

CITY OF LANGFORD
REGULAR MEETING OF COUNCIL
Monday, November 18th, 2019 @ 5:30 p.m.
Council Chambers, 3rd Floor, 877 Goldstream Avenue

AGENDA

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1. <u>CALL TO ORDER</u>	
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CITY OF LANGFORD
MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, November 4th, 2019 @ 5:30 p.m.
Council Chambers, 3rd Floor, 877 Goldstream Avenue

PRESENT

Acting Mayor Seaton; Councillors: D. Blackwell, L. Szpak, and R. Wade.

ATTENDING

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

ABSENT

Mayor Young; Councillors: M. Sahlstrom and N. Stewart.

1. CALL TO ORDER

Acting Mayor Seaton called the meeting to order at 5:29 pm.

2. APPROVAL OF THE AGENDA

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR BLACKWELL

That Council approve the agenda as presented.

CARRIED.

3. ADOPTION OF COUNCIL MINUTES

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

MOVED BY: COUNCILLOR BLACKWELL
SECONDED: COUNCILLOR SZPAK

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

CARRIED.

4. OTHER BOARD AND COMMISSION MINUTES

a) West Shore Parks and Recreation – September 12th, 2019

MOVED BY: COUNCILLOR WADE

SECONDED: COUNCILLOR BLACKWELL

That Council receive the minutes of the West Shore Parks and Recreation held on September 12th, 2019.

CARRIED.

5. PUBLIC PARTICIPATION

None.

Director of Planning M. Baldwin arrived at the meeting at 5:30 pm.

6. REPORTS

- a) Application to rezone 936 Jenkins Avenue and a portion of 919 Rex Road from One-and Two Family Residential (R2) to Residential Small Lot 3 (RS3) to allow for a small lot subdivision of 4 single-family homes**
- **Staff Report (Planning)**

MOVED BY: COUNCILLOR BLACKWELL

SECONDED: COUNCILLOR WADE

That Council direct staff to prepare a bylaw to amend the zoning designation of the property located at 936 Jenkins and portion of 919 Rex Road from R2 (One- and Two-Family Residential) to RS3 (Residential Small Lot 3) subject to the following terms and conditions:

- a. That the applicant agrees to provide, as a bonus for increased density, the following contributions per lot created, prior to subdivision approval:
 - i. \$3,960 towards the General Amenity Reserve Fund; and
 - ii. \$660 towards the Affordable Housing Reserve.
- 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.
- c. That the applicant provides, **prior to Bylaw Adoption**, a section 219 covenant, registered in priority over all other charges on title, that agrees to the following:

- i. That all frontage improvements are provided to Bylaw 1000 standards, and to the satisfaction of the Direction of Engineering, prior to subdivision approval, or building permit issuance, whichever occurs first;
 - 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 a stormwater management plan be provided to the satisfaction of the Director of Engineering and in accordance with Bylaw 1000, prior to subdivision approval, or building permit issuance, whichever occurs first;
 - 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 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.
- d. That the applicant registers the boundary adjustment subdivision to add the portion of 919 Rex Road to 936 Jenkins prior to bylaw adoption.

CARRIED.

b) Application to Exclude 3468 Happy Valley Road from the Agricultural Land Reserve to Allow a Small Lot Development
- **Staff Report (Planning)**

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR BLACKWELL

That Council not support the application to exclude the Property at 3468 Happy Valley Rd and direct staff to forward the application to the ALC.

CARRIED.

c) Application to Allow Driver Training and Testing of Semis and Motorcycles at 2207 Millstream Rd
- **Staff Report (Planning)**

MOVED BY: COUNCILLOR BLACKWELL
SECONDED: COUNCILLOR SZPAK

That Council direct staff to prepare notices of Council's intention to consider issuance of a Temporary Use Permit TUP19-0009 to the Insurance Corporation of B.C. and Western Speedway 1966 LTD. to operate a driver training and testing facility at 2207 Millstream Road subject to the terms of the TUP.

CARRIED.

7. BYLAWS

a) BYLAW NO. 1854

**"Langford Zoning Bylaw, Amendment No. 567, (2849 Lake End Rd),
Bylaw No. 1854, 2019".**

(ADOPTION)

MOVED BY: COUNCILLOR BLACKWELL

SECONDED: COUNCILLOR SZPAK

That Council adopt Bylaw No. 1854.

CARRIED.

b) BYLAW NO. 1857

**"Langford Zoning Bylaw, Amendment No. 570, (684 Hoylake Ave),
Bylaw No. 1857, 2019".**

(FIRST READING)

MOVED BY: COUNCILLOR BLACKWELL

SECONDED: COUNCILLOR WADE

That Council give Bylaw No. 1857 first reading.

CARRIED.

c) BYLAW NO. 1859

**"Langford Zoning Bylaw, Amendment No. 572, (3030 Glennan Road),
Bylaw No. 1859, 2019".**

(ADOPTION)

MOVED BY: COUNCILLOR BLACKWELL

SECONDED: COUNCILLOR WADE

That Council adopt Bylaw No. 1859.

CARRIED.

d) BYLAW NO. 1875

**“Firearms and Bow Use Bylaw No. 1452, 2013 Amendment No. 1,
Bylaw No. 1875.”**

(ADOPTION)

MOVED BY: COUNCILLOR SZPAK

SECONDED: COUNCILLOR BLACKWELL

That Council adopt Bylaw No. 1875.

CARRIED.

8. ADJOURNMENT

Acting Mayor Seaton adjourned the meeting at 5:35 pm.

PRESIDING COUNCIL MEMBER:

CERTIFIED CORRECT
Corporate Officer

**CITY OF LANGFORD
TEMPORARY USE PERMIT**

TUP19-0009– 2207 Millstream Rd

That Temporary Use Permit No. TUP19-0009 be issued by the Council for the City of Langford to Victoria Schedel on behalf of Insurance Corporation of BC to permit driver testing of Semi-trucks and Motorcycles at 2207 Millstream Rd subject to the following terms and conditions:

1. Variances

The following regulations of Zoning Bylaw No. 300 are varied under Section 493 of the *Local Government Act*:

- a) That Council direct staff to prepare notices of Council's intention to consider issuance of a Temporary Use Permit TUP19-0009 to the Insurance Corporation of B.C. and Western Speedway 1966 LTD. to operate a driver training and testing facility at 2207 Millstream Road subject to the terms of the TUP.



