officer

:lhm



City of Langford

www.cityoflangford.ca

Staff Report to Council

Date: February 19, 2019

Department: Engineering

Subject: Bylaw No. 1831 to Amend Bylaw No. 1700 Development Cost Charge Bylaw, 2017

Background

In 2017 the City did a comprehensive review of the Development Cost Charge bylaw for the Roads projects. This review followed on the 2012 major review and was in keeping with the general guidelines to review Development Cost Charge bylaws every five years.

The purpose of this report is to bring forward a few amendments to the Roads Project List and to clarify where recreational buildings are categorized in the Development Cost Charge Bylaw.

Development Cost Charges (DCC's) are a way for the City to collect funds to improve infrastructure that will support projected development over a specified time horizon, under the provisions of the *Local Government Act*. The concept of "Benefiter pays" is the key component of this legislation: Infrastructure costs should be paid by those who will use and benefit from the construction of the works.

Development Cost Charges may be collected by the City for improvements to roads, storm drainage, parkland acquisition, park improvements, water and sanitary sewer. DCC's may be collected as a condition of subdivision for single family and duplex development, and at building permit for multifamily, commercial, institutional and industrial development. Similarly, the Capital Regional District (CRD) also has DCC's and the School District applies School Site Acquisition charges, permitted under a different section of the Act.

The City can use the funds collected through a DCC Program to pay for improvements identified in the same DCC Program, or the works can be constructed by others as part of their development process.

Commentary

Staff are suggesting the following amendments to the Development Cost Charge bylaw with respect to the Roads category:

1. Provide clarification with respect to how recreational buildings are charged Road DCCs. The current version of the bylaw was not specific to recreational buildings by specifically including them in the public utility definition.
2. Amend Schedule B Roads Project Map by:
 - a. Adding in new Project 30 Peatt Road – Goldstream Avenue to Hockley Road for frontage works;
 - b. Adding in new Project 31 Goldstream Avenue – 800 Block for frontage works
3. Amend Schedule C the Road DCC Project List by:
 - a. Adding in new Project 30 Peatt Road – Goldstream Avenue to Hockley Road for frontage works;
 - b. Adding in new Project 31 Goldstream Avenue – 800 Block for frontage works
 - c. Reducing the value of Project 14 Langford Parkway by \$2.569M based on reductions of work that has occurred

It should be noted that the total project value for the Road DCC Project list does not change and therefore the Road DCC rates are not changing.

Financial Implications

There are no changes to the DCC rates in this amendment.

Legal Implications

None noted.

Options

That Council:

1. Give Bylaw No. 1831 Development Cost Charge Bylaw No. 1700, 2017 Amendment No. 2, 2019 first three readings;

AND

2. forward to the Inspector of Municipalities at the Governance and Structure Branch for approval;

OR

3. Do nothing at this time with Bylaw No. 1831 Development Cost Charge Bylaw No. 1700, 2017 Amendment No. 2, 2019

Respectfully submitted,

Submitted by:	Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering
Concurrence:	Matthew Baldwin, MCIP, RPP Director of Planning
Concurrence:	Cory Manton, Parks Manager
Concurrence:	Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence:	Braden Hutchins, Director of Corporate Services
Concurrence:	Darren Kiedyk, Chief Administrative Officer

:mm



Staff Report to Council

Date: February 19, 2019

Department: Planning

Application No.: Z19-0003

Subject: Bylaw No. 1832, a Bylaw to amend the text within the C3, District Commercial Zone of the Zoning Bylaw No.300 so as to allow a sheet metal fabrication use at the property located at 1016 McCallum Road.

PURPOSE

Duncan Magee of 644297 Ltd has applied to amend the text within the C3, District Commercial, Zone to allow one general industrial use, limited to sheet metal cutting and fabrication, at the property located at 1016 McCallum Road. This amendment is required to allow a metal fabrication business to continue operating at this location.

BACKGROUND

PREVIOUS APPLICATIONS

A Development Permit (DP00-0004) was issued in 2000 to allow signage for a gas station on the property that included a number of sign variances, and upgrades to on-site landscaping.

A Temporary Use Permit (TUP18-0002) was issued in 2018 to allow the use of a sheet metal fabrication business on the property for a period of 3 years. This TUP is set to expire on August 20th, 2021.

Table 1: Site Data

<i>Applicant</i>	Duncan Magee
<i>Owner</i>	644297 BC Ltd.
<i>Civic Address</i>	1016 McCallum Road
<i>Legal Description</i>	Lot 1, Section 99, Esquimalt District, Plan EPP19681
<i>Size of Property</i>	0.74 hectares (1.82 acres)
<i>DP Areas</i>	200 Year Flood, Commercial DP Area
<i>Zoning Designation</i>	C3 (District Commercial)

<i>OCP Designation</i>	Mixed Use Employment Centre
------------------------	-----------------------------

SITE AND SURROUNDING AREA

The subject site is located at the corner of McCallum Road and the Leigh Road off-ramp, north of the TransCanada Highway (Hwy 1) and east of the Leigh Road and Bear Mountain Parkway. The site currently contains a shell gas station and a multi-tenant commercial/office development.

Figure 1: Ortho Map (2017) showing property at 1016 McCallum Rd and surrounding zoning designations



Table 2: Surrounding Land Uses

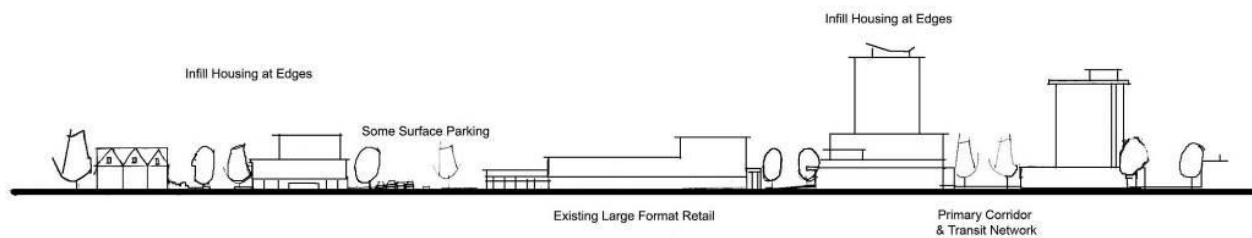
	Zoning	Use
<i>North (1010 McCallum Rd)</i>	BP5, Business Park 5 – McCallum Road South)	Commercial/Offices
<i>East (90-1000 Blk of McCallum Rd)</i>	R2 (One and Two Family Residential)	Low Density Residential
<i>South (1022 McCallum Rd)</i>	C3 (District Commercial)	Vacant, Greenfield
<i>West</i>	R2 (One and Two Family Residential)	Vacant, Greenfield

COMMENTS

OFFICIAL COMMUNITY PLAN

The subject site is designated as “Mixed-Use Employment Centre” by the City’s Official Community Plan (OCP). Mixed-Use Employment Centres are intended to be developed as primarily workplace precincts with a variety of commercial, light industrial and institutional uses. These areas are also intended to support creative or innovative infill housing (provided that these residential uses do not jeopardize the long-term function of the Centre as an employment node), parks and open spaces, and inter-city and/or inter-regional transit hubs that connect residents and employees.

A Concept for a Mixed-Use Employment Centre:



DEVELOPMENT PERMIT AREAS

The City of Langford has designated all commercial land as a Development Permit Area, to provide Council with the ability to ensure that the form and character of new commercial developments are of high quality, and best suited to both surrounding properties and the vision of Langford as expressed in the OCP.

A small portion of the south west corner of the subject site is located in the 200 Year Flood Plain. However, as the current proposal does not involve any changes to the site or exterior of the building, Development Permits are not required until the applicant makes changes to the footprint of the existing building. A Sign Permit is required for new external signage and must be addressed through a separate sign permit.

PEDESTRIAN, CYCLING AND MOTORIST NETWORK

As previously noted, the subject site is located on McCallum Road, just east of the Leigh Road off ramp and north of the TransCanada Highway. McCallum Road provides good vehicular connectivity north east to the large commercial developments on Millstream Road, and the Leigh Road interchange provides good vehicular connectivity north to Bear Mountain and south to the rest of Langford. The TransCanada Highway provides connectivity to the rest of the Capital Regional District.

BC Transit Route 56: Thetis Heights/Langford Exchange provides regular service from north and westbound bus stops located directly across the street from the subject site and approximately 100 metres from the subject site on McCallum Road.

There are sidewalks on the north side of the Leigh Road ramp, on the east side of Leigh Road to Goldstream Avenue, on both sides of the Bear Mountain Parkway and on one or both sides of the street for most portions of McCallum Road. There are also bike lanes on the north side of the Leigh Road ramp, on both sides of Leigh Road south to Goldstream Avenue, on both sides of the Bear Mountain Parkway, and on both sides of McCallum Road from just east of Springboard Place to Affirmed Place.

INFRASTRUCTURE

The subject site is serviced with municipal water and sanitary sewer services and is within the Fire Department's standard 10 minute response area. The Fire Department has noted that large amounts of nitrogen and oxygen are stored on-site for this use, and that they will be working with the business owners to provide appropriate shut-offs and identification to address fire concerns.

COMMENTS**DEVELOPMENT PROPOSAL**

LaserCam Fabrication Inc. has established a laser sheet metal cutting and fabrication operation within Unit #112 at 1016 McCallum Road. This property is within the C3, District Commercial, Zone of Langford's Zoning Bylaw, which does not currently allow for any scale of industrial uses. A TUP or Temporary Use Permit was issued in August 2018 to permit LaserCam Fabrication to operate at this location for a period of three years. The applicant would now like to establish the use permanently at the site by amending the text within C3 zone to allow sheet metal cutting and metal fabrication.

If Council is supportive of adding this use to the C3 Zone, they may wish to have language added to the Bylaw so as to restrict the number of industrial uses at the subject location. This will ensure the entire property is not turned over to industrial uses as that is not characteristic of the C3 Zone that recognizes primarily commercial uses, and some institutional uses.

When the applicant obtained a business license in 2018, building inspection staff determined that there were no tenant improvements required to operate the business and no permits were required to operate. In addition, planning staff approved the business license as the TUP to allow the use had been issued and the applicant was able to demonstrate compliance with the Zoning Bylaw's parking requirements for a manufacturing use.

Only two of the conditions that Council placed on the issued TUP are valid now that the applicant is requesting to allow the use through an amendment to the zone. Council may wish to place these conditions into a Section 219 covenant registered with the property:

- a) That there be no outdoor storage of materials or equipment on site, despite regulations that allow unenclosed storage in the C3 zone;
- b) That manufacturing activities be conducted within the building, and that noise, dust, odours, and all other potential nuisances be limited so as to not be discernible beyond the limits of the unit;

As of February 2019, the City of Langford's bylaw enforcement department has not received any complaints regarding the business operations of LaserCam Fabrication Inc. at the subject property.

Table 3: Proposal Data

	Permitted by C3, District Commercial, Zone (Current Zoning)	Proposed by Text Amendment to C3 Zone
<i>Uses</i>	No General Industrial Uses	General Industrial uses limited to one sheet metal laser cutting and fabrication use on the property located at 1016 McCallum Road

FINANCIAL CONTRIBUTIONS

As the subject property is not being redeveloped there are no fees associated with servicing or improvements to infrastructure. As well, the density on the property is not being increased therefore contributions to Amenity reserve funds are not being requested.

