CITY OF LANGFORD

REGULAR MEETING OF COUNCIL

Monday, June 17th, 2019 @ 5:00 p.m.

Council Chambers, 3rd Floor, 877 Goldstream Avenue

AGENDA

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1.	CALL TO ORDER	
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3.	APPROVAL OF THE AGENDA	
4.	PUBLIC HEARINGS	
	a) BYLAW NO. 1840 and BYLAW NO. 1841 "Langford Official Community Plan Bylaw, Amendment No. 31, (4365 West Shore Pkwy), Bylaw No. 1840, 2019". "Langford Zoning Bylaw, Amendment No. 562, (4365 West Shore Pkwy), Bylaw No. 1841, 2019".	5
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a) Stadium Operating and Management Agreement **83**
- **Staff Report (Administration)**

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- **Staff Report (Administration)**

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- **Staff Report (Administration)**

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a) BYLAW NO. 1775 **161**
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(ADOPTION)

b) BYLAW NO. 1803 **166**
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(FIRST READING)

c) BYLAW NO. 1696 **167**
"Langford Zoning Bylaw, Amendment No. 486, (Omnibus No. 47 – Garden Suites and Carriage Suites), Bylaw No. 1696, 2019".
(FIRST READING)

d) BYLAW NO. 1821 **185**
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"Langford Zoning Bylaw, Amendment No. 561, (801 Goldstream Ave; 2816, 1822, 2826, 2832, 2834, 2838 & 2844 Peatt Rd; 816 & 818 Hockley Ave), 2019".
(FIRST, SECOND AND THIRD READINGS)

f) **BYLAW NO. 1840** **194**
"Langford Official Community Plan Bylaw, Amendment No. 31, (4365 West Shore Pkwy), Bylaw No. 1840, 2019".
(SECOND AND THIRD READINGS)

g) **BYLAW NO. 1841** **196**
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(SECOND AND THIRD READINGS)

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(FIRST READING)

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(FIRST, SECOND AND THIRD READINGS)

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"Langford Zoning Bylaw, Amendment No. 565, (939 Walfred Rd), Bylaw No. 1851, 2019".
(SECOND AND THIRD READINGS)

10. ADJOURNMENT

City of Langford
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June 14th, 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 land matters, information that is or would be prohibited under FOI, and information held in confidence related to negotiations under Section 90 (1) (e) and (j) and 90 (2) (b) of the Community Charter.

b) That Council continue the meeting in closed session.

PUBLIC HEARING
Monday, 17 June 2019

Bylaw Nos. 1840 and 1841
File No. OCP19-0002
and Z18-0022

A Bylaw to amend the Official Community Plan designation of 4365 West Shore Pkwy from Hillside or Shoreline to Business or Light Industrial and to Rezone 4365 West Shore Pkwy from the RM2A (Attached Housing), RR4 (Rural Residential 4) and RR5 (Rural Residential 5) Zones to the BP2A (Business Park 2A – Sooke Road West) Zone to include the property as part of the Glenshire Business Park development.

CITY OF LANGFORD
BYLAW NO. 1840

A BYLAW TO AMEND BYLAW NO. 1200, "LANGFORD OFFICIAL COMMUNITY PLAN BYLAW, 2008"

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

A. Langford Official Community Plan Bylaw No. 1200, 2008 is amended as follows:

1. By deleting from the HILLSIDE OR SHORELINE designation and adding to the BUSINESS OR LIGHT INDUSTRIAL designation the property legally described as LOTS 3 AND 4, SECTION 87, METCHOSIN DISTRICT, PLAN EPP77125 AND THAT PART OF SECTION 87, METCHOSIN DISTRICT, SHOWN ON PLAN EPP75083 and shown shaded on Plan No. 1 attached (Schedule A) to and forming part of this Bylaw;

B. This Bylaw may be cited for all purposes as "Langford Official Community Plan Bylaw, Amendment No. 31, (4365 West Shore Pkwy), Bylaw No. 1840, 2019".

READ A FIRST TIME this 6th day of May, 2019.

PUBLIC HEARING held this day of , 2019.

READ A SECOND TIME this day of , 2019.

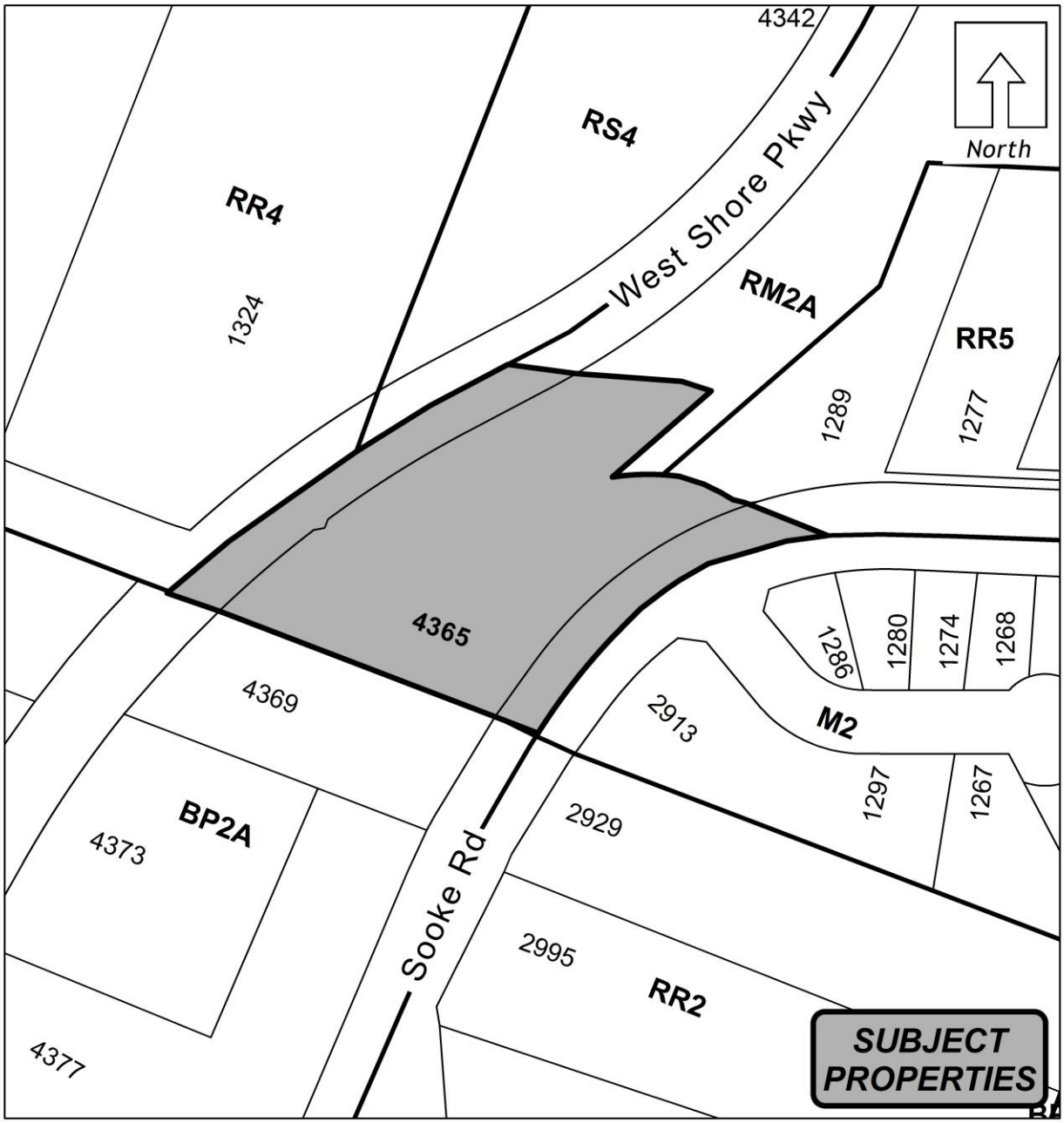
READ A THIRD TIME this day of , 2019.

ADOPTED this day of , 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule A



Document Name: Bylaw_1841

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1841

_____
MAYOR

ADOPTION: _____

_____
CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 4/4/2019

CITY OF LANGFORD
BYLAW NO. 1841

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:

1. By deleting from the RM2A (Attached Housing), the RR4 (Rural Residential 4) and the RR5 (Rural Residential 5) Zones and adding to BP2A (Business Park 2A – Sooke Road West) Zone the property legally described as LOTS 3 AND 4, SECTION 87, METCHOSIN DISTRICT, PLAN EPP77125 AND THAT PART OF SECTION 87, METCHOSIN DISTRICT, SHOWN ON PLAN EPP75083, PID No. 030-643-261 (4365 West Shore Pkwy) in the portions as shown shaded on Plan No. 1 attached (Plan A) to and forming part of this Bylaw.

B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 562, (4365 West Shore Pkwy), Bylaw No. 1841, 2019".

READ A FIRST TIME this 6th day of May, 2019.

PUBLIC HEARING held this day of, 2019.

READ A SECOND TIME this day of, 2019.

READ A THIRD TIME this day of, 2019.

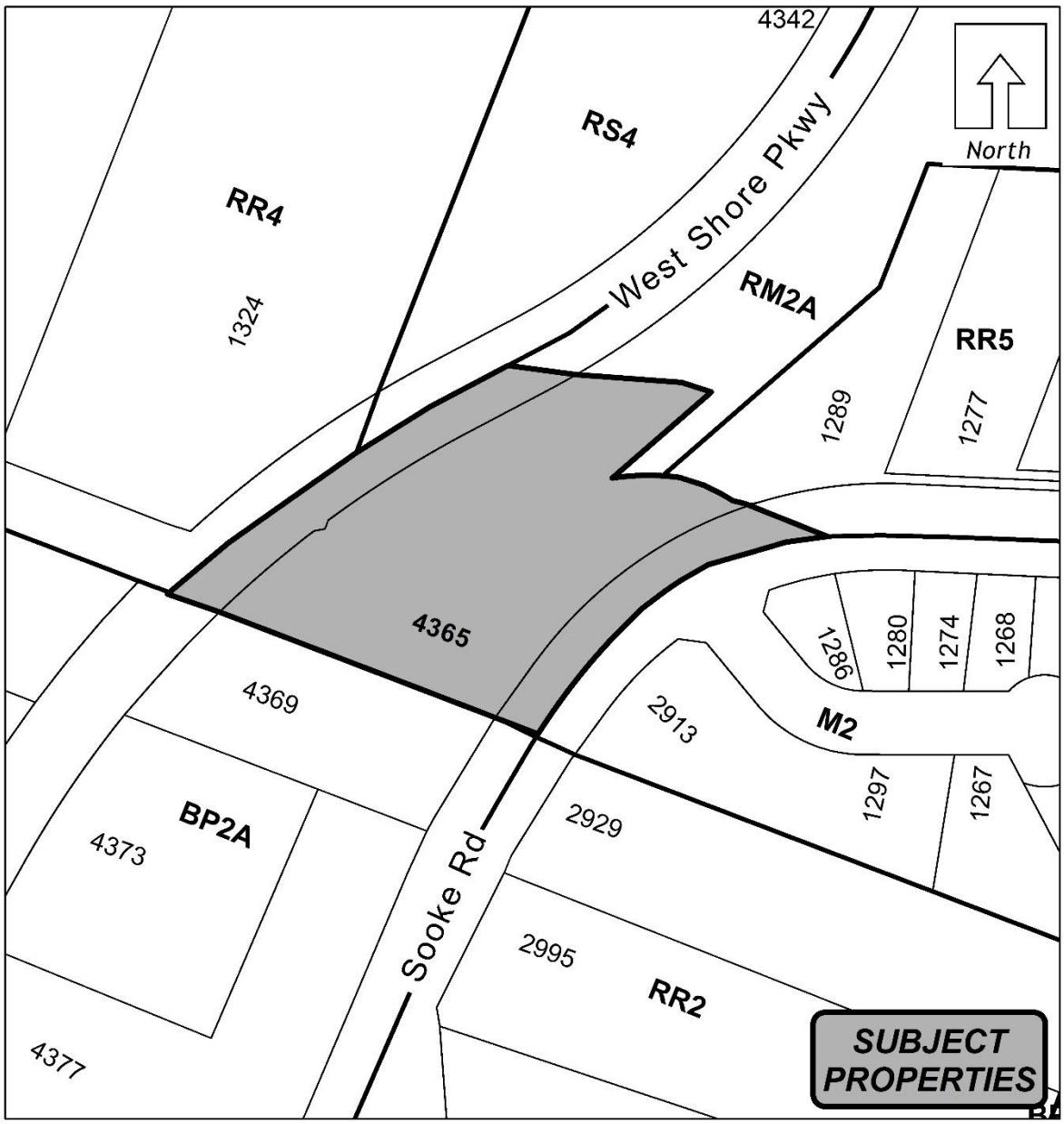
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS day of , 2019.

ADOPTED this of, 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule A



Document Name: Bylaw_1841

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1841

_____
MAYOR

ADOPTION: _____

_____
CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 4/4/2019

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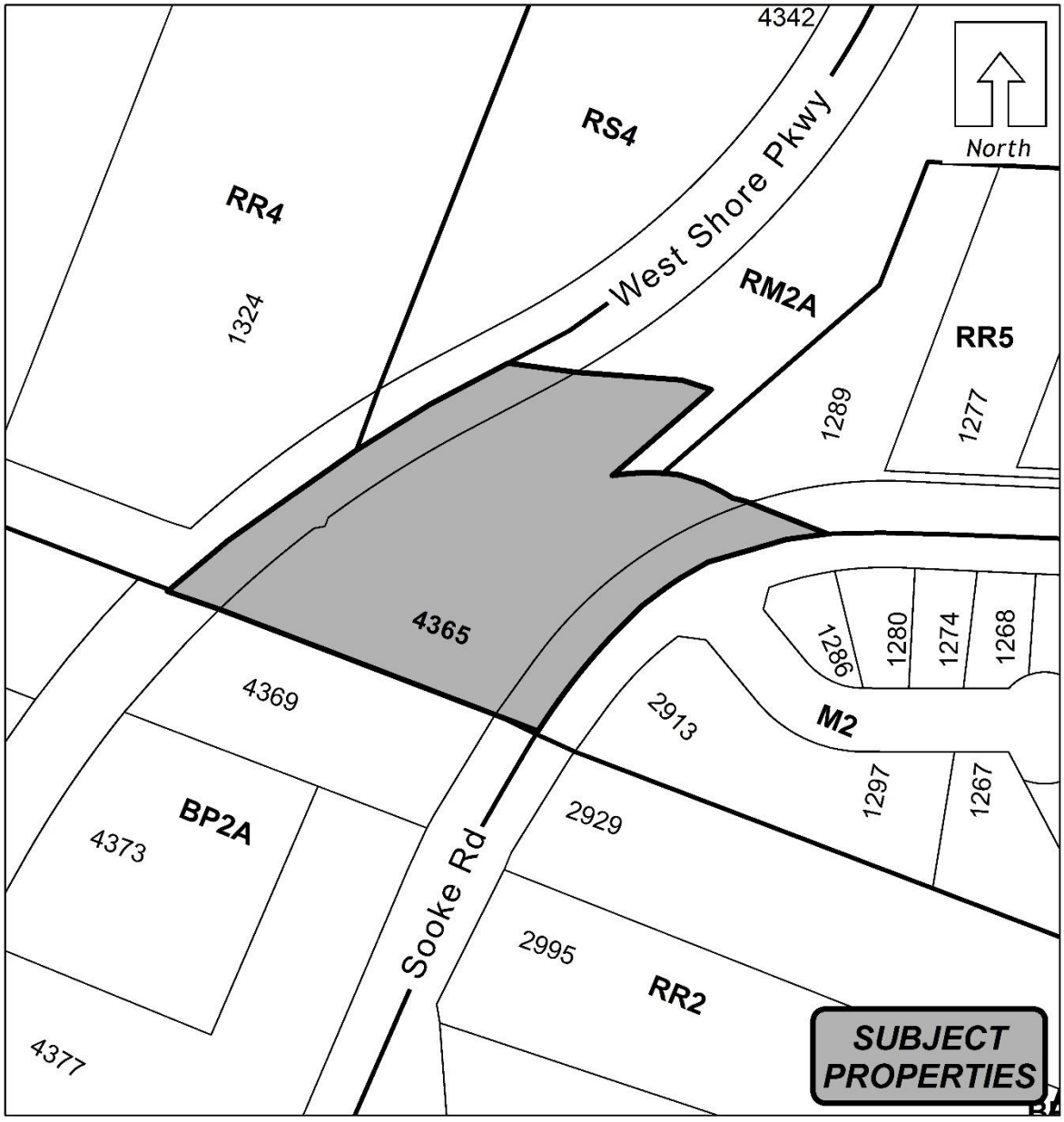
NOTICE OF PUBLIC HEARING

The City of Langford has received an application to amend Official Community Plan Bylaw No. 1200 and Zoning Bylaw No. 300 by means of proposed Bylaw Nos. 1840 and 1841. All persons who believe that their interest in property is affected by the proposed Bylaws will be afforded an opportunity to be heard or to present written submissions respecting matters contained in the Bylaws at a Public Hearing. Please be advised that no representations may be received by Council after the close of the Public Hearing and any submissions made to Council, whether orally or in writing, will form part of a public record.

Meeting Date	Monday, 17 June 2019	
Meeting Time	5:30 pm	
Meeting Place	City Hall Council Chambers, Third Floor, 877 Goldstream Avenue	
Subject Property	4365 West Shore Pkwy	
File	OCP19-0002 and Z18-0022	Bylaw Numbers: 1840 and 1841
Official Community Plan	Current: Hillside or Shoreline	Proposed: Business or Light Industrial
Zoning	Current: RM2A (Attached Housing) Zone, RR4 (Rural Residential) Zone, and RR5 (Rural Residential) Zone	Proposed: BP2A (Business Park 2A – Sooke Road West) Zone
Proposal	To include the property as part of the Glenshire Business Park development.	

COPIES of the complete proposed Bylaws and other material that the Council may consider in relation to the Bylaws may be viewed from 8:30 am to 4:30 pm, Monday to Friday (holidays excluded), from Monday, 3 June 2019 to Monday, 17 June 2019, inclusive, at Langford City Hall, 2nd Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8. Please contact Lauren Morhart in the Planning Department at 250-478-7882 with any questions on these Bylaws.

Braden Hutchins
Director of Corporate Services



Document Name: Bylaw_1841

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1841

_____
MAYOR

ADOPTION: _____

_____
CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 4/4/2019

Colwood, View Royal Fire ready for annual open house

Shalu Mehta
News Staff

Want to learn more about your local fire department?

View Royal and Colwood residents will have the chance to do so on June 8 and 9.

View Royal Fire Rescue and Colwood Fire Rescue open their doors to the public as part of their annual fire hall open house.

There will be demonstrations, equipment displays, fire trucks, treats and fun for the family.

The View Royal Fire Rescue Open House takes place on Sat. June 8 from 10 a.m. to 2 p.m. at 333 Island Hwy. Parking will be limited so attendees are being asked to consider alternative methods of transportation.

The Colwood Fire Rescue Open House will be on Sunday, June 9 from 10 a.m. to 2 p.m. at 3215 Metchosin Rd. Hot dogs will be available by donation in support of the Colwood Volunteer Firefighters' community initiatives.

shalu.mehta
@goldstreamgazette.com



Volunteer firefighter Steve Clarke shows four-year-old Michael Paquette how to use a fire hose during Colwood Fire Rescue's annual open house at the fire hall last year. (Black Press file photo)

Illegal trafficking in the region funds terrorist networks

Continued from A1

Profits from illicit trafficking in the region are a known source of funding for terrorist and criminal networks, which represents a common treat to the security and prosperity of the region, according to the Department of National Defence.

"I'm extremely proud of the hard work and professionalism demonstrated by all Canadian Armed Forces units and members working together in the region during Operation ARTEMIS," said Cmdr. Jacob French, commanding officer of HMCS Regina and Operation ARTEMIS task force commander. "As a team, we contributed to maritime security in the region by disrupting the use of the high seas as a passageway for illegal activities, while supporting the free-flow of international trade and commerce in some of the world's busiest waterways. That's $4.7 million dollars that will not be making it into the hands of those wanting to do harm around the world."

In about one month's time, HMCS Regina made four drug busts.

On May 3, the ship seized over two tonnes of hashish in the Northern Arabian Sea. On April 18, the ship seized 1.5 tonnes of hashish and 10.5 kilograms of heroin while deployed in the Indian Ocean. On April 15, the ship seized over three tonnes of hashish and on April 6 it seized more than 2.5 tonnes of hashish. Both of those seizures took place off the coast of Oman.

HMCS Regina, its embarked Cyclone helicopter and the Asterix will now resume operation PROJECTION, working with partner navies and conducting key leader engagements to enhance military cooperation and partnerships in support of Canada's diplomatic efforts in the Asia-Pacific region.

The ship will return to Esquimalt in August, concluding a six-month deployment.

shalu.mehta@goldstreamgazette.com

Association aims to run club itself

Continued from A1

"We were trying to be as realistic as possible," Chia said. "It's our goal to run the club on our own."

However, West Shore Parks and Recreation just approved its annual budget, which accounts for reduced revenue and expenses from curling as well as new dry floor revenue and expenses.

"As far as everyone is concerned the curling rink is shut down until they tell us they will accept our business proposal," Chia said. "I think in their mind they have shut us down … I'm hoping that when they look at the proposal they will see the light, so to speak, and see that we are 100 per cent committed to making this work."

Clarke said that while the budget has been approved, it can be changed depending on what the board decides.

If the rink shuts down for good, Chia said the JDF Curling Association will not have a new home to go to. She said most of its 500 plus members will likely just stay at home. Other clubs in the area cannot accommodate all of the JDF Curling Association members, Chia said.

"We're just being positive … We're hoping they will come around."

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NOTICE OF PUBLIC HEARING

The City of Langford has received an application to amend Official Community Plan Bylaw and Zoning Bylaw No. 300 by means of proposed Bylaw Nos. 1840 and 1841. All persons who believe that their interest in property is affected by the proposed Bylaws will be afforded an opportunity to be heard or to present written submissions respecting matters contained in the Bylaws at a Public Hearing to be held in **the CITY OF LANGFORD COUNCIL CHAMBERS, Third Floor, 877 Goldstream Avenue, Langford, BC, on Monday, 17 June 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: **The purpose of Bylaw No. 1840 is to amend the designation of the land that is the subject of Bylaw No. 1840 from the Hillside or Shoreline designation to the Business or Light Industrial designation within the City of Langford Official Community Plan No. 1200, for the property located at 4365 West Shore Pkwy.**

The purpose of Bylaw No. 1841 is to amend the zoning of the land that is the subject of Bylaw No. 1841 from RM2A (Attached Housing) Zone, The RR4 (Rural Residential 4) Zone, and the RR5 (Rural Residential 5) Zone to the BP2A (Business Park 2A – Sooke Road West) Zone within the City of Langford Zoning Bylaw No. 300 so as to include the property as part of the Glenshire Business Park development.

Applicant: **Chad Bryden, Verity Construction**

Location: **The land that is the subject of Bylaw Nos. 1840 and 1841 is 4365 West Shore Pkwy as shown shaded on the plan.**



COPIES of the complete proposed Bylaws and other material that the Council may consider in relation to the Bylaws may be viewed from 8:30 am to 4:30 pm, Monday to Friday (holidays excluded), from Monday, 3 June 2019 to Monday, 17 June 2019, inclusive, at Langford City Hall, 2nd Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8. Please contact Lauren Morhart in the Planning Department at 250-478-7882 with any questions on these Bylaws.

Braden Hutchins
Director of Corporate Services

City of Langford
www.cityoflangford.ca

NOTICE OF PUBLIC HEARING

The City of Langford has received an application to amend Official Community Plan Bylaw No. 1200 and Zoning Bylaw No. 300 by means of proposed Bylaw Nos. 1828 and 1829. All persons who believe that their interest in property is affected by the proposed Bylaws will be afforded an opportunity to be heard or to present written submissions respecting matters contained in the Bylaws at a Public Hearing to be held in **the CITY OF LANGFORD COUNCIL CHAMBERS, Third Floor, 877 Goldstream Avenue, Langford, BC, on Monday, 17 June 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: **The purpose of Bylaw No. 1828 is to amend the City of Langford Official Community Plan Bylaw No. 1200 by various text amendments that update the City Centre designation, reflect changes made to the design guidelines, and provide development guidance.**

The purpose of Bylaw No. 1829 is to amend the City of Langford Zoning Bylaw No. 300 by amending various text in Zoning Bylaw No. 300 appendix and amending the text and Schedules in the General Design Guidelines. These updates reflect the continuous growth of the City of Langford, the desired pedestrian orientation, and the desired neighbourhood design criteria.

Applicant: **City of Langford**

Location: **The land that is the subject of Bylaw Nos. 1828 and 1829 includes all properties in the City of Langford.**

COPIES of the complete proposed Bylaws and other material that the Council may consider in relation to the Bylaws may be viewed from 8:30 am to 4:30 pm, Monday to Friday (holidays excluded), from Monday, 3 June 2019 to Monday, 17 June 2019, inclusive, at Langford City Hall, 2nd Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8. Please contact Wolfgang Schoenefus in the Planning Department at 250-478-7882 with any questions on these Bylaws.

Braden Hutchins
Director of Corporate Services

Colwood removes landmark due to safety concerns over rot

Shalu Mehta
News Staff

Stumpy, a familiar Colwood landmark was removed from its home at the corner of Lagoon and Metchosin Roads by the City.

An online statement from the City of Colwood says the large tree stump was removed due to safety concerns since the wood has deteriorated and rotted.

"Chunks of rotten wood had begun to fall off the poor old stump as squirrels burrowed in," the statement reads. "The City could not take the chance of someone getting hit on the head."

Sandra Russell, communications manager for the City of Colwood said when the City was discussing the Official Community Plan, senior staff met with Chiefs and Councils of local First Nations and brought up Stumpy.



The City of Colwood removed Stumpy from its home this week due to safety concerns. (Facebook/ City of Colwood)

"It had become a safety issue and there was some contemplation at that time that it might be removed," Russell said. "The response that the City got was that there were no cultural considerations for them at that time."

The City took steps to ensure Stumpy is not designated as a heritage tree.

The removal of Stumpy will also improve visibility at the intersection for people using the crosswalk between Royal Bay Bakery and Sangster Elementary School.

Nearby developments by the Lagoon that are building out will also trigger an upgrade to the intersection.

Known to some as a Welcome Tree, Russell said there isn't any official documentation about the significance behind Stumpy.

"It definitely has been a landmark for generations," Russell said. "It was an easily identifiable tree and it would have been a natural landmark for people."

shalu.mehta
@goldstreamgazette.com



The Home Depot Canada Foundation is pledging $50 million by 2022 to help end youth homelessness.

To show your support, visit orangedoorproject.ca

THE HOME DEPOT CANADA FOUNDATION

The Orange Door Project

Housing and hope for homeless youth

BN/Charitable Registration #: 828431015RR0001

City of Langford
www.cityoflangford.ca

NOTICE OF PUBLIC HEARING

The City of Langford has received an application to amend Official Community Plan Bylaw and Zoning Bylaw No. 300 by means of proposed Bylaw Nos. 1840 and 1841. All persons who believe that their interest in property is affected by the proposed Bylaws will be afforded an opportunity to be heard or to present written submissions respecting matters contained in the Bylaws at a Public Hearing to be held in **the CITY OF LANGFORD COUNCIL CHAMBERS, Third Floor, 877 Goldstream Avenue, Langford, BC, on Monday, 17 June 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: **The purpose of Bylaw No. 1840 is to amend the designation of the land that is the subject of Bylaw No. 1840 from the Hillside or Shoreline designation to the Business or Light Industrial designation within the City of Langford Official Community Plan No. 1200, for the property located at 4365 West Shore Pkwy.**

The purpose of Bylaw No. 1841 is to amend the zoning of the land that is the subject of Bylaw No. 1841 from RM2A (Attached Housing) Zone, The RR4 (Rural Residential 4) Zone, and the RR5 (Rural Residential 5) Zone to the BP2A (Business Park 2A – Sooke Road West) Zone within the City of Langford Zoning Bylaw No. 300 so as to include the property as part of the Glenshire Business Park development.

Applicant: **Chad Bryden, Verity Construction**

Location: **The land that is the subject of Bylaw Nos. 1840 and 1841 is 4365 West Shore Pkwy as shown shaded on the plan.**



COPIES of the complete proposed Bylaws and other material that the Council may consider in relation to the Bylaws may be viewed from 8:30 am to 4:30 pm, Monday to Friday (holidays excluded), from Monday, 3 June 2019 to Monday, 17 June 2019, inclusive, at Langford City Hall, 2nd Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8. Please contact Lauren Morhart in the Planning Department at 250-478-7882 with any questions on these Bylaws.

Braden Hutchins
Director of Corporate Services

b) **BYLAW NO. 1838**
"City of Langford Tax Rates Bylaw No. 1838, 2019."
(ADOPTION)

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR STEWART

That Council adopt Bylaw No. 1838.

CARRIED.

e) **BYLAW NO. 1845**
"Bear Mountain Parkway Extension Parcel Tax Bylaw No. 1845, 2019".
(ADOPTION)

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR STEWART

That Council adopt Bylaw No. 1845.

CARRIED.

Councillor Stewart left the room at 5:35pm due to conflict of interest resulting from a family member's ownership of the nearby property.

c) **BYLAW NO. 1840**
"Langford Official Community Plan Bylaw, Amendment No. 31, (4365 West Shore Pkwy), 2019".
(FIRST READING)

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR WADE

That Council:

Give First Reading to Bylaw No. 1840 and Bylaw No. 1841 to amend the zoning of the property located at 4365 West Shore Parkway from the RM2A, RR4 and RR5 Zones to the BP2A Zone, and to amend the policy designation within the OCP for the property at 4365 West Shore Parkway from the Hillside or Shoreline to the Business or Light Industrial subject to the following:

a. That the applicant provides, **prior to the scheduling of a Public Hearing for Bylaw Nos. 1840 and 1841**, a technical Stormwater Management memo to the satisfaction of the Director of Engineering;

b. That the applicant provides, **prior to scheduling for the Adoption of Bylaw Nos.1840 and 1841,** a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:

   i. That the applicant provides, prior to the issuance of a building permit, a construction management plan, to the satisfaction of the Director of Engineering;
   ii. That the applicant provides, prior to building permit issuance, a stormwater management plan, to the satisfaction of the Director of Engineering;
   iii. That the applicant agrees to implement the stormwater management plan and to complete any required improvements and/or upgrades to the onsite and offsite infrastructure as is necessary to facilitate proper drainage on the subject property at the applicant's expense; and
   iv. That any necessary above ground or underground infrastructure or servicing upgrades extensions or other required servicing requirements are to be fulfilled at the applicant's expense;

c. That Council direct staff to prepared notices of Council's intention to issue a Development Variance Permit with respect to the subject property and to include:

1. <u>Variances</u>

The following regulations of Subdivision and Development Servicing Bylaw No. 1000 are varied under Section 498 of the *Local Government Act*:

a) That Section 6.1.1 and 6.1.2 of Subdivision and Development Servicing Bylaw No. 1000 be varied to allow subdivision without connecting to the municipal sanitary sewer system, subject to the following conditions:

That a covenant containing the following be registered on the title of the properties, to the satisfaction of the Director of Engineering:

i. That the applicant design the on-site sewage disposal system to the approval of Island Health and to the satisfaction of the Chief Building Inspector prior to building permit; and

b) That Section 8.1 of Subdivision and Development Servicing Bylaw No. 1000 be varied to allow subdivision without water supply provided by the City or CRD Water Service, subject to the following conditions:

That a covenant containing the following be registered on the title of the subject property, to the satisfaction of the Director of Engineering:

I. That all buildings are to be connected to the City's, CRD Water, or an authorized third party distributer such as Sustainable Services Limited (SSL) water system within six (6) months of such service being extended along the frontage of the subject properties to the satisfaction of the Director of Engineering;
II. That the owner agrees to support any future petition to extend a Public Water Service system to the subject properties;

III. That installation of any on-site plumbing necessary to allow a Public Water Service system to be connected to each building in accordance with the *BC Building Code* and/or Subdivision and Servicing Bylaw No. 1000, is completed as part of the works and services installed on the subject properties;

IV. That the owner prove that a well water supply for potable water is available and the proposed development meets the requirements of the City's Subdivision and Development Servicing Bylaw No. 1000 in respect of domestic water supply to the satisfaction of the Director of Engineering prior to subdivision approval;

V. That the owner demonstrate that the water wells to be used on site will not adversely affect the water supply available to the wells on surrounding properties prior to each subdivision of lands to the satisfaction of the Approving Officer;

VI. That each new building install a fire sprinkler system in accordance with the applicable NFPA standard, Building Bylaw No. 1160, and the current *BC Building Code* to the satisfaction of the Chief Building Inspector;

VII. That a fire protection strategy be approved prior to each subdivision of the land to the satisfaction of the Fire Chief and Director of Engineering and be installed prior to the issuance of any Building Permits, including backup generators for any necessary pump systems;

VIII. That prior to issuance of each building permit the applicant provide a Fire Underwriters Survey or an approved alternative demonstrating the required fire flows are available to the satisfaction of the Langford Fire Chief; and

IX. That the variance for water requirements, Section 8.1, is permitted to create up to 10 new lots not including the 7 existing lots and is valid for a maximum of 10 years from the date of issuance. No further subdivision approvals or building permits will be issued after this date unless an adequate City or CRD Water service is available; and

c) That Section 9.2 of Subdivision and Development Servicing Bylaw No. 1000 be varied to allow subdivision without installing underground electrical and telecommunication.

CARRIED.

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SEATON

That Council give Bylaw No. 1840 first reading.

CARRIED.

d) BYLAW NO. 1841
"Langford Zoning Bylaw, Amendment No. 562, (4365 West Shore Pkwy), 2019".
(FIRST READING)

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR WADE

That Council give Bylaw No. 1841 first reading.

CARRIED.

Councillor Stewart returned to the meeting at 5:37 p.m.

f) BYLAW NO. 1845
"Bear Mountain Parkway Extension Parcel Tax Bylaw No. 1845, 2019".
(ADOPTION)

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR WADE

That Council adopt Bylaw No. 1845.

CARRIED.

10. IN CAMERA RESOLUTION

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR WADE

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 under Section 90 (1) (c) of the Community Charter.

b) That Council continue the meeting in closed session.

CARRIED.

11. ADJOURNMENT

Acting Mayor Blackwell adjourned the meeting at 5:45 pm.

PRESIDING COUNCIL MEMBER:

CERTIFIED CORRECT
Corporate Officer

City of Langford
www.cityoflangford.ca

Staff Report to Council

Date: May 6, 2019

Department: Planning

Application No.: Z18-0022 & OCP19-0002

Subject: **Bylaw No. 1840 & Bylaw No. 1841 - Application to Rezone 4365 West Shore Parkway from the Attached Housing (RM2A) Zone to the Business Park-Sooke Road West (BP2A) Zone and amend the Official Community Plan designation from Hillside Shoreline to Business or Light Industrial so as to include the property as part of the Glenshire Business Park development.**

PURPOSE

Chad Bryden of Pavery Holdings Ltd. has applied on behalf the City of Langford to rezone the property at 4365 West Shore Parkway from the Attached Housing (RM2A), Rural Residential 4 (RR4) and Rural Residential 5 (RR5) Zones, to the Business Park -Sooke Road West (BP2A) Zone and to amend the policy designation of the property within the OCP from Hillside or Shoreline to Business or Light Industrial. This is being requested so the property may be included as part of the Glenshire Business Park.

BACKGROUND

Previous Applications

The subject property was previously part of a parcel that had been severed by the dedication of the West Shore Parkway extension. This severed parcel was rezoned and subdivided in 2018, with some resulting lots now within the Residential Small Lot 4 (RS4) Zone (Z17-0033) and some within the RM2A Zone (Z17-0019). In 2019, this subject property was created when two of the lots from the 2018 subdivision were consolidated along with areas of closed road no longer necessary with the completion of the West Shore Parkway.

Portions of the subject property were rezoned from RR4 to RM2A in 2018 as part of the bylaw that rezoned the adjacent parcel to the north, 1300 Valemount Crt, via Z17-0019 noted above. However, Pavery Holdings Ltd wishes to develop the newly consolidated subject property in a manner similar to those properties within the Glenshire Business Park, which comprises those lands between the subject property and Sooke Rd to the south.

Figure 1: a site map of the properties formerly addressed as 2960 Sooke Road and 2936 Awsworth Road that are now Glenshire Business Park beside a map of the subject property at 4365 West Shore Parkway indicated in red.

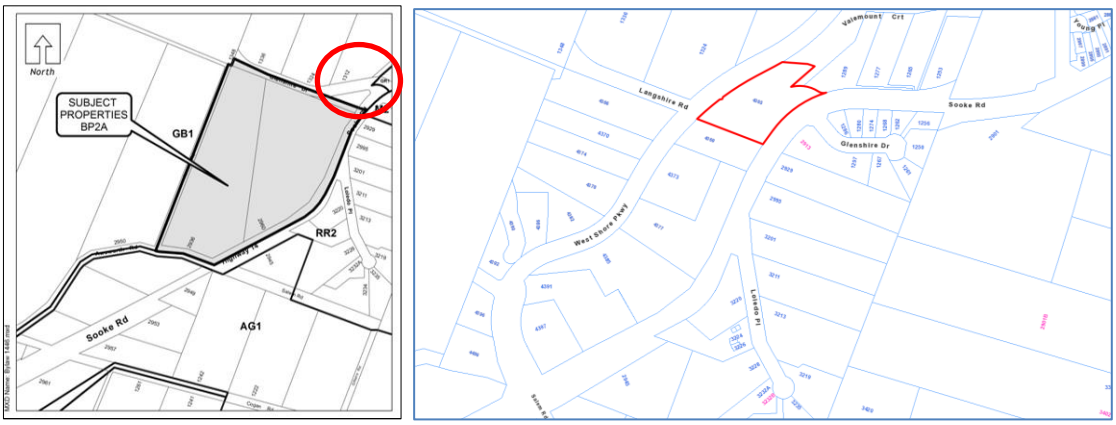


Table 1: Site Data

Applicant	Chad Bryden, Pavery Holdings Ltd.
Owner	City of Langford
Civic Address	4365 West Shore Parkway
Legal Description	Lot A Section 87, Metchosin District, Plan EPP86076
PID	030-732-531
Size of Property	0.866 ha
DP Areas	Habitat and Biodiversity Environmental, Extreme Wildfire Interface Hazard, Steep Slopes Hazard
Zoning Designation	RM2A, RR4, RR5
OCP Designation	Hillside and Shoreline

SITE AND SURROUNDING AREA

The subject property is adjacent to residentially zoned properties to the north and west, which are either used as rural residential acreages or remain vacant. Directly south are the lands referred to as the Glenshire Business Park that were rezoned in 2012 to accommodate a variety of light industrial and commercial uses. To the east across Sooke Rd is an industrially zoned subdivision, located on the existing portion of Glenshire Drive.

The subject property is directly accessible from West Shore Parkway but shares a rear property line with Sooke Road (Highway 14). The subject site slopes down from where it meets West Shore Parkway towards Sooke Road, with an approximate differential of 20 meters between the property boundary shared with West Shore Parkway and the boundary along Sooke Road.