Notice of Intention to Consider Issuance of a Temporary Use Permit

Council for the City of Langford hereby gives Notice of Intention to consider issuance of a Temporary Use Permit at its Regular Meeting scheduled for 5:30 pm, Monday, 18 November 2019, in the City Hall Council Chamber on the Third Floor of 877 Goldstream Avenue.

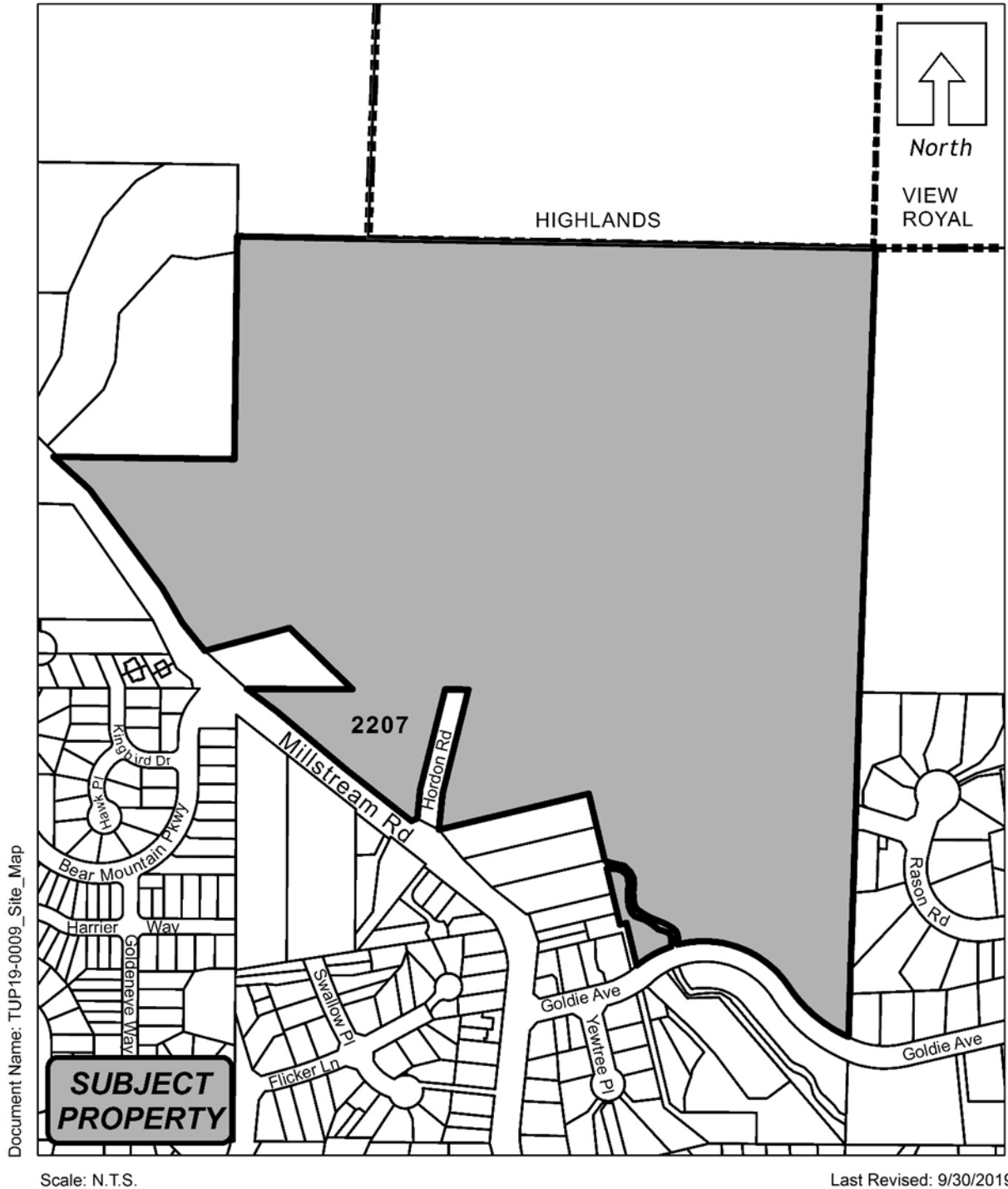
File	Temporary Use Permit No. TUP19-0009
Applicant	Victoria Schedel, Insurance Corporation of BC
Location	The land that is the subject of Temporary Use Permit No. TUP19-0009 is 2207 Millstream Road.
Purpose	The purpose of the proposed Temporary Use Permit is to permit driver training and testing of Semis and Motorcycles at 2207 Millstream Rd.

The purpose of this Notice is to acquaint the property owners and residents in the area with the specifics of the proposed temporary use permit. We request that any written submissions be submitted by Wednesday, 13 November 2019. The submissions will then be distributed for Council's consideration. You may also speak at the Council Meeting of 18 November 2019 during the Public Participation Section at the beginning of the meeting.

Relevant background information and a draft of the permit are available in the Planning Department for perusal Monday through Friday, except Statutory Holidays, during office hours (8:30 am to 4:30 pm). Please contact Wolfgang Schoenefuhs with any questions on this Temporary Use Permit.

Braden Hutchins
Director of Corporate Services

TEMPORARY USE PERMIT
(TUP19-0009)
2207 Millstream Rd



Island Race Series registration opens

Registration for the 2020 Frontrunners Vancouver Island Race Series is open.

The 39th running of the series takes place from January to April with eight races ranging from five kilometres to a half marathon.

The eight races comprise the Harriers Pioneer 8K on Jan. 12, Cobble Hill 10K on Jan. 26, Cedar 12K on Feb. 9, Hatley Castle 8K on Feb. 23, Port Alberni Paper Chase 15K on March 8, Comox Valley RV Half Marathon on March 22, TriStars Sooke 10K on April 5, and the Synergy Health Management Bagan Bay 5K and series awards on April 19.

“The series is a great event for runners and walkers of all abilities, and it showcases the many communities on the Island,” said Louise Hodgson-Jones, president and general manager of the Vancouver Island Runners’ Association.

Returning for a sixth year as charity partner is Victoria Hospitals Foundation. When registering participants will have the opportunity to top up their registration and support the many rehabilitative services at Victoria General Hospital and Royal Jubilee Hospital. To date \$8,820 has been raised by Vancouver Island Race Series participants.