OPTIONS**Option 1**

That Council:

1. Give First Reading to Bylaw No. 1832 as drafted.

OR Option 2

1. Take no action at this time with respect to Bylaw No. 1832.

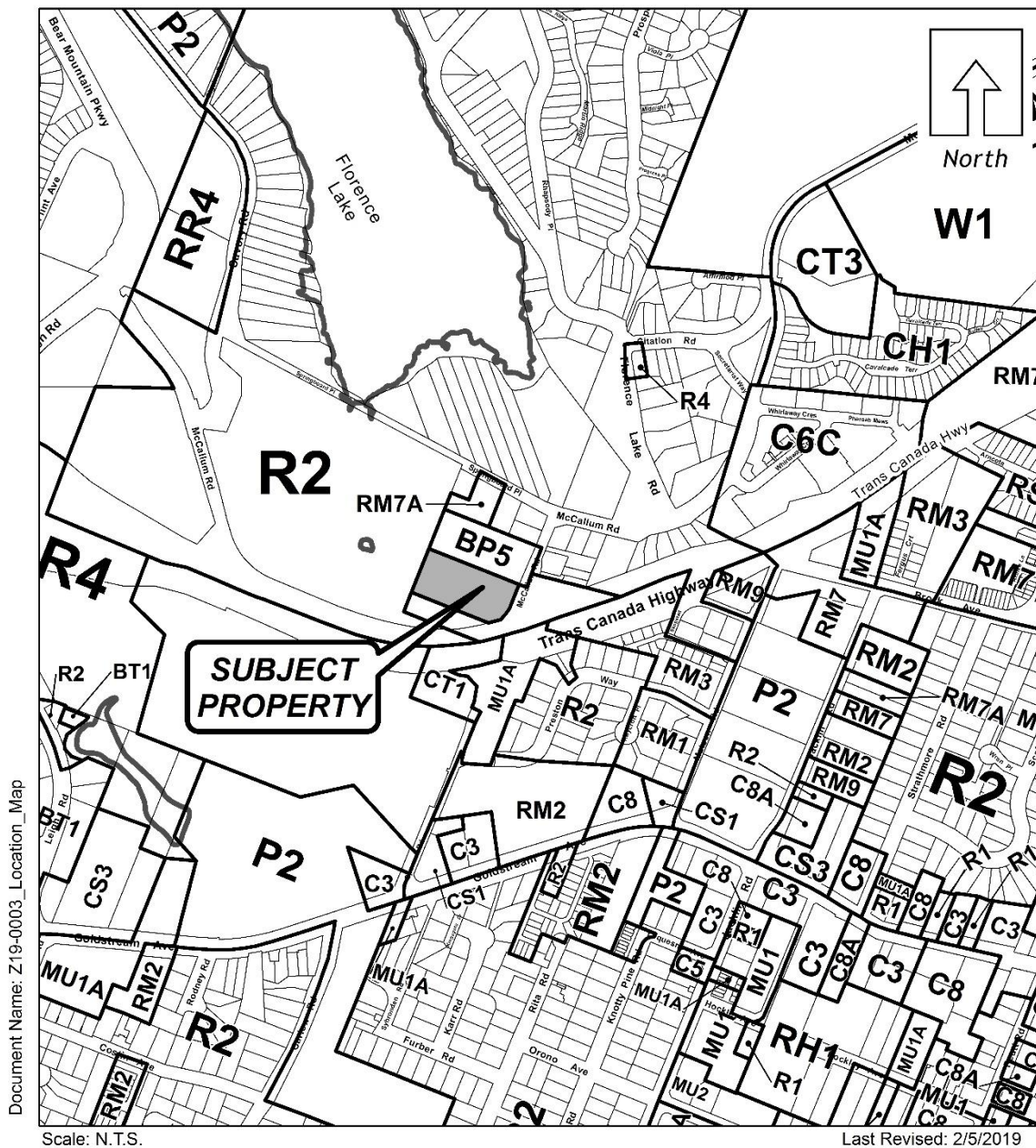
Submitted by:	Lauren Morhart, MCIP, RPP, Planner 2
Concurrence:	Matthew Baldwin, MCIP, RPP, Director of Planning
Concurrence:	Lorne Fletcher, Manager of Community Safety and Municipal Enforcement
Concurrence:	Cory Manton, Manager of Parks and Recreation
Concurrence:	Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering
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Concurrence:	Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence:	Braden Hutchins, Director of Corporate Services
Concurrence:	Darren Kiedyk, Chief Administrative Officer

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Appendix A

Location Map

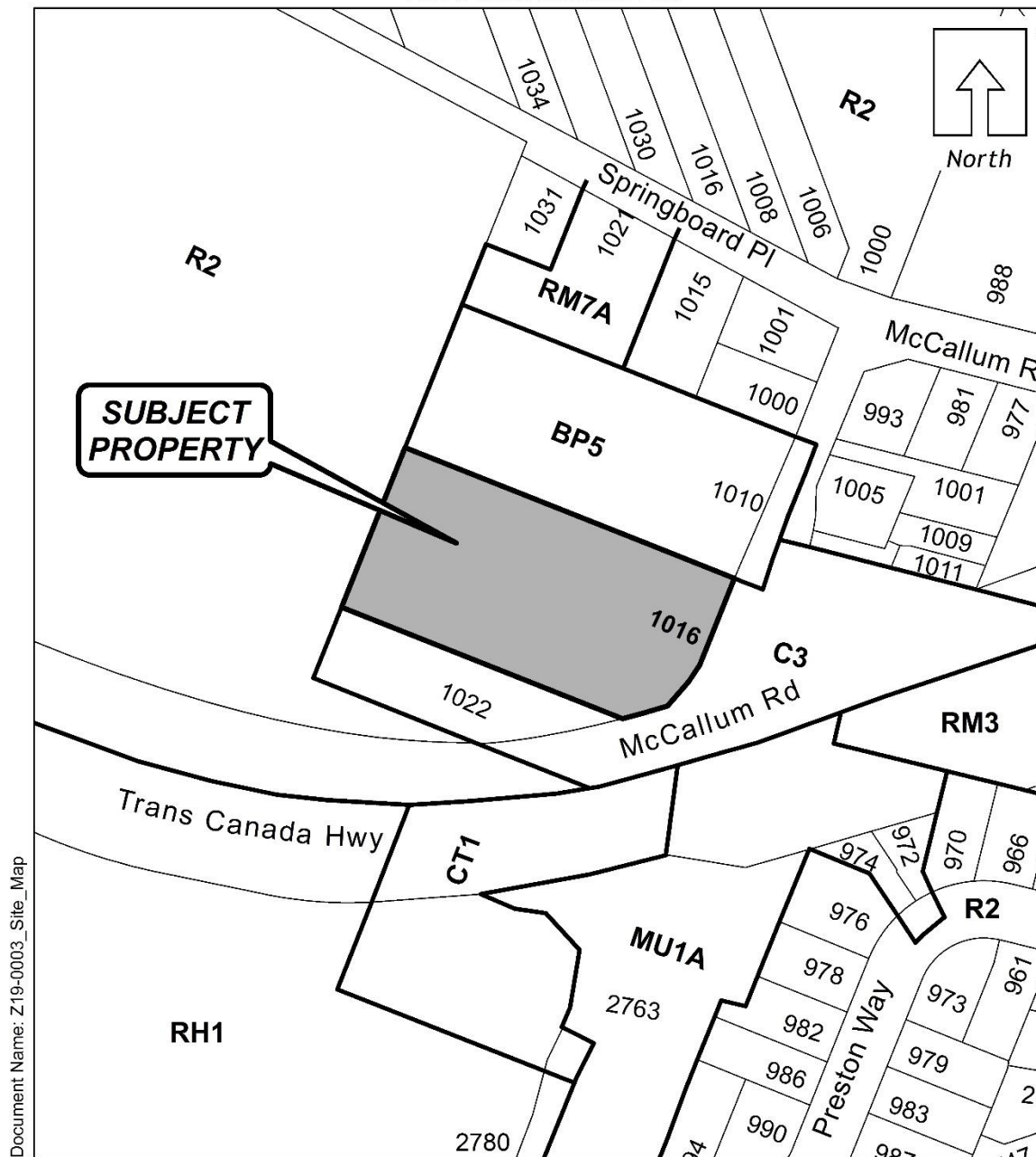
**REZONING BYLAW AMENDMENT
(Z19-0003)
1016 McCallum Rd**



**Appendix B
Property Map**

**REZONING BYLAW AMENDMENT
(Z19-0003)**

1016 McCallum Rd



Scale: N.T.S.

Last Revised: 2/5/2019

**CITY OF LANGFORD
BYLAW NO. 1832**

**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 amending the current text within the C3 Zone, by adding the following, and renumbering the subsection (subsection 6.41.01) accordingly:

" general industrial uses, limited to sheet metal cutting and fabrication, and restricted to one use on the property legally described as LOT 1 SECTION 99 ESQUIMALT DISTRICT PLAN EPP19681; PID No.: 028-851-323 (1016 McCallum 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. 558, (1016 McCallum Rd), 2019".

READ A FIRST TIME this day of, 2019.

PUBLIC HEARING held this day of, 2019.

READ A SECOND TIME this day of, 2019.

READ A THIRD TIME this day of, 2019.

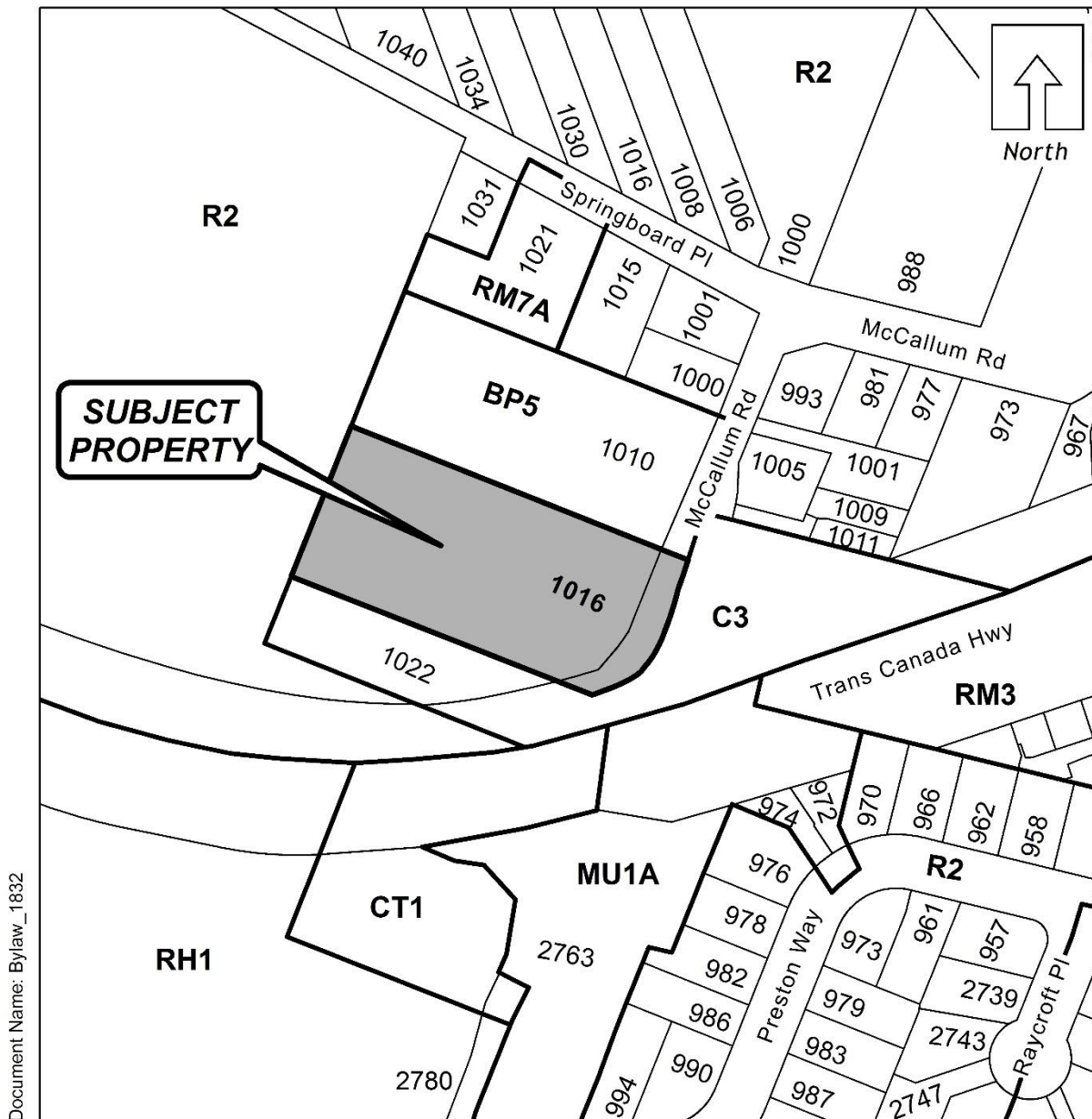
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS day of , 2019.

ADOPTED this of, 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule A



Document Name: Bylaw_1832

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1832

MAYOR

ADOPTION: _____

CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 2/13/2019



October 31, 2018

Mayor and Council
City of Langford
877 Goldstream Avenue
Langford, BC V9B 2X8

Dear Mayor and Council:

Re: Greater Victoria Public Library 2019 Budget and Five-Year Financial Plan

On behalf of the Board, I am pleased to submit Greater Victoria Public Library's 2019 Operating Budget and Five-Year Financial Plan for 2019-2023. As per the terms of the Library Operating Agreement, approval by council resolution is required by May 1, 2019.

The overall municipal contribution increase requested for 2019 is 2.25%. The City of Langford's share of the 2019 requisition is \$1,862,234 which is based on converted assessment values and population of your municipality, including rental adjustment. Building maintenance costs budgeted to be paid on your behalf are an additional \$58,688.

Budget drivers include salaries and benefits, building occupancy costs and other factors, which are described in the 2019 budget notes.

Now more than ever, public libraries are essential partners in building smart, sustainable and successful communities.

The Greater Victoria Public Library continues to rank as one of the highest circulation per capita public library systems in Canada (i.e. community members borrow more items, per capita, compared to other large Canadian library systems) and consistently delivers exemplary services, programs and collections.

We provide community-inspired service at twelve library branches and online at gvpl.ca, serving 327,797 residents in our 10 member municipalities. Through the power of partnerships, the Greater Victoria Public Library is a place where doors...and minds...are always open.

Thank you for your ongoing support of the role public libraries play in building strong and vibrant communities.