Figure 2: Zoning of properties surrounding the subject property, highlighted in green, with Glenshire Business Park outlined in yellow

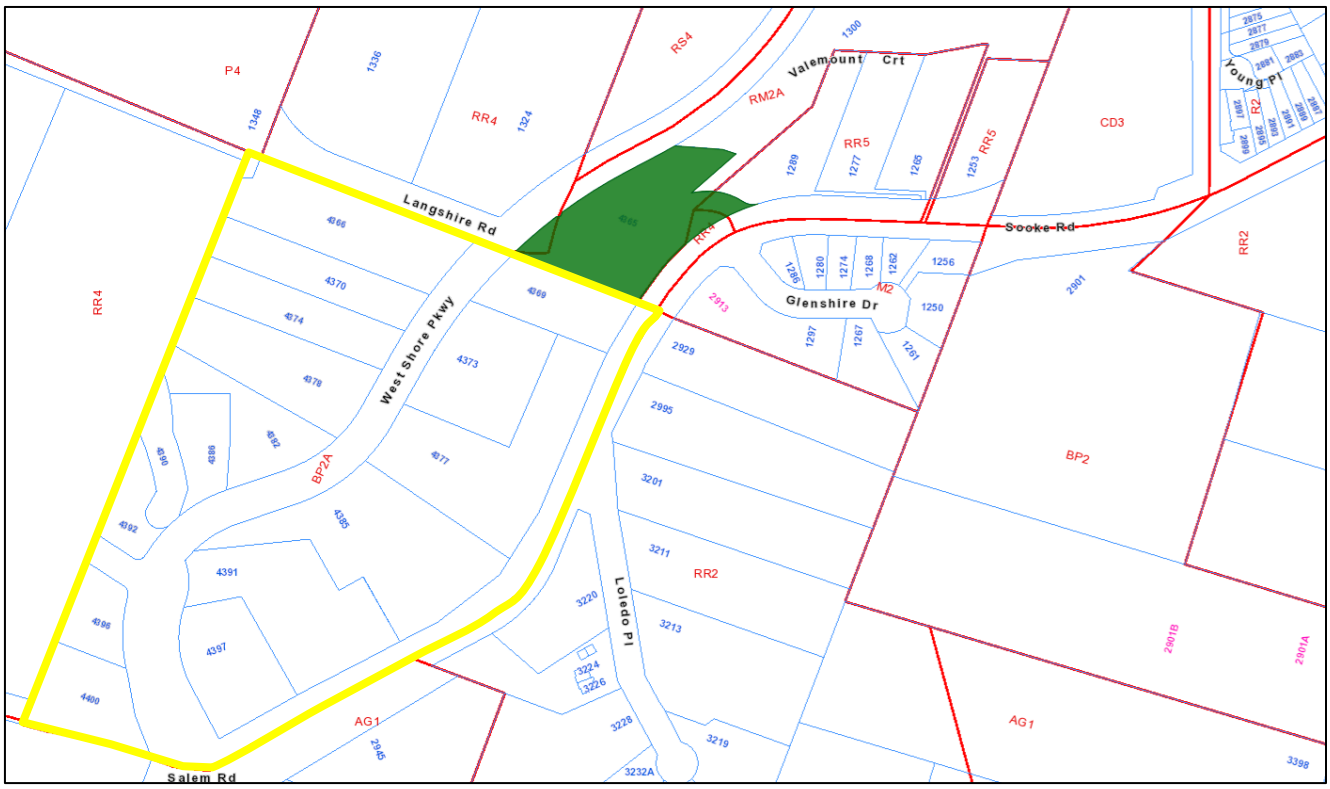


Table 2: Surrounding Land Uses

	Zoning	***Use***
North *(4342 West Shore Parkway)*	Residential Small Lot (RS4)	One Family Home
East *(2913 and 1286 Glenshire Drive)*	General Industrial (M2)	Light Industrial Uses
South *(4369 West Shore Parkway)*	Business Park Sooke Road West (BP2A)	Vacant
West *(1324 Langshire Road)*	Rural Residential 4	One Family Home and Agricultural Uses

The subject property is within the Hillside Shoreline OCP designation due largely to the topography of land containing a large grade differential between the West Shore Parkway and Sooke Road sides of the property.

Immediately adjacent properties to the north share the similar topography and OCP policy designation of Hillside or Shoreline. Properties located along on Glenshire Drive were previously redesignated as Business or Light Industrial in the OCP to accommodate the permitted industrial, service and small scale commercial uses indicative of their BP2A zoning.

To accommodate the requested zoning amendment from to BP2A, the OCP policy designation must also be amended to suite the allowed uses within the BP2A zone. Amending the OCP designation to Business or Light Industrial will align the policy within the OCP with the uses permitted under the BP2A zoning.

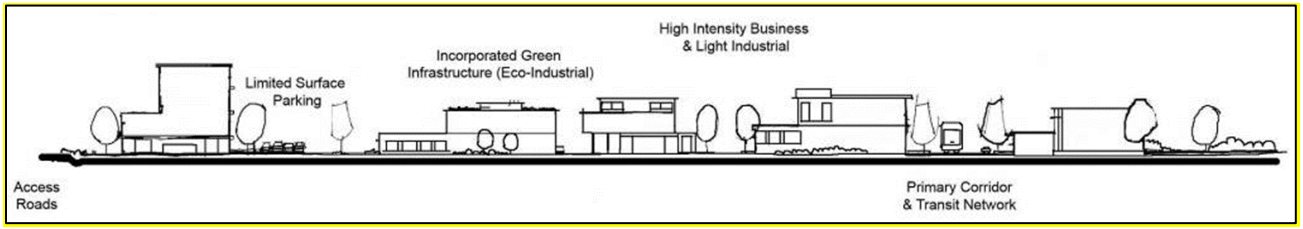
Excerpt from Langford's Official Community Plan for Business or Light Industrial:

Business or Light Industrial Centre

Predominantly existing business parks and light industrial areas.

- Predominantly business and light industrial precinct that supports a range of business uses
- Parks, open spaces are integrated throughout the centre where appropriate to serve users and employees and green corridors (creeks, wildlife corridors, trails, etc.) that connect to other parts of the community where appropriate.
- Transit stops are located where appropriate

A Concept for Business or Light Industrial Centre



Policies for Business or Light Industrial Centres

Objective 1.1 Ensure long term supply of employment lands.

Policy 1.1.1 Develop and maintain an inventory of commercial and industrial floor space and remaining capacity to ensure that an adequate supply of employment lands is maintained.[1]

Policy 1.1.2 Ensure long term availability of land for light industrial, commercial and/or institutional uses.

[1] While designating lands alone will not foster economic growth and employment, it does allow for both the community to respond positively to future demand.

Policy 1.1.3 Promote high intensity business and light industrial development with smaller setbacks, smaller lots, multi-storey light industrial facilities.

Allowable Density for Centres

The allowable density prescribed within the Business or Light Industrial Policy designation is an FAR of 1.75, however land uses and density are determined through the zoning.

Amending the current zoning of the property located at 4365 West Shore Parkway will expand on the land available to be developed as places of employment for residents of the West Shore. This means bringing industry and businesses that are typically located in Victoria and Central Saanich to Langford where much of the recent population growth in the CRD has been concentrated. This has a potential to not only reduce commute times for those people currently traveling to those areas for work, but will attract new industries and employers to settle in Langford, expanding the tax base and allowing the City to provide more amenities and infrastructure as a result.

DEVELOPMENT PERMIT AREAS

The subject property is entirely within the Habitat and Biodiversity Environmental Protection Development Permit (DP) Area, and Extreme Potential Fire Risk DP Area. A north-west portion of the property, along West Shore Parkway, is within the Steep Slopes Hazard DP Area. The applicant will be required to submit reports prepared by qualified professionals to address these DP areas. These reports will include recommendations that will form conditions placed within the issued DP.

A Form and Character DP will be required to review the siting and design of any future buildings as well as to determine whether uses proposed are appropriate for the property and allowed in the BP2A zone. A single DP can be applied for to address the Form and Character of the proposal and outline the conditions tied to the developing a site within the Hazardous and Environmental Protection DP Areas.

PEDESTRIAN, CYCLING AND MOTORIST NETWORK

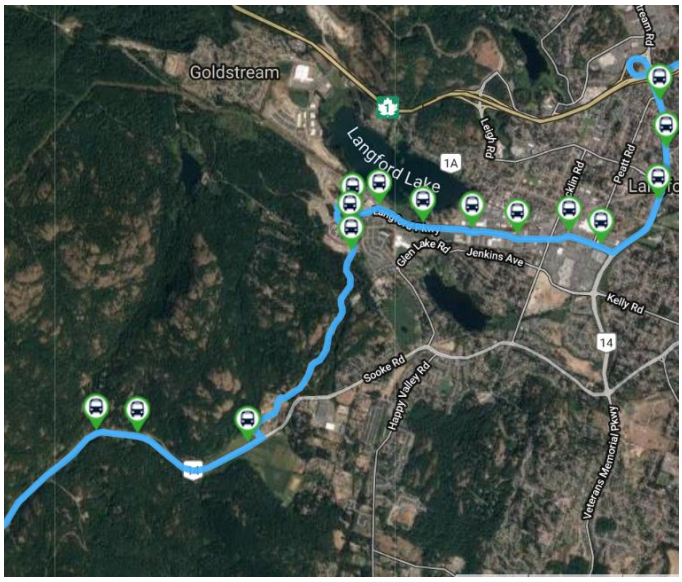
The subject property will be given access via West Shore Parkway that connects the Trans-Canada Highway (Highway 1) to Sooke Road (Highway 14). Despite having frontage along Sooke Road no access will be permitted onto or from Sooke Road as per the recommendations from the Ministry of Transportation.

Frontage improvements along the West Shore Parkway were completed through the original rezoning.

Onsite parking for the proposed development must comply with Section 4.01.01 of the Zoning Bylaw. As well, construction parking must be contained on the site and a construction parking management plan approved by the Director of Engineering must be submitted prior to a building permit is issued. Council may wish to secure this within a Section 219 Covenant registered on the property title.

BC transit operates route 65 that travels from Downtown Victoria to Downtown Sooke with travel along the West Shore Parkway and stops in Westhills at Commander Court and Sooke Road (Highway 14). This route operates every half hour in the mornings and evenings and does not include afternoon service. Currently there are no stops along West Shore Parkway itself.

Figure 4: Bus Stops (green bus icons) along Route 65 shown in blue (BC Transit Website, 2019)



INFRASTRUCTURE

Sewer runs along West Shore Parkway although this will not be functional until a pump station and associated works are completed along Salem Rd. No development of the subject property will be permitted until the sewer line is functional.

A technical storm water management memo, approved by the Director of Engineering, shall be submitted prior to the scheduling of a Public Hearing. A formal stormwater management plan, also approved by the Director of Engineering, shall be submitted prior to the issuance of a building permit to construct on the site. Council may wish to secure this provision within a Section 219 covenant registered on the property title. The Ministry of Transportation has indicated in their review of the proposal that no drainage shall be directed to Sooke Road from the subject property.

It is strongly recommended that a Fire Underwriters Survey (FUS) be submitted prior to issuance of a development permit as the siting of future buildings are dependent on the outcome of the FUS calculations The FUS calculation will indicate the water pressure necessary to accommodate the development and establish appropriate setbacks for future buildings on the property.

COMMENTS

DEVELOPMENT PROPOSAL

The applicant has not submitted any building plans for the site. A form and character development permit along with conditions to address the Hazardous conditions and Environmental Protection DP Area for the site will be required before a building permit can be issued to construct buildings on the site.

The existing RM2A and RR4/5 Zones permit residential uses and related accessory uses. The following uses are permitted in the BP2A Zone:

- Accessory buildings, uses and unenclosed storage;
- Animal hospitals and veterinary clinics in enclosed buildings;

- Building and lumber supply establishments;
- Car wash;
- Carpentry shops;
- Coffee shops;
- Commercial nurseries and greenhouses;
- Commercial bakeries;
- Concrete and concrete products manufacturing and sale;
- Crematorium; (Bylaw 1746)
- Facilities for green energy and heat production;
- Feed and seed supply;
- Film production studios;
- Financial institutions, including drive-thru;
- Food catering facilities;
- Gasoline service station;
- General industrial uses including truck terminal facilities, metal fiberglass or wood manufacturing or fabrication, wholesale, warehouse and storage buildings;
- Gravel and aggregate processing and sale;
- Group day care in accordance with Section 3.26.02;
- Gymnasiums, health establishments and dance studios;
- Light manufacturing and assembly in enclosed buildings, including but not limited to: food and drink processing, computer technology service and manufacturing, electronics manufacturing, and green technology manufacturing;
- Light industrial uses for offices and storage buildings for: machine shops, general contracting, electrical, air conditioning, plumbing, roofing, sheet metal, HVAC, paint, building, refrigeration, septic tank and sign contractors, which are not noxious of offensive by reason of permitting odours, dust, smoke, gas or noise;
- Medical laboratories and services;
- Mini-storage;
- Offices;
- One dwelling unit used as a caretaker suite in conjunction with other permitted uses
- Post Office
- Premises licensed pursuant to the Liquor Control and Licensing Act
- Printing, publishing and book binding
- Recycling depots
- Refund container return depots
- Rental of goods and equipment
- Repair of household furnishings
- Restaurants, including drive-ins and drive thru
- Retail sales, limited to 25% of the gross floor area of a building
- Retail garden supply centre
- Retail sale, rental and repair of tools and small equipment such as chain, saws, hand and edge tools, lawn mowers, motorbikes, rotor tillers and outboard motors;
- Retail sale, rental and repair of motorcycles, automobiles, trucks, boats, recreational vehicles, manufactured homes, farm machinery, small industrial equipment such as skid steer loaders and heavy industrial equipment (e.g. :loaders, excavators) and heavy trucks (i.e.: greater than 2700 kg GVW) and parts and accessories thereof; (Bylaw 1548)
- Scientific, medical or technological research facility
- Temporary construction and real estate marketing offices

- Towing companies and parking facilities for towing companies
- Wholesale and storage warehouse buildings;

FINANCIAL CONTRIBUTIONS

COUNCIL'S AFFORDABLE HOUSING AND AMENITY CONTRIBUTIONS

As per Council's Policy (POL-011-PLAN) there are no contributions to affordable housing or general amenity reserve funds required for developing industrial or commercial uses outside of the City Centre.

DEVELOPMENT COST CHARGES

Charges associated with bringing infrastructure and services to the site to support the uses developed are the responsibility of the applicant. The Development Cost Charges or DCCs are collected prior to building permit issuance.

As no physical buildings have been proposed, the total amount of DCCs owed by the applicant cannot be calculated.

Table 6 – Development Cost Charges

Development Cost Charge **DCCs Paid to the City of Langford:**	**Per Area Contribution (Industrial Uses)**
Roads	$7.97 (per m^2 gfa)
Incremental Storage Improvement Fees	$208 (per 100$ft^2$ of floor area) OR $4,537.50 (per acre)
DCCs Paid to Third Party	
CRD Water	$5.29 (per m^2 of floor space)

OPTIONS

Option 1

That Council:

1. Give First Reading to Bylaw No. 1840 and Bylaw No. 1841 to amend the zoning of the property located at 4365 West Shore Parkway from the RM2A, RR4 and RR5 Zones to the BP2A Zone, and to amend the policy designation within the OCP for the property at 4365 West Shore Parkway from the Hillside or Shoreline to the Business or Light Industrial subject to the following:

    a. That the applicant provides, **prior to the scheduling of a Public Hearing for Bylaw Nos. 1840 and 1841**, a technical Stormwater Management memo to the satisfaction of the Director of Engineering;

    b. That the applicant provides, **prior to scheduling for the Adoption of Bylaw Nos.1840 and 1841,** a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:

i. That the applicant provides, prior to the issuance of a building permit, a construction management plan, to the satisfaction of the Director of Engineering;

ii. That the applicant provides, prior to building permit issuance, a stormwater management plan, to the satisfaction of the Director of Engineering;

iii. That the applicant agrees to implement the stormwater management plan and to complete any required improvements and/or upgrades to the onsite and offsite infrastructure as is necessary to facilitate proper drainage on the subject property at the applicant's expense; and

iv. That any necessary above ground or underground infrastructure or servicing upgrades extensions or other required servicing requirements are to be fulfilled at the applicant's expense;

OR Option 2

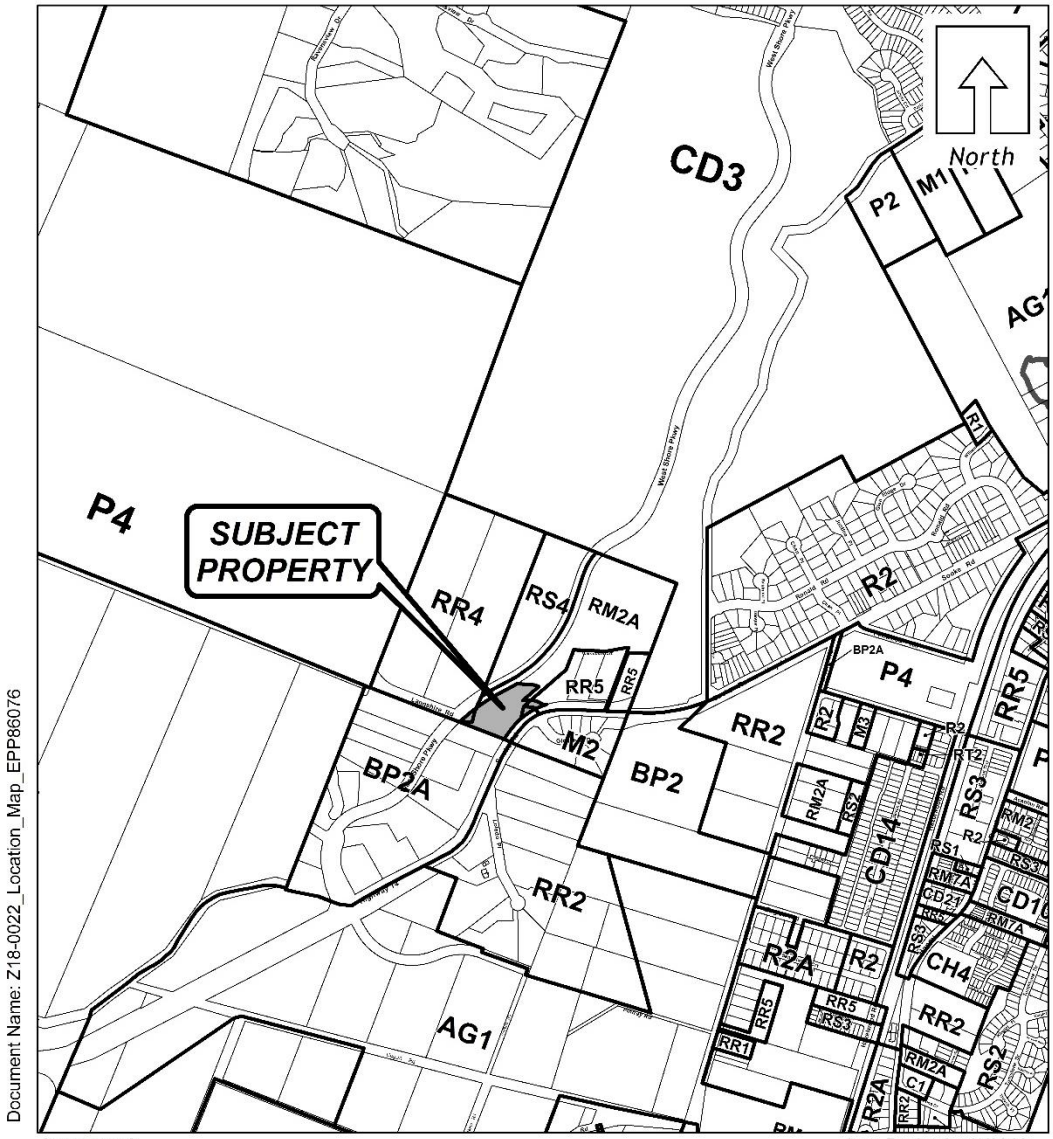
1. Take no action at this time with respect to Bylaw Nos. 1840 and Bylaw No. 1841.

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 Mahovlich, P.Eng, P.Geo, Director of Engineering
Concurrence:	Leah Stohmann, MCIP, RPP, Deputy Director of Planning
Concurrence:	Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence:	Braden Hutchins, Director of Corporate Services

:lhm

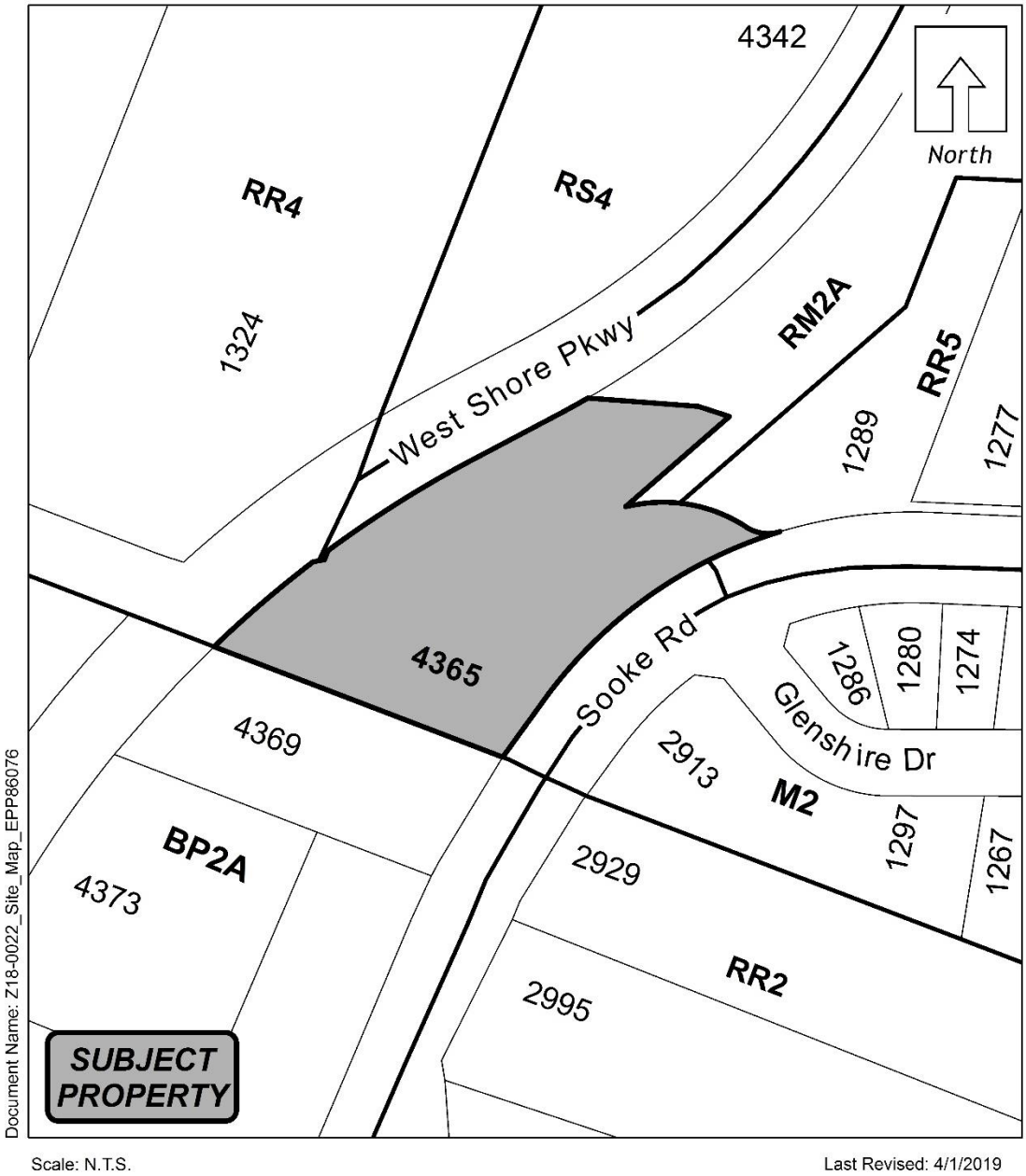
Appendix A
Location Map

REZONING BYLAW AMENDMENT
(Z18-0022)
4365 West Shore Pkwy



Appendix B
Site Map

REZONING BYLAW AMENDMENT
(Z18-0022)
4365 West Shore Pkwy



CITY OF LANGFORD

MINUTES OF THE REGULAR MEETING OF COUNCIL

Tuesday, June 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, N. Stewart.and R. Wade.

ATTENDING

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

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR WADE

That Council approve the agenda as presented.

CARRIED.

3. PRESENTATION

a) Councillor Wade
RE: Appreciation of Thanks to Terry Young

Councillor Wade presented Terry Young with a plaque in appreciation of over 21 years on the Transportation and Public Works Committee.

4. ADOPTION OF COUNCIL MINUTES

a) Minutes of the Special Meeting of Council – May 13th, 2019

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR BLACKWELL

That Council approve the minutes of the Special Meeting of Council held on May 13th, 2019.

CARRIED.

b) Minutes of the Regular Meeting of Council – May 21st, 2019

MOVED BY: COUNCILLOR BLACKWELL
SECONDED: COUNCILLOR WADE

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

CARRIED.

5. PUBLIC PARTICIPATION

None.

6. COMMITTEE RESOLUTIONS

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

1. Minutes of the Planning, Zoning and Affordable Housing Committee – May 28th, 2019

MOVED BY: COUNCILLOR BLACKWELL
SECONDED: COUNCILLOR WADE

That Council receive the minutes of the Planning, Zoning and Affordable Housing Committee meeting held on May 28th, 2019.

CARRIED.

b) Protective Services Committee – May 29th, 2019

1. Minutes of the Protective Services Committee – May 29th, 2019

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR WADE

That Council receive the minutes of the Protective Services Committee meeting held on May 29th, 2019.

CARRIED.

2. Departmental Update

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR SEATON

That the Council receive the joint departmental update from the Building, Bylaw and Fire departments.

CARRIED.

3. West Shore RCMP 2018 Annual Year End Report

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR SEATON

That the Protective Services Committee receive the 2018 Annual Year End Report from the West Shore RCMP Detachment.

CARRIED.

7. REPORTS

a) Policy Repeal and Amendment

- **Staff Report (Administration)**

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SAHLSTROM

That Council repeal the following policies:

- POL-0008-BLDG, Sprinkler Policy, 1994
- POL-0009-ADMIN, Langford Events Calendar, 2003
- POL-0015-ADMIN, Council Indemnity or Expenses, 1994
- POL-0028-ADMIN, Use of Council Chambers, 2002
- POL-0029-BLDG, Design Guidelines, 1999
- POL-0030-FIN, Use of Municipal Computer Software, 1995
- POL-0032-ADMIN, Vehicle Use, 2001
- POL-0034-ADMIN, Municipal Advertising in Bus Shelters Policy, 2002
- POL-0035-ADMIN, Municipal Reader Board – Langford Fire Rescue Station No. 1, 2001
- POL-0037-FIN, Finance Committee – Review of Municipal Finances, 1993
- POL-0039-FIN, Board and Commission Verbal Reports – Councillors, 1994
- POL-0041-FIN, Council Salary Policy, 2006
- POL-0044-FIN, RCMP Annual Operating Budget, 1995
- POL-0047-FIN, Special Expenditures, 1993
- POL-0053-FIN, Dinner Expenses With Respect to Officers Attending Council Authorized Evening Meetings, 1994
- POL-0055-FIN, Annual Salary Adjustment, 2002
- POL-0061-ADMIN, Salary Schedule, 1994
- POL-0063-ADMIN, Notice of Legal Claims, 1995
- POL-0067-ADMIN, Excessive Overtime for Municipal Officers, 1994
- POL-0071-PLAN, Process for Handling Rezoning Bylaws and Development Permits, 1994
- POL-0072-PLAN, Development Permits Applications Public Input, 1996
- POL-0073-PLAN, Timing of Development Permits Policy, 1997
- POL-0075-LDEV, Submission of Subdivision Applications, 1995
- POL-0080-LDEV, Construction on Municipal Boulevards, 1994

- POL-0086-BYLAW, Secondary Suites, 1997
- POL-0088-PLAN, In-Ground Disposal, 2001
- POL-0089-PLAN, Agricultural Land Reserve Acquisition Fund, 2006
- POL-0091-PLAN, Auto Orientated Business Area Design Guidelines, 1997
- POL-0092-BLDG, Non Resident Business License Policy, 1998
- POL-0094-FIN, Business Licensing – Collection, 1997
- POL-0095-BLDG, Business Licensing – Overview Policy, 1995
- POL-0096-ENG, Policy for Requests to Form or Join the Sewer Specified Areas, 1995
- POL-0097-ENG, Sewer Connections in the Core Area, 1995
- POL-0098-ENG, Sewer Master Plan, 1995
- POL-0099-ENG, Retention of Service Trunk Main Capacity, 1994
- POL-0103-ENG, Sidewalk Policy, 1998
- POL-0107-ENG, Request for Street Signs "Deaf Children Playing", 1998
- POL-0108-ENG, Traffic Signs, 1994
- POL-0109-ENG, Warning of Traffic Regulation Changes, 1994
- POL-0110-ENG, Neighbourhood Watch Signs, 1996
- POL-0111-ENG, Private Road Sign Located on Public Right-of-Way Policy, 1996
- POL-0112-ENG, Watering Restrictions, 2001
- POL-0113-PARK, Playground Equipment, 2001
- POL-0114-PARK, Park Dedication Policy (Amenity and Park), 1999
- POL-0115-PARK, Acceptance of Donations, 1999
- POL-0116-PARK, Parks Master Plan, 1996
- POL-0118-PARK, District of Langford Field Facility Use Regulations, 1994
- POL-0119-PARK, Veterans' Park Bench Donation, 2001
- POL-0123-PARKS, Landscaping Irrigation and Maintenance, 1997
- POL-0124-BYLAW, Video Surveillance for Park Regulation Bylaw, 1998
- POL-0126-PARK, Policy for Removal of Trees, 1999
- POL-0127-PLAN, Public Information Meetings, 1994
- POL-0128-PLAN, Public Hearing Process, 1996
- POL-0129-PLAN, Building Schemes, 1997
- POL-0130-PLAN, Happy Valley Fire Hall – Traffic Signal Rezoning Contribution, 2004
- POL-0131-PLAN, OCP Amendments Referral to CRD, 1997
- POL-0133-PLAN, Development Information and Referral Policy, 1998
- POL-0134-PLAN, Heritage Preservation Policy, 2004
- POL-0135-PLAN, Transition Zone Between Residential (R1) and Rural Designation, 1996
- POL-0136-PARK, Official Street Tree for the Downtown Commercial Area, 1999
- POL-0137-PLAN, Temporary Signs for New Businesses, 1999
- POL-0138-FIRE, Policy for Fire Department Alarm Monitoring, 1995
- POL-0140-FIN, Telecom Policy and Procedures, 2009
- POL-0141-FIRE, Use of the Langford Fire Department Park and Recreation Facilities, 1987
- POL-0142-ENG, Latecomer Agreement, 2009
- POL-0145-FIRE, Smoking Policy, 2001

AND

That Council repeal the following policies, effective upon Council adoption of the "Employee Bylaw No. 1842":

- POL-0049-FIN, Professional Dues Policy, 2002
- POL-0050-FIN, Professional Membership Dues, 1994
- POL-0056-ADMIN, Employee Benefit Premium Cost Sharing, 1993
- POL-0058-ADMIN, Employee Benefit Plan Competitive Review Policy, 1998
- POL-0059-ADMIN, Health and Benefit Policy, 1994
- POL-0060-ADMIN, Long Term Disability Policy, 2001
- POL-0065-ADMIN, Annual Wage Review Policy, 2002
- POL-0066-ADMIN, Banked Overtime in the Event an Employee's Child is Sick, 1996
- POL-0068-ADMIN, Requests for Leave of Absence, 2005
- POL-0069-ADMIN, Employee Assistance Program, 2005

AND

That Council approve the following amended policies:

- POL-0040-FIN, Salary Policy
- POL-0048-ADMIN, Recruitment Expenses Policy
- POL-0057-ADMIN, Educational Achievement Policy

CARRIED

8. BYLAWS

a) BYLAW NO. 1821
"Road Closure Bylaw No. 1821, (Page Avenue) 2019".
(FIRST, SECOND AND THIRD READINGS)

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR BLACKWELL

That Council give Bylaw No. 1821 first, second and third readings.

CARRIED.

b) BYLAW NO. 1842
"Employee Bylaw No. 1842".
(FIRST, SECOND AND THIRD READINGS)

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR SEATON

That Council give Bylaw No. 1842 first, second and third readings.

CARRIED.

c) BYLAW NO. 1848
"City of Langford Development Procedures, Amendment Bylaw No. 19, 2019, Bylaw No. 1848".
(ADOPTION)

MOVED BY: COUNCILLOR SEATON
SECONDED: COUNCILLOR SZPAK

That Council adopt Bylaw No. 1848.

CARRIED.

d) BYLAW NO. 1849
"Subdivision and Development Servicing Bylaw, Amendment No. 19 (Fee Schedule), Bylaw No. 1849".
(ADOPTION)

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR BLACKWELL

That Council adopt Bylaw No. 1849.

CARRIED.

e) BYLAW NO. 1850
"Langford Building Bylaw No.1160, Amendment No 12, 2019, Bylaw No. 1850".
(ADOPTION)

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR BLACKWELL

That Council adopt Bylaw No. 1850.

CARRIED.

9. <u>IN CAMERA RESOLUTION</u>

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR BLACKWELL

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 and land matters under Section 90 (1) (c) (e) and (k) of the Community Charter.

b) That Council continue the meeting in closed session.

CARRIED.

10. ADJOURNMENT

Mayor Young adjourned the meeting at 6:10 pm.

PRESIDING COUNCIL MEMBER:

CERTIFIED CORRECT
Corporate Officer

CITY OF LANGFORD

MINUTES OF THE PLANNING, ZONING AND AFFORDABLE HOUSING COMMITTEE

Monday, June 10th, 2019 @ 5:30 pm

Council Chambers, 3rd Floor, 877 Goldstream Avenue

PRESENT

Councillors: D. Blackwell (Chair), R. Wade (Vice-Chair); Members: C. Brown, M. Hall and S. Harvey.

ATTENDING

Matthew Baldwin, Director of Planning and Subdivision; Michelle Mahovlich, Director of Engineering.

ABSENT

Members: A. Creuzot, D. Horner and K. Sheldrake.

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

MOVED BY: COUNCILLOR WADE
SECONDED: S. HARVEY

That the Planning, Zoning and Affordable Housing Committee approve the Agenda as presented.

CARRIED.

3. ADOPTION OF THE MINUTES

a) Planning, Zoning & Affordable Housing Committee Meeting – May 27th, 2019

MOVED BY: COUNCILLOR WADE
SECONDED: S. HARVEY

That the Planning, Zoning and Affordable Housing Committee approve the minutes of the meeting held on May 27th, 2019.

CARRIED.

4. REPORTS

a) Bylaw No. 1843 Application to Rezone 950 Isabell Avenue from the Residential One and Two Family (R2) to the Residential Small Lot 3 (RS3) Zone to Allow for a small lot subdivision of 5 one family homes

- **Staff Report (Planning)**

MOVED BY: S. HARVEY
SECONDED: C. BROWN

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

That Council give First Reading to Bylaw No. 1843 to amend the zoning designation of the property located at 950 Isabell Avenue from the R2, Residential One and Two Family, Zone to the RS3, Residential Small Lot 3, Zone subject to the following:

a) That the owner agrees to provide, **as a bonus of increased density**, the following contributions per lot, 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**;**

b) 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 fire fighting vehicle turning template to confirm the proposed road will be functional to the satisfaction of the Fire Chief;

c) 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 provide full frontage improvements, including but not limited to: road edge, offsite parking and boulevard planting, in accordance with Bylaw No. 1000 standards and to the satisfaction of the Director of Engineering, prior to subdivision approval;
   ii) That the applicant provide a construction parking management plan, to the satisfaction of the Director of Engineering, prior to issuance of a building permit;
   iii) 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;
   iv) 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;
   v) 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;

vi) That the buildings are constructed in likeness and with a character similar to the those drawings included within this report;
vii) That the applicant registers a covenant, to the satisfaction of the Manager of Parks, prior to subdivision approval, that secures the responsibility of the boulevard landscaping to the future home owners of the property, including installing and maintaining irrigation to the boulevard as well as maintaining and replacing boulevard landscaping as required;
viii) That the applicant submits calculations to determine the FUS required to provide adequate water flows to the site prior to the issuance of a Development Permit that approves building setbacks for the subject property; and
ix) That the applicant agrees to make future home owners of the subject property aware of the limitations of constructing additional structures due to the lot coverage of the properties being close to the allowable limit.

d) Authorize the Director of Planning to vary the following regulations within the RS3 Zone for the subject property;

i) That the setback distance between the rear property line and the principal dwelling be reduced from the required 5.5 m to 3.0 m;
ii) That the setback distance between the exterior side property line and the principal building be reduced from the required 3.5 m to 2.4 m;

CARRIED.

b) Application to Exclude 3582 Kathy Lane from the Agricultural Land Reserve
- **Staff Report (Planning)**

MOVED BY: S. HARVEY
SECONDED: C. BROWN

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

That Council not support the application to exclude the property at 3582 Kathy Lane and to not authorize the application proceed to the ALC.

CARRIED.

c) Bylaw No. 1696 and 1803: Omnibus Amendment to Zoning Bylaw No. 300 to Allow Garden Suites on Residentially Zoned Lots Larger than 550 m^2 and Carriage Suites on Residentially Zoned Lots Larger than 1000 m^2
- **Staff Report (Planning)**

MOVED BY: S. HARVEY
SECONDED: C. BROWN

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

That Council give First Reading to Bylaw No. 1696 (Zoning Bylaw) and Bylaw No. 1803 (OCP) as drafted; and direct Staff to refer this bylaw to the West Shore Developers Association and schedule a Public Hearing in September.

CARRIED.

5. ADJOURNMENT

The Chair adjourned the meeting at 5:55 p.m.

CHAIR

CERTIFIED CORRECT
(Corporate Officer)

City of Langford
www.cityoflangford.ca

Staff Report
to
Planning, Zoning and Affordable Housing Committee

Date: **June 10, 2019**

Department: **Planning**

Application No.: **Z19-0008**

Subject: **Bylaw No. 1843 Application to Rezone 950 Isabell Avenue from the Residential One and Two Family (R2) to the Residential Small Lot 3 (RS3) Zone to Allow for a small lot subdivision of 5 one family homes**

PURPOSE

Mohammed Khataw has applied on behalf of Abbas Khataw of Ladkeen (Canada) Ltd. to rezone 950 Isabell Avenue from the Residential One and Two Family (R2) Zone to the Residential Small Lot 3 (RS3) Zone to allow for the subdivision of 5 small lot one family homes.

BACKGROUND

PREVIOUS APPLICATIONS

The subject property was created through the subdivision of a large parcel that also resulted in the creation of Isabell Avenue in 1969. Since then several properties along Isabell Avenue have subdivided further into small lot subdivisions under the density provisions of the South Langford Neighbourhood Plan that allows for increased density in a one family dwelling form.

There have been no development applications for the subject property, however a building permit was issued in 1994 for the construction of a residential detached garage.