In 2019 Andrew Russell and Catrin Jones won the overall male and female standings. In the club championship, where bragging rights prevail, Prairie Inn Harriers came out on top with Bastion Run Club second, Ceevacs Roadrunners third, Frontrunners Athletic Club fourth, and Comox Valley Road Runners fifth.

For the first 150 to register for the series the fee is \$150. Once that cap is reached the cost is \$175 until Jan. 10. To register online for the series go to: www.islandseries.org.

Registration for the individual races in the series opened Nov. 1.

Company offers free basic security course

Footprints Security is on the hunt for new employees, and they’re willing to put their money where their mouth is.

The security guard company is offering a free 40-hour basic security training course that usually costs \$375, with materials and exam fees.

This course is mandatory to apply for a Province of BC Security Worker’s Licence.

“This is an incredible opportunity for those who would otherwise not be able to afford to enter the industry due to all the fees and costs involved,” said Kim Dillon, community relations coordinator for WorkLink Employment Society.

“Now they will be able to start a new career and not have to jump through so many financial hoops.”

The course teaches professionalism and ethics, legal studies, report writing, and personal safety. In some cases, WorkLink may cover the security licence fee, childcare costs while taking the course, and work clothing and supplies.

The free course, in partnership with WorkLink Employee Society, takes place at WorkBC Centre (#102-3179 Jacklin Rd.) on Nov. 18, 20-22, and 25 with a two-hour exam on Nov. 27. The registration deadline is open to the public until Nov. 15.

To register, contact training@footprintsecurity.com or 1-866-248-9117.

aaron.guillen@goldstreamgazette.com



City of Langford
www.cityoflangford.ca

Notice of Intention to Consider Issuance of a Temporary Use Permit

NOTICE is hereby given that the City of Langford will consider issuance of a TEMPORARY USE PERMIT in the CITY OF LANGFORD COUNCIL CHAMBERS, Third Floor, 877 Goldstream Avenue, Langford, BC, on Monday, 18 November 2019, at 5:30 pm.

File Temporary Use Permit No. TUP19-0009

Purpose The purpose of the proposed Temporary Use Permit is to permit driver training and testing of Semi-Truck and Motorcycles at 2207 Millstream Rd.

Applicant Victoria Schedel, Insurance Corporation of BC

Location The land that is the subject of TEMPORARY USE PERMIT NO. TUP19-0009 is 2207 Millstream Rd.

COPIES of the complete proposed TEMPORARY USE PERMIT and other related material may be viewed during normal working hours, 8:30 am to 4:30 pm, Monday to Friday (holidays excluded), from Monday, 4 November 2019 to Monday, 18 November 2019, inclusive, at the Langford City Hall, Second Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8. Please contact Wolfgang Schoenefuhs in the Planning Department with any questions on this Temporary Use Permit.

Braden Hutchins
Director of Corporate Services





HOLIDAY HOME TOUR

YOU'RE INVITED!

DATE: November 15TH & November 16TH
LOCATION: The Westin Bear Mountain
TICKETS: Available now on EventBrite.
Purchase your tickets before November 1st and enjoy early bird pricing!

Join us for the 2019 Holiday Home Tour. Start your tour with a reception at the Westin Bear Mountain, visit the Sales Centre, enjoy hot chocolate and sweets then board our shuttle service or pickup a map and enjoy a self-guided tour through our holiday homes at your leisure. All proceeds go directly to Our Place, The Mustard Seed and the Goldstream Foodbank.

PRESENTED BY:



CUSTOM DESIGNS LTD.



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Staff Report to Council

Date: November 18, 2019
Department: Administration
Subject: 2020 Council and Committee Meeting Schedule

Overview

In accordance with section 127 of the *Community Charter* and Procedure Bylaw No. 819, Council is required to adopt and advertise a schedule of Council and committee meetings annually on or before January 31st.

Recommendation

That Council adopt the 2020 Council and Committee meeting schedule and advertise as required by the *Community Charter*.

Respectfully submitted,

Submitted by:	Braden Hutchins, Director of Corporate Services
Concurrence	Adriana Proton, Manager of Legislative Services
Concurrence:	Braden Hutchins, A/Chief Administrative Officer

:bh

Attachment: 2020 Council and Committee Meeting Schedule



City of Langford

www.cityoflangford.ca

CITY OF LANGFORD 2020 COUNCIL MEETING SCHEDULE

January 6th and 20th
February 3rd and 18th
March 2nd and 16th
April 6th and 20th
May 4th and 19th
June 1st and 15th
July 20th
August 17th
September 8th and 21st
October 5th and 19th
November 2nd and 16th
December 7th and 21st

All regularly scheduled Council meetings are held at 5:30 p.m. in the Council Chambers of the City Hall,
3rd Floor, 877 Goldstream Avenue, unless posted otherwise.

2020 Standing Committee Meetings

Planning, Zoning, & Affordable Housing – 2nd and 4th Monday @ 5:30 pm
Administration & Finance – 2nd Tuesday @ 4:45 p.m.
Transportation & Public Works – 2nd Tuesday @ 5:30 p.m.
Parks, Recreation, Culture & Beautification – 4th Thursday @ 5:00 p.m.
Protective Services – 4th Tuesday @ 5:00 p.m.

The meeting schedules are subject to change.
Agendas and Minutes are posted on our website: www.langford.ca.

Braden Hutchins
Director of Corporate Services



Staff Report to Council

Date: November 18, 2019
Department: Planning
Application No.: Z19-0021
Subject: Bylaw No. 1869 - Application to Rezone 2865 Carlow Road from the R2 (One and Two Family Residential) Zone to the RT1 (Residential Townhouse) Zone to allow for the construction of 9 townhouses.