Sincerely,

Maureen Sawa, CEO, Greater Victoria Public Library

Enclosures

Copies: Darren Kiedyk, CAO, City of Langford
Michael Dillabaugh, Director of Finance, City of Langford
Rob Martin, Chair, Greater Victoria Public Library Board
Paul McKinnon, Director, Finance & Facilities, Greater Victoria Public Library



**GREATER VICTORIA
PUBLIC LIBRARY**

2019 Final Budget and 2019-2023 Five Year Financial Plan

Approval Dates:

Finance Committee – August 21, 2018

Finance Committee – September 18, 2018

GVPL Board – October 16, 2018



BUDGET AT A GLANCE

	<u>2019</u>	<u>2018</u>
Operating Budget ¹	\$ 18,727,639	\$ 18,285,077
Operating Budget Increase	3.67%	2.37%
Capital Budget	\$ 2,070,067	\$ 2,167,637
Capital Budget Increase (Decrease)	-4.50%	-7.79%
Total Budget - Funded ²	\$ 19,275,506	\$ 18,764,414
Total Budget Increase	2.72%	1.08%
Municipal Contribution - Total	\$ 17,400,121	\$ 17,017,338
Municipal Contribution -Increase	\$ 382,783	\$ 478,939
Municipal Contribution - Increase (%)	2.25%	2.90%
Cost per Capita	\$ 53.08	\$ 51.52
Cost per Capita Increase	\$ 1.17	\$ 1.49

Note 1 – Operating budget consists of operating expenses only

Note 2 – Total budget funded is equal to Expenses (Operating budget) less amortization (non-funded expense) + capital budget

Note to Budget Increase

The operating budget increase is higher than the municipal contribution increase as there are specific one-time costs within the 2019 budget that are being offset through the use of accumulated surplus. Therefore there are no direct impacts related to these costs to the municipal contribution total. These one-time costs include items such as project related ITS Hardware replacement costs, organizational leadership training, and organizational restructuring costs.



2019 Budget and Five-Year Financial Plan - DRAFT

	<u>2018</u>	<u>2019</u>	<u>Change</u>	<u>Change%</u>	<u>Notes</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Revenues									
Municipal Contributions - Operating	\$ 17,017,338	17,400,121	\$ 382,783	2.2%	1	17,863,961	18,191,289	18,533,181	18,850,264
Municipal Contributions - Start-up	460,600	355,280	\$ (105,320)	-22.9%	2	61,720	-	-	-
Provincial Grants	642,339	642,339	\$ -	0.0%	3	642,339	642,339	642,339	642,339
Federal Grants	7,379	-	\$ (7,379)	-100.0%	4	-	-	-	-
Fines, Fees and Printing	502,191	476,816	\$ (25,375)	-5.1%	5	459,342	442,939	427,544	413,096
Contracts for Service	28,450	28,450	\$ -	0.0%	6	28,450	28,450	28,450	28,450
Investment Income	74,000	74,000	\$ -	0.0%	7	74,000	74,000	74,000	74,000
Donations and Other Grants	49,300	42,000	\$ (7,300)	-14.8%	8	42,000	42,000	42,000	42,000
	18,781,597	19,019,006	\$ 237,409	1.3%		19,171,812	19,421,017	19,747,514	20,050,149
Expenses (Operating Budget)									
Salaries and Benefits	13,491,583	14,006,477	514,894	3.8%	9	14,182,382	14,465,484	14,754,035	15,048,569
Library Materials	903,000	862,000	(41,000)	-4.5%	10	862,000	862,000	862,000	862,000
Amortization	1,688,300	1,522,200	(166,100)	-9.8%	11	1,452,300	1,363,400	1,554,800	1,576,000
Supplies and Services	1,077,525	1,088,938	11,413	1.1%	12	1,098,705	1,082,104	1,082,158	1,076,213
Building Occupancy	762,838	894,056	131,218	17.2%	13	911,403	927,365	943,654	956,313
Other Expenses	361,831	353,968	(7,863)	-2.2%	14	356,119	344,177	345,781	347,165
	18,285,077	18,727,639	442,562	2.4%		18,862,909	19,044,530	19,542,428	19,866,260
Annual Surplus/(Deficit)	496,520	291,367	(205,153)	-41.3%		308,903	376,487	205,086	183,889
Add back: Unfunded Amortization	1,688,300	1,522,200	(166,100)	-9.8%	11	1,452,300	1,363,400	1,554,800	1,576,000
	2,184,820	1,813,567	(371,253)	-17.0%		1,761,203	1,739,887	1,759,886	1,759,889
Total Budget - Funded	18,764,414	19,275,506				19,192,496	19,421,017	19,727,515	20,030,147
Municipal Contributions-Operating Increase	2.9%	2.25%				2.67%	1.83%	1.88%	1.71%

	<u>2018</u>	<u>2019</u>	<u>Change</u>	<u>Notes</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Balance forward from Page 1	2,184,820	1,813,567	(371,253)		1,761,203	1,739,887	1,759,886	1,759,889
Capital Expenses								
Library Materials - Operating	1,459,887	1,459,887	-	10	1,459,887	1,459,887	1,459,887	1,459,887
Hardware - Operating	93,000	100,000	7,000	15	100,000	100,000	100,000	100,000
Furniture and Equipment - Operating	60,000	60,000	-	15	60,000	60,000	60,000	60,000
Building Improvement - Operating	120,000	120,000	-	15	120,000	120,000	120,000	120,000
Branch Start-ups:								
Library Materials - sxʷenxʷəŋ təŋəxʷ James Bay Bra	74,250	-	(74,250)	2	-	-	-	-
Library Materials - Esquimalt Branch	10,000	8,000	(2,000)	2	2,000	-	-	-
Hardware - sxʷenxʷəŋ təŋəxʷ James Bay Branch	-	-	-	2	-	-	-	-
Hardware - Esquimalt Branch Relocation	66,000	66,000	-	2	10,000	-	-	-
Furniture and Equipment - sxʷenxʷəŋ təŋəxʷ James	-	-	-	2	-	-	-	-
Furniture and Equipment - Esquimalt Branch Reloca	284,500	256,180	(28,320)	2	30,000	-	-	-
Building Improvement - sxʷenxʷəŋ təŋəxʷ James Ba	-	-	-		-	-	-	-
	2,167,637	2,070,067	(97,570)		1,781,887	1,739,887	1,739,887	1,739,887
Transfers								
Transfer to Replacement Reserve	120,000	120,000		16	-	-	-	-
Transfer from Replacement Reserve	(120,000)	(120,000)		16				
Transfer from Personnel Contingency Reserve		(145,000)	(145,000)	16	(10,000)	(10,000)		
Transfer from Library Materials Reserve		(39,000)	(39,000)	16				
Transfer to Contingency Reserve	20,000	20,000		16				
Transfer from Contingency Reserve	(15,000)	(92,500)	(77,500)	16	(10,683)	10,000	20,000	20,000
Transfer to/(from) Reserves	5,000	(256,500)	(261,500)		(20,683)	-	20,000	20,000
Transfer to/(from) Accumulated Surplus	-	-	-					
Debt repayments	12,183	-	(12,183)		-	-	-	-
	17,183	(256,500)			(20,683)	-	20,000	20,000
Financial Plan Balance	-	-			-	-	-	-

2019 MUNICIPAL CONTRIBUTIONS

	2018		2019								
		Total Requisition 2018	Share 2019	Operating Budget	Rent Adjustment ¹	Total Requisition 2019	Increase			Building Maint. Costs ²	Total Municipal Budget 2019
	2018						\$	%			
Central Saanich	5.20%	\$884,902	5.08%	\$883,926	\$8,992	\$892,918	\$8,017	0.90%		\$0	\$892,918
Colwood	4.69%	798,113	4.73%	\$823,026	6,336	829,362	31,249	3.90%		27,151	856,513
Esquimalt	5.42%	922,340	5.25%	\$913,506	-4,095	909,411	-12,928	-1.40%		0	909,411
Highlands	0.65%	110,613	0.73%	\$127,021	981	128,002	17,389	15.70%		3,928	131,930
Langford	10.04%	1,708,541	10.62%	\$1,847,893	14,341	1,862,234	153,693	9.00%		58,688	1,920,922
Metchosin	1.43%	243,348	1.31%	\$227,942	1,734	229,676	-13,672	-5.60%		9,055	238,731
Oak Bay	6.88%	1,170,793	6.86%	\$1,193,648	-4,859	1,188,789	17,996	1.50%		0	1,188,789
Saanich	33.95%	5,777,386	33.98%	\$5,912,561	-22,259	5,890,302	112,916	2.00%		0	5,890,302
Victoria	28.73%	4,889,081	28.51%	\$4,960,774	-2,316	4,958,458	69,377	1.40%		0	4,958,458
View Royal	3.01%	512,222	2.93%	\$509,824	1,145	510,969	-1,253	-0.20%		0	510,969
Total	100%	\$17,017,338	100%	\$17,400,121	\$0	\$17,400,121	\$382,783	2.25%		\$98,822	\$17,498,943

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.

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. Other than the contributions to the Juan de Fuca Major Asset Maintenance Trust fund ("JF MAM"), 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 library operating budget, are as follows:



2019 MUNICIPAL PER CAPITA CONTRIBUTIONS

	2019				
	Total Requisition 2019	Population ¹	Cost Per Capita 2019	Increase per capita	increase
Central Saanich	\$883,926	16,213	54.52	\$0.49	\$8,017
Colwood	\$823,026	17,952	45.85	\$1.74	\$31,249
Esquimalt	\$913,506	16,899	54.06	-\$0.77	-\$12,928
Highlands	\$127,021	2,561	49.60	\$6.79	\$17,389
Langford	\$1,847,893	38,317	48.23	\$4.01	\$153,693
Metchosin	\$227,942	4,764	47.85	-\$2.87	-\$13,672
Oak Bay	\$1,193,648	18,717	63.77	\$0.96	\$17,996
Saanich	\$5,912,561	115,864	51.03	\$0.97	\$112,916
Victoria	\$4,960,774	86,130	57.60	\$0.81	\$69,377
View Royal	\$509,824	10,380	49.12	-\$0.12	-\$1,253
Total	\$17,400,121	327,797	\$53.08	\$1.17	\$382,782

¹ Source of population figures - BC Stats website:

<<http://www.bcstats.gov.bc.ca/StatisticsBySubject/Demography/PopulationEstimates.aspx>>, 2017 population estimates, accessed on July 2018.

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 the 2019 Budget and Five-Year Financial Plan

Budget allocations are also determined by our operational decisions and actions, which are based on our organizational values, policies and external mandates and legislation.

Approximately 90% of the GVPL operating budget is funded by our ten municipal partners. Consequently, a key objective is to keep municipal contribution increases within an acceptable range, typically based on rates of inflation and wage increases as negotiated through GVLRA. “Acceptable” increases are ultimately determined by Councils upon consideration of our budget requisition.

Because needs and opportunities change over time as we strive to best serve our communities within the Greater Victoria area, GVPL’s budget process allows reasonable flexibility for business areas to adapt and optimize their activities as events unfold, while still requiring system-wide financial planning and accountability.

For 2019, operational efficiencies and cost avoidance strategies will continue to be explored as the demand for new and expanding services continues to increase. After the successful opening of the sx̱w̱eṉx̱w̱ə̱j̱ təṉə̱x̱w̱ James Bay Branch, the library is looking to 2019 to leverage the lessons learned and opportunities to align to the move of the Esquimalt branch.

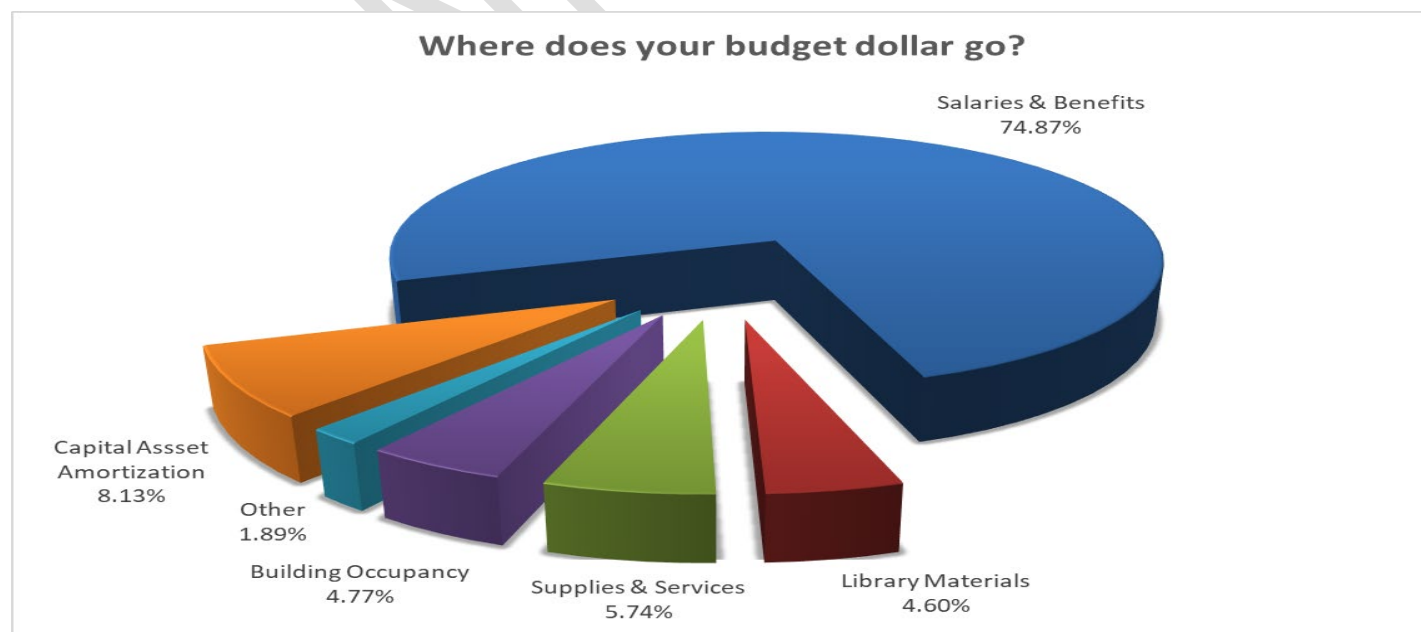
Modest revenue generation opportunities will continue to be explored in 2019 in addition to the new passive revenue source of the coin donations boxes now installed at all branches.

