CITY OF LANGFORD

REGULAR MEETING OF COUNCIL

Tuesday, June 4th, 2019 @ 5:30 p.m.

Council Chambers, 3rd Floor, 877 Goldstream Avenue

AGENDA

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1.	**CALL TO ORDER**	
2.	**APPROVAL OF THE AGENDA**	
3.	**PRESENTATION**	
	a) Councillor Wade **RE: Expression of Thanks to Terry Young**	
4.	**ADOPTION OF COUNCIL MINUTES**	
	a) Minutes of the Special Meeting of Council – May 13th, 2019	**3**
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5.	**PUBLIC PARTICIPATION**	
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	**11**
	2. Bylaw No. 1839 – Application to Rezone 10 Properties on the West Side of Peatt Road between Goldstream Avenue and Hockley Avenue to Allow for Mixed-Use Developments	**16**
	3. Bylaw No. 1844 - Application to Rezone 641 Goldstream Avenue from One-Family Residential 1 (R1) Zone to Mixed-Use Residential Commercial 2 (MU2) to Allow a 6-Storey Apartment Building	**31**
	b) Protective Services Committee – May 29th, 2019	
	1. Minutes of the Protective Services Committee – May 29th, 2019	**42**
	2. Departmental Update	**45**
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7.	**REPORTS**	
	a) Policy Repeal and Amendment	**73**
	- **Staff Report (Administration)**	

8. BYLAWS

a) BYLAW NO. 1821 **252**
"Road Closure Bylaw No. 1821, (Page Avenue) 2019".
(FIRST, SECOND AND THIRD READINGS)

b) BYLAW NO. 1842 **255**
"Employee Bylaw No. 1842".
(FIRST, SECOND AND THIRD READINGS)

c) BYLAW NO. 1848 **274**
"City of Langford Development Procedures, Amendment Bylaw No. 19, 2019, Bylaw No. 1848".
(ADOPTION)

d) BYLAW NO. 1849 **278**
"Subdivision and Development Servicing Bylaw, Amendment No. 19 (Fee Schedule), Bylaw No. 1849".
(ADOPTION)

e) BYLAW NO. 1850 **280**
"Langford Building Bylaw No.1160, Amendment No 12, 2019, Bylaw No. 1850".
(ADOPTION)

9. IN CAMERA RESOLUTION **284**

10. ADJOURNMENT

CITY OF LANGFORD

MINUTES OF THE SPECIAL MEETING OF COUNCIL

Monday, May 13th, 2019 @ 12:00 p.m.

3680 Trans Canada Highway

PRESENT

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

ATTENDING

Chief Administrative Officer, D. Kiedyk; Deputy Director of Finance, A. Kryklywyj; Director of Corporate Services, B. Hutchins; Director of Planning, M. Baldwin; Director of Engineering, M. Mahovlich; Manager of Parks, C. Manton; Building Manager, J. Worobec; OIC, T. Preston; Fire Chief , C. Aubrey; and Executive Assistant, J. Coneybeer.

1. CALL TO ORDER

Mayor Young called the meeting to order at 1:00 pm.

2. APPROVAL OF THE AGENDA

MOVED BY: COUNCILLOR BLACKWELL
SECONDED: COUNCILLOR SZPAK

That Council approve the agenda as presented.

CARRIED.

3. IN CAMERA RESOLUTION

MOVED BY: COUNCILLOR BLACKWELL
SECONDED: COUNCILLOR SZPAK

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 discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 *[annual municipal report]* under Section 90 (1) (l) of the Community Charter.
b) That Council continue the meeting in closed session.

CARRIED.

4. ADJOURNMENT

Mayor Young adjourned the meeting at 3:30 pm.

PRESIDING COUNCIL MEMBER

CERTIFIED CORRECT
Corporate Officer

CITY OF LANGFORD

MINUTES OF THE REGULAR MEETING OF COUNCIL

Tuesday, May 21st, 2019 @ 5:30 p.m.

Council Chambers, 3rd Floor, 877 Goldstream Avenue

PRESENT

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

ATTENDING

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

ABSENT

Councillor N. Stewart.

1. CALL TO ORDER

Acting Mayor Blackwell called the meeting to order at 5:32 pm.

2. APPROVAL OF THE AGENDA

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SEATON

That Council approve the agenda with the exception of holding the presentation until the Mayor arrived.

CARRIED.

3. ADOPTION OF COUNCIL MINUTES

a) Minutes of the Regular Meeting of Council – May 6th, 2019

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SAHLSTROM

That Council approve the minutes of the Regular Meeting of Council held on May 6th, 2019.

CARRIED.

4. OTHER BOARD AND COMMISSION MINUTES

a) **West Shore Parks and Recreation – April 11th, 2019**

MOVED BY: COUNCILLOR SEATON
SECONDED: COUNCILLOR SAHLSTROM

That Council receive the minutes of the West Shore Parks and Recreation Meeting held on April 11th, 2019.

CARRIED.

5. PUBLIC PARTICIPATION

Resident addressed Council in support of the proposed CRD Foodlands Access Program.

6. REPORTS

a) 2018 Statement of Financial Information
- **Staff Report (Finance)**

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR SZPAK

That Council approve the 2018 Statement of Financial Information as presented.

CARRIED.

b) Climate Action
- **Staff Report (Planning)**

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SZPAK

That Council declare a climate emergency and continue to work toward carbon neutrality.

CARRIED.

c) CRD Regional Foodland Access Program
- **Staff Report (Planning)**

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SEATON

That Council direct staff to provide the following feedback to the CRD Board:

That the City of Langford is not willing to participate in funding the CRD operation of a foodlands trust and does not have municipal lands to add to a CRD-operated foodlands trust.

CARRIED.

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR WADE

In light of the 11.4% increase to the typical Langford household in 2019 to Capital Regional District taxes for initiatives that are already being worked on, that the City of Langford Council will not contribute to any new Capital Regional District service, function or tax, until such time as existing Capital Regional District initiatives have been completed and the costs associated with these initiatives is known, and until such time as the annual increase to the CRD portion of taxes is reduced to a level equal to the region's annual cost of living increase.

CARRIED.

7. BYLAWS

a) BYLAW NO. 1643
"Page Avenue Road Closure Bylaw No.1643".
(ADOPTION)

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SEATON

That Council adopt Bylaw No. 1643.

CARRIED.

b) BYLAW NO. 1826
"Langford Zoning Bylaw, Amendment No. 555, (939 Walfred Rd), 2019".
(ADOPTION)

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR SZPAK

That Council adopt Bylaw No. 1826.

CARRIED.

c) BYLAW NO. 1828
"Langford Official Community Plan Bylaw, Amendment No. 30, 2019".
(FIRST READING)

MOVED BY: COUNCILLOR SAHLSTROM
SECONDED: COUNCILLOR SEATON

That Council give Bylaw No. 1828 first reading.

CARRIED.

d) BYLAW NO. 1829
"Langford Zoning Bylaw, Amendment No. 557, 2019".
(FIRST READING)

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR SEATON

That Council give Bylaw No. 1829 first reading.

CARRIED.

e) BYLAW NO. 1848
"City of Langford Development Procedures, Amendment Bylaw No. 19, 2019".
(FIRST, SECOND AND THIRD READINGS)

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SZPAK

That Council give Bylaw No. 1848 first, second and third readings.

CARRIED.

f) BYLAW NO. 1849
"Subdivision and Development Servicing Bylaw, Amendment No. 19
(Fee Schedule), Bylaw No. 1849".
(FIRST, SECOND AND THIRD READINGS)

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR WADE

That Council give Bylaw No. 1849 first, second and third readings.

CARRIED.

g) BYLAW NO. 1850
"Langford Building Bylaw No.1160, Amendment No 12, 2019".
(FIRST, SECOND AND THIRD READINGS)

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR WADE

That Council give Bylaw No. 1850 first, second and third readings.

CARRIED.

h) BYLAW NO. 1851
"Langford Zoning Bylaw, Amendment No. 565, 2019, Bylaw No 1851 (939 Walfred Rd)".
(FIRST READING)

MOVED BY COUNCILLOR SZPAK
SECONDED: COUNCILLOR WADE

That Council give Bylaw No. 1851 first reading and waive the requirement for a public hearing.

CARRIED.

Mayor Young arrived at 5:45 pm.

8. PRESENTATION

a) Tanya Claremont, Victoria Native Friendship Centre
RE: Victoria Urban Reconciliation Dialogue

MOVED BY: COUNCILLOR SEATON
SECONDED: COUNCILLOR BLACKWELL

That Council receive the presentation from the Victoria Native Friendship Centre.

CARRIED.

9. IN CAMERA RESOLUTION

MOVED BY: COUNCILLOR BLACKWELL
SECONDED: COUNCILLOR WADE

a) That it is the opinion of Council that the public interest require 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 under section 90 (1) (e)

b) That Council continue the meeting in closed session.

CARRIED.

10. ADJOURNMENT

Mayor Young adjourned the meeting at 6:40 pm.

PRESIDING COUNCIL MEMBER:

CERTIFIED CORRECT
Corporate Officer

CITY OF LANGFORD

MINUTES OF THE PLANNING, ZONING AND AFFORDABLE HOUSING COMMITTEE

Monday, May 27th, 2019 @ 5:30 pm

Council Chambers, 3rd Floor, 877 Goldstream Avenue

PRESENT

Councillors: D. Blackwell (Chair), R. Wade (Vice-Chair); Members: C. Brown, A. Creuzot, S. Harvey, D. Horner and K. Sheldrake.

ATTENDING

Matthew Baldwin, Director of Planning and Subdivision; George Henshall, Deputy Director of Engineering.

ABSENT

Members: M. Hall.

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: A. CREUZOT

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 – April 8th, 2019

MOVED BY: K. SHELDRAKE
SECONDED: C. BROWN

That the Planning, Zoning and Affordable Housing Committee approve the minutes of the meeting held on April 8th, 2019.

CARRIED.

4. REPORTS

a) Bylaw No. 1839 – Application to Rezone 10 Properties on the West Side of Peatt Road between Goldstream Avenue and Hockley Avenue to Allow for Mixed-Use Developments

- **Staff Report (Planning)**

MOVED BY: K. SHELDRAKE
SECONDED: S. HARVEY

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

1. Give 1st reading to the attached Bylaw No. 1839 to amend the zoning designation of the properties located at 801 Goldstream Avenue, 2816, 2822, 2826, 2832, 2834, 2838, and 2844 Peatt Road, and 816 and 818 Hockley Avenue from R1 (One-Family Residential) and C3 (District Commercial) to MU2 (Mixed-Use Residential Commercial 2) subject to the following terms and conditions:

    a) That the applicant provides, **as a bonus for increased density**, the following contributions per residential unit, prior to issuance of a building permit:

        i. $750 towards the Affordable Housing Fund;
        ii. $2,850 towards the General Amenity Reserve Fund.

        Subject to reductions depending on the use and height in accordance with the Affordable Housing and Amenity Contribution Policy.

    b) That the applicant provides, **as a bonus for increased density**, the following contributions per square metre of commercial space, prior to issuance of a building permit:

        i. $10.75 towards the General Amenity Reserve Fund.

    c) That the Mixed-use Residential Commercial Zone (MU2) Zone of Langford Zoning Bylaw No. 300 be amended as follows:

        i. 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*."

        ii. By deleting Section 6.56.06(2).

    d) 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 Traffic Impact Study that examines the ultimate build-out of the subject properties and provides recommendations based on the results, to the satisfaction of the Director of Engineering;

        iii. A civil engineering design of the frontage improvements per Bylaw 1000 standards, to the satisfaction of the Director of Engineering.

e) That the applicant provides, **prior to Bylaw Adoption,** the following:

   i. The registration of a lot consolidation plan that includes road dedication along Goldstream Avenue, Peatt Road and Hockley Avenue, as a result of the Traffic Impact Study and civil engineering design of required road improvements per Bylaw 1000 standards, to the satisfaction of the Director of Engineering; and

   ii. The registration of a blanket statutory right of way on the northern property for the future installation of a minimum 30m² pedestrian friendly plaza along Goldstream Avenue, which would include art work.

f) 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 northern property have a minimum 30m² pedestrian plaza along Goldstream Avenue with a minimum of $15,000 of artwork installed prior to issuance of a building permit, to the satisfaction of the Director of Planning;

   ii. That a Traffic Impact Assessment (TIA) be completed to the satisfaction of the Director of Engineering for the full build-out of any block that commercial and/or residential uses are proposed, prior to the issuance of building permit, and that the recommendations of the TIA be implemented;

   iii. That all frontage improvements to Bylaw 1000 standards are provided to the satisfaction of the Director of Engineering prior to issuance of a building permit;

   iv. The a minimum of 40% of the ground floor or 60% of the linear frontage to be commercial space, to the satisfaction of the Director of Planning; and

   v. That a storm water management plan be provided prior to issuance of a building permit and implemented, as per Bylaw 1000, all to the satisfaction of the Director of Engineering.

g) Authorize the Director of Planning to issue the following variances in the Form and Character Development Permit for the subject properties:

   i. That Sections 6.56.07(i) and (iii) be varied to reduce the minimum front yard and exterior side yard setbacks from 1.2m to 0.0m if it can be demonstrated that this would cause no negative impact to the use or location of City infrastructure within the road right of way, to the satisfaction of the Director of Planning.

CARRIED.

b) Bylaw No. 1844 - Application to Rezone 641 Goldstream Avenue from One- Family Residential 1 (R1) Zone to Mixed-Use Residential Commercial 2 (MU2) to Allow a 6-Storey Apartment Building

- **Staff Report (Planning)**

MOVED BY: A. CREUZOT
SECONDED: S. HARVEY

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

1. Give 1st reading to the attached Bylaw No. 1844 to amend the zoning designation of the property located at 641 Goldstream Avenue from R1 (One-Family Residential) to MU2 (Mixed-Use Residential Commercial 2) subject to the following terms and conditions:

    a) That the applicant provides, **as a bonus for increased density**, the following contributions per residential unit, prior to issuance of a building permit:

        i. $750 towards the Affordable Housing Fund; and
        ii. $2,850 towards the General Amenity Reserve Fund.

    Subject to reductions depending on the use and height in accordance with the Affordable Housing and Amenity Contribution Policy.

    b) That the applicant provides, **as a bonus for increased density**, the following contributions per square metre of commercial space, prior to issuance of a building permit:

        i. $10.75 towards the General Amenity Reserve Fund.

    c) 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;

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

        i. That the Form and Character DP ensure the look of the proposed building is similar to what has been presented to Council in the attached Appendix A.

        ii. That the existing dogwood tree located in the northwestern corner of the property be retained with appropriate protection fencing during construction, to the satisfaction of the Director of Planning;

        iii. That all frontage improvements to Bylaw 1000 standards are provided to the satisfaction of the Director of Engineering prior to issuance of a building permit;

        iv. That a storm water management plan be provided prior to issuance of a building permit and implemented, as per Bylaw 1000, all to the satisfaction of the Director of Engineering; and

        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.

CARRIED.

5. ADJOURNMENT

The Chair adjourned the meeting at 6:06 p.m.

CHAIR

CERTIFIED CORRECT
(Corporate Officer)

City of Langford
www.cityoflangford.ca

Staff Report
to
Planning, Zoning and Affordable Housing Committee

Date: **May 27, 2019**

Department: **Planning**

Application No.: **Z18-0029**

Subject: **Bylaw No. 1839- Application to Rezone 10 Properties on the West Side of Peatt Road between Goldstream Avenue and Hockley Avenue to Allow for Mixed-Use Developments**

PURPOSE

Matthew McKay of DB Services has applied on behalf of 1082116 BC Ltd. to rezone the subject lands from C3 (District Commercial) and R1 (One-Family Residential) to MU2 (Mixed-Use Residential Commercial 2) to allow for a future mixed-used development on three larger parcels that are intended to be created from the existing ten properties.

BACKGROUND

PREVIOUS APPLICATIONS

The City has not received any previous planning applications on the subject properties.

Table 1: Site Data

Applicant	Matthew McKay, DB Services	
Owner	1082116 BC Ltd.	
Civic Addresses	801 Goldstream Avenue 2816 to 2844 Peatt Road 816 and 818 Hockley Avenue	
Size of Properties	7,150m² (1.8 acres)	
DP Areas	Downtown	
Zoning Designation	Existing: C3 (District Commercial) and R1 (One-Family Residential)	Proposed: MU2 (Mixed-Use Residential Commercial 2)
OCP Designation	Existing: City Centre	Proposed: City Centre

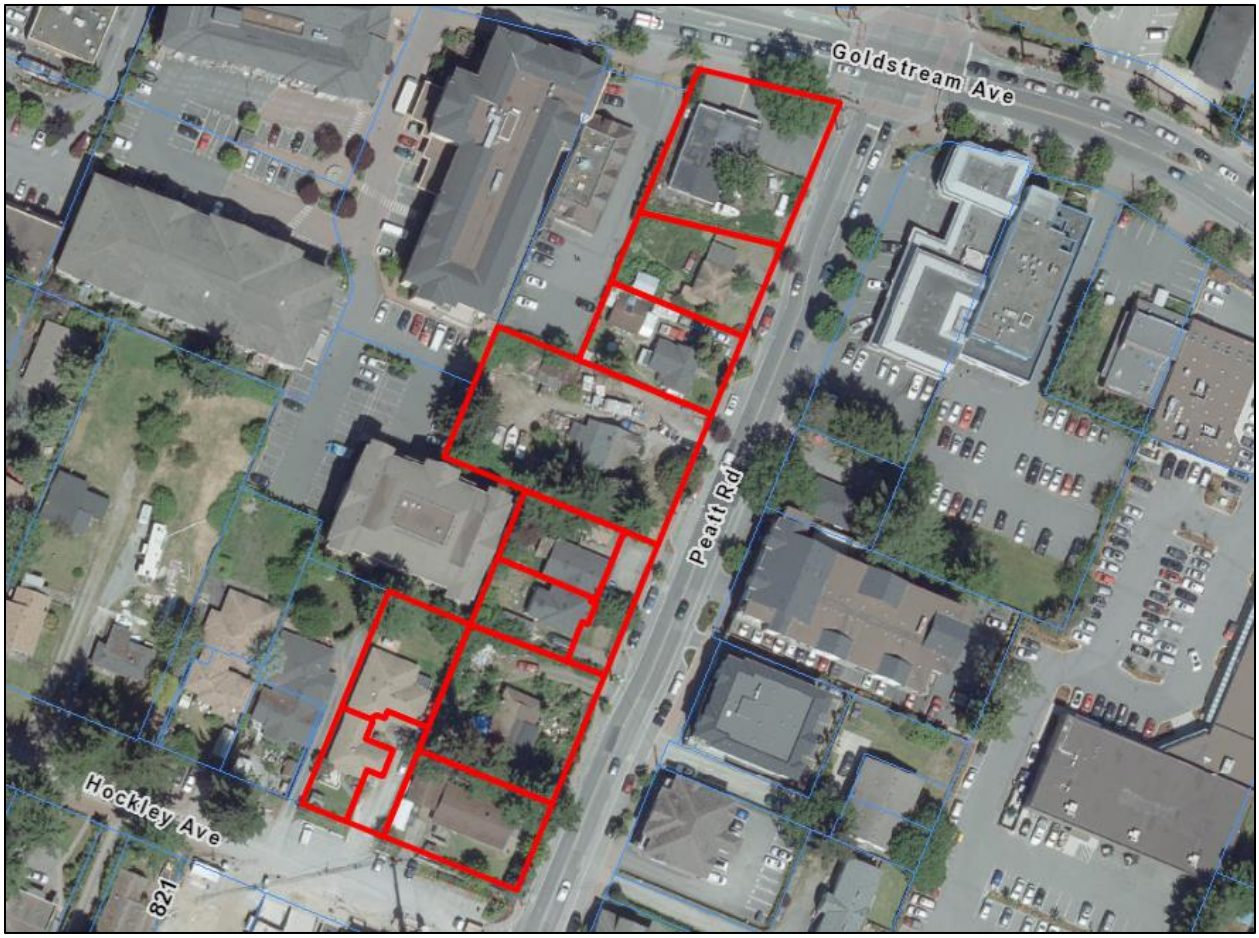
SITE AND SURROUNDING AREA

The ten subject properties are located on the west side of Peatt Road, from Goldstream Avenue to Hockley Avenue. Each of these properties have a residential dwelling located on them, with the exception of 801 Goldstream which is a consignment store for children's items.

Table 2: Surrounding Land Uses

	Zoning	***Use***
North	C3 (District Commercial)	Commercial Retail
East	C1 (Neighbourhood Commercial) C8 (Community Town Centre Pedestrian) C8A (Community Town Centre Pedestrian A) R1 (One-Family Residential) MU1 (Mixed Use Residential Commercial)	Commercial / Retail Commercial / Residential Residential Residential Commercial / Residential
South	MU2 (Mixed Use Residential Commercial 2)	Commercial / Residential
West	C3 (District Commercial) C8 (Community Town Centre Pedestrian) R1 (One-Family Residential)	Commercial / Retail Commercial / Retail Residential

Figure 1 – Subject Properties



COUNCIL POLICY

OFFICIAL COMMUNITY PLAN

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

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

DEVELOPMENT PERMIT AREAS

The subject properties are not located within an environmental Development Permit area. However, these properties are located within the Downtown DP Area and require a Development Permit for Form and Character. The DP's would need to be issued prior to building permits to ensure the designs are consistent with the City's Design Guidelines.

COMMENTS

DEVELOPMENT PROPOSAL

The proposal is to consolidate the 10 parcels and create 3 large parcels. Each one of the larger parcels are intended to be mixed-use, with commercial on the ground floor and residential above. Office space is potentially an option on some floors as well, but this would be dependent on market conditions. A concept plan is attached as Appendix B.

The applicant is intending to start construction on the most southern property, which abuts Hockley Avenue. This would also include the construction of a roundabout at this location.

The applicant has requested to increase the maximum height from 11 storeys to 12 storeys for these properties. If Council is supportive of this request, they may wish to amend the height limit within the MU2 Zone as a whole. Furthermore, the MU2 Zone currently restricts the height of buildings within 30m of Goldstream Avenue to 6-storeys. If Council no longer sees a need for this height restriction, they may wish to remove this clause from the MU2 Zone.

The applicant has also requested to reduce the minimum setback from 1.2m to 0.0m, but this is intended for upper floors and not at the ground level. If Council is supportive of this request, they may wish to authorize the Director of Planning to allow for setback variances of non-ground floors through the Development Permit if it has been determined that a reduced setback would not negatively impact the use or location of infrastructure within the road right of way (ie. trees, street lights, hydro kiosks, etc.).

Given that the subject properties are located within the downtown pedestrian core, Council may wish to authorize the Director of Planning to ensure there is sufficient amount of pedestrian interaction with the ground floor abutting the sidewalks by requiring a minimum of 40% of the ground floor or 60% of the linear frontage to be commercial space. The future Form and Character DP's can facilitate this.

Table 3: Proposal Data

	Permitted by C3 (Current Zoning)	**Permitted by R1 (Current Zoning)**	**Proposed MU2 Zone**
Permitted Uses	• Financial institutions • Hotels • Liquor stores • Offices • Parking facilities • Post office • Restaurants • Retails stores • Schools	• Group day care • One-family dwelling	• Apartments • Food catering • Health club • Hotels • Library • Liquor stores • Offices • Restaurants • Retail stores • Schools
Density	4.5 FAR	550m²	5.0 FAR
Height	6 storeys	9m (30 ft)	**12 storeys ****
Site Coverage	75%	35%	90% max
Front Yard Setback	7.5m (25 ft)	6.0m (20 ft)	1.2m (4.0 ft) **0.0m (upper storeys) ***
Interior Side Yard Setback	6.0m (20 ft)	1.5m 5.0 ft)	0.0m (0.0 ft)
Exterior Side Yard Setback	7.5m (25 ft)	4.5m (15 ft)	1.2m (4.0 ft) **0.0m (upper storeys) ***
Rear Yard Setback	6.0m (20 ft)	6.0m (20 ft)	0.0m (0.0 ft)
Parking Requirement	• Approximately 1 per 25m²gfa	• 2 per dwelling + 1 per suite	• 1.25 per unit, or • 2.25 per unit with 3+ bedrooms

*** variance requested**
**** bylaw amendment requested**

FRONTAGE IMPROVEMENTS

Peatt Road

The applicant will be required to provide full frontage improvements in accordance with Bylaw 1000, as a condition of building permit. There may also be additional requirements needed as a result of the required Traffic Impact Study (TIA). Road dedication may also be required. Improvements along Peatt Road would include the following:

- A 3.3m wide drive lane
- A 1.5m wide bike lane
- Street parking
- Non-mountable curbing
- Langford burgundy coloured street lights
- Landscaping (including street trees and irrigation)
- A 3.0m wide red brick sidewalk, 0.8m of which could be on private property

Driveway access would be restricted to right-in and right-out only. The TIA has indicated that only parallel parking is allowed on Peatt Road for safety reasons.

Goldstream Avenue

The applicant will be required to provide full frontage improvements in accordance with Bylaw 1000, as a condition of building permit. Road dedication is was noted as a requirement in the Traffic Impact Assessment (TIA) that was completed for the proposed development. The improvements along Goldstream Avenue would include the following:

- A right bypass lane as per the TIA
- A 1.5m wide bike lane
- Non-mountable curb
- Langford burgundy coloured street lights
- Landscaping (including street trees and irrigation)
- A 3.0m wide red brick sidewalk, 0.8m of which could be on private property

Driveway access would not be permitted off of Goldstream Avenue.

Hockley Avenue

The applicant will be required to provide full frontage improvements in accordance with Bylaw 1000, as a condition of building permit. There may also be additional requirements needed as a result of the required Traffic Impact Study (TIA). Road dedication may also be required. The improvements along Hockley Avenue would include the following:

- A 3.0m wide drive lane
- Non-mountable curb
- Langford burgundy coloured street lights
- Landscaping (including street trees and irrigation)
- A 2.2m wide red brick sidewalk

Road Dedication

There may likely be road dedication required to ensure Bylaw 1000 requirements fit into the road right of way. Examples of such items include street lights, conduits, hydro kiosks, street trees, and inspection chambers. To better understand if dedication is required, Council may wish to require preliminary civil

drawings of frontage improvement to be submitted prior to public hearing, to the satisfaction of the Director of Engineering. The TIA has already noted that dedication would be required along Goldstream to accommodate the future round about and a right bypass lane.

Within the road dedication along Peatt, the applicant will be undergrounding the hydro service in order to allow for buildings to be constructed closer to the property line, otherwise the buildings would need to be setback further from overhead wires. The costs associated with undergrounding the wires would be the responsibility of the applicant.

Roundabouts

A roundabout will be built at the intersection of Hockley and Peatt. This has already been planned for and a civil design created. The applicant would be building this roundabout, which is part of the DCC program, with their required frontage improvements.

Another roundabout is planned for at the intersection of Goldstream and Peatt. The City does have a preliminary design of this roundabout however, the civil drawings submission for frontage improvements previously noted will help determine how much dedication is required.

Council may wish to require that all road dedication be provided prior to adoption. This would be determined through the preliminary civil engineering design. Council may wish that the survey plan that dedicates road also achieves the lot consolidation that has been presented with this application.

SEWERS

Sewer mains exist within all three roads that front this site. Any improvements or modifications needed to the sewer mains within the municipal road right-of-way will be constructed by West Shore Environmental Services at the applicant's expense.

DRAINAGE AND STORMWATER MANAGEMENT

This site is located within an area where stormwater infiltration is required as per Bylaw 1000. It should be noted that the downtown area is known to have a high water table, which limits how far down a building can be built while still implementing a stormwater infiltration system. As a condition of rezoning, Council may wish to request the applicant to examine how stormwater can be managed on-site through infiltration and provide a technical memo from a qualified engineer in this regard to the satisfaction of the Director of Engineering, prior to public hearing.

LOT CONSOLIDATION AND ROAD DEDICATION

There are currently ten properties associated with this rezoning, and each parcel has a building located on it. In spite of the fact that these buildings may remain in place beyond the time it takes to rezone the properties, Council may wish to require the applicant to consolidate the lots into the proposed block plan that has been presented with this application (Appendix A) and include the necessary road dedication in that plan, prior to bylaw adoption.

AMENITY / OPEN SPACE

The subject site is located at a prominent location within the City Centre area, particularly at the intersection of Goldstream and Peatt. Council may wish to require the applicant to use the corner location of the property for art work within a pedestrian friendly plaza, which could partially be on private property. Details of the artwork and plaza design can be determined through the DP of the site, but allocating a minimum plaza size of 30m ² with an art work installation would need to be secured with the rezoning. If Council were supportive of using this location for such an amenity space, this requirement would be secured through a statutory right of way and within a covenant prior to adoption.

FINANCIAL IMPLICATIONS

Rezoning the subject properties to permit higher density of development will increase the assessed value of lands and eventually will increase municipal revenue due to the number of units created. As the developer is responsible to complete all frontage improvements, the direct capital costs to the City associated with this development will be negligible. A summary of Amenity Contributions and Development Cost Charges that the developer will be expected to pay, is outlined in Tables 4 and 5 below

FINANCIAL CONTRIBUTIONS

Council's Amenity Contribution Policy

The amenity contributions that apply as per Council's current Affordable Housing, Park and Amenity Contribution Policy are summarized in Table 4 below.

Table 4 – Amenity Contributions per Council Policy*

Amenity Item	Contribution Rates	Total
Affordable Housing Reserve Fund	$750 per unit (residential)	TBD
General Amenity Reserve Fund	$2,850 per unit (residential)	TBD
	$10.75 per m² (commercial)	TBD

**** The applicant will be charged for new units created at the time of building permit issuance, and is entitled to a 50% or 75% reduction depending on the use and height, for units above the 4th storey.***

Table 5 – Development Cost Charges

Development Cost Charge	Per Unit Contribution	Total
Roads	$3,188 per unit (residential)	TBD
	$55.78 per m² (commercial)	TBD
Park Improvement	$1,890 per unit (residential)	TBD
Park Acquisition	$1,100 per unit (residential)	TBD
ISIF Fees	$331.65 per unit (residential)	TBD
	$140/1,000ft² (commercial)	TBD

Integrated Survey Area	$35 per lot	$105
Subtotal (DCCs to Langford)		**TBD**
CRD Water	$2,922 per unit (residential)	TBD
	$10.74 per m² (commercial)	TBD
School Site Acquisition	$419 per unit (residential)	TBD
TOTAL DCCs		**TBD**

OPTIONS

Option 1

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

1. Give 1st reading to the attached Bylaw No. 1839 to amend the zoning designation of the properties located at 801 Goldstream Avenue, 2816, 2822, 2826, 2832, 2834, 2838, and 2844 Peatt Road, and 816 and 818 Hockley Avenue from R1 (One-Family Residential) and C3 (District Commercial) to MU2 (Mixed-Use Residential Commercial 2) subject to the following terms and conditions:

    a) That the applicant provides, **as a bonus for increased density**, the following contributions per residential unit, prior to issuance of a building permit:

        i. $750 towards the Affordable Housing Fund;
        ii. $2,850 towards the General Amenity Reserve Fund.

        subject to reductions depending on the use and height in accordance with the Affordable Housing and Amenity Contribution Policy.

    b) That the applicant provides, **as a bonus for increased density**, the following contributions per square metre of commercial space, prior to issuance of a building permit:

        i. $10.75 towards the General Amenity Reserve Fund.

    c) That the Mixed-use Residential Commercial Zone (MU2) Zone of Langford Zoning Bylaw No. 300 be amended as follows:

        i. 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*."

        ii. By deleting Section 6.56.06(2).

    d) 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 Traffic Impact Study that examines the ultimate build-out of the subject properties and provides recommendations based on the results, to the satisfaction of the Director of Engineering;

        iii. A civil engineering design of the frontage improvements per Bylaw 1000 standards, to the satisfaction of the Director of Engineering.

    e) That the applicant provides, **prior to Bylaw Adoption,** the following:

        i. The registration of a lot consolidation plan that includes road dedication along Goldstream Avenue, Peatt Road and Hockley Avenue, as a result of the Traffic Impact Study and civil engineering design of required road improvements per Bylaw 1000 standards, to the satisfaction of the Director of Engineering; and

ii. The registration of a blanket statutory right of way on the northern property for the future installation of a minimum 30m² pedestrian friendly plaza along Goldstream Avenue, which would include art work.

f) 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 northern property have a minimum 30m² pedestrian plaza along Goldstream Avenue with a minimum of $15,000 of artwork installed prior to issuance of a building permit, to the satisfaction of the Director of Planning;

ii. That a Traffic Impact Assessment (TIA) be completed to the satisfaction of the Director of Engineering for the full build-out of any block that commercial and/or residential uses are proposed, prior to the issuance of building permit, and that the recommendations of the TIA be implemented;

iii. That all frontage improvements to Bylaw 1000 standards are provided to the satisfaction of the Director of Engineering prior to issuance of a building permit;

iv. The a minimum of 40% of the ground floor or 60% of the linear frontage to be commercial space, to the satisfaction of the Director of Planning; and

v. That a storm water management plan be provided prior to issuance of a building permit and implemented, as per Bylaw 1000, all to the satisfaction of the Director of Engineering.

g) Authorize the Director of Planning to issue the following variances in the Form and Character Development Permit for the subject properties:

i. That Sections 6.56.07(i) and (iii) be varied to reduce the minimum front yard and exterior side yard setbacks from 1.2m to 0.0m if it can be demonstrated that this would cause no negative impact to the use or location of City infrastructure within the road right of way, to the satisfaction of the Director of Planning.

OR Option 2

1. Take no action at this time with respect to Bylaw No. 1839.

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:	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

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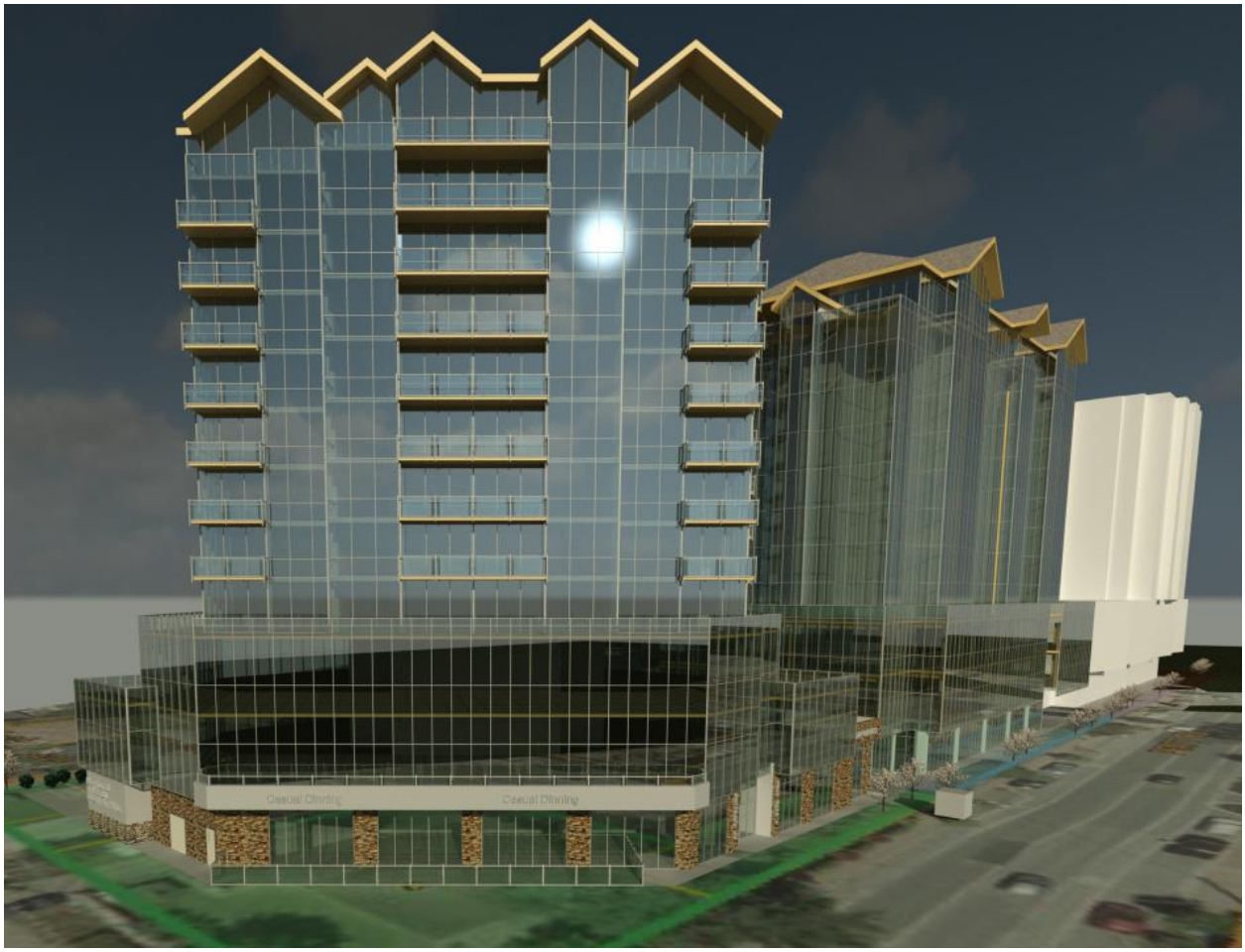
Appendix A

SITE PLAN



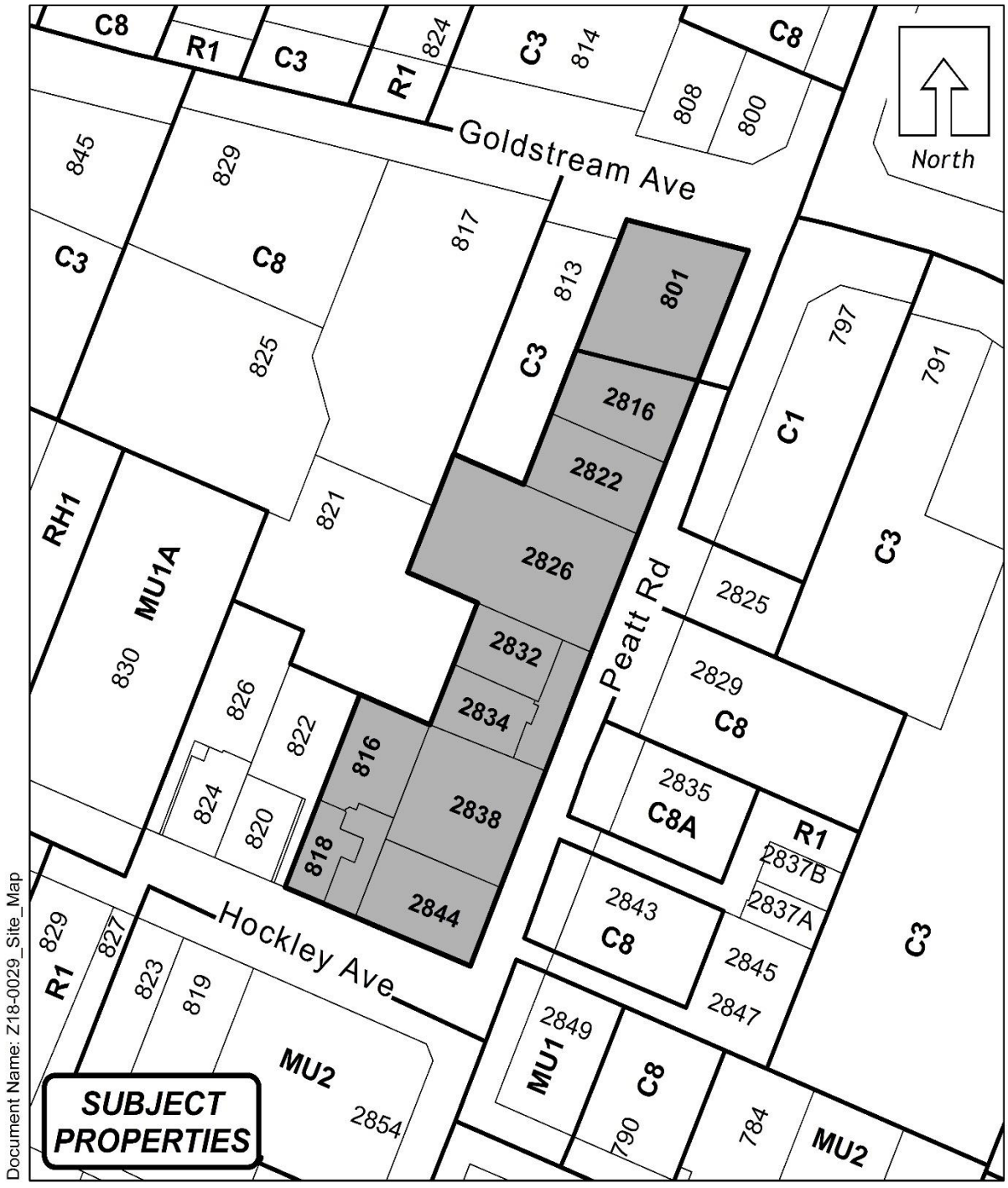
Appendix B

CONCEPT PLAN



Appendix C
SUBJECT PROPERTY MAP

REZONING BYLAW AMENDMENT
(Z18-0029)
801 Goldstream Ave & 2816, 2822, 2826, 2832, 2834, 2838, 2844 Peatt Rd & 816, 818 Hockley Ave



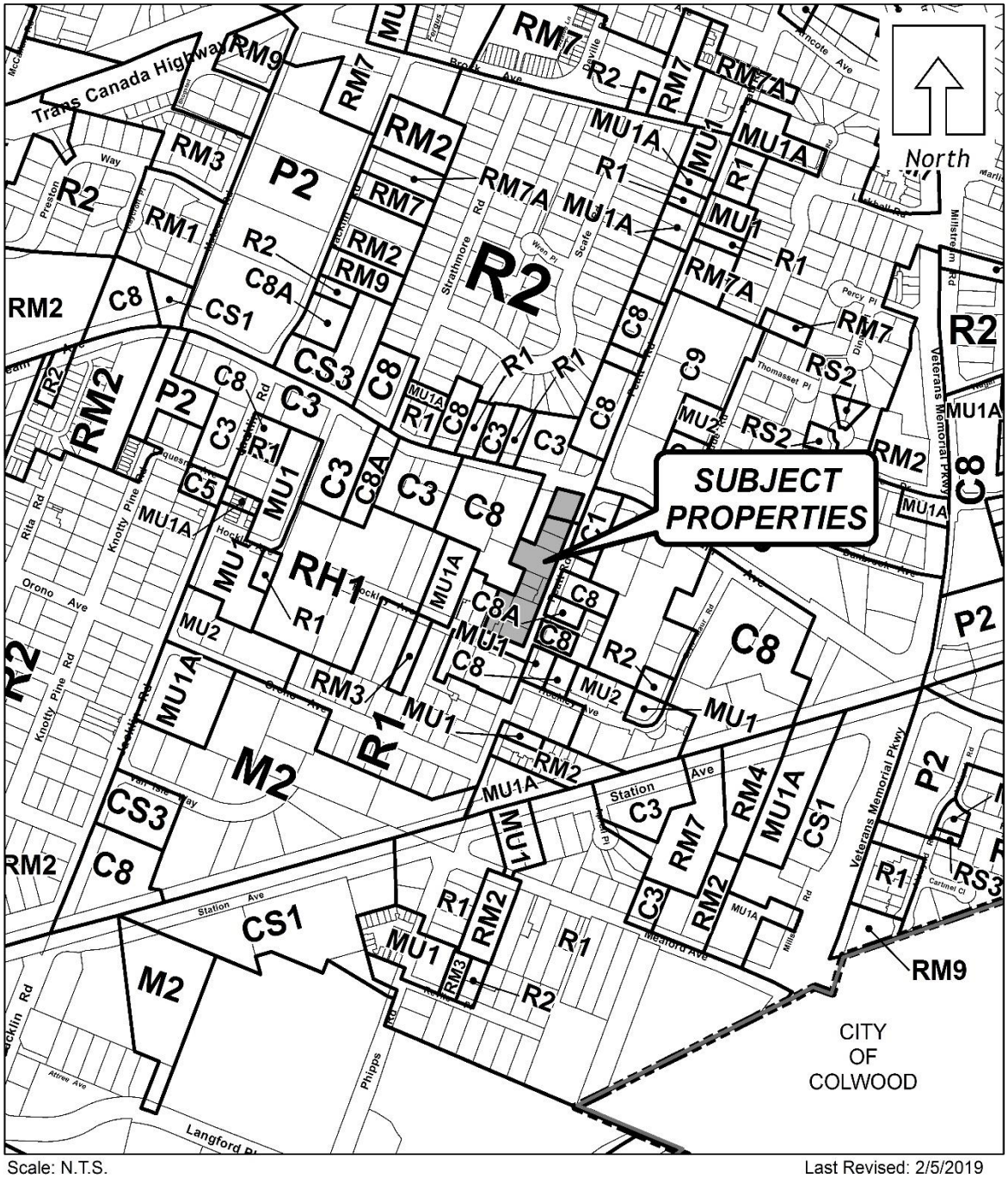
Document Name: Z18-0029_Site_Map

Scale: N.T.S.