At the Regular Meeting of Council on **October 22, 2019**, Council passed the following resolution with respect to the property at **2865 Carlow Road**:

1. *Direct Staff to prepare a bylaw to amend the text within the RT1 (Residential Townhouse) Zone to allow for an FAR of 1.2 if the owner of the property proposed to be developed:*
 - i. *pays to the City the amount specified in Column 4 of Table 1 of Schedule AD, prior to the issuance of a building permit.*
2. *Direct Staff to prepare a bylaw to rezone the property at 2865 Carlow Road from the R2 (One and Two Family Residential) Zone to the RT1 (Residential Townhouse) Zone subject to the following terms and conditions:*
 - i. *That the applicant provides, as a bonus for increased density, the following contributions, per unit, prior to the issuance of a building permit to develop the property:*
 - i. *\$3,800 per unit towards the General Amenity Reserve Fund;*
 - ii. *\$1,000 per unit towards the Affordable Housing Fund;*
 - ii. *That **prior to First Reading** the applicant provides a cost estimate associated with the installation of a sidewalk beyond the Carlow Road frontage of the subject property, to the satisfaction of the Director of Engineering; COMPLETED*

- iii. That the applicant provides, **prior to Public Hearing**, the following:
- i. A technical memo from an engineer that verifies storm water can be adequately managed on-site for the proposed developments, to the satisfaction of the Director of Engineering;
 - ii. A frontage drawing to the satisfaction of the Director of Engineering to confirm if road dedication is required to complete all required frontage improvements including boulevard landscaping, sidewalks and street lighting (if applicable);
- iv. That **prior to Bylaw Adoption**, the applicant dedicates, if necessary, road frontage necessary to accommodate required frontage improvements;
- v. That the applicant provides, **prior to Bylaw Adoption**, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:
- i. That the developer agrees to install an extension of the sidewalk, to Bylaw No. 1000 standards, beyond the Carlow Road frontage of the subject property to the north boundary of the property at 2861 Carlow to the satisfaction of the Director of Engineering, prior to issuance of a building permit;
 - ii. That the developer agrees to install, or bond for, all required frontage improvements to Bylaw No. 1000 standards, including the installation of road edge parking, sidewalks, bike lanes, streetlights, and boulevard landscaping to the satisfaction of the Director of Engineering, prior to issuance of a building permit;
 - iii. That the developer will connect and be responsible for any upgrades required to the services and utilities required for the development;
 - iv. That all storm water management plan(s) be provided prior to issuance of a building permit and implemented, as per Bylaw 1000, all to the satisfaction of the Director of Engineering;
 - v. That a construction parking management plan be provide prior to the issuance of a building permit, to the satisfaction of the Director of Engineering;
 - vi. That the required parking stalls for this development are allocated for the use by individuals in each unit and visitors, as required by Bylaw No. 300; and that parking is not separated from individual units nor provided for in exchange for compensation separate than that of the residential unit;
 - vii. That the developer submits the Fire Underwriters Survey (FUS) calculations prior to the issuance of a development permit to develop the property, and

acknowledges that these calculations may determine different setbacks than what is prescribed in the zone or from what has been granted through variances;

3. *That Council authorize the Director of Planning to include a variance to reduce the required building setback from a front lot line from 3 m to 2.5 m within a form and character Development Permit, subject to the following condition:*
 - i. *That the applicant registers a Section 219 Covenant on the property acknowledging that they will not require an encroachment agreement onto City property as a result of receiving a variance to the required building setback from the front property line;*

COMMENTS

The applicant has satisfied Council's condition and has provided a cost estimate for the installation of a sidewalk extending along the frontage of 2861 Carlow Road, an additional 25 m of sidewalk, prior to the first reading of Bylaw No. 1869. As this cost estimate was \$30,530.00, Bylaw No.1869 will be amended from what was passed with Council's resolution to the following:

- ii. *That the applicant provides, as a bonus for increased density, the following contributions, per unit, prior to the issuance of a building permit to develop the property:*
 - i. *\$3,800 per unit towards the General Amenity Reserve Fund; albeit reducing the total contribution amount by \$30,530.00, the estimated cost associated with the installation of a sidewalk 25 m past the subject property's Carlow Road frontage.*
 - ii. *\$1,000 per unit towards the Affordable Housing Fund;*

If Council wishes to include additional conditions to Bylaw No. 1869, they may wish to do so or proceed with the first reading of Bylaw No. 1869.

OPTIONS

That Council:

1. Give first reading to Bylaw No. 1869;
2. Take no action at this time with respect to Bylaw No. 1869.

Respectfully Submitted,

Submitted by:	Lauren Morhart, MCIP, RPP
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

:lhm

CITY OF LANGFORD BYLAW NO. 1869

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 subsection 6.28.03(2) and replacing it with the following:

"(2) Notwithstanding Subsection 6.28.03(1), on land whose legal description is set out in Table 1 of Schedule AD, the minimum floor area ratio may be increased to 1.2 if owner of the land proposed to be developed:

a. pays to the City the amount specified in Column 4 of Table 1 of Schedule AD, prior to the issuance of a building permit."

2. By deleting from the R2 (One- and Two-Family Residential) Zone and adding to RT1 (Residential Townhome) Zone the property legally described as LOT 2, SECTION 79, ESQUIMALT DISTRICT, PLAN 10124, PID No. 005-455-481 (2865 Carlow Rd) in the portions as shown shaded on Plan No. 1 attached to and forming part of this Bylaw.

3. 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)
RT1	1869	LOT 2, SECTION 79, ESQUIMALT DISTRICT, PLAN 10124, PID No. 005-455-481 (2865 Carlow Rd)	a) \$3800 per unit towards the General Amenity Reserve Fund, however, \$30,530 will be reduced from the total contribution amount for the costs associated with the installation of an additional 25 m of sidewalk; b) \$1000 per unit towards the Affordable Housing Reserve Fund	No

B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 575, (2865 Carlow Rd), Bylaw No. 1869, 2019".

READ A FIRST TIME this day of, 2019.

PUBLIC HEARING held this day of, 2020.

READ A SECOND TIME this day of, 2020.

READ A THIRD TIME this day of, 2020.