GVPL is committed to operating efficiently and effectively to deliver library service to 10 municipalities. The library system leverages more than 100 active community partnerships to expand programs and lifelong learning opportunities for Greater Victoria residents.

Components of the 2019 budget include the following:

1. **Municipal Contributions – Operating** **Increase \$382,783**

Of the 2.25% increase in municipal contributions, the majority (75%) is attributed to salaries and benefits which are jointly negotiated through the GVLRA. Salaries and benefits are the key cost driver for GVPL. The remainder is allocated by the following:



2. Municipal Contributions – Start-up
Decrease \$105,320

In 2019 there is a decrease in the amounts for new and relocated branch start-up costs (furnishing and equipping the branch, as well as a collection inventory for new branches). As with prior years these are funded by the individual municipalities providing the facilities.

For 2018 the following was identified for branch start-up funds:

- sxʷeŋxʷəŋ təŋəxʷ James Bay Branch - \$75,000
- Esquimalt relocation - \$385,600

For 2019 the following has been identified for branch start-up funds:

- Esquimalt relocation - \$355,280

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. Provincial Grants
No Change

For 2019 there is no expected change to the grant levels of the prior year of \$642,339.

Provincial funding has been frozen since approximately 2009, had this funding increased with CPI (annualized at 1.5%) as with other expenses to the present budget year, there would have been an increase to this funding by approximately \$120,000. This shortfall continues to be made up by individual municipalities in order to maintain status quo on ongoing programming and services.

4. Federal Grants
Decrease \$7,379

Federal grants are cyclical in nature and are dependent on specific programs planned during the operating budget year.

5. Fines, Fees and Printing
Decrease \$25,375

Revenue from fines, fees and printing is estimated to continue to decline modestly. Fees (e.g. meeting room rentals) are under review and additional opportunities for revenue generation will continue to be explored in 2019. GVPL is currently investigating potential revenue sources such as fees for overdue holds not picked up.

6. Contracts for Service
No Change

This is an annual payment of \$28,450 from the Capital Regional District.

7. Investment Income
No Change

Investment revenue is conservatively estimated to reflect projected continuation of modest earnings in the Municipal Finance Authority bond fund and slight increases in returns for secured GIC's.

8. Donations and Other Grants
No Change

New funding opportunities will continue to be explored in 2019, in tandem with new donor engagement strategies.

9. Salaries and Benefits
Increase \$514,894

The library's CUPE Collective Agreement expired on December 31, 2016.

The full-time equivalent (FTE) count for regular employees (including full and part time employees) remains at 150 FTE. Salaries and benefits account for 75% of the library's overall budget in 2019.

This budget includes employee benefit costs and payroll withholding costs such as EI and CPP. A detailed benefit review took place as part of the 2019 budget development and it was determined that the rate of benefits and withholding costs will be adjusted down from 24.5% to 23.75% of total salaries and wages, this is despite the anticipated increase associated with the newly implemented British Columbia Employer Health Tax.

10. Library Materials (Expensed and Capital)
Decrease \$41,000

The library materials budget is split between Expenses, for periodicals and eResources, and Capital Expenses, for books, audio visual and electronic materials, which are capitalized as assets and amortized over 7 years. The reduction year over year is being offset by an additional \$135,000 in surplus funds, \$96,000 in 2018, and \$39,000 in 2019.

11. Amortization
Decrease \$166,100

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 (see explanation below), it is added back to the budgeted annual surplus, and does vary year over year pending capital asset purchases and disposals.

12. Supplies and Services
Increase \$11,413

Supplies and services include such items as telephone, networks, printer paper and other supplies and shuttle fuel. These items have all increased slightly, but through efficient negotiation of service contracts, cost reduction in other areas the increase is below the Vancouver CPI (Consumer Price Index of 2%).

13. Building Occupancy
Increase \$131,218

Building occupancy includes maintenance contracts, security, garbage and utilities. The primary driver for the increase is a significant increase in budgeted janitorial costs, and higher security costs (Central). Janitorial costs have increased significantly in the market due to such items as increased environmental fees, and higher labour costs. Security costs have increased due higher contract costs due to increases in minimum wage, contract renewal and additional services requested from our service provider.

14. Other Expenses
Decrease \$7,863

Other expenses include such items as insurance and employee recruitment costs, marketing costs, and business travel expenses.

15. Other Capital Expenditures (Hardware, Furniture and Equipment, Building Improvement)
Increase \$7,000

Hardware increased by \$7,000 (Offset by an additional \$10,000 in surplus funds) to replace aging computer hardware as was identified and approved at the May 2018 Year End Finance Committee meeting as part of the recommendations on the use of the 2017 surplus funds.

- Furniture and Equipment – No Change
- Building Improvement – No Change

16. Transfer to/(from) Reserves
Change in Net Transfer From Reserves (\$261,500)

Change to Reserve transfers are as follows:

- Transfer to / from Replacement Reserve – \$0
- Transfer from Personnel Contingency Reserve – (\$145,000)
- Transfer from Library Materials Reserve – (\$39,000)
- Transfer to / from Contingency Reserve – (\$77,500)



Staff Report to Council

Date: February 19, 2019

Department: Planning

Application No.: Z18-0015

Subject: Bylaw No. 1794 – A Bylaw to Amend the Text within the Zoning Bylaw to revisit home designs and amenity contributions associated with a 24 lot subdivision on the property located at 935 Walfred Road

At their Regular Meeting of 3 December 2018, Council passed the following resolution with respect to the property at 935 Walfred Road:

That Council:

- a) *Authorize staff to discharge the existing Section 219 registered with the subject property.*
- b) *Give First Reading of Bylaw No. 1794 to amend the text within the RS3 zoning designation for Amenity Fund contributions for the property located at 935 Walfred Road to the following:*

*That the owner agrees to provide, **as a bonus for increased density**, the following contributions per unit prior to subdivision approval:*

- i. *\$3960 per unit towards the General Amenity Reserve Fund;*
 - ii. *\$660 per unit towards the Affordable Housing Reserve Fund;*
And
 - iii. *\$56,056 towards the General Amenity Reserve fund;*
- c) *That the applicant provides, **prior to Bylaw Adoption**, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following: **(COMPLETED)***
 - i. *That the applicant complete full frontage improvements, including but not limited to: off street parking, sidewalks, light standards and boulevard planting,*

-
- bike lanes, in accordance with Bylaw No. 1000 standards and to the satisfaction of the Director of Engineering, prior to subdivision approval;*
- ii. That the applicant construct, or provide a bond for, a 1.8 foot high solid board fence along the rear of lots that abut the 7 m wide dedicated open space adjacent to Walfred Road, prior to subdivision approval;*
 - iii. That the applicant provide a construction parking management plan, to the satisfaction of the Director of Engineering, prior to issuance of a building permit;*
 - iv. That no driveway or other vehicle access will be created between the subject property and Walfred Road;*
 - v. That the applicant dedicate a 2.5 m wide area of land to accommodate frontage requirements, and off street parking along Walfred Road, as well as an additional 7 m wide dedicated area of land to the City between Walfred Road and the subject property, prior to subdivision approval;*
 - vi. That the applicant provide a stormwater management plan, to the satisfaction of the Director of Engineering and in accordance with Bylaw No. 1000, prior to subdivision approval;*
 - vii. That the applicant agrees to implement the approved storm water management plan and to complete any required improvements and/or upgrades to on site and off site infrastructure necessary to facilitate proper drainage on the subject property at the applicant's expense;*
 - viii. That any necessary above or underground infrastructure or servicing upgrades, extensions or other required servicing requirements are to be fulfilled at the applicant's expense; and*
 - ix. That the applicant agrees to implement the recommendations, to the satisfaction of the Director of Planning, contained within the tree retention plan submitted by Talbot Mackenzie and Associates, and dated on February 2nd, 2010, prior to building permit issuance.*
- d) That Council authorize the Director of Planning to vary the following variances within a Development Permit:*
- i. That Section 3.18.01 be varied to increase the projection limits for a deck from 1m to 3 m.*

COMMENTS

The applicant has registered a Sec. 219 covenant against the title of the subject property that agrees to items i-ix in subsection 1c) in Council's resolution of December 3rd, 2019. If Council does not wish to include additional conditions to the adoption of Bylaw No. 1794, they may want to proceed with 4th and final reading of the Bylaw.

Bylaw No.1794 was signed by the Minister of Transportation on January 28th, 2019.

OPTIONS

That Council:

1. Adopt Bylaw No. 1794;
2. Take no action at this time with respect to Bylaw No. 1794;

Respectfully Submitted,

Submitted by:	Lauren Morhart, MCIP, RPP Planner 2
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:	Adriana Proton, Manager of Legislative Services
Concurrence:	Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence:	Braden Hutchins, Director of Corporate Services
Concurrence:	Darren Kiedyk, Chief Administrative Officer

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**CITY OF LANGFORD
BYLAW NO. 1794**

**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 amending the current text within the RS3 Zone for the properties legally described as LOT 4, SECTION 5, ESQUIMALT DISTRICT, PLAN 21075; PID No.: 000-173-738 (935 Walfred 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)
RS3	1794	LOT 4, SECTION 84, ESQUIMALT DISTRICT, PLAN 21075; PID.: 000-173-738 (935 Walfred Rd)	a) \$3690 per unit towards the General Amenity Reserve Fund; b) \$56,056 towards the General Amenity Reserve Fund; and c) \$660 per unit towards the Affordable Housing Reserve Fund.	No

B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 555, (935 Walfred Rd), 2019".

READ A FIRST TIME this 3rd day of December, 2018.

PUBLIC HEARING held this 21st day of January, 2019.

READ A SECOND TIME this 21st day of January, 2019.

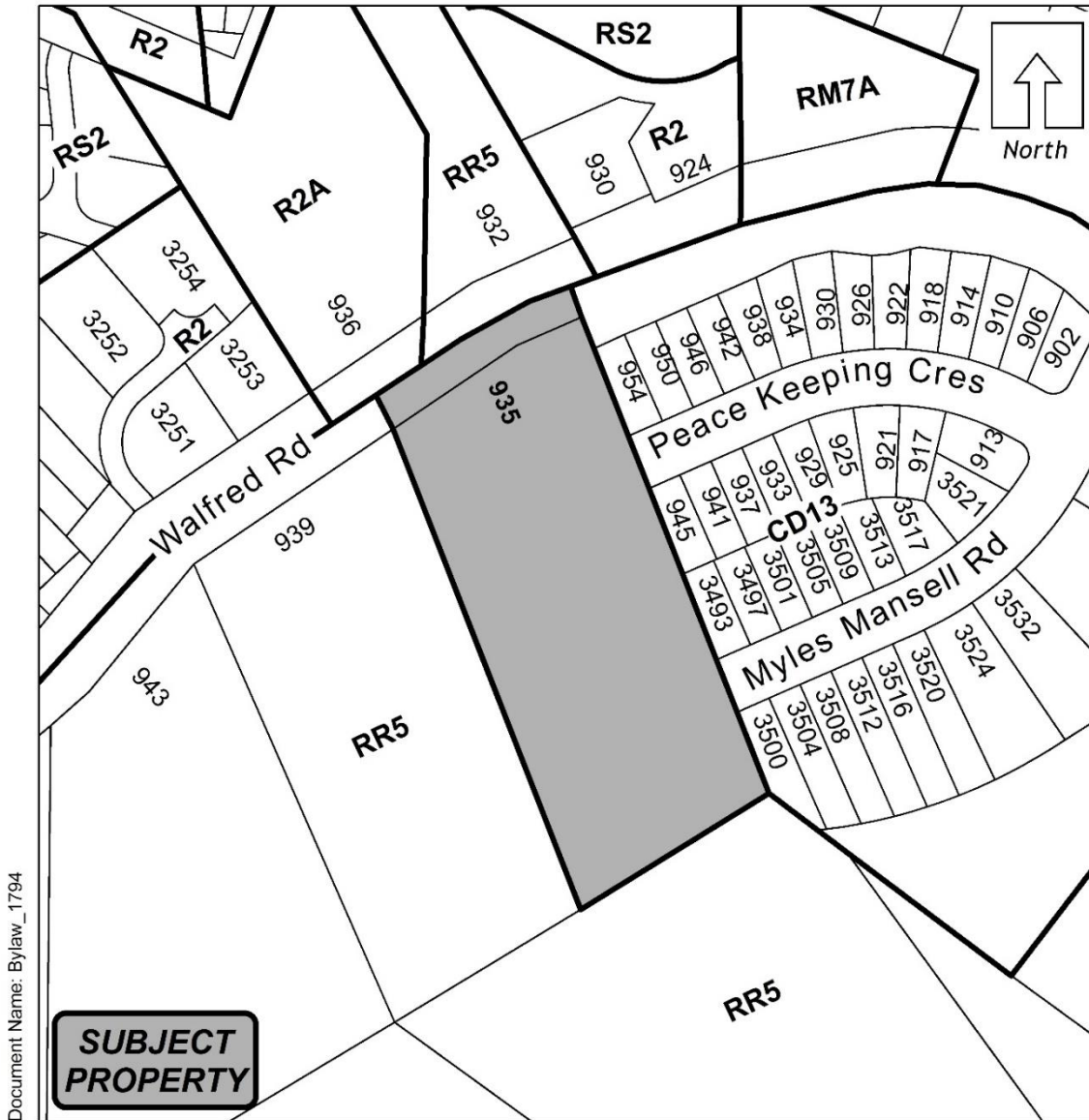
READ A THIRD TIME this 21st day of January, 2019.