Last Revised: 2/5/2019

Appendix D
LOCATION MAP

REZONING BYLAW AMENDMENT
(Z18-0029)
801 Goldstream Ave & 2816, 2822, 2826, 2832, 2834, 2838, 2844 Peatt Rd & 816, 818 Hockley Ave



Document Name: Z18-0029_Location_Map

Scale: N.T.S.

Last Revised: 2/5/2019

City of Langford
www.cityoflangford.ca

Staff Report
to
Planning, Zoning and Affordable Housing Committee

Date: **May 27, 2019**

Department: **Planning**

Application No.: **Z19-0002**

Subject: **Bylaw No. 1844 - Application to Rezone 641 Goldstream Avenue from One-Family Residential 1 (R1) Zone to Mixed-Use Residential Commercial 2 (MU2) to Allow a 6-Storey Apartment Building**

PURPOSE

Matthew McKay of DB Services has applied on behalf of Richard and Kathryn Robinson to rezone 641 Goldstream Avenue from One-Family Residential 1 (R1) Zone to Mixed-Use Residential Commercial 2 (MU2) Zone to allow for the development of a 6-storey residential apartment building.

BACKGROUND

PREVIOUS APPLICATIONS

The City has not received any previous planning applications on the subject property.

Table 1: Site Data

Applicant	Matthew McKay, DB Services	
Owners	Richard and Kathryn Robinson	
Civic Address	641 Goldstream Avenue	
Legal Description	Lot A, Section 72, Esquimalt District, Plan 15876	
Size of Property	1,087m² (11,700 ft²)	
DP Areas	N/A	
Zoning Designation	Existing: R1 (One-Family Residential) Zone	Proposed: MU2 (Mixed-Use Residential Commercial 2
OCP Designation	Existing: City Centre	Proposed: City Centre

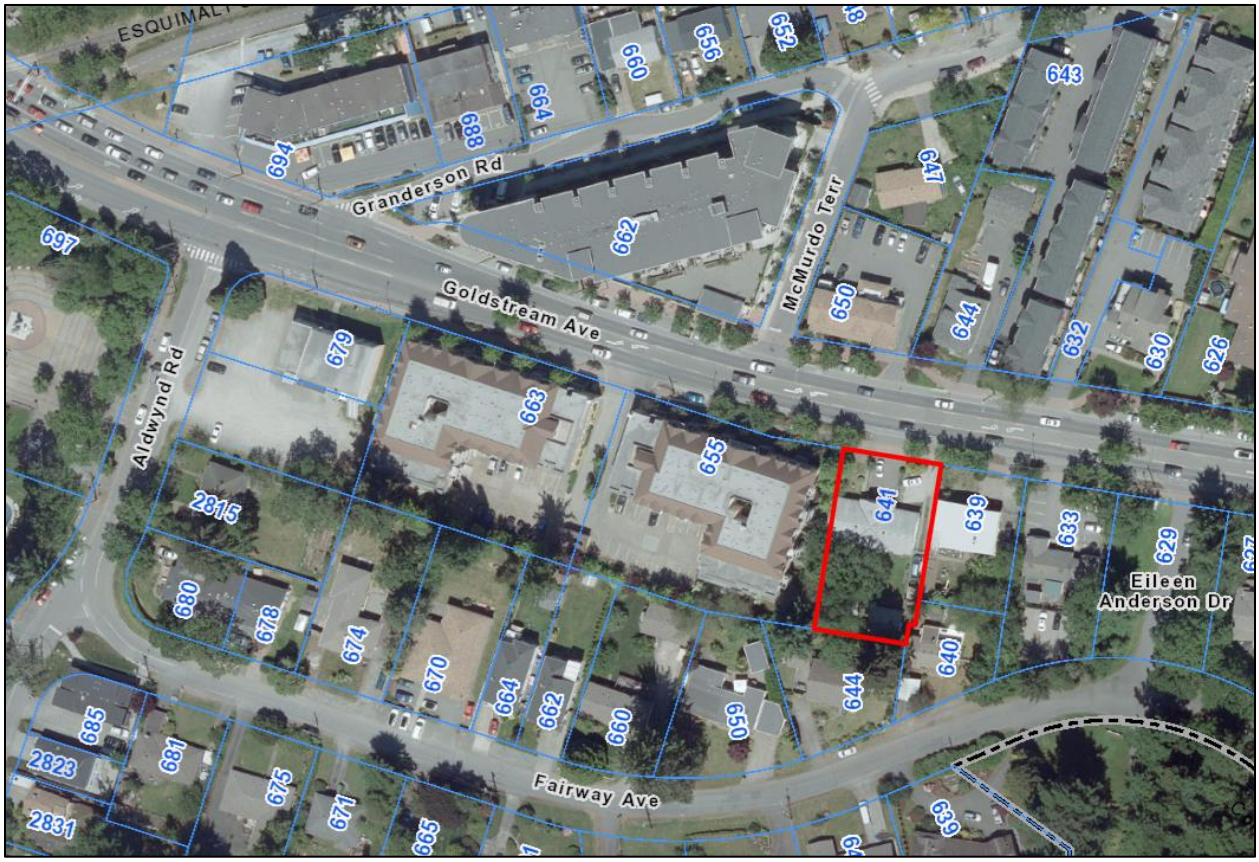
SITE AND SURROUNDING AREA

The subject property is located on the south side of Goldstream Avenue, east of Veterans Memorial Parkway. Currently, a two-unit dwelling exist on this property. To the east are a single-family dwelling units, while to the west are multi-family buildings.

Table 2: Surrounding Land Uses

	Zoning	***Use***
North	R1 (One-Family Residential) MU1 (Mixed Use Residential) RM7A (Medium Density Apartment)	Residential Residential Residential
East	R1 (One-Family Residential)	Residential
South	R2 (One- and Two-Family Residential)	Residential
West	MU1 (Mixed Use Residential)	Residential

Figure 1 – Subject Property



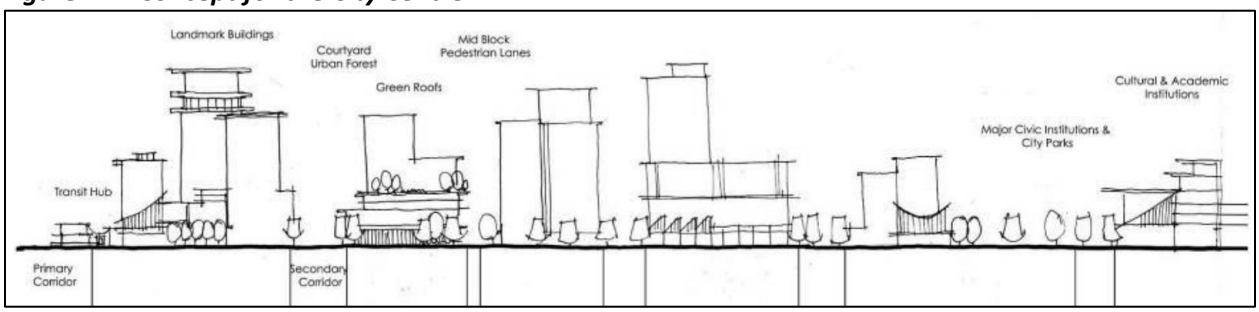
COUNCIL POLICY

OFFICIAL COMMUNITY PLAN

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

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

Figure 1: A Concept for the City Centre



DEVELOPMENT PERMIT AREAS

The subject property is not located within an environmental Development Permit area. However, the property will require a Development Permit for Form and Character. This DP would need to be issued prior to a building permit to ensure the design is consistent with the City's Design Guidelines.

COMMENTS

DEVELOPMENT PROPOSAL

The proposal is to construct a 6-storey building that contains 25 residential units and 1 professional office that would be located on the ground floor facing Goldstream Avenue. A concept plan of the proposed building is attached as Appendix A.

Originally, staff did meet with the applicant to discuss the proposed Form and Character of the building which showed the entire ground floor as parking stalls. Staff requested the applicant to provide a more active pedestrian interface with Goldstream Avenue. This was accommodated by proposing an office space unit on the ground floor facing Goldstream Avenue, expanding the façade along the ground floor, and concealing the parking as best as possible. The new concept plan fits in more with a pedestrian oriented downtown street, and Council may wish to request that the Form and Character DP that will be issued represents what has been presented in the attached Appendix A.

The applicant wishes to use two of the visitor parking stalls for the residential portion as the required parking for the professional office as it is believed that visitor parking would more likely be used at night while people using the office would require parking during the day. Section 4.01.04(4) of the zoning bylaw permits this type of dual use parking requirement, as long as an easement or covenant is registered notifying the owners.

It has also been noted that there is a significant dogwood tree near the property line that is shared with the property to the west that was developed into multi-family residential units. Given the tree's location in relation to the sidewalk and future building, it's believed there are numerous benefits in retaining this tree, which the applicant has indicated would not be a problem. Council may wish to secure the tree's retention by noting this in the resolution and authorizing the Director of Planning to include the need to retain this tree in the Development Permit.

Table 3: Proposal Data

	Permitted by R2 (Current Zone)	**Proposed MU2 Zone**
Permitted Uses	• One- or Two-Family Dwelling • Group Daycare • Accessory Buildings	• Apartments • Food catering • Health club • Hotels • Library • Liquor stores • Offices • Restaurants • Retail stores
Density	One Dwelling per Lot	5.0 FAR
Height	9m (30 ft)	6 storeys
Site Coverage	35%	90% max
Front Yard Setback	6.0m (20 ft)	1.2m (4.0 ft)
Interior Side Yard Setback	1.5m (5 ft)	0.0m (0.0 ft)
Exterior Side Yard Setback	4.5m (15 ft)	1.2m (4.0 ft)
Rear Yard Setback	6.0m (20 ft)	0.0m (0.0 ft)
Parking Requirement	• 2 per dwelling + 1 for a suite	• 1.25 per 0-2 bedroom units • 1.0 per 35m² of office space

FRONTAGE IMPROVEMENTS

Goldstream Avenue

The applicant will be required to provide full frontage improvements in accordance with Bylaw 1000, as a condition of building permit. However, improvements along this section of Goldstream are complete and additional works are not anticipated unless adjustments are made to the driveway for the new building, in which case reinstatement of curbs, the sidewalk, boulevard etc would be required.

SEWERS

A sewer main exists within Goldstream Avenue fronting this site. Any improvements or modifications needed to the sewer main within the municipal road right-of-way will be completed by West Shore Environmental Services at the applicant's expense.

DRAINAGE AND STORMWATER MANAGEMENT

This site is located within an area where stormwater infiltration is required as per Bylaw 1000. It should be noted that the downtown area is known to have a high water table, which limits how far down a building can be built while still implementing a stormwater infiltration system. As a condition of rezoning, Council may wish to request the applicant to examine how storm water can be managed on-site through infiltration and provide a technical memo from a qualified engineer in this regard to the satisfaction of the Director of Engineering prior to public hearing.

FINANCIAL IMPLICATIONS

Rezoning the subject properties to permit higher density of development will increase the assessed value of lands and eventually will increase municipal revenue due to the number of units created. As the developer is responsible to complete all frontage improvements, the direct capital costs to the City associated with this development will be negligible. A summary of Amenity Contributions and Development Cost Charges that the developer will be expected to pay, is outlined in Tables 4 and 5 below.

FINANCIAL CONTRIBUTIONS

Council's Amenity Contribution Policy

The amenity contributions that apply as per Council's current Affordable Housing, Park and Amenity Contribution Policy are summarized in Table 4 below.

Table 4 – Amenity Contributions per Council Policy

Amenity Item	Contribution Rates	Total
Affordable Housing Reserve Fund	$750 per unit (residential)	$18,750
General Amenity Reserve Fund	$2,850 per unit (residential)	$71,250
	$10.75 per m² (commercial)	$557

**** The applicant will be charged for new units created at the time of building permit issuance, and is entitled to a 50% or 75% reduction depending on the use and height, for units above the 4th storey.***

Table 5 – Development Cost Charges

Development Cost Charge	**Per Unit Contribution**	**Total**
Roads	$3,188 per unit (residential)	$79,700
	$55.78 per m² (commercial)	$2,892
Park Improvement	$1,890 per unit (residential)	$47,250
Park Acquisition	$1,100 per unit (residential)	$27,500
ISIF Fees	$331.65 per unit (residential)	$8,291.25
	$140/1,000ft² (commercial)	$78.12
Integrated Survey Area	$35 per lot	$35
Subtotal (DCCs to Langford)		**$165,746.37**
CRD Water	$2,922 per unit (residential)	$73,050
	$10.74 per m² (commercial)	$556.76
School Site Acquisition	$419 per unit (residential)	$10,475
TOTAL DCCs		**$249,828.13**

OPTIONS

Option 1

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

1. Give 1st reading to the attached Bylaw No. 1844 to amend the zoning designation of the property located at 641 Goldstream Avenue from R1 (One-Family Residential) to MU2 (Mixed-Use Residential Commercial 2) subject to the following terms and conditions:

    a) That the applicant provides, **as a bonus for increased density**, the following contributions per residential unit, prior to issuance of a building permit:

        i. $750 towards the Affordable Housing Fund; and
        ii. $2,850 towards the General Amenity Reserve Fund.

    subject to reductions depending on the use and height in accordance with the Affordable Housing and Amenity Contribution Policy.

    b) That the applicant provides, **as a bonus for increased density**, the following contributions per square metre of commercial space, prior to issuance of a building permit:

        i. $10.75 towards the General Amenity Reserve Fund.

    c) 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;

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

        i. That the Form and Character DP ensure the look of the proposed building is similar to what has been presented to Council in the attached Appendix A.

        ii. That the existing dogwood tree located in the northwestern corner of the property be retained with appropriate protection fencing during construction, to the satisfaction of the Director of Planning;

        iii. That all frontage improvements to Bylaw 1000 standards are provided to the satisfaction of the Director of Engineering prior to issuance of a building permit;

        iv. That a storm water management plan be provided prior to issuance of a building permit and implemented, as per Bylaw 1000, all to the satisfaction of the Director of Engineering; and

        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.

OR Option 2

1. Take no action at this time with respect to Bylaw No. 1844.

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

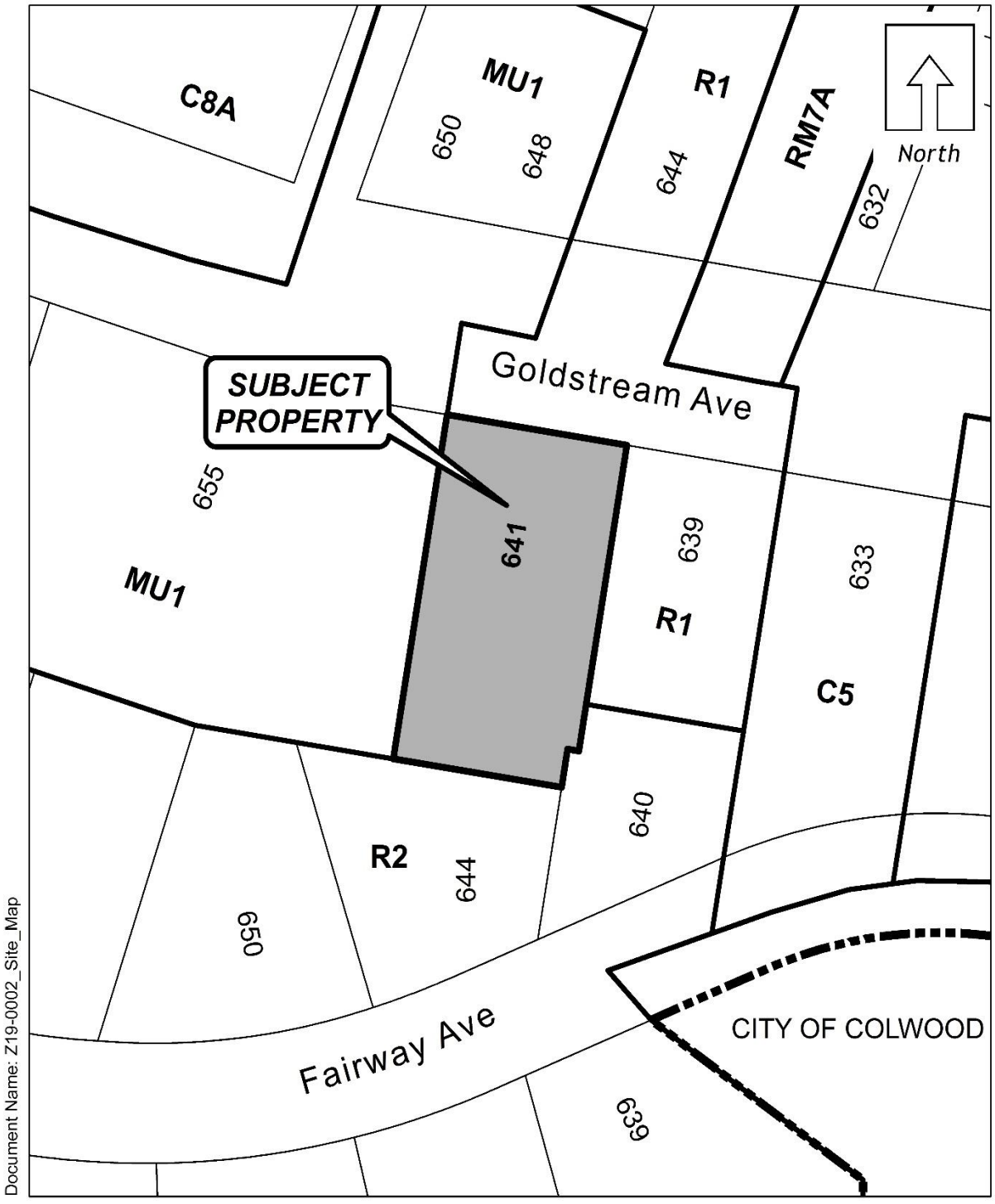
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Appendix A
CONCEPT PLAN



Appendix B
SUBJECT PROPERTY MAP

REZONING BYLAW AMENDMENT
(Z19-0002)
641 Goldstream Ave

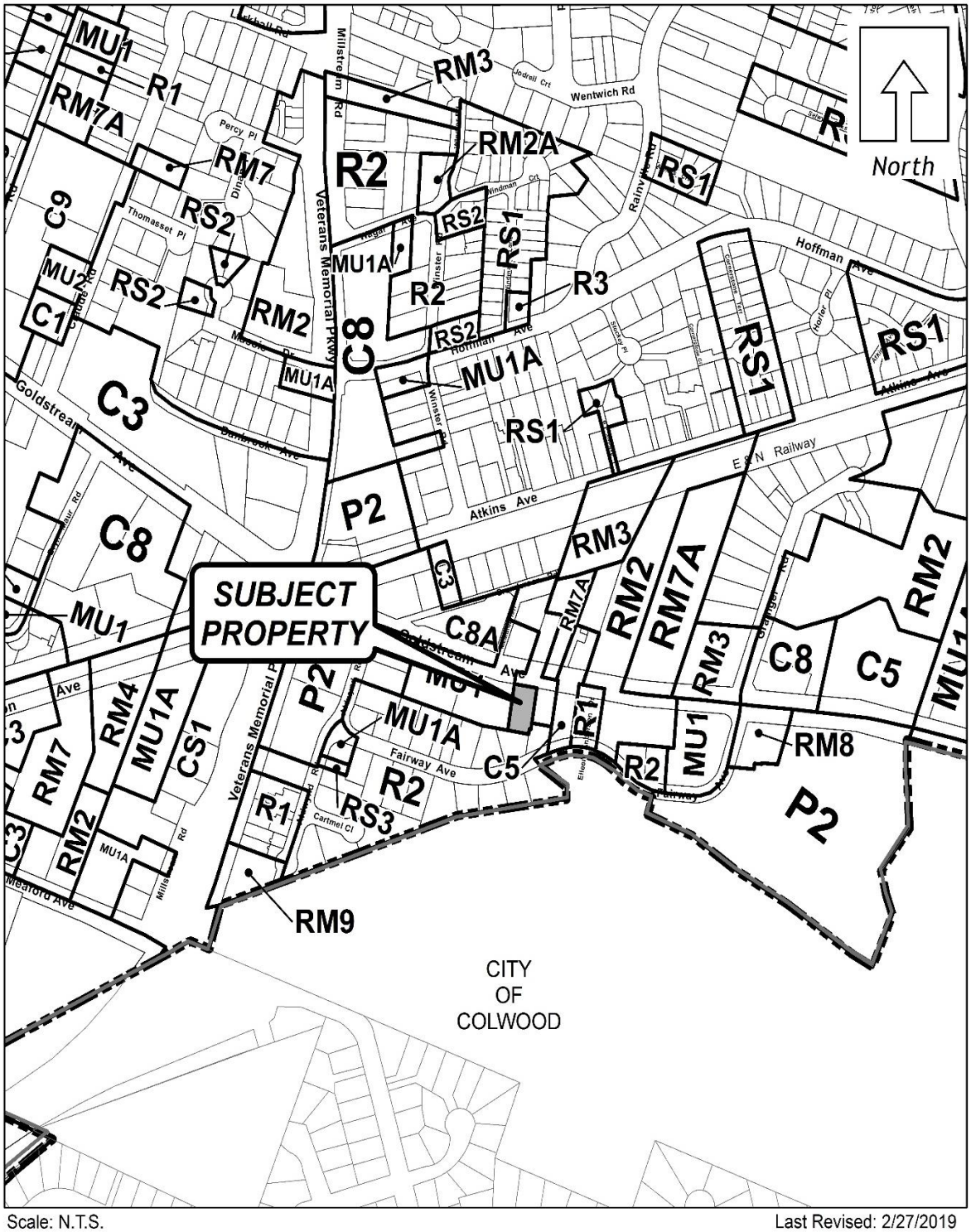


Scale: N.T.S.

Last Revised: 2/27/2019

Appendix C
LOCATION MAP

REZONING BYLAW AMENDMENT
(Z19-0002)
641 Goldstream Ave



CITY OF LANGFORD

MINUTES OF THE PROTECTIVE SERVICES COMMITTEE

Tuesday, May 28th, 2019 @ 5:00 pm

Council Chambers, 3rd Floor, 877 Goldstream Avenue

PRESENT

Councillor: L. Szpak (Chair), L. Seaton (Vice-Chair), Members T. Cox, D. Darche, H. Frederiksen, M. Wignall and D. Wilson.

ATTENDING

Director of Corporate Services, B. Hutchins; Fire Chief, C. Aubrey; Manager of Bylaw Enforcement, L. Fletcher; and West Shore RCMP Staff Sergeant, R. Sandhu.

ABSENT

Member: R. Crompton.

1. CALL TO ORDER

The Chair called the meeting to order at 5:02 p.m.

2. APPROVAL OF THE AGENDA

MOVED BY: H. FREDERIKSEN
SECONDED: T. COX

That the Protective Services Committee move the Graffiti Vandalism report to 4b), renumber accordingly, and approve the amended agenda.

CARRIED.

3. ADOPTION OF THE MINUTES

a) Minutes of the Protective Services Committee Meeting – April 11th, 2019

MOVED BY: D. WILSON
SECONDED: M. WIGNALL

That the Minutes of the Protective Services Committee meeting held on April 11th, 2019 be adopted as presented.

CARRIED.

4. REPORTS

a) Departmental Update
- **Staff Report (Administration)**

MOVED BY: H. FREDERIKSEN
SECONDED: T. COX

That the Protective Services Committee receive the joint departmental update from the Building, Bylaw and Fire departments.

CARRIED.

b) Graffiti Vandalism
- **Staff Report (Bylaw)**

MOVED BY: T. COX
SECONDED: D. WILSON

That the Protective Services Committee recommend to Council:
That Council:

Direct staff to conduct further research into the drafting of a regulatory Bylaw restricting the manner in which aerosol paints are stocked and displayed, and bring forward to Council as drafted, and;

Direct staff to conduct further research into the drafting of a regulatory Bylaw restricting the sales of aerosol paints to a specified age group, and bring forward to Council as drafted, and;

Direct staff to contact all local retailers selling aerosol paints to explore implementation of voluntary measures of controlling the accessibility of aerosol paints to the consumer.

CARRIED.

c) West Shore RCMP 2018 Annual Year End Report
- **Staff Report (RCMP)**

MOVED BY: H. FREDERIKSEN
SECONDED: M. WIGNALL

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

CARRIED.

5. ADJOURNMENT

The Chair adjourned the meeting at 5:50 p.m.

_____ _____

CHAIR CERTIFIED CORRECT
(Corporate Officer)

City of Langford
www.cityoflangford.ca

Staff Report

to

Protective Services Committee

Date: **May 28th, 2019**

Department: **Administration (on behalf of the Building, Bylaw and Fire Departments)**

Subject: Departmental Update

Background

This report provides committee with a comprehensive update on the current activities of the building, bylaw and fire departments.

Building Department:

- Currently still engaged with the BSSB to pursue the implementation of Jurisdictional Site specific code regulations to allow 12 storey EMTC to be built to prescriptive language of the code. We have completed the check list of conditions to verify our interest in this type of build and are awaiting the next step in the process to be confirmed by them. The declared timeline to date is – draft of language to be presented to the minister by early fall – with hopeful adoption by fall/winter of this year. DB Services has indicated their scheduling to start excavation and prep by Nov. this year. These are the proposed timelines to date.
- We are on track to implement electronic permit submission and plan review to issuance for this year –tentative training period for staff prior to going live is Septemberish
- Maintain normal inspections / plan reviews and permit issuance in all area types of construction. As per Aprils Stats when compared are more in line with 2017 ,as 2018 was an exceptional and almost an anomaly for stats – we are still consistent with numerous multifamily projects awaiting issuance in the coming months- budget projections are on track
- Staffing levels remain- holiday time is approaching for staff – we still retain two relief contract persons to maintain service to our development, business and resident community.

Bylaw Department

- We are revisiting our combination of the Bylaw Enforcement schedule and our contracted security schedule to maximize watchful coverage within the community and especially at night. The enhanced “eyes on the street” will add to community safety on many levels.

- We've identified our successful candidates for our two summer bike patrol positions and intend to start them on May 21st – initial steps will be job specific training.
- Warmer weather is back and people once again have their windows open at night as evidenced by a recent complaint made to one of our Bylaw Enforcement Officers about loud and amorous sounds coming from the bedroom of one residence which has been disturbing the occupants next door. We've started writing that book….

Current Departmental Priorities

- Training of summer Bike Patrol Officers for their deployment as soon as possible.
- High attendance and patrols by our Officers at Parks and other areas around Belmont School to deal with smoking/vaping, litter and vandalism (including graffiti and setting of fires).
- Maintain our best levels of response to always abundant parking complaints.

Langford Fire Rescue

- Westshore Alert (www.westshorealert.ca) is now active. Residents from Highlands, Langford, View Royal and Colwood can sign up to receive messages in the case of a significant event or disaster notifying them of potential threats to their safety and well-being.
- Emergency Preparedness Fair – Langford Fire and ESS attended the annual event down at JDF on May 5. Our Mobile Command Center and ESS vehicle were on display as well as we helped residents sign up to Westshore Alert.
- Langford received a grant from UBCM to conduct a Community Wildfire Protection Plan which is currently out for RFP. This is the first step of many to reduce the wildfire risk and mitigate interface fires using FireSmart principles.
- MD Boot Drive May 24-25 – This weekend is our annual MD Boot Drive where typically Langford raises approximately $10,000 for MD Canada. Volunteers and career staff will be at various business locations throughout the weekend collecting money.
- There are three competitions going concurrently for both the new firefighters and replacement Shift Officer and a replacement Dispatcher and we hope to have everyone hired and starting by August.
- Summer forecast – This summer is projected to be warmer and dryer than average on top of an already dry winter which could lead to a more active wildfire season. Discussions with area fire departments are ongoing to ensure a quick response to fires as well as potential deployments to the interior so that adequate resources remain locally.

Recommendation

That Committee receives the report for information.

Respectfully submitted,

Submitted by:	Braden Hutchins, Director of Corporate Services
Concurrence:	Chris Aubrey, Fire Chief
Concurrence:	Lorne Fletcher, Manager of Community Safety and Municipal Enforcement
Concurrence:	Jerry Worobec, Manager of Building Inspection
Concurrence:	Darren Kiedyk, Chief Administrative Officer

West Shore RCMP 2018 Annual Year End Report



MESSAGE FROM THE OFFICER IN CHARGE

The West Shore RCMP welcomed a new leader last year. In August 2018, Inspector Todd Preston was commissioned as the Officer in Charge of the West Shore Detachment.

Insp. Preston has 21 years of policing experience and the West Shore Detachment is his 9th posting with the RCMP. Insp. Preston comes from a family tradition of policing; his father, a retired Staff Sergeant with the RCMP and his two brothers also serve as police officers.



Inspector Todd Preston
West Shore RCMP Detachment

Message from the Officer in Charge:

"I am very excited to be a part of the West Shore Detachment. Coming from a family heavily entrenched in serving Canadians through policing, I understand the dynamic role that the police play within the community. I believe in progressive policing and leadership.

Community input is key to developing the best policing strategy. To that end, community engagement is a priority for us here at the West Shore detachment. I want community members to feel comfortable in approaching the police to share their concerns. Being out there and being visible is the first step to achieving this. You may see our officers parked in various communities following up on their investigations or engaging with community members.

As we continue to build relationships with the community leaders, whether it be Mayor and Council or Chief and Councillors, it is important to have open dialogue so that we can work together to keep our community safe. Treating everyone with dignity and respect is key in being able to provide equal service to all communities in the West Shore.

The West Shore area is the fastest growing community on Vancouver Island and emergency services like the RCMP need to be a part of this growth. We must be forward thinking and anticipate the needs of the communities we serve. I am continually examining our policing resources. As the community grows, so will the detachment. A part of my job is to ensure that we have ample resources for police officers and support staff as well as the internal infrastructure required to house them.

The management team at the West Shore RCMP detachment is committed to ensuring that our officers are meeting the needs of the public we serve and to do that, we have examined what changes we can implement. Some of the recent changes at the West Shore detachment include renovating the building to better suit the needs of the employees which will help to ensure that officers and staff have what they need to perform and excel at their jobs.

The demands of being a police officer undoubtedly affects one both personally and professionally. We recognize this and are looking at how we can foster an internal environment where our officers can take some time to de-stress while on duty. Very soon, we will be introducing a mental health room; a dedicated space within the detachment where an officer or support staff member can go and take some time to reflect on your experience and access information regarding emotional and psychological support services offered by the RCMP. Mental health does not discriminate. It is imperative for our employees to know that we respect and understand this and that they are not alone.

I am proud of the hardworking employees of the West Shore RCMP. I look forward to leading this detachment in the years to come."

Sincerely,

Insp. Todd Preston
Officer in Charge
West Shore RCMP

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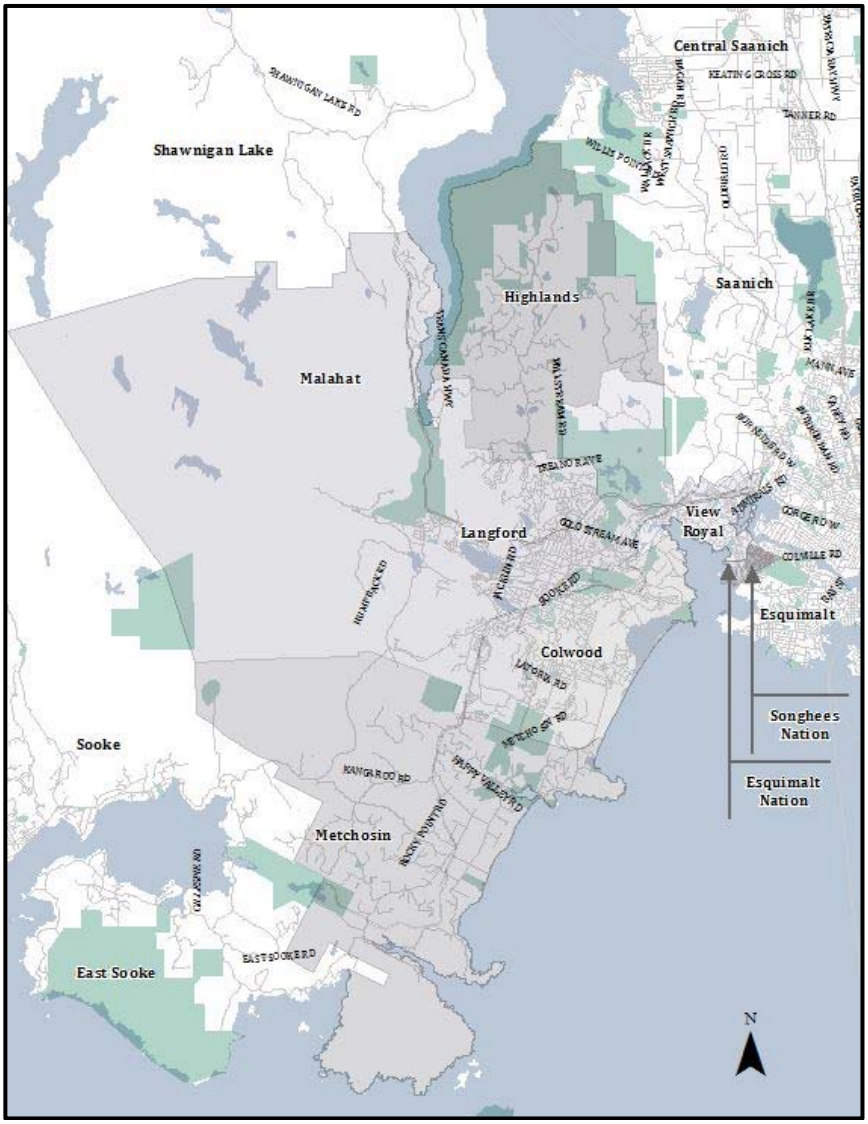
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WEST SHORE RCMP

RCMP & WEST SHORE COMMUNITIES

West Shore RCMP proudly serves approximately 78,000[1] citizens and is the fastest growing region on the South Island. West Shore RCMP report to five municipalities including the Cities of Langford and Colwood, the Town of View Royal and the Districts of Metchosin and Highlands. West Shore RCMP also serves the Songhees and Esquimalt Nations and portions of the Malahat. West Shore RCMP police rural and suburban residential neighborhoods, commercial & industrial zones, recreational waterfront areas, provincial parks and the Trans-Canada Highway.



West Shore is situated in a beautiful location between the Malahat and the Cities of Victoria and Saanich. West Shore has one of the fastest rising populations in the area thanks to lower housing costs and increasing amenities.

[1] Police Services Division provides population data. The 2018 population figure is projected. Population figures utilize Census data; however, to align the data with policing boundaries as opposed to Census boundaries, an algorithm is applied.

WEST SHORE RCMP

Eighty-five sworn officers, one civilian member, and thirty-three civilian personnel staffed West Shore RCMP in 2018 Together they handled 20,889 Calls for Service (CFS), an average of 57 calls per day.

West Shore RCMP also supports and works in conjunction with the Vancouver Island Integrated Major Crime Unit (VIIMCU), Forensic Identification Services (FIS), the Regional Domestic Violence Unit (RDVU), the Integrated Mobile Crisis Response Team (IMCRT) and the Mobile Youth Services Team (MYST). West Shore detachment supports the aforementioned integrated units through the secondment of Detachment personnel on a full time or rotational basis and through financial contributions towards their budgets. Presently, West Shore Detachment provides 2 officers to VIIMCU, 1 officer to RDVU and 1 officer to FIS (Table 1). In addition, West Shore Detachment provides 5 officers to the Vancouver Island RCMP Tactical Team (VITT), 2 officers as Crisis Negotiators, and 1 officer to the Vancouver Island RCMP Emergency Response Team (ERT). We also have 1 officer dedicated to Police Dog Service (PDS) and the Criminal Drug Interdictions dog (a dog used to intercept drug trafficking in vehicles) based at West Shore and also providing service to Shawnigan Lake and Duncan RCMP detachments.

# MEMBERS	UNIT
2	VIIMCU
1	RDVU
1	FIS

Table 1 - Secondments

West Shore RCMP works with & receives support from other Provincial Units and RCMP sections including the Integrated Road Safety Unit (IRSU), RCMP Air Services, RCMP Explosive Disposal Unit (EDU), Combined Forces Special Enforcement Unit (CFSEU), RCMP Emergency Response Team (ERT), Vancouver Island Underwater Recovery Team (URT), RCMP Special I and Federal Serious and Organized Crime (FSOC) teams, E Division Communications and E Division Traffic Services.

STATISTICS

TOTAL CALLS FOR SERVICE

Table 2 depicts the total calls for service in each West Shore municipality, district & First Nations Reserve (FNR) for 2017 & 2018, along with the file count (+/-) & percent change.



	2017	2018	FILE COUNT (+/-)	% CHANGE
Colwood	3495	3718	223	6%
Esquimalt Nation	91	124	33	36%
Highlands	346	409	63	18%
Langford	10753	11482	729	7%
Malahat	184	183	-1	-1%
Metchosin	956	1044	88	9%
Songhees Nation	516	528	12	2%
View Royal	3232	3214	-18	-1%
West Shore Total	19755	20889	1134	6%

Table 2 - 2017/2018 Calls For Service Comparative Figures

West Shore's 2018 calls for service increased by 6% compared to 2017. Colwood, Esquimalt Nations, Highlands, Langford, Metchosin, and Songhees Nation saw increases in the number of calls for service. Malahat area[2] and View Royal saw decreases in calls for service.

CALLS FOR SERVICE & POPULATION

Table 3 depicts the calls for service per 1000 persons and the percentage of calls per service per population[3] for the municipalities, provincial areas[4] and all West Shore.

View Royal had the highest number of calls per 1000 persons (307 calls per 1000 person) and as a percentage of the population followed by Langford, West Shore Provincial and Colwood.

	2018 CFS	2018 POPULATION	2018 CFS / 1000 POP	% CFS / POP
Colwood	3718	18,262	204	20%
Langford	11482	39,882	288	29%
View Royal	3214	10,455	307	31%
West Shore Provincial	2288	9,613	238	24%
All West Shore Jurisdiction	20889	78,211	267	27%

Table 3 - CFS Per 1000 Population & Percentage of Population

CALLS FOR SERVICE – TOP 5

Some calls for service are more prevalent than other types and some calls tend to require more time and resources from initial response to conclusion.

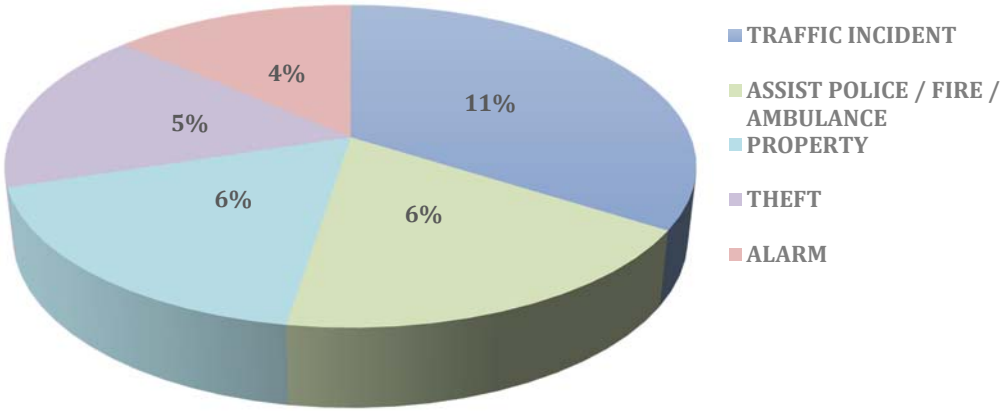


Figure 1 - Top 5 Calls for Service

Figure 1 illustrates the Top 5 calls for service in 2018. Traffic incidents were the most prevalent calls followed by Assist Police/Fire/Ambulance calls, Property Related offences, Thefts and Alarms. Traffic

[2] Provincial & part of Langford jurisdiction

[3] Police Services Division provides population data. The 2018 population figure is projected. Population figures utilize Census data; however, to align the data with policing boundaries as opposed to Census boundaries, an algorithm is applied.