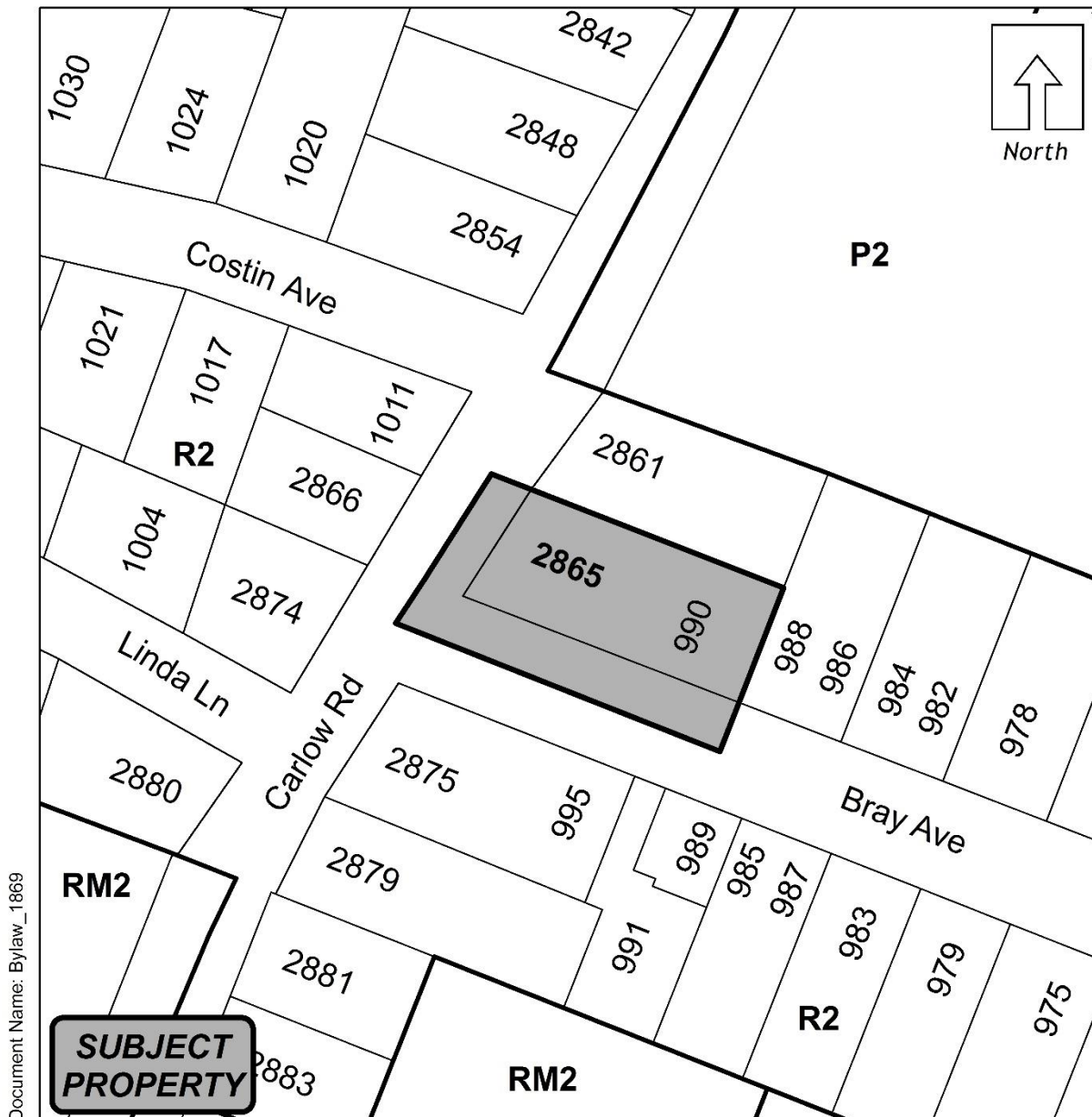
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS day of , 2020.

ADOPTED this of, 2020.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Schedule A



I HEREBY CERTIFY THIS TO BE A TRUE COPY
OF PLAN No. 1 AS DESCRIBED
IN SECTION A1 OF BYLAW No. 1869

MAYOR

ADOPTION: _____

CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 10/11/2019



Staff Report to Council

Date: November 18, 2019
Department: Engineering
Subject: Bylaw No. 1871 to Amend Bylaw No. 33 Traffic Bylaw, 1995

Background

Langford is becoming a popular area to host various events that require the use of public roadways. Currently event organizers are required to provide a permit application to Construct, Use and Maintain Works within a Roadway or Lane in order for the event to take place. The current permit application (Schedule C of Bylaw No. 33) is construction based and a large portion of the application does not apply to events.

The purpose of this report is to propose a few housekeeping edits to Bylaw No. 33 for council consideration.

Commentary

Staff are suggesting the following amendments to the Traffic Bylaw:

1. Amend Schedule B "Application for Extraordinary Traffic Agreement" by replacing it with new schedule B "Special Event – Highway Use Application"
2. Traffic Bylaw No. 33 Schedule C is regularly used to permit various construction works within the road right of way. The application does not currently expire. Staff wish to add an expiration date to the approved permit. This will allow staff to finalise these construction projects more efficiently and ensure projects are not left incomplete for long periods of time. Amend Schedule C "Application to Construct, Use and Maintain Works within a Roadway or Lane" by adding an expiry date.

Financial Implications

There will be no change to the current permit fee structure.

Legal Implications

None noted.

Options

That Council:

1. Give Traffic Bylaw No. 33, Amendment No. 23, Bylaw No. 1871, 2019 first three readings;
- OR
2. Do nothing at this time with Traffic Bylaw No. 33, Amendment No. 23, Bylaw No. 1871, 2019

Respectfully submitted,

Submitted by:	Kirsten Wilson, EIT
Concurrence:	Adriana Proton, Manager of Legislative Services
Concurrence:	Matthew Baldwin, MCIP, RPP Director of Planning
Concurrence:	Chris Aubrey, Fire Chief Approved via email
Concurrence:	Lorne Fletcher, Manager of Community Safety and Municipal Enforcement
Concurrence:	Cory Manton, Manager of Parks and Recreation
Concurrence:	Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering
Concurrence:	Leah Stohmann, MCIP, RPP, Deputy Director of Planning
Concurrence:	Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence:	Braden Hutchins, Director of Corporate Services
Concurrence:	Darren Kiedyk, Chief Administrative Officer

:kw

Attachments:

1. Bylaw No. 1871
2. New Schedule B
3. Revised Schedule C

CITY OF LANGFORD

BYLAW NO. 1871

A BYLAW TO AMEND THE TRAFFIC BYLAW

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

1. City of Langford Traffic Bylaw No. 33 is amended as follows:
 - i) By replacing Schedule B, Application for Extraordinary Traffic Agreement, with Schedule B attached to this Bylaw;
 - ii) By adding an expiry date to Schedule C; Application to Construct, Use, and Maintain Works Within a Roadway or Lane; replacing current Schedule C with new Schedule C attached to this Bylaw.
2. This Bylaw may be cited as “Traffic Bylaw No. 33 Amendment No. 23, Bylaw No. 1871, 2019”.