APPROVED BY THE MINISTRY OF TRANSPORTATION this 28th day of January, 2019.

ADOPTED this day of , 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER



I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1794

MAYOR

ADOPTION: _____

CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 6/25/2018



Staff Report to Council

Date: February 19, 2019

Department: Planning

Application No.: Z18-0027

Subject: Bylaw No. 1806- Application to Rezone 2688 and 2690 Sooke Road from District Commercial (C3) and Service Commercial (CS1) to Community Town Centre Pedestrian 9 (C9) to Allow for a Mixed-Use Development.

At their Regular Meeting of September 17, 2018 Council passed the following resolution with respect to the property at 2688 and 2690 Sooke Road:

1. That Council give 1st reading to the attached Bylaw No. 1767 to amend the zoning designation of the properties located at 2668, 2674, 2682, 2684, 2686, 2696, 2702, and 2706 Sooke Road from District Commercial (C3) and Service Commercial (CS1) to a new Community Town Centre Pedestrian 9 (C9) zone subject to the following terms and conditions:
 - a) That the applicant provides, **as a bonus for increased density**, the following contributions per residential unit, prior to issuance of a building permit:
 - i. \$2,074 towards the Affordable Housing Fund, with a 50% reduction for the units on the 5th and 6th storey, and a 75% reduction for the units on the 7th storey; **and**
 - ii. \$750 towards the Affordable Housing Fund.
 - b) That the applicant provides, **prior to public hearing**, the following:
 - i. A technical memo from an engineer that verifies storm water can be adequately managed for the proposed developments, to the satisfaction of the Director of Engineering.
 - c) That the applicant provides, **prior to Bylaw Adoption**, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:
 - i. That the owner will not apply for, nor is the City obligated to issue a Development Permit, Building Permit or Subdivision until the subject properties have been consolidated with surrounding land to the satisfaction of the Director of Planning.

-
- ii. That at any time after the 5th anniversary date of adoption of the bylaw to rezone the subject lands, the City may request, and the owner shall provide, the area of land necessary for the construction of the road extension from Happy Valley Road to Glen Lake Road as well as Sooke Road for \$1.00.
 - iii. That the owner will limit direct vehicular access to Sooke Road, and will not apply for, nor will the City be obligated to grant driveway access on to Sooke Road, except in accordance with a comprehensive plan of development for the properties as a whole.
 - iv. That, if necessary, the owner will provide an easement for reciprocal vehicular access in conjunction with any Development Permit where various properties may be affected, to the satisfaction of the City Planner.
 - v. That a Traffic Impact Assessment (TIA) be completed to the satisfaction of the Director of Engineering for the full build-out of any block that commercial and/or residential uses are proposed, prior to the issuance of building permit, and that the recommendations of the TIA be implemented prior to Occupancy of any buildings;
 - vi. That all frontage improvements to Bylaw 1000 standards are provided to the satisfaction of the Director of Engineering and Manager of Parks prior to issuance of a building permit; and
 - vii. That a detailed storm water management plan be provided prior to issuance of a building permit and implemented, as per Bylaw 1000, all to the satisfaction of the Director of Engineering.
2. Direct the City Planner to permit onsite parking, through the Development Permit for Form and Character, to be at a ratio of 1.0 stall per 1 or 2 bedroom units, with any additional 0.25 for visitor parking.
 3. Direct the City Planner to permit onsite parking and loading facilities, through the Development Permit for Form and Character, to be located in the front or side yards for buildings located immediately next to the Galloping Goose.

COMMENTS

The applicant's lawyers have obtained all required signatures and provided undertakings to register the section 219 covenants against the title of the subject properties that agrees to items 1 (c) in Council's resolution of September 17, 2019.

Bylaw No. 1806 was signed by the Minister of Transportation on January 28, 2019.

OPTIONS

That Council:

1. Adopt Bylaw No. 1806;

OR

2. Take no action at this time with respect to Bylaw No. 1806;

Respectfully Submitted,

Submitted by:	Robert Dykstra, MCIP, RPP Land Development Planner
Concurrence:	Matthew Baldwin, MCIP, RPP Director of Planning
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:	Adriana Proton, Manager of Legislative Services
Concurrence:	Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence:	Braden Hutchins, Director of Corporate Services
Concurrence:	Darren Kiedyk, Chief Administrative Officer

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CITY OF LANGFORD

BYLAW NO. 1806

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 C9 (Community Town Centre Pedestrian 9) Zone the properties legally described as LOT 1, SECTION 83, ESQUIMALT DISTRICT, PLAN 7362, PID No. 005-723-370 (2690 Sooke Road) and LOT 2, SECTION 83, ESQUIMALT DISTRICT, PLAN 7362, PID No. 005-723-388 (2688 Sooke Road) in the portions as shown shaded on Plan No. 1 attached to and forming part of this Bylaw.
2. By adding the following to Table 1 of Schedule AD:

Zone	Bylaw No.	Legal Description	Amenity Contributions	Eligible for Reduction in Section 2 of Schedule AD (Column 5)
C9	1806	LOT 1, SECTION 83, ESQUIMALT DISTRICT, PLAN 7362, PID No. 005-723-370 (2690 Sooke Road) And LOT 2, SECTION 83, ESQUIMALT DISTRICT, PLAN 7362, PID No. 005-723-388 (2688 Sooke Road)	a) \$2,074 per new unit created on the 1 st to 4 th storeys of the building towards the General Amenity Reserve Fund; and b) \$1,037 per new unit created on the 5 th and 6 th storeys of the building towards the General Amenity Reserve Fund; and c) \$518.50 per new unit created on the 7 th storey of the building towards the General Amenity Reserve Fund; and d) \$610 per new unit created towards the Affordable Housing Reserve Fund;	No

B. This Bylaw may be cited for all purposes as “Langford Zoning Bylaw, Amendment No. 547, (2688 and 2690 Sooke Road), 2019”.

READ A FIRST TIME this 17th day of September, 2018.

PUBLIC HEARING held this 21st day of January, 2019.

READ A SECOND TIME this 21st day of January, 2019.

READ A THIRD TIME this 21st day of January, 2019.

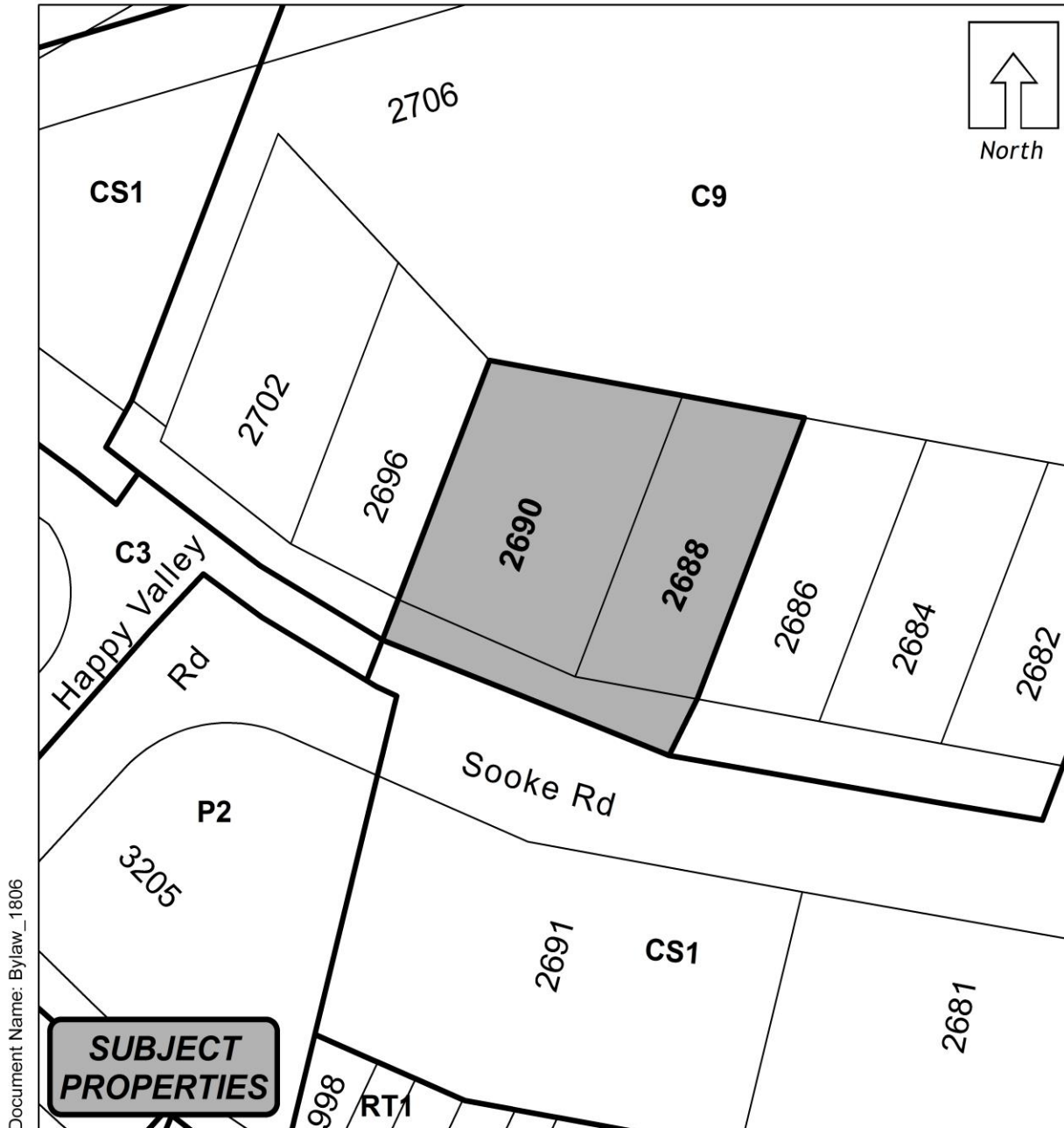
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS 28th DAY OF January, 2019.

ADOPTED this of, 2019.

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. 1806

ADOPTION: _____

MAYOR

CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 9/11/2018

City of Langford

BYLAW NO. 1819

A Bylaw to establish procedures for the conduct of local government elections and assent voting.

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

Citation

1. This Bylaw shall be cited as “Election Bylaw No. 1819”.

Definitions

2. In this Bylaw:

ACCEPTABLE MARK	means a mark that: a) A vote-counting unit is able to read and count; and b) Is made by an elector in the space provided on a ballot, opposite the name of a candidate or opposite “yes” or “no” on any other voting question.
AUTOMATED VOTE-COUNTING SYSTEM	means a system that counts and records votes, processes and stores election results, and is comprised of the following: a) A number of ballot-scanning vote-counting units, each of which deposits ballots into a ballot box; and b) A number of portable ballot boxes into which voted ballots are deposited, if a vote-counting unit is not functioning or not being used, for counting at a later time.
BALLOT	means a single ballot card designed for use in an automated vote-counting system and including all the information required by the <i>Local Government Act</i> .
BALLOT BOX	means a box for use in an election or assent voting: a) Which can be opened for inspection, b) Which can be securely locked or sealed, and c) Which is used to hold voted ballots.
BALLOT RETURN OVERRIDE PROCEDURE	means the use, by an election official, of a device on a vote-counting unit, which causes the unit to accept a returned ballot.
CAMPAIGN PERIOD	means “campaign period” as defined in the <i>Local Elections Campaign Financing Act</i> .
CHIEF ELECTION OFFICER	means the person appointed as Chief Election Officer by City Council, and includes their deputy.
CITY	means the City of Langford.