[4] West Shore Provincial includes highway areas, Highlands & Metchosin Districts & First Nations Reserves.

incidents include, but are not limited to, driving complaints, insurance violations, seatbelts, speeding, erratic/dangerous driving and road rage reports.

Figure 2 depicts the most time consuming calls in 2018 were Disturbances, Assist Police / Fire / Ambulance, Check Wellbeing, Suicidal Persons and Domestic in Progress.

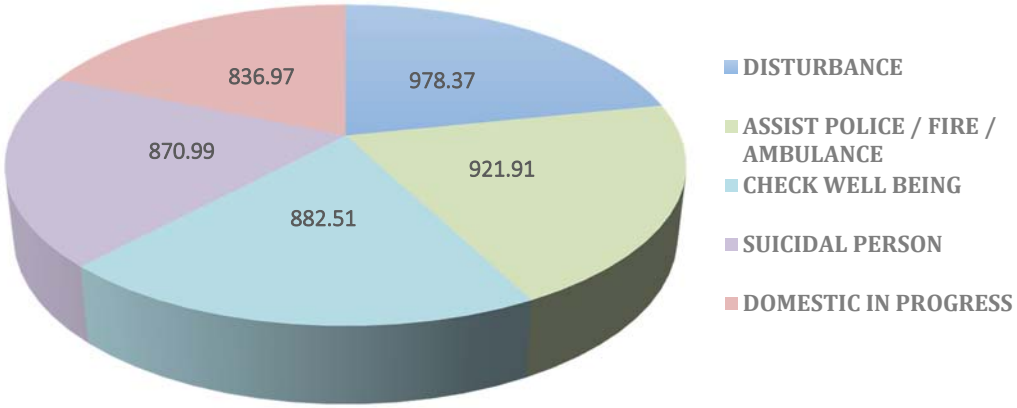


Figure 2 - Top 5 Time Consuming Calls Measured by Hours

CRIMINAL CODE OFFENCES – UCR CATEGORIES

West Shore RCMP respond to a vast array of calls for service, including Criminal Code & non-Criminal Code incidents. In order to categorize the calls, the Uniform Crime Reporting Survey (UCRS) serves as a guide. Each UCR category includes specific codes based on the offence or violation type. Calls for service are coded (scored) based on the type of call and subsequent investigation. There are eight UCR categories: Crimes Against Persons, Offences Against Property, Other Criminal Code (Other CC) Violations, Controlled Drugs & Substances Act (CDSA) Violations, Other Federal Statute Violations, Provincial Statistics Codes, RCMP Statistics Codes and Traffic Violations.

UCR CATEGORY	2017 ACTUAL	2018 ACTUAL	FILE COUNT (+/-)	% CHANGE
Crimes Against Persons	533	617	84	16%
Offences Against Property	1977	2388	411	21%
Other Criminal Code Violations	620	755	135	22%
Controlled Drugs & Substances Act Violations	218	210	-8	-4%
Other Federal Statute Violations	28	19	-9	-32%
Provincial Statistics Codes	300	331	31	10%
RCMP Statistics Codes	9132	9450	318	3%
Traffic Violations	371	416	45	12%

Table 4 – Uniform Crime Reporting Survey Categories

Table 4 shows the breakdown of actual[5] files by UCR category for 2018. Increases include Crimes Against Persons, Offences Against Property, Other Criminal Code Violations, Provincial & RCMP Statistics Codes and Traffic Violations. Decreases include Controlled Drugs & Substances Act Violations and Other Federal Statute Violations.

TOP 5 CRIMINAL CODE OFFENCES – *CRIMES AGAINST PERSONS*

There were 617 Crimes Against Persons in 2018 compared to 533 offences in 2017, representing a 16% increase (+84 files). Of the 617 offences, Assaults accounted for the highest incidence of offences followed by Uttering Threats, Harassing Communications, Assault with Weapon and Criminal Harassment (Figure 3).

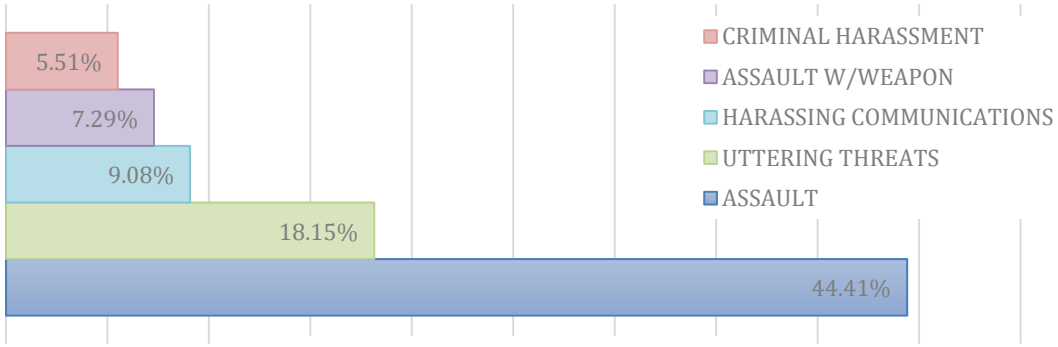


Figure3 - Top 5 Crimes Against Persons

TOP 5 CRIMINAL CODE OFFENCES – *OFFENCES AGAINST PROPERTY*

Offences Against Property comprise the highest incidence of Criminal Code Offences in West Shore. There was a 21% (+411 files) increase in property related offences in 2018 compared to 2017. Of the 2,388 incidents in 2018, Theft From Vehicle accounted for the highest incidence of offences, followed by Mischief, Shoplifting, Theft – Other and Fraud (Figure 4).

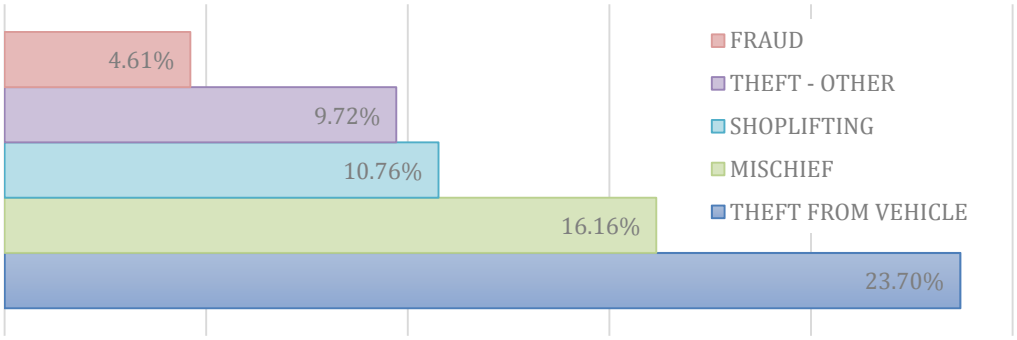


Figure 4 - Top 5 Offences Against Property

[5] "Actual" figures may be less than the total calls for service as "actual" figures do not include information, prevention, assistance, unfounded or unsubstantiated calls for service whereas "total" figures include all types.

TOP 5 CRIMINAL CODE OFFENCES – *OTHER CRIMINAL CODE VIOLATIONS*

Other Criminal Code Violations (Other CC) consists of a variety of violations that do not fall under Crimes Against Persons or Offences Against Property. Other CC violations include, but are not limited to, Cause Disturbance, Breach of Probation, Fail to Appear and Obstruction.

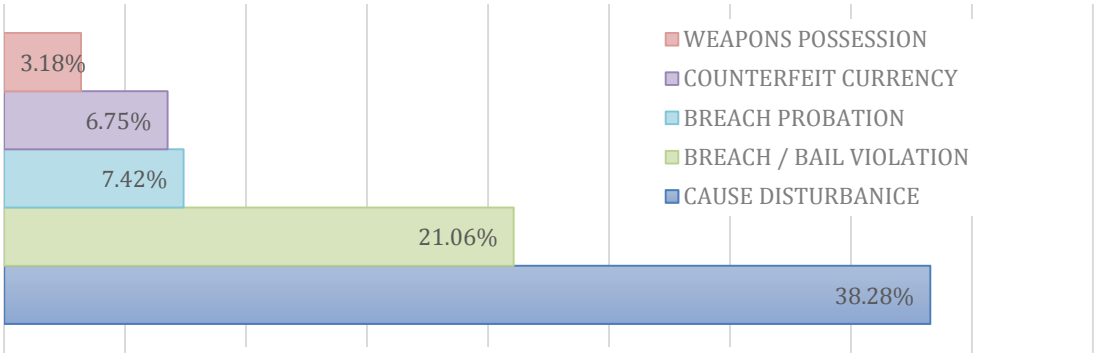


Figure 5 - Top 5 Other Criminal Code Violations

Of the 755 Other CC violations in 2018, Cause Disturbance was the most prevalent violation, representing 38% (289 files) of actual calls for service. Breach/Bail Violations was the second highest violation followed by Breach Probation, Counterfeit Currency and Weapons Possession.

TOP 5 CRIMINAL CODE OFFENCES – CONTROLLED DRUGS & SUBSTANCES ACT VIOLATIONS

There were 210 CDSA Violations in 2018 compared to 218 violations in 2017, representing a -4% decrease. Figure 6 depicts the Top 5 CDSA Violations. Possession violations constituted the top 5 CDSA violations with Cannabis possession representing 30.48% of files, followed by Possession of Methamphetamine, Possession of Other Scheduled I Drugs/Substances, Possession of Cocaine and Possession of Heroin. Drug possession violations typically occur in conjunction with other offences (e.g. property crimes).

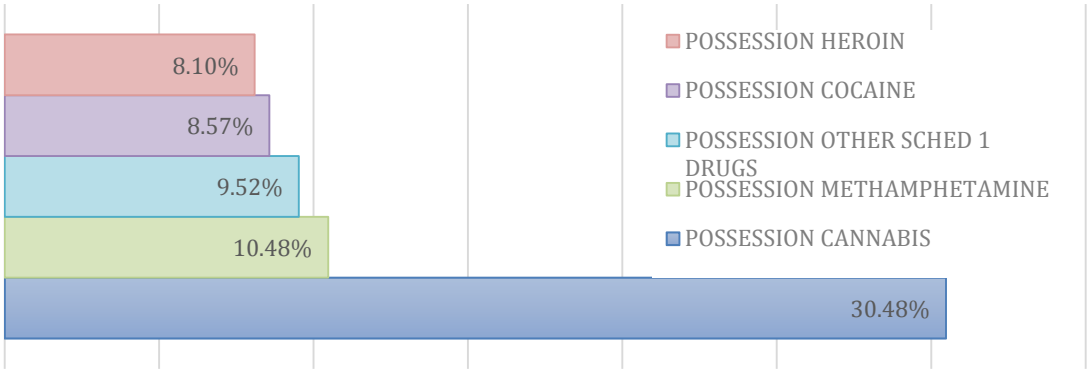


Figure 6 - Top 5 Controlled Drugs & Substances Act Violations

TRAFFIC STATISTICS

Traffic related calls represent the highest incidence of all calls for service in West Shore jurisdiction, accounting for 11% of calls in 2018.

Figure 7 depicts the 2018 motor vehicle collision locations. Graduated symbols highlight the locations where multiple crashes occurred. Being knowledgeable about the high crash locations assists West Shore RCMP to engage in proactive enforcement activities at those locations.

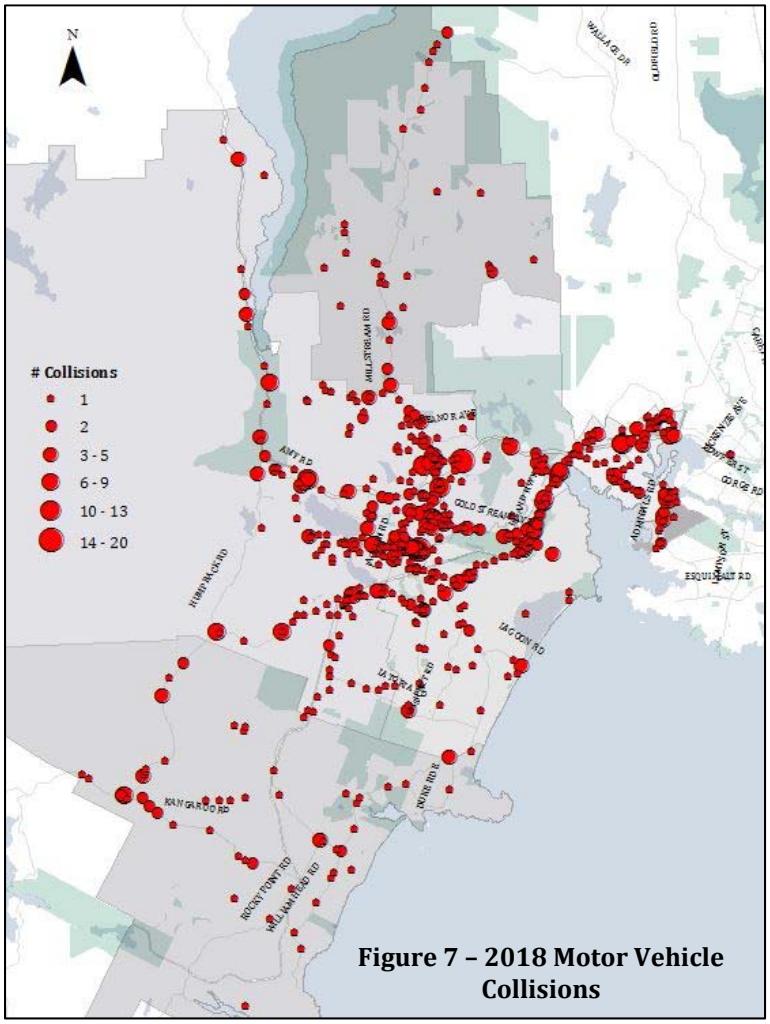


Figure 7 – 2018 Motor Vehicle Collisions

MOTOR VEHICLE COLLISIONS			
	2017	2018	% CHANGE
FATAL	1	2	100%
INJURY	180	200	11%
NON-INJURY	924	834	-10%
TOTAL	1105	1036	-6%

Table 5 - Collisions Comparative Figures

Table 5 shows a comparison of the types of motor vehicle collisions in 2017 and 2018. Fatal and injury collisions increased in 2018, up 100% and 11% respectively. Non-injury collisions decreased by 6% in 2018. Overall, there was a 6% decrease in motor vehicle collisions in 2018.

TOP 5 TRAFFIC VIOLATIONS

Figure 8 highlights the top 5 Traffic Violations[6] in West Shore in 2018. Fail to Stop/Remain ranked highest at 46%, followed by Impaired Operations of a Motor Vehicle by Alcohol (23%), Drive While Disqualified/Suspended (13%), Drive Without Care/Consideration (10%) and Impaired Operation of a Motor Vehicle by Drug (3%).

[6] Not all traffic violations generate a police file (e.g. speeding, seatbelts, etc.) & these figures are not comprehensive.

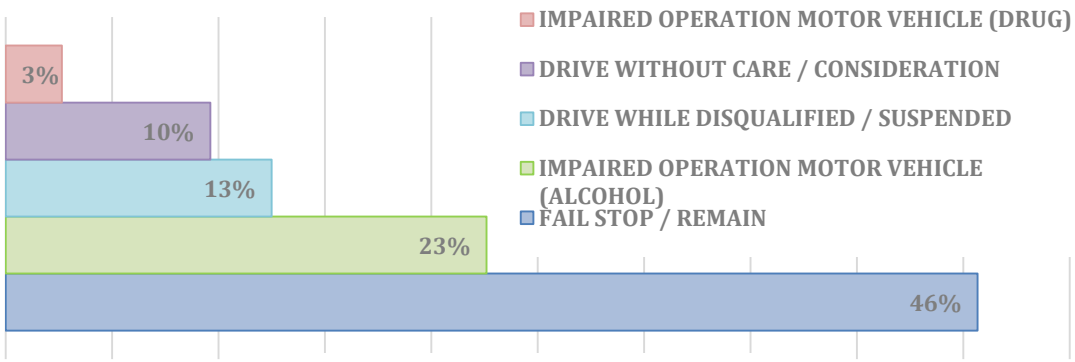


Figure 8 - Top 5 Traffic Violations

OTHER STATISTICS

LICENSED PREMISES - CHECKS

The majority of bars and nightclubs are in downtown Victoria, however; West Shore hosts several establishments that are open late and are popular drinking locations. On average in 2018, officers conducted 75 bar walk-through's. The majority of these walk-throughs were conducted at Darcy's Pub.

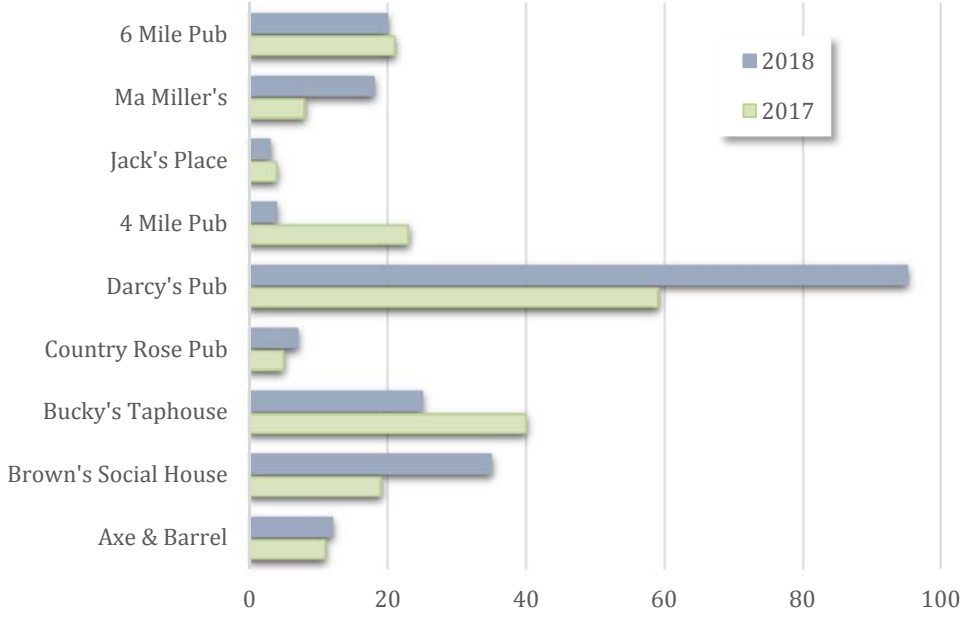


Figure 9- Licensed Premise Calls For Service

Licensed drinking establishments sometimes generate activity requiring a police response. Figure 9 illustrates the calls for service at licensed premises in West Shore in 2017 & 2018. The number of calls differ by establishment, with some establishments having more calls than other establishments. Overall, there was a 15% increase in calls for service in 2018 compared to 2017. With the population growth and the opening of new liquor establishments, we may see even further increases in calls for service at these locations.

MENTAL HEALTH ACT

West Shore RCMP often respond to calls where there is a mental health component. Under the Mental Health Act (MHA), police may apprehend individuals for their protection and for public safety. Individuals apprehended under the MHA are taken to Royal Jubilee Hospital in Victoria (adults only) or to the Victoria General Hospital (VGH) (youth only) for medical assistance. MHA apprehensions are time consuming as police officers are required to take individuals to a physician for examination.

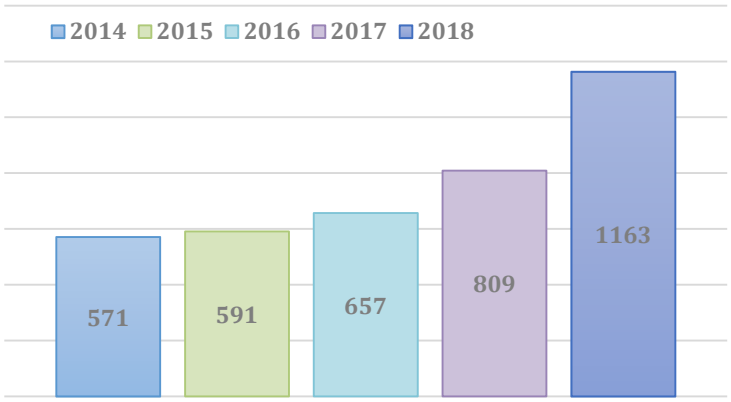


Figure 10 – Calls For Service with Mental Health Act Component

An upward trend continues with calls for service have a mental health component (Figure 10). In 2018, there were 1,163 calls representing a 44% increase compared to 809 calls in 2017. These calls included suicidal persons and Mental Health Act apprehensions. In 2018, West Shore RCMP responded to 448 calls for service that were related to suicidal persons and officers spent 871 hours attending to these types of calls.

When making an apprehension under the Mental Health Act, the law requires a police officer to take an individual to a designated medical facility immediately for assessment by a medical doctor. Recently, West Shore RCMP in collaboration with Vancouver Island Health Authority (VIHA), captured data relating to "wait times" for medical staff to assess the patient at either Royal Jubilee Hospital or Victoria General Hospital.

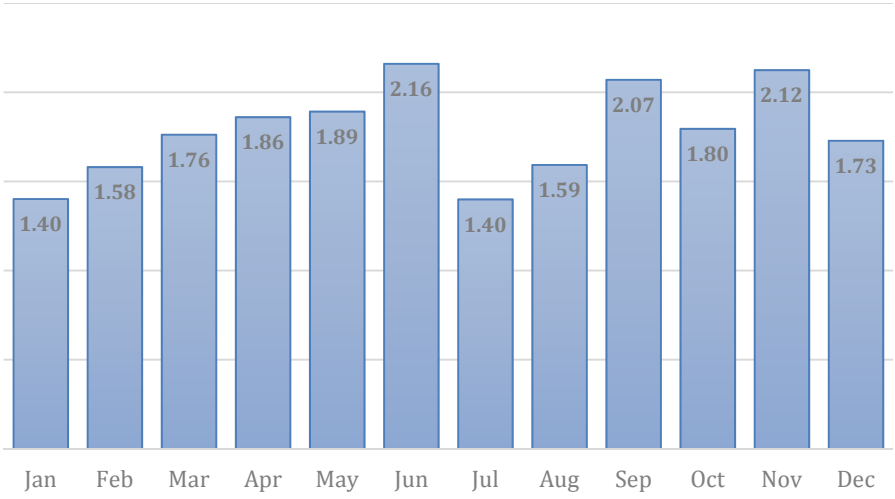


Figure 11 – Average # Hours Per Apprehension Per File

Figure 11 depicts the average hospital wait times per apprehension for 2018. The average time per call indicates West Shore RCMP members spent approximately 1.76 hours per apprehension. Times do not factor in investigation time or transit time. There were 248 apprehensions in 2018.

OUR PLACE THERAPUTIC RECOVERY COMMUNITY

Our Place Therapeutic Recovery Community, located at 94 Talcott Rd, View Royal, is a long-term treatment facility for men who are experiencing substance abuse issues. Therapeutic housing is available for 14 – 24 months. As of March 2018, the facility had 9 residents, six of whom are bound by court orders and must abide by a curfew.

Our Place is a secured facility. West Shore RCMP have liaised with the Director of the facility to discuss police protocol when attending calls for service. As of April 2019, the West Shore RCMP received 9 calls for service at the facility including 5 calls where residents left the facility even though they were on court ordered conditions to remain at the facility. This prompted West Shore RCMP to liaise with the Colwood Probation Office and open investigations into the residents breaching their conditions.

Our Place occupies what was formerly Choices Transitional Home. During the first ¾ of 2018, Choices was operating at this facility. From January 2018 to October 2018, the West Shore RCMP responded to 18 calls for service at Choices. Out of the 18 calls, there were no reports of residents breaching court orders. This discrepancy is likely due to different operating and reporting procedures by the new staff at Our Place Therapeutic Recovery Community.



STRATEGIC POLICING PRIORITIES – ANNUAL PERFORMANCE PLAN

ANNUAL PERFORMANCE PLAN (APP) 2018 - 2019

West Shore RCMP's management team works closely with our five distinct detachment communities and First Nations Reserves to identify local policing priorities. Each RCMP Detachment in British Columbia is mandated to prepare an Annual Performance Plan[7] that addresses local policing priorities. Through consultation with elected officials and senior staff, the West Shore RCMP APP focuses on the issues identified throughout the region. The APP is designed to be flexible to the changing needs of the communities and the priorities are continually revisited and adjusted accordingly.

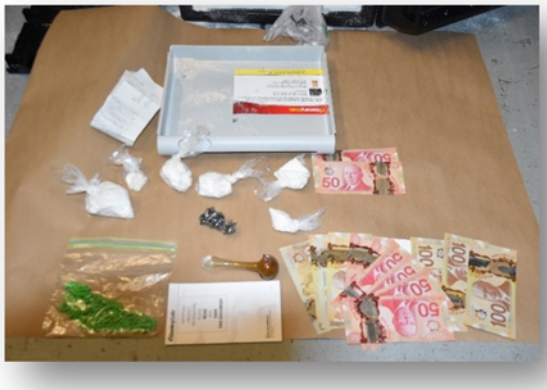
The six key priorities identified for 2018-2019 fiscal year were Organized Crime and Drug Trafficking, Enhancing Road Safety, Community Engagement Through Education and Prevention Programs, Enhancing Relationships with Indigenous communities, Reducing Property Crime and Reducing Crimes Against Persons.

ORGANIZED CRIME & DRUG TRAFFICKING: *REDUCING THE THREAT & IMPACT OF SERIOUS & ORGANIZED CRIME*

HIGHLIGHTS

- Continuous intelligence gathering of organized crime groups by our frontline officers and specialized sections allows for intelligence-led policing strategies
  - The use of undercover operations lead to identifying drug dealers in the West Shore
- Conducting proactive educational and awareness of organized crime groups to detachment members
- Our officers were continuously briefed on organized crime throughout the year enabling them to target offenders
- Identifying & arresting drug traffickers
  - 11 drug trafficking charges laid in 2018
- Cocaine is the most prevalent drug seized. This is a change from 2017 where Marijuana was the top drug seized. Since the legalization of Cannabis we have seen a decrease in Marijuana seizures

Photo: In 2018 The Crime Reduction Unit conducted surveillance on a suspected drug dealer. The investigation led to the arrest of the suspect. 5.7 oz of cocaine and $1380 cash was seized along with the vehicle being used to transport the drugs. The accused was charged with drug trafficking



[7] The APP follows the RCMP fiscal year, April 1st to March 31st

TRAFFIC SAFETY: ***ENHANCE ROAD SAFETY & REDUCE SPEEDING***

The West Shore Detachment currently operates a 3 person Traffic Services Unit.

West Shore Traffic Services are engaged with detachment members by holding educational sessions focusing on training and proper application of the law and provincial statutes. Along with Traffic enforcement, the unit will investigate vehicle collisions resulting in fatalities.

HIGHLIGHTS

- In 2018, 9 West Shore officers received training for Standard Field Sobriety Testing. This increases our capacity to conduct drug impaired driving investigations.
- Public awareness campaigns regarding impaired driving were implemented. This included media releases, radio interviews and road blocks which were set up to check for impaired drivers
- A monthly traffic enforcement campaign was launched in high-risk areas and school zones. 25 areas were targeted for traffic enforcement 2018
- Total number of Speeding tickets issued in 2017/2018 was 567 that number was raised to 673 speeding tickets issued in 2018/2019

In May 2018, West Shore Traffic Services teamed up with the Integrated Road Safety Unit, Commercial Interdiction and Commercial Vehicle Safety Officers for a check stop which focused on commercial vehicle safety. This resulted in 132 written warnings, 202 violation tickets and 25 vehicles being towed as they were not safe to be on the roadway.



West Shore communities identified vehicles speeding as an area of concern. To address this, Traffic Services and frontline police officers targeted high-risk areas and school zones in each of the West Shore communities. From October to December 169 speeding tickets were given out along with 48 written warnings.

ABORIGINAL POLICING – RELATIONSHIPS: ***ENHANCE RELATIONSHIPS WITH ABORIGINAL / INDIGENOUS COMMUNITIES***

HIGHLIGHTS

- The West Shore RCMP has one dedicated First Nations Policing (FNP) officer
- The FNP officer's role focuses on fostering relationships with the Indigenous peoples in the West Shore specifically the Songhees and Esquimalt Nations
- The number of monthly contact with the First Nations communities in the West Shore went from 96 in 2017 to 268 in 2018
- In 2018 the FNP officer facilitated and participated in numerous community initiatives which focused on the youth in the First Nations communities including: 3 DARE classes, 3 day- youth canoe journey, educating youth on marine/cold water safety, Bike registry established at Songhees Nation, participated in the Nights Alive program connecting with youth and elders of the Indigenous Community
- Almost all of the Indigenous youth attend either Craigflower or Shoreline Middle Schools

FNP Member Cst. Brewer with grade 5 students at Craigflower Elementary.





In July 2018 Cst. Brewer and 16 Youth from Songhees Nation, participated in the Pulling Together Canoe Journey that went from Esquimalt Harbour to Musqueam in Vancouver.

PROPERTY – THEFT: ***REDUCE PROPERTY CRIMES***

HIGHLIGHTS

- The Detachment Crime Reduction Unit (CRU) is made up of 5 constables, 1 Corporal which is overseen by the Sergeant in charge of Serious Crimes
- West Shore RCMP actively monitor individuals placed on court ordered curfew or house arrest. Frontline officers also take part in this by conducting routine curfew checks to ensure offenders compliance with court ordered conditions; a number of these checks have resulted in breach charges
- In 2018 the West Shore RCMP forwarded Breach charges on 312 people
- In December 2018 CRU partnered up with Bike Unit and Victoria Police Department to investigate a series of thefts from storage units in the West Shore and Victoria area. The operation was a success and resulted in the arrest of a suspect who was charged with break and enter
- CRU undertook two separate Undercover Operations in an attempt to recover stolen property posted to Used Victoria; these files are still under investigation
- Break & Enter into Businesses went from 39 in 2017 to 50 in 2018
- Auto thefts went from 131 in 2017 to 105 in 2018
- CRU also runs a "Bait" car program that targets auto thieves
- Targeted enforcement of prolific property crime offenders



The Crime Reduction Unit proactively targets chronic property crime offenders and conducts warrant apprehensions on people with outstanding arrest warrants. CRU recognizes that chronic property crime offenders often use stolen property to fund their drug addictions. Therefore CRU, has focused on

intelligence-led policing practices like recruiting confidential informants and surveillance to target drug dealers who accept stolen property as payment for drugs.

Since August of 2018, CRU has conducted four drug trafficking or "possession for the purpose of trafficking" investigations where charges have either been approved or are currently pending. In addition to those core investigations, the unit has forwarded charges for two separate prohibited driving investigations and a charge of unsafe storage of a firearm in relation to an individual associated to organized crime group(s). The team is currently conducting a weapons trafficking investigation.

BIKE PATROL UNIT

In July 2018 West Shore RCMP launched the Bike Patrol Unit (BPU) which is comprised of 4 police officers.



Bicycle patrol enforcement limits the carbon footprint of police vehicles and these police officers are considered more approachable by the community than those in a vehicle. The Bike Patrol Unit is a uniformed, visible, enforcement presence that conducts year round bicycle patrol in areas not easily accessible by vehicle. This mode of transportation allows police officers to respond to situations quickly and quietly day or night. Police officers are able to utilize all their senses in detecting illegal activity.



This unit has dedicated its resources to issues raised by the General Duty Watches, West Shore Serious Crime Unit, and the Crime Analyst or from the Community. The unit targets prolific offenders by zeroing in on property crime patterns (i.e. increasing their patrols in areas where vehicle break-ins are predominant).

The Ultimate goal is to ensure safe homes and communities and reduce crime in the West Shore.

Since the Bike Patrol Unit came into effect, they have arrested 50 people with outstanding warrants. Additionally, the unit has completed 34 reports to Crown Counsel recommending charges for individuals also arrested by the unit for criminal offences taking place in the West Shore.

POLICE / COMMUNITY RELATIONS: *VISIBILITY OF POLICE & COMMUNITY ENGAGEMENT*

HIGHLIGHTS

- Community Policing Services (CPS) focused on visibility with programs of education and prevention throughout the year including DARE, preventing Bullying, Millstream Easter Egg hunt, "Cram the Cruiser" (for food bank donations) & Girl Guide walk and talk with police
- CPS also runs the Auxiliary Constable program and hosts a number of community volunteers who dedicate their time to programs such as Speed Watch & Keeping In Touch (outreach to the elderly in our community)
- CPS has been heavily involved in attending both Royal Bay and Belmont High Schools and liaising with students and teachers at elementary schools in the West Shore. On average, at least one school in the West Shore is visited per school day
- Several school talks were given to students in high school regarding Canadian law and policing
- In summer 2018, CPS implemented foot patrols in high visibility areas

In May 2018, the West Shore detachment held the annual "Keep In Touch (KIT) Tea event. Each year, the KIT volunteers organize an afternoon luncheon and tea for all of the KIT clients. In prior years, the event was held at the detachment. For the past two years the event has been hosted at the Legion as the program and cliental has grown in size. The KIT clients truly enjoy the event as the RCMP dressed in red serge, volunteers, staff from the detachment and management all come out to say Hi and have their photos taken with the clients. The KIT program has a list of clients who they call on a daily basis (Monday to Saturday, excluding holidays), to check on their well-being. If there is any concern for the client the volunteer will request a police officer conduct a home visit to ensure the clients welfare. Often, this daily phone call is the only social interaction that our clients receive and so they really do rely on our volunteers who are a great group of people.



DOMESTIC VIOLENCE: ***REDUCE CRIMES AGAINST PERSONS***

One of the identified priorities for the 2017/2018 Annual Performance Plan was reducing crimes against people by addressing domestic violence.

HIGHLIGHTS

- Our detachment Media Relations Officer (MRO) promoted educational campaigns aimed at creating awareness and providing information on violence in relationships. Topics discussed were what to do if you or a loved one are experiencing violence in a relationship and where to get help.
- The MRO met with Victim Services personnel and developed an educational campaign for domestic violence
- The educational campaign was a week-long event with several "tweets" that highlighted contact information for victims of domestic violence. One of the topics highlighted was violence against men.
- We increased our officers training on best practices when it comes to investigating instances of violence in relationships.
- The West Shore RCMP also undertook a quality assurance review of these types of investigations to ensure our officers were complying with best practices and referring victim's to Victim Services.
- West Shore RCMP has one dedicated Regional Domestic Violence Unit investigator.





ANNUAL PERFORMANCE PLAN (APP) 2019-2020

In consultation with our distinct communities and First Nations partners, West Shore RCMP's management team has identified local priorities for 2019-2020 fiscal year. To address local policing issues the 5 key priorities are Organized Crime, Traffic Safety, Police/Community Relations Visibility and Preventative Measures and Property Crimes.

Organized Crime – Drug Trafficking

Objective: Prevent and Reduce the threat and impact of serious and Organized Crime

- Specialized Units will make frontline officers aware of Organized Crime Activity and meet with Law Enforcement partners to increase intelligence gathering.
- Detachment Members to:
- Gather intelligence of OMG members in our community;
- Goals to increase enforcement through anti-drug trafficking projects and source development.

Traffic Safety

Objective: Enhance Road Safety – Reduce Speeding

General Duty and Traffic Unit to:

- Engage in monthly enforcement campaigns of speeding in high risk areas including school zones;
- Goals to increase enforcement of distracted driving.

Police/Community Relations – Visibility of Police

Objective: Community engagement through programs of education and prevention

Bike Patrol Unit and Community Policing to:

- Attend public events focussing on education;
- Educate officers on the Restorative Justice program and increase referrals to it;
- Goals to increase police visibility and public confidence.

Enhance Relationships With Aboriginal/Indigenous Communities

First Nations Policing (FNP) and Detachment Members to:

- Promote and participate in programs and initiatives focussed on community youth;
- Participate in cultural events and develop cross cultural awareness and training opportunities;
- Goals to continue relationship building with Indigenous communities.

Property Crimes - Thefts

Objective: Reduce property Crimes

Detachment Members to:

- Conduct prolific offender management to identify and target prolific offenders and share intelligence;
- Perform regular curfew checks on criminals with an outstanding court ordered conditions living in the West Shore area;
- Goals to reduce break and enters to businesses by 10% and theft from motor vehicles by 10%.

GREATER VICTORIA POLICE VICTIM SERVICES (GVPVS) – WWW.GVPVS.ORG

Victim Services is a volunteer based program that works with police to assist people that have been impacted by crime and trauma. Their vision is to help victims achieve a state of well-being and assist in their recovery. They provide services to victims of crime or trauma who may or may not have reported the crime to police or be involved with the criminal justice system. Their clients can include children as well as adults.

Victim services:

- Provide emotional and practical support;
- Make referrals to government and private services;
- Devise safety plans ;
- Assist with Crime Victim Assistance applications;
- Assist with Victim Impact Statements;
- Provide information about the court and criminal justice systems;
- Accompany victims to court;
- Provide education on victim rights and services.

Recent Highlights from the GVPVS Program Director's Report for December 2018/January 2019

Case referrals by Police Department reflect a pattern of West Shore RCMP maintaining the highest number of referred cases. Domestic Assault/Abuse remain the highest percentage of referrals made to GVPVS.

CASES REFERRED BY POLICE DEPARTMENT FOR FISCAL YEAR 2018/2019

Cases Referred by Police Department

Saanich	194
Sidney/North Saanich	64
Victoria	94
West Shore	431
Oak Bay	21
Central Saanich	20
CFB Esquimalt	12
Other	8
Totals	**844**

Victim Services
Working with police to help crime and trauma victims

DID YOU KNOW

In 2018, West Shore RCMP received 763 False Abandoned 911 calls and 892 False Alarm calls. Each call required follow up and in many case, a police visit.

PROLIFIC OFFENDER MANAGEMENT PROGRAM (POM)

West Shore RCMP participates in the Prolific Offender Management Program in conjunction with Municipal Police Agencies, Corrections, Probation, Crown and various Social Agencies throughout the Southern Island Region. The POM program was created due to the emerging consensus that a small proportion of offenders commits a disproportionate percentage of crime; particularly property crime. POM emphasizes inter-agency collaboration as a means to effectively target these individuals, reduce re-offending and increase community safety.

POM candidates are selected based on several factors including the number of police contacts and are then supported by an integrated team of service providers. Persons selected to participate in the POM program receive individually tailored support including employment referrals, housing and income assistance and assistance with access to mental health and substance abuse treatment. Immediate response to reoffending or breaching conditions is the second component to the strategy with prompt apprehension and conviction with the assistance of Crown Counsel who manages files based on custom prepared POM templates from Police.

Of the thirteen Prolific Offenders in the Greater Victoria Region, West Shore managed 7 offenders in 2018. During 2018, all 7 offenders were in custody; 1 offender was incarcerated for more than six months of the year, 5 were in and out of custody throughout the year and one offender ceased offending. Presently, West Shore monitors 5 offenders; all are currently in the community. It is notable that when these offenders are incarcerated, property crimes such as break & enters, auto thefts and thefts from motor vehicles decrease dramatically.



Although all of the prolific offenders were in custody throughout 2018, together they had 211 police contacts during the year. All the offenders also suffer from drug &/or alcohol addictions, which factors significantly in their criminal offending.

SOCIAL MEDIA

WEBSITE

West Shore RCMP website was recently updated to reflect the new appointment of Inspector Todd Preston. The website contains information pertaining to some of the most commonly asked questions including Police Information Checks, contact information, volunteer and other programs and the various services West Shore RCMP Detachment offers. The public is able to view emerging West Shore RCMP news releases and there is a direct link to Crime Stoppers.

TWITTER

Since February 2015, West Shore RCMP has been actively engaging the communities on social media via Twitter (@WestshoreRCMP). The West Shore RCMP's Twitter account has the "blue verified badge", meaning that Twitter reviewed the account and verified that it is an authentic account of public interest. The world is always evolving and the public's method of accessing and obtaining information is evolving as well; many people want information directly from the source, rather than from mainstream media. Our goals is to provide information in a way that makes it the most accessible to our communities and social media plays a big role in providing that information to the public.

DID YOU KNOW?
West Shore RCMP's Twitter followers increased from 5600 in 2018 to 6555 in 2019 & continues to grow daily!

Some examples of West Shore RCMP's Twitter activity show we consistently reach over 6000 profiles and have over 90 000 tweet impressions every month. That's a drastic increase from 2017 where we were reaching 2500 profiles and 50 000 tweet impressions. We are reaching not only local community members of the Victoria but also national users.

West Shore RCMP will continue to provide accurate and timely information to highlight matters of public safety and public interest, as well as building trust and confidence of the West Shore Communities.

Top Tweet in Dercember 2018 was a story about West Shore RCMP saving a life on Christmas Eve which had over 6400 impressions!

STATS & FACTS

The West Shore RCMP Annual Report provides an overview of various statistics & policing in West Shore & is not comprehensive. The statistics presented in this report were retrieved from RCMP E Division Business Intelligence and the British Columbia Police Records Information Environment (PRIME) & are accurate on the retrieval date. All data is preliminary and is subject to change based on investigational factors and data quality processes. In cases of discrepancy with previous/subsequent data, the most current data will take precedence. Data collection utilized "most serious offence" scoring consistent with Statistics Canada and the British Columbia Ministry of Justice (Police Services Division (PSD)) data collection practices. Police Services Division provides population data. Collision data is not complete as it only includes files where police attended and not all collisions reported to the Insurance Corporation of British Columbia (ICBC). Impaired Operation denotes impaired by alcohol &/or drugs.

City of Langford
www.cityoflangford.ca

Staff Report

to

Council

Date: June 4, 2019

Department: **Administration**

Subject: Policy Repeal and Amendment

Background

Langford currently has a large number of Council policies, some dating back to Langford's incorporation. To ensure that these policies meet the requirements of changing provincial legislation and the most recent practices in the local government context, staff have reviewed all policies, and identified a number of them which can be updated or combined with other bylaws or policies, or are obsolete.

This report requests that Council repeal several policies, and approve amendments to others. Staff expect to bring forward several more policies that require more substantial amendments in the coming months.

Commentary

Administration and Finance

Director of Finance Michael Dillabaugh and Director of Corporate Services Braden Hutchins have confirmed that the following Administration and Finance policies are obsolete and can be rescinded:

Number	Name	Year	Reason for Repeal
POL-0009-ADMIN	Langford Events Calendar	2003	This policy is obsolete, as the procedure has changed. It should be in a more flexible format than a Council policy.
POL-0015-ADMIN	Council Indemnity or Expenses Policy	1994	Superseded by several newer indemnity and expenses policies and bylaws.
POL-0028-ADMIN	Use of Council Chambers Policy	2002	This policy is obsolete, as the procedure has changed and a new policy is not required.