Table 1: Site Data

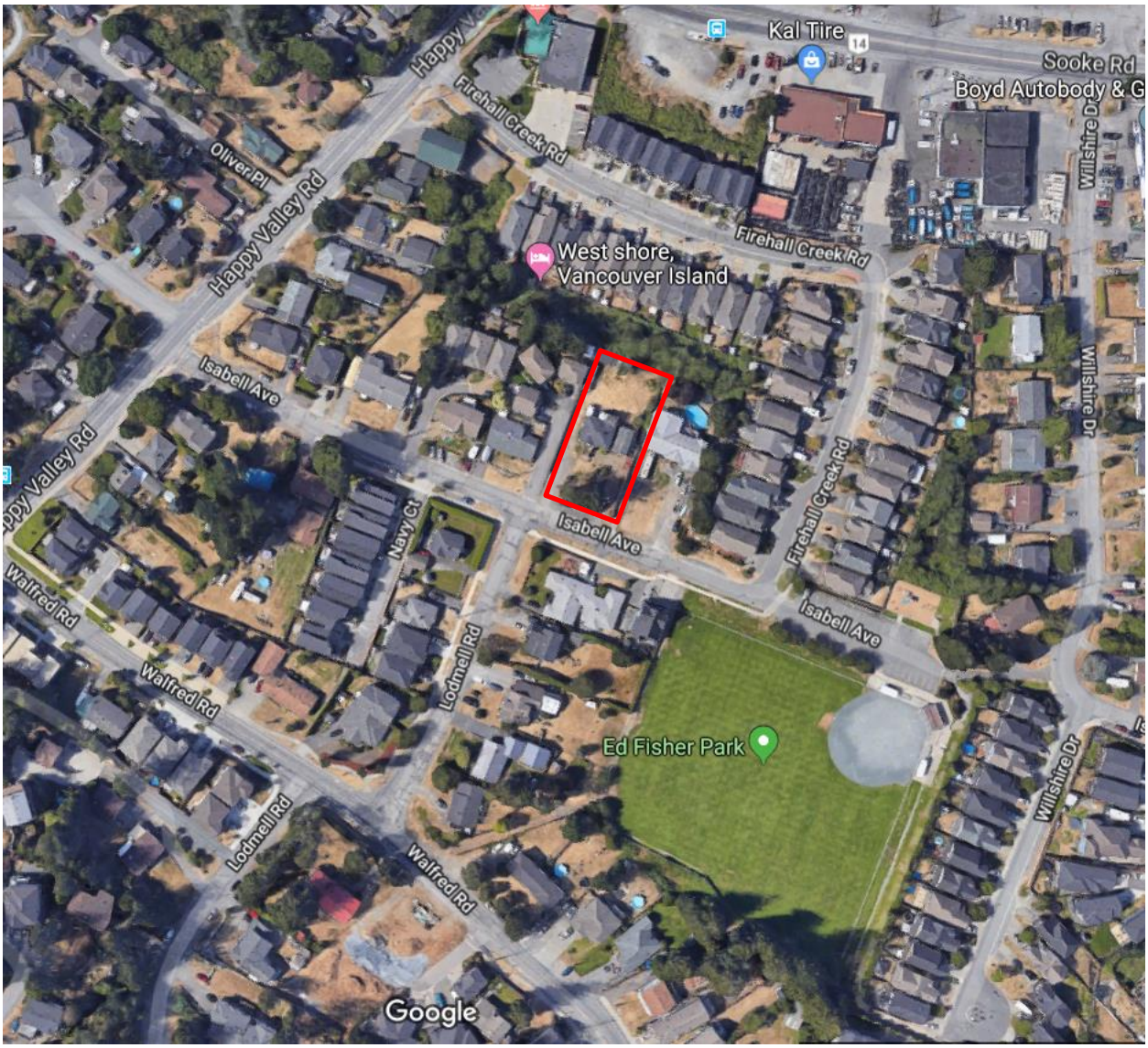
Applicant	Mohammed Khataw
Owner	Abbas Khataw of Ladkeen (Canada) Ltd.
Civic Address	950 Isabell Avenue
Legal Description	Lot 5, Section 84, Esquimalt District, Plan 22027
Size of Property	1532.45 m^2
DP Areas	Intensive Residential Development Permit Area

Zoning Designation	Residential One and Two Family (R2)
OCP Designation	Neighbourhood

SITE AND SURROUNDING AREA

The adjacent properties consist of one family dwellings, mostly on small lots less than 300 m^2. Many of the surrounding properties have been rezoned to accommodate smaller lots in pocket subdivisions. Private roads have been constructed to provide access to these small lot subdivisions, with the exception of Mano Court which was constructed as a municipal road to provide access for future development. As private roads, Navy Court and Mallow Court are not able to connect to new subdivisions as their ownership makes sharing the access difficult.

Figure 1: Ortho Map of 950 Isabell Avenue (in red), Google Maps 2019



The entrance to Ed Fisher Park is 35 m east of the subject property. Ed Fisher Park includes a baseball diamond with batting cages, bleachers and bathrooms. It also includes a small tot lot park and walking path along the perimeter of the park. The park is well accessed via pedestrian linkages to the nearby residential subdivisions, including those off of Willshire Drive and Walfred Road.

The area is predominantly residential, with one family dwellings making up the majority building type. The Official Community Plan designates the area as Neighbourhood which encourages residential and supportive institutional and recreational uses. The South Langford Neighbourhood Area Plan designates the subject parcel and surrounding properties as "Urban Residential" where one lot per 200 m^2 is acceptable. As previously mentioned, this allowed densification has resulted in many small lot one family dwellings in the area.

Table 2: Surrounding Land Uses

	Zoning	***Use***
North (975, 971 and 967 Firehall Creek Road)	Residential Small Lot (RS1)	One Family Dwellings
East (956 Isabell Ave, and Mallow Court)	Residential Small Lot 2 (RS2)	One Family Dwellings
South (3230 Lodmell Road)	Residential One and Two Family (R2)	One Family Dwelling
West (946 Isabell Ave)	Residential One and Two Family (R2)	One Family Dwelling

COMMENTS

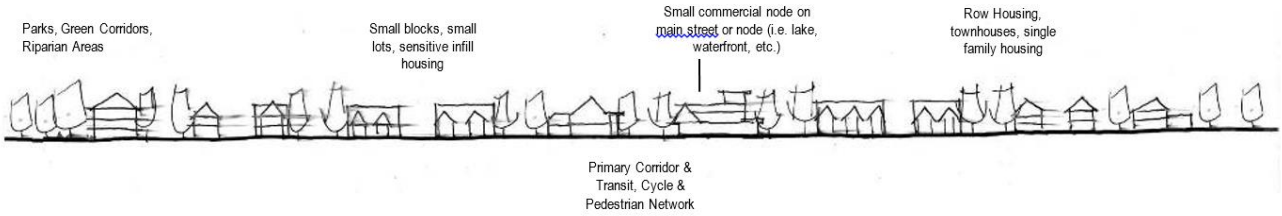
OFFICIAL COMMUNITY PLAN

Neighbourhood

Existing settled areas throughout the community predominantly located on the valley floor.

- Predominantly residential precinct that supports a range of low and medium density housing choices including secondary suites
- This area allows for residential and mixed use commercial intensification of streets that connect centres and/or are serviced by transit
- Schools, community facilities and other institutional uses are permitted throughout the area
- Retail serving local residents is encouraged along transportation corridors
- Home-based businesses, live-work housing is encouraged
- Parks, open spaces and recreational facilities are integrated throughout the area
- This area allows for *Neighbourhood Centres* to emerge in the form of medium density mixed-use nodes at key intersections.
- Transit stops are located where appropriate

A Concept for Neighbourhood Areas



Within the Neighbourhood designation, a density of 16 units per acre (or 40 units per hectare) is considered appropriate as an overall density for those properties within the policy designation. While the subject proposal contemplates a density over what the Neighbourhood designation suggest as appropriate for an individual parcel, the overall density proposed is well within what is anticipated for the designation as a whole.

SOUTH LANGFORD NEIGHBOURHOOD PLAN

The subject property is designated as Urban Residential within the Langford's South Langford Neighbourhood Plan, (Appendix R of the Zoning Bylaw No.300). Properties within the Urban Residential designation allow for more intensive residential development, including one family, townhomes and attached homes, with a maximum density of one unit per 200 m^2 being considered appropriate.

DEVELOPMENT PERMIT AREAS

The subject property is not within any of the City's identified Development Permit Areas for Environmental or Hazardous land conditions.

A Development Permit for form and character will be required to address the layout and character of the homes as "intensive residential development," which includes any development consisting of 3 or more homes on lots that are 550 m^2 or less.

PEDESTRIAN, CYCLING AND MOTORIST NETWORK

Isabell Avenue does not experience heavy vehicle traffic, only being 220 m long and terminating where it transitions into a parking lot for Ed Fisher Park. With direct access to Happy Valley Way it is easily accessible to Sooke Road (Highway 14) leading to Langford City Centre via Jacklin Road, and beyond to West Shore Communities.

Sidewalks have been installed on the south side of Isabell Avenue, from Navy Court to the entry of Ed Fisher Park. Future redevelopment along Isabell Avenue will necessitate the installation of additional sidewalks on the south side of the street to eventually connect it to Happy Valley Road.

Bike paths have been created along Happy Valley Road leading to Langford City Centre and beyond. There are no bike paths along Isabell Avenue.

The closest transit stops are approximately 400 m away, about a 5 minute walk (assuming the average person walks about 5 km per hour). These stops, located across the street from each other on Sooke Road, operate as Route 61 for BC transit, taking travelers between Sooke and the Langford Bus Exchange on Station Avenue. The Langford Bus Exchange offers riders several connections to take them further into the West Shore communities and into Victoria.

INFRASTRUCTURE

Frontage improvements required as part of the rezoning of the property include boulevard plantings along Isabell Avenue in accordance with recommendations from the Manager of Parks. As the maintenance of the boulevard landscaping will be responsibility of the strata, wording within a Section 219 Covenant, registered with the subject property, must include specific provisions for maintaining boulevard plantings. The Section 219 covenant should stipulate that the strata is responsible for the watering, pruning, health and replacement of the boulevard trees in perpetuity. If no irrigation systems are adjacent to the subject property the developer will be required to provide a private irrigation system that reaches the boulevard. Road edge parking will also be required along Isabell Avenue, to satisfy the off-site parking requirements.

Sewer is available on Isabell Avenue directly in front of the subject property. The developer will be responsible for connecting to municipal and CRD services and for any upgrades to those services that are required to do so, a statement of which should be secured within a Section 219 covenant registered with the subject property.

A technical stormwater management memo will be required prior to scheduling a Public Hearing for Bylaw No. 1832. A formal stormwater management plan will be required prior to approval of subdivision or building permit issuance, whichever is first. The requirements for providing the formal stormwater management plan should be secured within a Section 219 covenant registered with the property.

A Fire Underwriters survey or FUS, shall be completed and submitted prior to application for subdivision. The FUS calculation will ensure adequate water flow is available to the site to aide in firefighting. This requirement should also be added to the Section 219 Covenant.

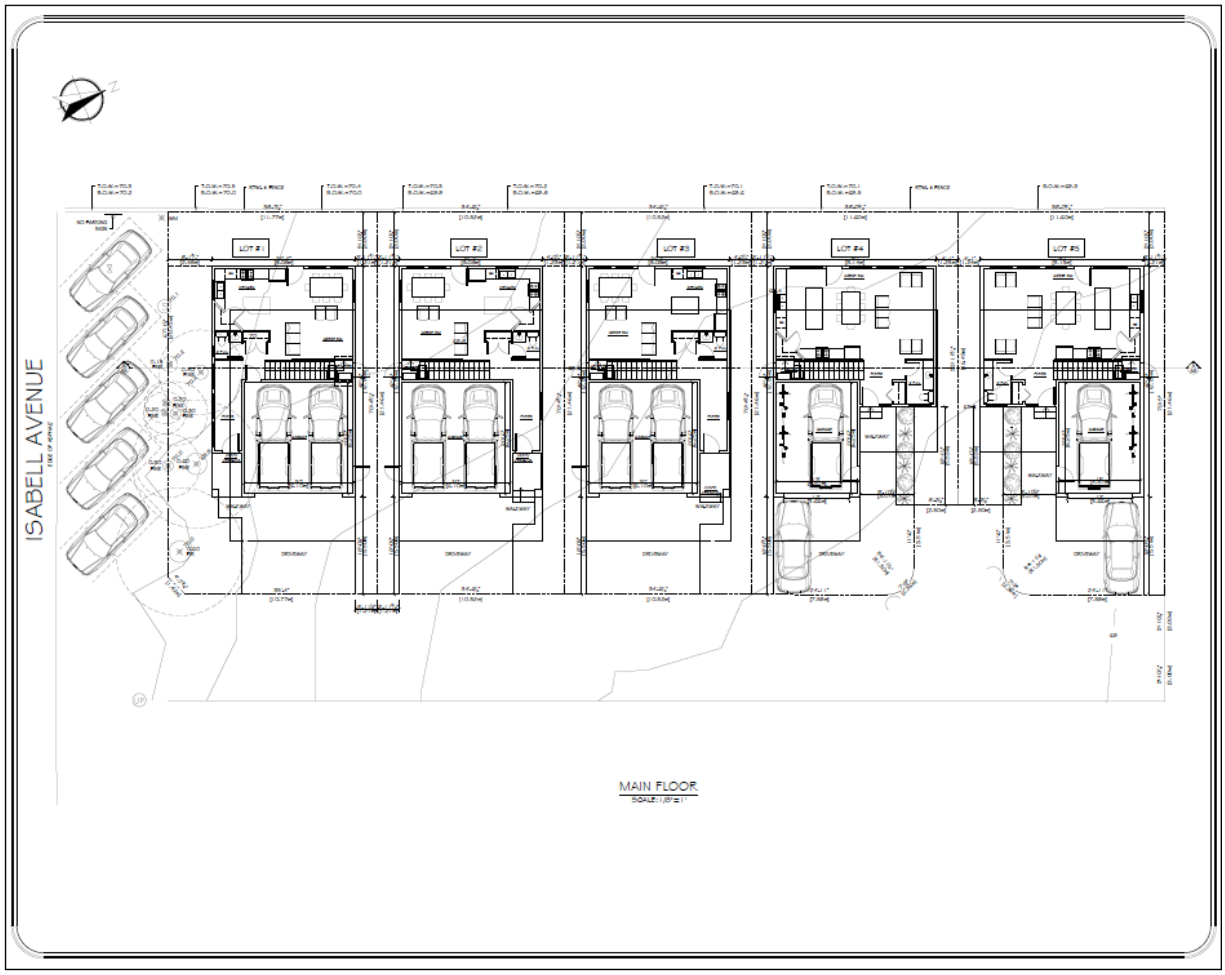
COMMENTS

DEVELOPMENT PROPOSAL

The developer is requesting a zoning amendment from R2 to RS3 in order to construct five (5) one family dwellings on parcels that range in size from 225 m^2 to 252 m^2. This density of five (5) units per 0.37 acres is appropriate and aligns with the overall recommended density within the Neighbourhood OCP designation and the South Langford Neighborhood Plan SLNP.

The applicant has provided drawings with their application to rezone that, if Council approves of the overall character and site layout, can be secured within a Section 219 Covenant registered with the property. While the designs can be included within the Covenant to secure the overall "character" of the homes, they will be compared to Langford's Design Guidelines for Intensive Residential development, within a development permit for form and character and alterations may be required through that process. Langford's Design Guidelines contain design and character requirements that speak to rooflines, building materials, colours, storage, parking and landscaping. The SLNP does not include any character requirements for the design of homes within the SLNP.

Figure 2: Proposed site plan and main floor for the redevelopment of 950 Isabell Avenue:



The site plan presented with the rezoning application shows a new private road to provide access to the parcels from Isabell Avenue and 5 parking stalls adjacent to the boulevard. The proposed site plan shows that the site will be able to accommodate more than the required number of parking spaces per one family dwelling which is 2 spaces per dwelling in Langford's Zoning Bylaw. Three of the proposed homes include attached garages with parking for two vehicles, and room for two extra vehicles on a driveway. The other two homes contain parking for one vehicle in an attached garage and a driveway that can accommodate the required parking space plus one extra space. Parking proposed appears to follow the Langford's Design Guidelines as driveways are 1 m from interior side lot lines, a maximum width of 6 m or 60% of the lot.

The proposed homes are two stories, with kitchens/living rooms on the main floor and three bedrooms on the upper. Design drawings presented with the application to rezone show the homes as having a modern design with shed roof features. Materials are integrated into the design of the homes and include cedar wood elements, cultured stone, and grey stucco façade with black window trim and garages. Each façade shown is articulated with fenestration and a continuity of the materials mentioned. Storage within the homes can be supplied through space within attached garages (as all homes include an extra space of driveway parking), within space in the furnace room, and within bedroom closet space.

The storage space will be reviewed in greater detail in the development permit submitted for form and character.

The applicant is proposing to include landscaping along the walkways of Lots 4 and 5, where the walkway is adjacent to a two point turn around area. The spaces between the proposed private road and the adjacent existing private road should also be landscaped to create a buffer between paved areas. Landscaping should also include a decorative fence along the perimeter of the subdivision and fencing between the 5 properties. The Design Guidelines encourage landscaping that provides screening from neighbours within the subdivision and low height landscaping between driveways to disrupt the visual impact of the paved surfaces. Landscaping will be reviewed within a development permit for form and character.

Figure 3: Proposed Home Designs for One Family Dwellings on Lots 1, 2 and 3



The current zoning of the property is R2, Residential One and Two Family, that allows for one home on lot that is 550 m^2 or more or a duplex on a lot larger than 835 m^2. As the applicant is proposing to subdivide the subject lot into 5 properties, an amendment to the current zone must be approved to allow a one family dwelling on a lot that is smaller than the R2's requirement of 550 m^2.

The RS3, or Residential Small Lot 3 zone will allow a home on a lot that is over 220 m^2 and aligns with the density perimeters of the applicant's proposal for lots that are between 225 m^2 to 252 m^2. The RS3 zone allows for typical residential uses, including accessory buildings, home occupations, boarders and two family dwellings (duplexes) when a lot is larger than 835 m^2. The zone does not, however, allow for secondary suites unless they have been specifically listed within the zone. The subject subdivision will not be allowed to include secondary suites.

Lot coverage within the zone, allows for 50% coverage on lots 220 m^2 or larger. The proposed application shows the smallest lots (Lot 2 and 3) as having a lot coverage of 48%. Accessory storage buildings or raised decks would have to be small enough, under 3.3m^2, to be within the 50% allowable lot coverage for those two lots. Council may wish to note that storage for these lots includes space within the two car garage, as there is extra driveway parking, as well as within a storage room and two walk in closets located within the house. In addition, the applicant has been made aware of the small margin of error afforded to them by having such a close lot coverage to the requirement. As exceeding this lot coverage would require the applicant to apply for a new rezoning, a new site design may be warranted if the homes are over their allowable coverage when it comes time for the development permit review. Council may wish to include wording with in a Section 219 covenant that indicates the lot coverage in the proposal so as future residents area are aware of the development limitations that exist on those lots.

The setbacks within the RS3 zone are typical of a small lot zone, with slightly reduced setback requirements than those of traditionally sized lots in the R1 and R2 zones. The applicant is requesting to vary the setback requirement for the rear lot line to the home from 5.5 m to 3 m for all 5 lots. The applicant is also requesting a variance to the exterior side setback from 3.5 m to 2.4 m for Lot 1. If Council is supportive of this they may wish to authorize the Director of Planning to vary the rear and exterior side setback requirements through the subsequent development permit.

Table 3: Proposal Data

	Permitted by R2, One and Two Family Residential (Current Zoning)	**Permitted by RS3 (Residential Small Lot Zone)**	**Proposed by this Application (RS3)**
Density (minimum lot size)	550 m^2 for a one family dwelling	220 m^2 for a one family dwelling	As per Zone
Height	9 m	8.5 m	As per Zone
Site Coverage	35% (50% for lots less than 550 m^2	50 %	As per Zone
Front Yard Setback	6 m	3 m or 5.5 m for a driveway leading to a garage or carport	As per Zone
Interior Side Yard Setback	1.5 m	1.2 m	As per Zone
Exterior Side Yard Setback	3.5 m or 5.5 m for a driveway to a garage or carport	3.5 m or 5.5 m for a driveway leading to a garage or carport	2.4 m*
Rear Yard Setback	6 m	5.5 m	3 m*
Parking Requirement (Section 4.01.01)	2 motor vehicle stalls per unit		

*Variances requested

FINANCIAL CONTRIBUTIONS

Rezoning the subject property to permit higher densities of development may increase the assessed value of the property, and this in turn may increase municipal revenues. As the applicant will be responsible for connecting the development to municipal sewers, and as the applicant will complete frontage improvements, the direct capital costs to the municipality associated with this development will be negligible. A summary of the amenity contributions required pursuant to Council's Amenity Contribution Policy and Development Cost Charges (DCC) pursuant to the DCC Bylaw No. 26 are listed in Tables 4 - 6 below:

Table 4: Amenity Contributions

Amenity Item	**Per unit**	**Total @ 5 units**
Affordable Housing Reserve Fund	$660	$3300
General Amenity Reserve Fund	$3960	$19,800
TOTAL POLICY CONTRIBUTIONS[1]	**$4620**	**$23,100**

Table 5: Development Cost Charges

Development Cost Charge	**Per unit contribution**	**Total @ 5 Units**
Roads Small Lot (<300 m^2)	$3,985	$19,925
Storm Drainage Small Lot *(<300 m^2)*	$1,166	$5,830
Park Improvement - Residential	$1,890	$9,450
Park Acquisition - Residential	$1,890	$9,450
Incremental Storage Improvement Fees Residential Lot (<550 m^2)	$371.25	$1,856.25
Integrated Survey Area	$35	$175
Subtotal (DCCs paid to City of Langford)		**$46,686.25**
CRD Water	$2,655.34	$13,275
School Site Acquisition	$689	$3490
TOTAL (estimate) DCCs		**$63,451.25**

OPTIONS

Option 1

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

1. Give First Reading to Bylaw No. 1843 to amend the zoning designation of the property located at 950 Isabell Avenue from the R2, Residential One and Two Family, Zone to the RS3, Residential Small Lot 3, Zone subject to the following:

    a) That the owner agrees to provide, **as a bonus of increased density**, the following contributions per lot, 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**;**

    b) 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 fire fighting vehicle turning template to confirm the proposed road will be functional to the satisfaction of the Fire Chief;

    c) 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 provide full frontage improvements, including but not limited to: road edge, offsite parking and boulevard planting, in accordance with Bylaw No. 1000 standards and to the satisfaction of the Director of Engineering, prior to subdivision approval;

        ii) That the applicant provide a construction parking management plan, to the satisfaction of the Director of Engineering, prior to issuance of a building permit;

        iii) 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;

        iv) 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;

v) 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;

vi) That the buildings are constructed in likeness and with a character similar to the those drawings included within this report;

vii) That the applicant registers a covenant, to the satisfaction of the Manager of Parks, prior to subdivision approval, that secures the responsibility of the boulevard landscaping to the future home owners of the property, including installing and maintaining irrigation to the boulevard as well as maintaining and replacing boulevard landscaping as required;

viii) That the applicant submits calculations to determine the FUS required to provide adequate water flows to the site prior to the issuance of a Development Permit that approves building setbacks for the subject property; and

ix) That the applicant agrees to make future home owners of the subject property aware of the limitations of constructing additional structures due to the lot coverage of the properties being close to the allowable limit.

d) Authorize the Director of Planning to vary the following regulations within the RS3 Zone for the subject property;

i) That the setback distance between the rear property line and the principal dwelling be reduced from the required 5.5 m to 3.0 m;

ii) That the setback distance between the exterior side property line and the principal building be reduced from the required 3.5 m to 2.4 m;

OR Option 2

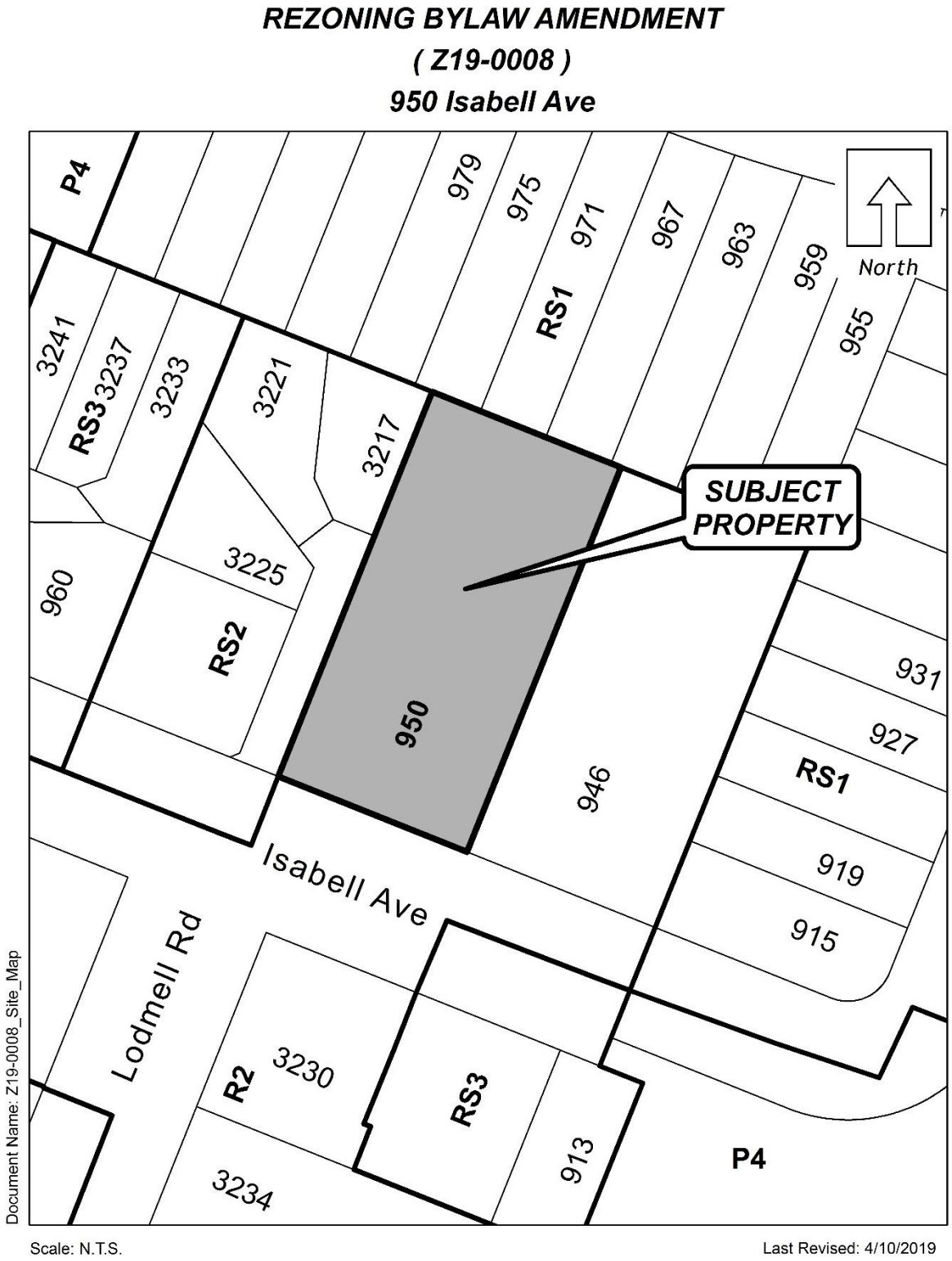
1. Take no action at this time with respect to Bylaw No. 1843.

Submitted by:	Lauren Morhart, MCIP, RPP, Planner 2
Concurrence:	Matthew Baldwin, MCIP, RPP, Director of Planning
Concurrence:	Adriana Proton, Manager of Legislative Services
Concurrence:	Chris Aubrey, Fire Chief
Concurrence:	Yari Nielson, Acting/Manager of Parks and Recreation
Concurrence:	Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering
Concurrence:	Leah Stohmann, MCIP, RPP, Deputy Director of Planning
Concurrence:	Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence:	Braden Hutchins, Director of Corporate Services
Concurrence:	Darren Kiedyk, Chief Administrative Officer

:lhm

Appendix A

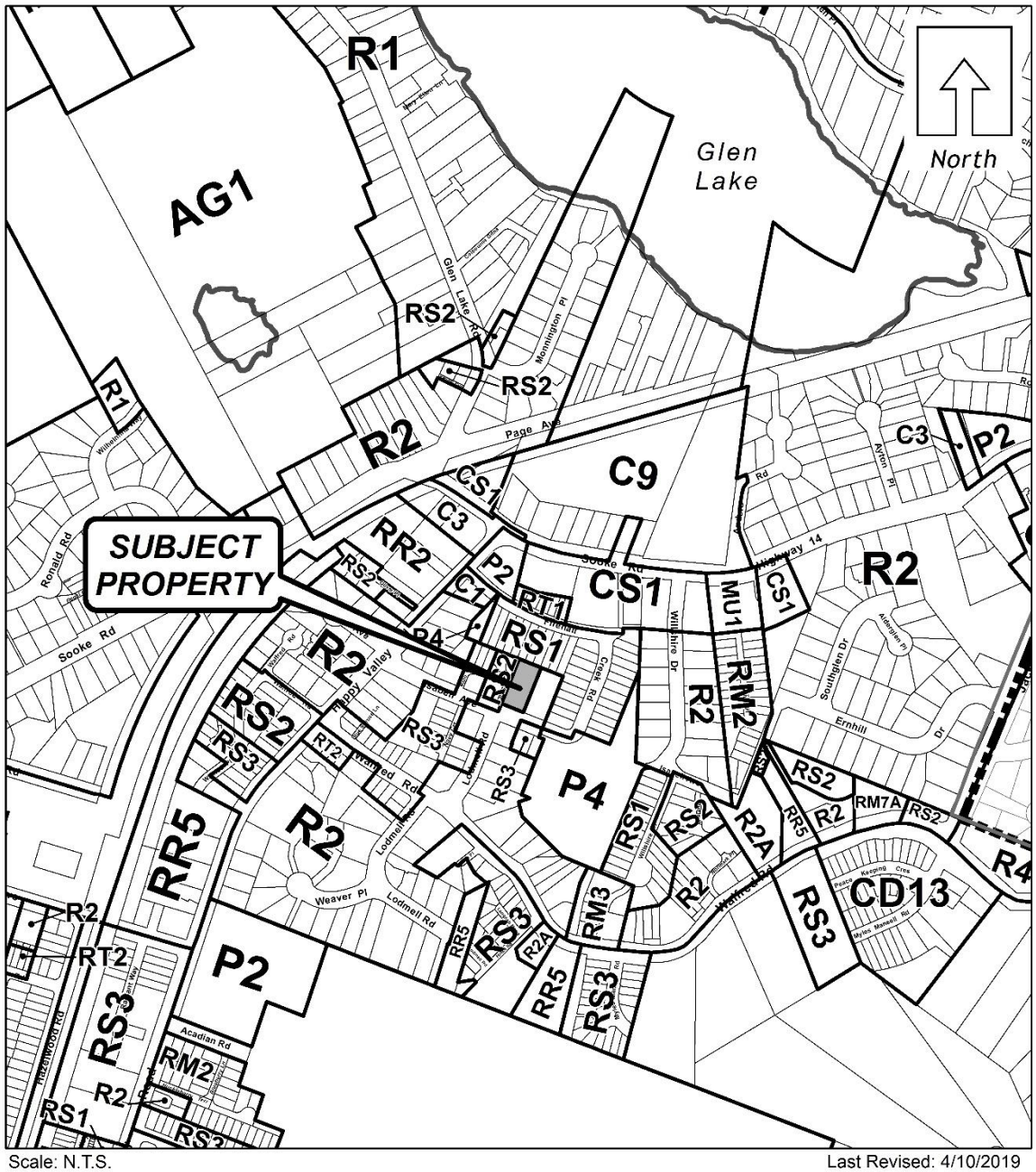
Subject Site Location



Appendix B

Subject Property Location

REZONING BYLAW AMENDMENT
(Z19-0008)
950 Isabell Ave



City of Langford
www.cityoflangford.ca

Staff Report
to
Planning, Zoning and Affordable Housing Committee

Date:	**June 10, 2019**
Department:	**Planning**
Application No.:	**Z17-0017 and OCP18-0002**
Subject:	**Bylaw No. 1696 and 1803: Omnibus Amendment to Zoning Bylaw No. 300 to Allow Garden Suites on Residentially Zoned Lots Larger than 550 m^2 and Carriage Suites on Residentially Zoned Lots Larger than 1000 m^2**

PURPOSE

The purpose for this amendment is to permit the inclusion of a garden suites (ground floor, rear yard detached suites) and carriage suites (above a detached garage, located in the front yard), to the list of uses permitted on residentially zoned lots. Garden suites would be permitted on lots that are equal to or greater than 550 m^2 and carriage suites would be permitted on lots that are equal to or greater than 1000 m^2. The relevant zones proposed to be amended would include:

R1 (One Family Residential)
R2 (One- and Two-Family Residential)
R2A (One- and Two-Family Residential)
RR1 (Rural Residential 1)
RR2 (Rural Residential 2)
RR4 (Rural Residential 4)
RR5 (Rural Residential 5)

New definitions for "Garden Suite" and "Carriage Suite" will need to be created and the "Secondary Suite" definition will need to be amended. "Suite" would then replace "secondary suite" as the all encompassing term. They are proposed to be defined as follows:

> *"Suite" means an dwelling unit that is accessory to a one-family dwelling and may be located within the one-family dwelling (secondary suite) or within an accessory building (garden suite or carriage suite);*
>
> *"Secondary Suite" means an accessory dwelling unit located within a one-family dwelling;*

"Garden Suite" means an accessory dwelling unit located on the ground floor of a detached accessory building"

"Carriage Suite" means an accessory dwelling unit located on the second floor of a detached accessory building"

This proposed amendment would result in a complete re-write of Section 3.08 (Secondary Suites) and major alterations to the Design Guidelines. An Official Community Plan amendment will also be required and will be explained in greater detail below.

COMMENTS

Currently the Zoning bylaw allows for garden suites or carriage suites (currently called "suites in accessory buildings") as a permitted use in the RR3, RR6, RR6A and RR7 Rural Residential zones as well as R4 (One-Family Residential), and various Comprehensive Development zones.

The proposed zones to be amended already permit a secondary suite completely located within a one family dwelling, but not in a detached building in the form of a garden suite or carriage suite. Typical concerns regarding secondary suites in accessory buildings usually stem from the potential loss of privacy to adjacent neighbours. These concerns could be addressed through setback regulations and thoughtful design guidelines. In addition, lots would still only be permitted one suite, whether that be of a secondary, garden, or carriage style. This change would just allow for an increase in suite choice as opposed to an increased allowable density. There are no proposed changes to any of the Comprehensive Development zones that already permit suites in accessory buildings.

Given the increasing challenge of housing, the proposed amendment could provide families with more options including flexible living arrangements, income to offset a mortgage, aging in place, housing a family member, and/or greater privacy between owners and renters. It is a tactic used by many communities to gently infill established neighbourhoods while still maintaining form and character.

The bylaw proposes that garden suites and carriage suites would not be permitted in certain areas. Most notably, they would not be permitted on lots located within the City Centre as determined by the Official Community Plan as single family development is not an encouraged use in this area.

A newly updated set of design guidelines have been developed by staff to help ensure suitable integration into existing neighbourhoods. These new guidelines are attached to Bylaw 1696 as Schedule A.

Sewer Connection as Per Bylaw No. 1000

If Council wishes to consider supporting the proposed amendment, they may wish to know the details of how prospective applicants would be regulated by the City's Sewer connection requirements.

For areas that are already serviced by sewer, the carriage suite or garden suite would need to be immediately connected.

For areas within the West Shore Environmental Services contract area but that are not yet serviced, the Subdivision and Development Servicing Bylaw No. 1000 would permit the development/construction of a carriage suite or garden suite only under the following conditions:

1. *The owner grants to the City a covenant under s.219 of the Land Title Act that requires the owner to connect the building to the municipal sanitary sewer system within 6 months of a sewer main being installed in a highway or City statutory right of way abutting the parcel on which the building is located;*

2. *Payment of the Sewer Capital Recovery Fee (SCRF) to the West Shore Environmental Services of the City of Langford is made prior to the issuance of a building permit authorizing the construction of the building;*

3. *Installation of all on-site plumbing necessary between the building and a point 1.0 m from the boundary of the highway or statutory right of a way that the City designates as the future location of the sewer, to allow the building to be connected to the municipal sewer system in accordance with the BC Building Code, and the works are installed in accordance with the permit prior to occupancy of the building. The City may require the owner to install works for either a 100mm diameter gravity connection of a 50mm diameter force main connection.*

For comparative context, it should be noted that for areas not yet served by municipal sewer, but within the contract area, a secondary suite that is located in the principal building and is less than 70m^2 (750ft^2) can be constructed without paying any Sewer Capital Recovery Fees (SCRF's).

For areas outside the West Shore Environmental Services contract area, the Subdivision and Development Servicing Bylaw No. 1000 would permit the development/construction of a carriage suite or garden suite providing the property can construct a septic field system in compliance with the Sewage System Regulation of the *Public Health Act*. It should also be noted that Bylaw 1000 would not permit the carriage suite or garden suite to be subdivided. **Council may wish to exclude these properties from being permitted to build garden or carriage suites.** A map of the West Shore Environmental Services Contract Area is attached as appendix A.

Official Community Plan Amendment
Section 14 – Development Permit Areas, of the Official Community Plan will need to be amended in order to require garden suites and carriage suites to be approved by a form and character development permit. Presently, form and character development permits are required for the following:

a) All industrial and business park land;
b) All commercial land;
c) All multi-family residential land;
d) All two-family (duplex) multi-family residential land; and
e) All intensive residential land, which is defined by all land within subdivision plans that include more than three lots under 550 m^2 in area.

Staff are proposing that another line be included in this list to include garden suites and carriage suites. This will be an important step in determining if a lot is eligible and meets all our new requirements, and will be especially important in determining whether or not a suite already exists on the lot.

Modular Housing
Staff have changed the existing definition of "modular housing" to include garden suites and carriage suites. While the garden suites and carraiges suites don't have to be modular, it would allow for them if the applicant wished. The modular suite would still need to meet our bylaws and design guidelines, including being consistent with the design of the one-family dwelling. This would be reviewed at the time of development permit. Allowing modular suites will cut back on construction time and reduce the noise impact on neighbours.

Delegated Powers
Council may wish to delegate power to the Director of Planning to issue variances through the development permit under certain circumstances. Currently, the Director of Planning is already authourized to grant variances for the height of carriage suites and garden suites up to 10% where it can be demonstrated that the variance would still result in a complementaty design and when it will not exceed the height of the principal dwelling.

Staff are proposing that additional delegated powers be granted to the Director of Planning in order to reduce setbacks and to vary the location on a lot in regards to whether it is placed in the front or rear yard under certain cirumstances. The specifics of these proposed circumstances are the following:

The Director of Planning may approve variances for reductions to the front, side, and rear lot lines, as part of a Development Permit under the following circumstances:

- *Where a reduction in a setback or setbacks improves the orientation of the dwelling to an access route, reduces the impact of the development on surrounding lands, avoids sensitive ecosystems, or would result in the preservation of trees on site; and*
- *Where the Director of Planning is satisfied that a reduction in a setback does not have significant impact on adjacent properties. Impacts may be mitigated through screening and grade differentiation*

The Director of Planning may approve variances to the location of a garden suite or carriage suite on a lot in regards to the rear building line as part of a Development Permit under the following circumstances:

- *Where the lot is of an irregular shape and the Director of Planning is satisfied that the variance would result in the carriage suite or garden suite being placed in a more sensible location*
- *Where the requested placement on the lot would reduce impact of the development on surrounding lands or avoid sensitive ecosystems*
- *Where an existing structure is being converted into a garden or carriage suite. The existing structure must have had a building permit issued prior to January 1st, 2019 and there is no proposed increase in footprint or height*

Changes to Accessory Building Sizes

In order for the proposed carriage suite and garden suite regulations to fit cohesively into the existing zoning bylaw, modifications must be made to the accessory building regulations. At present, the total floor area allowed on lots over 1000m^2 is too small to accomodate a carriage suite in some cases. Given this, staff have suggested increasing this limit to 180m^2 which would allow for a 90m^2 suite above a 90m^2 garage. Staff have suggested altering the existing section on the sizes of accessory buildings (Section 3.05.02(4)) to a table format to increase readability by viewers as seen below.

The total floor area of all buildings that are accessory to a residential use on any lot may not exceed 30 m^2 (323 ft^2), except under the following circumstances:

Use	***Lot Size***	***Maximum Total Floor Area***
One-family residential	*200 – 799 m^2*	*65 m^2 (700 ft^2)*
One-family residential	*800 - 999 m^2*	*80 m^2 (861 ft^2)*
One-family residential	*1,000 m^2 or greater*	*180 m^2 (1,937 ft^2), plus an additional 10 m^2 of floor area for each additional 100 m^2 of lot area in excess of 1,000 m^2*
Multi-family residential	*-*	*10 m^2 (107.6 ft^2) per dwelling unit on the lot*

Review and Consultation

All changes associated with this Bylaw have been reviewed extensively by the Engineering, Fire, and Building Departments. The West Shore Developers Association's Forward Looking Advisory Group (FLAG) has also been consulted on the proposed changes. FLAG is composed of just a small subset of the West Shore Developers Association and therefore Council may wish to forward this Bylaw to the entirety of the Association for their review prior to Public Hearing.