CORPORATE OFFICER	means the person appointed as Corporate Officer by City Council, and includes their deputy.
ELECTION HEADQUARTERS	means the location which the Chief Election Officer has designated as election headquarters, or in the absence of such a designation, Langford City Hall.
MEMORY CARD	means a computer software cartridge: a) Which is inserted into a vote-counting unit, b) Into which is pre-programmed the names of all the candidates for each of the offices to be filled, and the alternatives of “yes” or “no” for each question on the ballot, and c) Which records and retains information on the number of acceptable marks made for each.
POLITICAL ADVERTISING	means advertising used to promote: a) The election of a person or political party, or b) A position in a plebiscite or referendum.
POLITICAL SIGN	means a sign used to promote: a) The election of a person or political party, or b) A position in a plebiscite or referendum.
PORTABLE BALLOT BOX	means a ballot box, for use in the election, where a vote-counting unit is not being used at the time of voting.
RESULTS TAPE	means a printed record which: a) Is generated from a vote-counting unit at the close of voting on general voting day, b) Shows the number of votes for each candidate for each of the offices to be filled, and c) Shows the number of votes for and against each matter on which the opinion or assent of the electors is sought.
RETURNED BALLOT	means a voted ballot which was inserted into the vote-counting unit, but which was not accepted.
SECRECY SLEEVE	means an open-ended folder or envelope used to cover a voted ballot to conceal the choices made by an elector, prior to the ballot being deposited in a vote-counting unit or portable ballot box.
VOTE-COUNTING UNIT	means a device: a) Into which voted ballots are inserted, b) Which reads each ballot, c) Which records the number of votes for each candidate, and d) Which records the number of votes for and against each question on which the opinion or assent of the electors is sought.

3. Definitions contained in *Part 3 – Electors and Elections* or *Part 4 – Assent Voting* of the *Local Government Act* apply to this Bylaw.
4. This Bylaw applies to all City elections and assent voting opportunities held under *Part 3 – Electors and Elections* or *Part 4 – Assent Voting* of the *Local Government Act*.
5. Where this Bylaw refers to an election, the provision also applies to assent voting, as applicable.
6. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

Elector Registration

7. The list of electors for all elections and assent voting shall be comprised of the register of resident electors and the register of non-resident property electors.
8. The most current available Provincial list of voters prepared under the *Election Act* shall become the register of resident electors on the 60th day prior to general voting day.
9. The Corporate Officer must maintain a register of non-resident property electors, which is a register of those persons who have registered as non-resident property electors for the City under the *Local Government Act*.
10. If the Corporate Officer has determined that a person registered as a non-resident property elector no longer meets the ownership requirements for registration, they must remove that person from the non-resident property elector register and notify them by regular mail.

Order of Names on Ballot

11. The order of names of candidates on the ballot shall be determined by lot in accordance with the procedure established in the *Local Government Act*.

Automated Vote-Counting System

12. An automated vote-counting system may be used to conduct elections and voting on bylaws or other matters on which the opinion or assent of the electors is sought.
13. An election official may, and if requested by the elector, must explain to an elector the proper method for voting.
14. Upon entering a voting place, the elector shall proceed as instructed to an election official responsible for issuing ballots, who, upon fulfilment of the requirements of the *Local Government Act*, shall then provide to the elector:
 - a) A ballot;
 - b) A secrecy sleeve, if requested;
 - c) A ballot-marking instrument, or direction as to where a ballot-marking instrument may be found; and
 - d) Any further voting-related instructions the elector requests.

15. Upon receiving a ballot, the elector shall immediately proceed to a voting compartment to mark their ballot.
16. The elector may vote only by making an acceptable mark on the ballot:
 - a) Beside the name of each candidate of choice,
 - b) Up to the maximum number of candidates to be elected for each of the offices to be filled, and
 - c) Beside “yes” or “no” in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.
17. Once the elector has finished marking the ballot, they must immediately:
 - a) Either place the ballot into the secrecy sleeve, or turn the ballot upside down;
 - b) Proceed to the vote-counting unit; and
 - c) Under the supervision of the election official in attendance, insert the ballot directly from the secrecy sleeve, if applicable, into the vote-counting unit without the acceptable marks on the ballot being exposed, and without depositing the secrecy sleeve into the vote-counting unit or ballot box.
18. If a ballot is returned by a vote-counting unit, the election official in attendance must provide the elector an explanation of the ballot-marking error which caused the ballot to not be accepted.
19. If, before inserting the ballot into the vote-counting unit, an elector determines that a mistake has been made when marking the ballot, or if the ballot is returned by the vote-counting unit; the elector may return to the voting compartment to correct the ballot, or request a replacement ballot from the election official in attendance.
20. Upon being informed of the replacement ballot request, an election official shall:
 - a) Issue a replacement ballot to the elector,
 - b) Mark the returned ballot “spoiled”, and
 - c) Retain all such spoiled ballots separately from all other ballots.
21. If the elector declines the opportunity to obtain a replacement ballot and has not damaged the ballot to the extent that it cannot be reinserted into the vote-counting unit, the election official shall, using the ballot return override procedure, reinsert the returned ballot into the vote-counting unit to count any acceptable marks.
22. Any ballot counted by the vote-counting unit is valid, and any acceptable marks contained on such ballots will be counted, subject to any determination made under a judicial recount.
23. Once the ballot has been inserted into the vote-counting unit and the unit indicates that the ballot has been accepted, the elector must immediately leave the voting place.

24. During any period that a vote-counting unit is not functioning, the election official supervising the unit shall direct electors to insert all ballots delivered during this time into a portable ballot box.
25. Any ballots temporarily stored in a portable ballot box under section 24 of this Bylaw shall, as soon as reasonably possible, be removed by an election official, and under the supervision of the presiding election official, be inserted into a vote-counting unit to be counted.
26. Any ballots temporarily stored in a portable ballot box, which are returned by the vote-counting unit when being counted shall, through the use of the ballot return override procedure and under the supervision of the presiding election official, be reinserted into the vote-counting unit to ensure that any acceptable marks are counted.

Advance Voting Opportunities

27. Advance voting opportunities shall be held from 8 am to 8 pm on:
 - a) The 10th day before general voting day, as required by the *Local Government Act*; and
 - b) The 3rd day before general voting day.
28. The Chief Election Officer is authorized to:
 - a) Establish additional advance voting opportunities in advance of general voting day; and
 - b) Designate the voting places, set the dates, and set the voting hours for any additional advance voting opportunities established under this section.
29. Vote-counting units shall be used at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow, as closely as possible, those described in sections 13 to 26 of this Bylaw.
30. At the close of voting at each advance voting opportunity, the presiding election official in each case shall:
 - a) Ensure that any remaining ballots in an advance voting portable ballot box are inserted into the vote-counting unit;
 - b) Ensure that no additional ballots are inserted into the vote-counting unit;
 - c) Record the total number of ballots accepted by the vote-counting unit;
 - d) Ensure that the results tape is not generated;
 - e) Ensure that the memory card of the vote-counting unit remains secured;
 - f) Account for, package separately, and label the unused and spoiled ballots;
 - g) Complete the ballot account and place the duplicate copy in the ballot box;
 - h) Securely seal the ballot box;
 - i) Place the voting books, lists of electors, the original copy of the ballot account, unused ballots, spoiled ballots, completed registration forms, keys and all completed forms into the election materials box; and

- j) Deliver the sealed ballot box, vote-counting unit together with the memory card, election materials box and all other materials used in the election to the Chief Election Officer at election headquarters.

Special Voting Opportunities

- 31. The Chief Election Officer is authorized to:
 - a) Establish special voting opportunities on or in advance of general voting day,
 - b) Designate the voting places, set the dates, and set the voting hours for any special voting opportunities established under this section; and
 - c) Limit the number of candidate representatives who may be present at any special voting opportunities established under this section.
- 32. Only electors who are residents, patients or workers at the special voting place on the date on which the special voting opportunity is held, may vote at a special voting opportunity.
- 33. If an elector is entitled to vote at a special voting opportunity, but is unable to attend the voting place due to physical disability, illness or injury; the presiding election official, another election official and a maximum of one scrutineer must attend the elector's care facility bed with a portable ballot box to receive their vote, upon request.
- 34. Unless the Chief Election Officer determines it is practical to use a vote-counting unit, a portable ballot box shall be used for all special voting opportunities.
- 35. The presiding election official appointed to attend at each special voting opportunity shall proceed in accordance with sections 13 to 26 of this Bylaw so far as applicable.
- 36. The presiding election official at a special voting opportunity shall ensure that the portable ballot box is:
 - a) Secured at all times, and
 - b) Either empty or sealed when not in use.
- 37. At the close of voting at the final special voting opportunity, the presiding election official shall follow the procedures outlined in section 30 f) to j), as applicable.
- 38. If a vote-counting unit is in use at a special voting opportunity, the presiding election official appointed to attend shall follow the procedures outlined in sections 29 to 30 of this Bylaw as if it were an advance voting opportunity.

Procedures After Close of Voting on General Voting Day

- 39. After the close of voting on general voting day, each presiding election official at a general voting place shall undertake all of the following, generally in the order stipulated and as soon as possible:

- a) Ensure that any remaining ballots in a portable ballot box are inserted into the vote-counting unit;
 - b) Secure the vote-counting unit so that no more ballots can be inserted;
 - c) Generate 3 copies of the results tape from the vote-counting unit;
 - d) Communicate the results to election headquarters immediately;
 - e) Account for the unused and spoiled ballots and place them, packaged and sealed separately, together with the memory card from the vote-counting unit and one copy of the results tape, into the ballots and results box;
 - f) Complete the ballot account and place the duplicate copy in the ballots and results box;
 - g) Seal the ballots and results box;
 - h) Place the voting books, lists of electors, the original copy of the ballot account, one copy of the results tape, completed registration forms, keys and all completed forms into the election materials box; and
 - i) Deliver, or have available for pick-up; the sealed ballots and results box, vote-counting unit and the election materials box; to the Chief Election Officer at election headquarters.
40. At election headquarters at the close of voting on general voting day, the Chief Election Officer shall direct or undertake all of the following, generally in the order stipulated and as soon as possible:
- a) Ensure that any remaining ballots in a portable ballot box, including those from special voting opportunities, are inserted into a vote-counting unit to be counted;
 - b) Reconcile the newly counted ballots with the ballot accounts;
 - c) Secure the vote-counting unit so that no more ballots can be inserted;
 - d) Generate 3 copies of the results tape from all vote-counting units at election headquarters which were used in the election;
 - e) Place the memory cards and one copy of each results tape into the ballot box; and
 - f) Securely seal any unsealed ballot boxes which contain voted ballots.
41. To obtain the preliminary election results, the Chief Election Officer shall place the results from each voting opportunity in a spreadsheet.

Informal Recount

42. The Chief Election Officer may conduct an informal recount if:
- a) The request is made in writing by a candidate on the City ballot,
 - b) The request is made after the preliminary election results are announced, and
 - c) The request is received by the Chief Election Officer by end of business day on the last day prior to the day when official election results must be declared in accordance with the *Local Government Act*.

43. If an informal recount is conducted:
- a) The Chief Election Officer must preside over the recount,
 - b) The recount must be conducted at least 24 hours after general voting day,
 - c) All candidates must be informed as soon as possible of the time and place of the recount,
 - d) All voted ballots that are not spoiled must be recounted, and
 - e) All ballots must be recounted using the automated vote-counting system.
44. An informal recount must be performed generally in accordance with the following procedure:
- a) The memory cards of all vote-counting units will be cleared;
 - b) A vote-counting unit will be designated for each voting place;
 - c) All voted ballots will be removed from the sealed ballot boxes, except spoiled ballots, and reinserted in the appropriate vote-counting unit under the supervision of the Chief Election Officer;
 - d) Any ballots returned by the vote-counting unit during the recount process shall, through the use of the ballot return override procedure, be reinserted in the vote-counting unit to ensure that any acceptable marks are counted; and
 - e) To obtain election results, the Chief Election Officer shall place the results of each voting place in a spreadsheet.

Determination of Results if Tie Vote

45. If, at the completion of a judicial recount, the results of the election cannot be declared because there is an equality of valid votes for 2 or more candidates, the results shall be determined by lot in accordance with the procedure established in the *Local Government Act*.

Advertising

46. Political signs that pertain to a local government election or assent voting may only be placed after the start of the campaign period.
47. Sections 48 to 52 of this Bylaw apply to all political signs and political advertising within the City.
48. Political signs must be removed within 48 hours following the election or assent voting to which they pertain.
49. Political signs may only be placed on private property if the property owner has granted permission.
50. Political signs must not create a safety or visual hazard, and must not be:
- a) Flashing or inflatable;
 - b) Placed within 2 metres of a fire hydrant;
 - c) Permitted to become dilapidated or unsightly;
 - d) Permitted to obstruct sightlines at an intersection;

- e) Permitted to obstruct or distract from a traffic control device or traffic sign.
51. Political advertising may not be scattered, dropped or broadcast from any vehicle which is in operation, including from aircraft and other aerial vehicles.
52. Political advertising may not be conducted and political signs may not be located within 100 metres of a building or other place where voting proceedings are conducted at the time, including but not limited to canvassing, handing out written materials, and placing signs.