Number	Name	Year	Reason for Repeal
POL-0030-FIN	Use of Municipal Computer Software	1995	This policy is obsolete, as there is updated computer use requirements in the employee handbook and POL-0148-FIN.
POL-0032-ADMIN	Vehicle Use Policy	2001	Staff are requesting Council repeal of this policy so that it can be rewritten as a procedure or administrative policy, as needed.
POL-0034-ADMIN	Municipal Advertising in Bus Shelters Policy	2002	This policy is obsolete, as the procedure has changed and a new policy is not required.
POL-0035-ADMIN	Municipal Reader Board – Langford Fire Station No. 1	2001	This policy is obsolete, as the procedure has changed and a new policy is not required.
POL-0037-FIN	Finance Committee – Review of Municipal Finances	1993	This policy is obsolete, as the procedure has changed and a new policy is not required.
POL-0039-FIN	Board and Commission Verbal Reports – Councillors	1994	This policy is obsolete, as the procedure has changed and a new policy is not required.
POL-0041-FIN	Council Salary Policy	2006	Council has elected never to receive compensation pursuant to this Policy and the compensation formula is no longer applicable.
POL-0044-FIN	RCMP Annual Budget	1995	This policy is not implemented, and staff do not consider it to be necessary.
POL-0047-FIN	Special Expenditures	1993	Replaced by POL-0042-FIN.
POL-0049-FIN	Professional Dues Policy	2002	This policy is included in the updated Employee Bylaw No. 1842.
POL-0050-FIN	Professional Membership Dues	1994	This policy is included in the updated Employee Bylaw No. 1842.
POL-0053-FIN	Dinner Expenses With Respect to Officers Attending Council Authorized Evening Meetings	1994	This policy is obsolete, as the procedure has changed and a new policy is not required.
POL-0055-FIN	Annual Salary Adjustment	2002	This policy is included in the updated Salary Policy POL-0040-FIN.

Number	Name	Year	Reason for Repeal
POL-0056-ADMIN	Employee Benefit Premium Cost Sharing	1993	This policy is included in the updated Employee Bylaw No. 1842.
POL-0058-ADMIN	Employee Benefit Plan Competitive Review Policy	1998	This policy is included in the updated Employee Bylaw No. 1842.
POL-0059-ADMIN	Health and Benefit Policy	1994	This policy is included in the updated Employee Bylaw No. 1842.
POL-0060-ADMIN	Long Term Disability Policy	2001	This policy is included in the updated Employee Bylaw No. 1842.
POL-0061-ADMIN	Administration Salary Schedule	1994	The salaries in this schedule are out-of-date and maintaining a policy on salary schedules is not required.
POL-0063-ADMIN	Notice of Legal Claims	1995	This policy is obsolete, as the procedure has changed and a new policy is not required.
POL-0065-ADMIN	Annual Wage Review Policy	2002	This policy is included in the updated Employee Bylaw No. 1842.
POL-0066-ADMIN	Banked Overtime in the Event an Employee's Child is Sick	1996	The written version of this policy is obsolete. The updated version is included in the updated Employee Bylaw No. 1842.
POL-0067-ADMIN	Excessive Overtime for Municipal Officers	1994	This policy is obsolete, since a clause similar to this policy is incorporated in officer contracts as needed.
POL-0068-ADMIN	Requests for Leave of Absence	2005	This policy is included in the updated Employee Bylaw No. 1842.
POL-0069-ADMIN	Employee Assistance Program	2005	The pertinent sections of this policy are included in the updated Employee Bylaw No. 1842.
POL-0094-FIN	Business Licensing – Collection	1997	This policy is obsolete and a new policy is not required.
POL-0140-FIN	Telecom Policy and Procedures	2009	This policy is obsolete and a new policy is not required.

Building

Building Department Manager Jerry Worobec has advised that the following Building policies are obsolete and can be rescinded:

Number	Name	Year	Reason for Repeal
POL-0008-BLDG	Sprinkler Policy	2012	Obsolete – due to changes in the Building Code, the City is not able to regulate sprinkler systems.
POL-0029-BLDG	Design Guidelines	1999	This policy is common practice at the City and does not need to exist as a policy.
POL-0092-BLDG	Non Resident Business License Policy	1998	Superseded by Business License Bylaw No. 216, as amended.
POL-0095-BLDG	Business Licensing – Overview Policy	1995	Building and Finance have confirmed that this policy is unnecessary.

Bylaw Enforcement

Manager of Community Safety and Municipal Enforcement Lorne Fletcher has advised that the following Bylaw policy is obsolete and can be rescinded:

Number	Name	Year	Reason for Repeal
POL-0086-BYLAW	Secondary Suites	1997	This policy, requiring business licenses for secondary suites, has not been implemented.
POL-0124-BYLAW	Video Surveillance for Park Regulation	1998	Obsolete – the equipment discussed in this policy is no longer in use.

Engineering

Director of Engineering Michelle Mahovlich has advised that the following Engineering policies are obsolete and can be rescinded:

Number	Name	Year	Reason for Repeal
POL-0096-ENG	Policy for Requests to Form or Join the Sewer-Specified Areas	1995	New sewer-specified areas are no longer being created, and policy has been superseded by the agreement with West Shore Environmental Services.
POL-0097-ENG	Sewer Connections in the Core Area Policy	1995	Superseded by Sewer Utility Bylaw No. 1600.
POL-0098-ENG	Sewer Master Plan Policy	1995	Superseded by Sewer Utility Bylaw No. 1600 and the agreement with West Shore Environmental Services.
POL-0099-ENG	Retention of Service Trunk Main Capacity Policy	1994	Superseded by the agreement with West Shore Environmental Services.

Number	Name	Year	Reason for Repeal
POL-0103-ENG	Sidewalk Policy	1998	Superseded by Subdivision and Servicing Bylaw No. 1000.
POL-0107-ENG	Request for Street Signs "Deaf Children Playing"	1998	Superseded by Traffic and Highways Bylaw No. 33, as amended.
POL-0108-ENG	Traffic Signs	1994	Superseded by Traffic and Highways Bylaw No. 33, as amended.
POL-0109-ENG	Warning of Traffic Regulation Changes	1994	Superseded by Traffic and Highways Bylaw No. 33, as amended.
POL-0110-ENG	Neighbourhood Watch Signs	1996	Superseded by Traffic and Highways Bylaw No. 33, as amended.
POL-0111-ENG	Private Road Sign Located on Public Right-of-Way	1996	Superseded by Traffic and Highways Bylaw No. 33, as amended.
POL-0112-ENG	Watering Restrictions	2001	Under the control of the Capital Regional District – the City's policy is not necessary.
POL-0142-ENG	Latecomer Agreement	2009	This policy was never finalized. Engineering and Land Development staff do not consider it necessary since there are guidelines in the *Local Government Act*, and since Latecomer Agreements are rare.

Fire Department

Fire Chief Chris Aubrey has advised that the following Fire Department policies are obsolete and can be rescinded:

Number	Name	Year	Reason for Repeal
POL-0138-FIRE	Policy for Fire Department Alarm Monitoring	1995	Obsolete – there is no Fire Department Alarm Monitoring program.
POL-0141-FIRE	Use of the Langford Fire Department Park and Recreation Facilities	1987	Obsolete – the Fire Department Park is now a City park, and there are new internal Fire Department guidelines for use of Fire Department Recreation facilities.
POL-0145-FIRE	Smoking Policy	2001	Superseded by POL-0160-ADMIN, Substance Use Policy

Parks

Manager of Parks and Recreation Cory Manton has advised that the following Parks policies are obsolete and can be rescinded:

Number	Name	Year	Reason for Repeal
POL-0113-PARK	Playground Equipment	2001	The standards cited in the policy are out-of-date, and the ten-year update plan is complete.
POL-0114-PARK	Park Dedication Policy (Amenity and Park)	1999	This policy is obsolete and a new policy is not required.
POL-0115-PARK	Acceptance of Donations	1999	This policy is obsolete and a new policy is not required.
POL-0116-PARK	Parks Master Plan	1996	The master plan in question is no longer in effect.
POL-0118-PARK	District of Langford Field Facility Use Regulations	1994	Superseded by Park Use Permit guidelines.
POL-0119-PARK	Veterans' Park Bench Donation	2001	Superseded by newer memorial bench process.
POL-0123-PARK	Landscaping Irrigation and Maintenance	1997	Superseded by Subdivision and Servicing Bylaw No. 1000.
POL-0126-PARK	Policy for Removal of Trees	1999	The requirements of this policy are no longer reasonable, and staff intend to bring forward a replacement policy.
POL-0136-PARK	Official Street Tree for the Downtown Commercial Area	1999	Superseded by Subdivision and Servicing Bylaw No. 1000.

Planning and Land Development

Director of Planning Matthew Baldwin and Deputy Director of Planning Leah Stohmann have advised that the following Planning and Land Development policies are obsolete and can be rescinded:

Number	Name	Year	Reason for Repeal
POL-0071-PLAN	Process for Handling Rezoning Bylaws and Development Permits	1994	Obsolete – Council has delegated issuance of development permits to staff.

Number	Name	Year	Reason for Repeal
POL-0072-PLAN	Development Permits Applications Public Input	1996	Superseded by Public Notification Procedures Bylaw No. 1490.
POL-0073-PLAN	Timing of Development Permits	1997	The process for rezoning has become standardized and this policy is no longer necessary.
POL-0075-LDEV	Submission of Subdivision Applications	1995	Superseded by Subdivision and Servicing Bylaw No. 1000.
POL-0080-LDEV	Construction on Municipal Boulevards	1994	This policy is obsolete and a new policy is not required.
POL-0088-PLAN	In-Ground Disposal	2001	Superseded by Subdivision and Servicing Bylaw No. 1000 and Sewer Utility Bylaw No. 1600.
POL-0089-PLAN	Agricultural Land Reserve Acquisition Fund	2006	Obsolete – there is no longer an ALR acquisition fund.
POL-0091-PLAN	Auto Orientated Business Area Design Guidelines	1997	Superseded by Zoning Bylaw No. 300.
POL-0127-PLAN	Public Information Meetings	1994	The process for rezoning has become standardized and this policy is no longer necessary.
POL-0128-PLAN	Public Hearing Process	1996	Unnecessary – Council may choose to require further public hearings regardless of whether there is a policy.
POL-0129-PLAN	Building Schemes	1997	The process for rezoning has become standardized and this policy is no longer necessary.
POL-0130-PLAN	Happy Valley Fire Hall – Traffic Signal Rezoning Contribution	2004	Obsolete – this Fire Hall has been built.
POL-0131-PLAN	OCP Amendments Referral to CRD	1997	This policy is obsolete and a new policy is not required.
POL-0133-PLAN	Development Information and Referral	1998	Obsolete – the Ministry of Environment no longer has authority over floodplains.
POL-0134-PLAN	Heritage Preservation Policy	2004	This policy is obsolete and a new policy is not required.

Number	Name	Year	Reason for Repeal
POL-0135-PLAN	Transition Zone between Residential (R1) and Rural Designation	1996	Superseded by Official Community Plan.
POL-0137-PLAN	Temporary Signs for New Businesses	1999	Superseded by Sign Bylaw No. 1250.

Amendments

The following policies require amendments:

Number	Name	Year	Amendment
POL-0040-ADMIN	Salary Policy	2006	Updates to harmonize remuneration formula and benefits with staff, and includes a review process for Council remuneration. The proposed amended policy is attached.
POL-0048-ADMIN	Recruitment Expenses Policy	1994	Updates include extending relocation assistance to new employees in general, rather than just officers; but reducing the allowance from $5000 to $2500. The proposed amended policy is attached.
POL-0057	Educational Achievement Policy	1997	Minor updates for clarity and currency. The proposed amended policy is attached.

Financial Implications

None.

Legal Implications

Review and clean-up of policies will ensure that staff are implementing current policies that are endorsed by Council. Unlike bylaws, Council can rescind a policy by resolution.

Since several policies have been included in the proposed "Employee Bylaw No. 1842", staff are recommending Council repeal of those policies is made effective upon Council adoption of that bylaw.

Options

1. 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

2. 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

3. THAT Council approve the following amended policies:
    - POL-0040-FIN, Salary Policy
    - POL-0048-ADMIN, Recruitment Expenses Policy
    - POL-0057-ADMIN, Educational Achievement Policy

OR

4. THAT Council take no action.

Respectfully submitted,

Submitted by:	Adriana Proton, Manager of Legislative Services
Concurrence:	Matthew Baldwin, Director of Planning
Concurrence:	Leah Stohmann, Deputy Director of Planning
Concurrence:	Michelle Mahovlich, Director of Engineering
Concurrence:	Jerry Worobec, Manager, Building Department
Concurrence:	Lorne Fletcher, Manager of Community Safety and Municipal Enforcement
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

Attachments

- Council Policies 8, 9, 15, 28, 29, 30, 32, 34, 35, 37, 39, 41, 44, 47, 49, 50, 53, 55, 56, 58, 59, 60, 61, 63, 65, 66, 67, 68, 69, 71, 72, 73, 75, 80, 86, 88, 89, 91, 92, 94, 95, 96, 97, 98, 99, 103, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 118, 119, 123, 124, 126, 127, 128, 129, 130, 131, 133, 134, 135, 136, 137, 138, 140, 141, 142, 145 (for repeal)
- Original and amended Council Policies 40, 48, 57

CITY OF LANGFORD

SUBJECT: Sprinkler Policy To provide consistent interpretation of the BC Building Code and the City of Langford Building and Plumbing Bylaw	SECTION: Building Department POLICY NO: 0340-50 – POL-0008 - BLDG Governance/Corporate Policy and Planning/ Policy and Procedures

New Policy

In the interests of providing a consistent approach to development in the City of Langford, fire sprinklers will not be requested as part of a rezoning unless specifically required in the BC Building Code or City of Langford Plumbing and Building Bylaw 1160.

Approved by Council: Date: August 20th, 2012	CERTIFIED CORRECT Administrator

g. Direct staff to require the applicant to provide an arborist's report and mitigation strategy prior to issuance of a Development Permit to assess the trees in relation to the building envelopes to ensure that the proposed project will not cause any harm to the trees on the CRD property.

CARRIED.

2. Application to Rezone 912 Jenkins Avenue from R2 (One and Two-Family Residential) to RM7A (Medium Density Apartment) to Allow the Construction of Approximately 10 Residential Townhouse Units (File Planning Z12-0021)

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SZPAK

That Council:

1. Direct staff to prepare a bylaw to amend the zoning designation of the property at 912 Jenkins Avenue from R2 (One and Two-Family Residential) to the RM7A (Medium Density Apartment A) subject to the following terms and conditions:
   a) That the following amenity contributions are included in the bylaw for increased density, to be payable at the time of building permit except that these contributions may be reduced by up to 50% if the project is built in accordance with the Green Development Checklist as secured by a Section 219 covenant:
      i. $610 per unit towards the Affordable Housing Reserve Fund; and
      ii. $2,562 per unit towards the General Amenity Reserve Fund.
   b) That the applicant provide the following items prior to final adoption of the bylaw:
      i. Register a Section 219 covenant registered in priority over all other charges on title that includes the following:
         a) That as a condition of rezoning the owner shall provide frontage improvements to Bylaw No. 1000 standards along the Jenkins Avenue road frontage and pay for the costs of relocating the identification pole for the bus stop that exists in front of the subject property;
         b) That the owner will provide a construction parking management plan to the satisfaction of the Director of Engineering and City Planner prior to issuance of a building permit;
         c) That if the owner chooses to build the project in accordance with the Green Development Checklist the owner may to seek a reduction in the amenity contributions by up to 50%.
2. Direct the City Planner to issue the requested setback variances within the required Development Permit.
3. Proceed with consideration of the following Variance for 912 Jenkins Avenue:
   a) That Section 6.36A.05 (2) of Zoning Bylaw No. 300 be varied to increase the maximum permitted height from 9m (30ft) to 13m (42ft) for the portions of the buildings as shown in Appendix A.

CARRIED.

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SEATON

That Council establish a policy that sprinklers only be required in buildings if it is required under the BC Building Code or the City of Langford Plumbing and Building Bylaw.

CARRIED.

3. Application to Rezone 679 Wagar Avenue from R2 (One- and Two-Family Residential) to MU1A (Mixed Use Residential Commercial) to Allow a 7-unit Townhouse Development (File Planning Z12-0023)

MOVED BY: COUNCILLOR WADE
SECONDED: COUNCILLOR SEATON

That Council:

1. Direct staff to prepare a bylaw to amend the zoning designation of the property located at 679 Wagar Avenue from R2 (One- and Two-Family Residential) to MU1A (Mixed Use Residential Commercial), subject to the following terms and conditions:
    a) That the owner agrees to provide the following contributions, prior to issuance of a building permit:
        i. $610 per unit towards the Affordable Housing Reserve Fund; and
        ii. $2,562 per unit towards the General Amenity Reserve Fund;
    b) That the applicant provides, prior to Bylaw Adoption, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:
        i. That the owner provide two bicycle hooks in a garage or storage area in each dwelling unit, to the satisfaction of the City Planner, at the time of building permit;
        ii. That the owner will provide a construction parking management plan to the satisfaction of the Director of Engineering and City Planner prior to issuance of a building permit;
        iii.
        iv. That parking spaces provided in the garage portion of the building will be maintained as spaces that allow for the parking of motor vehicles;
        v. That the applicant will maintain the normal drainage system of the subject property and regulate both the quality and quantity of storm water run-off from the site, as a condition of rezoning;
        vi. That the new access to the proposed townhouse unit development is constructed with a permeable material, to the satisfaction of the City Planner; and
        vii. That the owner provide frontage improvements according to the City's Subdivision and Development Servicing Bylaw 1000;
    c) That Council authorize the City Planner to issue a Development Permit with a variance for off-street parking, if necessary, to the parking standard of Zoning Bylaw No. 300 as of August 13th, 2012.

CARRIED.

DISTRICT OF LANGFORD

POL-ADM-ADMIN

POLICY NO. ~~0360-20B~~

LANGFORD EVENTS CALENDAR

1. Objective:
The objective is to gather information about forthcoming events in Langford, to edit the format, and to inform the public.

2. Sources:
Sources of information will include Councillors, staff, Committee Chairs and volunteers, who will submit their news of events to the Deputy Clerk or Administrative Clerk. These will be diarized sequentially.

3. Preparation:
In the last week of each month, the (Deputy Clerk/Administrative Clerk) will prepare a list of events for the next month. This will be edited by the Clerk Administrator and the Chair of the Administration and Finance Committee, together with the long term list.

4. Dissemination:
The calendar will be:
a) Placed on the website, containing all events in the foreseeable future.
b) Sent to the Editor of the "Shoreline" by the deadline dates, to cover a period of two months.
c) Sent to the Fire Hall monthly.
d) Advertised in the Goldstream Gazette Buzz in Business monthly.

Policy No. 0360-20B February 17, 2003 Date	CERTIFIED CORRECT Clerk-Administrator

DISTRICT OF LANGFORD

POLICY NO.: 0530-10 -CD1

ADMINISTRATION

COUNCIL INDEMNITY OR EXPENSES

The District of Langford Council will not further review Council Indemnity or Expenses for the duration of the remaining 2 years of their three (3) year Term of Office.

Policy No. 0530-10	**CERTIFIED CORRECT**
Date: December 12, 1994	

POLICY NO. ~~0690-01 & 0710-00~~

PDL-0028-ADMIN

Use of Council Chambers

1. That the Council Chamber and Committee Rooms are primarily used for:
   a) Council Meetings;
   b) Committee of the Whole Meetings;
   c) Council Standing Committees;
   d) Council appointed advisory committees;
   e) City business meetings arranged by municipal staff;
   f) Municipal staff meetings;
   g) City business meetings attended by municipal staff; and
   h) Emergency planning operations;
   i) Advanced Polling Stations during municipal elections,
   j) Other levels of government; and

2. Council, by resolution, may vary this policy at its discretion.

Council Approved: Date: June 17th, 2002	CERTIFIED CORRECT Clerk-Administrator

DISTRICT OF LANGFORD

POLICY NO. 0760-00-01

DESIGN GUIDELINES

Design Goal:

It is Council's desire to have new municipal buildings designed to establish a high standard and to reflect the local community and natural environment. The use of river rock and large timbers is strongly encouraged in both open space and structural design.

Public Open Space Guidelines:

1) Council wishes, when designing, developing or creating public open spaces, to create an environment that reflects the two major natural themes of Langford – the natural watercourses (i.e. Millstream and Goldstream), and the forest heritage. Therefore, public open space areas should include, where appropriate, river rock and timbers as prominent design elements. The following are examples of possible specific application of these design elements.
   a) The use of timbers to create arched entrance ways into open space areas.
   b) The use of timbers to build rain and sun shelters in public open spaces
   c) The use of timbers in the construction of bus shelters
   d) The use of timbers for bollard construction and street furniture.
   e) The use of River rock to define edges to public open spaces
   f) The use of river rock to articulate large open spaces and create smaller social areas within them.
   g) The use of river rock to create the impression of dry stream beds as landscaping features in public open spaces.
   h) The use of river rock in most masonry applications required for street and plaza furniture, signage and public art.
   i) Use of river rock with water features including streams, waterfalls, ponds and fountains.

Building Guidelines:

2) Council wishes to ensure its civic buildings are of a high quality and reflect the cultural and natural history of the District. Therefore, all civic buildings should include the use of river rock and large timbers in appropriate and aesthetic proportions. The following are specific examples of the types of design applications encouraged by Council:

   a) The use of river rock as the primary fascia material, when combined with other natural appearing siding material;
   b) The use of river rock as ornamental cladding on structural and ornamental columns;
   c) The use of river rock inside buildings, in areas of primary public domain such as main foyers;
   d) The use of river rock in landscaped areas around public buildings;
   e) The use of river rock to define entrances (e.g., a border of rock on the inside of an archway leading from one area to another);
   f) The use of copper in building elements such as roofs and architectural detail.

Approved by Council:	CERTIFIED CORRECT
October 18, 1999 Date	Clerk-Administrator

DISTRICT OF LANGFORD

POLICY NO. 1075-01 -001

EQUIPMENT AND SUPPLIES

USE OF MUNICIPAL COMPUTER SOFTWARE

1. District of Langford licences the use of computer software from a variety of outside agencies. The District of Langford does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.

2. With regard to use from local area networks or on multiple machines, District of Langford employees will use the software only in accordance with the licence agreement.

3. District of Langford employees learning of any misuse of software or related documentation within the company shall notify the Clerk-Administrator or Treasurer.

4. According to Corporate Law, illegal reproduction of District of Langford software can be subject to civil damages and criminal penalties, including fines and imprisonment. District of Langford employees who make, acquire, or use unauthorized copies of District of Langford computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination. District of Langford does not condone the illegal duplication of software.

5. District of Langford employees are authorized to use a copy of Microsoft Excel and WordPerfect for Windows software on a home or portable computer, provided the extra copy is never loaded at the same time the software is loaded on the primary (office) computer on which the software is used.

Resolution No.: 1075-01 July 17/95 Date:	CERTIFIED CORRECT: G.F. PEARCE Clerk-Administrator

POLICY NO. ~~1280-00-002~~

POL-0082-~~FIN~~ Admin

VEHICLE USE

The following policy shall apply to all persons operating municipal vehicles:

1. All municipal vehicles must be maintained at all times with a minimum of half a tank of fuel;
2. A valid credit card must be available, at all times, in every municipal vehicle;
3. It is the responsibility of each department to ensure that a valid credit card is provided in their municipal vehicles;
4. Municipal vehicles must be fully secured (i.e.: all doors locked, and all windows closed) whenever the vehicle is not in use;
5. When parked, the emergency brake on all municipal vehicles must be engaged.

Policy No. 1280-00-002 January 18, 2001 **Date**	**CERTIFIED CORRECT** **Clerk-Administrator**

POL-0034-ADMIN

POLICY NO. 1~~475-10 Bus Shelters~~

Municipal Advertising in Bus Shelters Policy

1. Advertising on outdoor bus shelters is coordinated through the Administration Department.
2. All municipal advertising in bus shelters must comply with this policy
3. Municipal advertising in bus shelters is restricted to promoting programs or services provided directly by the District of Langford.
4. All advertising liaison with Pattison Outdoors is to be handled through the Administration Department and is the responsibility of the Deputy Clerk.
5. All requests for municipal advertising should be submitted, in writing, to the Deputy Clerk at least 3 months before the start date for advertising.
6. The request should outline the theme or concept of the ad, the nature of the ad, specific proposed narrative copy or photographs and the intent of the message.
7. The Deputy Clerk will review all suggestions to see if they comply with the policy and will then submit the request to the Clerk-Administrator for approval prior to forwarding it to Pattison Outdoors.

Council Approved:	CERTIFIED CORRECT
Date: May 6, 2002	Clerk-Administrator

POLICY NO. ~~1475-10~~

PUL-0035-ADMIN
Conf A.12

Municipal Reader Board

Langford Fire Rescue Station No. 1

1. The Municipal Reader Board is for the exclusive use of the Langford Fire Department and for important messages for the municipality;
2. Request for messages to be submitted in writing at least four days before a publication.
3. Maximum message content to be 60 letters.
4. The start date and end date should be indicated on all requests.
5. The intent of the message reader board is to notify the local public about community events or services by the municipality.
6. Messages are not to be used for political purposes.
7. No commercial advertising is permitted.
8. All Fire Department or ESS messages are to be signed off and approved by the Fire Chief before publication.
9. All other messages are to be signed off and approved by the Clerk-Administrator before publication.
10. This is a free message service provided at no cost.
11. The Fire Chief is responsible for inserting and removing messages.

Policy No. 1475-10 **November 5, 2001** **Date**	**CERTIFIED CORRECT** **Clerk-Administrator**

DISTRICT OF LANGFORD
2805 Carlow Road
Victoria, BC
V9B 5V9

Administration & Finance
Tel: (250) 478-7882
Fax: (250) 478-7864
Website: district.langford.bc.ca

MUNICIPAL READER BOARD APPLICATION

_____
Organization

Phone # _____

_____
Contact Name

Fax# _____

_____
Address

Email: _____

_____

_____

_____ _____
Message Start Date Message End Date

Message (Please Print, 60 letters max): _____

_____

_____

INTERNAL USE ONLY

_____ _____
Approval Date

For your information Municipal Reader Board Policy on backside of application.

DISTRICT OF LANGFORD

Policy No. 1610-00-001

FINANCE COMMITTEE - REVIEW OF MUNICIPAL FINANCES

DIVISION ONE - GENERAL:

1.0 The District of Langford Council shall review the financial affairs of the municipality on a regular basis, as an integral part of the District's system of effective internal control.

DIVISION TWO - REPORTING:

2.0 The Municipal Treasurer shall submit to the Council a quarterly report, no later than the end of the month following the quarter being reported on.

2.1 This report shall include the following minimum information:

a) Revenue and Expenditures;
b) Actual to budget comparison;
c) Summary of financial highlights; and
d) Recommendations as appropriate.

POLICY NO. 1610-00 **Date: October 5, 1993**	**CERTIFIED CORRECT**

DISTRICT OF LANGFORD

POLICY NO. ~~1610-10~~
PL-0039-GN

FINANCE

Board & Commission Verbal Reports - Councillors

Councillors who are Directors of other Boards or Commission, are required to regularly report to Council on actions and activities of the Board or Commission they represent, that financially effect the Municipality.

Policy No. 1610-10 **Date: August 15, 1994**	**CERTIFIED CORRECT**

Council Salary Policy

POL-0041-FIN

Policy No.: ~~1650-001~~

The Council Salary Policy is determined by using local municipalities of similar size to establish an average per capita Mayor and Council salary as the basis for determining the salary implemented on an annual basis administrated by staff and that the Acting Mayor's salary is the Councillors base salary plus one half the differences of the Mayor and Councillors salary;

The municipalities to be surveyed each year to establish the per capita average will include: Oak Bay, Esquimalt, Central Saanich, Colwood, Sidney and North Saanich. The figures used in determining the population of each municipality will be the population estimates published each year by the Capital Regional District;

AND an additional stipend of $450 per month for Councillors who Chair more than one Standing Committee.

Council Approved: Date: December 18th, 2006	CERTIFIED CORRECT Clerk-Administrator

DISTRICT OF LANGFORD

POLICY NO. 1715-02 -CC

FINANCE

R.C.M.P. ANNUAL OPERATING BUDGET

That all R.C.M.P. Annual Operating Budget requests be made to the District of Langford on or before January 31st of the current year.

Council Approval: **Date: March 6, 1995**	**CERTIFIED CORRECT** **Geoff Pearce,** **Clerk-Administrator**

DISTRICT OF LANGFORD

POLICY NO.: 1790.00.001

POLICY: SPECIAL EXPENDITURES

DIVISION I - STATUTORY AUTHORITY:

1.0 Pursuant to Sections 259(2)(b) and (c) of the Municipal Act, the Council may provide for all or part of the expenditures made or expenses incurred by an employee or Officer when the employee or Officer is:

i) representing the municipality;
ii) engaging in municipal business; or
iii) attending a meeting, course or convention.

1.1 Pursuant to Section 260.1(a) of the Municipal Act, the Council may provide for one or more of the following payments:

a) all or part of the expenditures made or expenses incurred by a person other than an employee, Officer or Council member when, with prior authorization from the Council, the person:
   i) represents the municipality;
   ii) engages in municipal business, or
   iii) attends a meeting, course or convention.

DIVISION 2 - ANNUAL BUDGET APPROPRIATIONS:

2.0 Funds for the purpose of the categories listed under Division 1, may be appropriated annually by the Council through the Annual Budget.

DIVISION 3 - AUTHORIZATION PROCESS:

3.0 Section 1.1 Activities, unless authorized under Division 4, must be approved by Council prior to any expenditures being incurred.

DIVISION 4 - SPECIAL EXPENDITURE AUTHORIZATION

4.0 Pursuant to Section 1.0 the Council hereby authorizes in each year the payments to the Clerk-Administrator to reimburse the Clerk-Administrator for expenses incurred by him or her when attending meetings of the Union of B.C. Municipalities, the Association of V.I. Municipalities, the Municipal Officers Association of B.C., the Island Chapter meetings of the Association, and meeting seminars and workshops related to his position.

4.1 Pursuant to Section 1.0 and within budget appropriations, the Council hereby authorizes payment to all employees, Officers or other authorized persons for expenses incurred when attending meetings, seminars and workshops directly related to their employment or appointment.

4.2 Pursuant to Section 1.1, and within budget appropriations, the Council hereby authorizes payment to all appointed members of District of Langford Boards, Committees or Commissions in respect of their expenses for attendance at meetings, seminars or workshops.

4.3 Pursuant to Section 1.1, and within budget appropriations, the Council hereby authorizes the attendance of each Council members' spouse and payment of expenses incurred by the the spouses in respect of the annual meetings of the Union of B.C. Municipalities and Association of Vancouver Island Municipalities.

DIVISION 5 - EXPENSES INCURRED:

5.0 Within two weeks of delivery to the Treasurer by an employee, Officer or other person authorized by Council of written evidence of expenditures made or expenses incurred when the person is:

a) representing the Municipality;
b) engaging in municipal business; or
c) attending a course or convention,

the Treasurer shall pay to the person the amount of the expenditures made or expenses incurred.

DIVISION 6 - PER DIEM:

6.0 a) An employee or Officer may elect to receive a daily allowance in the amount of $50.00 per 24 hour period or prorated portion thereof based on the following schedule:

Dinner	$18
Lunch	12
Breakfast	10
Incidentals	10
	$50

for expenses incurred by the employee or Officer when performing activities referred to in Section 5(a) to (c) to the extent those expenses are not reimbursed under Section 5.

b) Within two weeks of delivery by an employee or Officer of written evidence of expenses incurred by the employee or Officer when performing activities referred to in Section 6(a), the Treasurer shall pay to the employee or Officer the amount of the daily allowance for each of the dates in respect of which the employee or Officer has incurred expenses under Section 6(a).

DIVISION 7 - ELIGIBLE EXPENSES:

7.0 a) The types of expenses and expenditures that may qualify for payment under Section 5 are:

i) hotels;
ii) transportation other than by way of the persons own motor vehicle;
iii) transportation by way of the person 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 6, to the extent they are not covered under Sections 5 and 7(a) are:

i) meals;
ii) taxi or other local transportation; and
iii) gratuities.

DIVISION 8 - LEVELS OF PAYMENT:

8.0 a) The level at which the Treasurer shall reimburse an employee, Officer or authorized person transportation by way of the persons 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 employee, Officer or authorized person under Section 5 is the total amount of the expenditures made or expenses incurred and under Section 6 is the daily allowance referred to in Sections 6(a) and (b).

DIVISION 9 - GENERAL:

9.0 All previous policies governing travel expenses and/or special expenditures are hereby rescinded.

Amended Policy 1790.00.001 Date: November 30, 1993	CERTIFIED CORRECT:

DISTRICT OF LANGFORD

POL-0049-FIN

POLICY NO. ~~1830-01~~

Professional Dues Policy (Employees)

1. Only those engineering employees with a AScT or CTech be allowed to claim their professional dues.
2. Only those planning employees with full professional memberships be allowed to claim their professional dues.

Policy No. ~~1830-01~~ POL-0049-FIN **October 21, 2002** **Date**	**CERTIFIED CORRECT** **Clerk-Administrator**

DISTRICT OF LANGFORD POL-0050-FIN

POLICY NO.: ~~1830-01~~

ADMINISTRATION

PROFESSIONAL MEMBERSHIP DUES (Officers)

The Council hereby establishes a policy that the District shall reimburse Officers and/or pay for annual dues to maintain an Officer's professional membership in an organization to a maximum of $1,000. per calendar year.

Reimbursement and/or payment shall be conditional upon professional membership being directly related to the position held by the Officer.

Reimbursement and/or payment to an Officer shall be based on the presentation of a receipt to the Treasurer-Collector.

Council Approval: Date January 4, 1994	CERTIFIED CORRECT: Geoff Pearce, Clerk-Administrator

DISTRICT OF LANGFORD

POLICY NO. ~~1890-00~~
RE. 0053-FIN

DINNER EXPENSES WITH RESPECT TO OFFICERS ATTENDING COUNCIL AUTHORIZED EVENING MEETINGS

That dinner be provided to Officers attending Council authorized evening meetings or reimbursement for a dinner expense.

Policy No. ~~2650-00~~ RE. 0053-FIN Date: November 21, 1994	CERTIFIED CORRECT [signature]

Annual Salary Adjustment

POL-0055-PIN

Policy No.: ~~1900-00-001~~

The annual cost of living increase for District of Langford employees and officers is that the salary schedule shall be increased by the percentage change between the average annual index of a given year and that of the previous year.

Council Approved: Date: September 16, 2002	CERTIFIED CORRECT Clerk-Administrator

DISTRICT OF LANGFORD

EMPLOYEE BENEFIT PREMIUM COST SHARING

Policy No. 1900-01 -001

The monthly premiums for the Benefit Plans under Section 13.1, 13.2, 13.3 and 14.4 of Bylaw No. 61, (Employee Terms and Conditions of Employment Bylaw) shall be paid on the following basis:

1993 - Employer (50%) / Employee (50%)
1994 - Employer (75%) / Employee (25%)
1995 - Employer (100%)

The monthly premium for the benefit plan under Section 13.5 shall be borne entirely by the Employee.

Council Approved: Date: May 10, 1993 Bylaw No 20	CERTIFIED CORRECT Clerk-Administrator

DISTRICT OF LANGFORD

Pol - ADM 1900

POLICY NO. 1900-01-003

Employee Benefit Plan Competitive Review Policy

That Council complete a competitive review of the municipal benefit plan on a five year rotating basis.

Council Approved: **Date: July 20, 1998**	**CERTIFIED CORRECT** **Clerk-Administrator**

DISTRICT OF LANGFORD

POLICY NO.: 1900-03 -001

ADMINISTRATION

HEALTH AND BENEFIT POLICY

Pursuant to Section 9, of Langford Officer's Bylaw No. 42, 1994, the Council hereby establishes a policy for the benefits of Officers medical benefits, dental benefits, group life insurance, and long term disability.

MEDICAL BENEFITS:

Medical Services Plan of B.C.

- Regular Medical Services

Extended Health Benefits Plan

- Ambulance
- Prescription Drugs
- Special Nursing and hospital
- Accommodations
- Chiropractic Treatment
- Prosthetic Appliances
- Vision Care

DENTAL BENEFITS:

100%	-	Plan A	-	Regular Dental Services
50%	-	Plan B	-	Prosthetic Appliances and Crown Bridge Procedures
50%	-	Plan C	-	Orthodontia

GROUP LIFE INSURANCE:

Basic Coverage:

- Equal to two (2) times annual salary rounded to next highest $1,000.
- Coverage in excess of two (2) times annual salary at insurer's expense.

Accidental Death and Dismemberment:

- Provides double indemnity group life coverage and cash payment for loss of specified limbs.

POLICY NO.: 1900-03

LONG TERM DISABILITY INSURANCE:

Benefit equal to 66.67% of monthly salary to a maximum of $3,500 per month; integrated with Canada Pension Plan and Workers' Compensation Board disability benefits, if any. Payable to age 65, 119 day elimination period.

Council Approval Date: January 4, 1994	CERTIFIED CORRECT: Geoff Pearce Clerk-Administrator

POL-0060-ADMIN

POLICY NO. ~~1900-07~~

LONG TERM DISABILITY POLICY

For those employees who have completed two years of leave on long term disability, following an initial qualifying period of up to six months, which has confirmed that the disabled employee is not able to return to active employment with the municipality, that their employment with the municipality is terminated at that time.

Policy No. 1900-07 February 19th, 2001 Date	CERTIFIED CORRECT Clerk-Administrator

DUL-0061-ADMIN

DISTRICT OF LANGFORD

POLICY NO.: ~~1920-01~~

ADMINISTRATION

SALARY SCHEDULE

Pursuant to Section 7, of Langford Officer's Bylaw No 42, 1994, Schedule 1, attached to this policy, shown as salary matrix, is the monthly salary matrix for the Officer positions and employee positions pursuant to Bylaw 42 and 20, effective January 1, 1993.

Upward salary adjustments to the salary matrix shall be determined and approved annually by resolution of Council.