Option 1

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

1. Give First Reading to Bylaw No. 1696 (Zoning Bylaw) and Bylaw No. 1803 (OCP) as drafted;

AND

2. Direct Staff to refer this bylaw to the West Shore Developers Association and schedule a Public Hearing in September;

OR Option 2

1. Give First Reading to Bylaw No. 1803 (OCP) and amend Bylaw No. 1696 to exclude properties outside of the West Shore Environmental Services contract area from developing garden suites or carriage suites;

AND

2. Direct Staff to refer this bylaw to the West Shore Developers Association and schedule a Public Hearing in September;

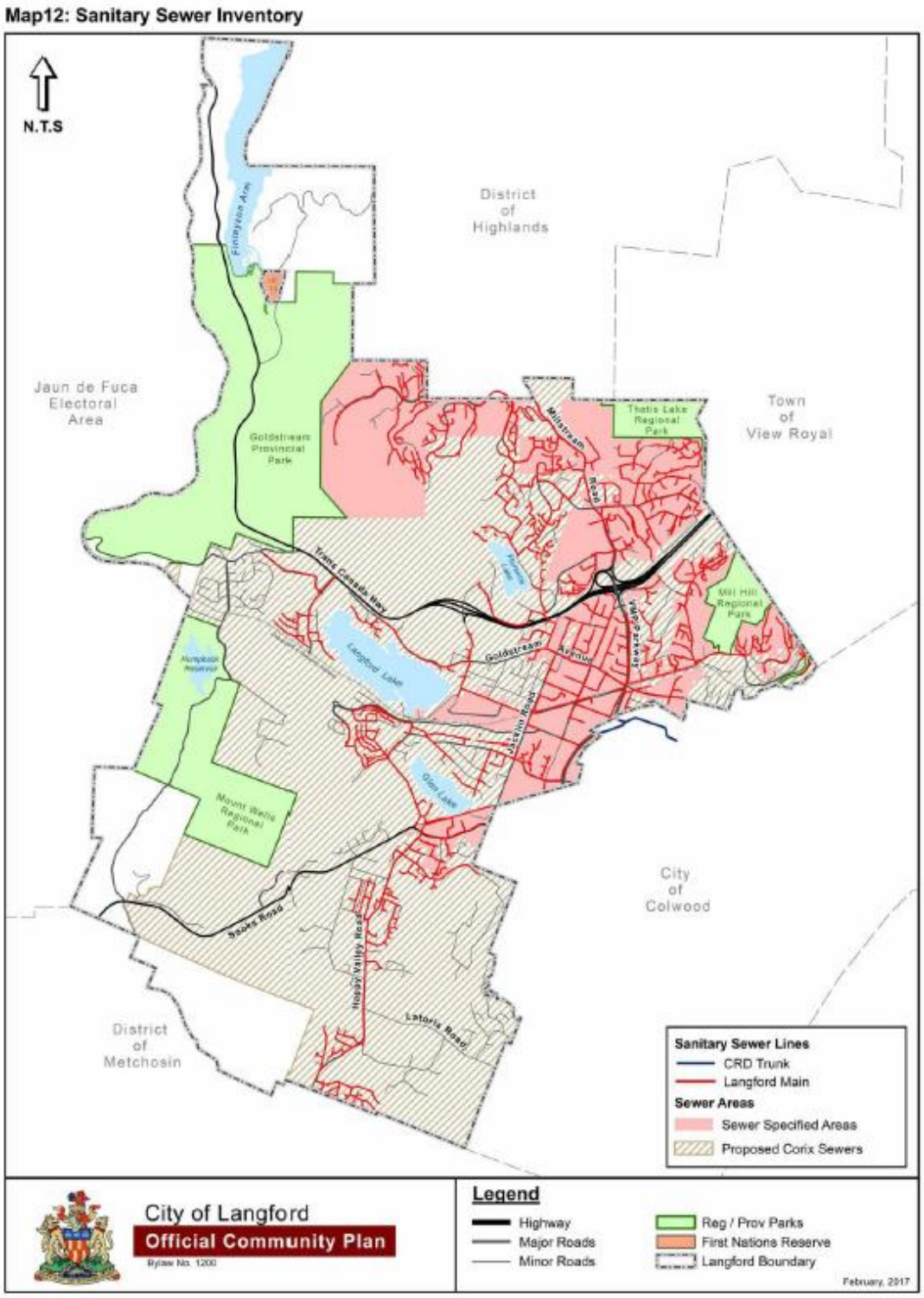
OR Option 3

1. Take no action at this time in regards to Bylaw No. 1696 (Zoning Bylaw) or Bylaw No. 1803 (OCP).

Submitted by:	Julia Buckingham, Planner I
Concurrence:	Matthew Baldwin, MCIP, RPP Director of Planning
Concurrence:	Adriana Proton, Manager of Legislative Services
Concurrence:	Chris Aubrey, Fire Chief – Email Signage Approval
Concurrence:	Cory Manton, Parks and Recreation Manager
Concurrence:	Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering
Concurrence:	Leah Stohmann, MCIP, RPP, Deputy Director of Planning
Concurrence:	Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence:	Braden Hutchins, Director of Corporate Services
Concurrence:	Darren Kiedyk, Chief Administrative Officer

:jb

Appendix A



The areas within Langford that are outside of the West Shore Environmental Services contract area are shown in white.

CITY OF LANGFORD
BYLAW NO. 1803

A BYLAW TO AMEND BYLAW NO. 1200, "LANGFORD OFFICIAL COMMUNITY PLAN BYLAW, 2008"

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

A. Langford Official Community Plan Bylaw No. 1200, 2008 is amended as follows:

1. By amending Section 14.0 to include the following in the list of form and character development permit areas in paragraph 2:

f) All land containing a Garden Suite or Carriage Suite.

B. This Bylaw may be cited for all purposes as "Langford Official Community Plan Bylaw, Amendment No. 29, (Omnibus No. 47 - Text Amendments), Bylaw No. 1803, 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.

ADOPTED this of, 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

CITY OF LANGFORD
BYLAW NO. 1696

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 replacing Secondary Suites in the Table of Contents with *Suites*

2. By deleting the definition of "Modular Housing" in Section 1.01 - Definitions

3. By deleting the definition of "Secondary Suite" in Section 1.01 – Definitions

4. By adding the following definitions to Section 1.01 – Definitions:

"Carriage Suite" means and accessory dwelling unit located on the second floor of a detached accessory building.

"Garden Suite" means an accessory dwelling unit located on the ground floor of a detached accessory building.

"Modular Housing" means a one-family dwelling, garden suite, or carriage suite which is modular or prefabricated meeting CSA Standard A277-M1990, "Procedures for Certification of Factory-Built Houses", or equivalent, but does not include manufactures homes meeting CAN/CSA-Z240-MH Series "Mobile Homes" standards, or equivalent;

"Rear Building Line" means the line parallel to the rear lot line, passing through the point of the building nearest the rear lot line.

"Secondary Suite" means an accessory dwelling unit located within a one-family dwelling.

"Suite" means a dwelling unit that is accessory to a one-family dwelling and may be located within the one-family dwelling (secondary suite) or within an accessory building (garden suite or carriage suite).

5. By replacing the entirety of Section 3.05.02(4) to read:

The total floor area of all buildings that are accessory to a residential use on any lot may not exceed 30 m^2 (323 ft^2), except under the following circumstances:

Use	***Lot Size***	***Maximum Total Floor Area***
One-family residential	*200 – 799 m^2*	*65 m^2 (700 ft^2)*
One-family residential	*800 - 999 m^2*	*80 m^2 (861 ft^2)*
One-family residential	*1,000 m^2 or greater*	*180 m^2 (1,937 ft^2), plus an additional 10 m^2 of floor area for each additional 100 m^2 of lot area in excess of 1,000 m^2*

Use	*Lot Size*	*Maximum Total Floor Area*
Multi-family residential	-	*10 m^2 (107.6 ft^2) per dwelling unit on the lot*

Under no circumstances may accessory buildings and structures exceed the maximum site coverage regulations in Part 6 of this Bylaw.

6. By replacing Section 3.07.01(3) to read:

A suite is prohibited in conjunction with any two-family dwelling

7. By replacing Section 3.08 with the following:

3.08 Suites

A suite is permitted as an accessory use in a one-family dwelling, or other type of dwelling unit as permitted in Part 6 of this Bylaw. There are three types of suites – secondary suites, garden suites, and carriage suites. Only one suite is permitted per lot.

3.08.01 ***General Regulations for all Suites***

(1) There may only be one suite per lot;

(2) The one-family dwelling to which a suite is accessory to must be owner-occupied;

(3) The one-family dwelling to which a suite is accessory to must be located on a lot of not less than 550 m^2 (5 920 ft^2) in area, except as otherwise permitted in Part 6 of this Bylaw;

(4) An Occupancy Permit has been issued for the secondary suite;

(5) One additional off-street parking space shall be provided for the exclusive use of the occupancy of a suite, and this space shall not be located in tandem with any parking space for the principal dwelling to which the secondary suite is accessory.

(6) The suite and the one-family dwelling to which it is accessory must be a single real estate entity. Strata titling is not permitted.

3.08.02 ***Additional Regulations for Secondary Suites***

(1) The secondary suite must be completely contained within the one-family dwelling.

(2) The secondary suite is not obtrusive so as to change the one-family nature of the one-family dwelling.

(3) The secondary suite must have a floor area of not more than 90 m^2 (970 ft^2) or 40% of the habitable floor area of the building in which it is located, whichever is less.

3.08.03 ***Regulations for Garden Suites and Carriage Suites***

(1) Garden suites and Carriage suites are not permitted on lots within the "City Centre" designation as delineated in the Official Community Plan;

(2) Garden suites or carriage suites must be completely contained in a detached accessory building.

(3) Garden suites or carriage suites may not be located:

(a) Within 3 m (16 ft) of the primary dwelling

(b) Within 1 m (3 ft) of any rear lot line

(c) Within 1 m (3 ft) of any interior side lot line

(d) Within 3 m of any front lot line or exterior side lot line, except that no garage or carport that faces either a front or exterior side lot line may be located within 5.5 m of that lot line;

(4) A garden suite or carriage suite is only permitted on a lot having a width greater than or equal to 11 m (36 ft) and a depth greater than or equal to 29 m (95 ft);

(5) Only one driveway per lot is permitted;

(6) Rooftop patios are not permitted;

(7) Garden suites or carriage suites must be connected to municipal sanitary sewer or provide confirmation of adequate septic capacity prior to the issuance of a building permit;

(8) All accessory buildings and structures on the lot including garden suites and carriage suites may not exceed the maximum footprint set out in section 3.05.02(4) or the maximum lot coverage of the applicable zone in Part 6 of this Bylaw;

(9) If a suite already exists within the primary dwelling it must be decommissioned prior to the issuance of a building permit for the garden suite or carriage suite. The following must occur:

(a) Removal of the kitchen which includes the stove, oven, and sink, OR the removal of the shower/bathtub and;

(b) Remove exterior access OR sufficiently open access to the principal dwelling

3.08.04 ***Additional Regulations for Garden Suites***

(1) Permitted only on lots over 550m2 unless otherwise noted in Part 6 of this bylaw;

(2) Must be located behind the rear building line of the one-family dwelling;

(3) The suite may not have a gross floor area of more than 65 m^2 (700 ft^2);

(4) Height maximum of 4.5 m (15 ft)

3.08.05 ***Additional Regulations for Carriage Suites***

(1) Permitted only on lots over 1000 m^2 unless otherwise noted in Part 6 of this bylaw;

(2) Must be located in front of the rear building line of the one-family dwelling;

(3) The suite may not have a gross floor area of more than 90m^2 (969 ft^2);

(4) Height maximum of two storeys;

(5) Ground floor of the carriage suite must be exclusively used for vehicle parking.

(6) Are not permitted on panhandle lots;

(7) On lots over 4000 m^2 (1 acre):

(a) Section 3.08.05(2) does not apply;

(b) Permitted on panhandle lots, despite Section 3.08.05(6);

(c) Ground floor may contain uses other than a garage, including but without limiting the generality of the foregoing: workshop, storage, or art studio;

(8) Where permitted on lots less than 1000 m^2 as per Part 6 of this bylaw:

(a) May not be located within an accessory building that has a building footprint of more than 60 m^2;

(b) May not have a gross floor area of more than 60 m^2;

(c) May only be located on lots with laneway access, corner lots, or on a lot that shares a driveway with an adjacent lot that benefits from a registered reciprocal access easement;

(d) May be located on lots with a minimum width of 9.5 m (31 ft.) and a minimum depth of 29 m (95 ft.) provided that the lot has direct vehicle access from a highway, laneway, access route in a bare land strata plan, registered access easement, or other secondary access route;

(e) The one-family dwelling to which the carriage suite is accessory may not contain vehicle parking;

(f) Notwithstanding the definition of "height" in Part 1, Section 3.05.02(3), and 3.08.05(4), the highest point of the roof of the carriage suite may not exceed the height of 85% of the highest point of the roof of the one-family dwelling, as measured from the average finished grade of the lot

8. By replacing Section 3.09.01(1)(a) to read:

   A home office is permitted as an accessory use in any dwelling unit, including one- and two-family dwellings, suites, manufactured homes, attached housing and apartment units;

9. By replacing Section 3.09.05(5) to read:

   A bed and breakfast home business may only be conducted within a principal dwelling or an approved suite and may only be operated in conjunction with the owners' concurrent residency of the property.

10. By replacing Section 3.26.02(7) to read:

    Group day cares in a residential zone and home occupation day cares are not permitted in conjunction with a suite;

11. By replacing Secondary Suite in Section 4.01.01 with *Suite*

12. By replacing Section 6.10.01(4) to read:

    secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

13. By replacing Section 6.10.03(1) to read:

    There may not be more than one residential building on a lot, exclusive of either a garden suite or carriage suite;

14. By replacing Section 6.11.01(12) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

15. By deleting Section 6.11.01.(13) and re-numbering the subsequent clauses accordingly

16. By replacing Section 6.11.03(1) to read:

    There may not be more than one residential building on a lot, exclusive of either a garden suite or carriage suite;

17. By replacing Section 6.11.06(4) to read:

    That notwithstanding Section 3.08.03(3)(a) a carriage suite may be located not less than 2.5 m (8.2 ft) from a one-family dwelling on the lot legally described as Lot A, Section 83, Metchosin District, Plan 18993, PID 003-673-413 (3504 Happy Valley Rd).

18. By replacing Section 6.12.01(5) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

19. By replacing Section 6.12.03 to read:

There may not be more than one residential building on a lot, exclusive of either a garden suite or carriage suite;

20. By replacing Section 6.13.01(9) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

21. By replacing Section 6.13.02(4) to read:

    Notwithstanding Subsection 6.13.02(2), on properties legally described as STRATA LOT 1 and 2 SECTION 26 GOLDSTREAM DISTRICT STRATA PLAN VIS5460 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V; PID No.: 025-822-616 (1319 & 1323 Ravensview Drive) no lot having an area less than 0.70 ha (1.7 acres) may be created by subdivision in the Rural Residential 4 (RR4) Zone, unless that lot is serviced by a municipal sanitary sewer system, except no lot created under this regulation may contain a secondary suite, garden suite, or carriage suite.

22. By replacing Section 6.13.04(1) to read:

    There may not be more than one residential building on a lot, exclusive of either a garden suite or carriage suite;

23. By replacing Section 6.13.04(2)(d) to read:

    Neither of the buildings contain a secondary suite nor have a garden suite or carriage suite;

24. By replacing Section 6.14.01(5) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

25. By replacing Section 6.14.03(1) to read:

    There may not be more than one residential building on a lot, exclusive of either a garden suite or carriage suite;

26. By replacing Section 6.14.03(2)(d) to read:

    Neither building on a single lot has a secondary suite, garden suite, or carriage suite;

27. By replacing Section 6.15.01(5) to read:

    Secondary suite, garden suite, or carriage suite on lots 500 m^2 or greater and in accordance with Section 3.08;

28. By replacing Section 6.15.03 to read:

    There may not be more than one residential building on a lot, exclusive of any garden suite or carriage suite;

29. By replacing Section 6.16.01(5) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

30. By replacing Section 6.16.03 to read:

    There may not be more than one residential building on a lot, exclusive of any garden suite or carriage suite;

31. By replacing Section 6.17.01(5) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

32. By replacing Section 6.17.03(2) to read:

    Notwithstanding Subsection 6.17.03(1), on lots with an area of no less than 400 m^2 outside of any area protected by a non-disturbance covenant, a garden suite or carriage suite shall be permitted;

33. By replacing Section 6.20.01(5) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

34. By replacing Section 6.20.03 to read:

    There may not be more than one residential building on a lot, exclusive of any garden suite or carriage suite;

35. By replacing Section 6.21.01(5) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

36. By deleting Section 6.21.01(6) and re-numbering the subsequent clauses accordingly

37. By deleting Section 6.21.01(7) and re-numbering the subsequent clauses accordingly

38. By replacing Section 6.21.03(1) to read:

    There may not be more than one residential building on a lot, exclusive of any garden suite or carriage suite;

39. By replacing Section 6.21.03(2)(g) to read:

    Neither building on a single lot may have a secondary suite, garden suite, or carriage suite.

40. By replacing Section 6.26.01(5) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

41. By replacing Section 6.26.03(1) to read:

There may not be more than one residential building on a lot, exclusive of any garden suite or carriage suite;

42. By replacing Section 6.26.03(2)(g) to read:

Neither building on a single lot may have a secondary suite, garden suite, or carriage suite;

43. By replacing Section 6.29.01(5) to read:

Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

44. By replacing Section 6.29.03 to read:

There may not be more than one residential building on a lot, exclusive of any garden suite or carriage suite;

45. By replacing Section 6.67.01(16) to read:

On land legally described as Lot 7, Section 99, Esquimalt District, Plan 22423; PID No.: 000-183-521 (2792 Leigh Road) a one-family dwelling may contain a secondary suite within the one-family dwelling or a garden suite or carriage suite in accordance with Section 3.08.

46. By replacing Section 6.90.08(1)(b) to read:

Secondary suites, garden suites, and carriage suites are prohibited;

47. By replacing Section 6.92.01(2)(m) to read:

One-family dwelling on lots with areas greater than or equal to 550 m^2 (5 920 ft^2), which must have a secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

48. By replacing Section 6.92.01(2)(n) to read:

One-family dwelling on lots with areas less than 550 m^2 (5 920 ft^2) and greater than or equal to 300 m^2 (3 229 ft^2), which may have a secondary suite or carriage suite in accordance with Section 3.08;

49. By replacing Section 6.92.04(1) to read:

There may not be more than one residential dwelling, exclusive any secondary suite, garden suite, or carriage suite, on a lot with an area of less than 750 m^2 (8 073 ft^2).

50. By replacing Section 6.92.05(4) to read:

Under no circumstances may the number of one-family dwellings in the CD3 zone exceed 1500, whether or not the dwellings have secondary suites, garden suites, or carriage suites, nor be less than 850 when the maximum density permitted in Subsection 6.92.05(6) has been achieved;

51. By replacing Section 6.92.05(5) to read:

Under no circumstances may the total number of residential dwellings other than secondary suites, garden suites, or carriage suites within Areas 2, 3, 4, and 5 of the CD3 zone exceed 5 950;

52. By replacing Section 6.92.05(6) to read:

In this section, "non-residential floor area" means floor area for the uses permitted in the CD3 zone other than apartment, apartments for senior citizens, attached housing, one-family dwelling with a secondary suite, garden suite, or carriage suite, one-family dwelling, townhouses, and two-family dwellings.

53. By replacing Section 6.97.01(1)(i) to read:

Garden suite or carriage suite on lots over 700 m^2 (7 535 ft^t) in accordance with Section 3.08;

54. By deleting Section 6.101.01(1)(i);

55. By replacing Section 6.101.01(1)k) to read:

One-family dwelling which may have a secondary suite, garden suite, or carriage suite on lots with an area equal to or greater than 550 m^2 (5 920 ft^2) and in accordance with Section 3.08;

56. By replacing Section 6.101.03(1) to read:

There may not be more than one residential building, exclusive or any garden suite or carriage suite on a lot with an area less than 750 m^2 (8 073 ft^2);

57. By replacing Section 6.101.04(8) to read:

Under no circumstances may the total number of residential dwellings other than suites and assisted living apartments and care facilities in Areas I, II, III, and IV of the CD12 zone exceed 2000.

58. By replacing Section 6.102.01(6) to read:

One-family dwelling which may have a secondary suite, garden suite, or carriage suite on lots with an area equal to or greater than 550 m^2 (5 920 ft^2) and in accordance with Section 3.08;

59. By replacing Section 6.103.01(6) to read:

One-family dwelling which may have a secondary suite or carriage suite on lots with an area equal to or greater than 300 m^2 (3 229 ft^2) and in accordance with Section 3.08;

60. By replacing Section 6.103.03(1) to read:

There may not be more than one residential building on a lot, exclusive of any garden suite or carriage suite where permitted by Subsection 6.103.01(6);

61. By replacing Section 6.103.05(2) to read:

Notwithstanding the definition of "height" in Part 1 and Section 3.05.02(3), the highest point of the roof of the carriage suite may not exceed the height of 85% of the highest point of the roof of the one-family dwelling, as measured from the average finished grade;

62. By replacing Section 6.103.06(2)(a) to read:

    Where the lot contains both a one-family dwelling and a carriage suite:

63. By replacing the header above Section 6.103.06(3) to read:

    Carriage Suites

64. By replacing Section 6.103.06(3) to read:

    No carriage suite may be located:

65. By replacing Section 6.104.01(7) to read:

    One-family dwelling which may have a secondary suite on lots with areas greater than or equal to 350 m^2 (3, 767 ft^2) and in accordance with Section 3.08;

66. By replacing Section 6.104.01(8) to read:

    One-family dwelling which may have a garden suite or carriage suite on lots with an area equal to or greater than 550 m^2 (5 920 ft^2) and in accordance with Section 3.08;

67. By replacing Section 6.104.03(4) to read:

    Under no circumstances may the total number of residential dwellings in the CD15 zone, other than suites, exceed 275.

68. By replacing Section 6.104.04(2)(a) to read:

    One additional residential building is permitted for a garden suite or carriage suite where permitted by Subsection 6.104.01(8); or

69. By deleting Section 6.104.05(2)

70. By replacing the heading above Section 6.104.06(3) to read:

    Garden Suites and Carriage Suites

71. By replacing Section 6.104.06(3) to read:

    No garden suite or carriage suite may be located:

72. By replacing Section 6.107.01(1)(g) to read:

    One-family dwelling which may contain a secondary suite on lots with areas greater than or equal to 300 m^2 (3, 229 ft^2) and in accordance with Section 3.08;

73. By replacing Section 6.107.01(1)(h) to read:

    One-family dwelling which may have a carriage suite on lots with areas greater than or equal to 310 m^2 (3, 337 ft^2) and in accordance with Section 3.08;

74. By replacing Section 6.107.03(2)(a) to read:

    One additional residential building is permitted for a carriage suite where permitted by Subsection 6.107.01(1)(h); or

75. By replacing the heading above Section 6.107.05(2) to read:

    Carriage Suites

76. By replacing Section 6.107.05(2) to read:

    No carriage suite may be located:

77. By replacing Appendix U of the Zoning Bylaw No. 300 with the text attached to this bylaw as Schedule A

B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 486, (Omnibus No. 47 – Garden Suites and Carriage Suites), Bylaw No. 1696, 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.

ADOPTED this day of , 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Appendix U: General Design Guidelines for Garden Suites and Carriage Suites

JUSTIFICATION
The City of Langford has designated all Residential Land where garden suites or carriage suites are permitted as a Development Permit Area pursuant to the provisions of Section 488(1)(e) of the *Local Government Act*. The justification for this designation is to ensure that the size and massing, and potential impact on adjacent neighbours is considered while integrating this new form of housing into a new or existing residential neighbourhood.

1 NEIGHBOURHOOD INTEGRATION

- Seamlessly integrate garden suites and carriage suites into existing residential neighbourhoods with minimal visual impact;
- Respect the privacy of surrounding neighbours.

1.1 Building Siting & Orientation

Intent: To maximize open space, usable green space, and to minimize the impact on neighbours.

Guidelines:

a) Buildings are encouraged to minimize the amount of shadow cast on to private open space and buildings of adjacent properties. Stepping back of upper floors and articulation of rooflines including building living space into gables is encouraged to minimize shadowing;

b) On steeply sloping sites, the views from adjacent properties should be respected by adapting the scale, massing and location of the suite development to follow the topography and natural features of the site;

c) When a carriage suite is built on a property that contains a house with an existing garage, the garage of the carriage suite should not face the street, but should face a side lot line instead;

d) Where a carriage suite or garden suite is accessed by a lane, the dwelling unit should be designed to enhance the streetscape along the lane, and consideration should be given to the following:

i. Placing entries and doors on the lane where feasible;

ii. Dwelling units should have an outlook to the lane on the lower level, and windows primarily facing the lane on the upper levels;

iii. Living space of a carriage suite on a corner lot should front the flanking street and parking uses should be located off the lane towards the interior side yard;

iv. Living rooms and bedrooms on the upper level should have their primary windows facing the lane;

v. On a corner lot, primary windows to living rooms and bedrooms may face the lane and/or

street;

vi. Where balconies are provided, they should be facing the lane and/or flanking street on a corner lot.

1.2 Scale, Mass, and Built Form Transition

Intent: Respect the rhythm, scale and height of the existing streetscape and landscape and the privacy of surrounding neighbours.

Guidelines:

a) Create visual interest by providing variations in height and massing within the design;

b) Garden suites and carriage suites must be clearly distinguishable from principal structures in terms of reduced scale, massing and height;

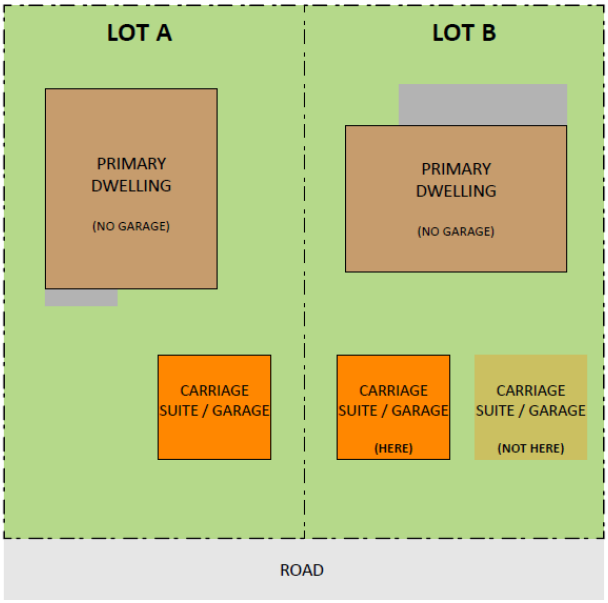
c) Balconies and decks should be screened or be constructed with opaque glass;

d) Balconies and decks should be thoughtfully located to provide privacy for both the garden suite or carriage suite and to minimize overlook on to adjacent units or properties;

e) Where a carriage suite is accessed by a lane, upper level decks are encouraged however they should face the lane to enhance both livability and neighbourliness;

f) Clustering of garden suites and carriage suites on adjacent lots is encouraged to minimize shadowing;

g) A garden suite or carriage suite should be designed with consideration given to the relationship between desired window size and placement and the scale of building faces, projections and dormers. Dormers and building faces should not be windowless unless facing an equally windowless garden suite or carriage suite on an adjoining property;



Example of clustered carriage suites on adjacent lots

h) The extent of windows on side yards and facing the garden of the upper level of a carriage suite are limited or designed to respect privacy and reduce overlook of neighbouring properties;

i) Upper level windows of carriage suites facing the garden and side yards should be modestly sized. Skylights, above eye-level windows, or obscured glazing should be considered as a means to enhance interior daylighting without creating overlook in garden suites and carriage suites.

2. PEDESTRIAN ACCESS

Intent: To provide intuitive pedestrian access to garden and carriage suites and to ensure adequate addressing and wayfinding measures are implemented to assist in the safe and efficient response of emergency services.

Guidelines:

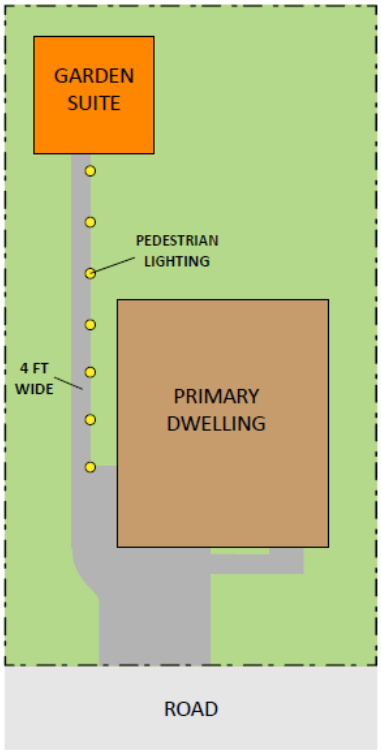
a) House addressing for a garden suite or carriage suite shall be addressed and visible from the road and adjacent to the pedestrian pathway providing access from the road. A carriage suites with access from a laneway must also have an individual address clearly visible from the lane. Addressing shall be illuminated or reflective at night;

b) For all lots, a minimum 1.2 m (4ft) clearance for emergency pedestrian access must be provided from the street to the gardens suite or carriage suite and be illuminated at night;

c) The front door of the garden suite or carriage suite is encouraged to face the street, unless access is provided by a laneway;

d) Gates and stairs are permitted provided that the gates still provide a 1.2 m (4ft) clearance and the stairs have hand rails;

e) A carriage suite with access from a laneway should be designed with lighting that enhances the pedestrian experience of the lane at night. This may include eave lighting, porch lighting, bollard or garden lights, etc.



3. FORM AND CHARACTER

Intent: To ensure complimentary design to the primary dwelling and surrounding neighbourhood.

Guidelines:

a) Where there is an existing house on the property, the exterior design and treatment of the garden suite or carriage suite should complement the architectural design, materials, and window style of the existing house;

b) Recommended exterior siding materials include, but are not limited to, narrow lap siding, hardi-

plank, cement board, stucco, or brick;

c) Stairway access to carriage suites on second storey shall be enclosed in the interior of the building;

d) A separate exterior door that does not pass through any other accessory space located within the carriage suite, such as a garage, must be provided to the dwelling unit, or to the staircase access if the dwelling unit is located on a second storey;

e) Garage doors should be designed to minimize the visual impact to the lane through careful detailing and sensitive design.

Examples of Complimentary Designs:



Carriage Suite



Garden Suite



Primary Dwelling

4. PRIVATE OPEN SPACE

Intent: To provide the occupants of a garden suite or carriage suite with useable private open space.

Guidelines:

a) Each garden suite or carriage suite should provide at least 10 m^2 of private open space for use of the occupants;

b) Private open space should be provided as part of either the backyard, an area adjacent to the lane and/or a deck;

c) Private outdoor spaces with direct connection to the suite's habitable space should be provided for each unit;

d) Define and screen outdoor spaces through the use of landscaping such as plantings, architectural elements such as trellises, low fencing or planters, and changes in grade and elevation. Chain link fence is not permitted.

5. PARKING

Intent: To provide functional, discrete parking for suite occupants.

Guidelines:

a) Only one driveway is permitted;

b) The suite parking should not be in tandem with parking for the primary dwelling. Suite parking is encouraged to be located behind the front building face;

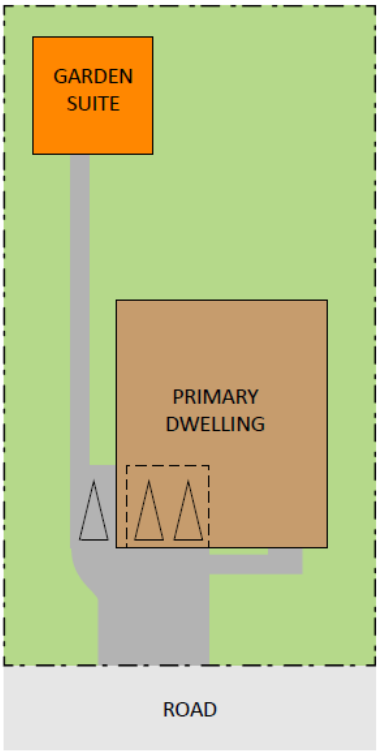
c) The suite parking is encouraged to be discrete;

d) When a carriage suite is accessed by a laneway, parking configurations shall provide:

   i. Direct access from the lane;

   ii. A positive relationship of dwelling unit to the lane.

   iii. Demonstration of manoeuvring acceptable to the City Engineer.



6. UNIVERSAL DESIGN

Intent: To provide more opportunities for accessible living and ageing in place.

Guidelines:

a) The following universal design standards are encouraged to be incorporated into the design of a garden suite or carriage suite:

   i. A zero-step entrance at the front, back or side entrance of the house (located on an accessible route from the street);

   ii. Minimum 813 mm (32 inches) clear door opening;

   iii. The minimum clear opening for all interior doors within a dwelling unit shall be no less than 800mm (31 inches);

   iv. Barrier-free access from a private parking area should be provided to each dwelling unit and to each type of common amenity space.

7. DECOMMISSIONING EXISTING SUITE

Intent: To ensure that any secondary suite pre-existing within the primary dwelling is decommissioned to a sufficient degree prior to the approval of any garden suite or carriage suite as only one suite per lot is permitted

Guidelines:

a) If a suite already exists within the primary dwelling, it must be decommissioned prior to the issuance of a building permit. The following must occur:

   i. Removal of the kitchen including the stove, oven, sink, and any 220v wiring

   ii. Removal of shower and bathtub

   iii. Sufficiently open access to the primary dwelling unit

8. DELEGATED POWERS

a) The Director of Planning may approve Development Permits with variances for the height of accessory buildings that contain secondary suites by up to 10% where it can be demonstrated that the variance would still result in complementary design between the principal building and the accessory building and provided that the accessory building does not exceed the height of the principal building.

b) The Director of Planning may approve variances for reductions to the front, side, and rear lot lines, as part of a Development Permit under the following circumstances:

   i. Where a reduction in a setback or setbacks improves the orientation of the dwelling to an

access route, reduces the impact of the development on surrounding lands, avoids sensitive ecosystems, or would result in the preservation of trees on site; and

ii. Where the Director of Planning is satisfied that a reduction in a setback does not have significant impact on adjacent properties. Impacts may be mitigated through screening and grade differentiation.

c) The Director of Planning may approve variances to the location of a garden suite or carriage suite on a lot in regards to the rear building line as part of a Development Permit under the following circumstances:

i. Where the lot is of an irregular shape and the Director of Planning is satisfied that the variance would result in the carriage suite or garden suite being placed in a more sensible location.

ii. Where the requested placement on the lot would reduce impact of the development on surrounding lands or avoid sensitive ecosystems.

iii. Where an existing structure is being converted into a garden or carriage suite. The existing structure must have had a building permit issued prior to January 1st, 2019 and there is no proposed increase in footprint or height

CITY OF LANGFORD

MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE

Tuesday, June 11th, 2019 @ 4:45 p.m.

Council Chambers, 3rd Floor – 877 Goldstream Avenue

PRESENT

Councillors: M. Sahlstrom (Chair), L. Szpak (Vice-Chair), Members: D. Adair, B. Border, F. Hudson, J. Paget, and D. Seed.

ATTENDING

Chief Administrative Officer, D. Kiedyk; Director of Corporate Services, B. Hutchins; and Manager of Legislative Services, A. Proton.

ABSENT

Member: S. Auerbach; Director of Finance, M. Dillabaugh and Deputy Director of Finance, A. Kryklywyj.

1. CALL TO ORDER

The Chair called the meeting to order at 4:45 p.m.

2. APPROVAL OF THE AGENDA

MOVED BY: B. BORDER
SECONDED: D. ADAIR

That the Administration and Finance Committee approve the Agenda as presented.

CARRIED.

3. ADOPTION OF THE MINUTES

a) Administration and Finance Committee Meeting – April 23rd, 2019

MOVED BY: F. HUDSON
SECONDED: J. PAGET

That the Administration and Finance Committee approve the Minutes of the meeting held on April 23rd, 2019.

CARRIED.

Councillor Sahlstrom and Councillor Szpak left the meeting at 4:47 pm.

4. REPORTS

a) Council Remuneration Bylaw Update
- **Staff Report (Administration)**

MOVED BY: F. HUDSON
SECONDED: D. SEED

That the Administration and Finance Committee recommend to Council:

THAT Council receive a salary and benefits package that includes the following changes:

a. A salary increase to $27 410 for Council, effective January 1st, 2019 and phased in over 2 years;

b. A salary increase to $75 863 for the Mayor, effective January 1st, 2019 and phased in over 3 years;

c. The provision of benefits for Mayor and Council, to the extent allowed by Langford's insurance providers; and

d. Capping supplemental Acting Mayor pay at the current rate.

CARRIED.

Councillor Sahlstrom and Councillor Szpak returned to the meeting at 5:21 pm.

5. ADJOURNMENT

The Chair adjourned the meeting at 5:25 p.m.

CHAIR

CERTIFIED CORRECT
(Corporate Officer)

City of Langford
www.cityoflangford.ca

Staff Report to Council

Date: June 17, 2019

Department: **Parks and Recreation**

Subject: Stadium Operating and Management Agreement

Background and Commentary

Westhills Stadium and Goudy Field are currently operated by Performance Plus Hockey Inc. (PPH) on behalf of the City. Operations are governed by the Stadium Operating and Management Agreement, which is set to expire on June 15th, 2019. Given the expansion of the stadium and arrival of Pacific FC, this agreement requires a number of amendments and updates. To allow time for this thorough review and update, staff recommend extending the current agreement to December 31st, 2019 or until a new agreement is approved by Council, as per the attached extension agreement.

Options

1. That Council authorizes staff to extend the Stadium Operating and Management Agreement with Performance Plus Hockey Inc. to December 31st, 2019 or until a new agreement is approved by the Council;

OR

2. That Council does not authorize staff to extend the Stadium Operating and Management Agreement at this time.

Respectfully submitted,

Submitted by:	Cory Manton, Manager of Parks
Concurrence:	Braden Hutchins, Director of Corporate Services
Concurrence:	Darren Kiedyk, Chief Administrative Officer

AMENDING AGREEMENT – PARKS AND BOULEVARDS MAINTENANCE

THIS AMENDING AGREEMENT dated for reference June 14, 2019, is

BETWEEN:

CITY OF LANGFORD
2nd Floor, 877 Goldstream Avenue
Langford, BC V9B 2X8

(the "City")

AND:

Performance Plus Hockey INC. (INC. No. BC0747682)
1089 Langford Parkway

Langford, BC, V9B 0A5

(the "Operator")

RECITALS:

A. By a Stadium, Field House and Artificial Turf Fields 1 and 2 Operating and Management Agreement dated for reference June 16, 2014 (the "Agreement"), the City engaged the Contractor to provide the Services, as that term is defined in the Agreement;

B. The term of the Agreement expires on June 15, 2019; and

C. The parties have agreed to extend the term of the Agreement to December 31st, 2019 or when the new agreement is approved by the City of Langford Council accordance with this Amending Agreement.

THIS AMENDING AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements contained in this Amending Agreement and the payment of $1.00 by the City to the Contractor, the sufficiency and receipt of which the Contractor acknowledges, the parties covenant and agree with each other as follows:

1. Terms defined in the Agreement have the same meaning in this Amending Agreement, except as set out in this Amending Agreement.

2. The term of the Agreement is extended to December 31st, 2019 or when a new agreement is approved by the City of Langford Council unless terminated or cancelled in accordance with the Agreement or extended by mutual agreement of the parties.

3. The parties agree that the Agreement remains in full effect, modified only to the extent set out above.

4. This Amending Agreement shall enure to the benefit of and be binding upon the parties, their respective heirs, executors, administrators, and other legal representatives.

5. Any or all of the parties may execute this Amending Agreement in counterparts. The respective signing pages of each counterpart, including prints of versions stored in any computer format and prints of facsimiles, shall be deemed to be original and such counterparts together shall constitute one and the same instrument, which, for all purposes, shall be deemed to be fully and duly executed by all the signatories to the various counterparts.