Severability

53. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

Repeal

54. The “District of Langford Election and Voting Procedures Bylaw, No. 134, 1996”, the “Election and Voting Procedures Bylaw No. 402, Amendment Bylaw No. 1” and the “Election and Voting Procedures Bylaw No. 674, Amendment Bylaw No. 2, 2002” are hereby repealed.

READ A FIRST TIME THIS 4TH DAY OF FEBRUARY, 2019.

READ A SECOND TIME THIS 4TH DAY OF FEBRUARY, 2019.

READ A THIRD TIME THIS 4TH DAY OF FEBRUARY, 2019.

ADOPTED THIS DAY OF FEBRUARY 2019.

Presiding Council Member

Corporate Officer

CITY OF LANGFORD

BYLAW NO. 1830

A BYLAW TO AMEND BYLAW NO. 1175 “LANGFORD SPEED LIMIT BYLAW, 2008”

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

1. Bylaw 1175 “A Bylaw to Regulate Vehicular Speed in the City of Langford” is amended as follows:
 - i. Replacing Schedule B with new **Schedule B**, attached to and forming part of this bylaw.
2. This Bylaw may be cited as “Langford Speed Limit Bylaw, Amendment No. 6, Bylaw 1175, 2008”.

READ A FIRST TIME this day of 2019.

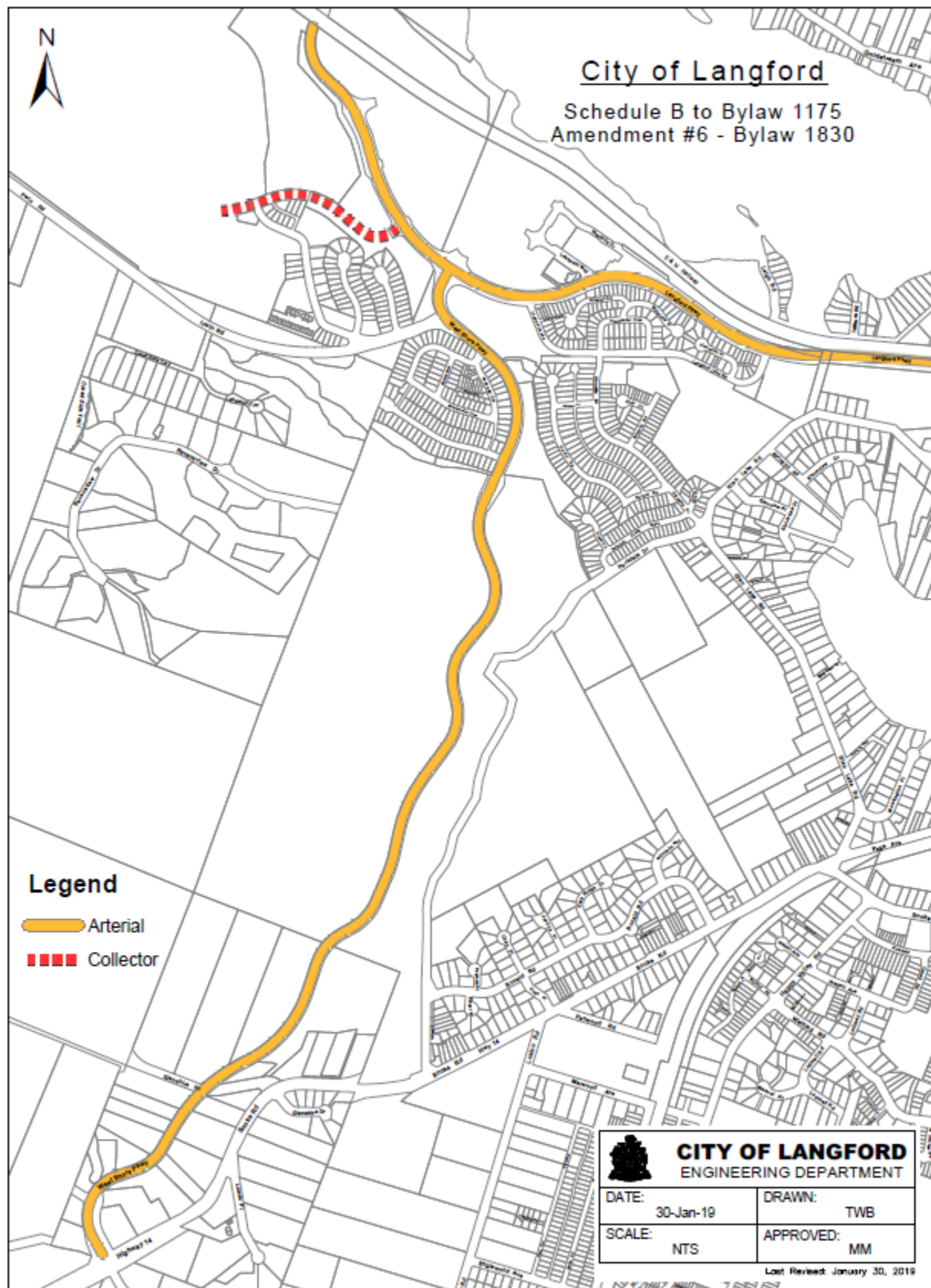
READ A SECOND TIME this day of 2019.

READ A THIRD TIME this day of 2019.

ADOPTED this day of 2019.

Presiding Council Member

(Certified Correct)
CORPORATE OFFICER



CITY OF LANGFORD

BYLAW NO. 1831

A BYLAW TO AMEND THE DEVELOPMENT COST CHARGE BYLAW

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

1. City of Langford Development Cost Charge Bylaw No. 1700 is amended as follows:
 - i) By amending the definition of Public Utility to the following:

"Public Utility" means a private business organization that is subject to governmental regulation because it provides an essential service or commodity such as water, electricity, sewage collection, transportation or communication to the consuming public or a public or private recreational building located on City land providing space to the general public for the purposes of recreation.
 - ii) By replacing Schedule B Roads Project Map with Schedule B attached to this Bylaw;
 - iii) By replacing Schedule C the Roads Project List with Schedule C attached to this Bylaw.
2. This Bylaw may be cited as "Development Cost Charge Bylaw No. 1700, 2017 Amendment No. 2, 2019".

READ a first time this day of , 2019.

READ a second time this day of , 2019.

READ a third time this day of , 2019

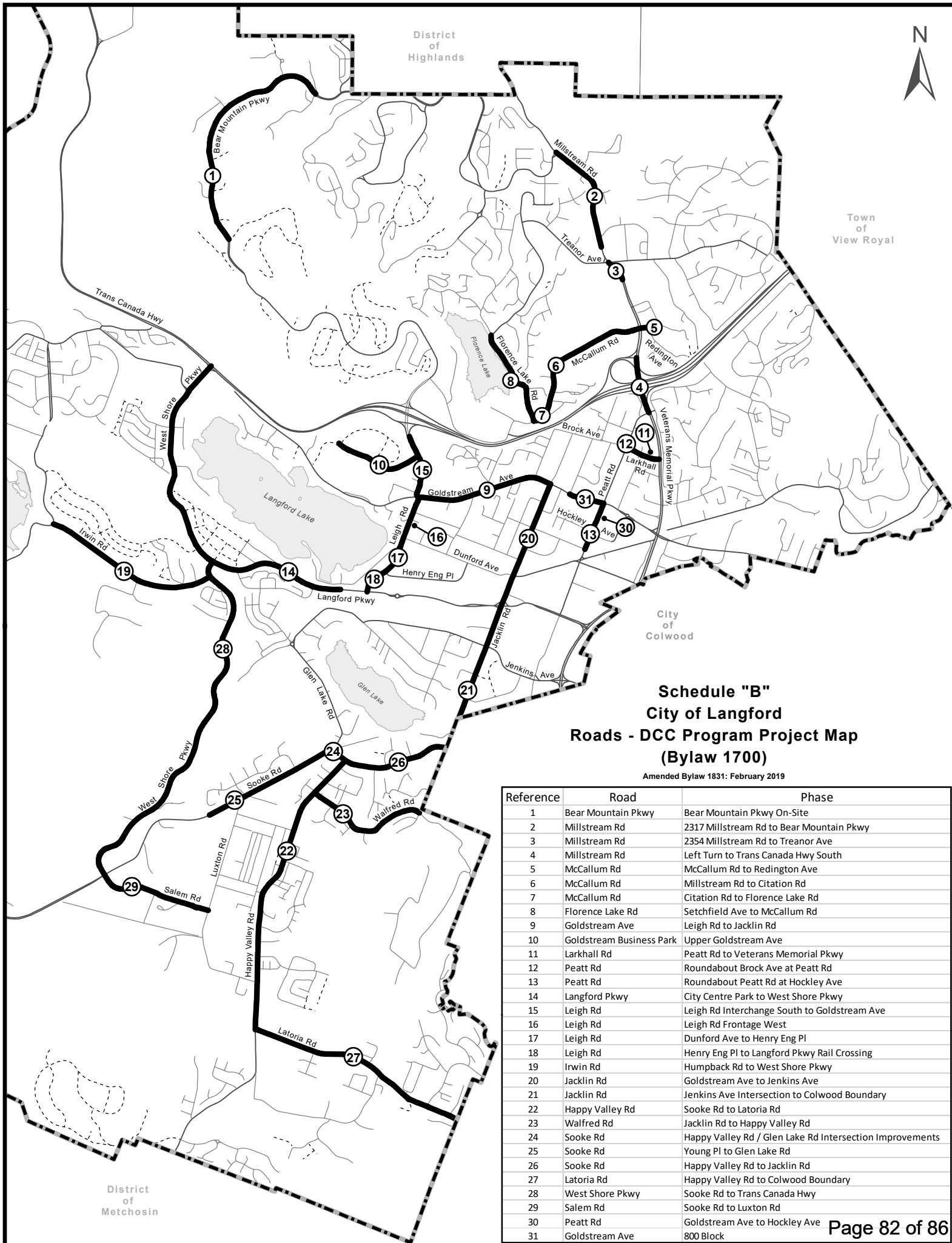
APPROVED BY The Inspector of Municipalities, pursuant to s. 560 of the *Local Government Act* on this

day of , 2019

RECONSIDERED AND FINALLY ADOPTED this day of , 2019.

Presiding Council Member

(Certified Correct)
CORPORATE OFFICER



Schedule "B"
City of Langford
Roads - DCC Program Project Map
(Bylaw 1700)

Amended Bylaw 1831: February 2019

Reference	Road	Phase
1	Bear Mountain Pkwy	Bear Mountain Pkwy On-Site
2	Millstream Rd	2317 Millstream Rd to Bear Mountain Pkwy
3	Millstream Rd	2354 Millstream Rd to Treanor Ave
4	Millstream Rd	Left Turn to Trans Canada Hwy South
5	McCallum Rd	McCallum Rd to Redington Ave
6	McCallum Rd	Millstream Rd to Citation Rd
7	McCallum Rd	Citation Rd to Florence Lake Rd
8	Florence Lake Rd	Setchfield Ave to McCallum Rd
9	Goldstream Ave	Leigh Rd to Jacklin Rd
10	Goldstream Business Park	Upper Goldstream Ave
11	Larkhall Rd	Peatt Rd to Veterans Memorial Pkwy
12	Peatt Rd	Roundabout Brock Ave at Peatt Rd
13	Peatt Rd	Roundabout Peatt Rd at Hockley Ave
14	Langford Pkwy	City Centre Park to West Shore Pkwy
15	Leigh Rd	Leigh Rd Interchange South to Goldstream Ave
16	Leigh Rd	Leigh Rd Frontage West
17	Leigh Rd	Dunford Ave to Henry Eng Pl
18	Leigh Rd	Henry Eng Pl to Langford Pkwy Rail Crossing
19	Irwin Rd	Humpback Rd to West Shore Pkwy
20	Jacklin Rd	Goldstream Ave to Jenkins Ave
21	Jacklin Rd	Jenkins Ave Intersection to Colwood Boundary
22	Happy Valley Rd	Sooke Rd to Latoria Rd
23	Walfred Rd	Jacklin Rd to Happy Valley Rd
24	Sooke Rd	Happy Valley Rd / Glen Lake Rd Intersection Improvements
25	Sooke Rd	Young Pl to Glen Lake Rd
26	Sooke Rd	Happy Valley Rd to Jacklin Rd
27	Latoria Rd	Happy Valley Rd to Colwood Boundary
28	West Shore Pkwy	Sooke Rd to Trans Canada Hwy
29	Salem Rd	Sooke Rd to Luxton Rd
30	Peatt Rd	Goldstream Ave to Hockley Ave
31	Goldstream Ave	800 Block