READ a first time this XXth day, 2019.

READ a second time this XXth day, 2019.

READ a third time this XXth day, 2019.

ADOPTED this XXth day of , 2019.

Presiding Council Member

(Certified Correct)
CORPORATE OFFICER



City of Langford

www.cityoflangford.ca

Special Event — Highway Use Application SCHEDULE B TRAFFIC BYLAW NO 33

Shaded Area Office Use Only

APPLICANT INFORMATION

Organization _____ E-Mail _____

Address _____ Postal Code _____

Event Contact _____ Phone _____

Secondary Contact (If Applicable) _____ Phone _____

This proposed event are subject to the general conditions or noted special conditions as listed on this permit. It is understood that the completion of this form constitutes an application only, and the work applied for will not commence until this permit has been approved.

Date of Application _____ Signed _____

EVENT DETAILS

Event Name _____ Number of Participants (Approx) _____

Start Date _____ Start Time _____ End Date _____ End Time _____

Description _____

Detailed Event Route (including road closure requests): _____

Map Attached Y _____ N _____ Permission to post event details on City of Langford website? Y _____ N _____

(a) A permit fee in the amount of \$ _____ shall be paid to the City of Langford (Minimum \$35 required)

(b) A cash deposit in the amount \$ _____ shall be deposited with the Engineering Department to ensure no damage to municipal infrastructure.

Total \$ _____

(c) Proof of insurance in accordance with Bylaw Nos. 33 and 1000 provided? Y _____ N _____

(d) Park Use Permit Required? Y _____ N _____

City of Langford Approval

Date

Any of the attached conditions apply to this permit approval. In addition, events are to be in compliance with Provincial or Federal Regulations.

City of Langford Final Approval

Date

The personal information requested in this form is collected under section 26 (c) of the Freedom of Information and Protection of Privacy Act and will be used to administer Special Event - Highway Use Applications within the City of Langford. Please contact the Manager of Engineering Construction at 250-478-7882 or engineering@langford.ca if you have any questions about the collection, use, or disclosure of this information.

PERMIT GENERAL CONDITIONS

NOTIFICATION / ROAD CLOSURES

1. Road closures are not permitted without 72-hour notice given to the Engineering Department and Fire Department and approval of detour signing is received. Scheduling may be restricted with respect to summer traffic, bus routes, or other project coordination.
2. City of Langford reserves the right to request the following items:
 - a. Traffic Management Plan for any road closures or traffic interruption due to an event.
 - b. Proposed Parking Plan to ensure there will be sufficient parking for event attendees.

SPECIAL EQUIPMENT AND REQUESTS

1. If the applicant requires special equipment (i.e. computerized message boards, Langford Trolley, washrooms, etc.) please notify the City of Langford at least 2-months prior to the event start date. City of Langford will work to accommodate all requests, however if the equipment is not available the applicant will be required to supply their own.
2. Please be aware that the City of Langford reserves the right to charge payment for use of the Langford Trolley.
3. If the applicant wishes to have the RCMP or City of Langford Bylaw Enforcement on site for the event, then the applicant is required to notify the City of Langford a minimum of 2-months prior to the event start date.
4. No equipment related to the event is allowable within the Municipal road right-of-way unless the approved permit states otherwise.

INSPECTION AND ACCEPTANCE

1. Clean-up may require mechanical sweeping of all paved streets following the event.
2. The Municipal road right-of-way (including the boulevard, sidewalk, etc.) is required to be clear of all event-related or event-caused debris following the event.
3. All event signage is to be taken down within 48-hours of the event end date.



City of Langford

www.cityoflangford.ca

Application to Construct, Use and Maintain Works within a Roadway or Lane SCHEDULE C TRAFFIC BYLAW NO 33

Shaded Area Office Use Only

Name of Permittee (Company) _____ E-Mail _____

Address _____ Postal Code _____

Attention _____ Phone _____

These proposed works are subject to the general conditions or noted special conditions as listed on this permit. It is understood that the completion of this form constitutes an application only, and the work applied for will not commence until this permit has been approved.

Date of Application _____ Signed _____

The proposed works consist of and are described as follows:

Location of Works _____ Drawing No. _____

The plans submitted shall consist of a key-map, general plan-profiles, and where necessary, detail plans. The drawings shall supply at least the following information:

- (a) The legal boundaries of all road allowances or easements and adjacent legal lot descriptions.
- (b) The proposed utility position (horizontal and vertical) related to legal boundaries and any existing utility or surface features within the public right-of-way.
- (c) The details of all trench depths and backfill tanks, manholes, poles, boxes, bridge, culverts, walls, or other structures to be constructed, or standard drawing specifications where applicable.

Estimated Capital Cost of the Works (Attach Engineer's Certified Estimates to this Form)

Above ground 6% of the first \$500,000; 2% remainder \$ _____

Below ground 3.5% of first \$50,000; 0.6% remainder \$ _____

- (a) A permit fee in the amount of \$ _____ shall be paid to the City of Langford (Minimum \$35 required)
- (b) A cash deposit in the amount of \$ _____ shall be deposited with the Engineering Department to ensure construction is in accordance with approved plans and this permit.
- (c) Proof of insurance in accordance with Bylaw Nos. 33 and 1000 provided? Y _____ N _____

City of Langford Approval

Date _____ (This permit expires one year from date of Approval)

Any of the attached conditions apply to this permit approval. In addition, all work must be in accordance with the City of Langford Subdivision and Development Servicing Bylaw No. 1000, as amended from time to time and in compliance with Provincial or Federal Regulations.

Final Inspection

Estimated Surface Repair costs: (By City)

1. Asphalt Patching	\$	_____
2. Concrete Repairs	\$	_____
3. Other	\$	_____
Estimated Total	\$	_____

City of Langford Final Approval

Date _____

The personal information requested in this form is collected under section 26 (c) of the Freedom of Information and Protection of Privacy Act and will be used to administer Roadway Use Applications within the City of Langford. Please contact the Manager of Engineering Construction at 250-478-7882 or engineering@langford.ca if you have any questions about the collection, use, or disclosure of this information.