6. A copy of the body of this Amending Agreement together with all signed counterpart signature pages, certified to be a true copy by a lawyer, notary public or other commissioner for taking affidavits in British Columbia, shall be deemed for all purposes to be a fully-executed original of this Amending Agreement.

IN WITNESS OF WHICH the parties have duly executed this Amending Agreement on the dates written below.

CITY OF LANGFORD

by its authorized signatories:

_____
Mayor: Stewart Young

_____
Corporate Officer: Braden Hutchins

Date: _____

Performance Plus Hockey Inc. (INC. No. BC0747682)

by its authorized signatories:

_____
Name:

_____
Name:

Date: _____



City of Langford

Annual Report 2018

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Community pride and service excellence through innovation, flexibility and teamwork

MEESAGE FROM THE MAYOR

City of Langford
www.cityoflangford.ca

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

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

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

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

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

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

Sincerely,

Mayor Stewart Young
City of Langford

MESSAGE FROM THE CAO

City of Langford
www.cityoflangford.ca

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

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

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

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

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

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

Darren Kiedyk
Chief Administrative Officer

DEPARTMENTAL OVERVIEW

Corporate Services

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

- The Administration Department receives, analyzes and resolves citizen concerns, complaints and inquiries; provides clerical and staff support for Mayor, Council and CAO; and is responsible for the human resources, communications, the City's land portfolio, contractual matters and other special projects for the City.

- The Legislative Services department is responsible for Langford's corporate administration under the Community Charter, including maintaining City records, agendas, minutes and bylaws. It also manages or supports numerous other legislative and corporate functions, such as information access, privacy, Council and committee administration, elections, contracts, agreements and policies.

- Bylaw Enforcement (Community Safety and Municipal Enforcement) addresses a wide range of issues, ensures the public is well informed of bylaws, and assesses risk in our community. They monitor the community so that it remains a safe and enjoyable environment for all. The Department works closely with many agencies to provide the highest level of service.

- The City of Langford operates its Animal Control function through an annual contract with Capital Regional District Animal Care Services. These services have been reliably provided to our residents for a number of years, and the Animal Control Officers are based out of an office located on Veterans' Memorial Parkway right in the core area of Langford.

Building Department

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

Engineering Department

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

Finance Department

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

DEPARTMENTAL OVERVIEW

Fire Rescue

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

Parks and Recreation Department

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

Planning and Land Development Department

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

MAYOR AND COUNCIL

Mayor Stewart Young
Councillor Denise Blackwell
Councillor Matt Sahlstrom
Councillor Lanny Seaton
Councillor Winnie Sifert
Councillor Lillian Szpak
Councillor Roger Wade

COUNCIL ADVISORY COMMITTEES

Administration and Finance Committee

Councillor Matt Sahlstrom, Chair
Councillor Lillian Szpak, Vice-Chair
Mr. John Crook
Ms. Jennifer Page
Mr. Trevor Won
Mr. David Adair
Mr. Frank Hudson

Parks, Recreation, Culture and Beautification Committee

Councillor Lanny Seaton, Chair
Councillor Roger Wade, Vice-Chair
Mr. Randy Prettie
Ms. Karen Reece
Mr. Allen Sturgeon
Mr. Graham Harrison
Mr. Morry Stearns
Ms. Jennifer Whitehouse
Mr. Norman Arden

Planning, Zoning and Affordable Housing Committee

Councillor Denise Blackwell, Chair
Councillor Roger Wade, Vice-Chair
Ms. Norma Stewart
Mr. David Horner
Mr. Kent Sheldrake
Mr. Malcolm Hall
Mr. Art Creuzot
Mr. Steve Harvey

Protective Services Committee

Councillor Lillian Szpak, Chair
Councillor Lanny Seaton, Vice-Chair
Ms. Deborah Wilson
Mr. Edward Wilson
Mr. Rob Compton
Mr. Mike Wignall
Mr. Hans Frederiksen
Mr. Tony Cox

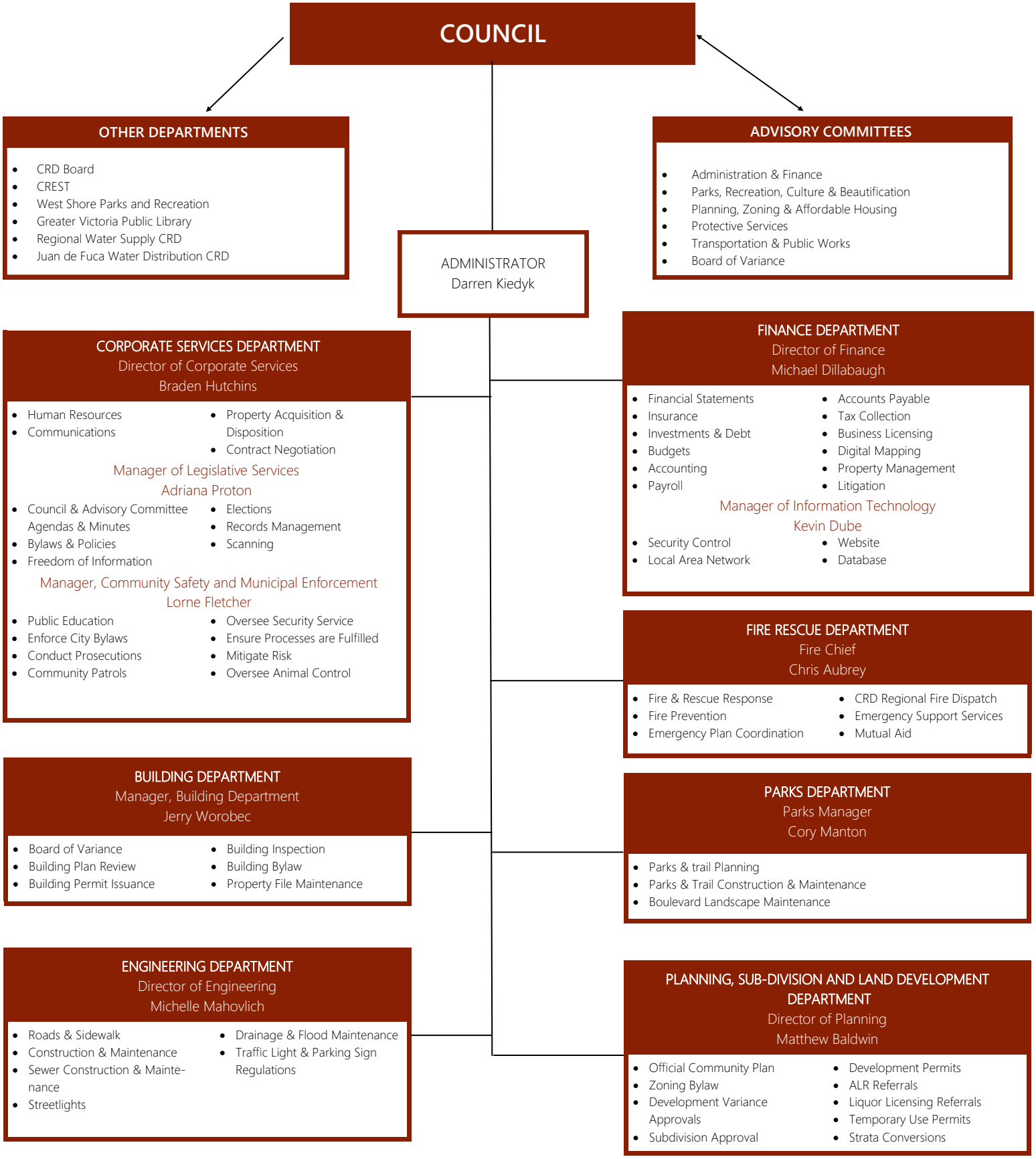
Transportation and Public Works Committee

Councillor Roger Wade, Chair
Councillor Winnie Sifert, Vice-Chair
Mr. Terry Young
Mr. Les Bjola
Ms. Christine Lervold
Mrs. Jean Tarr
Mr. John Goudy

Board of Variance

Ms. Dawn Helgason
Mr. Jim Hartshorne
Mr. Terry Young
Ms. Rachael Sansom
Mr. Hans Frederiksen

ORGANIZATIONAL CHART



CORPORATE SERVICES

Results from 2018

Council Meetings

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

Committee Meetings

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

Bylaws

Adopted in 2018	67
Started in 2018	68

Types of Bylaws

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

Personnel

116 active employees working as of December 31, 2018

0 employees on Long Term Disability in 2018

17 new employees recruited in 2018

Property

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

LEGISLATIVE SERVICES

RESULTS FROM 2018

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

Objectives and Measures for 2019

In 2019 the Legislative Services department will:

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

BYLAW ENFORCEMENT

DEPARTMENT OVERVIEW

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



Trees Down & Road Closed – Glen Lake Road

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

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

RESULTS FROM 2018



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

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

Traffic/Parking Issues

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



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

OBJECTIVE AND MEASURES FOR 2019

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

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

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

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

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

CRD ANIMAL CARE SERVICES

DEPARTMENT OVERVIEW

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

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

RESULTS FROM 2018

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

BUILDING DEPARTMENT

RESULTS FROM 2018

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

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

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

OBJECTIVES AND MEASURES FOR 2019

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

ENGINEERING DEPARTMENT

DEPARTMENT OVERVIEW

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

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

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

RESULTS FROM 2018

2018 Sewer Construction (West Shore Environmental Services):

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

2. Inflow and Infiltration Program
    - 76 sewer manholes inspected for inflow and infiltration
    - Rehabilitated 40 sewer inspection chambers.
    - 4.5 km of sewer main CCTV videoed; approximately 400 m of main power flushed and cleaned.
    - 3 Manholes were rehabilitated and sealed from infiltration.

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

Storm Drainage

Capital

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





Maintenance

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

Roadworks

Capital

In 2018, the City completed the:

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



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



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



Operating

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

Maintenance

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

OBJECTIVES AND MEASURES FOR 2019

In 2019, the Engineering Department will continue to:

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

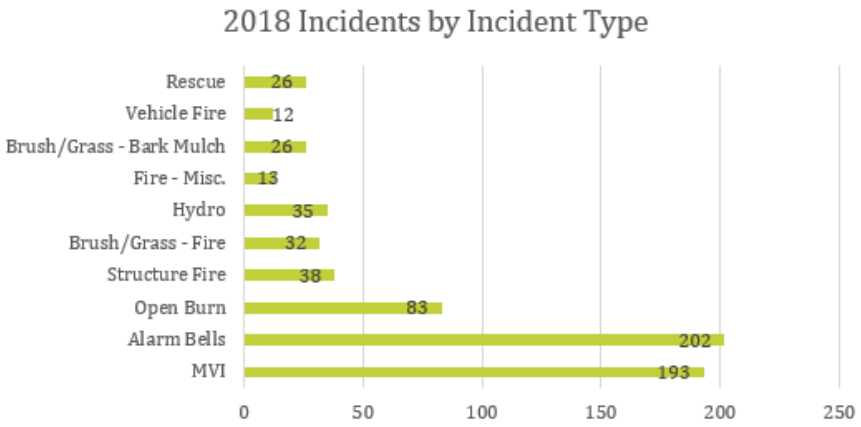
FIRE RESCUE DEPARTMENT

DEPARTMENT OVERVIEW

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

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

RESULTS FROM 2018



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

OBJECTIVES AND MEASURES FOR 2019

Key initiatives for 2019 include:

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




FINISH


autoplan



PARKS and RECREATION DEPARTMENT

DEPARTMENT OVERVIEW

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

RESULTS FROM 2018

Development of Land Development Referral/Inspection Processes

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

Highlights of 2018

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

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

2018 Events at City Centre Park

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

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

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

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

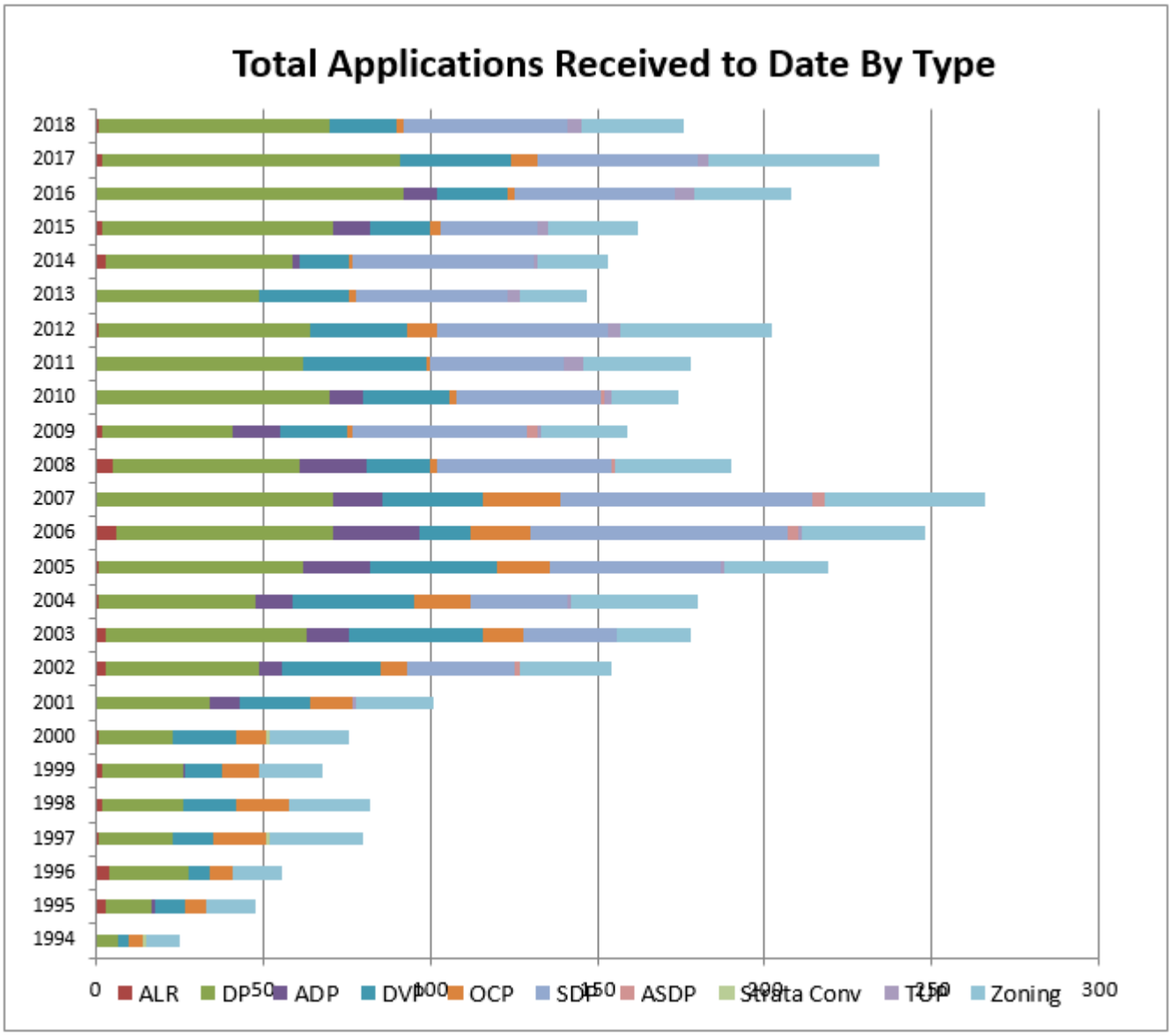
City Centre Grille
- Feb 4 SuperBowl in The Grille

OBJECTIVES AND MEASURES FOR 2019

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

RESULTS FROM 2018

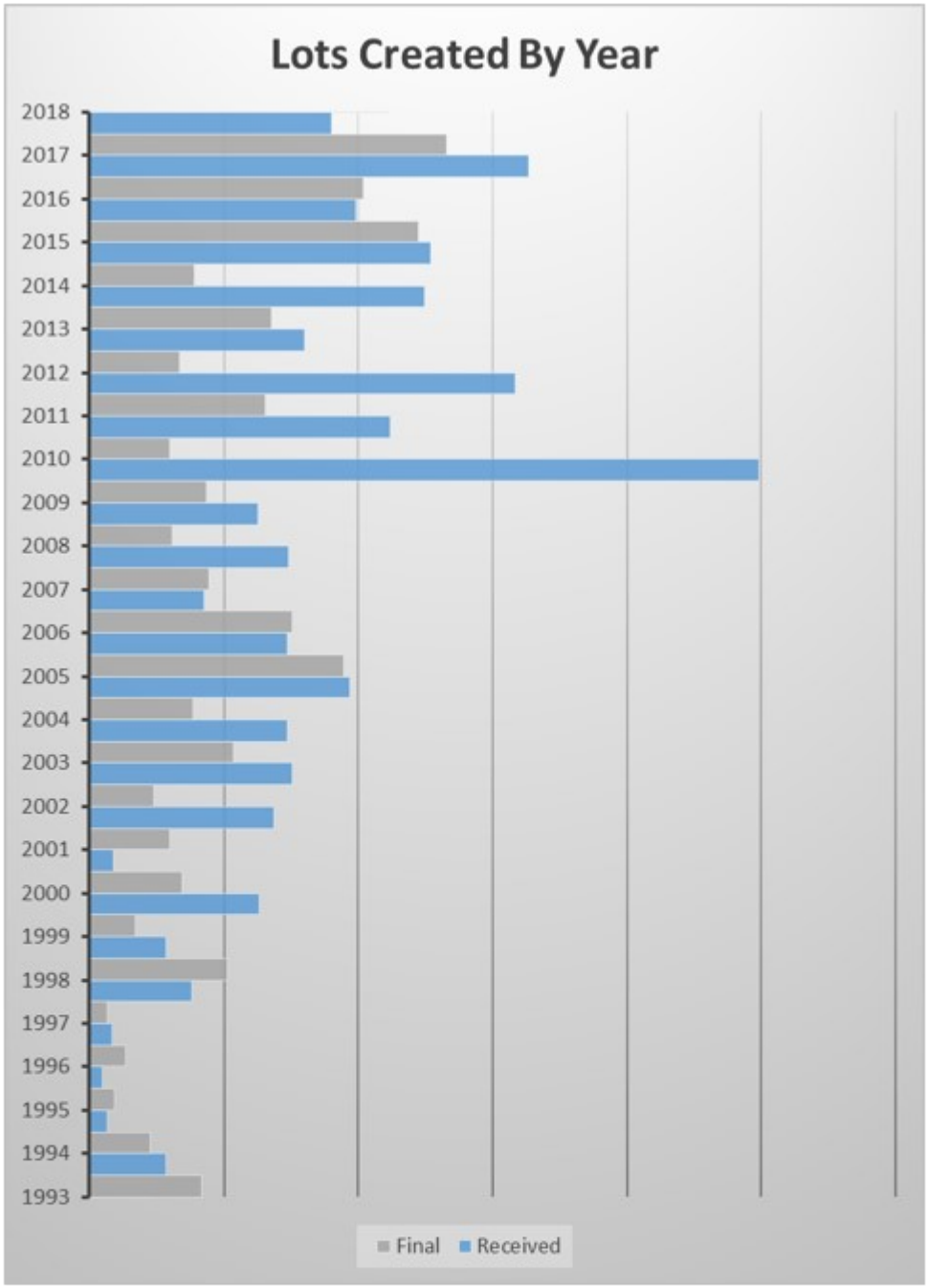
Applications Received to Date											
	ALR	DP	ADP	DVP	OCP	SDP	ASDP	Strata	TUP	Zoning	Total
1994	0	7	0	3	4	0	0	1	0	10	25
1995	3	14	1	9	6	0	0	0	0	15	48
1996	4	24	0	6	7	0	0	0	0	15	56
1997	1	22	0	12	16	0	0	1	0	28	80
1998	2	24	0	16	16	0	0	0	0	24	82
1999	2	24	1	11	11	0	0	0	0	19	68
2000	1	22	0	19	9	0	0	1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


Total Applications Received to Date By Type
2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
2007
2006
2005
2004
2003
2002
2001
2000
1999
1998
1997
1996
1995
1994
0
50
100
150
200
250
300
ALR
DP
ADP
DVP
OCP
SDP
ASDP
Strata Conv
TUP
Zoning

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

Year	# of Lots Applied For	# of Lots Registered
2018	361	448
Total	7928	5347

Planning and Land Department



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

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

City of Langford, British Columbia, Canada

City of Langford

www.cityoflangford.ca

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

CITY OF LANGFORD

Consolidated Financial Statements

Year ended December 31, 2018

Financial Statements

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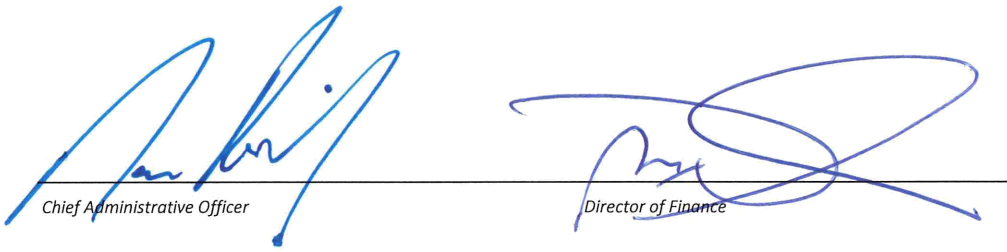
Management's Responsibility for the Consolidated Financial Statements

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

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

The Administration and Finance Committee meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

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



Chief Administrative Officer *Director of Finance*

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

INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of The City of Langford

Opinion

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

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

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

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

Basis for Opinion

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

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

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

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

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

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

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

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

KPMG LLP

Chartered Professional Accountants

Victoria, Canada
May 6, 2019

CITY OF LANGFORD

Consolidated Statement of Financial Position

December 31, 2018, with comparative information for 2017

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

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

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

Director of Finance

CITY OF LANGFORD

Consolidated Statement of Operations

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

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

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

CITY OF LANGFORD

Consolidated Statement of Changes in Net Debt

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

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

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

CITY OF LANGFORD

Consolidated Statement of Cash Flows

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

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

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

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

1. **Significant accounting policies:**

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

(a) Reporting entity:

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

(b) Basis of accounting:

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

(c) Revenue recognition:

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

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

(d) Deferred revenue:

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

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

(e) Refundable deposits:

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

(f) Investment income:

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

(g) Cash equivalents:

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

(h) Long-term debt:

Long-term debt is recorded net of related repayments and actuarial earnings.

(i) Non-financial assets:

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

(i) Tangible capital assets

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

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

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

(ii) Contributions of tangible capital assets

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

(iii) Works of art and cultural and historic assets

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

(iv) Leased tangible capital assets

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

(v) Inventory of supplies

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

(vi) Contaminated sites

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

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

(j) Employee benefits:

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

(k) Use of estimates:

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

2. **Cash and cash equivalents:**

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

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

3. **Deferred revenue:**

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

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

Development cost charges:

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

4. **Debt:**

(a) Short-term debt:

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

(b) Long-term debt:

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

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

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

5. **Tangible capital assets:**

(a) Assets under construction:

Assets under construction have a value of $3,621,581 (2017 - $23,750,061) and have not yet been amortized. Amortization of these assets will commence when the asset is put into service.

(b) Contributed tangible capital assets:

Contributed tangible capital assets have been recognized at fair market value at the date of contribution. The value of contributed capital assets received during the year is $26,797,555 (2017 - $24,949,117) comprised of land $19,927,362 (2017 - $15,450,982), land improvements $21,000 (2017 - $NIL), sewer and storm infrastructure $3,035,188 (2017 - $3,695,381) and roads infrastructure $3,814,005 (2017 - $5,802,754).

(c) Works of art and historical treasures:

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

(d) Write-down of tangible capital assets:

No tangible capital assets were written down in 2018 or 2017.

(e) West Shore Parks and Recreation Society:

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

CITY OF LANGFORD

Notes to Consolidated Financial Statements

Note 5. Tangible Capital Assests (Continued)

	Land	Land Improvements	Buildings	Vehicles Machinery & Equipment	Sewer and Storm Infrastructure	Roads Infrastructure	Assets Under Construction	West Shore Parks & Recreation Society	2018	2017
Cost:										
Opening	$ 168,989,578	18,243,571	33,592,711	13,655,103	57,431,489	149,906,109	23,750,061	32,249,413	$ 497,818,035	$ 447,467,574
Additions	20,809,303	706,368	26,177	304,316	4,022,377	7,561,779	3,485,597	214,843	37,130,760	54,255,762
Transfers	777,591	-	6,907,421	25,682	-	15,903,383	(23,614,077)	-	-	-
Disposals	(739,857)	(2,562,541)	-	(559,304)	-	(7,379,682)	-	(159,051)	(11,400,435)	(3,905,301)
Change in share	-	-	-	-	-	-	-	139,078	139,078	-
Balance, end of year	189,836,615	16,387,398	40,526,309	13,425,797	61,453,866	165,991,589	3,621,581	32,444,283	523,687,438	497,818,035
Accumulated Amortization:										
Opening	-	6,176,073	7,164,029	7,239,899	10,465,370	36,255,129	-	9,653,447	76,953,947	70,370,167
Disposals	-	(894,432)	-	(555,207)	-	(15,183)	-	(155,295)	(1,620,117)	(557,670)
Amortization	-	783,461	782,619	871,152	943,871	3,712,112	-	624,967	7,718,182	7,141,450
Change in share	-	-	-	-	-	-	-	41,632	41,632	-
Balance, end of year	-	6,065,102	7,946,648	7,555,844	11,409,241	39,952,058	-	10,164,751	83,093,644	76,953,947
Net book value, end of year	**$ 189,836,615**	**10,322,296**	**32,579,661**	**5,869,953**	**50,044,625**	**126,039,531**	**3,621,581**	**22,279,532**	**$ 440,593,794**	**$ 420,864,088**

6. Sewer franchise agreement:

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

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

The City records the costs of sewer infrastructure constructed by WSES $4,510,953 (2017 - $833,452) and corresponding remaining cost to be recovered. The remaining cost to be recovered is reduced as SCRF's are collected by WSES.

The cost of WSES sewer infrastructure, less residual value, is amortized on a straight line basis over their estimated useful lives, 60 to 70 years. During the 2018 year, the remaining costs to be recovered were in excess of the amount owing. In accordance with the agreement, the City has recorded an agency fee of the excess in the amount of $2,098,712.

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

7. Accumulated surplus:

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

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

8. Taxation:

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

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

9. Government transfers:

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

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

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

10. Municipal pension plan:

The City and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trusteed pension plan. The board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. The plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local government.

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

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

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

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

11. Commitments and contingencies:

(a) Contingent liabilities:

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

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

(b) Litigation liability:

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

(c) Commitments:

The City entered into a long-term contract with the Royal Canadian Mounted Police (RCMP) for the provision of police services effective October 1, 1994. Under the terms of this contract, the City is responsible for 90% of policing costs. The 2019 estimated cost of this contract is $7,496,600.

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

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

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

12. Contractual rights:

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

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

13. Financial plan:

The financial plan data presented in these consolidated financial statements is based upon the 2018 operating and capital financial plans approved by Council on May 7, 2018. Amortization expense was not contemplated on development of the financial plan and, as such, has not been included. The chart below reconciles the approved financial plan to figures reported in these consolidated financial statements.

		Financial plan amount
Revenues:		
Operating	$	44,926,748
Capital		38,215,150
West Shore Parks & Rec Society		3,022,311
Less:		
Transfers from own funds		9,274,685
Proceeds on debt issue		-
Total revenue		76,889,524
Expenses:		
Operating		44,926,748
Capital		38,215,150
West Shore Parks & Rec Society		3,022,311
Less:		
Capital expenditures		38,215,150
Transfer to own funds		4,447,000
Debt principal payments		2,157,900
Total expenses		41,344,159
Annual surplus	$	35,545,365

14. West Shore Parks and Recreation Society:

(a) Capital asset transfer:

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

In 2002 the lands and facilities were transferred to the Municipalities in their proportionate share, as specified in the Co-Owners' Agreement. The lands and facilities were reallocated amongst the members on January 1, 2007 when the Town of View Royal became a member. Future improvements are allocated among the members as per the cost sharing formula in effect each year for each service or facility, as outlined in a Members' Agreement. For 2018, the City's share of improvements purchased by the Society on its behalf is $44,299.

Because the cost sharing formula in the Members' Agreement produces different cost shares for the members from year-to-year, there is a gain or loss on the opening fund balances. In 2018, the City of Langford's share is $97,446. Included in this amount is the reallocation of the shares

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

(b) Consolidation:

Financial results and budget for the Society are consolidated into the City's financial statements proportionately, based on the cost sharing formula outlined in the Members' Agreement. In 2018 the City's proportion for consolidation purposes was 50.77% (2017 - 50.55%).

Condensed financial information for the Society is as follows:

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

15. Segmented information:

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

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

General Government Services

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

Protective Services

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

Engineering and Public Works

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

Community Services

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

Utility and Enterprise Services

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

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

Note 15 2018 Segmented Information (Continued)

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

Note 15 2017 Segmented Information (Continued)

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

CITY OF LANGFORD
BYLAW NO. 1718

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

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

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

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

   a) Roll No. 01-62-327-06159.000
      Lot 7, Pl 6190, Section 79, Esquimalt District
      Juan de Fuca Cadet Youth Society
      948 Dunford Road

   b) Roll No. 01-62-327-07522.001
      Lot 10, Pl 10901, Section 111, Esquimalt District
      Langford Fifty and Up Club
      2637 Sunderland Road

   c) Roll No. 01-62-327-06411.005
      Section 84, Esquimalt District, All that portion of the Hollywood Road (renamed Hazelwood Road by Gazette notice dated February 22, 1956), as dedicated by Pl 1718 and extending northerly from the extension easterly of the south boundary of Block 2, Pl 1718, Section 84, Esquimalt District to the extension north-easterly of the north-west boundary of Lot A, Pl 13728
      Metchosin Farmers' Institute
      1040 Marwood Avenue

   d) Roll No. 01-62-327-06411.008
      Lot 1, Pl EPP26925, Section 84 Esquimalt District, Section 90, 86 and 87 Metchosin District
      (PID #029-207-908)
      Metchosin Farmers' Institute
      1040 Marwood Avenue

e) Roll No. 01-62-327-06439.250
Esquimalt District, LD 30 & 21 PT Sections 83, 84, 85, 86 Metchosin District & Sections 83 & 84 Esquimalt District except parcel M (DD15125) shown outlined in red on Pl 82 RW Part held under licence of occupation by the Metchosin Farmers' Institute
Metchosin Farmers' Institute
1040 Marwood Avenue

f) Roll No. 01-62-327-13906.060
Esquimalt District, Lot 1 of Pl 17393, Sections 79 Metchosin District, 83, 84 and 90, Esquimalt District (PID #003-908-968)
South Vancouver Island Rangers
3498 Luxton Road

g) Roll No. 01-62-327-04124.001
Lot 4, Pl 9088, Section 5, Esquimalt District
Trustees United Church of Canada (Gordon United Church)
929 Goldstream Avenue

h) Roll No. 01-62-327-04125.001
Lot 1, Pl 14459, Section 5, Esquimalt District
Gordon United Church of Canada
935 Goldstream Avenue

i) Roll No. 01-62-327-06299.010
Lot 1, Pl 15933, Section 88 & 89, Esquimalt District
Trustees – Lighthouse Christian Academy
1289 Parkdale Drive

j) Roll No. 01-62-327-04250.003
Lot A, Pl 28120, Esquimalt District
Grace Baptist Church of Victoria
2731 Matson Road

k) Roll No. 01-62-327-05647.010
Lot A, Pl 42956, Esquimalt District
Society of St. Vincent De Paul
2784 Claude Road

l) Roll No. 01-62-327-05790.021
Lot B, Pl VIP64037, Esquimalt District
West Shore Chamber of Commerce
2830 Aldwynd Road

m) Roll No. 01-62-327-05646.100
Lot 1, Pl VIP69262, Esquimalt District
Bishop of Victoria Corp
798 Goldstream Avenue

n) Roll No. 01-62-327-06694.030
Lot 1, Pl 44619, Esquimalt District
The Forge (formerly the Western Community Baptist Church)
2610-2612 Sooke Road

o) Roll No. 01-62-327-05709.202
Lot 2, Pl VIS6677, Section 72, Esquimalt District
Westwind Plaza (JV) Properties Ltd. (Goudy Library)
119-755 Goldstream Avenue

p) Roll No. 01-62-327-05709.203
Portion of Lot 3, Pl VIS6677, Section 72, Esquimalt District
Westwind Plaza (JV) Properties Ltd. (Goudy Library)
115-755 Goldstream Avenue

q) Roll No. 01-62-327-04188.140
Lot 4, Pl VIS4874, Section 5 Esquimalt District
Habitat for Humanity Victoria
849 Orono Avenue

r) Roll No. 01-62-327-05731.100
Lot 1, Pl VIP78559, Section 72, Esquimalt District
Royal Canadian Legion
761 Station Road

s) Roll No. 01-62-327-06385.006
Portion of Lot 1, Pl EPP38718, Section 86 and 87, Esquimalt District
Westhills Land Corp (Victoria Conservatory of Music)
210-1314 Dumont Avenue

t) Roll No. 01-62-327-05886.008
Lot 8, Pl VIS6662, Section 72, Esquimalt District
Victoria Association for Community Living
157-2745 Veterans Memorial Parkway

u) Roll No. 01-62-327-05886.144
Lot 144, Pl VIS6662, Section 72, Esquimalt District
Victoria Association for Community Living
P44-2745 Veterans Memorial Parkway

v) Roll No. 01-62-327-05886.145
Lot 145, Pl VIS6662, Section 72, Esquimalt District
Victoria Association for Community Living
P45-2745 Veterans Memorial Parkway

w) Roll No. 01-62-327-05886.146
Lot 146, Pl VIS6662, Section 72, Esquimalt District
Victoria Association for Community Living
P46-2745 Veterans Memorial Parkway

x) Roll No. 01-62-327-05886.147
Lot 147, Pl VIS6662, Section 72, Esquimalt District
Victoria Association for Community Living
P47-2745 Veterans Memorial Parkway

y) Roll No. 01-62-327-05886.148
Lot 148, Pl VIS6662, Section 72, Esquimalt District
Victoria Association for Community Living
P48-2745 Veterans Memorial Parkway

z) Roll No. 01-62-327-05764.000
Lot 23, Pl VIP7235, Section 72, Esquimalt District
Goldstream Masonic Hall
679 Goldstream Avenue

aa) Roll No. 01-62-327-18809.000
Lot A, Pl VIP65130, Section 72, Esquimalt Land District, Except Plan VIP86164; Lot A, Plan VIP65123, Section 1,2,4 &5, Goldstream Land District, Lot A, Pl VIP65129, Section 7980, 86 & 87, Esquimalt Land District, Sections 79, 80, 86 and 87, Lot 2, Plan VIP45768, Section 73, Esquimalt Land District, Except Plan VIP86164; Lot 1, Plan VIP67118, Section 105, Esquimalt Land District; Lot 1, Plan VIP70605, Section 5, Esquimalt Land District, Except Plan VIP86164; ET
Island Corridor Foundation
E&N Railway

bb) Roll No. 01-62-327-06220.000
Lot 1, Block A, Pl VIP1139, Section 90, Metchosin Land District
Nature Conservancy of Canada
1152 Lippincott Road

cc) Roll No. 01-62-327-06221.000
Lot 2, Block A, Pl VIP1139, Section 89/90, Metchosin Land District
FarmFolk/CityFolk Society
1152 Lippincott Road

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

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

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

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

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

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

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

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

ADOPTED this 16th day of October 2017.

SEAL

MAYOR

(Certified Correct)
CORPORATE OFFICER

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

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

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

City of Langford
www.cityoflangford.ca

Staff Report

to

Council

Date: June 17, 2019

Department: **Administration**

Subject: Remuneration Update

Background

Council Remuneration Bylaw No. 259 (1997) provides for Council member remuneration. This bylaw and its amendment, Bylaw No. 438 (2005), are due to be updated. Although regular reviews are established in Council policy, Council remuneration has not been reviewed in 13 years. Over this time, Langford's population and Council workload have grown, while the City has built and maintained a stable tax base and continued to be desirable and affordable for families. Consequently, this lack of review has resulted in Council remuneration not keeping pace with comparable municipalities, and as such, Council is currently paid a similar remuneration to communities half its size (20 000 people).

In addition to the amended bylaw, there is a Council remuneration policy, the Salary Policy POL-0040-FIN. This policy was originally written in September 2006, and received minor amendments in June 2019 to accurately reflect the formula for reviewing employee and Council pay. In accordance with the amended policy, staff brought forward a review of Council remuneration and benefits to the Administration and Finance Committee on June 11, 2019. Their recommendation, along with further amendments to the Salary Policy, is now ready for Council consideration.

It is recommended that Council remuneration be adjusted to reflect the comparable municipalities across British Columbia. This will result in Councillors receiving $0.70 per capita and the Mayor receiving $1.93 per capita, which is lower than any other comparable community across British Columbia.

2019 Council Remuneration Review

City	Population*	Councillor Remuneration	Per Councillor cost per capita	Mayor Remuneration	Mayor cost per capita
North Cowichan	29 676	$28 782	$0.97	$79 956	$2.69
Campbell River	32 588	$27 972	$0.86	$73 611	$2.26
West Kelowna	32 655	$23 998	$0.73	$71 886	$2.20
Port Moody	33 551	$40 579	$1.21	$111 833	$3.33
Penticton	33 761	$24 088	$0.71	$66 802	$1.98
Mission	38 833	$42 197	$1.09	$84 394	$2.17
Langford	**39 368**	**$17 661**	**$0.45**	**$37 558**	**$0.95**
Vernon	40 116	$32 212	$0.80	$87 058	$2.17
West Vancouver	42 473	$41 265	$0.97	$103 162	$2.43
City of North Vancouver	52 898	$42 454	$0.80	$127 111	$2.40
Average of the above (excluding Langford)	37 395	$33 727	$0.91	$89 531	$2.40
Average of Non Metro Vancouver Comparators (excluding Langford)	32 399	$27 410	$0.82	$75 863	$2.26
Recommended Langford Council Remuneration	39 368	$27 410	$0.70	$75 863	$1.93

* CRD municipality populations are the 2018 CRD estimates. All other populations are from the 2016 census.

The municipalities in the table above are the closest to Langford in population across British Columbia.

As the municipalities located in Greater Vancouver are the outliers in the above table (City of Langley, Port Moody, Mission, West Vancouver and the City of North Vancouver), it is recommended that they be excluded from the analysis. This would be in accordance with the City's Salary Review Policy (attached), which indicates that five to seven comparable municipalities should be included in the analysis. The remaining municipalities would include: North Cowichan, Campbell River, West Kelowna, Penticton and Vernon.

It should be noted that none of the comparable municipalities are located within the Capital Regional District, as none of these municipalities are comparable in size to Langford.

Health and Dental Benefits

It is common practice for municipalities to provide health and dental benefits to their Councils. Staff found that the majority of municipalities contacted provide these benefits as paid benefits, and generally the same as employees. Some municipalities vary in how the benefits are paid. For example, benefits may be paid 50-50; provided but not paid; or only individual Council members' benefits paid, with dependent benefits provided but not paid.

The Committee has recommended providing paid benefits to Council and their families, in accordance with the majority of comparator municipalities. Due to Langford having self-insured health benefits, requiring Council to pay for its own benefits would be the same as not providing benefits, and providing partial payment would be difficult to administer.

Benefits provided would be the same as benefits received by staff, to the extent allowed by Langford's insurance providers. Staff have confirmed with Langford's insurance provider that Council would be classified as part-time, and would be eligible for extended health and dental benefits, but not life, accidental death and dismemberment, or long-term disability insurance.

It should be noted that Mayor and Council currently receive the following: annual salary adjustment based on the change in the Greater Victoria consumer price index, business travel life insurance up to $500 000, and business travel short-term disability coverage. As these other benefits are similar to what is provided by comparable municipalities, no changes to these are suggested at this time.