Council Approval Date: January 4/94	CERTIFIED CORRECT: Geoff Pearce, Clerk-Administrator

Salary Matrix - 1996 1.50%
Bi-Weekly:

Pay Scale	Probationary	Step 1	Step 2	Step 3
1	639.71	658.91	678.67	699.03
2	658.91	678.67	699.03	720.00
3	678.67	699.03	720.00	741.60
4	699.03	720.00	741.60	763.85
5	720.00	741.60	763.85	786.77
6	741.60	763.85	786.77	810.37
7	763.85	786.77	810.37	834.68
8	786.77	810.37	834.68	859.72
9	810.37	834.68	859.72	885.51
10	834.68	859.72	885.51	912.08
11	859.72	885.51	912.08	939.44
12	885.51	912.08	939.44	967.62
13	912.08	939.44	967.62	996.65
14	939.44	967.62	996.65	1,026.55
15	967.62	996.65	1,026.55	1,057.35
16	996.65	1,026.55	1,057.35	1,089.07
17	1,026.55	1,057.35	1,089.07	1,121.74
18	1,057.35	1,089.07	1,121.74	1,155.39
19	1,089.07	1,121.74	1,155.39	1,190.06
20	1,121.74	1,155.39	1,190.06	1,225.76
21	1,155.39	1,190.06	1,225.76	1,262.53
22	1,190.06	1,225.76	1,262.53	1,300.41
23	1,225.76	1,262.53	1,300.41	1,339.42
24	1,262.53	1,300.41	1,339.42	1,379.60
25	1,300.41	1,339.42	1,379.60	1,420.99
26	1,339.42	1,379.60	1,420.99	1,463.62
27	1,379.60	1,420.99	1,463.62	1,507.53
28	1,420.99	1,463.62	1,507.53	1,552.75
29	1,463.62	1,507.53	1,552.75	1,599.34
30	1,507.53	1,552.75	1,599.34	1,647.32
31	1,552.75	1,599.34	1,647.32	1,696.74
32	1,599.34	1,647.32	1,696.74	1,747.64
33	1,647.32	1,696.74	1,747.64	1,800.07
34	1,696.74	1,747.64	1,800.07	1,854.07
35	1,747.64	1,800.07	1,854.07	1,909.69
36	1,800.07	1,854.07	1,909.69	1,966.98
37	1,854.07	1,909.69	1,966.98	2,025.99
38	1,909.69	1,966.98	2,025.99	2,086.77
39	1,966.98	2,025.99	2,086.77	2,149.37
40	2,025.99	2,086.77	2,149.37	2,213.86
41	2,086.77	2,149.37	2,213.86	2,280.27
42	2,149.37	2,213.86	2,280.27	2,348.68
43	2,213.86	2,280.27	2,348.68	2,419.14
44	2,280.27	2,348.68	2,419.14	2,491.71
45	2,348.68	2,419.14	2,491.71	2,566.47
46	2,419.14	2,491.71	2,566.47	2,643.46
47	2,491.71	2,566.47	2,643.46	2,722.76
48	2,566.47	2,643.46	2,722.76	2,804.45
49	2,643.46	2,722.76	2,804.45	2,888.58
50	2,722.76	2,804.45	2,888.58	2,975.24
51	2,804.45	2,888.58	2,975.24	3,064.49
52	2,888.58	2,975.24	3,064.49	3,156.43
53	2,975.24	3,064.49	3,156.43	3,251.12
54	3,064.49	3,156.43	3,251.12	3,348.65
55	3,156.43	3,251.12	3,348.65	3,449.11
56	3,251.12	3,348.65	3,449.11	3,552.59

Salary Matrix - 1996 1.50%
Monthly:

Pay Scale	Probationary	Step 1	Step 2	Step 3
1	1,391.38	1,433.12	1,476.11	1,520.40
2	1,433.12	1,476.11	1,520.40	1,566.01
3	1,476.11	1,520.40	1,566.01	1,612.99
4	1,520.40	1,566.01	1,612.99	1,661.38
5	1,566.01	1,612.99	1,661.38	1,711.22
6	1,612.99	1,661.38	1,711.22	1,762.56
7	1,661.38	1,711.22	1,762.56	1,815.43
8	1,711.22	1,762.56	1,815.43	1,869.90
9	1,762.56	1,815.43	1,869.90	1,925.99
10	1,815.43	1,869.90	1,925.99	1,983.77
11	1,869.90	1,925.99	1,983.77	2,043.29
12	1,925.99	1,983.77	2,043.29	2,104.58
13	1,983.77	2,043.29	2,104.58	2,167.72
14	2,043.29	2,104.58	2,167.72	2,232.75
15	2,104.58	2,167.72	2,232.75	2,299.74
16	2,167.72	2,232.75	2,299.74	2,368.73
17	2,232.75	2,299.74	2,368.73	2,439.79
18	2,299.74	2,368.73	2,439.79	2,512.98
19	2,368.73	2,439.79	2,512.98	2,588.37
20	2,439.79	2,512.98	2,588.37	2,666.02
21	2,512.98	2,588.37	2,666.02	2,746.00
22	2,588.37	2,666.02	2,746.00	2,828.38
23	2,666.02	2,746.00	2,828.38	2,913.24
24	2,746.00	2,828.38	2,913.24	3,000.63
25	2,828.38	2,913.24	3,000.63	3,090.65
26	2,913.24	3,000.63	3,090.65	3,183.37
27	3,000.63	3,090.65	3,183.37	3,278.87
28	3,090.65	3,183.37	3,278.87	3,377.24
29	3,183.37	3,278.87	3,377.24	3,478.56
30	3,278.87	3,377.24	3,478.56	3,582.91
31	3,377.24	3,478.56	3,582.91	3,690.40
32	3,478.56	3,582.91	3,690.40	3,801.11
33	3,582.91	3,690.40	3,801.11	3,915.15
34	3,690.40	3,801.11	3,915.15	4,032.60
35	3,801.11	3,915.15	4,032.60	4,153.58
36	3,915.15	4,032.60	4,153.58	4,278.19
37	4,032.60	4,153.58	4,278.19	4,406.53
38	4,153.58	4,278.19	4,406.53	4,538.73
39	4,278.19	4,406.53	4,538.73	4,674.89
40	4,406.53	4,538.73	4,674.89	4,815.14
41	4,538.73	4,674.89	4,815.14	4,959.59
42	4,674.89	4,815.14	4,959.59	5,108.38
43	4,815.14	4,959.59	5,108.38	5,261.63
44	4,959.59	5,108.38	5,261.63	5,419.48
45	5,108.38	5,261.63	5,419.48	5,582.06
46	5,261.63	5,419.48	5,582.06	5,749.52
47	5,419.48	5,582.06	5,749.52	5,922.01
48	5,582.06	5,749.52	5,922.01	6,099.67
49	5,749.52	5,922.01	6,099.67	6,282.66
50	5,922.01	6,099.67	6,282.66	6,471.14
51	6,099.67	6,282.66	6,471.14	6,665.27
52	6,282.66	6,471.14	6,665.27	6,865.23
53	6,471.14	6,665.27	6,865.23	7,071.19
54	6,665.27	6,865.23	7,071.19	7,283.32
55	6,865.23	7,071.19	7,283.32	7,501.82
56	7,071.19	7,283.32	7,501.82	7,726.88

Salary Matrix - 1996 1.50%
Annual:

Pay Scale	Probationary	Step 1	Step 2	Step 3
1	16,696.53	17,197.43	17,713.35	18,244.75
2	17,197.43	17,713.35	18,244.75	18,792.09
3	17,713.35	18,244.75	18,792.09	19,355.86
4	18,244.75	18,792.09	19,355.86	19,936.53
5	18,792.09	19,355.86	19,936.53	20,534.63
6	19,355.86	19,936.53	20,534.63	21,150.67
7	19,936.53	20,534.63	21,150.67	21,785.19
8	20,534.63	21,150.67	21,785.19	22,438.74
9	21,150.67	21,785.19	22,438.74	23,111.91
10	21,785.19	22,438.74	23,111.91	23,805.26
11	22,438.74	23,111.91	23,805.26	24,519.42
12	23,111.91	23,805.26	24,519.42	25,255.00
13	23,805.26	24,519.42	25,255.00	26,012.65
14	24,519.42	25,255.00	26,012.65	26,793.03
15	25,255.00	26,012.65	26,793.03	27,596.82
16	26,012.65	26,793.03	27,596.82	28,424.73
17	26,793.03	27,596.82	28,424.73	29,277.47
18	27,596.82	28,424.73	29,277.47	30,155.80
19	28,424.73	29,277.47	30,155.80	31,060.47
20	29,277.47	30,155.80	31,060.47	31,992.28
21	30,155.80	31,060.47	31,992.28	32,952.05
22	31,060.47	31,992.28	32,952.05	33,940.61
23	31,992.28	32,952.05	33,940.61	34,958.83
24	32,952.05	33,940.61	34,958.83	36,007.60
25	33,940.61	34,958.83	36,007.60	37,087.82
26	34,958.83	36,007.60	37,087.82	38,200.46
27	36,007.60	37,087.82	38,200.46	39,346.47
28	37,087.82	38,200.46	39,346.47	40,526.87
29	38,200.46	39,346.47	40,526.87	41,742.67
30	39,346.47	40,526.87	41,742.67	42,994.95
31	40,526.87	41,742.67	42,994.95	44,284.80
32	41,742.67	42,994.95	44,284.80	45,613.35
33	42,994.95	44,284.80	45,613.35	46,981.75
34	44,284.80	45,613.35	46,981.75	48,391.20
35	45,613.35	46,981.75	48,391.20	49,842.94
36	46,981.75	48,391.20	49,842.94	51,338.22
37	48,391.20	49,842.94	51,338.22	52,878.37
38	49,842.94	51,338.22	52,878.37	54,464.72
39	51,338.22	52,878.37	54,464.72	56,098.66
40	52,878.37	54,464.72	56,098.66	57,781.62
41	54,464.72	56,098.66	57,781.62	59,515.07
42	56,098.66	57,781.62	59,515.07	61,300.52
43	57,781.62	59,515.07	61,300.52	63,139.54
44	59,515.07	61,300.52	63,139.54	65,033.73
45	61,300.52	63,139.54	65,033.73	66,984.74
46	63,139.54	65,033.73	66,984.74	68,994.28
47	65,033.73	66,984.74	68,994.28	71,064.11
48	66,984.74	68,994.28	71,064.11	73,196.03
49	68,994.28	71,064.11	73,196.03	75,391.91
50	71,064.11	73,196.03	75,391.91	77,653.67
51	73,196.03	75,391.91	77,653.67	79,983.28
52	75,391.91	77,653.67	79,983.28	82,382.78
53	77,653.67	79,983.28	82,382.78	84,854.26
54	79,983.28	82,382.78	84,854.26	87,399.89
55	82,382.78	84,854.26	87,399.89	90,021.89
56	84,854.26	87,399.89	90,021.89	92,722.54

Salary Matrix - 1993
Bi-Weekly:

Pay Scale	Probationary	Step 1	Step 2	Step 3
1	599.90	617.90	636.43	655.53
2	617.90	636.43	655.53	675.19
3	636.43	655.53	675.19	695.45
4	655.53	675.19	695.45	716.32
5	675.19	695.45	716.32	737.80
6	695.45	716.32	737.80	759.94
7	716.32	737.80	759.94	782.74
8	737.80	759.94	782.74	806.22
9	759.94	782.74	806.22	830.40
10	782.74	806.22	830.40	855.32
11	806.22	830.40	855.32	880.98
12	830.40	855.32	880.98	907.41
13	855.32	880.98	907.41	934.63
14	880.98	907.41	934.63	962.67
15	907.41	934.63	962.67	991.55
16	934.63	962.67	991.55	1,021.29
17	962.67	991.55	1,021.29	1,051.93
18	991.55	1,021.29	1,051.93	1,083.49
19	1,021.29	1,051.93	1,083.49	1,115.99
20	1,051.93	1,083.49	1,115.99	1,149.48
21	1,083.49	1,115.99	1,149.48	1,183.96
22	1,115.99	1,149.48	1,183.96	1219.48
23	1,149.48	1,183.96	1219.48	1,256.06
24	1,183.96	1219.48	1,256.06	1,293.74
25	1219.48	1,256.06	1,293.74	1,332.56
26	1,256.06	1,293.74	1,332.56	1,372.54
27	1,293.74	1,332.56	1,372.54	1,413.71
28	1,332.56	1,372.54	1,413.71	1,456.12
29	1,372.54	1,413.71	1,456.12	1,499.81
30	1,413.71	1,456.12	1,499.81	1,544.80
31	1,456.12	1,499.81	1,544.80	1,591.15
32	1,499.81	1,544.80	1,591.15	1,638.87
33	1,544.80	1,591.15	1,638.87	1,688.05
34	1,591.15	1,638.87	1,688.05	1,738.69
35	1,638.87	1,688.05	1,738.69	1,790.85
36	1,688.05	1,738.69	1,790.85	1,844.57
37	1,738.69	1,790.85	1,844.57	1,899.91
38	1,790.85	1,844.57	1,899.91	1,956.91
39	1,844.57	1,899.91	1,956.91	2,015.61
40	1,899.91	1,956.91	2,015.61	2,076.08
41	1,956.91	2,015.61	2,076.08	2,138.37
42	2,015.61	2,076.08	2,138.37	2,202.51
43	2,076.08	2,138.37	2,202.51	2,268.59
44	2,138.37	2,202.51	2,268.59	2,336.65
45	2,202.51	2,268.59	2,336.65	2,406.75
46	2,268.59	2,336.65	2,406.75	2,478.95
47	2,336.65	2,406.75	2,478.95	2,553.32
48	2,406.75	2,478.95	2,553.32	2,629.92
49	2,478.95	2,553.32	2,629.92	2,708.81
50	2,553.32	2,629.92	2,708.81	2,790.08
51	2,629.92	2,708.81	2,790.08	2,873.78
52	2,708.81	2,790.08	2,873.78	2,960.00
53	2,790.08	2,873.78	2,960.00	3,048.80
54	2,873.78	2,960.00	3,048.80	3,140.26
55	2,960.00	3,048.80	3,140.26	3,234.47
56	3,048.80	3,140.26	3,234.47	3,331.51

DISTRICT OF LANGFORD

POLICY NO. 2300.00-00(

LEGAL

NOTICE OF LEGAL CLAIMS

Where the municipality receives any information or a Notice of Claim of the potential for legal action or an intention to sue the municipality for damages or injuries, the following are the procedures in dealing with this notice:

1. All notices and correspondence are to be addressed to and actually physically presented to the Clerk-Administrator immediately upon their receipt;

2. All Notices of Claims are to be date stamped;

3. The Clerk-Administrator shall immediately discuss the matter with the Treasurer-Collector;

4. The Clerk-Administrator shall immediately notify the Treasurer-Collector so that the municipal Auditors are apprised of any claims or potential claims;

5. The Treasurer shall immediately notify the municipal insurers, through the insurance agent, and obtain approval to appoint Municipal Legal Counsel if required;

6. The Clerk-Administrator shall also notify in writing the municipal solicitors, of the potential claim.

7. Thereafter all insurance matters are to be coordinated through the Treasurer-Collector who will maintain a log for use by the municipal Auditors for the annual financial audit;

8. Thereafter all legal matters are to be coordinated through the Clerk-Administrator;

9. If the claim is significant, the Clerk-Administrator shall notify Council at an "In-Camera" Council Meeting through a staff report; and

10. Clerk-Administrator to report the status of each potential claim at four (4) month intervals for Council information.

Policy No. 2300-00 Approved:	CERTIFIED CORRECT:
May 15, 1995	

DISTRICT OF LANGFORD

POL-0016 ADMIN

Policy No. ~~2510-00~~

ANNUAL WAGE REVIEW POLICY

That individual requests to review and adjust wages no longer be on an ad hoc basis whenever they arise, but henceforth, unless there are highly unusual circumstances, all requests for wage reviews be first reviewed and considered by the Department Head, and if found to merit further consideration, coordinated on an annual basis in September by the Clerk-Administrator and be evaluated with respect to comparable job functions and wages within the organization. All Department Heads would participate in the wage review in making recommendations, which are to be submitted to Council 'In Camera'.

Council Approved: Date: March 4, 2002	CERTIFIED CORRECT. Clerk-Administrator

DISTRICT OF LANGFORD

POLICY NO. 2650-00-002

BANKED OVERTIME

IN THE EVENT

AN EMPLOYEE'S CHILD IS SICK

a) Council confirms that employees may bank overtime, up to five (5) days in a year, which they may draw down in the event an employees' child is sick; and

b) Council allows employees to go into a two (2) day deficit in banked overtime leave for an employee with a sick child, on an emergency basis up to two (2) days per year, on the condition that the employee works overtime later on to equal the banked time off for this benefit.

Policy No. 1900.01 **Date: February 5,1996**	**CERTIFIED CORRECT**

DISTRICT OF LANGFORD

POLICY NO. 2650-00-001

EXCESSIVE OVERTIME FOR MUNICIPAL OFFICERS

That Council policy be a guideline to the Clerk-Administrator for determining reasonable additional Officer's compensation in the form of equivalent time off for attending more than five (5) Council authorized meetings per month; and

That one day off with pay be permitted for attending 3 additional evenings of meetings per month.

Policy No. 2650-00 **Date:** November 21, 1994	**CERTIFIED CORRECT**

ADC-0068-ADMIN

POLICY NO. ~~2650-01-002~~

Requests

For

Leave of Absence

Bylaw 61, Langford Employees Terms and Conditions of Employment Bylaw, Clause 11 authorizes Leave of Absence.

This policy provides guidance to the Clerk-Administrator. All Staff must have at least 5 years seniority before a request for a leave of absence without pay of more than 3 months is considered, subject to workload, and the Department Head and Clerk-Administrators approval.

Policy No. 2650-01-002 **January 17, 2005** **Date**	**CERTIFIED CORRECT** **Clerk-Administrator**

POLICY NO. ~~2650-01-003~~

EMPLOYEE ASSISTANCE PROGRAM

1. Rationale:

The City of Langford and its employees recognize that early intervention of personel problems results in timely return to health and productivity. The City agrees to implement and administer an Employee Assistance Program through its Health and Safety Committee.

2. Purpose:

The purpose of the Employee Assistance Program is to make available confidential and professional assistance to employees and their family members suffering from personel problems such as; stress and anxiety; critical incidence stress problems; family conflict; alcohol and drug dependency; legal and financial problems; marital conflict; grief and loss; accident and emotional trauma; anger violence problems; and depression.

It must be recognized that successful resolution of such problems is the responsibility of the employee rather than the City, and requires a high degree of employee's personal motivation and cooperation. Therefore, employees are encouraged to participate on a voluntary basis.

3. Authority:

The Employee Assistance Program will operate under the overall direction of the Health and Safety Committee. As such the Health and Safety Committee will direct its attention towards overall policies and procedures **rather than dealing with individual cases**. The Committee will comprise of representation from management and staff. There is nothing in this Employee Assistance Program policy which waives the employer's right to disciplinary measures, nor the employee right to access to dispute resolution or access to the grievance procedure in the IAFF Collective Agreement.

4. Confidentiality:

The Employee Assistance Program is founded on the principles of respect of the human being, belief in the premise that most personal problems can be resolved with proper help, and that voluntary referrals and the confidentiality of all parties are required to maintain the integrity of the program. To this end, every person who participates in the administration of the program must exercise the highest ethical standards in all their dealings with the program and those who avail themselves of the benefits of the program. Employment Assistance Programs rely on the professional ethics of the staff and of the Employment Assistance Program and the community resources to reinforce the principle of confidentiality. Furthermore, the location of the services off worksite, the immediacy of referral pathways and the necessary informed and written consent of employees (clients) prior to any release of personal information, all combine to ensure that the principle of the confidentiality is not violated.

5. Leave of Absences:

5.1 Leave:
Leave to attend Employee Assistance Program. While it is recognized that the majority of counseling appointments should be made outside normal working hours, occasionally an appointment may have to be made during working hours, this should be the exception and not generally occur during working hours.

In the case of **formal** referrals, all appointments with the Employee Assistance Program counselor can be made during working hours.

An employee requesting time off during working hours must realize that some confidentiality may be lost. Leave to attend will require an employee to normally give his or her supervisor advance notice of their desire to be away from the work place.

5.2 Leave to Attend Residential Treatment Program:
Paid time off required for the employee to attend Residential Treatment Centre will be approved by the City, provided all the requirements for sick leaves are met. Such time will be charged against the employee's sick leave bank.

5.3 Other Absences:
Applications for time off without pay maybe made to the Clerk-Administrator as per clause 11.1 of Bylaw No. 61.

6. EMPLOYEE ASSISTANCE PROGRAM Related Cost:

Employees will be responsible for any treatment costs resulting from an Employee Assistance Program referral to a treatment rehabilitation facility. Claims may be made against existing plans.

7. Referral Procedures:

7.1 Self Referrals:
An employee who recognizes the need for assistance with personal problems may call the Employee Assistance Program directly for an appointment. At this stage the employee recognizes that some assistance is necessary in addressing a problem. The self referral does not involve the employer in any way, unless requested by the employee, which means that there is complete anonymity, as well as confidentiality. Employees are encouraged to make use of self referral as soon as problems become evident. In this way the individual has an opportunity to resolve the problem in a non stressful environment before job performance deteriorates or becomes an issue.

7.2 Informal Referrals:
An informal referral is used when an employee appears to be having personal problems which may or may not be currently affecting work performance, but have the potential of seriously affecting such performance in the future. In these circumstances, a co-worker, peer, supervisor, family member or any other interested party may intervene by suggesting that the employee contact the Employee Assistance Program.

The employees can be tactfully made aware of confidential services available to them in the Employee Assistance Program. As with self referrals, employees are encouraged to make use of the Employee Assistance Program as soon as problems become recognized.

7.3 Formal Referrals:
Documentation and Referral:
Respecting possible cases where poor work performance has been recognized and documented, and where it is believed the job performance difficulty maybe caused by personal problems, then the employer may formally request the employee to attend the Employee Assistance Program. The employee may elect to have a fellow staff member in attendance; all formal referrals shall be determined by the Department Head and the CAO.

If the employee accepts the referral, the CAO will contact the Employee Assistance Program. The Employee Assistance Program counselor will determine the nature of the work place problem with the Department Head. Once it is confirmed that it is a work performance based referral, the counselor will contact the employee to set up a meeting. When the problem has been assessed the employee and Employee Assistance Program counselor will establish a mutually acceptable treatment program, should one be warranted. The supervisor will maintain an ongoing assessment

of job performance which shall be shared with the Department Head. Relevant information may be available to the Employee Assistance Program counselor through the Department Head.

Formal referral is not mandatory. The employee chooses whether or not to enter the Employee Assistance Program process. If the employee rejects the referral, the Department Head will record that fact in the employee's personnel file. The employee will not be penalized for refusing to use Employee Assistance Program. The Department Head continues the employee's work performance and initiates appropriate action as required.

The usual disciplinary process continues to apply whether an employee accepts or refuses to use an Employee Assistance Program. Normally the fact that an employee is engaged in a recovery process and is reported to be progressing satisfactory by the treatment specialist will be taken into account when assessing the appropriate disciplinary response, if any.

7.4 Confidentiality:

With formal referrals the Department Head will be provided with current information concerning the employee's participation in the Employee Assistance Program. Such information will not include any privileged material which would violate the employees' right to privacy or the client counselor relationship.

The information will be limited to:

a) Whether the employee attended the Employee Assistance Program appointment;
b) Whether the employee accepts the Employee Assistance Program counselor's recommendations; and
c) Whether the employee requires time off work to attend treatment.

Follow up reports on whether or not the client is progressing satisfactorily will be provided on request.

8. Roles and Responsibility:
Health and Safety Committee:
The Health and Safety Committee will have responsibility for overseeing the ongoing operation of the Employee Assistance Program. This administrative committee comprises representatives from staff and management. **The Employee Assistance Program Committee does not interview individual employees, discuss their cases, nor does the committee have access to individual files.**

Health and Safety Committee responsibilities for Employee Assistance Program are:

- To develop, maintain and amend the Employee Assistance Program policy, referral procedures and roles and responsibilities statement to meet the ongoing needs of the program.
- To interpret the Employee Assistance Program policy, referral procedures and roles and responsibilities statement and ensure understanding of the program objectives and consistency in the program operations.
- To review statistical reports submitted by the Employee Assistance Contractor as well as specific program concerns.
- To provide general information to employees on the functioning of the Employee Assistance Program.
- To ensure that the Employee Assistance Program contractor prepares regular statistical reports and presents them to the IAFF Local, the CAO, and the Health and Safety Committee.
- To administer the Employee Assistance Program education and training by:
  - Ensuring the development, maintenance and scheduling of an annual calendar of educational activities;

- Ensuring that new supervisors and Health and Safety representatives participate in the appropriate orientation activities.

8.2 EMPLOYEE ASSISTANCE PROGRAM Contractors and Counselors:

Contractor responsibilities are;

- To provide expert advise and guidance to the Health and Safety Committee on all aspects of Employee Assistance Program design implementation, monitoring and evaluation.
- To recruit Employee Assistance Program professionals with credentials and professional standing acceptable to the Employee Assistance Program Committee in order to provide assessment, referral and follow-up services to employees.
- To design and implement Employee Assistance Program training and orientation activities.
- To design and produce Employee Assistance Program educational training and promotional materials.
- To monitor all aspects of the Employee Assistance Program and to provide regular reports to the Health and Safety Committee.
- To monitor and evaluate Employee Assistance Program counselors activities.
- To ensure that the Employee Assistance Program service provided meets the highest professional standard.

Counselor responsibilities are:

- To maintain confidentiality (other than information that must be shared for proper purpose).
- To provide assistance to any employee or family member who seeks it.
- To interview the employee, making the preliminary assessment of the problem providing short term counseling and referring to the appropriate community resource when indicated.
- To prevent undue delay in providing Employee Assistance Program services to the employee.
- To advise the Department Head of an employee's attendance in the program and the progress in general, when the employee has been formally referred by the Department Head.
- To carryout a follow-up program to ensure the person is receiving assistance required, to maintain ongoing contract and follow-up with that employee.
- To develop personal contact and liaison with all diagnostic resources, treatment resources, community and or volunteer resources and to continually assess and monitor the effectiveness of the community resources.
- To become familiar with all local community resources and shared with these organizations the Employee Assistance Program policy.
- To maintain records and required statistical information.
- To participate in education, orientation and training for Department Heads, supervisors, union representatives, and employees.
- To ensure that all employees are treated in a professional and ethical manner.
- To develop and maintain an effective relationship with the administration Department Head, supervisor and employee.
- To attend Employee Assistance Program training programs to allow Employee Assistance Program contractor management to review client files; and provide clinical supervision.

8.3 Supervisor, Department Head and CAO

The supervisor, Department Head or CAO are not expected to make an assessment of the personal problem which may be affecting work performance. Assessment referral and follow up with respect to the identification and solution of the personnel problem causing poor performance are the responsibility of the Employee Assistance Program service provider.

Supervisor responsibilities are:

- To understand the policy and referral procedures.
- To play a supportive role in the referral of employees who have personal problems encouraging them to use the program on an informal basis.
- To monitor an employees work performance.
- To identify a decline in work performance and to discuss performance problems with the employee.

- If the supervisor suspects the decline in work performance is being caused by a personal problem, she or he will determine whether it is serious enough to warrant a formal referral or whether an informal referral is more appropriate. The appropriate referral would then be initiated by recommending such action to the Department Head.
- When a formal referral is used, the supervisor will continue to document any unsatisfactory work performance, attendance and behavior.
- To maintain confidentiality, other than information that must be shared for a proper purpose (when dealing with employees involvement with the Employee Assistance Program).

Department Head or CAO responsibilities are:

- To understand the policy and referral procedures.
- To play a supportive role in the referral of employees who have personal problems, encourage them to use the program on an informal basis.
- The Department Head would record the formal referral, or the employee's refusal to participate (and the employees participation in the program in the employees personnel file).
- The Department Head will maintain an assessment of job performance whether or not the employee has accepted a formal referral. Where the employee has accepted the formal referral, the Department Head or supervisor will provide feed back to the Employee Assistance Program counselor.
- Where the Department Head determines that the employees participation in the program has not resulted in a satisfactory improvement in work performance, the supervisor or Department Head will continue with disciplinary procedures.
- To maintain confidentiality (other than information that must be shared for proper purpose) when dealing with an employee's involvement in the Employee Assistance Program.

Union and Shop Steward:
The Union or Shop Steward does not expect to make an assessment of the personal problems which may be affecting work performance. Assessment, referral and follow-up, with respect to identification, solution of personal problems causing poor performance, are the responsibility of the Employee Assistance Program service provider.

The role of the Union is:

- To bring concerns about Employee Assistance Program to the Employee Assistance Program committee.
- To promote the use of the Employee Assistance Program among its members.
- To ensure the rights of its members are maintained.
- To preserve confidentiality.

Policy No. ~~2650-01-003~~	**CERTIFIED CORRECT**
January 5th, 2005 **Date**	**Clerk-Administrator**

DISTRICT OF LANGFORD

POLICY No. 3060-00-000

Process for handling

Rezoning Bylaws and Development Permits

Whenever possible, final reading of the a Rezoning Bylaw and issuance of relative Development Permit are to issued at the same Council meeting.

Policy No. 3060-00 **Date:** June 6, 1994	**CERTIFIED CORRECT**

DISTRICT OF LANGFORD

BYL-0072-PLAN

POLICY NO. ~~3060-00-1~~

DEVELOPMENT PERMITS APPLICATIONS

PUBLIC INPUT

That public notification on zoning and development applications be sent out to surrounding neighbours, prior to Planning and Zoning Committee meetings, as was the case for Advisory Planning Commission meetings, to allow for public input, which Planning and Zoning superseded.

Policy No. 3060-00-1 **Replaces original policy** **Date: December 3, 1996**	**CERTIFIED CORRECT**

DISTRICT OF LANGFORD

POLICY NO. 3060-00-003

TIMING OF DEVELOPMENT PERMITS POLICY

1. That at the time of rezoning, the applicant prepares a complete development permit application prior to the public hearing, with the application and all supporting material being disclosed to the public before the public hearing such that complete submissions can be made to the Council on that information at the public hearing; or

2. No development permit application is made until after the zoning amendment bylaw has been adopted.

Policy No. 3060-00 Date: July 21, 1997	CERTIFIED CORRECT

DISTRICT OF LANGFORD

POLICY NO. 3060-00.2

LAND ADMINISTRATION

SUBMISSION OF SUBDIVISION APPLICATIONS

All applications for subdivision approval to the District of Langford are to be accompanied by payment of any outstanding taxes related to the subject property prior to final Approving Officer's signature.

(Subdivision includes Bare Land Strata, or Strata Conversion.)

Policy No. 0360-00.2 **Date: February 20, 1995**	**CERTIFIED CORRECT**

DISTRICT OF LANGFORD

POLICY No. 3320-01-001

Construction on Municipal Boulevards

Construction is permitted on municipal boulevards of structures not directly useful to the required infrastructure of such structures, but only if approved individually by Council (or later perhaps by a Design Panel).

Policy No. 3320-01 **Date:** March 7, 1994	**CERTIFIED CORRECT:**

DISTRICT OF LANGFORD
2805 Carlow Road
ctoria, BC
V9B 5V9

Administration & Finance
Tel: (250) 478-7882
Fax: (250) 478-7864

POL-0086 Bylaw
(2-unit bldg)

SECONDARY SUITES

POLICY NO. ~~3360-05~~

1. Any secondary suite requires a business license to permit rental of the unit;
2. Residences with secondary suites must be owner-occupied except that an owner may have a three-month absence while selling the house;
3. Prior to issuance of a business license for a secondary suite, the applicant must demonstrate compliance with the health and safety requirements of the Building Code and the sewage Disposal Regulations. Appropriate building permit fees will be charged if conversion is required;
4. That all additional parking required by a secondary suite should be accommodated on-site, in either the rear or side yard or front yard to a maximum percentage;
5. The Bylaw Enforcement Officer will not initiate any bylaw enforcement action on existing secondary suites for a one year period to allow for owners to effect changes which bring their secondary suites into compliance;
6. That a one year transition period is granted for owners of rental properties (secondary suites) to convert them to owner-occupied houses;
7. All new and existing secondary suites must meet and maintain the conditions of the Building Code and the business licences will not be issued until the Building Code has been met;
8. Licensing is annual and the municipality reserves the right to inspect the secondary suite at least once a year;
9. Proof of number of rooms must be provided at the business licence stage;
10. If an owner has not applied to legalize the secondary suite within the first year, and enforcement action has been started, the owner will not be eligible for the reduced business licence fee;
11. Secondary suites should not be obtrusive;
12. Secondary suites should not change the single-family nature of the neighbourhood dwelling;
13. A disclaimer be included in the secondary suite licence application that people should check with their Strata Council to deterine if suites are permitted in their bylaws; and
14. The present Bylaw Enforcement policy of required two written complains is to be continued.

Approved by Council:	CERTIFIED CORRECT
October 20, 1997	Clerk-Administrator

DISTRICT OF LANGFORD POL-0088-PLAN

POLICY NO. ~~3360-05-004~~

IN-GROUND DISPOSAL

That Council will consider rezoning applications, which may result in subdivisions with in-ground disposal, subject to an applicant providing, at the time of rezoning:

i. A Sec. 219 covenant which requires the owner to provide dry sewers and to join any future Sewer Specified Area that would reasonably be expected to serve the subject property, and pay any fees associated with joining that new specified area;

ii. Transference of the title to land reserved for common disposal to the Municipality (with the Municipality owning and operating the in ground sewer systems subject to the creation of a sewer specified area for the development).

iii. A Section 219 covenant which informs future property owners that the District may sell or develop those surplus lands used for common septic disposal in accordance with the Zoning Bylaw, as amended from time to time, when municipal sewers become available and are committed.

Approved by Council: Date: August 7, 2001	CERTIFIED CORRECT Clerk-Administrator

Agricultural Land Reserve Acquisition Fund POL-0089-PLAN

Policy No.: ~~3400-00~~-001

1. That a new amenity fee secured at the time of all rezoning approvals in the amount of $500 per residential unit and $500 per 3000 sq. feet of commercial floor area, to contribute to the ALR Acquisition Fund;
2. That staff undertake an agricultural viability assessment of all ALR land within the City of Langford using consultants as necessary;
3. That staff prepare an agricultural management strategy that would encourage Council to acquire and manage all viable ALR land identified in the agricultural viability assessment over time.

Council Approved: Date: October 16th, 2006	CERTIFIED CORRECT Clerk-Administrator

DISTRICT OF LANGFORD

POLICY NO.: 3900.165

AUTO ORIENTATED BUSINESS AREA DESIGN GUIDELINES

In adopting these guidelines, Council's intent is not to make development in Langford prohibitively expensive but to provide a framework to evaluate and discuss the developer's ideas. Council regards the concepts presented in the Langford Auto-Oriented Business Core Design Guidelines as a starting point and welcomes the opportunity to review innovative or creative development that may not directly meet the design criteria noted in the guidelines. The aim is attractive, people friendly development within the restrictions which inevitably arise from the particular site, the demands of the function of the particular development and the economic situation of the time.

New ideas will come up and tastes will change over time. Council is receptive to innovation and would like to hear about your creative proposals.

Approved by Counci:	CERTIFIED CORRECT
January 20, 1997	

DIST-0092-606

DISTRICT OF LANGFORD

POLICY NO: 4300-02

NON RESIDENT BUSINESS LICENCE POLICY

The District of Langford will waive the current Langford business licence fee for non-resident Langford businesses that provide receipt of a valid, fully paid current business licence from another Municipality in Western Communities where the business is located.

Approved by Council: December 14/98 Date:	CERTIFIED CORRECT Clerk-Administrator

POL-0094-FIN.5
(Cx-ref Bus Lic.3)

POLICY NO. ~~4300-01~~

BUSINESS LICENCING – COLLECTION

1. It is Council policy to budget the equivalent of approximately 1/3 of annual Business Licence revenues to fund Economic Development promotion and marketing in Langford, such as through the Westshore Chamber of Commerce;

Policy No. 4300-01 Approved:	**CERTIFIED CORRECT**
June 16, 1997	**Clerk-Administrator**

(cc-ref bylaw + Finance)
PDL-0095 - BL06

DISTRICT OF LANGFORD

POLICY NO: ~~4300-01~~

BUSINESS LICENSING - OVERVIEW POLICY

1. That all business licence applications rejected because the use is contrary to zoning (4.1 and 4.2), be referred to the Bylaw Enforcement Officer, subject to appeal by the business owner;

2. That all business licence applications rejected for bylaw enforcement reasons be referred to the Bylaw Enforcement Officer for follow up; and

3. That the monthly summary of business licensing be incorporated in to the Finance Department Monthly Report to Council.

Approved by Council: Date: June 5, 1995	CERTIFIED CORRECT Clerk-Administrator

DISTRICT OF LANGFORD

POLICY NO. 5340.30

POLICY FOR REQUESTS TO FORM OR JOIN THE SEWER SPECIFIED AREAS

(1) That all requests from property owners for the creation of additional sewer specified areas or the extension of the existing sewer specified area received by the time the OCP is adopted be brought to Council with a report from staff by mid 1997 and that sewers will be provided in the core area only until mid 1997.

(2) That requests for sewer service to facilitate developments which are not in accordance with the Official Community Plan (existing or future draft proposals) or the Zoning Bylaw will not be considered for approval until the OCP amendment bylaw or zoning bylaw amendment, as required for the project, has been adopted.

(3) That staff advise potential developers or property owners enquiring about sewer service that:

(a) The municipality will only consider applications for sewer service where the property owner is willing to finance the cost of sewer construction and does not require the municipality to borrow the cost of construction.

(b) The municipality will only consider applications for sewer service where the property owner is willing to sign a latecomer agreement for a period not to exceed one day.

(c) Development will be controlled by planning decisions made in compliance with an Official Community Plan rather than in response to the coincidental provision of sewer service to particular tracts of land.

(d) That Council will consider applications for sewer extensions based on the benefit to the whole community that the proposal will provide.

(4) That Council confirm to staff that the process of extending sewers is to be initiated and, subject to Council approval, paid for by the property owners requiring the sewer service except that staff should look for opportunities to bring forward proposals for Council initiatives to correct environmental problems caused by residential sewage disposal under old regulations .

Amendede by Council: Date: December 4, 1995	CERTIFIED CORRECT Clerk-Administrator

DISTRICT OF LANGFORD

POLICY NO. 5320-20

ENGINEERING AND PUBLIC WORKS

SEWER CONNECTIONS IN THE CORE AREA

1. That all property owners in Sewer Specified Area No. 1 be informed as soon as possible:

   a) of the estimated cost range for installing a stub, of the estimated additional yearly costs they will face when the building service is connected and, where connection is optional, of the estimated cost to install the connection at a later date;
   b) that they must provide details of the location of their required connection by a certain date (to be determined from the consultant's design schedule); and
   c) where connection is optional, that they must commit to the cost within one month of receiving a notice of the actual cost to be charged in order to have the District's sewer construction contractor install it and be charged the standard rate. If payment is not made within 30 days of the date payment is requested then a surcharge for interest is to be added. The notice should also include standards and drawings indicating how the sewer connection on private property is to be constructed.

2. That connections requested after construction of the main sewers be installed in batches every three months by a contractor hired by the municipality under an annual contract. This schedule may be altered by the Director of Engineering and Development Services if the number of applications or the needs of individual applicants necessitates such a change, provided that the full amount of any additional cost incurred by the Municipality is recovered from the applicants.

3. That the minimum depth for sewer construction be 1 metre to invert.

Council Approved: Date: June 19,1995	CERTIFIED CORRECT: Clerk-Administrator

DISTRICT OF LANGFORD

POLICY NO. 5330-20-S

SEWER MASTER PLAN

a) That it be Council policy that when extensions to the sewers within the District of Langford are permitted by Council, they must be constructed in accordance with the District of Langford Sewer Master Plan prepared by Stanley Associates Engineering Ltd. May, 1995;

b) That it be Council policy that alternative routes to those shown in the Sewer Master Plan be permitted:

i) the persons proposing the extension can prove, at their own expense and to the satisfaction of Council, that a proposed alternative routing is in the long term best interests of the community; or

ii) that adequate compensation for any additional long term costs are provided; and

iii) that persons proposing the change should also pay, if required by Council, for an independent review of the proposal by an engineering consultant chosen by District of Langford.

Approved by Council Date: June 5, 1995	CERTIFIED CORRECT: Clerk-Administrator

DISTRICT OF LANGFORD

POLICY NO. 5320-00-001

RETENTION OF SERVICE TRUNK MAIN CAPACITY

It is Council policy that Council retain 10% reserve sewer trunk main capacity for potential future needs and environmental priorities in sensitive areas.

Policy No. 5320-00 Date: April 26, 1994	CERTIFIED CORRECT

Sidewalk Policy

Policy No.: 5400-09 -001

Walkways shall be constructed parallel to roads and sharing the same right of way, shall be located adjacent to property lines except that, where necessary to preserve significant trees or other significant features, the Municipal Engineer may permit deviations from that alignment.

Walkway standards are:

i) cul de sac - 1.5 metres one side if longer than 50 metres;
ii) local road - 1.8 metres one side;
iii) minor collector - 2.2 metres both sides;
iv) collector road - 2.6 metres both sides;
v) arterial road - 3 metres both sides;
vi) commercial road - 3 metres both sides;
vii) industrial road - 1.8 metres both sides;
viii) rural road - 1.8 metres paved shoulders.

A sidewalk shall be provided as a condition of all new development in Langford at the time of rezoning, subdivision, strata titling, or building permit, or development permit.

Council Approved: Date: May 4, 1998	CERTIFIED CORRECT Clerk-Administrator

DISTRICT OF LANGFORD

POL-0107-ENG

POLICY NO. ~~5460-00~~

REQUEST FOR STREET SIGNS

'DEAF CHILDREN PLAYING'

Council policy for the erection of "Deaf Children Playing" signs is as follows:

a) That the municipality provide posts for the erection of "Deaf Children Playing" signs when specifically requested;
b) That when the family concerned is willing to buy the sign and attach it to the post; and
c) That staff keep a record of the address where the family lives and to contact the family once each year to confirm that the sign is still required.

Policy No. 5460-00 **Date: January 22, 1998**	**CERTIFIED CORRECT**

DISTRICT OF LANGFORD

TRAFFIC SIGNS

Policy No. 5460-02 - CC '3

That the Engineer for the District of Langford may erect traffic signs as required to control, direct and warn traffic providing:

1. they conform with the Motor Vehicle Act, the Ministry of Transportation and Highways sign manuals and the manual of Uniform Traffic control Devices; and

2. that the allotted budget is not exceeded.

Policy No. 5460-02	CERTIFIED CORRECT:
Date: June 20/94	

DISTRICT OF LANGFORD

POLICY NO. 5460-02 -01

Warning of Traffic Regulation Changes

Staff are to install a temporary sign warning changes in traffic regulations in front of each new moving traffic regulation sign of a period of at least one month.

Policy No. 5460-02 **Date:** June 6, 1994	**CERTIFIED CORRECT**

DISTRICT OF LANGFORD

POLICY NO. 5460-02-C02

NEIGHBOURHOOD WATCH SIGNS

Council policy for neighbourhood watch signs is as follows:

a) The municipality will erect and maintain neighbourhood watch signs at the entrances to any recognizable neighbourhood which has an organized group and an RCMP presentation on neighbourhood watch and that have purchased the necessary signs; and

b) That after five years the sign will be removed unless a repeat neighbourhood watch presentation is organized.

Policy No. 5460-02 **Date:** February 5, 1996	**CERTIFIED CORRECT**

DISTRICT OF LANGFORD

Private Road Sign Located on Public Right-of-Way Policy

Policy No.: 5460-02 -004

1. That Strata Corporations or other bodies wishing to have signs relating to private land installed on Public road rights-of-way obtain the approval from the Municipal Engineer and pay all associated costs up front to the District for these installations.

2. That requests for such signs only be approved if the signs will not bring any liability upon the municipality and are consistent with other District policies and bylaws and with the *Motor Vehicle Act*, the *Manual of Uniform Traffic Control Devices for Canada* and, in the opinion of the Municipal Engineer, good engineering practice and current safety standards.

Approved by Council:	CERTIFIED CORRECT:
Date: June 3, 1996	Clerk-Administrator (ACTING)

DISTRICT OF LANGFORD
2605 Carlow Road
Victoria, BC
V9B 5V9

Administration & Finance
Tel: (250) 478-7882
Fax: (250) 478-7864
Website: district.langford.bc.ca

MEMORANDUM

To: **Michael Baxter, Municipal Engineer**
Rob Buchan, Municipal Planner
Bob Beckett, Fire Chief
Rick Betker, Inspector, RCMP

From: **Geoff Pearce, Clerk-Administrator**

Date: **March 16, 2001**

File: **5600-17**

Subject: **Watering Restrictions**

This is to confirm with you that our Policy henceforth, effective immediately is the District of Langford will fully comply with all water use restrictions imposed by the Capital Regional District.

Henceforth, there should be no automatic irrigation sprinklering of the municipal parks playing fields or the boulevards in streets in Langford. There should be no street washing, no washing of fire trucks, municipal vehicles or police vehicles.

There should be no water provided to the Kinsmen water park at Centennial field.

Any watering of plants, trees, shrubs or flowers should only be done by hand, using alternative natural water sources and not CRD water. I understand that you can obtain water from the water truck at VCMMC who have arranged for a non CRD water source. You may wish to use this as a source for washing fire trucks, but it would only be from the alternative water source and buckets to ensure that we conserve water.

If you have any questions please verify with me directly.

Would you kindly advise all your staff and contractors of this Water Conservation Policy.

Thanks

Geoff Pearce
Clerk-Administrator

Cc: Council Members

DISTRICT OF LANGFORD

SCANNED SP

POL-0113 PARK

POLICY NO. ~~0030-00~~

Playground Equipment

1. The District of Langford adopts the current CSA manual (CAN/CSA-Z614-98) as the standard to which new District playground equipment is installed; AND
2. The District of Langford adopts the current CSA manual (CAN/CSA-Z614-98) as the standard to which new District playground equipment is maintained (not including upgrades); AND
3. That Council instruct staff to compile a ten year plan for the replacement and upgrading of the District's playground equipment to CSA Standards in accordance with the years indicated on the attached appendices.