PERMIT GENERAL CONDITIONS

NOTIFICATION / ROAD CLOSURES

1. No work shall commence until the drawing and this permit have been approved by the Engineering Department and one (1) electronic and one (1) print of the approval drawings are received by the Engineering Department.
2.
 - a) Prior to starting any work, a minimum of 48-hours notice in writing must be given to the Engineering Department.
 - b) 24-hour notice for the required City of Langford assistance in locating existing services shall be made to the City's Engineering Department.
 - c) Any permit holder is responsible for maintaining pedestrian safety in formal or informal access situations at all times within the construction area. Any vehicles/equipment within road allowance cannot obstruct pedestrian traffic.
3. Road closures are not permitted without 24-hour notice given to the Engineering Department and Fire Department and approval of detour signing is received. Scheduling may be restricted with respect to summer traffic, bus routes, or other project coordination.
4. Any existing utilities, electrical, water and sanitary services, hydrants, valves, etc., shall be located prior to construction and shall remain accessible and useable at all times.

SURFACE AND UTILITY REPAIRS

1. Any damage to work or utilities including trees shall be reported immediately to the Engineering Department who may undertake repairs at the applicant's expense or direct that the applicant make the necessary repairs, with restoration equal to existing or to the satisfaction of the adjacent property owner.
2. No undermining under any existing concrete works is permitted. Replacement shall include cutting and complete removal of the total concrete section and any curb returns removal shall be replaced with standard wheelchair ramps.
3. All pavement patching shall be hot-mix asphalt. All cuts through pavement shall be a straight line, approved by the Engineering Department prior to patching and shall be completed within 15 hours of excavation.
4. No asphalt patching, or concrete repairs shall be done after October 30, without approval of the Engineering Department.
5. Written approval shall be received by the Parks Supervisor for any work within 2.0 m of the branch spread of any trees within the public road allowance.
6. For any trench within the public road allowance, where the utility inverts are 1.0 m or less, the backfill above the duct zone shall be 75 minus crushed gravel to finished subgrade.

INSPECTION AND ACCEPTANCE

1. In the event that construction is contrary to the approval given by this permit, the applicant or utility owner shall correct the installation. Failure to comply with the requirements on this permit will give the City reason to order the applicant to stop work.
2. The applicant or owner of the utility shall place no liability on the City as a result of any damage arising out of this permit approval including one-year maintenance period.
3. Within three (3) months of the "Notice of Substantial Completion", the applicant shall submit an As-Built drawing to the Engineering Department.
4. Clean-up and dust control may require mechanical sweeping of all paved streets on a daily basis.
5. Upon notice in writing of the intention on the part of the City to construct, extend, alter or improve any public works, the utility owner for which this permit is granted shall coordinate with the City within three months from receipt of notice shall complete this relocation work as may be necessitated by the construction.



Staff Report to Council

Date: November 18, 2019
Department: Planning
Subject: Bylaw 1876 – Garden and Carriage Suite Development Permit Fees

Purpose

To amend Schedule D of Bylaw No. 209 in order to include a fee for a form and character development permit for garden suites and carriage suites.

Background

On October 7th, 2019, Council adopted Bylaw No. 1697 and Bylaw No. 1803 to allow for garden and carriage suites to be more widely permitted throughout residential and rural residential zones outside of the City Centre. Given this, residents who are eligible will be able to apply immediately for a form and character development permit instead of having to go through the rezoning process. Upon review, staff have found that the planning applications fee schedule does not speak to a fee for garden suite or carriage suite applications.

Commentary

Upon review of the existing Form and Character Development Permit fees, staff have determined that including garden suites and carriage suites in the existing fee bracket of \$572 would be reasonable. The existing fee bracket of \$572 encompasses Form and Character applications that include the following:

- *Less than 100 m² of new commercial/industrial/business park GFA; and/or*
- *Exterior renovations of existing intensive residential (including duplex) or multi-family residential buildings that represent a change to the form and character of a building or buildings.*

Staff suggest adding an additional line to the above to include “and/or Garden suites and carriage suites”.

For context, the current application fee to apply for a Form and Character Development Permit for a duplex is \$917.

Options

That Council:

1. Give first, second, and third reading to Bylaw No. 1876 to amend Bylaw No. 209;

OR

2. Take no action at this time with respect to Bylaw No. 1876.

Respectfully submitted,

Submitted by:	Julia Buckingham, Planner I
Concurrence:	Adriana Proton, Manager of Legislative Services
Concurrence:	Matthew Baldwin, MCIP, RPP Director of Planning
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. 1876

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

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

1. Bylaw No. 209, cited as “District of Langford Development Procedures, 1997” is amended by:
 - a) By replacing Schedule ‘E’ with the following: “

Development Permit Fees If any work for which a permit is required commences prior to a permit being issued, the fee payable shall be doubled.		
Interface Fire Hazard Development Permit Area (ONLY) – Development Permit for one- and two-family residential development on an individual lot and/or the creation of not more than two lots by subdivision where development is fully compliant with Interface Fire Hazard design guidelines.		\$287
Riparian Development Permit Area (ONLY) – Development Permit for one- and two-family residential development on an individual lot where no work is occurring within a Streamside Protection and Enhancement Area (SPEA) as defined by a qualified professional;		\$572
Two-Family Residential (Duplex) - compliant with Design Guidelines and which may or may not include Interface Fire Hazard Development Permit Area;*		\$917
Two-Family Residential (Duplex) – not compliant with Design Guidelines and which may or may not include Interface Fire Hazard Development Permit Area and may or may not include variances;**		\$2,350
For combined Environmentally Sensitive/Hazardous and Form & Character applications, fees shall be paid on the basis of the greater of either the Environmentally Sensitive/Hazardous Development Permit Area(s) Impacted (column A) OR the scale of development (column B)		
Column A	Column B	Fee
Environmentally Sensitive/Hazardous Development Permit Areas Impacted	Form & Character	
Less than 150 m ² of site area within a defined development permit area	Less than 100 m ² of new commercial/industrial/business park GFA; and/or Exterior renovation of existing intensive residential (including duplex) or multi-family residential buildings that represents a change to the form and character of a building or buildings; and/or Garden and carriage suites	\$572
150-1000 m ² of site area within a defined development permit area	Up to and including 4 residential units; and/or Up to 200m ² of new Com/Ind/Bus Park GFA; and/or Exterior renovation of existing Com/Ind/Bus Park buildings up to 200 m ² of GFA that represents a change to the form and character of a building or buildings;	\$2,062