Supplemental Acting Mayor Pay

Council currently receives a payment of half the difference between Council and the Mayor's pay, prorated, for the time spent as Acting Mayor. This is an extra $828 per month. Staff reviewed supplemental Acting Mayor pay at the five comparator municipalities. Campbell River, Penticton, Vernon, and West Kelowna do not have supplemental pay for their Acting Mayor. North Cowichan pays an additional $358 per month as Acting Mayor. The Committee recommended capping supplemental Acting Mayor pay at the current amount.

Summary

The attached, amended Salary Policy POL-0040-FIN includes the following:

- A salary increase to $27 410 for Council, phased in over 2019 and 2020;
- A salary increase to $75 863 for the Mayor, phased in over the years 2019-2023;
- The provision of benefits for Mayor and Council, to the extent allowed by Langford's insurance providers; and
- Capping supplemental Acting Mayor pay at the current rate.

Financial Implications

As per the above salary review, Council remuneration would increase from $17 661 to $27 410, and that the Mayor's remuneration increase from $37 558 to $75 863.

The Committee endorsed this recommendation, and further recommended that the Councillor increase be phased in over two years; and that the Mayor's increase be phased in over three years.

Despite this recommendation, due to the magnitude of the Mayor's increase, the Mayor has requested that his salary increase be phased in over the next five years.

Health and dental benefits are self-insured by the City of Langford, so there is not a predetermined cost. If all Council members sign up for benefits, and have average use, the annual cost is an estimated $24 000.

Legal Implications

None. Although past legislation required that Council remuneration be established by bylaw, this is no longer a requirement. Council could choose to establish its remuneration by resolution, or by policy. If Council chooses to adopt the proposed amendments to the Salary Policy POL-0040-FIN, staff will add the obsolete Council remuneration bylaws to an omnibus repeal bylaw as a housekeeping measure.

Options

1. THAT Council adopt the amended Salary Policy POL-0040-FIN.

OR

2. THAT Council adopt a variation on the salary increase, provision of benefits, and Acting Mayor pay.

OR

3. THAT Council not amend its salary and benefits package at this time.

Respectfully submitted,

Submitted by:	Adriana Proton, Manager of Legislative Services
Concurrence:	Braden Hutchins, Director of Corporate Services
Concurrence:	Darren Kiedyk, Chief Administrative Officer

Attached: Council Remuneration Bylaw No. 259
Council Remuneration Amendment No. 1 Bylaw No. 438
POL-0040-FIN Salary Policy

DISTRICT OF LANGFORD

BYLAW NO. 259

A BYLAW TO PROVIDE FOR COUNCIL MEMBER REMUNERATION, BENEFITS AND EXPENSES.

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

1. **Remuneration to Council Members:**

   a) The annual remuneration for the Mayor for the discharge of the duties of office is $8,676. effective December 1, 1997 subject to Section 1 (c);

   b) The annual remuneration for a Councillor for the discharge of the duties of office is $6,285. effective December 1, 1997, subject to Section 1 (c);

   c) Annual remuneration for Mayor and Councillors, as per Sections 1(a) and 1(b), shall be increased each January 1st by the amount of the Victoria all items Consumer Price Index increase for the preceding December to December period; and

   d) Annual remuneration shall be repaid in monthly installments, subject to applicable statutory deductions.

2. **Incidental Expenses:**

   The portion of the remuneration for Mayor and Councillors set out in Section 1 paid as an allowance for expenses incidental to the discharge of the duties of office, other than expenses covered under Sections 3 or 4, shall be 34%;

3. **Expenses Incurred:**

   Within two weeks of delivery by the Mayor or Councillors to the Treasurer of written evidence of expenditures made or expenses incurred when the Mayor or Councillor is:

   a) representing the Municipality;
   b) engaging in municipal business; or
   c) attending a course or convention,

   the Treasurer shall pay to the Mayor or Councillor the amount of the expenditures made or expenses incurred.

4. **Per Diem:**

   a) The Mayor or Councillor may elect to receive a daily allowance in the amount of $50 per 24 hour period, or prorated portion based on the following schedule:

Dinner	$18
Lunch	15
Breakfast	12
Incidentals	5
	$50

   for expenses incurred by the Mayor and Councillors when performing activities referred to in Sections 3(a) to (c) to the extent those expenses are not reimbursed under Section 3.

b) Within two weeks of delivery by the Mayor or Councillors to the Treasurer of a written expense reimbursement summary of expenses when performing activities referred to in Section 4(a), the Treasurer shall pay to the Mayor or Councillor the amount of the daily allowance or prorated portion thereof, for each of the dates in respect of which the Mayor or Councillor have incurred expenses under Section 4(a).

5. Qualifying Expenses and Expenditures:

a) The types of expenses and expenditures that may qualify for payment under Section 3 are:

i) hotels;
ii) transportation other than by way of the Mayor and Council member's own motor vehicle;
iii) transportation by way of the Mayor and Council member's own motor vehicle;
iv) telephone or facsimile transmission;
v) photocopying;
vi) meals; and
vii) gratuities.

b) The types of expenses and expenditures that may qualify for payment under Section 4, to the extent they are not covered under Sections 3 and 5(a) are:

i) meals;
ii) taxi or other local transportation; and
iii) gratuities.

6. Levels of Payment:

a) The level at which the Treasurer shall reimburse the Mayor or Councillors for transportation by way of the Council member's own motor vehicle is $.45 per kilometre to a maximum of equivalent regular economy air fare.

b) The level at which the Treasurer shall pay the Mayor or Councillors under Section 3 is the total amount of the expenditures made or expenses incurred and under Section 4 is the daily allowance referred to in Sections 4(a) and (b).

7. Travel Insurance:

Mayor and Councillors will be provided Group Life insurance in the principle sum of $50,000, a $300 weekly indemnity policy and Group Extended Health Benefit coverage, as authorized by Section 187(2) of the Municipal Act.

8. Repeal:

Bylaw No. 259, "Council Remuneration and Expenses Bylaw, 1997" hereby repeals Bylaw No. 40, "Remuneration and Expenses Bylaw, 1993" and Bylaw No. 82, "Remuneration and Expenses Bylaw No. 1993; Amendment No. 1, 1994".

9. Citation:

This bylaw may be cited as Bylaw No. 259; "Council Remuneration and Expenses Bylaw, 1997".

READ A FIRST TIME this 1st day of December, 1997.

READ A SECOND TIME this 1st day of December, 1997.

READ A THIRD TIME this 1st day of December, 1997.

RECONSIDERED, FINALLY PASSED AND ADOPTED this 15th day of December, 1997.

MAYOR

CLERK-ADMINISTRATOR

CITY OF LANGFORD

BYLAW NO. 438

A BYLAW TO PROVIDE FOR COUNCIL MEMBERS REMUNERATION.

WHEREAS Council has adopted Bylaw No. 259, "Remuneration and Expenses Bylaw, 1997".

AND WHEREAS it is now necessary to establish remuneration to Council Members for December, 2005 and thereafter.

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

1. Bylaw No. 259, "Remuneration and Expenses Bylaw, 1997" is hereby amended by deleting Sections 1(a), 1(b),1(c), and 1(d) and replacing Sections 1(a), 1(b). 1(c), and 1(d) and adding Section 1(e) with the following:

"a) The annual remuneration for the Mayor for the discharge of his duties of office for the period of December to the following November, inclusive is as follows:

i) December 2005	$12,788
ii) December 2006	plus $3,000
iii)December 2007	plus $3,000

b) The annual remuneration for a Councillor for the discharge of the duties of office for the period of December to the following November, inclusive is as follows:

i) December 2005	$8,090
ii) December 2006	plus $1,000
iii) December 2007	plus $1,000

c) The remuneration for the Acting Mayor for the discharge of duties of Mayor's office for the period of December to the following November, inclusive is a payment of half the difference between the Mayor's remuneration and the Councillors remuneration, in addition to the Councillors normal remuneration.

d) The annual remuneration for Mayor and Councillors, as per Sections 1(a), 1(b) and 1(c) shall be increased each January 1st by the percentage change between the average annual index of a given year and that of the previous year.

e) Annual remuneration shall be paid in monthly instalments, subject to applicable statutory deductions."

2. This Bylaw may be sited as "Remuneration and Expenses Bylaw, 1997; Amendment No. 1, 2005".

READ A FIRST TIME this 7th day of February, 2005.

READ A SECOND TIME this 7th day of February, 2005.

READ A THIRD TIME this 7th day of February, 2005.

RECONSIDERED, FINALLY PASSED AND ADOPTED this 21st day of February, 2005.

MAYOR

CLERK-ADMINISTRATOR

CITY OF LANGLEY SEAL

SALARY POLICY

Council Policy POL-0040-FIN	**Original Policy: September 2006** **Amended: June 2019**
Presiding Council Member, Mayor Stewart Young **Date:** **Signature:**	

Purpose

1. This policy establishes Council remuneration, and a formula for reviewing Council and employee remuneration.

Definitions

2. In this policy:

COUNCIL MEMBER	means any and all members of Council, including the Mayor.
EMPLOYEE	means a person employed by the City of Langford, except employees working under a collective agreement.

Remuneration Formula

3. The Council and employees of the City of Langford will be paid the average rate of comparable municipalities, which is comprised of a sample of at least five (5) to seven (7) similarly-sized municipalities in British Columbia.

4. Employee remuneration will be reviewed by the CAO, Director of Corporate Services, and Director of Finance as follows:

   a) By conducting a review of similarly-sized municipalities in accordance with section 3 every 1-3 years; and
   b) Employee salaries will be increased to the average salary found for the respective position; or
   c) If an employee is paid above the average rate, they will continue to be paid the same rate.

5. Council remuneration will be reviewed by the CAO, Director of Corporate Services, and Director of Finance as follows:

a) By conducting a review of similarly-sized municipalities in accordance with section 3 every 1-3 years, and in a municipal election year, no later than the September prior to the election;
b) Council salaries will be increased to the average salary found for the respective position;
c) If the Mayor or Council is paid above the average rate, they will continue to be paid the same rate;
d) Council members may individually choose to receive any amount up to the maximum of the increase in remuneration;
e) Any increase will be ratified by Council before taking effect; and
f) That ratification may take place through the review and adoption of the current financial plan bylaw.

6. Council and employee remuneration will be adjusted annually retroactive to January 1 each year by a rate equivalent to the annual percentage increase in the consumer price index for Greater Victoria over the immediately preceding year.

Council Remuneration

7. The annual remuneration for the Mayor is $75 863, and the increase will be phased in over the years 2019-2023.

8. The annual remuneration for each Councillor is $27 410, and the increase will be phased in over the years 2019-2020.

9. The supplemental remuneration for the Acting Mayor is $828 per full month as Acting Mayor.

10. Council remuneration is paid in monthly installments, subject to applicable statutory deductions.

Council Benefits

11. Council members are provided the current City of Langford employee extended health and dental insurance, to the extent permitted by the applicable carriers.

12. Council members are provided business travel accident insurance with the following benefits:

a) Life insurance in the sum of $500 000, and
b) Short-term disability.

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Staff Report

to

Council

Date: June 17, 2019

Department: **Administration**

Subject: West Shore Parks and Recreation 2019 Agreement Extensions

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Background

West Shore Parks and Recreation is jointly owned by the Councils of Langford, Colwood, View Royal, Metchosin and Highlands and it is governed by three documents, namely the Co-Owners Agreement, the Members Agreement and the Operating, Maintenance and Management Agreement. These agreements will expire on June 30, 2019 unless renewed or extended.

Commentary

The Board of Directors which is currently made up of the CAOs of the five owner municipalities has been revising and updating these documents with the intent of bringing them forward to their respective municipalities for review and ratification for a 5 year term. While good progress had been made the Board has unanimously agreed to request that their respective Councils extend the existing agreements until December 31, 2019.

Options

1. That Council extend the Co-Owners Agreement, the Members Agreement and the Operating, Maintenance and Management Agreement for West Shore Parks and Recreation until December 31, 2019.

or

2. Council not extend the three agreements.

Respectfully submitted,

Submitted by:	Darren Kiedyk, Chief Administrative Officer
Concurrence:	Adriana Proton, Manager of Legislative Services
Concurrence:	Braden Hutchins, Director of Corporate Services

/DK

City of Langford
www.cityoflangford.ca

Staff Report

to

Council

Date: June 17, 2019

Department: **Engineering**

Subject: Infrastructure Planning Grant Application

Background

The infrastructure planning grant program offers grants to support local government in projects related to the development of sustainable community infrastructure. The program is open for applications year-round, and has regular processing deadlines. The next application deadline is July 10, 2019.

Grants of up to $10,000 are available to help develop or improve long-term comprehensive plans including, and not limited to:

- Asset management plans
- Integrated stormwater management plans
- Water master plans
- Liquid waste management plans

Grants can be used for a range of activities related to assessing the technical, environmental and/or economic feasibility of municipal infrastructure projects.

The purpose of this report is to gain Council support to apply for an asset management plan grant.

Commentary

For more than five (5) years now the Engineering and Parks departments have been cataloguing City assets as required through mandatory asset management framework in BC. Work has included but not been limited to:

- Annual condition inspections of City owned assets such as sidewalks, culverts, trails, roads etc.;
- Recording of the location of all assets and inclusion of the assets into City software programs such as CityWorks; and

- Development of annual and five year maintenance plans that prioritize aging infrastructure and budget for the effective management of the City's infrastructure.

The Ministry of Municipal Affairs and Housing through the Local Government Infrastructure and Finance Branch is offering grants for Asset Management Plans.

Asset Management BC (AMBC) provides a Roadmap for preparing an Asset Management Plan. Staff are suggesting that the City model the formalized Asset Management Plan using the AMBC Roadmap.

Financial Implications

Staff are proposing to apply for an Asset Management Plan grant to formalize the activities that the City has proactively been undertaking in recent years. Staff estimate that the total cost of a formalized Asset Management Plan would be in the range of $40,000. The grant allows for 100% funding of the first $5,000 cost and then 50% of up to the next $5,000 cost of such a plan. Staff are suggesting that the remaining funds for an Asset Management Plan come from General Amenity Funds since an Asset Management Plan benefits existing and future landowners.

In addition, as a term of future grant funding municipalities will be required to have a formalized Asset Management Plan. A formalized Asset Management Plan will assist to guide future capital expenditure decisions and provide a funding program for asset maintenance and replacement.

Legal Implications

None noted.

Options

That Council:

1. Direct staff to apply for an Infrastructure Planning Grant for the preparation of an Asset Management Plan and fund the City's portion of the Asset Management Plan from General Amenity Funds;

   OR

2. Not apply for an Infrastructure Planning Grant at this time.

Respectfully submitted,

Submitted by:	Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering
Concurrence:	Adriana Proton, Manager of Legislative Services
Concurrence:	Matthew Baldwin, MCIP, RPP Director of Planning
Concurrence:	Cory Manton, Manager of Parks and Recreation
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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Staff Report to Council

Date:	**June 17, 2019**
Department:	**Planning**
Application No.:	**Z18-0013**
Subject:	**Bylaw No. 1775 - Application to Amend the Text of the CD10 Zone to Allow a Reduction in the Open Space Area**

At their Regular Meeting of July 16, 2018 Council passed the following resolution with respect to the property at 3342 Turnstone Drive:

That Council:

1. *Give First Reading to Bylaw No. 1775 in order to amend the text of the CD10 (Comprehensive Development 10) Zone to permit a reduction in the non-disturbance area on the property legally described as Lot 1, Section 86, Metchosin District, Plan EPP28579 (3342 Turnstone Drive) subject to the following conditions:*

   a) That the applicant agrees to provide, prior to Bylaw Adoption, the following:
      i. $20,000 toward the General Amenity Fund in exchange for a reduction of the non-disturbance area; and
      ii. A section 219 covenant, registered in priority of all other charge on title, on the land being removed from the non-disturbance area that prohibits principal building from being constructed beyond 1.0m west of the existing non-disturbance boundary.

COMMENTS

The applicant has provided the City $20,000 toward the General Amenity Fund.

The applicant has registered a Section 219 covenant against the title of the subject property that restricts where principal buildings may be constructed as per Council's resolution of July 16, 2018.

Bylaw No. 1775 was signed by the Minister of Transportation on August 28th, 2018.

OPTIONS

That Council:

1. Adopt Bylaw No. 1775.

   OR

2. Take no action at this time with respect to Bylaw No. 1775

Respectfully Submitted,

Submitted by:	Robert Dykstra, MCIP, RPP Land Development Planner
Concurrence:	Matthew Baldwin, MCIP, RPP Director of Planning
Concurrence:	Adriana Proton, Manager of Legislative Services
Concurrence:	Cory Manton, Manager of Parks and Recreation
Concurrence:	Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering
Concurrence:	Leah Stohmann, MCIP, RPP, Deputy Director of Planning
Concurrence:	Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence:	Braden Hutchins, Director of Corporate Services
Concurrence:	Darren Kiedyk, Chief Administrative Officer

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CITY OF LANGFORD
BYLAW NO. 1775

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 text of the CD10 (Comprehensive Development 10) Zone by replacing subsection 6.99.04(1)(b) with the following:

   (b) Registered a non-disturbance covenant, in favour of the City of Langford, over the portion of land designated as 'Common Property Green Space' on the sketch plan prepared by McIlvaney Riley Land Surveying Inc. and dated May 15, 2018, prohibiting the alteration of the land including the deposit or removal of soil and the alteration and removal of vegetation without the prior written consent of the City;

2. By amending the text of the CD10 (Comprehensive Development 10) Zone by adding the following to subsection 6.99.04(1) and renumbering subsequent articles accordingly:

   (c) Registered a restrictive covenant that prohibits the rear yard setbacks of the western residential units to be no closer than 1.0m west of the previous non-disturbance boundary as identified as 'existing covenant boundary' on the sketch plan prepared by McIlvaney Riley Land Surveying Inc. and dated May 15, 2018.

B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 533, (3342 Turnstone Drive), Bylaw No. 1775, 2019".

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

PUBLIC HEARING held this 20th day of August, 2018.

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

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

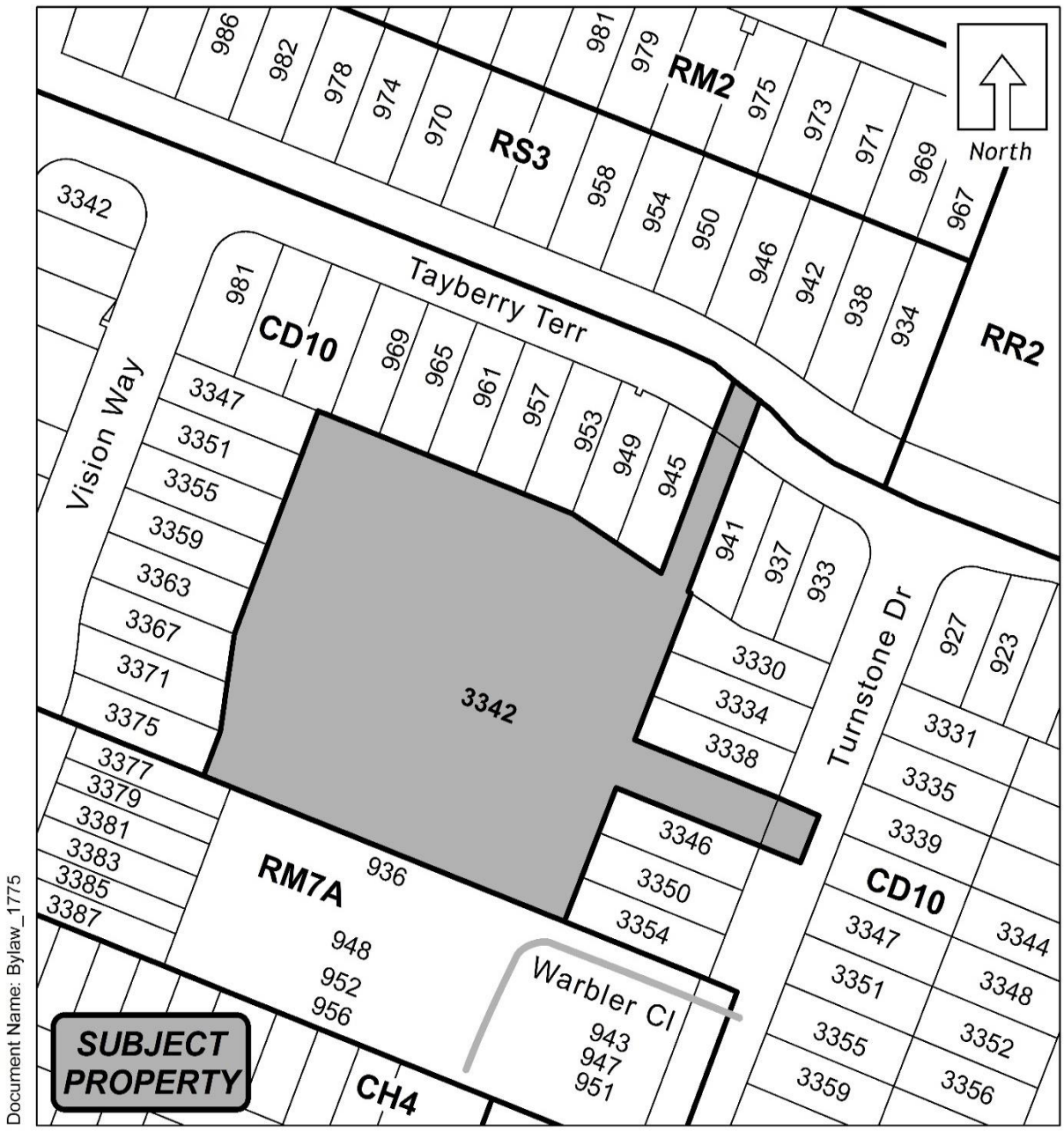
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS 28th day of August, 2018.

ADOPTED this day of , 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule A



Document Name: Bylaw_1775

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1775

_____
MAYOR

ADOPTION: _____

_____
CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 6/21/2018

CITY OF LANGFORD
BYLAW NO. 1803

A BYLAW TO AMEND BYLAW NO. 1200, "LANGFORD OFFICIAL COMMUNITY PLAN BYLAW, 2008"

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

A. Langford Official Community Plan Bylaw No. 1200, 2008 is amended as follows:

1. By amending Section 14.0 to include the following in the list of form and character development permit areas in paragraph 2:

f) All land containing a Garden Suite or Carriage Suite.

B. This Bylaw may be cited for all purposes as "Langford Official Community Plan Bylaw, Amendment No. 29, (Omnibus No. 47 - Text Amendments), Bylaw No. 1803, 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.

ADOPTED this of, 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

CITY OF LANGFORD
BYLAW NO. 1696

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 replacing Secondary Suites in the Table of Contents with *Suites*

2. By deleting the definition of "Modular Housing" in Section 1.01 - Definitions

3. By deleting the definition of "Secondary Suite" in Section 1.01 – Definitions

4. By adding the following definitions to Section 1.01 – Definitions:

"Carriage Suite" means and accessory dwelling unit located on the second floor of a detached accessory building.

"Garden Suite" means an accessory dwelling unit located on the ground floor of a detached accessory building.

"Modular Housing" means a one-family dwelling, garden suite, or carriage suite which is modular or prefabricated meeting CSA Standard A277-M1990, "Procedures for Certification of Factory-Built Houses", or equivalent, but does not include manufactures homes meeting CAN/CSA-Z240-MH Series "Mobile Homes" standards, or equivalent;

"Rear Building Line" means the line parallel to the rear lot line, passing through the point of the building nearest the rear lot line.

"Secondary Suite" means an accessory dwelling unit located within a one-family dwelling.

"Suite" means a dwelling unit that is accessory to a one-family dwelling and may be located within the one-family dwelling (secondary suite) or within an accessory building (garden suite or carriage suite).

5. By replacing the entirety of Section 3.05.02(4) to read:

The total floor area of all buildings that are accessory to a residential use on any lot may not exceed 30 m^2 (323 ft^2), except under the following circumstances:

Use	***Lot Size***	***Maximum Total Floor Area***
One-family residential	*200 – 799 m^2*	*65 m^2 (700 ft^2)*
One-family residential	*800 - 999 m^2*	*80 m^2 (861 ft^2)*
One-family residential	*1,000 m^2 or greater*	*180 m^2 (1,937 ft^2), plus an additional 10 m^2 of floor area for each additional 100 m^2 of lot area in excess of 1,000 m^2*

Use	*Lot Size*	*Maximum Total Floor Area*
Multi-family residential	-	*10 m^2 (107.6 ft^2) per dwelling unit on the lot*

Under no circumstances may accessory buildings and structures exceed the maximum site coverage regulations in Part 6 of this Bylaw.

6. By replacing Section 3.07.01(3) to read:

A suite is prohibited in conjunction with any two-family dwelling

7. By replacing Section 3.08 with the following:

3.08 Suites

A suite is permitted as an accessory use in a one-family dwelling, or other type of dwelling unit as permitted in Part 6 of this Bylaw. There are three types of suites – secondary suites, garden suites, and carriage suites. Only one suite is permitted per lot.

3.08.01 ***General Regulations for all Suites***

(1) There may only be one suite per lot;

(2) The one-family dwelling to which a suite is accessory to must be owner-occupied;

(3) The one-family dwelling to which a suite is accessory to must be located on a lot of not less than 550 m^2 (5 920 ft^2) in area, except as otherwise permitted in Part 6 of this Bylaw;

(4) An Occupancy Permit has been issued for the secondary suite;

(5) One additional off-street parking space shall be provided for the exclusive use of the occupancy of a suite, and this space shall not be located in tandem with any parking space for the principal dwelling to which the secondary suite is accessory.

(6) The suite and the one-family dwelling to which it is accessory must be a single real estate entity. Strata titling is not permitted.

3.08.02 ***Additional Regulations for Secondary Suites***

(1) The secondary suite must be completely contained within the one-family dwelling.

(2) The secondary suite is not obtrusive so as to change the one-family nature of the one-family dwelling.

(3) The secondary suite must have a floor area of not more than 90 m^2 (970 ft^2) or 40% of the habitable floor area of the building in which it is located, whichever is less.

3.08.03 ***Regulations for Garden Suites and Carriage Suites***

(1) Garden suites and Carriage suites are not permitted on lots within the "City Centre" designation as delineated in the Official Community Plan;

(2) Garden suites or carriage suites must be completely contained in a detached accessory building.

(3) Garden suites or carriage suites may not be located:

(a) Within 3 m (16 ft) of the primary dwelling

(b) Within 1 m (3 ft) of any rear lot line

(c) Within 1 m (3 ft) of any interior side lot line

(d) Within 3 m of any front lot line or exterior side lot line, except that no garage or carport that faces either a front or exterior side lot line may be located within 5.5 m of that lot line;

(4) A garden suite or carriage suite is only permitted on a lot having a width greater than or equal to 11 m (36 ft) and a depth greater than or equal to 29 m (95 ft);

(5) Only one driveway per lot is permitted;

(6) Rooftop patios are not permitted;

(7) Garden suites or carriage suites must be connected to municipal sanitary sewer or provide confirmation of adequate septic capacity prior to the issuance of a building permit;

(8) All accessory buildings and structures on the lot including garden suites and carriage suites may not exceed the maximum footprint set out in section 3.05.02(4) or the maximum lot coverage of the applicable zone in Part 6 of this Bylaw;

(9) If a suite already exists within the primary dwelling it must be decommissioned prior to the issuance of a building permit for the garden suite or carriage suite. The following must occur:

(a) Removal of the kitchen which includes the stove, oven, and sink, OR the removal of the shower/bathtub and;

(b) Remove exterior access OR sufficiently open access to the principal dwelling

3.08.04 ***Additional Regulations for Garden Suites***

(1) Permitted only on lots over 550m2 unless otherwise noted in Part 6 of this bylaw;

(2) Must be located behind the rear building line of the one-family dwelling;

(3) The suite may not have a gross floor area of more than 65 m^2 (700 ft^2);

(4) Height maximum of 4.5 m (15 ft)

3.08.05 ***Additional Regulations for Carriage Suites***

(1) Permitted only on lots over 1000 m^2 unless otherwise noted in Part 6 of this bylaw;

(2) Must be located in front of the rear building line of the one-family dwelling;

(3) The suite may not have a gross floor area of more than 90m^2 (969 ft^2);

(4) Height maximum of two storeys;

(5) Ground floor of the carriage suite must be exclusively used for vehicle parking.

(6) Are not permitted on panhandle lots;

(7) On lots over 4000 m^2 (1 acre):

(a) Section 3.08.05(2) does not apply;

(b) Permitted on panhandle lots, despite Section 3.08.05(6);

(c) Ground floor may contain uses other than a garage, including but without limiting the generality of the foregoing: workshop, storage, or art studio;

(8) Where permitted on lots less than 1000 m^2 as per Part 6 of this bylaw:

(a) May not be located within an accessory building that has a building footprint of more than 60 m^2;

(b) May not have a gross floor area of more than 60 m^2;

(c) May only be located on lots with laneway access, corner lots, or on a lot that shares a driveway with an adjacent lot that benefits from a registered reciprocal access easement;

(d) May be located on lots with a minimum width of 9.5 m (31 ft.) and a minimum depth of 29 m (95 ft.) provided that the lot has direct vehicle access from a highway, laneway, access route in a bare land strata plan, registered access easement, or other secondary access route;

(e) The one-family dwelling to which the carriage suite is accessory may not contain vehicle parking;

(f) Notwithstanding the definition of "height" in Part 1, Section 3.05.02(3), and 3.08.05(4), the highest point of the roof of the carriage suite may not exceed the height of 85% of the highest point of the roof of the one-family dwelling, as measured from the average finished grade of the lot

8. By replacing Section 3.09.01(1)(a) to read:

   A home office is permitted as an accessory use in any dwelling unit, including one- and two-family dwellings, suites, manufactured homes, attached housing and apartment units;

9. By replacing Section 3.09.05(5) to read:

   A bed and breakfast home business may only be conducted within a principal dwelling or an approved suite and may only be operated in conjunction with the owners' concurrent residency of the property.

10. By replacing Section 3.26.02(7) to read:

    Group day cares in a residential zone and home occupation day cares are not permitted in conjunction with a suite;

11. By replacing Secondary Suite in Section 4.01.01 with *Suite*

12. By replacing Section 6.10.01(4) to read:

    secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

13. By replacing Section 6.10.03(1) to read:

    There may not be more than one residential building on a lot, exclusive of either a garden suite or carriage suite;

14. By replacing Section 6.11.01(12) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

15. By deleting Section 6.11.01.(13) and re-numbering the subsequent clauses accordingly

16. By replacing Section 6.11.03(1) to read:

    There may not be more than one residential building on a lot, exclusive of either a garden suite or carriage suite;

17. By replacing Section 6.11.06(4) to read:

    That notwithstanding Section 3.08.03(3)(a) a carriage suite may be located not less than 2.5 m (8.2 ft) from a one-family dwelling on the lot legally described as Lot A, Section 83, Metchosin District, Plan 18993, PID 003-673-413 (3504 Happy Valley Rd).

18. By replacing Section 6.12.01(5) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

19. By replacing Section 6.12.03 to read:

There may not be more than one residential building on a lot, exclusive of either a garden suite or carriage suite;

20. By replacing Section 6.13.01(9) to read:

Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

21. By replacing Section 6.13.02(4) to read:

Notwithstanding Subsection 6.13.02(2), on properties legally described as STRATA LOT 1 and 2 SECTION 26 GOLDSTREAM DISTRICT STRATA PLAN VIS5460 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V; PID No.: 025-822-616 (1319 & 1323 Ravensview Drive) no lot having an area less than 0.70 ha (1.7 acres) may be created by subdivision in the Rural Residential 4 (RR4) Zone, unless that lot is serviced by a municipal sanitary sewer system, except no lot created under this regulation may contain a secondary suite, garden suite, or carriage suite.

22. By replacing Section 6.13.04(1) to read:

There may not be more than one residential building on a lot, exclusive of either a garden suite or carriage suite;

23. By replacing Section 6.13.04(2)(d) to read:

Neither of the buildings contain a secondary suite nor have a garden suite or carriage suite;

24. By replacing Section 6.14.01(5) to read:

Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

25. By replacing Section 6.14.03(1) to read:

There may not be more than one residential building on a lot, exclusive of either a garden suite or carriage suite;

26. By replacing Section 6.14.03(2)(d) to read:

Neither building on a single lot has a secondary suite, garden suite, or carriage suite;

27. By replacing Section 6.15.01(5) to read:

Secondary suite, garden suite, or carriage suite on lots 500 m^2 or greater and in accordance with Section 3.08;

28. By replacing Section 6.15.03 to read:

There may not be more than one residential building on a lot, exclusive of any garden suite or carriage suite;

29. By replacing Section 6.16.01(5) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

30. By replacing Section 6.16.03 to read:

    There may not be more than one residential building on a lot, exclusive of any garden suite or carriage suite;

31. By replacing Section 6.17.01(5) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

32. By replacing Section 6.17.03(2) to read:

    Notwithstanding Subsection 6.17.03(1), on lots with an area of no less than 400 m^2 outside of any area protected by a non-disturbance covenant, a garden suite or carriage suite shall be permitted;

33. By replacing Section 6.20.01(5) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

34. By replacing Section 6.20.03 to read:

    There may not be more than one residential building on a lot, exclusive of any garden suite or carriage suite;

35. By replacing Section 6.21.01(5) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

36. By deleting Section 6.21.01(6) and re-numbering the subsequent clauses accordingly

37. By deleting Section 6.21.01(7) and re-numbering the subsequent clauses accordingly

38. By replacing Section 6.21.03(1) to read:

    There may not be more than one residential building on a lot, exclusive of any garden suite or carriage suite;

39. By replacing Section 6.21.03(2)(g) to read:

    Neither building on a single lot may have a secondary suite, garden suite, or carriage suite.

40. By replacing Section 6.26.01(5) to read:

    Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

41. By replacing Section 6.26.03(1) to read:

There may not be more than one residential building on a lot, exclusive of any garden suite or carriage suite;

42. By replacing Section 6.26.03(2)(g) to read:

Neither building on a single lot may have a secondary suite, garden suite, or carriage suite;

43. By replacing Section 6.29.01(5) to read:

Secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

44. By replacing Section 6.29.03 to read:

There may not be more than one residential building on a lot, exclusive of any garden suite or carriage suite;

45. By replacing Section 6.67.01(16) to read:

On land legally described as Lot 7, Section 99, Esquimalt District, Plan 22423; PID No.: 000-183-521 (2792 Leigh Road) a one-family dwelling may contain a secondary suite within the one-family dwelling or a garden suite or carriage suite in accordance with Section 3.08.

46. By replacing Section 6.90.08(1)(b) to read:

Secondary suites, garden suites, and carriage suites are prohibited;

47. By replacing Section 6.92.01(2)(m) to read:

One-family dwelling on lots with areas greater than or equal to 550 m^2 (5 920 ft^2), which must have a secondary suite, garden suite, or carriage suite in accordance with Section 3.08;

48. By replacing Section 6.92.01(2)(n) to read:

One-family dwelling on lots with areas less than 550 m^2 (5 920 ft^2) and greater than or equal to 300 m^2 (3 229 ft^2), which may have a secondary suite or carriage suite in accordance with Section 3.08;

49. By replacing Section 6.92.04(1) to read:

There may not be more than one residential dwelling, exclusive any secondary suite, garden suite, or carriage suite, on a lot with an area of less than 750 m^2 (8 073 ft^2).

50. By replacing Section 6.92.05(4) to read:

Under no circumstances may the number of one-family dwellings in the CD3 zone exceed 1500, whether or not the dwellings have secondary suites, garden suites, or carriage suites, nor be less than 850 when the maximum density permitted in Subsection 6.92.05(6) has been achieved;

51. By replacing Section 6.92.05(5) to read:

Under no circumstances may the total number of residential dwellings other than secondary suites, garden suites, or carriage suites within Areas 2, 3, 4, and 5 of the CD3 zone exceed 5 950;

52. By replacing Section 6.92.05(6) to read:

In this section, "non-residential floor area" means floor area for the uses permitted in the CD3 zone other than apartment, apartments for senior citizens, attached housing, one-family dwelling with a secondary suite, garden suite, or carriage suite, one-family dwelling, townhouses, and two-family dwellings.

53. By replacing Section 6.97.01(1)(i) to read:

Garden suite or carriage suite on lots over 700 m^2 (7 535 ft^t) in accordance with Section 3.08;

54. By deleting Section 6.101.01(1)(i);

55. By replacing Section 6.101.01(1)k) to read:

One-family dwelling which may have a secondary suite, garden suite, or carriage suite on lots with an area equal to or greater than 550 m^2 (5 920 ft^2) and in accordance with Section 3.08;

56. By replacing Section 6.101.03(1) to read:

There may not be more than one residential building, exclusive or any garden suite or carriage suite on a lot with an area less than 750 m^2 (8 073 ft^2);

57. By replacing Section 6.101.04(8) to read:

Under no circumstances may the total number of residential dwellings other than suites and assisted living apartments and care facilities in Areas I, II, III, and IV of the CD12 zone exceed 2000.

58. By replacing Section 6.102.01(6) to read:

One-family dwelling which may have a secondary suite, garden suite, or carriage suite on lots with an area equal to or greater than 550 m^2 (5 920 ft^2) and in accordance with Section 3.08;

59. By replacing Section 6.103.01(6) to read:

One-family dwelling which may have a secondary suite or carriage suite on lots with an area equal to or greater than 300 m^2 (3 229 ft^2) and in accordance with Section 3.08;

60. By replacing Section 6.103.03(1) to read:

There may not be more than one residential building on a lot, exclusive of any garden suite or carriage suite where permitted by Subsection 6.103.01(6);

61. By replacing Section 6.103.05(2) to read:

Notwithstanding the definition of "height" in Part 1 and Section 3.05.02(3), the highest point of the roof of the carriage suite may not exceed the height of 85% of the highest point of the roof of the one-family dwelling, as measured from the average finished grade;

62. By replacing Section 6.103.06(2)(a) to read:

    Where the lot contains both a one-family dwelling and a carriage suite:

63. By replacing the header above Section 6.103.06(3) to read:

    Carriage Suites

64. By replacing Section 6.103.06(3) to read:

    No carriage suite may be located:

65. By replacing Section 6.104.01(7) to read:

    One-family dwelling which may have a secondary suite on lots with areas greater than or equal to 350 m^2 (3, 767 ft^2) and in accordance with Section 3.08;

66. By replacing Section 6.104.01(8) to read:

    One-family dwelling which may have a garden suite or carriage suite on lots with an area equal to or greater than 550 m^2 (5 920 ft^2) and in accordance with Section 3.08;

67. By replacing Section 6.104.03(4) to read:

    Under no circumstances may the total number of residential dwellings in the CD15 zone, other than suites, exceed 275.

68. By replacing Section 6.104.04(2)(a) to read:

    One additional residential building is permitted for a garden suite or carriage suite where permitted by Subsection 6.104.01(8); or

69. By deleting Section 6.104.05(2)

70. By replacing the heading above Section 6.104.06(3) to read:

    Garden Suites and Carriage Suites

71. By replacing Section 6.104.06(3) to read:

    No garden suite or carriage suite may be located:

72. By replacing Section 6.107.01(1)(g) to read:

    One-family dwelling which may contain a secondary suite on lots with areas greater than or equal to 300 m^2 (3, 229 ft^2) and in accordance with Section 3.08;

73. By replacing Section 6.107.01(1)(h) to read:

    One-family dwelling which may have a carriage suite on lots with areas greater than or equal to 310 m^2 (3, 337 ft^2) and in accordance with Section 3.08;

74. By replacing Section 6.107.03(2)(a) to read:

    One additional residential building is permitted for a carriage suite where permitted by Subsection 6.107.01(1)(h); or

75. By replacing the heading above Section 6.107.05(2) to read:

    Carriage Suites

76. By replacing Section 6.107.05(2) to read:

    No carriage suite may be located:

77. By replacing Appendix U of the Zoning Bylaw No. 300 with the text attached to this bylaw as Schedule A

B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 486, (Omnibus No. 47 – Garden Suites and Carriage Suites), Bylaw No. 1696, 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.