Council Approved: **Date: March 5, 2001**	**CERTIFIED CORRECT** **Clerk-Administrator**

Park	Playground Equipment installed	Year Constructed	Playground Deficiencies	Suggested Improvement	Protective Surfacing Maintenance (addtional to Parks Maint. Contract) A	Maintenance issues (additional to the Parks Maint. Contract) B	Other Improvements AND/OR minor deficiencies not viable to repair C	Removal Costs D	Replacement Costs E
Cressida	Composite playstructure	1994							
	Merry-go-round & Swings								
			Inadequate protective surfacing	Place additional 4" of gravel	$ 1,575				
			Swing bays not wide enough for two swings each	Remove existing swings and reinstall one swing per bay		$ 200			
			Tot swing - leg holes provide entrapment situation	Remove existing tot swings and reinstall one new seat in one of the bays		$ 250			
			Minor deficiencies (see appendix)	Repair as required		$ 500			
				Sub total	$ 1,575	$ 950	$ -	$ -	$ -
Danbrook	Climbing Structure	Preincorporation							
			Inadequate protective surfacing	Place 12" of gravel	$ 1,200				
			Numerous protrusions	Cut back all protrusions		$ 275			
			Numerous entrapment situations	Not viable to repair					
			Lacks adequate guard rails						
			Structure not user-friendly						
				Replace *(including protective surfacing)*					$ 19,000
				Remove				$ 700	
				Sub total	$ 1,200	$ 275	$ -	$ 700	$ 19,000
Ed Fisher Field	Slide & swing	Preincorporation							
			Slide lacks protective surfacing	Place 14' x 23' x 9" of gravel	$ 1,375				
			Slide bed walls are 2" high and should be 4"	Not viable to repair					$ 2,500
			Guard rails are too low on platform	Replace railings			$ 600		
				Remove				$ 300	
			Swing chain causes pinch point	Not viable to repair - recommend swing removal				$ 225	$ 3,000
			Swing chain spacing undersize						
			Concrete at base causes a fall hazard						
			Swing lacks protective surfacing		$ 1,000				
				Sub total	$ 2,375	$ -	$ 600	$ 525	$ 5,500
Sunshine Park	Hockey area, basketball hoop, climbing structure	1998							
			Inadequate protective surfacing around climbing structure		$ 1,050				
			Climbing structure is intended for residential use	Cannot be upgraded to municipal standards, remove equipment				$ 220	
			Area is too small for a play structure	size of area would be suitable for spring toys, diggers or a teeter totter					$ 2,100
				Sub total	$ 1,050	$ -	$ -	$ 220	$ 2,100
Shaw Park	Tot swings, merry-go-round & climber	1996-97							
			Tot swing is located approximately 6' too close to fence	Move swing to provide adequate clearace from fence			$ 600		
			Inadequate protective surfacing around equipment	Requires approximately 4 additional inches of material	$ 500				
			Climbing structure is intended for residential use; boards are starting to splinter and nails are working loose	Climber cannot be upgraded to municipal standards; Remove climber				$ 210	
			Merry-go-round is located too close to fence and climber	reposition merry-go-round		$ 600			
				Sub total	$ 500	$ 600	$ 600	$ 210	$ -

Park	Playground Equipment installed	Year Constructed	Playground Deficiencies	Suggested Improvement	Protective Surfacing Maintenance (additional to Parks Maint. Contract) A	Maintenance issues (additional to the Parks Maint. Contract) B	Other Improvements AND/OR minor deficiencies not viable to repair C	Removal Costs D	Replacement Costs E
Centennial	Waterpark	Preincorporation							
			Protective surfacing has compacted at varying depths	Till hardened protective surfacing to loosen	$ 200				
			No protective surfacing around slide	Major work required to bring area up to CSA standards					$ 26,000
			Slide is positioned too close too fire engine climber						
			boards need replacement on fire engine	Replace deteriorating boards		$ 175			
			Fire engine climber has entrapment points	Fill areas of concern		$ 375			
			Fire engine climber has protruding bolts	reduce severity of protrusions		$ 300			
				Sub total	$ 200	$ 850	$ -	$ -	$ 26,000
Centennial	Tot Park	Preincorporation							
			Protective surfacing has compacted at varying depths	Till hardened protective surfacing to loosen	$ 200				
			entrapment situation where tire climber attaches to climber	Remove tires				$ 60	
			Approx 20 protrusions of construction locking bars	Cut back bars and replace end caps		$ 200			
			Ramp to climber is too steep (present slope is 1:2; CSA calls for 1:8)	Install longer ramp		$ 350			
			Slide bed walls are 3" high and should be 4"	Not viable to repair					$ 900
				Removal				$ 125	
			Swings too close to support posts	Relocate swings within bay		$ 50			
			Minor deficiencies (see appendix)	Repair as required		$ 360			
				Sub total	$ 200	$ 960	$ -	$ 185	$ 900
Centennial	Adolescent climber								
			Protective surfacing has compacted at varying depths	Till hardened protective surfacing to loosen	$ 200				
			Lack adequate protective barriers at slide platform	Install protective barriers as required		$ 265			
			Sliding pole has exposed concrete at the base and is difficult for children to access due to the distance from the platform	Remove sliding pole and install additional guardrail				$ 220	
			Hanging tire swing is too close to verticle supports	Remove swing unit				$ 120	
			Approx 20 protrusions of construction locking bars	Cut back bars and replace end caps		$ 200			
			Smaller deficiencies including entrapment and entanglement situations	Repair as required		$ 800			
			Chain ladder rails cause entrapment situation	Remove chain ladder				$ 120	
			Install additional climbing component to replace items removed				$ 1,500		
			Replacement of entire structure						$ 21,000
				Sub total	$ 200	$ 1,265	$ 1,500	$ 460	$ 21,000
				Totals	$ 7,300	$ 4,900	$ 2,700	$ 2,300	$ 74,500

2/22/01

TABLE 1

Sunshine Park (Photos 7 & 8)

	OPTIONS	Approx Cost	Chosen Options
1.	**Install adequate protective surfacing around climbing structure**	$1,050	
2.	**Remove climbing structure** - *Structure Is not suited to a municipal application*	$220	
3.	**Install a replacement piece of equipment** *eg: spring toys, diggers or teeter totter (approximate cost, depends on item chosen)*	$2,100	
	TOTAL	**$3,370**	

Shaw Park (Photos 9-11)

	OPTIONS	Approx Cost	Chosen Options
1.	**Move tot swing away from fence** - *to provide adequate 'no encroachment zone'. A 'no encroachment zone' provides pedestrians a safe route around the play equipment. At present the swing does have adequate width of protective surfacing.*	$600	
2.	**Place additional material to provide adequate protective surfacing**	$500	
3.	**Remove climbing structure** - *Structure Is not suited to a municipal application*	$210	
4.	**Relocate merry-go-round** - *to provide adequate clearances from fence and other equipment*	$600	
	TOTAL	**$1910**	

Centennial Park – Waterpark (Photos 12-14)

	OPTIONS	Approx Cost	Chosen Options
1.	**Till hardened protective surfacing to loosen compaction**	$200	
2.	**Eliminate entrapment points on fire engine climber**	$375	
3.	**Reduce the severity of protruding bolts** *by trimming bolt flush with nut (this will only reduce the protrusion, not eliminate them)*	$300	
4.	**Replace deteriorating boards on fire engine climber**	$175	
	TOTAL	**$1050**	
OR	Complete upgrade of waterpark area *(cost is dependant on the extent of the installed equipment)*	$26,000 minimum	

Cressida Park (Photo 1)

	OPTIONS	Approx Cost	Chosen Options
1.	**Place additional four inches of gravel** *to address the inadequate depth of protective surfacing*	$1575	
2.	**Remove existing swings and reinstall one swing per bay** *- to provide adequate clearances, Staff recommends that this item be combined with Item 3 below*	$200	
3.	**Replace existing tot swing with entrapment problems with one that meets CSA Standards** *(tot's torso could slip through legholes in exg. swing)*	$250	
4.	**Minor deficiencies** • *replace aluminum bracket at top of ramp with an 8 inch carriage bolt (this will eliminate sharp edges and a protrusion)* • *relocate handrails on ramp to eliminate the entrapment point* • *remove protruding bolts from track ride platform*	$500	
	TOTAL	$2525	

Danbrook Park (Photos 2-5)

	OPTIONS	Approx Cost	Chosen Options
1.	**Place 12 inches of gravel -** *to provide adequate protective surfacing*	$1,200	
2.	**Cut back all protruding bars and replace end caps --** *Children can injure themselves on these 1 ¼" bars that lock the components together*	$275	
3.	**Remove playground equipment** - *Equipment is not 'user friendly' and this park may be sold. There is the possibility of a new tot park to be constructed in Veteran's Park which would provide a play area nearby*	$700	
	TOTAL	$2,175	
OR	Replace existing climbing structure with new equipment *(including protective surfacing)*	$19,000	

Ed Fisher Field (Photo 6)

	OPTIONS	Approx Cost	Chosen Options
1.	**Place fine gravel to provide protective surfacing around existing slide**	$1,375	
2.	**Replace guard rails on slide platform** *(existing guardrails are approximately 22" in height. CSA calls for 38" railings if the slide is used by children from 5 to 12 years of age)*	$600	
3.	**Replace existing slide, including protective surfacing**	$3,875	
4.	**Remove slide**	$300	
5.	**Replace swing** *(exg. structure cannot be upgraded to CSA standards) Estimated cost includes protective surfacing*	$3,000	
6.	**Remove swing**	$225	
	TOTAL	$9,375	

Centennial Park - Tot Park (Photos 2, 3, 15 & 16)

	OPTIONS	Approx Cost	Chosen Options
1.	**Till hardened protective surfacing to loosen compaction**	$200	
2.	**Remove tires to eliminate the entrapment situation**	$60	
3.	**Cut back protruding construction locking bars and replace end caps** *Children can injure themselves on these 1 ¼" bars that lock the components together*	$200	
4.	**Install a longer ramp to reduce slope** - *Existing ramp has an approximate rise-to-run ratio of 1:2 which is too steep for the children to comfortably use; CSA recommends 1:8. This ramp also has poor traction (due to the excessive slope) when there is any sand on the surface*	$350	
5.	**Remove slide** – *Slide walls are 3"; CSA recommends 4"*	$125	
6.	**Replace slide**	$900	
7.	**Relocate swings within bay to provide adequate clearances**	$50	
8.	**Repair minor deficiencies** • *entanglement point between slide and platform* • *removal of unnecessary bolts from ramp* • *install barriers on the slide platform to provide protection against falls* • *install access component (i.e. a 'ladder rung') between platforms. At present, the height difference makes it difficult for users to make the transition from one platform to the other*	$360	
	TOTAL	**$2245**	

Centennial Park Adolescent Climber (Photos 2, 3 & 17-19)

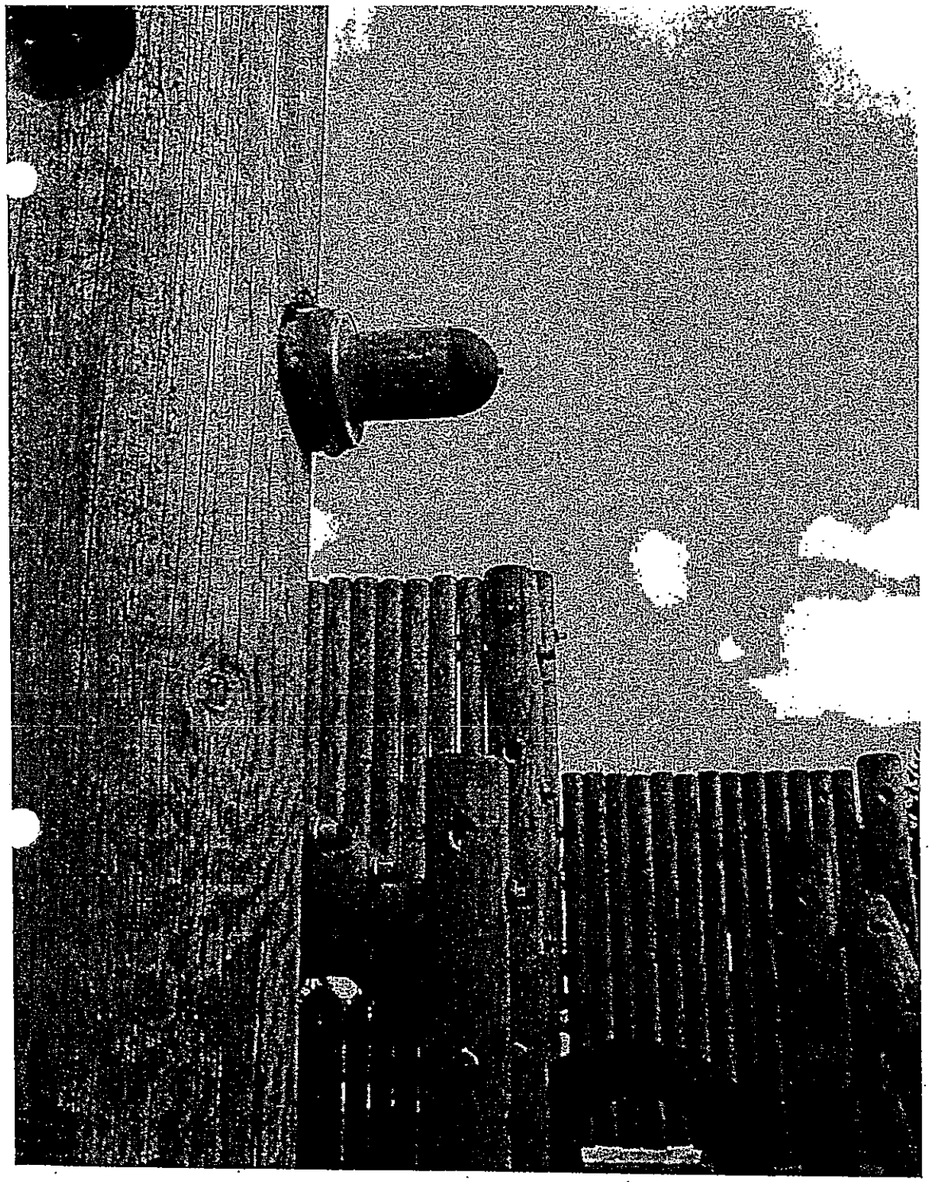
	OPTIONS	Approx Cost	Chosen Options
1.	**Till hardened protective surfacing to loosen compaction**	$200	
2.	**Install protective barriers at slide platform** - *to protect against falls*	$265	
3.	**Remove sliding pole and install additional guard rail** *(critical dimensions are incorrect i.e. height from platform to top of pole is too low and distance to pole from platform is too great - plus anchoring concrete is a hazard)*	$220	
4.	**Remove tire swing unit**	$120	
5.	**Cut back protruding bars and replace end caps** - *Children can injure themselves on these 1 ¼" bars that lock the components together*	$200	
6.	**Remove chain ladder** - *Current placement causes entrapment points*	$120	
7.	**Install additional climbing component to replace items removed** *(Staff to investigate options)*	$1,500	
8.	**Minor deficiencies** • *eliminate entrapment and entanglement points* • *cut back some long ends to eliminate the rough edges* • *install access components between platforms as required*	$800	
	TOTAL	**$3,425**	
OR	Replace entire structure include surfacing	$22,500	



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CRESSIDA PARK PG. A1
ITEMS 2+3

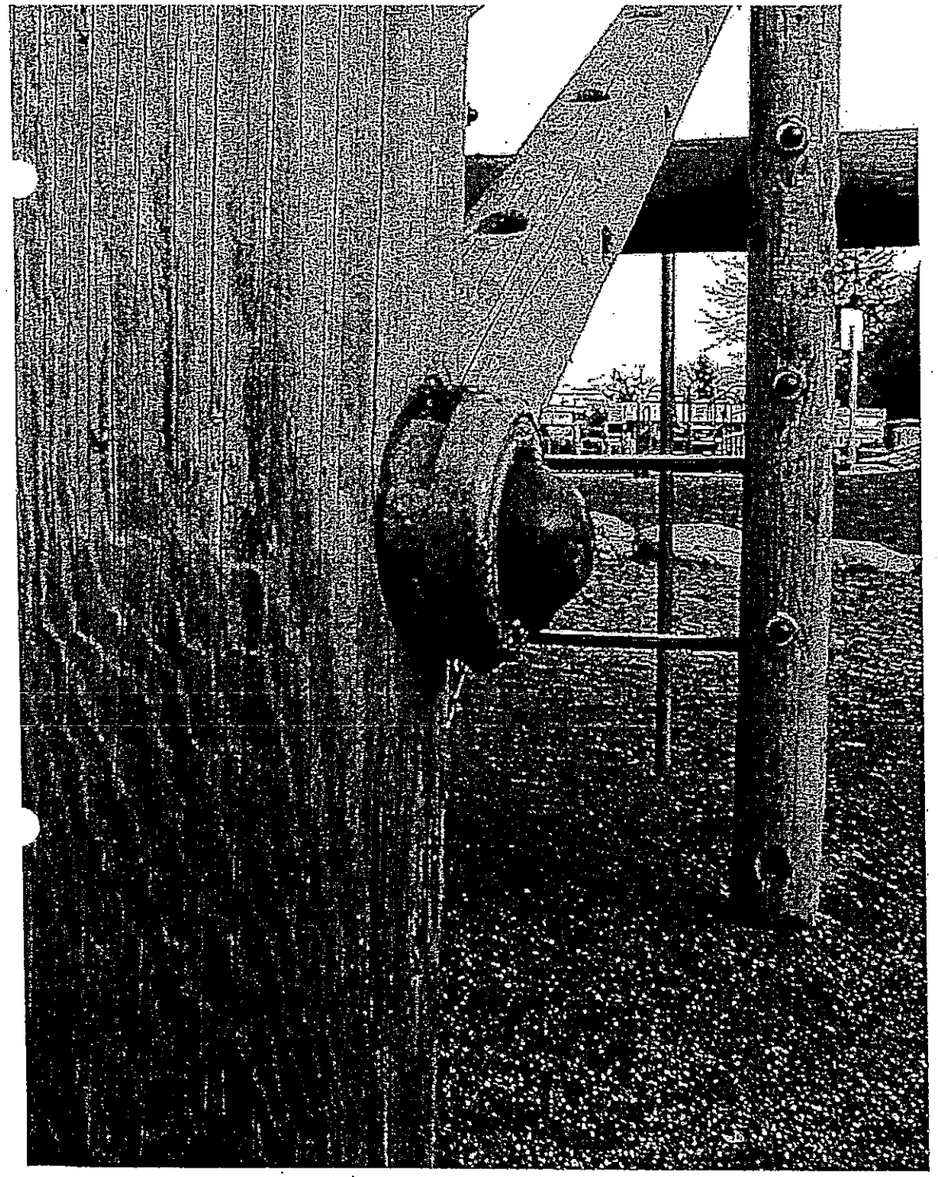
P2



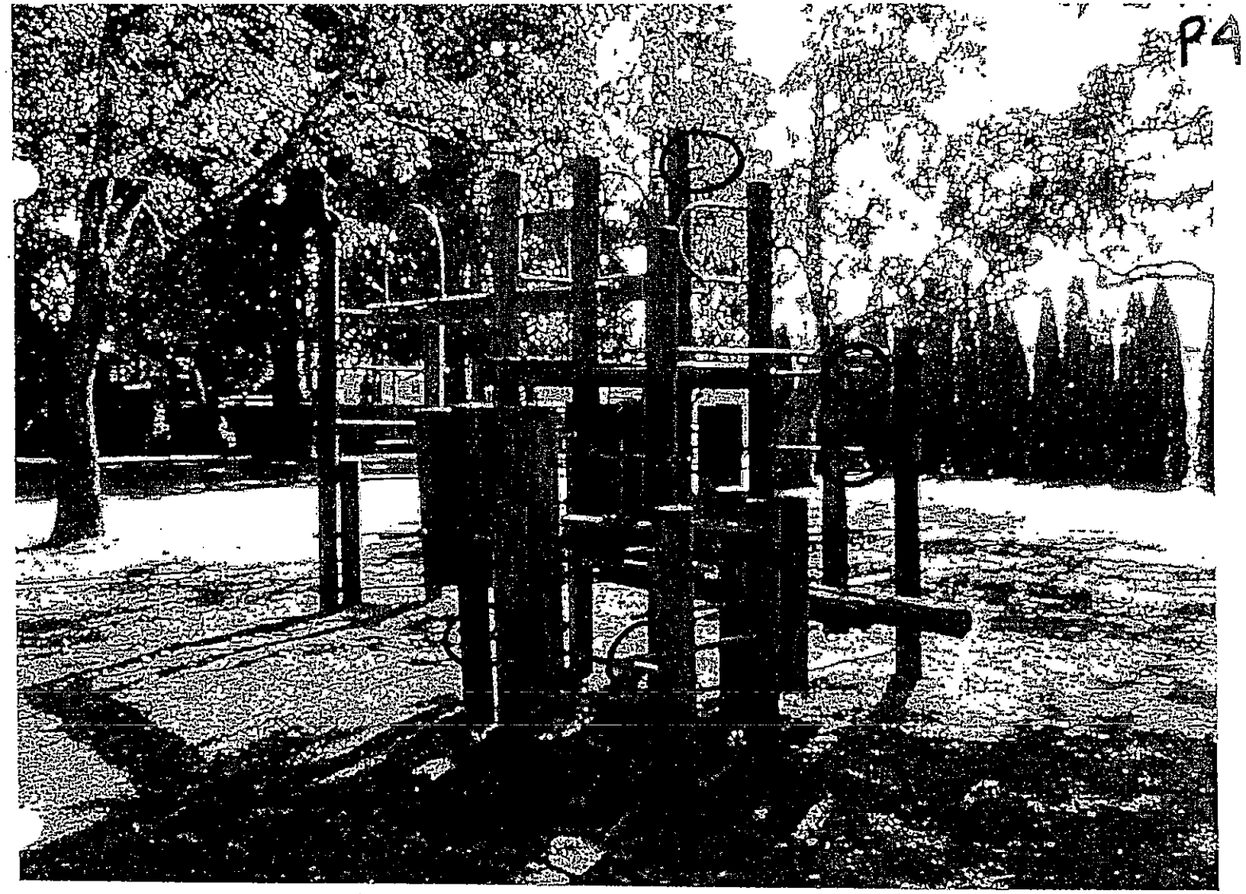
TYPICAL LOCKING-BAR
PROTRUSION
(DANBROOK PARK
CENTENNIAL ADOLESCENT CLN
CENTENN.AL TOT PARK)

P3

50



CORRECT LOCKING BAR
INSTALLATION COMPLETE
WITH END CAP



P4

DANBROOK PARK PG. A
ITEM 2 - PROJECTIONS



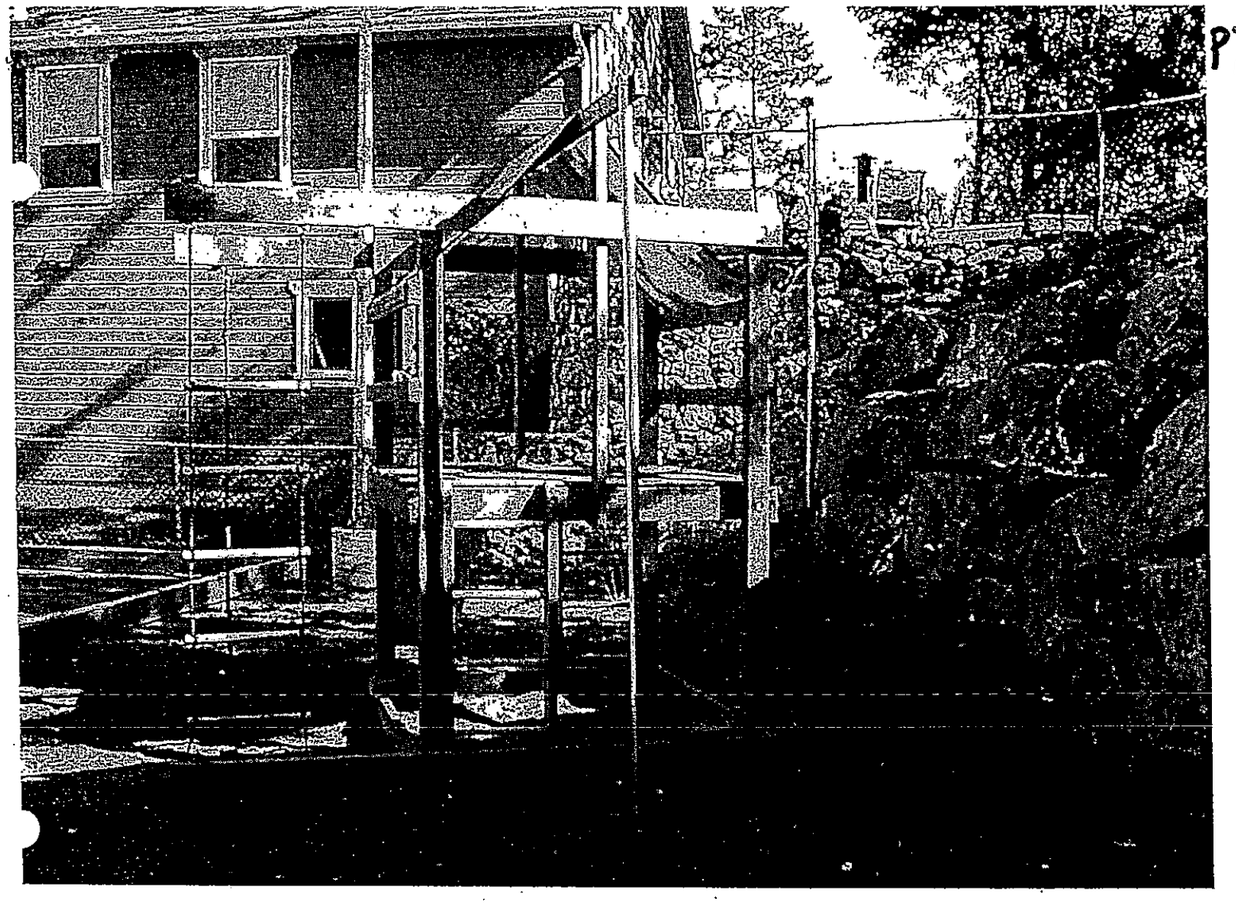
DANBROOK PARK (PA



P6

53

ED FISHER PG A1



SUNSHINE PARK PH



55

SUNSHINE PARK PH A2

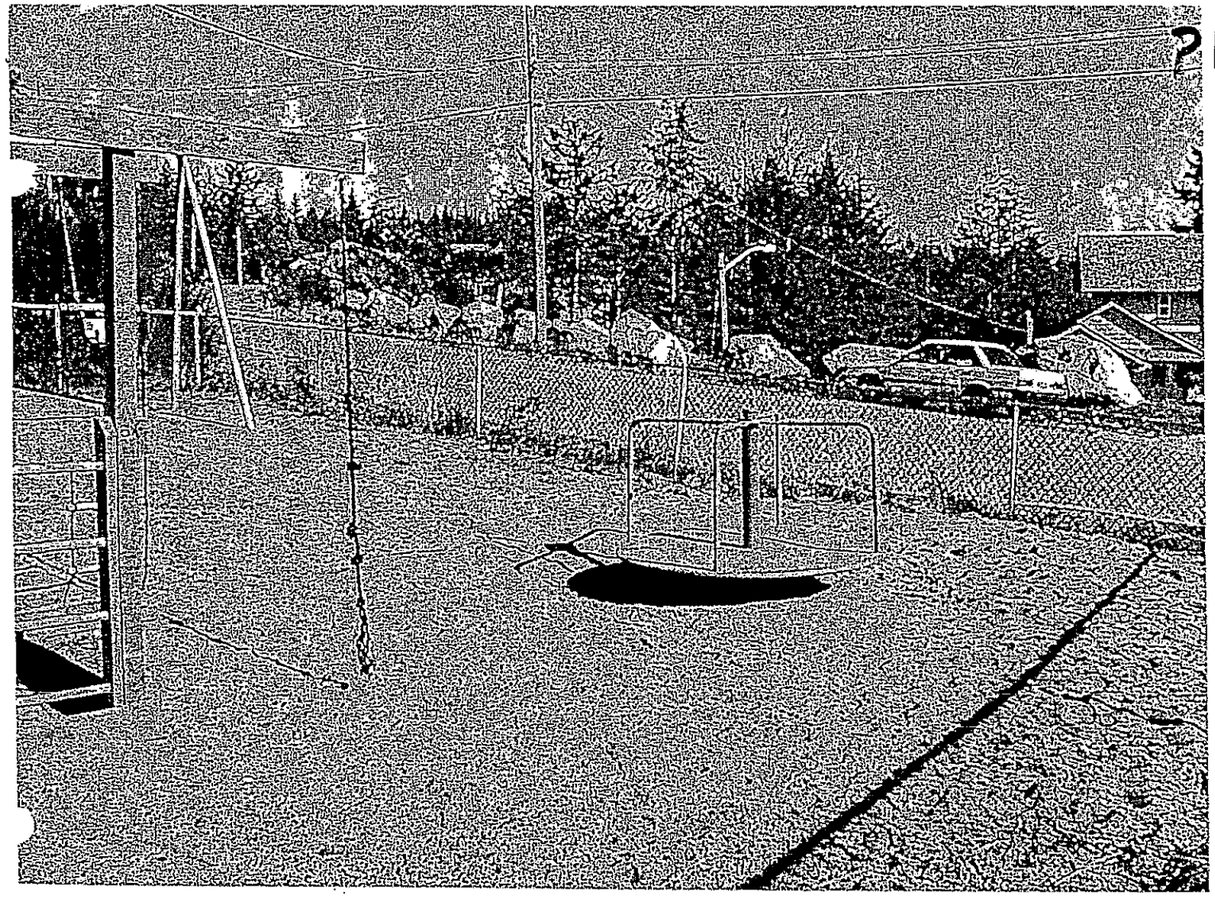


SHAW PARK Pg A2
ITEM 1



57

SHAW PARK PL AZ
ITEM 3



SHADOW PARK A?.
ITEM 4



CENTENNIAL WATERPARK (F
ITEM 2.-ENTRAPMENT PO

P13



- 60

CENTENNIAL WATER PARK
BOLT PROTRUSION (TYP)
PG A-2 ITEM 3

P19



CENTENNIAL PARK (PG

P15



CENTENNIAL PARK (TOT PK
PG A-3
ITEMS 4+7

P16

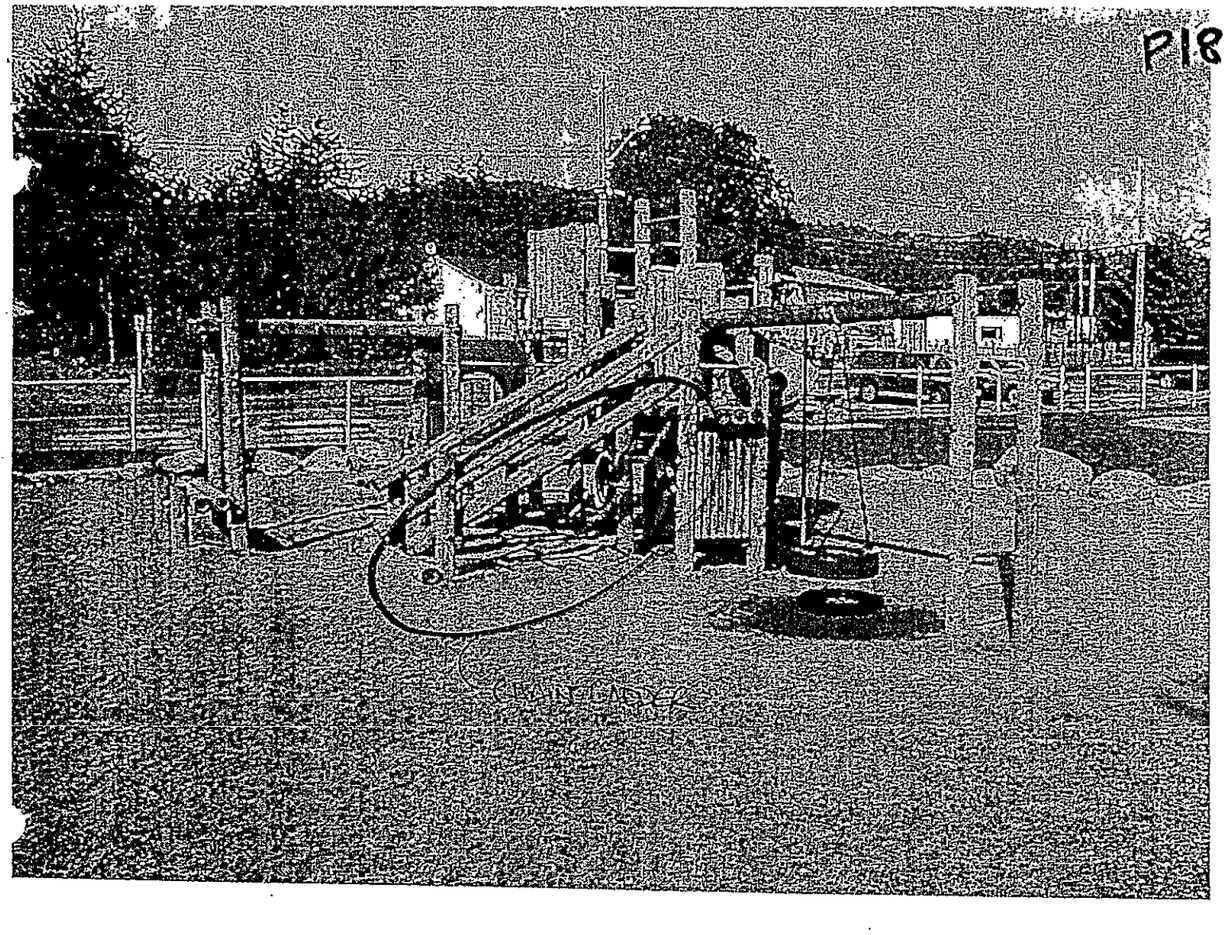


CENTENNIAL PARK (TOT 1
P4 A-3
ITEMS 2, 5, 6 + 7



CENTENNIAL PARK (PH.
ADOLESCENT CLIMBER
ITEMS 3+4

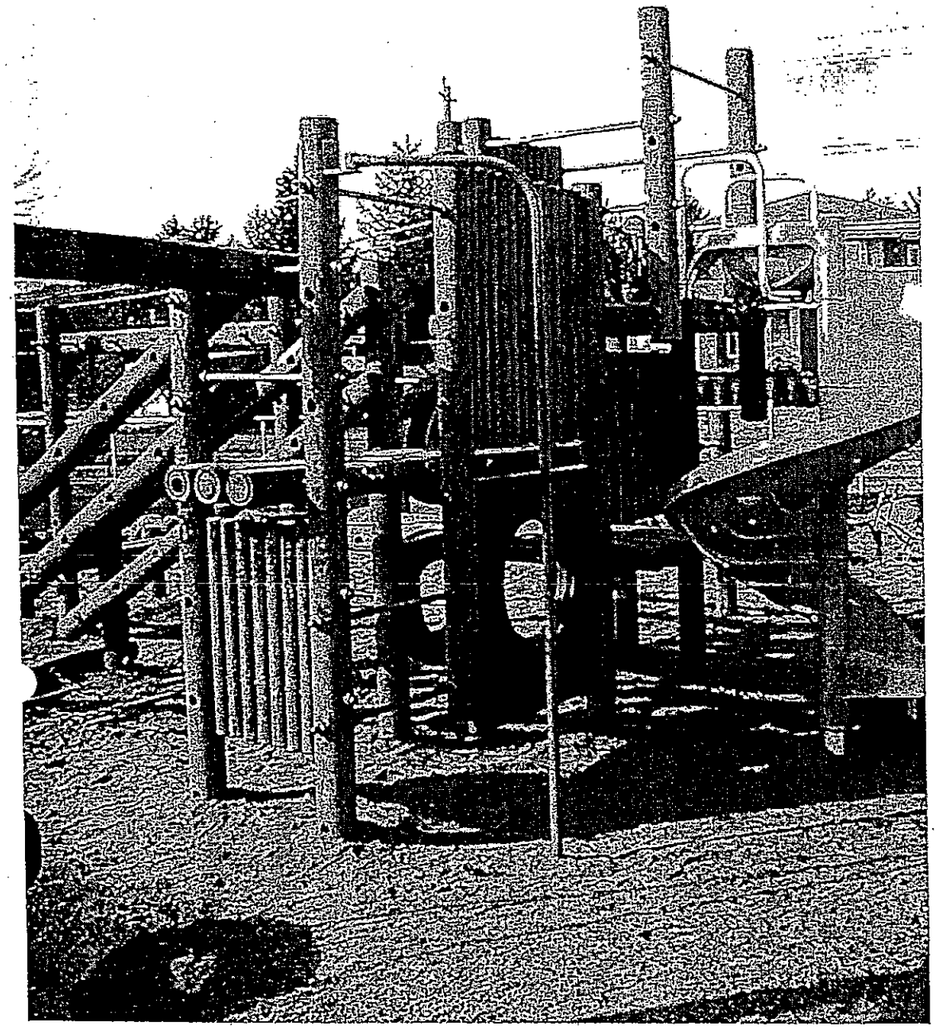
P18



CENTENNIAL PARK (PG A3
ADOLESCENT CLIMBER
ITEMS 4+6

P19

66



CENTENNIAL PARK (PG A:
ADOLESCENT CLIMBER
ITEM 3

		Protective Surfacing												
		Equipment Removal												
		Maintenance/Upgrading												
		New/Replacement Equipment		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	
Park		Playground Deficiencies	Suggested Improvement	1.5% Cost of Living applied each year										NOTES
Cressida				**Estimate**	**Estimate**									
Composite playstructure, Merry-go-round & Swings	1	Inadequate protective surfacing	Place additional 4" of fine gravel	$1,575										With the exception of some minor equipment spacing deficiencies, the park will be up to current CSA standards once listed work is complete
	2	Swing bays not wide enough for two swings each	Remove existing swings and reinstall one swing per bay		$203				Replace aluminum bracket at top of ramp with an 8 inch carriage bolt (this will eliminate sharp edges and a protrusion); relocate handrail/ion ramp to eliminate the entrapment point; remove protruding bolts from track ride platform					
	3	Tot swing - leg holes provide entrapment situation	Remove existing tot swings and reinstall one new seat in one of the bays		$254									
	4	Minor deficiencies	Repair as required		$508									
			Sub total	$1,575	$964	$0								
Danbrook														
Climbing Structure	5	Inadequate protective surfacing, Numerous protrusions, -Numerous entrapment situations, -Lacks adequate guard rails, Structure not user-friendly	Remove equipment	$700										The assumption has been made that the park will be sold; therefore it is recommended that no replacement equipment be installed
			Sub total	$700										

		Protective Surfacing												
		Equipment Removal												
		Maintenance/Upgrading												
		New/Replacement Equipment		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	
Park		Playground Deficiencies	Suggested Improvement		1.5% Cost of Living applied each year									NOTES
Ed Fisher Field														
Slide & swing	6	Slide lacks protective surfacing	Place 14' x 23' x 9" of fine gravel				$1,438							Park will be predominantly up to current CSA standards once listed work is complete. Existing separate units could be replaced by a more extensive composite structure at an additional cost ranging from $8,000 to $15,000 depending on the equipment chosen
	7	Slide bed walls are 2" high and should be 4", Guard rails are too low on platform	Not viable to repair - replace slide				$2,614							
	8	Swing chain causes pinch point	Not viable to repair - recommend swing removal in 2002 and a new swing be installed in 2004		$228		$3,137							
	9	Swing chain spacing undersize												
	10	Concrete at base causes a fall hazard												
	11	Swing lacks protective surfacing												
			Sub total		$228	$0	$7,189							
Sunshine Park														
Hockey area, climbing structure	12	Inadequate protective surfacing around climbing structure	Removal of equipment eliminates this deficiency											Park will be predominantly up to current CSA standards once listed work is complete
	13	Climbing structure is intended for residential use	Cannot be upgraded to municipal standards, remove equipment	$220										
	14	Area is too small for a climber	Install replacement equipment (size of area would be suitable for spring toys, diggers or a teeter totter)			$2,132								
			Sub total	$220	$0	$2,132								

		Protective Surfacing Equipment Removal Maintenance/Upgrading New/Replacement Equipment		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	
Park		Playground Deficiencies	Suggested Improvement		1.5% Cost of Living applied each year									NOTES
Shaw Park														
Tot swings, merry-go-round & climber	15	Tot swing is located approximately 6' too close to fence	Move swing to provide adequate clearance from fence		$618									Park will be predominantly up to current CSA standards once listed work is complete
	16	Inadequate protective surfacing around equipment	Requires approximately 4 additional inches of material		$515									
	17	Climbing structure is intended for residential use; boards are starting to splinter and nails are working loose	Climber cannot be upgraded to municipal standards: Remove climber	$220										
	18	Merry-go-round is located too close to a fence and climber	reposition merry-go-round to achieve required separation		$618									
			Sub total	$220	$1,751									
Centennial														
Waterpark	19	Protective surfacing has compacted at varying depths	Till hardened protective surfacing	$200										The water park requires major work to bring it up to CSA standards and as such, Staff is recommending that the waterpark be replaced as opposed to upgrading the existing equipment. The replacement cost of the waterpark could be considerably more depending on Council's final design for the waterpark
	20	No protective surfacing around slide; Slide is positioned too close too fire engine climber	Major upgrade required to bring area up to CSA standards						$32,319					
	21	boards need replacement on fire engine climber	Replace deteriorating boards	$175										
	22	climber has entrapment points	Fill areas of concern	$375										
	23	Fire engine climber has protruding bolts	grind off bolts to reduce severity of protrusions	$300										
			Sub total	$1,050	$0				$32,319					

		Protective Surfacing											
		Equipment Removal											
		Maintenance/Upgrading											
		New/Replacement Equipment		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	
Park		Playground Deficiencies	Suggested Improvement		1.5% Cost of Living applied each year									NOTES
Centennial														
Tot Park - Composite structure	24	Protective surfacing has compacted at varying depths	Till hardened protective surfacing	$200										Park will be predominantly up to current CSA standards once listed work is complete. However, Staff is of the opinion that the play equipment will be due for complete replacement in 2010 at the latest.
	25	Entrapment situation where tire climber attaches to main climber	Remove tires	$60										
	26	Approx 20 protrusions of construction locking bars	Cut back bars and replace end caps	$200										
	27	Ramp to climber is too steep (present slope is 1:2; CSA calls for 1:8)	Install longer ramp		$361									
	28	Slide bed walls are 3" high and should be 4"	Not viable to repair - replace slide			$927								
	29	Swings too close to support posts	Relocate swings within bay	$50										
	30	Minor deficiencies	Repair as required	$360										
	31		Replacement of entire structure										$17,151	
			Sub total	$870	$361	$927							$17,151	

entanglement point between slide and platform-removal of unnecessary bolts from ramp; install barriers on the slide platform to provide protection against falls; install access component (i.e. a ladder rung) between platforms. At present, the height difference makes it difficult for users to make the transition from one platform to the other.