Bylaw 1700 SCHEDULE C - LANGFORD ROAD DCC PROJECT LIST

Bylaw 1700 SCHEDULE C - LANGFORD ROAD DCC PROJECT LIST				Program 2016 to 2040								
Road Name	Project #	Phase	Notes	Capital Cost	Grants	Total Cost	Benefit to Ex users taxes	Tax Expense	net	1% Assist	DCC recoverable	
Bear Mountain Parkway On Site	1	Bear Mountain Parkway On Site		\$ 3,108,581		\$3,108,581	1%	\$ 31,086	\$ 3,077,495	1%	\$ 31,086	\$ 3,046,409
Millstream Road	2	2317 Millstream to Bear Mountain Parkway	3 lanes	\$ 2,107,510		\$ 2,107,510	1%	\$ 21,075	\$ 2,086,435	1%	\$ 21,075	\$ 2,065,360
			includes future improvement NB on Millstream Road									
Millstream Road	3	2354 Millstream Road to Treanor Road	changing right turn eastbound to right/thru lane and moving signal equipment	\$ 500,000		\$ 500,000	1%	\$ 5,000	\$ 495,000	1%	\$ 5,000	\$ 490,000
Millstream Road	4	Left Turn to TCH south		\$ 1,800,000		\$ 1,800,000	1%	\$ 18,000	\$ 1,782,000	1%	\$ 18,000	\$ 1,764,000
McCallum	5	McCallum at Reddington Road	Improved pedestrian safety, crosswalks, laning improvements	\$ 500,000		\$ 500,000	1%	\$ 5,000	\$ 495,000	1%	\$ 5,000	\$ 490,000
McCallum	6	Millstream to Citation		\$ 908,558		\$ 908,558	1%	\$ 9,086	\$ 899,472	1%	\$ 9,086	\$ 890,387
McCallum	7	Citation to Florence Lake Road - Remaining at Dec 31, 2016		\$ 894,427		\$ 894,427	1%	\$ 8,944	\$ 885,483	1%	\$ 8,944	\$ 876,538
Florence Lake Road	8	Setchfield to McCallum Road	Road Improvements	\$ 739,311		\$ 739,311	1%	\$ 7,393	\$ 731,918	1%	\$ 7,393	\$ 724,525
Goldstream Avenue Improvements	9	Leigh to Jacklin		\$ 2,805,536		\$ 2,805,536	1%	\$ 28,055	\$ 2,777,481	1%	\$ 28,055	\$ 2,749,425
Goldstream Business Park Tech Road	10	off of Leigh Road		\$ 6,000,000		\$ 6,000,000	1%	\$ 60,000	\$ 5,940,000	1%	\$ 60,000	\$ 5,880,000
			includes net land costs for City to obtain land at 2703 Peatt and 2684 Claude to add to Larkhall Extension. Assumes remainder of lands on these locations are sold off. \$30/m2 for 800m2 used as conservative cost estimate for sum of \$24,000.									
Larkhall Extension	11	Larkhall Extension Peatt to Veterans Memorial Parkway		\$ 800,000		\$ 800,000	1%	\$ 8,000	\$ 792,000	1%	\$ 8,000	\$ 784,000
			land at 808 Brock may need purchasing. Have assumed a net \$250K allowance to deal with this. Added to McElhanney cost of \$554K to build roundabout									
Peatt Road	12	Roundabout Brock Avenue at Peatt Road		\$ 850,000		\$ 850,000	1%	\$ 8,500	\$ 841,500	1%	\$ 8,500	\$ 833,000
Peatt Road	13	Roundabout Peatt Road at Hockley		\$ 813,550		\$ 813,550	1%	\$ 8,136	\$ 805,415	1%	\$ 8,136	\$ 797,279
Langford Parkway	14	City Centre Park to West Shore Parkway	Declared Actual Cost to Cosntruct	\$ 4,401,975		\$ 4,401,975	1%	\$ 44,020	\$ 4,357,955	1%	\$ 44,020	\$ 4,313,936
Leigh Road	15	Leigh Road Interchange south to Goldstream Avenue	Additional laning; Sidewalks	\$ 528,992		\$ 528,992	1%	\$ 5,290	\$ 523,702	1%	\$ 5,290	\$ 518,412
Leigh Road	16	Leigh Road Frontage West (Goldstream to Leigh Place)		\$ 358,102		\$ 358,102	1%	\$ 3,581	\$ 354,521	1%	\$ 3,581	\$ 350,940
Leigh Road	17	Leigh Road Dunford to Henry Eng Place	Westhills carrying a credit for completed work of \$837,000 as of January 1, 2017	\$ 837,000		\$ 837,000	1%	\$ 8,370	\$ 828,630	1%	\$ 8,370	\$ 820,260
Leigh Road	18	Rail Crossing Henry Eng Place to Langford Parkway	includes ral arm purchases	\$ 3,018,576		\$ 3,018,576	1%	\$ 30,186	\$ 2,988,390	1%	\$ 30,186	\$ 2,958,204
Irwin Road	19	Humpback Road to West Shore Parkway	includes necessary road widening for existing portions	\$ 833,994		\$ 833,994	1%	\$ 8,340	\$ 825,654	1%	\$ 8,340	\$ 817,314
Jacklin Road	20	Goldstream Avenue to Jenkins Avenue		\$ 496,636		\$ 496,636	1%	\$ 4,966	\$ 491,670	1%	\$ 4,966	\$ 486,703
Jacklin Road	21	Jenkins Avenue Intersection to Colwood Boundary		\$ 3,292,914		\$ 3,292,914	1%	\$ 32,929	\$ 3,259,985	1%	\$ 32,929	\$ 3,227,056
Happy Valley Road	22	Sooke Road to Latoria	3 lanes and Frontage	\$ 2,369,580		\$ 2,369,580	1%	\$ 23,696	\$ 2,345,884	1%	\$ 23,696	\$ 2,322,188
Walfred Road	23	Jacklin Road to Happy Valley Road	Parking and Frontage Only	\$ 1,014,664		\$ 1,014,664	1%	\$ 10,147	\$ 1,004,517	1%	\$ 10,147	\$ 994,371
Highway 14 (Sooke Road)	24	Sooke at Happy Valley/Glen Lake Road Intersection Realignment	Includes extra lanes extensions	\$ 1,850,000	\$ 375,000	\$ 1,475,000	1%	\$ 14,750	\$ 1,460,250	1%	\$ 14,750	\$ 1,445,500
Highway 14 (Sooke Road)	25	Young Place to Glen Lake Road	5 Lanes and Frontage	\$ 2,100,000	\$ 375,000	\$ 1,725,000	1%	\$ 17,250	\$ 1,707,750	1%	\$ 17,250	\$ 1,690,500
Highway 14 (Sooke Road)	26	Happy Valley Road to Jacklin Road	5 Lanes and Frontage	\$ 2,250,000	\$ 750,000	\$ 1,500,000	1%	\$ 15,000	\$ 1,485,000	1%	\$ 15,000	\$ 1,470,000
Latoria	27	Happy Valley to Colwood Boundary	Frontage, laning, paving	\$ 2,182,773		\$ 2,182,773	1%	\$ 21,828	\$ 2,160,945	1%	\$ 21,828	\$ 2,139,118
			Total grant \$22.5M includes \$1.8M utilities which are not creditable so that cost was removed for net cost of \$20.55M for grant project. Added in provisions for a future cost of 1 additional lane from the railway to the Langford Parkway roundabout holding at \$500K)									
West Shore Parkway	28	Sooke Road to Trans Canada Highway		\$24,236,315	\$13,701,712	\$10,534,603	1%	\$ 105,346	\$ 10,429,257	1%	\$ 105,346	\$ 10,323,911
Salem Road	29	Salem Road from Sooke Road to Luxton Road		\$4,681,755		\$4,681,755	1%	\$ 46,818	\$ 4,634,937	1%	\$ 46,818	\$ 4,588,120
Peatt Road	30	Goldstream Avenue to Hockley Avenue	Frontage, laning, paving	\$2,134,400		\$2,134,400	1%	\$ 21,344	\$ 2,113,056	1%	\$ 21,344	\$ 2,091,712
Goldstream Avenue Improvements	31	800 Block Goldstream Avenue at Peatt Road	Frontage, laning, paving	\$434,700		\$434,700	1%	\$ 4,347	\$ 430,353	1%	\$ 4,347	\$ 426,006
Totals				\$ 78,849,849	\$ 15,201,712	\$ 63,648,137	1%	\$ 636,481	\$ 63,011,656	1%	\$ 636,481	\$ 62,375,174
							Total Taxpayer contribution over 38 years					
								\$ 1,272,963	DCC program			
							Total Taxpayer contribution per year	\$ 33,499.02	\$ 62,375,174			

**CITY OF LANGFORD
BYLAW NO. 1832**

**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 amending the current text within the C3 Zone, by adding the following, and renumbering the subsection (subsection 6.41.01) accordingly:

" general industrial uses, limited to sheet metal cutting and fabrication, and restricted to one use on the property legally described as LOT 1 SECTION 99 ESQUIMALT DISTRICT PLAN EPP19681; PID No.: 028-851-323 (1016 McCallum 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. 558, (1016 McCallum Rd), 2019".

READ A FIRST TIME this day of, 2019.

PUBLIC HEARING held this day of, 2019.

READ A SECOND TIME this day of, 2019.

READ A THIRD TIME this day of, 2019.

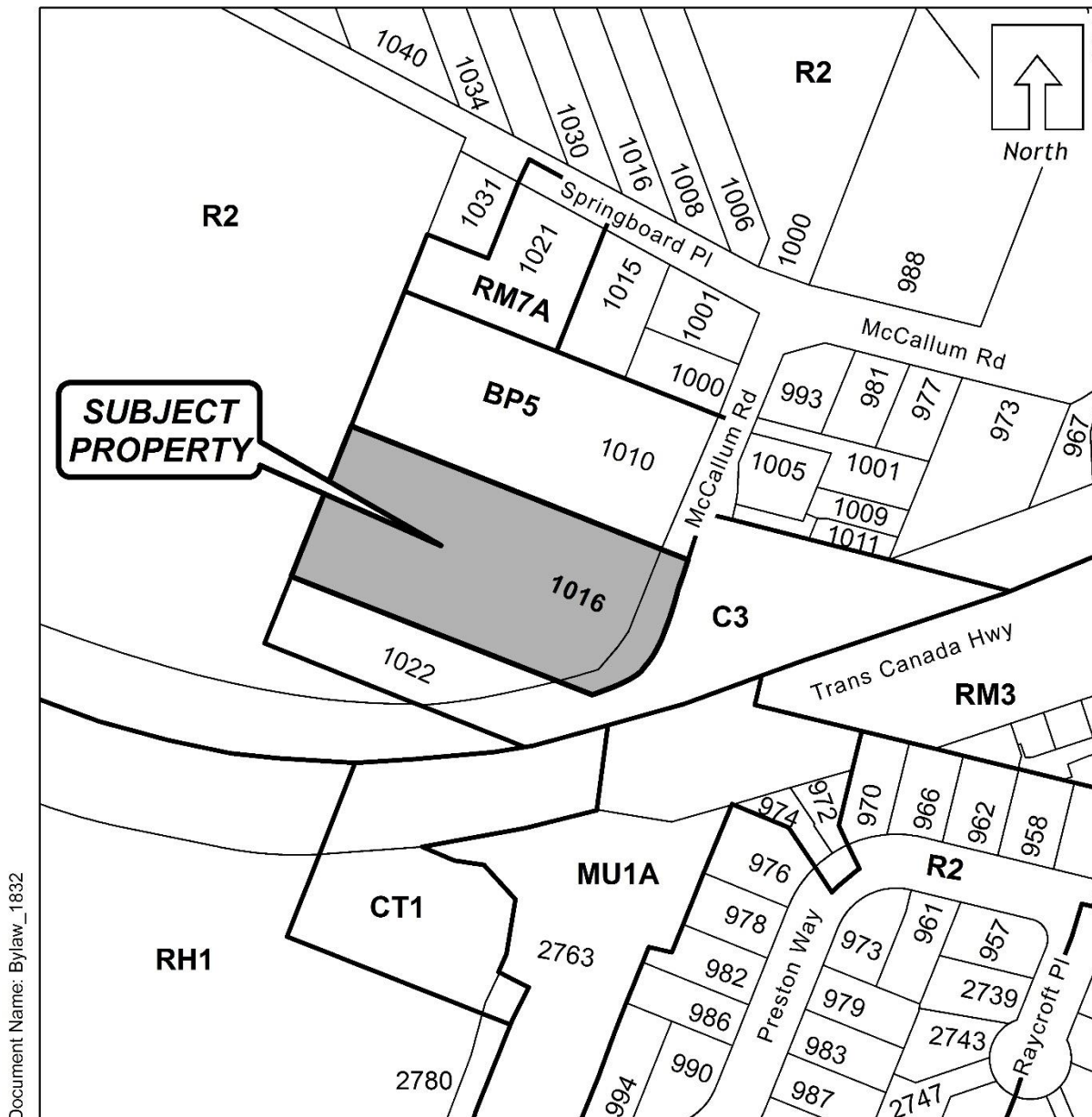
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS day of , 2019.

ADOPTED this of, 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule A



Document Name: Bylaw_1832

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1832

ADOPTION: _____

Scale: N.T.S.

MAYOR

CORPORATE OFFICER

Last Revised: 2/13/2019



City of Langford

www.cityoflangford.ca

February 19th, 2019

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 labour relations, land matters and the proposed provision of a municipal service under Section 90 (1) (c) (e) and (k) of the Community Charter.
- b) That Council continue the meeting in closed session.