ADOPTED this day of , 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Appendix U: General Design Guidelines for Garden Suites and Carriage Suites

JUSTIFICATION
The City of Langford has designated all Residential Land where garden suites or carriage suites are permitted as a Development Permit Area pursuant to the provisions of Section 488(1)(e) of the *Local Government Act*. The justification for this designation is to ensure that the size and massing, and potential impact on adjacent neighbours is considered while integrating this new form of housing into a new or existing residential neighbourhood.

1 NEIGHBOURHOOD INTEGRATION

- Seamlessly integrate garden suites and carriage suites into existing residential neighbourhoods with minimal visual impact;
- Respect the privacy of surrounding neighbours.

1.1 Building Siting & Orientation

Intent: To maximize open space, usable green space, and to minimize the impact on neighbours.

Guidelines:

a) Buildings are encouraged to minimize the amount of shadow cast on to private open space and buildings of adjacent properties. Stepping back of upper floors and articulation of rooflines including building living space into gables is encouraged to minimize shadowing;

b) On steeply sloping sites, the views from adjacent properties should be respected by adapting the scale, massing and location of the suite development to follow the topography and natural features of the site;

c) When a carriage suite is built on a property that contains a house with an existing garage, the garage of the carriage suite should not face the street, but should face a side lot line instead;

d) Where a carriage suite or garden suite is accessed by a lane, the dwelling unit should be designed to enhance the streetscape along the lane, and consideration should be given to the following:

i. Placing entries and doors on the lane where feasible;

ii. Dwelling units should have an outlook to the lane on the lower level, and windows primarily facing the lane on the upper levels;

iii. Living space of a carriage suite on a corner lot should front the flanking street and parking uses should be located off the lane towards the interior side yard;

iv. Living rooms and bedrooms on the upper level should have their primary windows facing the lane;

v. On a corner lot, primary windows to living rooms and bedrooms may face the lane and/or

street;

vi. Where balconies are provided, they should be facing the lane and/or flanking street on a corner lot.

1.2 Scale, Mass, and Built Form Transition

Intent: Respect the rhythm, scale and height of the existing streetscape and landscape and the privacy of surrounding neighbours.

Guidelines:

a) Create visual interest by providing variations in height and massing within the design;

b) Garden suites and carriage suites must be clearly distinguishable from principal structures in terms of reduced scale, massing and height;

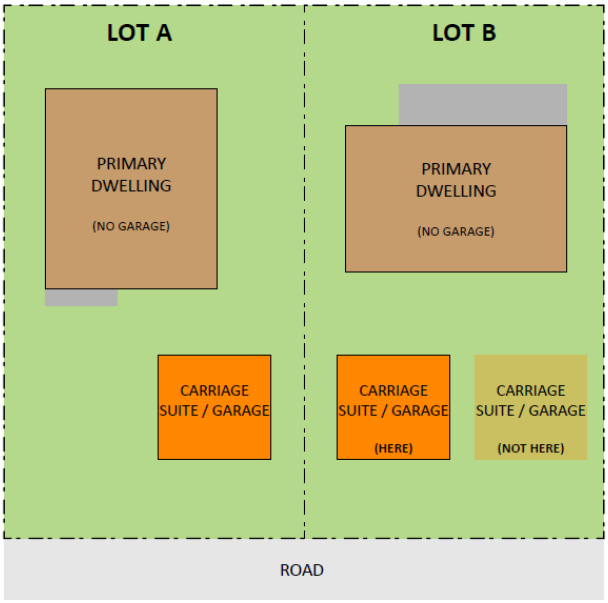
c) Balconies and decks should be screened or be constructed with opaque glass;

d) Balconies and decks should be thoughtfully located to provide privacy for both the garden suite or carriage suite and to minimize overlook on to adjacent units or properties;

e) Where a carriage suite is accessed by a lane, upper level decks are encouraged however they should face the lane to enhance both livability and neighbourliness;

f) Clustering of garden suites and carriage suites on adjacent lots is encouraged to minimize shadowing;

g) A garden suite or carriage suite should be designed with consideration given to the relationship between desired window size and placement and the scale of building faces, projections and dormers. Dormers and building faces should not be windowless unless facing an equally windowless garden suite or carriage suite on an adjoining property;



Example of clustered carriage suites on adjacent lots

h) The extent of windows on side yards and facing the garden of the upper level of a carriage suite are limited or designed to respect privacy and reduce overlook of neighbouring properties;

i) Upper level windows of carriage suites facing the garden and side yards should be modestly sized. Skylights, above eye-level windows, or obscured glazing should be considered as a means to enhance interior daylighting without creating overlook in garden suites and carriage suites.

2. PEDESTRIAN ACCESS

Intent: To provide intuitive pedestrian access to garden and carriage suites and to ensure adequate addressing and wayfinding measures are implemented to assist in the safe and efficient response of emergency services.

Guidelines:

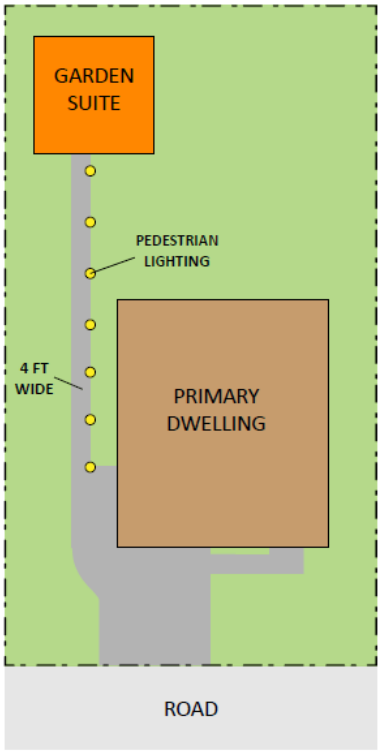
a) House addressing for a garden suite or carriage suite shall be addressed and visible from the road and adjacent to the pedestrian pathway providing access from the road. A carriage suites with access from a laneway must also have an individual address clearly visible from the lane. Addressing shall be illuminated or reflective at night;

b) For all lots, a minimum 1.2 m (4ft) clearance for emergency pedestrian access must be provided from the street to the gardens suite or carriage suite and be illuminated at night;

c) The front door of the garden suite or carriage suite is encouraged to face the street, unless access is provided by a laneway;

d) Gates and stairs are permitted provided that the gates still provide a 1.2 m (4ft) clearance and the stairs have hand rails;

e) A carriage suite with access from a laneway should be designed with lighting that enhances the pedestrian experience of the lane at night. This may include eave lighting, porch lighting, bollard or garden lights, etc.



3. FORM AND CHARACTER

Intent: To ensure complimentary design to the primary dwelling and surrounding neighbourhood.

Guidelines:

a) Where there is an existing house on the property, the exterior design and treatment of the garden suite or carriage suite should complement the architectural design, materials, and window style of the existing house;

b) Recommended exterior siding materials include, but are not limited to, narrow lap siding, hardi-

plank, cement board, stucco, or brick;

c) Stairway access to carriage suites on second storey shall be enclosed in the interior of the building;

d) A separate exterior door that does not pass through any other accessory space located within the carriage suite, such as a garage, must be provided to the dwelling unit, or to the staircase access if the dwelling unit is located on a second storey;

e) Garage doors should be designed to minimize the visual impact to the lane through careful detailing and sensitive design.

Examples of Complimentary Designs:



Carriage Suite



Garden Suite



Primary Dwelling

4. PRIVATE OPEN SPACE

Intent: To provide the occupants of a garden suite or carriage suite with useable private open space.

Guidelines:

a) Each garden suite or carriage suite should provide at least 10 m^2 of private open space for use of the occupants;

b) Private open space should be provided as part of either the backyard, an area adjacent to the lane and/or a deck;

c) Private outdoor spaces with direct connection to the suite's habitable space should be provided for each unit;

d) Define and screen outdoor spaces through the use of landscaping such as plantings, architectural elements such as trellises, low fencing or planters, and changes in grade and elevation. Chain link fence is not permitted.

5. PARKING

Intent: To provide functional, discrete parking for suite occupants.

Guidelines:

a) Only one driveway is permitted;

b) The suite parking should not be in tandem with parking for the primary dwelling. Suite parking is encouraged to be located behind the front building face;

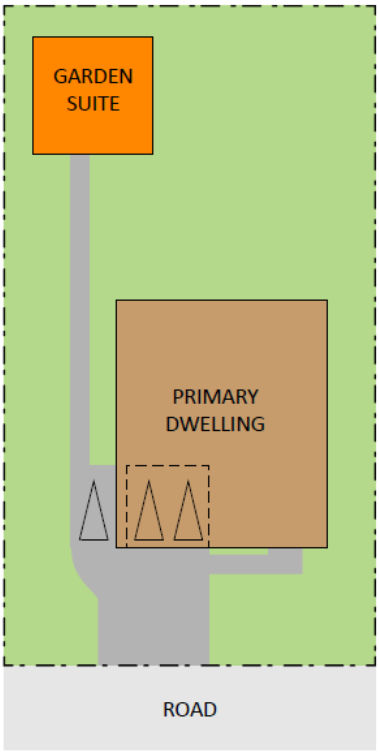
c) The suite parking is encouraged to be discrete;

d) When a carriage suite is accessed by a laneway, parking configurations shall provide:

   i. Direct access from the lane;

   ii. A positive relationship of dwelling unit to the lane.

   iii. Demonstration of manoeuvring acceptable to the City Engineer.



6. UNIVERSAL DESIGN

Intent: To provide more opportunities for accessible living and ageing in place.

Guidelines:

a) The following universal design standards are encouraged to be incorporated into the design of a garden suite or carriage suite:

   i. A zero-step entrance at the front, back or side entrance of the house (located on an accessible route from the street);

   ii. Minimum 813 mm (32 inches) clear door opening;

   iii. The minimum clear opening for all interior doors within a dwelling unit shall be no less than 800mm (31 inches);

   iv. Barrier-free access from a private parking area should be provided to each dwelling unit and to each type of common amenity space.

7. DECOMMISSIONING EXISTING SUITE

Intent: To ensure that any secondary suite pre-existing within the primary dwelling is decommissioned to a sufficient degree prior to the approval of any garden suite or carriage suite as only one suite per lot is permitted

Guidelines:

a) If a suite already exists within the primary dwelling, it must be decommissioned prior to the issuance of a building permit. The following must occur:

   i. Removal of the kitchen including the stove, oven, sink, and any 220v wiring

   ii. Removal of shower and bathtub

   iii. Sufficiently open access to the primary dwelling unit

8. DELEGATED POWERS

a) The Director of Planning may approve Development Permits with variances for the height of accessory buildings that contain secondary suites by up to 10% where it can be demonstrated that the variance would still result in complementary design between the principal building and the accessory building and provided that the accessory building does not exceed the height of the principal building.

b) The Director of Planning may approve variances for reductions to the front, side, and rear lot lines, as part of a Development Permit under the following circumstances:

   i. Where a reduction in a setback or setbacks improves the orientation of the dwelling to an

access route, reduces the impact of the development on surrounding lands, avoids sensitive ecosystems, or would result in the preservation of trees on site; and

ii. Where the Director of Planning is satisfied that a reduction in a setback does not have significant impact on adjacent properties. Impacts may be mitigated through screening and grade differentiation.

c) The Director of Planning may approve variances to the location of a garden suite or carriage suite on a lot in regards to the rear building line as part of a Development Permit under the following circumstances:

i. Where the lot is of an irregular shape and the Director of Planning is satisfied that the variance would result in the carriage suite or garden suite being placed in a more sensible location.

ii. Where the requested placement on the lot would reduce impact of the development on surrounding lands or avoid sensitive ecosystems.

iii. Where an existing structure is being converted into a garden or carriage suite. The existing structure must have had a building permit issued prior to January 1st, 2019 and there is no proposed increase in footprint or height

City of Langford
www.cityoflangford.ca

Staff Report

to

Council

Date: June 17, 2019

Department: **Administration**

Subject: Bylaw No. 1821 – Page Avenue Road Closure and Disposition

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Background
At their regular Council meeting of June 4th, 2019, Council gave 1st, 2nd and 3rd reading to Page Avenue Road Closure Bylaw No. 1821.

Comments
A statutory right of way for sewer and hydro is required, but the statutory right of way needs to be registered on a titled portion of land, which will be the closed road. Staff will ensure the statutory right of way is registered concurrently with the final registration package.

Public notification of the intended road closure was provided in the Goldstream Gazette on June 7, 2019.

Bylaw No. 1821 was signed by the Minster of Transportation and Infrastructure on June 5th, 2019.

Options

1. Adopt Bylaw No. 1821.

   OR

2. Take no action at this time with respect to Bylaw No. 1821.

Respectfully submitted,

Submitted by:	David Sametz, Land Development Planner
Concurrence:	Adriana Proton, Manager of Legislative Services
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:	Braden Hutchins, Director of Corporate Services
Concurrence:	Darren Kiedyk, Chief Administrative Officer

:ds

CITY OF LANGFORD
ROAD CLOSURE BYLAW NO. 1821, 2019
Road Closure Bylaw

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

AND WHEREAS the Council of the City of Langford deems it expedient to close to traffic and remove the dedication of highway of that portion of highway comprising a total of approximately 243.9 m^2 (2,625 ft^2), which was dedicated as highway by Plan EPP43637, shown outlined in a bold black line on the reference plan prepared by Ryan P. Hourston, BCLS on the 1st day of November, 2018, a reduced copy of which is attached hereto (the "Road Closure Plan");

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

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

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

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

   (the "Road Closure Plan").

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

   the 243.9 m^2 of highway, which was dedicated as highway by Plan EPP43637, labelled " Closed Road" on the Road Closure Plan

   (the "Closed Road").

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

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

5. This Bylaw may be cited as “Road Closure Bylaw No. 1821, (Page Avenue) 2019”.

READ A FIRST TIME this 4th day of June, 2019.

READ A SECOND TIME this 4th day of June, 2019.

READ A THIRD TIME this 4th day of June, 2019.

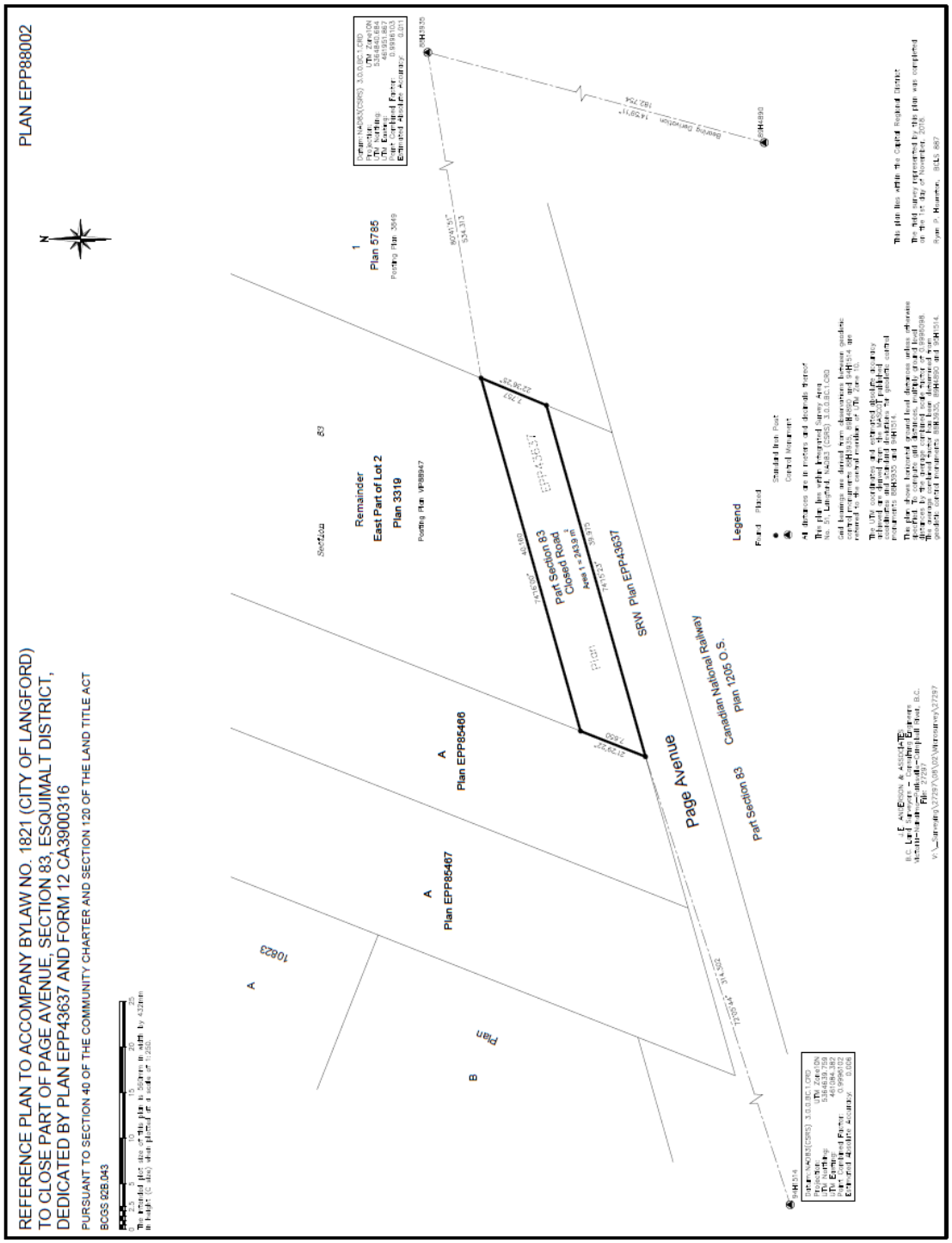
APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE THIS 5TH DAY OF JUNE, 2019.

ADOPTED this ___ day of June, 2019.

MAYOR

(Certified Correct)
CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A" – Road Closure Plan



CITY OF LANGFORD
BYLAW NO. 1839

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 the text of Section 6.56.06(1) and replacing it with, "No building or structure may have a height less than two storeys or exceed a height of twelve storeys."

2. By deleting Section 6.56.06(2).

3. By deleting from the R1 (One-Family Residential) and C3 (District Commercial) Zones and adding to MU2 (Mixed Use Residential Commercial 2) Zone the property legally described as LOT 2, SECTION 5, ESQUIAMLT DISTRICT, PLAN 6064, PID No. 005921937 (801 Goldstream Ave); AMENDED PARCEL A (DD 202622I) OF LOT 3, SECTION 5, ESQUIMALT DISTRICT, PLAN 6064, PID No. 005921961 (2816 Peatt Rd); PARCEL B (DD 202291-I) OF LOT 3, SECTION 55, ESQUIMALT DISTRICT, PLAN 6064, PID No. 001981251 (2822 Peatt Rd); THE SOUTHERLY 100 FEET OF AMENDED LOT 1 (DD 72133I) OF SECTION 5 ESQUIMALT DISTRICT PLAN 1776, PID No. 006854095 (2826 Peatt Rd); STRATA LOTS 1 & 2, SECTION 5, ESQUIMALT DISTRICT, STRATA PLAN VIS2475 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1, PID No. 017946531 & 017946522 (2832 2834 Peatt Rd); LOT B, SECTION 5, ESQUIMALT DISTRICT, PLAN 18265, PID No. 003879143 (2838 Peatt Rd); PARCEL A (DD 219466I) OF LOT 14, SECTION 5, ESQUIMALT DISTRICT, PLAN 1776, PID No. 006855172 (2844 Peatt Rd); STRATA LOTS 1 & 2 SECTION 5 ESQUIMALT DISTRICT STRATA PLAN VIS4986 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1, PID No. 024809233 & 024809241 (818 & 816 Hockley Rd) in the portions as shown shaded on Plan No. 1 attached to and forming part of this Bylaw.

4. 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)
MU2	1839	LOT 2, SECTION 5, ESQUIAMLT DISTRICT, PLAN 6064, PID No. 005921937 (801 Goldstream Ave);	a) $2,850 per new unit created on the 1st to 4th storeys of the building towards the General Amenity Reserve Fund; and	No

		AMENDED PARCEL A (DD 202622I) OF LOT 3, SECTION 5, ESQUIMALT DISTRICT, PLAN 6064, PID No. 005921961 (2816 Peatt Rd); PARCEL B (DD 202291-I) OF LOT 3, SECTION 55, ESQUIMALT DISTRICT, PLAN 6064, PID No. 001981251 (2822 Peatt Rd); THE SOUTHERLY 100 FEET OF AMENDED LOT 1 (DD 72133I) OF SECTION 5 ESQUIMALT DISTRICT PLAN 1776, PID No. 006854095 (2826 Peatt Rd); STRATA LOTS 1 & 2, SECTION 5, ESQUIMALT DISTRICT, STRATA PLAN VIS2475 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1, PID No. 017946531 & 017946522 (2832 2834 Peatt Rd); LOT B, SECTION 5, ESQUIMALT DISTRICT, PLAN 18265, PID No. 003879143 (2838 Peatt Rd); PARCEL A (DD 219466I) OF LOT 14, SECTION 5, ESQUIMALT DISTRICT, PLAN 1776, PID No. 006855172 (2844 Peatt Rd); STRATA LOTS 1 & 2 SECTION 5 ESQUIMALT DISTRICT STRATA PLAN VIS4986 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1, PID No. 024809233 & 024809241 (818 & 816 Hockley Rd)	b) $1,425 per new unit created on the 5th and 6th storeys of the building towards the General Amenity Reserve Fund; and c) $712.50 per new unit created on 7th storey or higher of the building towards the General Amenity Reserve Fund; and d) $750 per new unit created on the 1st to 4th storeys of the building towards the Affordable Housing Reserve Fund; and e) $375 per new unit created on the 5th and 6th storeys of the building towards the Affordable Housing Reserve Fund; and f) $187.50 per new unit created on the 7th storey or higher of the building towards the Affordable Housing Reserve Fund; and g) $10.75 per square metre of commercial space in the building towards the General Amenity Reserve Fund.	

B. This Bylaw may be cited for all purposes as “Langford Zoning Bylaw, Amendment No. 561, (801 Goldstream Ave; 2816, 1822, 2826, 2832, 2834, 2838 & 2844 Peatt Rd; 816 & 818 Hockley Ave), Bylaw No. 1839, 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.

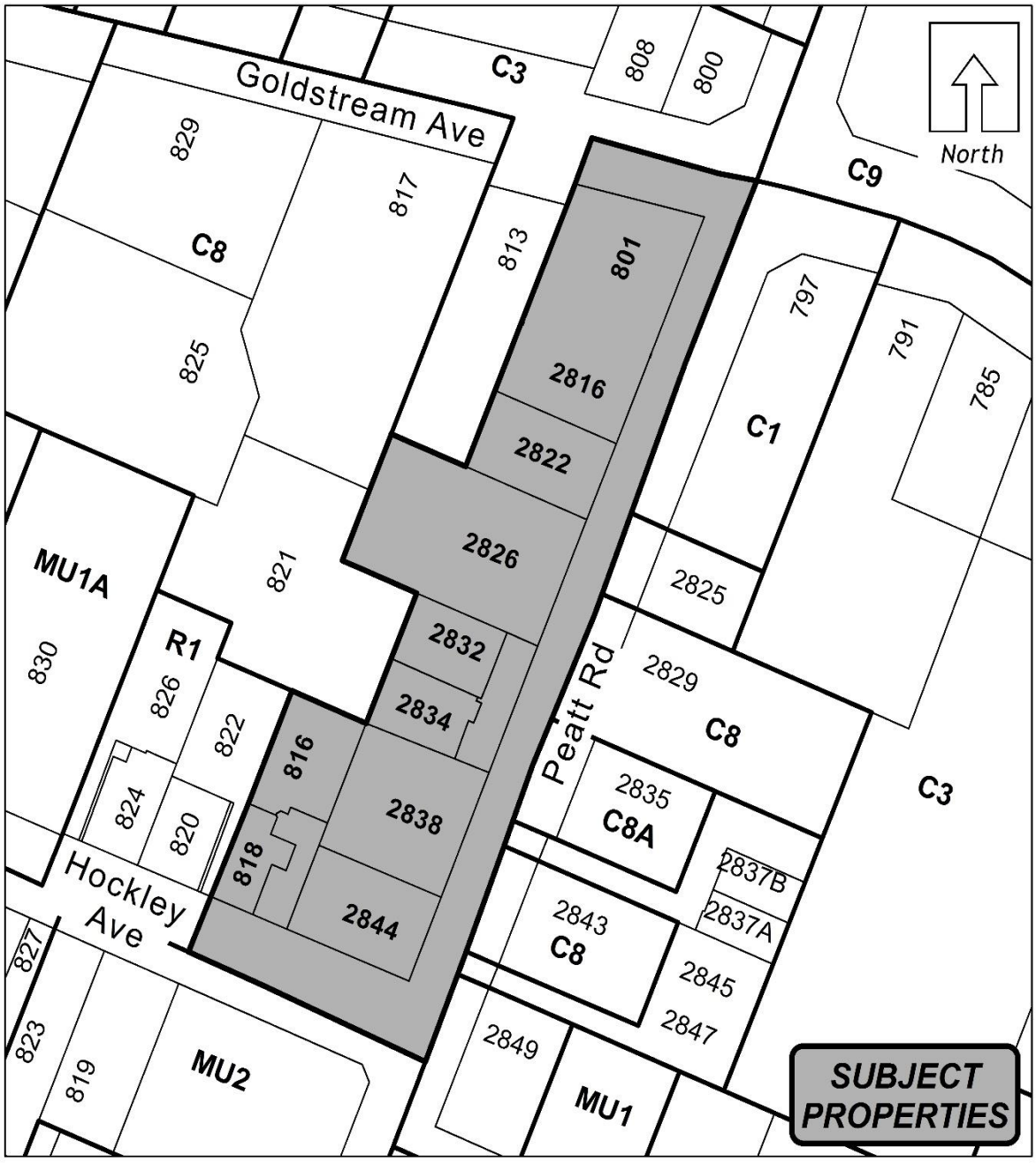
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS day of , 2019.

ADOPTED this of, 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule A



Document Name: Bylaw_1839

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1839

_____
MAYOR

ADOPTION: _____

_____
CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 4/4/2019

CITY OF LANGFORD
BYLAW NO. 1840

A BYLAW TO AMEND BYLAW NO. 1200, "LANGFORD OFFICIAL COMMUNITY PLAN BYLAW, 2008"

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

A. Langford Official Community Plan Bylaw No. 1200, 2008 is amended as follows:

1. By deleting from the HILLSIDE OR SHORELINE designation and adding to the BUSINESS OR LIGHT INDUSTRIAL designation the property legally described as LOTS 3 AND 4, SECTION 87, METCHOSIN DISTRICT, PLAN EPP77125 AND THAT PART OF SECTION 87, METCHOSIN DISTRICT, SHOWN ON PLAN EPP75083 and shown shaded on Plan No. 1 attached (Schedule A) to and forming part of this Bylaw;

B. This Bylaw may be cited for all purposes as "Langford Official Community Plan Bylaw, Amendment No. 31, (4365 West Shore Pkwy), Bylaw No. 1840, 2019".

READ A FIRST TIME this 6th day of May, 2019.

PUBLIC HEARING held this day of , 2019.

READ A SECOND TIME this day of , 2019.

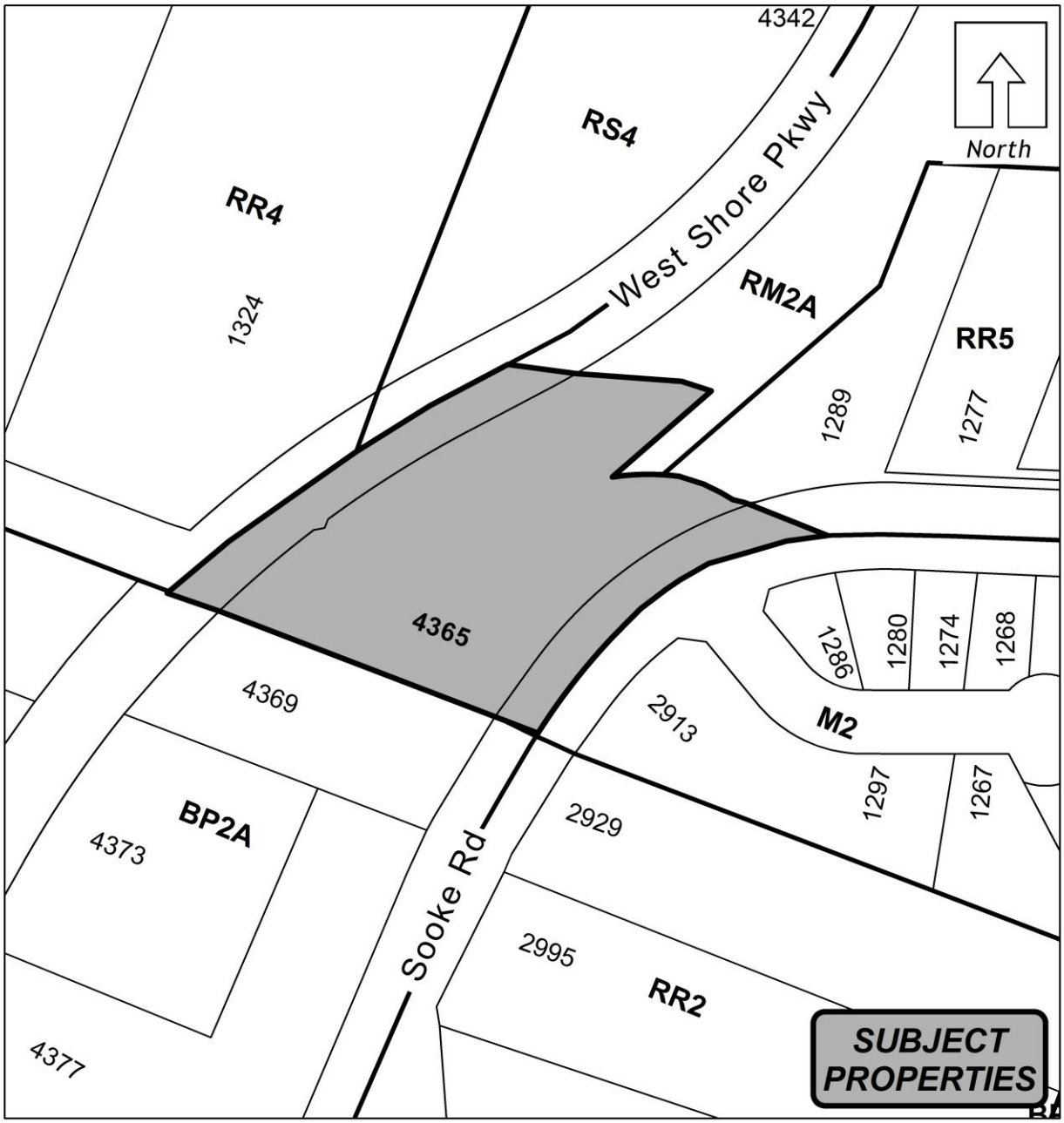
READ A THIRD TIME this day of , 2019.

ADOPTED this day of , 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule A



Document Name: Bylaw_1841

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1841

_____
MAYOR

ADOPTION: _____

_____
CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 4/4/2019

CITY OF LANGFORD
BYLAW NO. 1841

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:

1. By deleting from the RM2A (Attached Housing), the RR4 (Rural Residential 4) and the RR5 (Rural Residential 5) Zones and adding to BP2A (Business Park 2A – Sooke Road West) Zone the property legally described as LOTS 3 AND 4, SECTION 87, METCHOSIN DISTRICT, PLAN EPP77125 AND THAT PART OF SECTION 87, METCHOSIN DISTRICT, SHOWN ON PLAN EPP75083, PID No. 030-643-261 (4365 West Shore Pkwy) in the portions as shown shaded on Plan No. 1 attached (Plan A) to and forming part of this Bylaw.

B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 562, (4365 West Shore Pkwy), Bylaw No. 1841, 2019".

READ A FIRST TIME this 6th day of May, 2019.

PUBLIC HEARING held this day of, 2019.

READ A SECOND TIME this day of, 2019.

READ A THIRD TIME this day of, 2019.

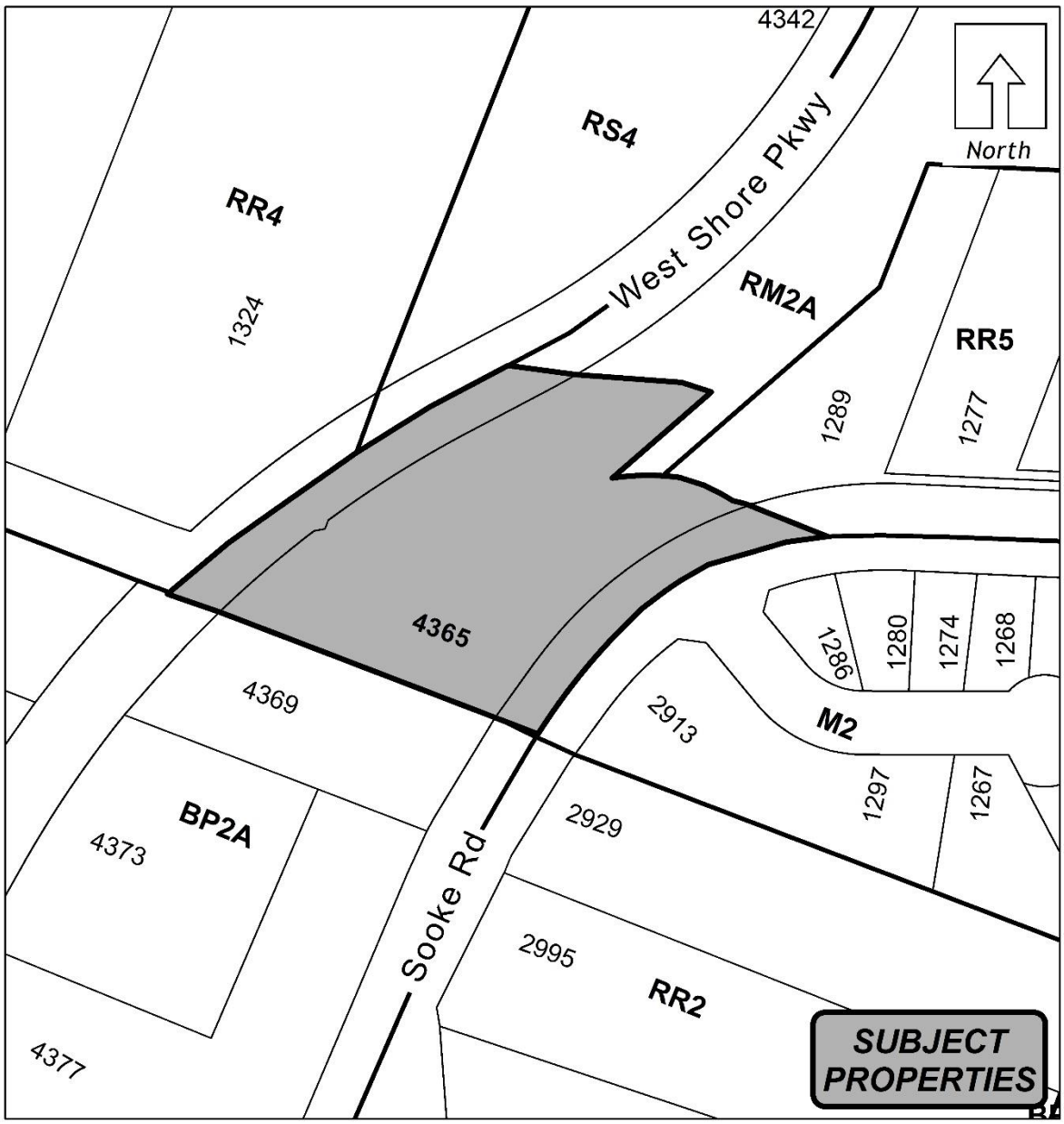
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS day of , 2019.

ADOPTED this of, 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule A



Document Name: Bylaw_1841

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1841

_____
MAYOR

ADOPTION: _____

_____
CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 4/4/2019

City of Langford

BYLAW NO. 1842

A Bylaw to establish terms and conditions of employment for City employees.

Citation

1. This Bylaw may be cited as "Employee Bylaw No. 1842".

Definitions

2. In this Bylaw:

CALENDAR YEAR	means the twelve (12) month period from January 1st to December 31st inclusive.
CASUAL EMPLOYEE	means an employee who works on an as required, on-call basis.
CHIEF ADMINISTRATIVE OFFICER (CAO)	means the employee appointed as Chief Administrative Officer (CAO) by Council, and includes their deputy.
CITY	means the City of Langford.
COUNCIL	means the Council of the City of Langford.
DEPARTMENT HEAD	means an employee's supervisor, who is in a management position.
DIRECTOR OF CORPORATE SERVICES	means the employee appointed as Director of Corporate Services by Council or the CAO, and includes their deputy.
FULL-TIME	means being employed to work: a) 35 hours per week, for an inside employee; or b) 40 hours per week, for an outside employee.
IMMEDIATE FAMILY	means the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee.
INSIDE	refers to an employee who normally works inside of an office, and who does not normally perform physical labour.
LAYOFF	means a week during which an employee earns less than 50% (fifty percent) of his or her weekly wages, at his or her regular rate of pay, averaged over the previous eight weeks.
MANAGEMENT	refers to an employee who: a) Holds the title of "Manager", "Director", or "Chief"; and b) Includes a person's appointed deputy.
MEDICAL PRACTITIONER	means a medical practitioner who is a registrant of the College of Physicians and Surgeons of British Columbia.

PARENTAL LEAVE	means a leave taken pursuant to the pregnancy leave or the parental leave provisions of the *Employment Standards Act*.
OUTSIDE	refers to an employee who normally does not work inside of an office, and who may normally perform physical labour.
PART-TIME EMPLOYEE	means an employee who is scheduled to work less than full-time hours for their classification, and is not specifically engaged on a casual basis.
REGULAR EMPLOYEE	means a person employed in a position with the City for an indefinite period of time.
TEMPORARY EMPLOYEE	means an employee who is regularly scheduled to work full-time or part-time hours for a fixed or defined term of employment, and includes employees whose term of employment is fixed by reference to a defined quantity, e.g. for the duration of another employee's leave.
TEMPORARY LAYOFF	means a period of layoff of up to 13 weeks duration in any consecutive 20 week period.
TERMINATION	means the City's termination of an employee's employment, including a layoff that is not temporary, but excluding: a) Resignation, b) Retirement, and c) The scheduled end of temporary employment.

Application

3. This Bylaw applies to all City employees, except employees working under a collective agreement, such as the City's collective agreement with:

   a) the International Association of Firefighters, Local 2848; and
   b) the Canadian Union of Public Employees, Local No. 50.

4. When an employee has a contract of employment with the City, the contract takes precedence, and this Bylaw applies only in the case that a term or condition of employment is not regulated by their employment contract.

5. A person employed by the City in a position which is fully or partially funded by a grant requiring specific employment terms must abide by those employment terms, and this Bylaw applies only in the case that a term or condition of employment is not regulated by grant requirements.

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.

General

7. The City values diversity and is committed to being an inclusive and healthy workplace.

8. The City will establish job descriptions for all employees.

9. Employees must abide by any policies set by Council or the CAO from time to time.

10. Employees must disclose any conflict of interest to their Department Head upon commencement of employment, or upon knowledge of the conflict of interest, whichever is sooner.

Probationary Period

11. All newly-hired regular full-time employees must serve a probationary period not exceeding six (6) consecutive months from the commencement of employment, to assess their suitability for employment.

12. All newly-hired regular part-time employees must serve a probationary period not exceeding twelve (12) consecutive months from the commencement of employment, to assess their suitability for employment.

13. During an employee's probationary period, the City may terminate the employee for unsuitability on payment of two weeks' salary, less applicable statutory deductions.

Work Hours

14. The normal work day for inside staff consists of a scheduled period of seven (7) hours of work between the hours of 8:30 am and 4:30 pm, with one (1) hour off, unpaid, for lunch.

15. The normal work day for outside staff consists of a scheduled period of eight (8) hours of work between the hours of 8:00 am and 4:30 pm, with one (1) hour off, unpaid, for lunch.

16. Employees are permitted a paid fifteen (15) minutes rest period in each of the first half and the second half of the work day.