		Protective Surfacing												
		Equipment Removal												
		Maintenance/Upgrading												
		New/Replacement Equipment		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	
Park		Playground Deficiencies	Suggested Improvement	1.5% Cost of Living applied each year										NOTES
Centennial														
Adolescent Composite Structure	32	Protective surfacing has compacted at varying depths	Till hardened protective surfacing	$200										Park will be predominantly up to current CSA standards once listed work is complete. However, Staff is of the opinion that the play equipment will be due for complete replacement in 2010 at the latest.
	33	Lacks adequate protective barriers at slide platform	Install protective barriers as required		$269									
	34	Sliding pole has exposed concrete at the base and is difficult for children to access due to the distance from the platform	Remove sliding pole and install additional guardrail	$220										
	35	Hanging tire swing is too close to vertical supports	Remove swing unit	$120										
	36	Approx 20 protrusions of construction locking bars	Cut back bars and replace end caps	$200										
	37	Smaller deficiencies including entrapment and entanglement situations	Repair as required		$812									
	38	Rails around chain ladder cause entrapment situation	Remove chain ladder and rails		$122									
	39		Install additional climbing component to replace items removed			$1,545								
	40		Replacement of entire structure								$23,307			
			Sub totals	$740	$1,203	$1,545					$23,307			
			TOTALS	$5,375	$4,507	$4,604	$7,189	$	$32,319	$	$23,307	$	$17,151	$ 99,083
			2001 DOLLAR TOTALS	*$5,375*	*$4,441*	*$4,469*	*$6,875*	$	*$30,000*	$	*$21,000*	$	*$15,000*	$ 87,160

eliminate entrapment and entanglement points, cut back some long ends on wooden elements to eliminate the rough edges, install access components between platforms as required

POL-0114-PARK

POLICY NO. ~~6120-00~~

PARK DEDICATION POLICY (AMENITY AND PARK)

That the District of Langford secure approximately 30% of the area of land proposed for development in any designation in the Official Community Plan as new neighbourhood, estate residential, or recreational residential. Land transferred to the municipality may be used for parks, schools, ecological reserves, playing fields, and other municipal uses. The actual amount may vary and will be subject to the following considerations;

a) The intended density in the Official Community Plan;
b) The presence of water bodies;
c) The usefulness of land for sports fields;
d) The presence of sensitive environment;
e) Clustering or density bonussing is encouraged as a means to increase the amount of land gifted to the municipality;
f) Council will establish DCC credit eligibility prior to approval.

Policy No. 6120-00 Date: June 7, 1999	**CERTIFIED CORRECT**

PDL-0115-PARK

POLICY NO. ~~6120-00~~

Acceptance of Donations

1. That the District of Langford will accept donations for improvements to its parks, trails and other properties that it owns subject to the following conditions:

   i) The improvements will be constructed to District standards and by contractors approved by the District;
   ii) The improvement are in the public interest;
   iii) There is no malicious or harmful intent;
   iv) The improvements and/or the construction of the improvements will not harm or otherwise jeopardize other activities and assets of the District

2. That District staff have the discretion to accept donations for improvements to District parks, trails and other properties without first obtaining Council's permission providing.that:

   i) The donations are less than $10 000.00;
   ii) There are no extra-ordinary conditions which the donation is contingent upon; and
   iii) The other requirements of this policy are met.

Policy No. 6120-00	**CERTIFIED CORRECT**
July 19, 1999	
Date	**Clerk-Administrator**

DISTRICT OF LANGFORD

POLICY NO. 6120-02-001

PARKS MASTER PLAN

With the amendments as proposed to the Parks Master Plan, Council endorses the Parks Master Plan as the adopted Council policy for the identification, preservation, restoration, acquisition and management of significant parks, open spaces and green corridors over the next ten years.

Policy No. 6120-02 Date: July 15, 1996	CERTIFIED CORRECT Clerk-Administrator

DISTRICT OF LANGFORD

GOL-0118 PARK

POLICY NO: ~~6140-~~00

POLICY: DISTRICT OF LANGFORD FIELD FACILITY USE REGULATIONS

1. Alcoholic beverages are not permitted on or in the vicinity of the field.

2. Responsibility for any facility damages shall rest with the facility user group.

3. Exercise the greatest care in using the facilities and leave the facility tidy.

4. Garbage is to be bagged and picked up after each game and deposited in proper containers.

5. Adhere to field closures, information may be obtained by calling the Juan de Fuca Recreation Centre.

6. Report any damage immediately to the District of Langford's Engineer at 474-0068 or the Juan de Fuca Recreation Commission.

7. Toilet facilities are to be provided by the user of the field, where facilities are not provided by the District of Langford.

8. Balls landing over fences or on private property may not be retrieved until owners of said property return them at their convenience.

9. Language, profane and insulting language is not permitted on the playing field or in the vicinity of the facility.

10. The District of Langford and/or the Juan de Fuca Recreation Commission reserve the right to cancel, suspend or postpone any and all activities on any facility or field at their sole discretion.

11. Continued or excessive violations of these regulations will result in the loss of team use privileges at the facility.

12. No alterations may be made to the field except with the written approval of the District of Langford.

Resolution No.: April 5/94 Date:	CERTIFIED CORRECT: Clerk-Administrator

POL-0119-PARK

POLICY NO. ~~6140-20V~~

VETERANS' PARK BENCH DONATION

Donations for Veterans' Park will be permitted in the amount of $2,000 for each bench for the right of a person or organization to put a commemorative or memorial plaque on the benches being installed by the District of Langford.

Policy No. 6140-20 Date: May 7th, 2001	CERTIFIED CORRECT Clerk-Administrator

ADC-0123-PARK

POLICY NO. ~~6440-01~~

LANDSCAPING IRRIGATION & MAINTENANCE

Further beautification of municipal boulevards be irrigated and maintained by the property owners directly fronting the boulevard.

Policy No. 6440-01 Date: December 1, 1997	**CERTIFIED CORRECT**

POL-0124-BYLAW

POLICY NO. ~~7400-14.001~~

(x-ref Admin.)

Video Surveillance For Park Regulation Bylaw No. 177, 1997

Videotaping of Security Personnel interacting with Park Users in the enforcement of Langford Park Regulation Bylaw No. 177, 1997 is permitted where there is a potential personal safety or security risk to staff or where there is no other sufficient means of collecting law enforcement information.

Videotaping of individuals in parks after permitted hours should only be done where there is a safety concern for the security personnel enforcing the bylaw.

This policy does not authorize the videotaping of people in the park after hours for the law enforcement information collection other than for personal safety concerns of the Bylaw Enforcement Officer.

Council Approved: Date: October 20, 1998	CERTIFIED CORRECT Clerk-Administrator

POLICY NO. ~~6300-01~~ POL-0126-PARK

POLICY FOR REMOVAL OF TREES

1. That starting with the budget year 1996, staff will bring forward proposals for a yearly boulevard tree inspection and maintenance program which will include a component for dealing with complaints and a component for preventative maintenance. During 1995, trees will be inspected only in response to complaints.

2. Boulevard trees which are identified by the process in No. 1 above and which, in the opinion of the Director are clearly dead or dying or which cause safety problems by interfering with sight lines at road junctions will be removed as soon as practical. The Municipal Engineer may also remove trees, in response to complaints from the public, when, in his opinion, they interfere with sight lines at driveways.

3. Where a complaint is received regarding a tree which appears, in the opinion of the Director, to be reasonably healthy and which is less than 15 m in height and less than 0.3 m in diameter the tree shall not be removed. Where the tree is more than 15 m in height or more than 0.3 m in diameter the Director shall obtain and proceed in accordance with the report recommendations of a qualified arborist.

4. Members of the public are not to be given permission to cut or alter trees in the Municipal boulevard.

5. Starting with the budget year 1996, staff will bring forward proposals for a yearly program to improve landscaping in the parks and boulevards. Whenever a suitable situation is available these proposals will incorporate native trees to replace the trees being removed under No. 2 above. The proposals are to include a report on the number of trees removed to date compared with the number of trees planted by type of tree.

6. Council will consider exceptions to this policy to consider the removal of a healthy tree if 75% of the residents within 300 metres of the tree have signed petition asking for the removal of the tree.

Amended by Council: Date: August 16, 1999	CERTIFIED CORRECT Clerk-Administrator

DISTRICT OF LANGFORD

POLICY NO. 6410-00 ~~-001~~

Public Information Meetings

The District of Langford encourages all applicants/developers to meet with the community when they are applying for a major rezoning or development proposal. Further, it is recommended that a report be prepared for Council's consideration which outlines the proposal in detail before the Public Information Meeting date is set.

Policy No. 6410-00 Date: September 19, 1994	CERTIFIED CORRECT [signature]

DISTRICT OF LANGFORD
Planning and Zoning
2805 Carlow Road, Victoria, BC V9B 5V9

Phone: 474-6919
Fax: 478-7864

Public Information Meeting Handout

1. The Policy

The District of Langford has adopted the following policy:

> "The District of Langford encourages all applicants/developers to meet with the community when they are applying for a major rezoning or development proposal. Further, it is recommended that a report be prepared for Council's consideration which outlines the proposal in detail before the Public Information Meeting date is set."

2. The Rationale

Where a proposed development or rezoning may be controversial or significant, Council recommends that a Public Information Meeting is a good opportunity for the developer to explain the project and clarify misunderstandings and respond to comments of residents that may be affected by the proposed development. This allows the developer to listen to the concerns of the community and provide an for earlier reaction to proposals prior to the formal public hearing.

3. The Meeting

The meeting is to be conducted by the applicant and/or representatives (architect, engineer, etc.) instead of Mayor and Council. The meeting may be held in a local school, church, or meeting hall with the permission of the appropriate authorities, but not in the Fire Hall or Municipal Council Chambers. All costs related to the meeting are to be paid by the applicant.

At the meeting, a brief presentation will be provided by the applicants (at a specified time) after which the public will have an opportunity to informally discuss the project. Any member of the public not able to attend the presentation may drop in at any time during the evening to review the details of the project. The applicant must ensure that there is adequate opportunity for comments and questions from the public.

The applicant should ensure that the following details of the proposal as appropriate are available at the meeting:

a. site description, including the legal description and the street address;
b. existing and proposed zoning/density;
c. building arrangement;
d. design;
e. transportation impacts;
f. environmental impacts;
g. social impacts;
h. community benefit;
i. tree retention/landscaping proposals; and
j. development phasing.

3. The Meeting (Continued)

Visual presentations, such as sketches and models, are usually the most effective method of relaying the information to the public.

A staff member from the Planning Department will attend as an observer and will be available to respond to questions on policy and process. The Planning Department will provide forms for comments or questions which will be collected at the meeting or may be mailed to the Langford Municipal Hall later.

4. Timing

It is recommended that the applicant hold the public information meeting as early as possible in the process, but after Council has been advised of the proposal. Members of Council and staff , i.e., the Municipal Planner, must be advised in writing of the date, time, and place of the meeting at least two weeks in advance of the meeting so that municipal representatives may attend as observers. Mid-week evening meetings are preferred.

5. Notification

An Information Package should be delivered to the notification area. This package will include a **notice** provided by the applicant which clearly explains who is conducting the meeting (the applicant), the topic of the meeting, the location of the subject property, the date, time, and place of the meeting, the specific time at which the formal presentation will begin as well as full details of the proposal.

A **Mail-in Comments Sheet** will be attached to the package to allow for written comments to be submitted to the District of Langford.

To notify the public, the applicant should:

a. Mail or otherwise deliver an Information Package to all property owners and residents within a minimum of 150 m of the property, two weeks prior to the date of the meeting.

b. Mail or otherwise deliver an Information Package to ratepayers' organizations, community or residents' associations in the area.

c. Advertise the meeting in a display ad in two issues of the *Goldstream Gazette* (minimum three columns by 10 cm) in the two weeks prior to the meeting using a standard format provided by the Planning Department.

d. Post a 1.2 m by 2.4 m sign on the subject property. The signage details should include: brief details of the proposal, details of the Public Information Meeting, and how to get more information on the proposal including the telephone numbers of both the applicant and Planning Department.

The sign should be put up on the subject property a minimum of two weeks prior to the meeting date and removed within seven days following the meeting.

e. The applicant is required to provide the Planning Department with a draft notice for the information package, newspaper advertisement and signage details for pre-approval. This should be provided at least five days prior to the intended date of publication to ensure adequate time for staff review.

6. **Further Information**

If you would like further information on holding a Public Information Meeting, please contact the District of Langford Planning Department at 474-6919.

Format of Notice

It is recommended that this notice format be issued by an applicant holding a Public Information Meeting for the newspaper advertisement.

Public Information Meeting

A development is being proposed for the property at

_____
(address)

and you are invited to join

_____
(the developer)

at a meeting to discuss the project.

Date _____
Time _____
Location _____

Formal presentation to begin at _____ pm

Details of the proposal include:

Map

Details of Proposal

DISTRICT OF LANGFORD

POLICY NO. 6410-00-002

PUBLIC HEARING PROCESS

Council policy for the stale-dating of public hearings is as follows:

That after at least one year following the close of a public hearing on an Official Community Plan Bylaw amendment or Rezoning Bylaw, subject to further consideration by Council, and the applicant wishes to revive the proposal, then a new public hearing may be held, at the discretion of Council, at the cost of the applicant.

Policy No. 6410-00 **Date: February 5, 1996**	**CERTIFIED CORRECT**

POL-0129-PLAN

POLICY NO. ~~6440-01~~

BUILDING SCHEMES

Registered building schemes are to be used when the quality of the proposal is a determining factor in the acceptability of a rezoning proposal.

Policy No. 6440-01 Date: December 1, 1997	**CERTIFIED CORRECT**

POL-0130-PLAN

POLICY NO. ~~6440-01-003~~

Happy Valley Fire Hall – Traffic Signal Rezoning Contribution

That all new zonings south of Sooke Road contribute $1,000 per new residential lot towards the construction of a new Happy Valley Fire Hall.

Policy No. 6440-20 **April 5th, 2004** **Date**	**CERTIFIED CORRECT:**

DISTRICT OF LANGFORD

POLICY NO. 6480-01-001

OCP AMENDMENTS REFERRAL TO CRD

That Council refer Official Community Plan Amending Bylaws to the Capital Regional District Corporate Secretary.

Policy No. 6480-01 **Date: February 3, 1997**	**CERTIFIED CORRECT**

CRD
Capital Regional District
524 YATES STREET P.O. BOX 1000 VICTORIA B.C. V8W 2S6 TELEPHONE (604) 360-3000

6480-01

January 20, 1997

Mayor Stew Young and Council
Municipality of Langford
2805 Carlow Rd
Victoria, BC
V9B 5V9

Dear Mayor Young and Council:

Re: Referral of Official Community Plan Amending Bylaws for Board Comment

Recently, we have received several referrals from member councils requesting formal Board comment on bylaws for new or amended Official Community Plans (OCP's).

At the present time, the Capital Regional District has no overall policy framework within which to conduct a planning policy review of OCP amendments proposed by member Councils. The Regional Growth Strategy (RGS) currently in process, will provide this broad regional policy context once it is adopted by the Board and signed-off by member municipalities. Until a Regional Growth Strategy is adopted by the Board and approved by member councils, the Board by resolution has authorized the Corporate Secretary to send a standard letter in response to OCP amending bylaw referrals, that explains that the Board is at this time not in a position to comment from the broader Regional Growth Strategy Policy context.

In the interim, the CRD will continue to review OCP amending bylaws with reference to policies and technical interests of the CRD Parks, Engineering and Municipal Services functions under *Municipal Act* section 947 (2) (c). CRD Parks, Engineering and Municipal Services may bring comments to the Board for consideration which will be forwarded to you at the Board's discretion.

To facilitate the CRD's review of amending bylaws, could you please provide the Corporate Secretary, Ms. Carmen Thiel, with 4 copies of future OCP amending bylaws for distribution to CRD Departments.

2(over)

JAN 27 1997

RECYCLED PAPER

If you have any questions or require further information please do not hesitate to contact me at 360-3126.

Yours sincerely,

Geoff Young
Chairman of the Board

Recommend
that staff prepare OCP amending Bylaws
& the CRD Corporate Secretary

Clerk Administrator

Development Information And Referral Policy

POL-0133-PLAN

Policy No.: ~~6630-01~~

(x-ref LDRV)

1. That staff send out referrals to the Ministry of Environment only for applications which may include an eventual subdivision in a floodplain which the Ministry has approval authority.

2. Development Information such as, but not limited to, Environmental Impact Studies, Traffic studies, Storm-water studies may be required at the time of all Development Applications as technical reports submitted to staff.

Council Approved: Date: May 19, 1998	CERTIFIED CORRECT Clerk-Administrator

Heritage Preservation Policy

POL-0134-PLAN

Policy No.: 6800-00-001

The following policy shall apply to all structures that the City of Langford deems have heritage value that is worthy of preservation:

1. The City of Langford may waive fees for rezoning or development permit applications, up to a value of $10,000, for proposals which preserve heritage structures;

2. For proposals where heritage structures will be preserved or enhanced or relocated and then preserved and enhanced, the City Planner may, as a condition of a development permit, vary setback and parking requirements. Variances for reductions in off-street parking requirements will only be considered where the request for such variances is supported by a parking demand study for the proposed use, prepared for the City of Langford by a qualified professional. Variances for reductions in any setback requirements will only be considered in those instances where the need for a variance relates directly to the preservation of a heritage structure or structures;

3. Where appropriate, and through rezoning, the City of Langford may provide additional density, as a bonus over and above current zoning bylaw regulation, for development that preserves and restores heritage structures.

Council Approved: Date: May 3, 2004	CERTIFIED CORRECT Clerk-Administrator

DISTRICT OF LANGFORD

POLICY NO. 6840-01

TRANSITION ZONE

BETWEEN RESIDENTIAL (R1) AND RURAL DESIGNATION

It is Council policy, where larger lot zoning abuts Residential (R1) zoning, the owner has the opportunity to present for Council's consideration a revised layout at a lower density that, in Council's opinion, would be to the community's benefit.

Policy No. 6840-01 **Date: February 19, 1996**	**CERTIFIED CORRECT**

POLICY NO. 6930-00-001

OFFICIAL STREET TREE FOR THE DOWNTOWN COMMERCIAL AREA

That all developments in the commercial areas, business park areas and industrial areas as defined in the Town Centre Map include the *kwansan prunus (double flowering)* variety of tree along the following streets;

a) Jacklin Road
b) Goldstream Avenue
c) Peatt Road
d) Bryn Maur Road
e) Kelly Road
f) Millstream Road
g) Station Road
h) Hockley Road
i) Van Isle Way
j) Lequesne Avenue

Policy No. 6930-02 Date: June 7, 1999	CERTIFIED CORRECT

TEMPORARY SIGNS FOR NEW BUSINESSES POL0137-PLAN

Policy No.: ~~6950-01~~

A policy to permit the erection of signage advertising new businesses is as follows:

1. Temporary signs may be no more than 3 meters (9.84 feet) in height and up to 1.9m^2 (20.0 Feet^2) in area.

2. The location of the sign must be pre-approved by the District of Langford.

3. The applicant must obtain a Bylaw No. 33 permit for the location of the sign in the road boulevard or shoulder.

4. The District of Langford Road Maintenance contractor must complete sign erection within the boulevard or shoulder. All costs associated with the erection and removal of the sign to be born by the applicant and to be paid in full prior to erection of the sign.

5. The maximum time period during which the sign may be erected shall be thirty (30) days.

6. The permit fee for a "Temporary Sign" shall be $50.00.

7. The temporary sign may not be located within 50 meters of the street frontage of a residential lot.

Council Approved: Date: March 15/99	CERTIFIED CORRECT Clerk / Administrator

DISTRICT OF LANGFORD

POL-0138-GRC

POLICY NO. ~~7260.01~~

POLICY FOR FIRE DEPARTMENT ALARM MONITORING

1. District of Langford may provide fire alarm monitoring services to organizations that involve;

    a) a high risk of life from fire as determined by the Fire Chief; or

    b) buildings meeting Section 3.2.4 of the 1992 British Columbia Building Code.

2. Organizations will be required to install and maintain at their cost, all equipment and telephone lines necessary to connect the users property to Langford Fire Hall #1.

3. A monthly charge of $25 per location will be invoiced quarterly for the monitoring service.

Approved by Council: Date: October 2, 1995	CERTIFIED CORRECT Deputy Clerk

TELECOM POLICY AND PROCEDURES

CITY OF LANGFORD

PURPOSE

The purpose of this policy is to establish Customer Service Communications expectations for the City of Langford, City Hall.

POLICY

The goal of this policy is to provide the best possible service to the residents of Langford and all of our customers both internal and external.

IMPLEMENTATION

- Management shall be responsible for ensuring that this customer service communications policy is implemented.
- Work plans for all employees will include an expectation of good customer service.
- All departmental communications shall be conducted in a professional and courteous manner, responsive to the needs of the internal and/or external customer.
- It is expected that all COL employees shall adopt the communication behaviors outlined in the following guidelines.

GUIDELINES

CUSTOMER SERVICE POLICY FOR THE TELEPHONE

All telephone calls shall be answered promptly and in a professional and courteous manner in accordance with the COL guidelines for responding to telephone calls.

Guidelines for the Telephone

A. Answering the telephone is the responsibility of every employee throughout the COL. As a general rule, calls should be answered by the Receptionist within three (3) rings. If the Receptionist cannot pick up in three rings; the calls will rollover to the applicable departments depending on which line the call originated on. The line will flash on all department sets and ring on the applicable front counter person's set. Every individual in the department will be able to answer these lines with the exception of Management, IT and GIS departments.

B. When answering the telephone, use a friendly, professional manner. Your greeting is the initial contact with the public; you are setting an example and making the first impression for the City. Speak distinctly, with a warm welcoming tone. Let the caller know who he or she is speaking with, by identifying the COL/department and telling him or her name. Imagine that you are the caller, and answer in the way that you would want to be treated.

Here are sample greetings to use when answering office lines:

- *"Good Morning. COL, Jane Doe speaking. May I help you?"*
- *"Good Morning. Bylaw Enforcement. May I help you?"*

Here are sample greetings for individual lines:

- *"Hello. This is Jane (Doe). May I help you?"*
- *"Good Morning, Jane Speaking."*

Sometimes callers are in a hurry. They may interrupt you and seem rude. You should remain cool, friendly and cooperative. Become a better listener. Refrain from speaking, and focus your attention on the caller. Avoid distractions. Concentrate on what the other person is saying. Show interest and concern to the reason for the call. And above all, stop typing as the caller can hear you.

Find out what the caller needs. Don't be afraid to ask the caller questions to find out his or her concerns. Do not needlessly transfer the person because you did not listen to his/her question or problem. If you have determined you are not the person they should talk to, apologize to the caller and briefly explain why you are unable to assist him or her. Make sure you have the caller's approval before transferring the caller to the appropriate person. Give the caller the correct telephone number and the person's name to which you are transferring him or her.

Here is a sample response:

- *Mrs. Smith, I am very sorry you are having a problem with snow removal; however, I am not the person you should talk to about this issue. I do know whom you should speak with and if it is all right with you, I am going to transfer you to her. So that you have the correct information, her number is 552-1234 and her name is Susie Doe."*

Putting Callers "On Hold"

The telephone should never be answered with an immediate request for the caller to "hold". Always ask the caller first if he or she minds holding and wait for his or her reply. When you initially put a caller on hold, never leave him or her on hold for more than thirty seconds.

Here is a sample greeting to use in this type of situation:

- *"Good Morning, COL. (wait for a reply) would you mind holding for a moment?"*

When returning to the caller, who is on hold, always thank the caller for his or her patience. If you need to research information for the caller's inquiry, give him or her the option to either hold or you will get back with the caller when you have obtained the information. If the caller chooses to remain on hold, two minutes on hold is the maximum amount of time without returning to the caller for updates. If the caller prefers that you call him or her back, indicate the timeframe in which the caller may expect your call. Always thank the caller for waiting and use the person's name.

Here are samples:

- *"Thank you for waiting."*
- *"I will need to check out that information for you. Do you mind holding for a few minutes or would you prefer I call you back?"*

Transferring Calls

Calls for all COL employees can be transferred directly to their extensions.

- **If you are at your desk, it is the expectation that the call will be answered.**

Callers for Management should **not** be transferred directly to their lines. Ask the caller for their name before placing them on hold. Call the applicable person to let them know that they have a caller on the line. Never transfer Management calls to a voice mailbox without first asking the caller for approval.

Here are sample responses:

- *May I ask who is calling? (wait for name) I will see if she is available, just a moment please,"*

  "Jane?, I have Mr. Smith on the line for you, are you available to take the call?"

  "Thank you for holding Mr. Smith, I will transfer you to Jane Doe now."

- *"Jane Doe isn't in her office right now, would you like to be transferred to her voicemail?"*

Personal Calls/Out of Office Calling

COL Back Door Number: 250-478-4357

In order to ensure that all business related calls will be answered efficiently and now that all DID lines have been removed (with the exception of the Managers) the COL has provided employees with an alternate method to contact fellow coworkers while you are out of the office as well as for family to contact you during business hours. We have labeled this line as the COL Back Door number.

- **If you are out of the office, it is expected that you use the Back Door number to contact coworkers within the office.**

- **All personal calls must come through the Back Door Number.**

GUIDELINES continued

CUSTOMER SERVICE POLICY FOR VOICEMAIL

Voice mail personal greetings shall be professional, kept current, and updated when necessary. Personal greetings shall indicate the staff member's name, position, frequency with which messages will be checked, and a provision for contacting someone in person. Voice mail shall be checked frequently and calls shall be returned promptly. Voice mail shall be used in accordance with the voice mail guidelines.

Guidelines for Voice Mail

Voice mail can be a valuable tool if used correctly. Used incorrectly, it may cause anxiety and even anger. The system can be the caller's first and last impression of the COL.

The COL voice mail policy is designed to ensure that callers do not become frustrated but receive prompt and quality customer service. The caller can leave a message in voice mail and from the personal greeting will know when to expect a call back or be given an option to speak to someone else.

- **Every COL employee shall have voicemail**

Personal Greetings

Your personal greeting for your voice mailbox shall be current and updated daily. It shall advice callers when you are going to be out of the office and unable to return phone calls. Advise callers when you will return calls and give them an option of someone else that they may call when applicable.

Personal greetings shall indicate the staff member's name and provide any relevant information you would like if you were the caller. An option for reaching a live person should be stated.

Speak clearly and make your greetings friendly but professional.

Here are some sample personal greetings:

- *"This is Jane Doe with the Planning Department. Today is August 29th and I am currently on the phone or away from my desk. Please leave your name, number and a brief message and I will return your call as soon as possible."*

- *"VACATION ALERT - This is Jane Doe with the Planning Department. I'll be out of the office until September 3rd. If you would like to leave a message, I will be glad to return your call then. If you need immediate assistance, please dial zero to be redirected to our Receptionist and ask for John Smith; he will be glad to help you."*

- *"This is Jane Doe with COL. Today is August 29th. I'll be in a series of meetings for much of the day, but I will be checking my messages and returning phone calls around 10:00 a.m. and 4:00 p.m. Please leave your name, number and details and will get back to you at either of those times."*

Messages

Your voice mailbox should be checked frequently for messages and it should never fill up. It is your responsibility to check your messages and to change your greeting to reflect your schedule.

Always return phone calls promptly. Callers may get very frustrated when they leave a message and do not receive a response in a timely manner. If the caller's message will require a lengthy follow-up but you don't immediately have the time and/or the answer, place a short phone call to let him/her know that you have received the message and will call back to talk more fully later.

Let other staff members know when you will be out of the office, especially for extended periods of time. This will prevent staff members from transferring a caller to your voice mail.

- All voicemail messages shall be returned within a maximum 4 hour period with calls that came in later than 1:30pm being returned by end of business day. No exceptions.

POL_0141 - FIRE

Langford Fire Protection District

Board of Trustees
PHONE 478-5353
2773 MILLSTREAM RD.
LANGFORD, VICTORIA, B.C.
V9B 3S5

January 16th, 1987

USE OF LANGFORD FIREHALL RECREATION FACILITIES

THE USE OF THE LANGFORD FIREHALL RECREATIONAL AREA SHALL BE RESTRICTED TO THE FOLLOWING ACTIVITIES AND GROUPS:

- FIRE DEPARTMENT FUNCTIONS
- FIREMEN'S SPECIAL IMMEDIATE FAMILY OCCASIONS: WEDDINGS; MAJOR BIRTHDAYS; MAJOR ANNIVERSARIES
- W. A. FUNCTIONS
- R. C. M. P. FUNCTIONS
- HIGHWAYS DEPARTMENT FUNCTIONS
- PUBLIC MEETINGS FOR RATEPAYERS GROUPS, C.R.D. ETC.
- NON-PROFIT, NON-SOCIAL, ANNUAL MEETINGS OF LOCAL ORGANIZATIONS: JUAN DE FUCA MINOR SOFTBALL, ETC.
- FUNCTIONS OF GROUPS WHEREIN A MINIMUM OF 50% OF THE MEMBERSHIP CONSISTS OF ACTIVE FIREMEN.

ALL REQUESTS FOR HALL USE OTHER THAN THOSE BY THE FIREMEN'S ASSOCIATION AND THE BOARD OF TRUSTEES MUST COME IN WRITING TO THE ASSOCIATION EXECUTIVE AND TO THE DISTRICT SECRETARY, TO BE RECEIVED NO LATER THAN THE FIRST WEDNESDAY OF THE MONTH PRIOR TO THE DATE OF FUNCTION.

THE HALL IS EXPECTED TO BE LEFT IN THE CONDITION IN WHICH IT IS RECEIVED — CLEANED; TABLES AND CHAIRS PUT AWAY — BY NOON OF THE FOLLOWING DAY OR ALL CHARGES FOR CLEAN-UP SHALL BE BILLED TO THE USER-ORGANIZATION.

APPROVED: FEB 18/87

J. Edwards
J. Skinner
J. Despot

GUIDELINE COMMITTEE:
J. DESPOT
P. GOLDIE
R. MEIKLE

Approved Feb 18/87 mtg

4. Colwood Referral – 2684, 2688, 2690 and 2695 Nob Hill Road and 2676 Wilfert Road (File No. 3910-02)

MOVED BY: COUNCILLOR SZPAK
SECONDED: COUNCILLOR WADE

That Council direct staff to respond to the City of Colwood referral for 2684, 2688, 2690 and 2695 Nob Hill Road and 2676 Wilfert Road by indicating that the City of Langford has no issue with the rezoning application, as proposed.

CARRIED.

b) Transportation & Public Works Committee – March 10th, 2009

1. Latecomer Agreements – Various Reports(File No. 0340-25/Lat/ 2240-50 (Limona), 2240-50 (TBJS) 3900-1179)

MOVED BY: COUNCILLOR SIFERT
SECONDED: COUNCILLOR SZPAK

That Council receive as information the Latecomer Agreements – Various Reports staff report and the letter dated February 16th, 2009 from Jim Hartshorne, President, Westshore Developers Association.

June 1/12 – Was revised policy ever signed? No record in policy log or policy binder (master copy)

CARRIED.

2. Establish Policy regarding Latecomer Agreements and the City of Langford (File No. 0340-25/Lat)

MOVED BY: COUNCILLOR SIFERT
SECONDED: COUNCILLOR SZPAK

That Council adopt, with grammatical changes, the Policy for Excess of Extended Services – latecomer Agreement, including;

a. Latecomer Flowchart
b. Latecomer Application
c. Latecomer Agreement
d. Latecomer Charge Waiver Agreement
e. Latecomer Rate Determinations.

CARRIED.

3. Establish Interest Rate Bylaw for Latecomer Agreements and the City of Langford (File No. 3900-1179)

MOVED BY: COUNCILLOR SIFERT
SECONDED: COUNCILLOR SZPAK

That Council receive the staff report regarding Establish Interest Rate Bylaw for Latecomer Agreements and the City of Langford.

CARRIED.

CITY OF LANGFORD
2nd Floor, 877 Goldstream Ave
Langford, B.C.
V9B 2X8

Engineering & Subdivision
Email: engineering@cityoflangford.ca
Web Site: http://cityoflangford.ca
Phone: (250) 474-0068
Fax: (250) 391-3434

- Report, draft policy & attachments that went to March 10/09 TPW
- Resolution went to March 16/09 Council

Staff Report

to

Transportation and Public Works Committee

Date: 10 March, 2009

File No.: 0340-25/Lat

Subject: **Establish Policy regarding latecomer Agreements and the City of Langford**

Background

Through development, an applicant may be required to provide services to lands beyond the limits of the land currently being subdivided. These services may be considered excess as it benefits other properties. This is typically interpreted to mean excess capacity (i.e. a higher standard than is specified in the Subdivision and Servicing Bylaw), and the cost of the excess is calculated as the additional cost over that of doing the work as outlined / required in the bylaw.

This report proposes a Policy for Latecomer agreements and the City of Langford.

Commentary

Should the City agree with a developer that works are considered "excess or extended" services as defined in the local government act, those costs must be paid for by either the City OR if the City considers the cost of the works excessive, then under section 939 [5] of the Local Government Act, whereby the City must;

a) Determine the portion that is considered excess
b) Determine the part that is considered excess that will benefit other parcels
c) Impose as a condition of an owner connecting to or using the excess or extended service, a charge related to the benefit determined.

No charges are payable beyond 15 years from the date the service is completed, or the date at which all of the late comer charges have been collected, whichever is sooner.

The benefiting lands are determined by a local service area, with the rate of interest by a specific bylaw (proposed Bylaw 1179).

The City has the following 3 options in regards to works once determined the works are in excess. The following is to occur;

1. The City must pay for the works declared excess; *OR*
2. The City must agree to latecomer consideration with the Developer; *OR*
3. The developer must waive their rights to latecomer consideration

Attached to this report:

- POLICY – Excess of Extended Services – latecomer Agreement; including
  - Latecomer Flowchart
  - Latecomer Application
  - Latecomer Agreement
  - Latecomer Charge Waiver Agreement
  - Latecomer Rate Determinations

- BYLAW 1179 - A Bylaw to establish an interest rate on charges for excess or extended services or Latecomer Agreements (attached for completeness. Bylaw adoption is addressed under separate report.

Financial Implications

None for the establishment of a Policy regarding excess or extended services.

With each latecomer application, Council will have an option of funding the work deemed to be in excess from Capital or reserves.

Legal Implications

The Local Government Act (s. 939 – attached) stipulates that if a developer is required to provide excess or extended services that the Municipality compensate the developer for the amount in excess ***OR*** that the Municipality "impose as a condition of an owner connecting to or using the excess or extended services, a charge related to the benefit determined under paragraph (b)." (Local Government Act; s.939; 5[c] - Attached)

Options

That the Transportation and Public Works Committee recommend to Council:

1. Adopt the Policy for Excess of Extended Services – latecomer Agreement, including;

   a. Latecomer Flowchart
   b. Latecomer Application
   c. Latecomer Agreement
   d. Latecomer Charge Waiver Agreement
   e. Latecomer Rate Determinations

   OR

2. Not adopt the Policy for Excess or Extended Services – Latecomer Agreement with its attachments as noted in Option 1.

Respectfully submitted,

Brent A. Molnar
Subdivision Coordinator

John Manson, P.Eng
City Engineer

Matthew Baldwin, MCIP
City Planner

Steve Ternent
Treasurer

Jim Bowden
Acting Administrator

Attachments: s.939 – Local Government Act

Latecomer Policy (and Attachments)

Attachment

Local Government Act (1996)

939 (1) For the purposes of this section, **"excess or extended services"** means

(a) a portion of a highway system that will provide access to land other than the land being subdivided or developed, and

(b) a portion of a water, sewage or drainage system that will serve land other than the land being subdivided or developed.

(2) A local government may require that the owner of land that is to be subdivided or developed provide excess or extended services.

(3) If an owner, in accordance with a bylaw under section 938, provides a highway or water, sewage or drainage facilities that serve land other than the land being subdivided or developed, this section applies.

(4) If a local government makes a requirement under subsection (2), the cost of providing the excess or extended services must be paid for by

(a) the municipality or regional district, or

(b) if the local government considers its costs to provide all or part of these services to be excessive, by the owner of the land being subdivided or developed.

(5) If the owner is required under subsection (4) (b) to pay all or part of the costs of excess or extended services, the municipality or regional district must

(a) determine the proportion of the cost of providing the highway or water, sewage or drainage facilities that it considers constitutes the excess or extended service,

(b) determine which part of the excess or extended service that it considers will benefit each of the parcels of land that will be served by the excess or extended service, and

(c) impose, as a condition of an owner connecting to or using the excess or extended service, a charge related to the benefit determined under paragraph (b).

(6) If the municipality or regional district pays all or part of the costs of excess or extended services, it may recover costs

(a) by a charge under subsection (5) (c),

(b) by a tax imposed in accordance with Division 5 *[Local Service Taxes]* of Part 7 of the *Community Charter*, other than section 211 (1) of that Act, or

(c) by fee imposed in accordance with section 363 *[imposition of fees and charges]* of this Act or section 194 *[municipal fees]* of the *Community Charter*.

(7) If the owner pays all or part of the costs of excess or extended services, the municipality or regional district must pay the owner

(a) all the charges collected under subsection (5) (c), if the owner pays all the costs, or

(b) a corresponding proportion of all charges collected, if the owner pays a portion of the costs.

(8) A charge payable under subsection (5) (c) must include interest calculated annually at a rate established by bylaw, payable for the period beginning when the excess or extended services were completed, up to the date that the connection is made or the use begins.

(9) Charges payable for latecomer connections or use under subsection (5) (c) must be collected during the period beginning when the excess or extended services are completed, up to a date to be agreed on by the owner and the local government and, failing agreement, to a date determined under the *Commercial Arbitration Act*, but no charges are payable beyond 15 years from the date the service is completed.

CITY OF LANGFORD

SUBJECT: Excess or Extended Services – Latecomer Agreements	SECTION: Engineering – Land Development POLICY NO:

DATED: _____

ADOPTED BY COUNCIL:	CERTIFIED CORRECT Clerk Administrator

1. DEFINITIONS:

Unless otherwise defined within this policy the words and expressions shall have the same meaning as defined in the Local Government Act, Community Charter, Interpretation Act, City of Langford Subdivision and Servicing Bylaw 500, and Zoning Bylaw 300, as amended.

Benefiting Lands – are lands directly front or that are deemed to benefit from the extended service(s)

City - means the City Municipality of Langford

Consulting engineer/consultant – the professional Engineer of record hired by the developer to design and inspect the construction of the works

Developable property - is the net land area that can be used for residential, commercial or industrial use, not including roads and public parks and other physical restrictions.

Developer - is the person or company which undertakes the construction of the works

Development Cost Charges – charges determined by the City for upgrades, improvements or extensions of City services, defined by bylaw.

Equivalent development units (EDU) – the number of single family residential units a property is deemed to have, calculated as a factor that the development would potentially generate separate from the current zone

Excess service – is the oversizing designed and built into the works in excess of the required for the development, requested by the City

Extended service – are services that front and directly benefit other lands with development potential

Frontage – the length of the parcel that immediately fronts the highway or works

Frontender – is the developer who undertakes the costs and installation of excess or extended services

Latecomer – the owner of any lands that directly benefit from the construction of excess or extended works

Latecomer agreement – is the agreement the frontender has entered into with the City for the collection of Latecomer Charges

Latecomer charge – is the charge imposed based on a proportionate share of the cost of the excess works on lands that directly benefit from the installed works

Non-benefiting lands – lands that directly front the excess or extended works that are already connected but have developed to their full density capacity

Oversizing – at the request of the City the developer has installed works greater than what is required by the Subdivision and Servicing Bylaw

Service connection – the means in which the property is connected to the service, generally located at the property line located at the highway frontage or statutory right of way

Substantial completion - the stage of construction of the works that are complete and are ready to use for their intended purpose as certified by the developer's Engineer, only minor deficiencies remain.

Waived lands – properties that directly front the works but have been excluded in the calculation of the Latecomer at the discretion of the developer as approved by the City

Works – all works, services and improvements that are required to be constructed or installed by the provisions of the Subdivision and Servicing Bylaw and as requested by the City

2. GENERAL:

a. Where the City of Langford has required the developer to install infrastructure that serves land other than the land being developed or subdivided this policy shall apply.

b. All works financed through the current Development Cost Charge Works Program are exempt from entering into a Latecomer Agreement.

c. Any costs recovered from the City or other means shall not be included within the Latecomer Charges.

d. The service shall be designed to meet the requirements of the ultimate distribution network and as requested and approved by the City.

e. The latecomer application and City's approval for Latecomer must be received ***no later than the point of detailed drawing submission (100% submission),*** and prior to the City's "Approved for Construction" stamp on the drawings.

f. The developer shall pay all the costs of the works and apply to enter into a Latecomer Agreement with the City in accordance with this policy

g. Under the latecomer agreement the City will impose charges on properties that directly benefit or connect to the extension.

h. The Developer shall not enter into any agreement with a third party for the recovery of the excess costs without the approval of the City.

i. The City will pay the developer for charges collected on behalf of the Latecomer Agreement.

j. The city will submit the charges collected semi-annually to the developer.

k. The term of the agreement shall not exceed 15 years.

l. Prior to the execution of the Latecomer Agreement all Latecomer administration fees must be paid to the City.

m. The developer may choose to waive latecomer charges for certain lands within the benefiting lands these shall be defined with the application for the Latecomer Agreement a unit count for these lands will be assessed and deducted from the available connection capacity of the excess service.

n. This policy shall not exempt any land from payment of taxes, development cost charges, fees or any like charges imposed by any bylaw of the City.

o. Costs included within the Latecomer Agreement are based on the actual costs of the extension as documented by the design consultant and as reviewed by the City.

p. The Developer is to submit costs for review by the City Engineer. Costs submitted are to be signed and certified by the design Engineer of record (or approved consulting Professional Engineer).

q. The City Engineer has the right to request three (3) public tenders (or any other form of review as seen fit) to verify (and modify if necessary) the costs submitted to be included in the Latecomer Agreement, at the expense of the developer.

r. If several works are included as excess and extended services each is required to have separate Latecomer Applications and Agreements. Each service will be reviewed independently for eligibility for Latecomer Charges.

s. If the development is proposed as phased construction new and separate applications shall be submitted for any potential Latecomer Charges.

t. All lands connected to the existing service are exempt from the Latecomer Charge for the existing use unless a higher capacity is required. All connections to the new service from the existing services shall be completed at the cost of the developer.

u. The number of exempt properties shall not be included within the total units of latecomer properties.

v. The owner within the benefitting lands shall pay at the time of the connection the latecomer charge as defined in the Latecomer Agreement.

w. No provision within this policy shall restrict the City Council operating within full jurisdiction and capacity.

x. Where the Developer does not wish to take part in a Latecomer Agreement where the nature of the works would potentially allow a waiver (Schedule D) for reimbursement of all costs must be executed with the City.