1001-4500 m ² of site area within a defined development permit area	5- 12 residential units; and/or Up to 300 m ² of new Com/Ind/Bus Park GFA and/or Exterior renovation of existing Com/Ind/Bus Park buildings up to 2000 m ² of GFA that represents a change to the form and character of a building or buildings;	\$4,357
4,501-25,000 m ² of site area within a defined development permit area	13-49 residential units; and/or Up to 4500 m ² of new Com/Ind/Bus Park GFA and/or exterior renovation of existing Com/Ind/Bus Park buildings over 2000 m ² of GFA that represents a change to the form and character of a building or buildings;	\$6,649
>25,000 m ² of DP site area	50+ residential units; and/or 4501 m ² + of new Com/Ind/Bus Park GFA	\$10,891

*A duplex development permit issued by Council's delegate

**A duplex development permit issued by Council

Development Permit Amendment Fees	
The Director of Planning may consider the following types of amendments to an issued Development Permit, where such changes maintain the overall intent of the previously issued Development Permit and are consistent with the Development Permit Area Guidelines appended to Zoning Bylaw No. 300	
Minor amendment for changes that are eligible for a Development Permit Exemption in accordance with s.1.4 of Appendix A to Zoning Bylaw No. 300	No Fee, unless a Letter of Exemption is requested or required
Minor amendment for changes that: Require the issuance of a Development Permit Amendment for the purpose of issuing a variance to reduce a bylaw requirement by no more than 10%	\$229
Moderate amendment for changes that: - Require the issuance of a Development Permit Amendment for the purpose of: - Increasing floor space by more than 10% of the GFA originally approved, but less than 20%; - Issuing a variance to reduce a bylaw requirement by more than 10%; - Adjusting a streamside protection and enhancement area per the conditions specified in s.2.3.4 of Appendix A to the Zoning Bylaw No. 300 and where such adjustment is supported by the project biologist	16% of the original fee
Major amendment for changes that are not considered to be a Minor or Moderate amendment	27% of the original fee
Appeal Fee (if Development Permit cannot be issued by Council's delegate)	\$1,432 in addition to above fees
Development Permit Issued by Council with Variances (other than duplex)	\$1,432 in addition to the above fees
Letter of Exemption from the Requirements of a Development Permit	\$115
Other Fees	
Board of Variance	\$715

Counter Petition: If the City is required to provide a counter petition opportunity as a result of any planning related application (Official Community Plan Amendment, Rezoning, Development Permit, Development Variance Permit, and Temporary Use Permit).	\$642
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Development Variance Permit Fees	
Application Fee	\$1,432

Temporary Use Permit Fees	
Application Fee	\$2,007
Renewal Fee	\$287

”

2. This Bylaw may be cited for all purposes as "City of Langford Development Procedures, Amendment Bylaw No. 20, Bylaw No. 1848, 2019".

READ A FIRST TIME this day of , 2019.

READ A SECOND TIME this day of , 2019.

READ A THIRD TIME this day of , 2019.

ADOPTED this day of , 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER



Staff Report
to
Council

Date: November 18, 2019
Department: Engineering
Subject: Amendment to Bylaw No. 1600 Sewer Utility Bylaw (Fees)

Background

The City's Bylaw No. 1600 Sewer Utility Bylaw currently has a fee structure from 2015 through to the end of 2019. The purpose of this report is to inform Council of an amendment to the fees for 2020.

Commentary

The City's sewer provider West Shore Environmental Services (WSES) provides notice on an annual basis of their fee structure for the upcoming calendar year. The fees must be ratified by Council.

Financial Implications

In a letter to the City dated October 28, 2019, WSES has indicated that they propose a 2% rate increase in 2020 for just the Sewer Capital Recovery Fee (SCRF) and the User Fee (UF). The Consumer Price Index (CPI) for greater Victoria in 2018 was 2.4%. No increased to the Incremental Storage Fee or Sewer Connection Fee are proposed.

Legal Implications

The current Bylaw No. 1600 has rates to the end of 2019. Rates for 2020 are not included in the current bylaw, therefore an amendment to the bylaw is required.

Options

That Council:

1. Give Sewer Utility Bylaw No. 1600, Amendment No. 3 Bylaw No. 1877, 2019 first three readings;

OR

2. Do nothing at this time for Sewer Utility Bylaw No. 1600, Amendment No. 3 Bylaw No. 1877, 2019

Respectfully submitted,

Submitted by:	Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering
Concurrence:	Adriana Proton, Manager of Legislative Services
Concurrence:	Michael Dillabaugh, CPA, CA, Director of Finance
Concurrence:	Braden Hutchins, Director of Corporate Services
Concurrence:	Darren Kiedyk, Chief Administrative Officer

:mm

Attachment: Bylaw No. 1877

CITY OF LANGFORD

BYLAW NO. 1877

A BYLAW TO AMEND SEWER UTILITY BYLAW No. 1600, 2016

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

1. City of Langford Sewer Utility Bylaw No. 1600, 2016 is amended as follows:
 - i) By replacing Schedule A, with Schedule A attached to this Bylaw;
2. This Bylaw may be cited as “Sewer Utility Bylaw Amendment No. 3, Bylaw No. 1877, 2019”.

READ a first time this XXth day, 2019.

READ a second time this XXth day, 2019.

READ a third time this XXth day, 2019.

ADOPTED this XXth day of , 2019.

Presiding Council Member

(Certified Correct)
CORPORATE OFFICER

SCHEDULE A

Volume of Discharge (imperial gallons)	Fee per gallon
Up to 13 million in any calendar year	\$0.005
In excess of 13 million in any calendar year	\$0.010
Environmental Levy Fee Per Annum	\$5000.00

SCHEDULE B (Fee amounts in dollars)

Fee Type	Unit of Measure	2015	2016	2017	2018	2019	2020
Sewer connection fee	Per inch of service pipe diameter	1500	1500	1500	1500	1500	1500
Sewer capital recovery fee	Per R2 equivalent lot	9154	9426	9706	9994	10291	10497
Incremental storage improvement fee	Per SCRF assessed	495	495	495	495	495	495
Sewer user fee	Per m ³ of water consumption	0.486	0.650	0.814	1.002	1.199	1.223



City of Langford

www.cityoflangford.ca

November 18th, 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 the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and litigation or potential litigation affecting the municipality; under Section 90 (1) (e) and (g) of the Community Charter.
- b) That Council continue the meeting in closed session.