17. Employees may not use paid rest periods or unpaid lunch breaks to shorten their work day, i.e. at the beginning or end of the workday.

18. Working hours may be modified by resolution of Council to establish a flex day program.

19. The normal work week for all employees consists of Monday to Friday, inclusive.

20. The CAO is authorized to approve temporary or permanent exceptions to the normal work day and normal work week, where it is operationally required, for any position.

21. Any changes to an employee's normal work day or normal work week may be implemented by the City with five (5) days' notice to the regular employee.

22. Despite section 21, management employees may be required to alter their work hours as needed to meet operational requirements.

Overtime

23. Subject to section 18 above, all time worked outside of a regular full-time employee's normal work day or normal work week is considered overtime and is paid as follows:

    a) On an employee's normal work day, time and one-half until the employee has worked 11 hours, and double time thereafter; and
    b) On an employee's regularly scheduled day of rest, double time.

24. Regular part-time employees, temporary employees, and casual employees, are entitled to be paid overtime in accordance with the *Employment Standards Act*.

25. Except in emergency situations, an employee must obtain their Department Head's authorization before working any overtime.

26. Regular full-time employees may request paid time off in lieu of overtime pay, and may bank at overtime rates, overtime hours worked for that purpose.

27. Regular full-time employees may bank up to one (1) normal work week of overtime.

28. Employees may not take banked overtime as paid time off exceeding:

    a) Forty (40) hours per calendar year for outside employees, and
    b) Thirty-five (35) hours per calendar year for inside employees.

Call-Out

29. A regular full-time or regular part-time employee who is called back to work after the employee has completed their work day and has left the workplace will receive a minimum of two (2) hours pay at the appropriate overtime rates.

30. A regular full-time or regular part-time employee who is not normally scheduled to work on a weekend and is called back to work on a weekend will receive a minimum of two (2) hours pay at the appropriate overtime rates for work on a weekend.

31. If the City of Langford activates its Emergency Operations Centre, an employee may be required to report to the Emergency Operation Centre to assist with emergency management, after ensuring the safety of their family and property.

Salaries

32. The CAO and the Director of Corporate Services are authorized to maintain a salary for all employee positions.

33. Salaries for all employee positions will have four increments: probationary, step 1, step 2 and step 3.

34. Employees will receive salary increments as follows:

    a) New City employees will begin at the probationary salary increment, unless otherwise

negotiated with their Department Head, CAO, or the Director of Corporate Services;

b) Upon satisfactory completion of the probationary period set out in sections 11 and 12, an employee may be advanced to the next salary increment;

c) Further salary advancement may be granted after serving a minimum of twelve (12) months at the previous step; and

d) Advancement to any new salary increment must be earned, and is at the discretion of the Department Head, based upon personal observation, supervisor recommendation or completed performance appraisal.

35. All employees must arrange for the Payroll Department to electronically deposit their net payroll earnings in a financial institution of their choice.

36. The City will pay employees every second Friday.

37. Employees will receive an information slip setting out complete details for gross wages and payroll deductions for each bi-weekly period.

Pay for Relieving a Higher-Paid Position

38. When an employee is appointed by the City to perform the full duties of any higher-paid position than their own for at least one normal work day, they will receive a pay increase for the time spent in the higher position.

39. The pay increase established in section 38 will be whichever is greatest of the following:

a) The probationary salary for the higher position, or

b) An amount equal to one salary increment above the employee’s regular salary, or

c) An amount equal to five (5) percent above the employee's regular salary.

40. In the event the employee does not perform the full duties of the higher position, their Department Head and Director of Corporate Services will determine the appropriate pay adjustment.

Statutory Holidays

41. The City will observe the following as paid statutory holidays:

a) New Year's Day,

b) Family Day,

c) Good Friday,

d) Easter Monday,

e) Victoria Day,

f) Canada Day,

g) BC Day,

h) Labour Day,

i) Thanksgiving Day,

j) Remembrance Day,

k) Christmas Day,
l) Boxing Day, and
m) Any other day declared or proclaimed a statutory or public holiday by the City, Province of British Columbia, or the Government of Canada.

42. If a statutory holiday falls on a non-working day, the City will follow the Province of British Columbia when designating either the working day immediately preceding the holiday or the working day immediately following the holiday to be observed in lieu of said holiday.

43. If an employee is required to work on a statutory holiday they will, in addition to their holiday pay, be paid at double their regular or equivalent hourly rate.

44. Entitlement to statutory holiday pay is determined in accordance with the applicable provisions of the *Employment Standards Act*.

45. If a statutory or public holiday occurs during an employee's annual vacation period, the employee will receive an extra day's vacation with pay.

Annual Vacation

46. Regular employees are entitled to the following paid days of vacation:
a) During the first (1st) calendar year of service: one-twelfth of fifteen working days for each month or portion of a month greater than one-half (1/2) worked by December 31st**;**
b) During the second (2nd) calendar year of service and up to the end of the fourth (4th) calendar year of service: fifteen (15) working days;
c) During the fifth (5th) calendar year of service, and up to the end of the eighth (8th) calendar year of service: eighteen (18) working days;
d) During the ninth (9th) calendar year of service, and up to the end of the sixteenth (16th) calendar year of service: twenty-three (23) working days;
e) During the seventeenth (17th) calendar year of service, and up to the end of the twenty-fourth (24th) calendar year of service: twenty-eight (28) working days;
f) During the twenty-fifth (25th) calendar year of service, and up to the end of the twenty-ninth (29th) calendar year of service: thirty (30) working days;
g) During the thirtieth (30th) calendar year of service, and each calendar year thereafter: thirty-three (33) working days.

47. A temporary employee whose term of employment is one year or more is entitled to paid vacation in accordance with Section 46 as if the temporary employee were a regular employee, except that their vacation in the last calendar year of the term will be prorated accordingly.

48. Temporary employees whose terms of employment are less than one year, and casual employees, are not entitled to paid vacation, but will receive payment of four percent (4%) of their salary on each pay cheque in lieu of paid vacation.

49. When a person commences employment with the City, the CAO or Director of Corporate Services may grant past service credits for calculating vacation entitlements under section 46.

50. Vacation pay is at the employee's rate of pay at the time they take their vacation.

51. Temporary employees will accumulate years of service for the purpose of calculating their vacation time in a subsequent term of employment, and the priority of their vacation preference.

52. A temporary employee who becomes a regular employee will have time already worked applied when calculating vacation time and the priority of their vacation preference.

53. Vacation scheduling must be mutually agreed upon by the employee and their Department Head.

54. Preference in choice of vacation period is given to the employee with the greater length of service with the City.

55. Employees may carry over or receive pay for accrued, unused vacation time as follows:

    a) Employees entitled to paid vacation may carry over up to ten (10) calendar days of vacation at the end of a calendar year;
    b) With the approval of the CAO, an employee may carry over additional days of vacation; and
    c) The City will pay an employee out for days of vacation which the employee is not permitted to carry over, or chooses not to carry over to the next calendar year.

56. A terminated employee will be paid out for accrued, unused vacation at the employee's rate of pay at the date of termination.

57. A terminated employee's vacation entitlement in the year of termination will be prorated accordingly.

58. Should illness, exceeding five (5) consecutive days, as certified by a medical practitioner, occur during annual vacation, replacement vacation days may be granted, subject to approval by the CAO.

59. Regardless of any disruption to scheduled vacation, employees are required to return to work at the end of their scheduled vacation period, and additional days may be granted at a later date.

60. An employee will not accrue vacation during the following period(s):

    a) The entire period of a layoff;
    b) The part of an absence on sick leave (whether paid or unpaid) and long-term disability that exceeds two (2) years;
    c) The part of an absence on a workers' compensation claim that exceeds two (2) years; and
    d) The part of an unpaid leave of absence that exceeds twenty (20) consecutive working days (excluding leaves pursuant to the *Employment Standards Act*).

Leave of Absence

61. To the extent possible, a leave of absence of any type and its terms must be documented in writing prior to the absence.

62. In addition to the leaves of absence discussed below, the CAO may grant a leave of absence without pay to a regular employee if requested, and if operational requirements allow.

63. Denial of a leave of absence request must be made in writing.

***Employment Standards Act* Leaves**

64. Pursuant to the *Employment Standards Act,* employees whose circumstances meet the eligibility requirements of that *Act* are entitled to compassionate care leave, reservists' leave, leave respecting the disappearance of a child, and leave respecting the death of a child.

Jury Duty / Attendance at Court

65. Any employee required to attend court as a witness or to report for jury duty, except where the employee's private affairs have caused the court appearance, will receive their regular rate of pay for the absence from regularly scheduled days of work, provided the employee pays to the City all remuneration received for performing such witness or jury duty on regularly scheduled days of work.

Bereavement Leave

66. Temporary employees and casual employees are entitled to bereavement leave in accordance with the *Employment Standards Act*.

67. The City will grant a regular employee bereavement leave in accordance with the provisions of the *Employment Standards Act*, except that the City will pay the employee for three (3) of the leave days taken by the employee, on the death of:

    a) A member of the employee's immediate family;
    b) A member of the family of the employee's spouse (whether by marriage or common-law relationship), limited to the spouse's parents, guardians, siblings, grandchild, and grandparents;
    c) The employee's step-child, step-parent, step-sibling, or step-grandparent, whether by marriage or common-law relationship; or
    d) The employee's foster-child, foster-parent, foster-sibling, or foster-grandparent.

Compassionate Leave

68. The City will grant a regular employee a maximum of three (3) days of compassionate leave with pay, if one of the following members of the employee's family is suffering from a life-threatening condition due to illness or accident:

    a) A member of the employee's immediate family;

b) A member of the family of the employee's spouse (whether by marriage or common-law relationship), limited to the spouse's parents, guardians, siblings, grandchild, and grandparents;
c) The employee's step-child, step-parent, step-sibling, step-grandparent, whether by marriage or common-law relationship; and
d) The employee's foster-child, foster-parent, foster-sibling, foster-grandparent.

69. Subject to the approval of their Department Head, regular and temporary employees will be granted the following paid compassionate leave to attend a funeral:

a) One half (0.5) day to attend a funeral in the Greater Victoria area; or
b) One (1) day to attend a funeral if the funeral is outside of the Greater Victoria area.

70. Compassionate leave authorized in section 69 is in addition to any bereavement leave or other compassionate leave to which the employee is entitled under this Bylaw.

71. Additional compassionate leave with pay may be granted, subject to approval by the CAO, and will be deducted from an employee's sick leave.

Family Responsibility Leave

72. An employee is entitled to unpaid family responsibility leave in accordance with the *Employment Standards Act*.

73. An employee must notify their supervisor of their need to be absent on family responsibility leave as soon as practicable.

Personal / Emergency Leave

74. If an employee has at least 160 hours of accrued sick leave, they may use a maximum of five (5) sick leave days per calendar year to obtain pay for absences on family responsibility leave pursuant to section 72, or paid personal / emergency leave, or a combination thereof.

75. An employee must get prior approval for personal / emergency leave from their Department Head, and schedule the leave to meet operational requirements.

76. In the event of an emergency or unforeseeable occurrence, the employee must notify their supervisor of their absence on personal / emergency leave as soon as practicable.

Parental Leave

77. Employees are entitled to parental leave, as defined in this Bylaw, in accordance with the *Employment Standards Act*.

78. Subject to the *Employment Standards Act*, an employee must give the City at least four (4) weeks written notice before beginning parental leave, including the intended length of leave.

79. An employee on parental leave is entitled to the same employee benefits they received during employment, including pension, health insurance, life insurance, disability, dental and medical.

80. An employee on parental leave will continue to accrue years of service.

81. The City and the employee are responsible for paying the same portion of employee benefits during parental leave as during employment.

82. An employee on parental leave will be made aware of the following in a timely fashion:

    a) Job opportunities that they are eligible for,
    b) Changes to their job,
    c) Any opportunities to participate in consultations regarding working conditions that are provided to employees who are at the workplace.

83. An employee on parental leave will receive any pay increase that comes into effect while they are on leave.

84. An employee on parental leave must inform their Department Head a minimum of 2 weeks prior to their return to work.

85. An employee who breastfeeds will be provided with accommodation for this purpose, which may include:

    a) A suitable and clean place to breastfeed or express milk,
    b) A suitable and clean place to store that milk, and
    c) Longer or extra breaks for the purpose of breastfeeding or expressing milk.

Educational Leave of Absence

86. Employees are entitled to a paid educational leave of absence to write examinations to upgrade employment qualifications related to their current job description.

87. Any other educational leave of absence for job-related education or training is subject to the following approval procedures:

    a) A request for a paid educational leave of absence meeting the following criteria is subject to approval by the Department Head:

        i. A maximum of two calendar days in duration, including travel;
        ii. Does not involve travel off Vancouver Island; and
        iii. Does not include an overnight stay;

    b) A request for a paid educational leave of absence meeting the following criteria is subject to approval by the CAO, Director of Corporate Services and Department Head:

        i. Longer than two calendar days in duration, including travel;
        ii. Involves travel off Vancouver Island; or
        iii. Includes an overnight stay;

c) Prior to any educational leave of absence that is longer than one (1) month, the CAO must determine whether health and welfare benefits will be provided during the leave, subject to section 107; and

d) Approval of an educational leave of absence is subject to operational requirements.

Training

88. Courses approved by the City for job-related training will be paid by the City upon satisfactory evidence in writing that the employee has obtained a passing mark.

89. Any work- or training-related travel off Vancouver Island is subject to approval by the CAO.

Professional Membership

90. The City will pay membership dues for professional memberships or designations for the following employees, and in accordance with sections 91 and 92:

a) Regular full-time employees, and

b) Part-time employees who have been employed with the City for more than three (3) years and work at least 24 hours per week for the City.

91. The City will pay the following membership dues for the employees designated in section 90, and in accordance with section 92:

a) Dues for a professional membership or designation that an employee must maintain as part of their employment, or as defined in their job description, and

b) A Department Head may approve payment of membership dues for additional professional memberships or designations, if they are related to an employee's job.

92. Cumulative professional membership and designation dues of over $1000 per year are subject to approval by the CAO or Director of Corporate Services.

Pension

93. All eligible regular employees must participate in the Municipal Pension Plan in accordance with the requirements of that Plan, as a condition of their continued employment.

94. Eligible temporary employees may participate in the Municipal Pension Plan in accordance with the requirements of that Plan.

95. Eligible regular employees, and eligible temporary employees electing to participate in the Municipal Pension Plan, will participate in the Municipal Pension Plan from the commencement of their employment with the City.

96. The City will pay employer pension contributions in accordance with the Municipal Pension Plan in respect of each City employee participating in that Plan, subject to sections 112 and 113.

97. In respect of an employee absent from work on unpaid leaves of absence pursuant to the *Employment Standards Act*, the City will pay employer pension contributions to the Municipal

Pension Plan in respect of that employee for the period of the leave, if the employee chooses to pay the employee pension contributions for that period and such contributions are permitted by the Municipal Pension Plan.

Benefits

98. The City will provide the following health and welfare benefits to each regular full-time employee:

a) Group Life Insurance equal to two (2) times annual salary, rounded to the next higher $1000, up to a maximum of $500 000;
b) Accidental Death and Dismemberment insurance equal to the participant's Group Life Insurance benefit amount;
c) British Columbia Medical Services Plan costs;
d) Extended health benefits, as approved by Council from time to time;
e) Dental benefits, as approved by Council from time to time;
f) Long-term disability benefits; and
g) Counselling services through an employee and family assistance program.

99. Regular part-time employees will participate in the benefits listed under section 98 except:

a) Group life insurance,
b) Accidental death and dismemberment, and
c) Long-term disability.

100. Temporary full-time employees whose terms of employment are one year or more may participate in the benefits listed under section 98.

101. Temporary part-time employees whose terms of employment are one year or more may participate in the benefits provided to regular part-time employees pursuant to section 99.

102. All of the benefits listed in section 98 are 100% (one hundred percent) City-paid, except for long-term disability benefits, which are 100% (one hundred percent) employee-paid.

103. A regular or temporary employee's participation in the health and welfare benefits commences upon completion of a six month waiting period, unless the employee is entitled to select the payment of a premium in lieu of benefits pursuant to section 110 and selects such payment, and subject to section 104.

104. Despite section 103, the CAO or Director of Corporate Services may waive the waiting period for enrolment in the City's benefits plans.

105. The City's responsibility for the provision of health and welfare benefits is restricted to payment of the premiums which the City must pay pursuant to Section 102.

106. The City may discontinue an employee's insurance coverage if it is no longer available through an insurance policy with the City's usual insurance carrier.

107. The City will continue to pay the benefit premiums for which it is responsible pursuant to section 102 in respect of employees absent from work in the following circumstances, so long as permitted by the applicable carrier:

a) Sick leave (whether paid or unpaid) and/or long-term disability up to a maximum period of two (2) years for a single period of absence;
b) Workers' compensation leave up to a maximum period of two (2) years for a single period of absence;
c) Leaves of absence pursuant to the *Employment Standards Act*;
d) Jury Duty / attendance at court up to a maximum period of two (2) years;
e) Bereavement leave;
f) Compassionate leave under this Bylaw;
g) Family Responsibility leave;
h) Personal / emergency leave;
i) Parental leave; and
j) Paid educational leave up to a maximum period of one (1) month.

108. An employee absent from work in the following circumstances may continue benefit coverage during the absence by paying the full cost of the premiums or the actual cost of the benefit, as applicable:

a) Layoff;
b) Unpaid leave of absence (excluding leaves pursuant to the *Employment Standards Act*, and the part of an absence on sick leave and long-term disability that does not exceed two (2) years);
c) Long-term disability (including the elimination period) that exceeds two (2) years for a single period of absence; or
d) Workers' compensation leave that exceeds two (2) years for a single period of absence.

Payment in Lieu of Benefits

109. Temporary employees whose terms of employment are less than one year, and casual employees, will receive a premium consisting of the following additional percentage of their normal salary in lieu of health and welfare benefits, subject to sections 112-113:

a) Four percent (4%) for part-time employees; or
b) Nine percent (9%) for full-time employees.

110. A temporary employee whose term of employment is one year or more may choose between the following two options:

a) Paid vacation, and enrolment in the health and welfare benefits in which they are entitled to participate pursuant to sections 100 or 101; or
b) Payment in lieu of paid vacation of four percent (4%) of their normal salary, and payment of a premium pursuant to section 111 in lieu of enrolment in the health and

welfare benefits.

111. Temporary employees whose terms of employment are one year or more that choose not to participate in the health and welfare benefits, may receive a premium consisting of the following additional percentage of their normal salary in lieu of those benefits, subject to sections 112 or 113:

a) Four percent (4%) for part-time employees~~,~~ or
b) Nine percent (9%) for full-time employees.

112. If an employee receiving the premium established in sections 109 or 111 participates in the Municipal Pension Plan, then the premium will be reduced proportionate to the City's required contribution to the Municipal Pension Plan, subject to section 113.

113. If an employee participates in the Municipal Pension Plan, and the City's required Municipal Pension Plan contribution exceeds the premium established in sections 109 or 111, whichever is applicable, then that employee must pay the difference through automatic payroll deductions.

114. The financial implications of any payment in lieu of benefits or automatic payroll deduction established under sections 109-113 will be explained by the City to the employee prior to signing any enrolment paperwork.

Employee Assistance Program

115. The City will provide an employee assistance program which will entitle an employee to at least six (6) hours annually of confidential and professional counselling, in addition to any counselling services provided as an extended health benefit.

Dental Plan

116. Dental benefits have the following coverage:

a) Basic Dental Services: Plan pays 100% (one hundred percent) of approved schedule of fees;
b) Prosthetics, crowns and bridges: Plan pays 50% (fifty percent) of approved schedule of fees; and
c) Orthodontics: Plan pays 50% (fifty percent) of approved schedule of fees to a maximum of $2500 per person per lifetime, for children under 18 (eighteen) years of age only.

Long-term Disability

117. Long-term disability benefits have the following coverage:

a) Benefits are available after an elimination period of 119 days;
b) Amount of benefits is equal to 66% (sixty-six percent) of an employee's monthly salary or wages, to the maximum allowable under the plan; and
c) Benefits are payable to age 65.

118. If an employee has reached two years of leave on long-term disability, including the initial elimination period, and is not able to return to active employment, the City may consider terminating the employment of the employee on the basis that the employment contract has been frustrated.

Workers' Compensation Supplement

119. If an employee suffers a personal injury or an occupational disease, as a result of their employment by the City, which the Workers' Compensation Board determines is compensable under the *Workers' Compensation Act*, and the employee is prevented by the personal injury or occupational disease from performing their regular work with the City, the City will pay the employee their regular salary during the period in which the employee is entitled to workers' compensation wage loss benefits for temporary disability, provided the employee gives those wage loss benefits to the City.

120. If an employee has reached two years of leave on workers' compensation benefits, and is not able to return to active employment, the City may consider terminating the employment of the employee on the basis that the employment contract has been frustrated.

Sick Leave

121. Regular full-time employees and temporary employees with a term exceeding one year will receive one and one half (1.5) days paid sick leave per month of service, to be used when unable to work due to illness.

122. Regular part-time employees and part-time temporary employees with a term exceeding one year will accrue sick leave in accordance with section 121 on a prorated basis based on their hours worked.

123. Employees may use sick leave for medical appointments if it is impracticable to schedule an appointment outside of working hours.

124. If an employee's initial month of service represents less than 51% (fifty-one percent) of the days in the month, they will not receive sick leave for that month.

125. An employee's unused sick leave will accrue to a maximum of one hundred fifty (150) days.

126. The City may require proof of illness, signed by a medical practitioner, before sick leave is granted for more than five (5) consecutive working days.

127. No payment or compensation of any kind for unused sick leave will be paid to any current or departing employee.

128. Short-term disability is provided by an employee's accrued sick leave.

129. No employee will accrue sick leave during the following period(s):

    a) The entire period of a layoff;

b) The part of an absence on sick leave (whether paid or unpaid) and long-term disability that exceeds two (2) years;
c) The part of an absence on a workers' compensation claim that exceeds two (2) years;
d) The part of an unpaid leave of absence that exceeds twenty (20) consecutive working days (excluding leaves pursuant to the *Employment Standards Act*).

Layoff

130. The City may lay off an employee in its sole discretion without notice.

131. The CAO is authorized to lay an employee off.

132. An employee who is laid off for longer than a temporary layoff is deemed to have been terminated at the beginning of the layoff, for the purpose of determining continuity of employment.

133. Layoff notice must be given in writing.

Discipline and Termination

134. Any employee may be subject to immediate termination, suspension or discipline for just cause upon the recommendation of the Department Head or the CAO.

135. An employee's Department Head, the CAO, or Director of Corporate Services are authorized to discipline an employee for just cause, including verbal reprimand or written reprimand.

136. The CAO is authorized to terminate or suspend an employee's employment.

137. Notice of termination must be given in writing.

138. The City may terminate the employment of regular employees without just cause by providing notice of termination or pay in lieu of notice on the following basis:

a) Regular employees will receive four (4) weeks' notice of termination or pay in lieu, after one (1) calendar month of service; and
b) Regular employees will receive one additional week's notice of termination or pay in lieu for each complete continuous year of service exceeding four (4) years continuous service, to a maximum of twelve (12) weeks.

139. Temporary employees will not receive notice of termination or pay in lieu at the end of their term of employment.

140. The City may terminate the employment of an employee for just cause, and without notice.

141. The City has sole discretion to determine in each case whether termination notice will be given in the form of working notice, pay in lieu, or some equivalent combination thereof.

142. The City may, in its sole discretion, discharge its obligation to provide notice of termination, or pay in lieu of notice, by offering an employee reasonable alternative employment.

Dispute Resolution

143. Any employee concerned with the interpretation and application of this Bylaw must submit such concerns in writing to the CAO, who will meet with the employee within three (3) business days and attempt to resolve the dispute.

Severability

144. 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

145. The "District of Langford Employee Terms and Conditions of Employment Bylaw No. 61, 1994", as amended, is hereby repealed.

I, _____, acknowledge receipt of this Bylaw, and confirm that I have read the Bylaw, that I have had the opportunity to seek independent legal advice, and that I hereby agree to the terms of the Bylaw.

_____ _____

DATE

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

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

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

ADOPTED THIS DAY OF 2019.

Presiding Council Member Corporate Officer

CITY OF LANGFORD
BYLAW NO. 1843

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

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

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

1. By deleting from the R2 (One- and Two-Family Residential) Zone and adding to RS3 (Residential Small Lot 3) Zone the property legally described as LOT 5, SECTION 84, ESQUIMALT DISTRICT, PLAN 22027, PID No. 000-775-215 (950 Isabell Ave) 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)
RS3	1843	LOT 5, SECTION 84, ESQUIMALT DISTRICT, PLAN 22027, PID No. 000-775-215 (950 Isabell Ave)	a) $660 per lot towards the Affordable Housing Reserve Fund b) $3960 per lot towards the General Amenity Reserve Fund	No

B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 563, (950 Isabell Ave), Bylaw No. 1843, 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.

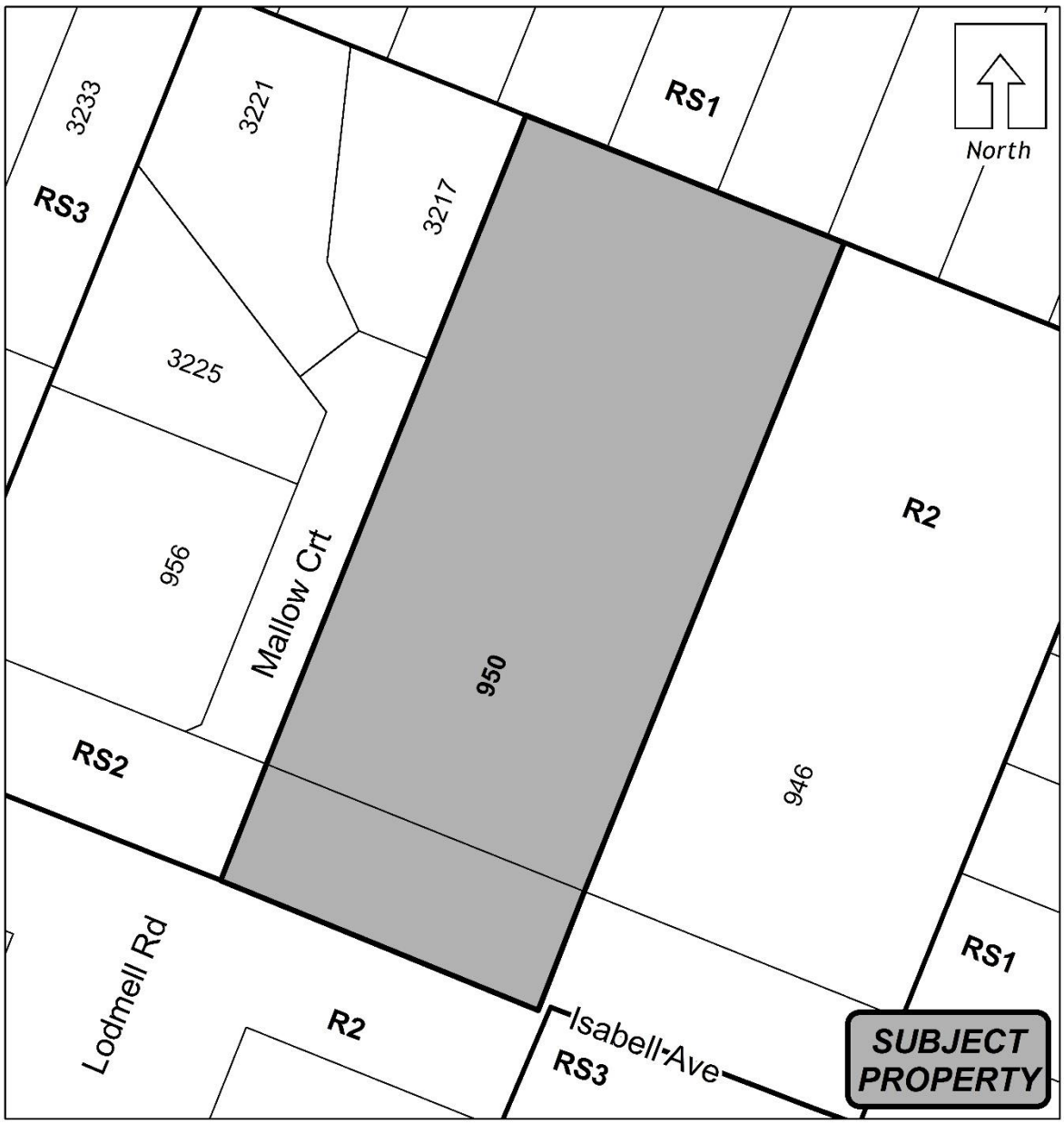
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS day of , 2019.

ADOPTED this of, 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule A



Document Name: Bylaw_1843

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1843

ADOPTION: _____

_____
MAYOR

_____
CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 4/10/2019

CITY OF LANGFORD
BYLAW NO. 1844

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 R1 (One-Family Residential) Zone and adding to MU2 (Mixed Use Residential Commercial 2) Zone the property legally described as LOT A, SECTION 72, ESQUIMALT DISTRICT, PLAN 15876, PID No. 004-549-503 (641 Goldstream Ave) 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)
MU2	1844	LOT A, SECTION 72, ESQUIMALT DISTRICT, PLAN 15876, PID No. 004-549-503 (641 Goldstream Ave)	a) $2,850 per new unit created on the 1st to 4th storeys of the building towards the General Amenity Reserve Fund; and b) $1,425 per new unit created on the 5th and 6th storeys of the building towards the General Amenity Reserve Fund; and c) $712.50 per new unit created on 7th storey or higher of the building towards the General Amenity Reserve Fund; and d) $750 per new unit created on the 1st to 4th storeys of the building towards the Affordable Housing Reserve Fund; and e) $375 per new unit created on the 5th and 6th storeys of the building towards the Affordable Housing Reserve Fund; and f) $187.50 per new unit created on the 7th storey or higher of the building towards the Affordable Housing Reserve Fund; and	No

			g) $10.75 per square metre of commercial space of the building towards the General Amenity Fund.	

B. This Bylaw may be cited for all purposes as “Langford Zoning Bylaw, Amendment No. 564, (641 Goldstream Ave), Bylaw No. 1844, 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.

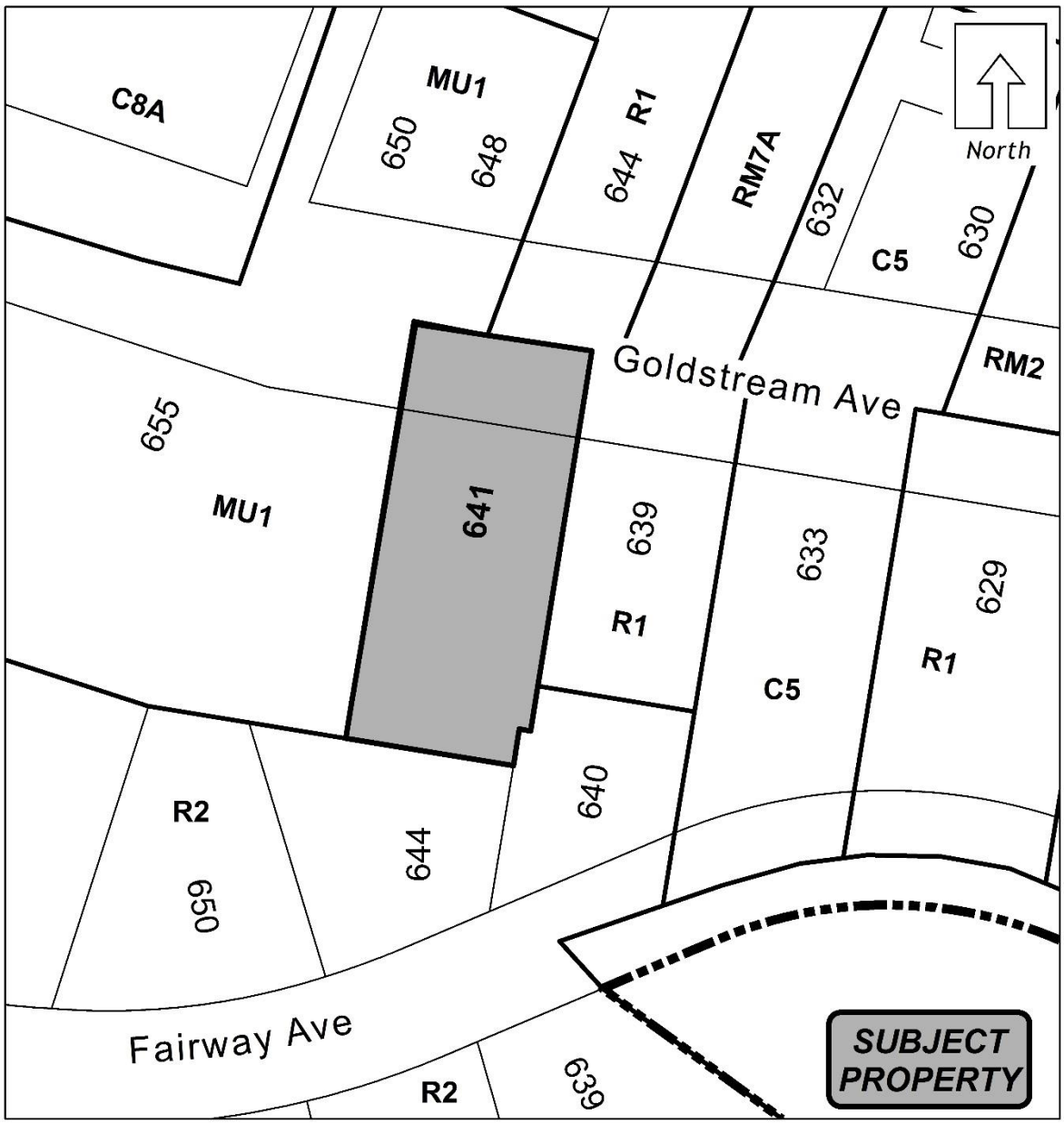
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS day of , 2019.

ADOPTED this of, 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule A



Document Name: Bylaw_1844

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1844

_____
MAYOR

ADOPTION: _____

_____
CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 4/16/2019

CITY OF LANGFORD
BYLAW NO. 1851

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 (Residential Small Lot 3) Zone for the property legally described as LOT 3, SECTION 84, ESQUIMALT DISTRICT, PLAN 21075; PID No.: 003-488-209 (939 Walfred Rd) in the portions as shown shaded on Plan No. 1 attached to and forming part of this Bylaw, as follows:

    a) By deleting Section 6.27.01(5) and replacing it with the following:
    "secondary suite in a one-family dwelling on lots with areas greater than or equal to 550 m^2 in accordance with Section 3.08*"*

    b) By inserting the following as Section 6.27.01(6) and renumbering subsequent sections accordingly:
    "*secondary suite in a one-family dwelling on lots with areas greater than or equal to 400 m^2 and lot width greater than 12m in accordance with Section 3.08 on the properties legally described as: LOT 1, SECTION 116, ESQUIMALT DISTRICT, PLAN 22391 (2786 Wenger Terrace) and LOT 3, SECTION 84, ESQUIMALT DISTRICT, PLAN 21075 (939 Walfred Rd*)"

    c) By inserting the following as Section 6.27.03(3):

i. "*The total floor area of a one family-dwelling on lots less than 400 m^2 on the property legally described as LOT 3, SECTION 84, ESQUIMALT DISTRICT, PLAN 21075; PID No.: 003-488-209 (939 Walfred Rd) may not exceed the total area of the lot upon which it is constructed*"; and

    c) By inserting the following into Table 1 of Section 6.27.02(7):

Legal Description	Minimum Lot Size	Minimum Lot Width
LOT 3, SECTION 84, ESQUIMALT DISTRICT, PLAN 21075 PID No.: 003-488-209 (939 Walfred Rd)	200 m^2	n/a

B. This Bylaw may be cited for all purposes as “Langford Zoning Bylaw, Amendment No. 565, (939 Walfred Rd), Bylaw No. 1851, 2019".

READ A FIRST TIME this 21st day of May, 2019.

PUBLIC HEARING held this day of, 2019.

READ A SECOND TIME this day of, 2019.

READ A THIRD TIME this day of, 2019.

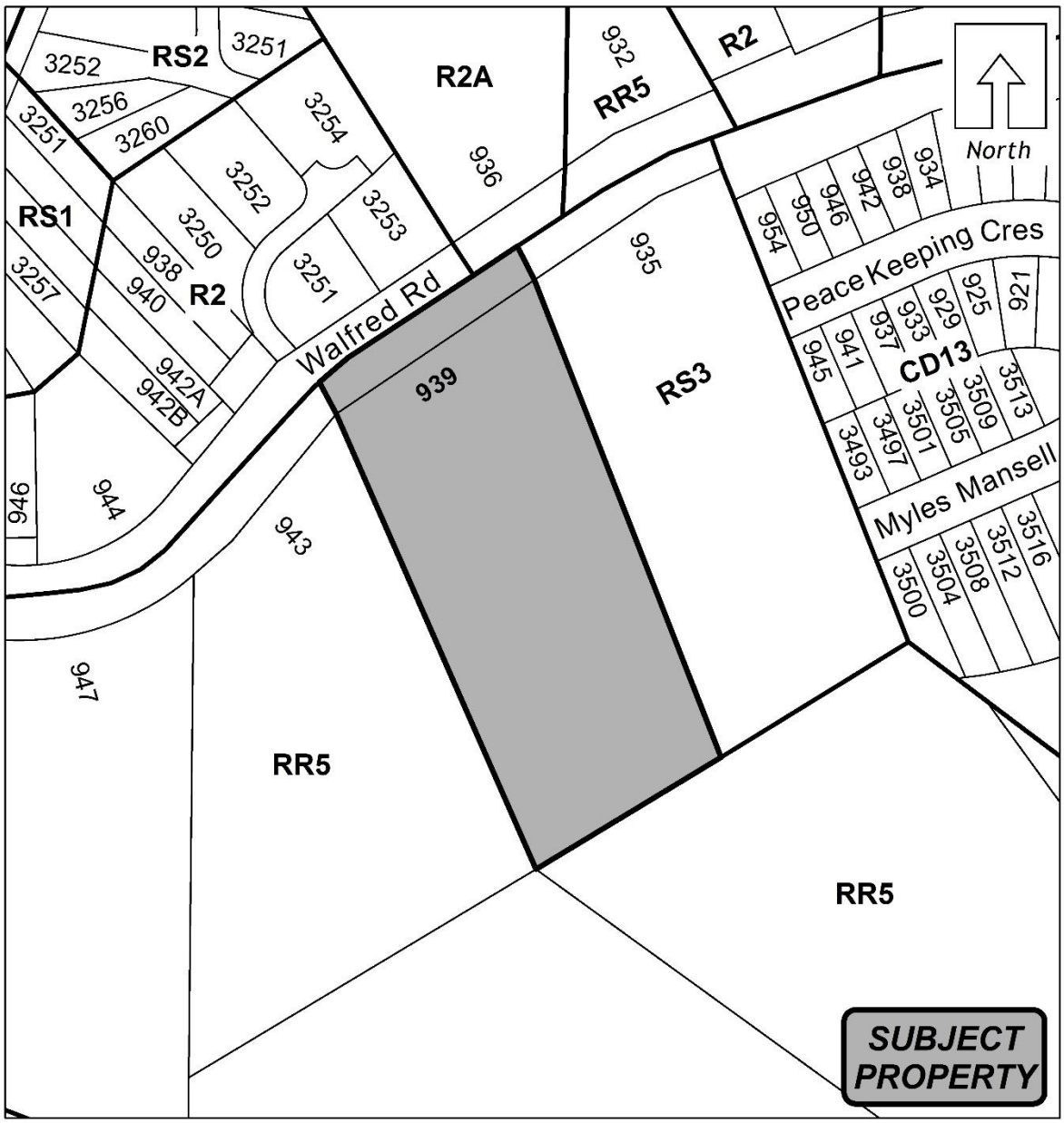
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS day of , 2019.

ADOPTED this of, 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule A



Document Name: Bylaw_1851

I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1851

ADOPTION: _____

_____
MAYOR

_____
CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 5/9/2019