3. LATECOMER PROCESS:

To assist with the Latecomer Process a flowchart has been provided, attached as **Schedule A** of this policy.

A. PRE – APPLICATION / REVIEW

a. The developer must request the City to review the works for eligibility for a possible latecomer agreement.

b. The City must confirm that the works are not included in a DCC Bylaw area and within the current DCC program.

c. The developer is not eligible to Latecomer any costs that have been reimbursed by the City through a Cost Sharing Program for oversizing or otherwise collected as part of the cost of the works .

d. A separate review request and application is required for each works where the potential for latecomer exists.
Separate applications are required for:
   i. Water
      1. Distribution
      2. Booster station
      3. Reservoir
   ii. Sewer
      1. Collection
      2. Force main
      3. Lift Station
      4. Treatment Facility
   iii. Drainage
   iv. Road Works

e. The developer's engineer must certify the excess or extended capacity.

B. APPLICATION

a. **Timing of Application** – A complete application for Latecomer must be received and approved prior to Substantial Completion of the works and prior to the execution of a Servicing Agreement. *No application for Latecomer will be considered unless preliminary approval has been given prior to construction.*

b. **Complete Application** - All requirements for the Application must be submitted as a complete package for the City to process, if the submission is not complete the review will wait for a completed submission.

c. Include within the **Application Submission Package**, confirmed by the developer's engineer:

i. Latecomer Application, attached as *Schedule B*
ii. Latecomer Works sketch (preliminary design), if more than service is constructed each must be on a separate sheet complete with a separate application
iii. Latecomer Boundary indicating all benefiting lands using City of Langford land base, include civic addresses and legal descriptors. At a 1:500 scale indicating the excess or extended works clearly in **BOLD FORMAT**.
iv. Summary Table of the Benefiting Lands with civic addresses and legal descriptions, frontage for each parcel and estimated charge for parcel. The distribution of Latecomer Charges will be determined by the method as illustrated in *Schedule E*
v. Rate Calculation Table
vi. List and graphically indicate any properties that are waived from the Latecomer Charges.
vii. Estimated construction costs for the excess or extended services. ***(Documents of insufficient quality will be returned to the developer and may delay the approval and implementation of the agreement.)***
viii. Preliminary Latecomer Rate calculation.
    1. Eligible Costs Include:
        1. Construction costs
        2. Engineering Design
        3. Consulting Fees(pre-approved by the City)
        4. Inspection Fees
        5. Administration Fees , City administration fees
        6. Testing Fees
        7. Land Acquisition, where the land required is not part of the applicant's development.
        (the Engineering, Inspection, Consulting and Testing Fees are not to exceed 10% of the construction cost)
    2. Ineligible Costs Include:
        1. Legal
        2. Land Acquisition, if part of the original development parcel.
        3. Service connection costs
        4. Re-Connection costs of parcels currently connected to existing service.
        5. Construction delays of any type
        6. GST
        7. Planning Fees
        8. City Fees
        9. Finance interest for carrying costs.
        10. Advertising and Communication costs
        11. Latecomer Administration Fees.

4. CONSTRUCTION

a. **Tenders** - The City may require the Developer to provide 3 public tenders for the works to verify estimated and actual costs. All tenders must be submitted as unit costs as defined in MMCD.

b. **Increased Costs** – the City reserves the right to reject any costs that are excessive to the approved estimated costs.

c. **Approval for Construction** – the developer is to obtain "Approved for Construction" drawings from the City Engineer prior to any construction of the works, failure to do so will forfeit rights to receive latecomer benefits.

d. **Inspection and Testing** – it is the developer's responsibility to ensure all testing and inspections are completed in 'good engineering practice' and such are submitted to the City. The City is to be notified of such inspections to witness as required. The City may request all inspection reports for the works.

e. **Asbuilt Records** – it is the responsibility of the developer to submit to the City all record drawings of the works to complete the latecomer agreement, time is of the essence.

5. APPROVAL

a. **Exceptions** – any exceptions or exemptions related to this policy must be submitted to the City Engineer in writing for the approval of the City, the City will respond to the request in written format.

b. **Approval Notification** – The City will notify the Developer in writing if the Latecomer Application meets all requirements for Latecomer Charges and issue an approval of such.

c. **Administration fees** – all Latecomer administration fees are to be collected from the developer prior to the execution of the agreement the City **will not** collect any Latecomer Charges until the Agreement is finalized. Latecomer Administration Fees are $1,500 per agreement.

6. ADMINISTRATION:

a. **Term of Agreement** - Latecomer charges are collected for a maximum period of 15 years, the agreement shall become null and void on the earliest of the 15th anniversary of the date of substantial completion or at the time in which all of the actual construction costs plus applicable interest have been collected. No Latecomer shall be collected after the expiry date of the Agreement.

b. **Maximum Amount Collected** – the total amount the City will collect on behalf of the agreement shall not exceed the amount of construction costs plus interest.

c. **Effective Date** - The Latecomer Agreement will be in effect the date of substantial completion and as confirmed by the City Engineer.

d. **Notification of Benefitting Lands** - The City will not be responsible, nor shall it notify the owners of all the Benefitting Lands that are subject to Latecomer Charges.

e. **Collection** - Latecomer charges are to be collected at the time of building permit application, development or prior to subdivision approval. The City will inform owners of the benefiting lands and collect and hold in trust all estimated Latecomer Charges prior to completion of the Latecomer Agreement after preliminary approval is granted.

f. **Accrued Interest** - Interest shall be calculated and compounded annually on the anniversary of the date of substantial completion as prescribed by Bylaw 1179.

g. **Reimbursement** – The City will forward by regular mail, to the developer, semi-annually the Latecomer charges collected from the benefitting lands.

h. **Responsibility of Developer for payments** - It is the responsibility of the developer to ensure a current address is on file with the City to forward any such Latecomer Payments. The City will not be responsible for any misplaced payments. If payments are returned the City will hold the funds for one(1) year if the funds are not claimed within the year the City will hold the funds for its own use.

i. **Increased Cost of Construction** – once the costs and charges have been completed the City will not consider a revision to the Latecomer Agreement

j. **Record Keeping** – the City will monitor the connections and the latecomer payments received from the benefitting lands and forward to the frontender complete with a summary indicating the units connected to date and the remaining principal to be collected.

SCHEDULES

Schedule "A" - Latecomer Flowchart
Schedule "B" - Latecomer Application
Schedule "C" - Latecomer Agreement
Schedule "D" - Latecomer Charge Waiver Agreement
Schedule "E" - Latecomer Rate Determinations

Schedule A

PRE-APPLICATION/REVIEW

REQUEST

Developer requests the City to review the possibility of Latecomer Charges on potential Benefiting Lands

REVIEW

The City determines if the works are eligible for Latecomer

OR

The City determines if the works are eligible for DCC program funds or can be included in cost sharing

LATECOMER ELIGIBILITY APPROVED

APPLICATION

APPLICATION

The Developer submits a complete Application Package to the City

INCLUDING

- Application Form
- Works sketch/preliminary design drawings
- Latecomer Boundary Area Map
- Summary Table of Benefiting Properties
- Rate Calculation Table
- Estimated Construction Costs – Eligible Costs Only

CONSTRUCTION

Developer and Engineer to:

- Obtain Approved for Construction Drawings from the City
- Ensure all inspections and testing is complete
- Inform City to witness all required inspections
- Create and update Asbuilt drawings of the works
- Maintain an accurate record of all eligible costs
- The Engineer/consultant notifies the City of Substantial Completion
- The City certifies the works are Substantially complete and accepts the works

PAYMENT

The City determines and arranges payment from the DCC program funds or cost sharing program

APPROVAL

- The City approves the submissions for eligible costs.
- The City approves the Benefiting area.
- Consultant to provide agreement documents as required.
- The City prepares the Latecomer documents.
- The City Certifies the works are Substantially Complete and acceptable.
- City notifies the Developer (in writing) the approval of the Latecomer.
- Latecomer/Administration Fees are paid by the developer.
- The City and Developer determine the term of the Latecomer (10-15 years).
- Developer and City execute agreement and return completed copy to the developer.

ADMINISTRATION

- The City notifies owners of benefitting lands of Latecomer Charge
- The City collects Latecomer Charges from lands connecting to the works at building permit, subdivision or development.
- The City forwards payments and accumulated interest to the Developer semi-annually with a summary letter of connections.
- The City monitors the Latecomer until expiry date or the full amount plus interest has been collected.
- Upon Expiry the City notifies Developer and forwards and remaining payments.

Schedule H Pg 2

CITY OF LANGFORD
2nd Floor, 877 Goldstream Ave
Langford, B.C.
V9B 2X8

Land Development
Email: landdevelopment@cityoflangford.ca
Web Site: http://cityoflangford.ca
Phone: (250) 474-0068
Fax: (250) 391-3434

LATECOMER APPLICATION

DATE: _____

SUBDIVISION APPLICATION FILE NUMBER: _____

DEVELOPER: _____

DEVELOPER CONTACT INFORMATION:

ADDRESS: _____

_____

_____

PHONE NUMBER: _____

CELL NUMBER: _____

CONSULTANT (Company): _____

CONSULTANT CONTACT: _____

PROFESSIONAL ENGINEER OF RECORD: _____
(signature)

WORKS: _____
(separate application for each utility is required)

SUMMARY:

TOTAL LATECOMER COSTS:

_____
(submit a complete cost estimate of entire works with excess portion indicated separately)

TOTAL BENIFITING UNITS:

_____
(as determined through standards as indicated in Latecomer Policy)

TOTAL LATECOMER RATE:

_____
(cost per unit)

This information is to be submitted in accordance with the City of Langford Latecomer Policy

ATTACHMENTS:

- ☐ Latecomer Works Sketch or preliminary design drawings
- ☐ Latecomer Boundary
- ☐ Summary Table of Benefiting Lands
- ☐ Rate Calculations per unit
- ☐ Estimated construction costs for complete works and the value of extended/excess works indicated separately

This information is to be submitted in accordance with the City of Langford Latecomer Policy

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LATECOMER AGREEMENT

THIS AGREEMENT dated _____ day of _____ 20__.

BETWEEN :

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

(hereinafter called the "City")

AND:

(Enter name and address of Developer(s))

(hereinafter called the "Developer")

WHEREAS:

A. The Developer has applied to the City to develop and provide works on or about _____ (property legal description)(hereinafter called the "Lands") as indicated in attached sketch. In accordance with the Subdivision and Servicing Bylaw, as amended to provide _____ (type) service that will serve the Lands as defined in this Agreement;

B. A portion of the services will also serve Benefitting Lands as defined on Schedule _____, attached to and forming part of this agreement;

C. The City has considered that the costs to provide the Excess and Extended Service in part are excessive, and requires the Developer, as the owner of the Lands to pay the cost of the Excess and Extended Service;

D. The City is authorized to enter into this agreement under Section 939 of the Local Government Act;

E. This agreement shall be governed by the laws of British Columbia.

F. The Council of the City has by way of Bylaw No. _____ , set the rate of interest referred to under section 939(8) of the local Government Act and as referred to paragraph 3 of this Agreement;

G. The City shall not be required to collect the Latecomer Charges from any residence or development that was in existence and connected to the service prior to ***(insert - date of Substantial Completion)***

NOW THEREFORE
This Agreement witnesses that in consideration of the mutual covenants and agreements made by each of the parties to the other as set out in this Agreement, and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and the Developer covenant and agree as follows:

Interpretation

1. In this Agreement

   a. "Benefiting Lands" means each of the lands shown shaded on Schedule B which lands may be connected to the Excess or Extended Services after Completion of the Excess or Extended Services;

   b. "Completion" means the date of the issuance of a Certificate of Substantial Completion signed by the City's Engineer certifying that the Excess or Extended Services have been completed to the standards and specifications set out in the bylaws of the City, such that the Excess or Extended Services have been fully tested, are functional, and can be used for their intended purpose when the system becomes operational, all to the satisfaction of the City's Engineer;

   c. "Excess or Extended Services" means that portion of the ***(insert service type)*** and related appurtenances installed by the Developer in _____ Road and _____ Avenue, shown generally on Schedule B, that serves the Benefiting Lands;

   d. "Lands" means those certain lands shown shaded on Schedule A.

Charges for Latecomer Connections or Use

2. The City must pay to the Developer charges imposed by the City under section 939(5)(c) of the *Local Government Act*, in respect of the Excess or Extended Services only if and to the extent the charges are paid by the owners of Benefiting Lands and collected by the City during the period commencing on the date Substantial Completion, up to and including _15___years subsequent to Substantial Completion.

Interest

3. There shall be included in the charge payable by the owners of Benefiting Lands under section 939(5)(c) of the *Local Government Act*, interest calculated annually at a rate prescribed by Bylaw No. _____, payable for the period commencing on the date of Substantial Completion, up to the date that the connection of the Benefiting Lands is made, and if paid by the owners of Benefiting Lands and collected by the City during the period referred to in paragraph 2, the interest shall be paid to the Developer.

Assignment or Transfer of Developer's Rights

4. In the event of the assignment or transfer of the rights of the Developer voluntarily, or by operation of law, the City's Treasurer may pay any benefits accruing under this Agreement, after notice, to such successor of the Developer the City's Treasurer, in his judgment, deems entitled to such benefits. In the event of conflicting demands being made on the City for benefits accruing under this Agreement, then the City may at its option commence an action in interpleader joining any party claiming rights under this Agreement, or other parties which the City believes to be necessary or proper, and the City shall be discharged from further liability on paying the person or persons whom the court having jurisdiction over such interpleader action shall determine, and in such action the City shall be entitled to recover its reasonable legal fees and costs, which fees and costs shall constitute a lien upon all funds accrued or accruing pursuant to this Agreement.

Indemnity

5. The Developer covenants not to sue the City, its administrators, successors, assigns, directors, officers, agents, employees, servants, tenants, solicitors, consultants, and anyone else for whom the City is in law liable, by reason of or arising out of or in any way connected with any error, omission, or conduct of the City in relation to the Excess or Extended Services, including, without limiting the generality of the foregoing, a failure of the City to pass a resolution, enact a bylaw, enter into an agreement, impose a charge, calculate a charge correctly, or collect a charge under Section 939 of the *Local Government Act*.

Termination

6. This Agreement shall expire and shall be of no further force and effect for any purpose on the earlier of:

   (a) the payment of the latecomer charge or charges by the City to the Developer for all the Benefiting Lands under paragraphs 2 and 3 of this Agreement to the maximum for $XXXXXX plus interest; or

   (b) 15 years subsequent to Completion.

   and thereafter the City shall be forever fully released and wholly discharged from any and all liability and obligations under this Agreement, or howsoever arising pertaining to the Excess or Extended Services, and whether arising before or after the expiry of this Agreement.

7. Paragraphs 5 to 16 shall survive the termination of this Agreement.

Developer Representation and Warranty

8. The Developer represents and warrants to the City that the Developer has not received, claimed, demanded, or collected money or any other consideration from the owners of the Benefiting Lands for the provision, or expectation of the provision of the Excess or Extended Services, other than as contemplated and as provided for under this Agreement; and further represents and warrants that the Developer has not entered into any agreement with the owners of the Benefiting Lands for consideration in any way related to or connected directly or indirectly with the provision of the Excess or Extended Services.

Miscellaneous

9. Time is of the essence.

10. Any notice required by this Agreement will be sufficiently given if delivered by courier or registered mail to the parties at the addresses first above written.

11. This Agreement will enure to the benefit of and be binding on the parties hereto and their respective successors and assigns.

12. The laws of the Province of British Columbia shall govern this Agreement.

13. This Agreement constitutes the entire agreement between the City and the Developer with regard to the subject matter hereof and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written of the City with the Developer.

14. No amendment or waiver of any portion of this Agreement shall be valid unless in writing and executed by the parties to this Agreement. Waiver of any default by a party shall not be deemed to be a waiver of any subsequent default by that party.

15. A reference in this Agreement to the City or the Developer includes their permitted assigns, heirs, successors, officers, employees and agents.

16. The Developer represents and warrants to the City that:

    (a) all necessary corporate actions and proceedings have been taken by the Developer to authorize its entry into and performance of this Agreement;

    (b) upon execution and delivery on behalf of the Developer, this Agreement constitutes a valid and binding contractual obligation of the Developer;

    (c) neither the execution and delivery, nor the performance, of this Agreement breaches any other agreement or obligation, or causes the Developer to be in default of any other agreement or obligation, respecting the Lands; and

    (d) the Developer has the corporate capacity and authority to enter into and perform this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this agreement as of the year and date first above written.

SIGNED, SEALED AND DELIVERED)
By _____,)
_____ in the presence of)
)
)
)
)
)
_____)
Name: (Authorized Signatory))
)
)
)
)
)
)
_____)
Name: (Authorized Signatory))
)
)
)
)
SIGNED, SEALED AND DELIVERED)
By the _____ in the)
presence of)
)
)
)
)
)
)
_____)
Mayor)
)
)
)
)
_____)
Clerk-Administrator

CITY OF LANGFORD
2nd Floor, 877 Goldstream Ave
Langford, B.C.
V9B 2X8

Land Development
Email: landdevelopment@cityoflangford.ca
Web Site: http://cityoflangford.ca
Phone: (250) 474-0068
Fax: (250) 391-3434

LATECOMER WAIVER AGREEMENT

THIS AGREEMENT made the _____ day of _____, 20_____

BETWEEN:

[name of developer]

(hereinafter called the "Developer")

OF THE FIRST PART

AND:

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

(hereinafter called the "City")

OF THE SECOND PART

WHEREAS:

A. The Developer is the owner of and proposes to develop certain lands and premises located within the City, more particularly known and described as:

Parcel Identifier:
Lot __, Block __, District Lot _____, _____ District, Plan _____
(the "Lands")

for [describe use] use:

B. Such development is in accordance with the future plans of the City but is presently premature and a portion of the municipal works and services required to be installed by the Developer to serve the proposed development may provide access to or serve land other than the Lands

and thus may be eligible for a contribution towards the cost of such works and services from the City or from the owners of other land who may connect to or use those works and services; however, the City does not have sufficient funds, either on hand or anticipated from development cost charges, to make a contribution towards the cost of the works and services, nor does the City at this time have a system in place to levy latecomer charges against the owners of other lands who may connect or use the said works and services; and

C. The Developer has voluntarily agreed to waive any right the Developer may have to a contribution toward the cost of such works and services which are necessary to serve the proposed development of the Lands and has requested that the City enter into this Agreement with the Developer.

NOW THIS AGREEMENT WITNESSETH that in consideration of the covenants and agreements contained in this Agreement and $1.00 now paid to the Developer by the City (the receipt and sufficiency of which are acknowledged), and for other valuable consideration:

1. The Developer waives, relinquishes and abandons any right which the Developer now has or may at any time have for any contribution from the City or any other person toward the Developer's cost of installing those works and services shown on Drawing No. [number] (the "Works").

2. The Developer releases and forever discharges the City, its officers, employees, elected officials, servants, agents, successors, and assigns from all manner of actions, contracts, claims and demands against the City which the Developer ever had, now has or may have in future by reason of the installation of the Works by the Developer with no contribution toward the cost of the Works by the City or any other person and, without limiting the generality of the foregoing, by reason of the failure by the City to impose or collect any latecomer charges from the owners of any lands which may connect to or use the Works.

3. The parties agree that:

   (a) The City has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Developer other than those contained in this Agreement.

   (b) Nothing contained or implied in this Agreement shall prejudice or affect the rights and powers of the City in the exercise of its functions under any public and private statutes, bylaws, orders, and regulations, all of which may be fully and effectively exercised in relation to the Lands as if this Agreement had not been executed and delivered by the Developer;

   (c) Whenever the singular or masculine is used in this Agreement, the same shall be construed as meaning the plural, feminine or the

body corporate or politic where the context of the parties so require and, where the Developer consists of more than one person, the term "Developer" shall mean all such persons jointly and severally;

(d) This agreement shall enure to the benefit of and be binding upon the parties and their respective heirs, executors, administrators, successors, assigns; and

(e) The parties shall do and cause to be done all things and execute and or cause to be executed all documents which may be necessary to give proper effect to the intention of this Agreement.

IN WITNESS WHEREOF the parties have set their hands and seals and caused their corporate seals to be affixed in the presence of their duly authorized officers as of the day and year first above written.

The corporate seal of [name of Developer] was hereunto affixed in the presence of:

_____
Authorized Signatory c/s

_____
Authorized Signatory

The corporate seal of the [name of City] was hereunto affixed in the presence of:

_____
Mayor c/s

_____
Clerk

SCHEDULE E

Latecomer Rate Determination

The City Engineer will determine the method of Latecomer Rate Determination, if more than one exists, this will be in the best interest of all parties involved.

The City Engineer will decide the method that, in his/her opinion is the fairest approach based on the land use assumptions appropriate at the time of the application.

Service:

1. **Storm**
    a. The Latecomer Rate Proportion Calculation is determined by:
        i. Area to be connected in m^2 / Serviceable area calculated in m^2

2. **Sewer**
    a. Sewer Mains
        i. The Latecomer Rate Calculation is determined by:
            1. # of Equivalent Density Units
            OR
            2. Equivalent Frontage of properties directly fronting main

    b. Sewer Forcemain

    c. Sewer Lift Station

3. **Water**
    a. Water Main
        i. The Latecomer Rate Calculation is determined by:
            1. # of Equivalent Density Units
            OR
            2. Equivalent Frontage of properties directly fronting main

    b. Water Booster Station
            1. # of Equivalent Density Units

4. **Roadworks**
    a. The Latecomer Rate Calculation is determined by:
            1. # of Equivalent Density Units
            OR
            2. Equivalent Frontage of properties directly fronting roadway



SCHEDULE E

Equivalent Density Units

Housing Type	Equivalencies to Single Family Dwelling (SFD)
R1	1
R2	1
RS2	1
RS3	1
Fee Simple Townhouse	.85
Townhouse	.85
Condominium	.67
Apartment	.67
Commercial	Zone Dependant

DISTRICT (
2775 Millst
Victoria, BC
V9B 3S5

8010-00-01 Chief Bob.

Fire Department
Tel: (250) 478-9555
Fax: (250) 391-3438
Website: www.district.langford.bc.ca/fire

MEMORANDUM

Geoff Pearce COPY
F.Y.I.
Bob

POL-0145-FIRE

DATE: May 2, 2001

TO: All Staff, Firefighters and Volunteers

FROM: Chief Bob Beckett

SUBJECT: SMOKING POLICY

Today I was required to respond to a CRD request to provide a proposed alternate smoking policy that would be in accordance with the existing CRD By-Law.

This submission to the CRD was prepared in part through collaboration with all staff, Volunteers, Firefighters, smokers and non-smokers alike and I appreciate your input. Consequently after considering the intent of the By-Law I am submitting the following proposed policy for the CRD's consideration.

Effective immediately, 2 May 2001, the Municipality of Langford and the Langford Fire Department's Smoking Policy, in brief, is a follows;

Existing Fire Hall #1

- With the exception of the Communications Center, there will be No Smoking within this Building.

- In the Communications Center
  - There will be no smoking in the building during regular office hours, Monday through Friday exclusive of Statutory Holidays.
  - There will be no smoking in the building on Saturdays when any staff is on shift.
  - There will be no smoking at any time when the building is occupied by staff, volunteers or the general public.
  - Smoking will cease, and the Communications Center will be aired out;
    - 1 Hour before shift change
    - 1 Hour before Regular Office Hours including Saturday's working hours.
    - 1 Hour before any known extra curricular meetings or evening activities.
  - Only the Communications Operator on Shift will be permitted to smoke in the Communications Center.

New Fire Hall #1

- With the exception of the Communications Center, there will be No Smoking within this Building.

- In the Communications Center;
  - Any Smoking shall be conducted within the Communications Center Washroom, with the Washroom door closed, Fan on, Dutch door and Apparatus Bay Window closed until the second hand smoke is completely exhausted.
  - There will be no smoking in the Washroom during regular office hours, Monday through Friday exclusive of Statutory Holidays.
  - There will be no smoking in the Washroom on Saturdays when any staff is on shift.
  - There will be no smoking in the Washroom when at anytime, the building is occupied by staff, volunteers or the general public.
  - No visible signs in the Communications Center of smoking paraphernalia ie; ashtrays, lighters etc.

I recognize that this proposed policy may not be everything for everyone. It does however, attempt to address the needs and concerns of all who utilize these buildings. I am prepared to aggressively support this proposal although it must also be recognized that in the final hour, this may not be acceptable to the CRD. Your co-operation in this matter will be appreciated by all.

POLICY NO. ~~1650-00~~
AL. 0040-GN

SALARY POLICY

That the staff and Council of the City of Langford be paid at least the median rate of comparable municipalities which shall be comprised of a sample of similar sized municipalities as well larger municipalities with similar workloads, (building permit volumes and values). This will be achieved by carrying out a market survey of these municipalities between one and three years at the discretion of the Administrator and Treasurer and adjusting Langford staff salaries accordingly. Employees being paid below the median will have their salaries increased that year. Those being paid above the median will not have their salaries adjusted, but will continue to be paid the same rate until their salaries fall to the median. All staff salaries will also be changed to reflect the Annual Consumer Price Index for the Victoria area. The salary survey shall be conducted by the Clerk-Administrator and Treasurer jointly. Increases shall be effective September 1, 2006 and January 1 for each subsequent year. The Administrator and Treasurer shall attempt to average salaries where reasonable for Directors and Managers.

Policy No. 1650-00 September 5th, 2006 Date	CERTIFIED CORRECT Clerk-Administrator

DISTRICT OF LANGFORD

POLICY NO.: 1800-01-001

ADMINISTRATION

OFFICER INTERVIEW EXPENSE

When recruiting Officers pursuant to Langford Officer's Bylaw No. 42, the District may reimburse respective candidates up to 100% of actual receipted expenses for interview purposes and further reimburse the successful candidate 100% of moving expenses or provide a relocation allowance up to a maximum of $5,000., subject to the District and the Officer entering into an agreement providing for an obligation.

Council Approval: Date: January 4, 1994	CERTIFIED CORRECT: Geoff Pearce, Clerk-Administrator

PL-057- ADMIN

POLICY NO. ~~1900-01~~

EXTRAORDINARY STAFF EDUCATION ACHIEVEMENT POLICY

Presently the Municipality will reimburse regular full time employees for approved course fees for job related training completed with a passing mark. (Section 15.1 Bylaw No. 61)

When a regular full time employee wishes to advance their education in the municipal field with job related training on their own time during evenings and weekends over a number of years with the approval of their Department Head and Clerk-Administrator, they may be eligible for a salary adjustment.

Policy

When a regular full time employee has completed a series of extra curricular courses from a recognized educational institution, attending on their own time during evenings and weekends, over a number of years, to directly improve their job skills in their present field of employment with the municipality, over and above their job educational requirements;

For Example:

- C.G.A. Certified General Accountant
- C.M.A. Certified Management Accountant
- M.P.A. Master public Administration
- C.M.C. Certified Municipal Clerk
- P.Eng. Professional Engineer
- M.C.I.P. Member of Canadian Institute of Planners
- Intermediate Certificate in Municipal Administration
- Diploma - Public Sector Sector Management - Local Government
- Certificate in Local Government Administration

Where they have been granted a certificate, diploma, or degree on final completion which is more than their required job educational requirements for their employment, this policy will authorize the Clerk-Administrator to approve an increase in salary of $100 per month over and above the salary schedule.

Approved by Council:	CERTIFIED CORRECT
June 1st, 1997	

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SALARY POLICY	
Council Policy POL-0040-FIN	**Original Policy: September 2006** **Amended:**
Presiding Council Member, Acting Mayor Denise Blackwell **Date:** **Signature:**	

Purpose

1. This policy establishes a formula for Council and employee remuneration.

Remuneration

2. 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.

3. 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 2 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.

4. 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 2 every 1-3 years, and in a municipal election year, no later than the September prior to the election; and
    b) Any proposed increases other than a consumer price index increase must be first reviewed by the Administration and Finance advisory committee, and then endorsed by Council prior to implementation, and
    c) Council members may individually choose not to accept an increase in remuneration.

5. 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.

6. Council remuneration is paid in monthly installments, subject to applicable statutory deductions.

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RECRUITMENT EXPENSES POLICY	
Council Policy POL-0048-ADMIN	**Original Policy: January 1994** **Amended:**
Presiding Council Member, Acting Mayor Denise Blackwell **Date:** **Signature:**	

1. When recruiting new employees, the City may reimburse candidates up to 100% of actual receipted expenses for interview purposes, but not including expenses for travelling companions.

2. If a new employee who has entered into an employment agreement with the City will be required to move in order to work for the City, the City may pay for moving expenses by either:

   a) Reimbursing the employee for up to 100% of moving expenses, or
   b) Providing a relocation allowance up to a maximum of $2500.

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EDUCATIONAL ACHIEVEMENT POLICY	
Council Policy POL-0057-ADMIN	**Original Policy: June 1997** **Amended:**
Presiding Council Member, Acting Mayor Denise Blackwell **Date:** **Signature:**	

1. Regular full-time employees who successfully complete a certificate, designation, diploma or degree through a recognized educational institution may be eligible for a salary increase of $100 per month above the salary schedule, provided that:

    a) They achieved the certification after commencing employment with the City,
    b) Gaining the certification was not a condition of continued employment with the City, and
    c) The certification is related to their present field of employment with the City.

2. Examples of certifications that may be eligible under section 1 include, but are not limited to:

    a) Chartered Professional Accountant (CPA),
    b) Master of Public Administration (MPA),
    c) Certified Municipal Clerk (CMC),
    d) Professional Engineer (P. Eng),
    e) Member of Canadian Institute of Planners (MCIP),
    f) Diploma in Local Government Management, or
    g) Certificate in Local Government Administration.

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 ___ day of June, 2019.

READ A SECOND TIME this ___ day of June, 2019.

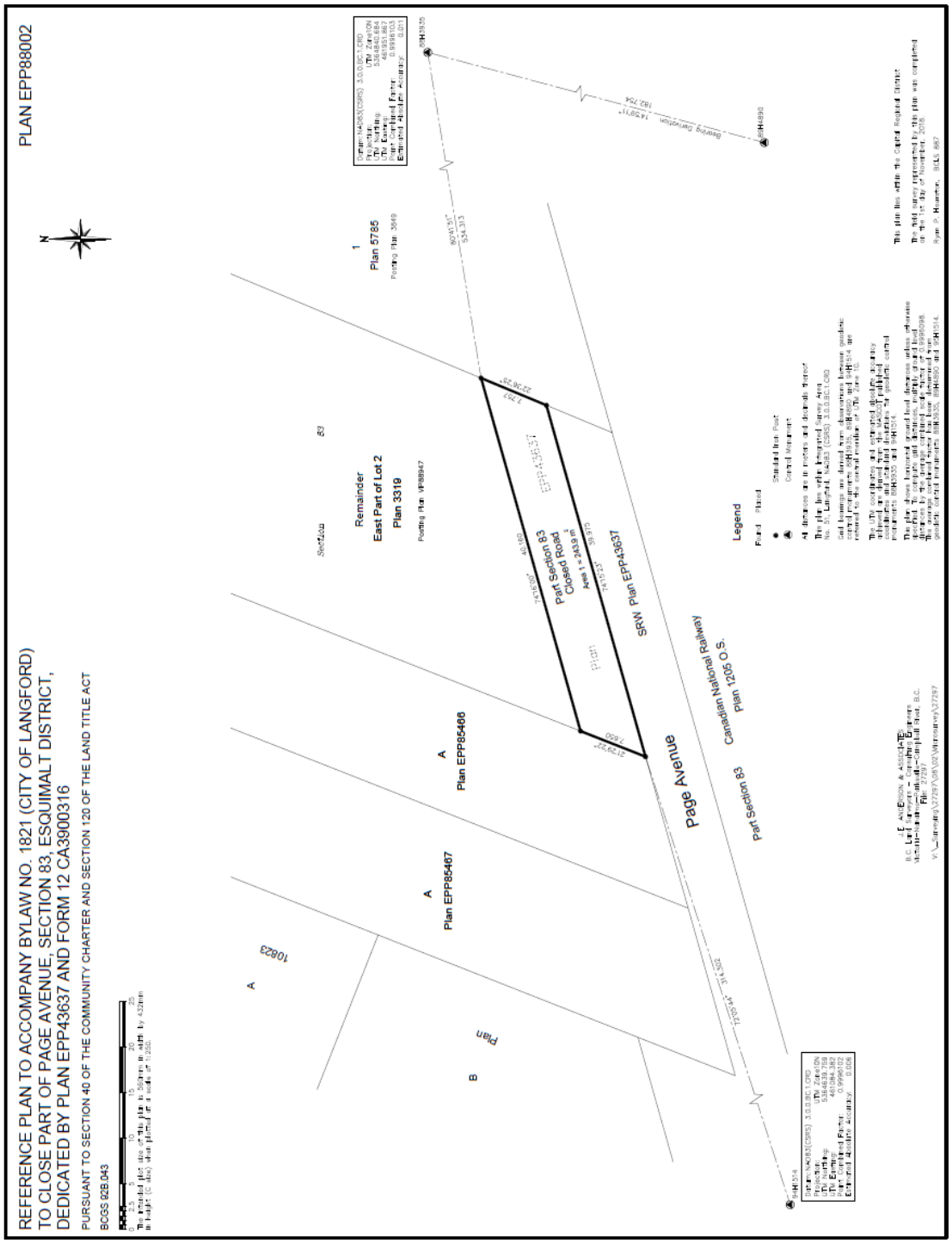
READ A THIRD TIME this ___ day of June, 2019.

APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE THIS ___ DAY OF JUNE, 2019.

ADOPTED this ___ day of June, 2019.

MAYOR	(Certified Correct) CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A" – Road Closure Plan



City of Langford
www.cityoflangford.ca

Staff Report

to

Council

Date: June 4, 2019

Department: **Administration**

Subject: Employee Bylaw Update

Background and Comments

The City's employee bylaw establishes terms of employment such as vacation, sick time, over-time, leave of absence (e.g. parental leave), training, etc. This bylaw was last updated in 1994.

To ensure compliance with provincial legislation (e.g. the *Employment Standards Act*) and parity with comparable municipalities, senior staff are recommending that the following amendments be made to the employee bylaw:

- Aligning vacation accrual with neighbouring municipalities (i.e. Colwood and Esquimalt);
- Allowing for time served as a contract employee to count towards vacation allotment if/when an employee becomes permanent;
- Amending a number of clauses to align with the changing requirements of the *Employment Standards Act*;
- Repealing many of the existing HR policies and putting the language of those policies within the employee bylaw;
- Amending a handful of clauses to ensure consistency with the IAFF Collective Agreement and the CUPE Collective Agreement (e.g. 1 day for mourner's leave); and
- Making a number of other minor amendments of a housekeeping nature.

Financial Implications

It is not anticipated that the changes to the Employee Bylaw will have a financial implication for the City.

Legal Implications

The bylaw has been reviewed by the City's lawyers.

Options

1. That Council give Employee Bylaw No. 1842 1st, 2nd and 3rd reading;

   OR

2. That Council does not support amending the employee bylaw at this time;

Respectfully submitted,

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

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	DAY OF	2019.
READ A SECOND TIME THIS	DAY OF	2019.
READ A THIRD TIME THIS	DAY OF	2019.
ADOPTED THIS	DAY OF	2019.

_____ _____

Presiding Council Member Corporate Officer

CITY OF LANGFORD
BYLAW NO. 1848

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

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

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

   a) By replacing Schedule 'D' with the following: "

Official Community Plan Amendment Fees			
Application Type	**Base Fee**	**Public Hearing**	**Combined Fee**
Application concurrent with Application to Rezone	$2,294	nil	**$2,294**
All Land Uses <1000m^2 of site area	$3,209	$2,522	**$5,731**
All Land Uses 1001m^2 – 8094m^2 (2ac) of site area	$6,649	$2,522	**$9,171**
All Land Uses >8094m^2 – 40,467m^2 (10ac)	$9,514	$2,522	**$12,036**
All Land Uses >40,467m^2 (10ac)	$11,808	$2,522	**$14,330**
Zoning Amendment Fees			
Application Type	**Base Fee**	**Public Hearing**	**Combined Fee**
Text amendment only, under existing zoning for changes to Density Bonusing provisions	$1033	$2,522*	**$3,555**
Text Amendment only under existing zoning for changes to not more than two (2) aspects of the Zoning Bylaw, other than Density Bonus provisions	$2,062	$2,522*	**$4,584**
All Land Uses <1000m^2 of site area	$3,209	$2,522*	**$5,731**
All Land Uses 1001m^2 – 8094m^2 (2ac) of site area	$6,649	$2,522*	**$9,171**
All Land Uses >8094m^2 – 40,467m^2 (10ac)	$9,514	$2,522*	**$12,036**

All Land Uses >40,467m^2 (10ac)	$11,808	$2,522*	**$14,330**

*Fee reduced to $2,047 if public hearing waived
**Add $2,238 for the creation of a new zone designation"

b) 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 150m^2 of site area within a defined development permit area	Less than 100m^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;	**$572**
150-1000m^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 200m^2 of GFA that represents a change to the form and character of a building or buildings;	**$2,062**
1001-4500m2 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 2000m^2 of GFA that represents a change to the form and character of a building or buildings;	**$4,357**
4,501-25,000m^2 of site area within a defined	13-49 residential units; **and/or**	**$6,649**

development permit area	Up to 4500 m^2 of new Com/Ind/Bus Park GFA **and/or** exterior renovation of existing Com/Ind/Bus Park buildings over 2000m^2 of GFA that represents a change to the form and character of a building or buildings;	
>25,000m^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**

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. 19, 2019, Bylaw No. 1848".

READ A FIRST TIME this 21st day of May, 2019.

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

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

ADOPTED this day of , 2019.

_____ _____

MAYOR (Certified Correct)
CORPORATE OFFICER

CITY OF LANGFORD
BYLAW NO. 1849

A BYLAW TO AMEND THE SUBDIVISION AND DEVELOPMENT SERVICING BYLAW

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

1. City of Langford Subdivision and Development Servicing Bylaw No. 1000 is amended as follows:

   i) By replacing Table 1 – 1 "Applications and Fees" in Schedule 1 Procedures and Fees with the table attached.

2. This Bylaw may be cited as "Subdivision and Development Servicing Bylaw, Amendment No. 19 (Fee Schedule), Bylaw No. 1849".

READ A FIRST TIME this 21st day of May, 2019.

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

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

ADOPTED this day of , 2019.

MAYOR

(Certified Correct)
CORPORATE OFFICER

Table 1 – 1
Applications and Fees

Section Number	Application Type	Admin Fee	Unit Fee
1.1.1	Application for the Approving Officer's Statement of Conditions (Residential Lots)	$500	Plus, per new lot created: • $50 for <500m^2 lots (any zone) • $50 for >500m^2 and <835m^2 lots in an R2 zone • $50 all other residential
1.1.1	Application for the Approving Officer's Statement of Conditions (Commercial or Industrial)	$600	Plus, per new lot created: • $500 for Commercial or Industrial
1.3.1	Boundary Adjustment	$840	Plus $250 per each additional lot line to be adjusted
1.4.1	Revised application for a Statement of Conditions (when applied for within one year of original application)	$840	
1.5.1	Extension of a Statement of Conditions	$300	12-month extension
1.5.1	Signature Expiration (or re-signature)	$115	
1.6	Approval of a Phased Strata Plan; or amendment of Phased Strata Plan (due upon Form P submission)	$560	$500 Per phase
1.7.1	Strata-Title Conversion Residential Compliant	$840	
1.7.1	Strata-Title Conversion Residential Non-Compliant	$2300	
1.7.1	Strata-Title Conversion Commercial/Multi Family/ Industrial Compliant	$1670	
1.7.1	Strata-Title Conversion Commercial/Multi Family/ Industrial Non-Compliant	$3340	
1.8.1	Air Space Parcel	$600	Plus, per new lot created: • $400 Residential and other non commercial or industrial uses • $500 Commercial, Industrial Plus $5,000 for legal review, the unused portion of which shall be refunded
	Council Consideration	$150	For Council to consider an application that proposes a lot width where the frontage for a lot is less than 10% of the lot perimeter
1.9.1	Application for Pre-Design Meeting	$600	Plus, per new lot created: • $200 for <500m^2 lots (any zone) • $300 for >500m^2 and <835m^2 lots in an R2 zone • $500 all other residential • $500 Commercial or Industrial
1.10.1	Application to Construct – On Site (Construction Administration Fee)	$785	Plus 2.5% of engineers estimate of cost of works and services up to $200 000 and 1% of the remainder
	Application to Construct – Off Site (in existing road ROW) (Construction Administration Fee)		In accordance with Highway Use Bylaw (Bylaw No. 33) To include all utilities except Hydro
1.12.2	Application for Final Approval of a Subdivision	$500	Plus, per new lot created: • $150 for <500m^2 lots (any zone) • $200 for >500m^2 and <835m^2 lots in an R2 zone • $400 all other residential • $500 Commercial or Industrial • DCC Payment Due (Residential ONLY)

CITY OF LANGFORD
BYLAW NO. 1850

A BYLAW TO AMEND BYLAW NO. 1160,
"LANGFORD BUILDING BYLAW NO. 1160, 2008"

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

A. Bylaw No. 1160 cited as "Building Bylaw No. 1160, 2008" is amended as follows:

1. By replacing Appendix "A" to Bylaw No. 1160 and replacing it with Appendix "A" attached to this bylaw.

B. This Bylaw may be cited for all purposes as "Langford Building Bylaw No.1160, Amendment No 12, 2019, Bylaw No. 1850".

READ A FIRST TIME this 21st day of May, 2019.

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

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

FINALLY PASSED AND ADOPTED this day of , 2019.

_____ _____

MAYOR

(Certified Correct)
CORPORATE OFFICER

APPENDIX "A"

A. GENERAL

1. **Double Permit Fee** - if any work for which a permit is required under this bylaw shall commence before a permit has been obtained, the fee payable as determined in the above schedule shall be doubled.

2. **Refunds** - At any time before the work has commenced in respect to which a permit has been issued, the permit holder may apply for cancellation of the permit. Upon receipt of such application, the Chief Building Inspector, if satisfied that the work has not commenced, shall cancel the permit and shall refund to the permit holder 50% of the fee paid in respect of the permit, but not less than the application fee.

3. **Re-inspection Fees** - Where any inspection carried out pursuant to this bylaw discloses faulty work and a subsequent inspection is made necessary, the fee for such subsequent inspection shall be **$55.64**. Where a permit holder fails to have the work to be inspected accessible and ready at the time the inspection is called for, the Chief Building Inspector may charge an additional fee of **$55.64** for each subsequent call for inspection made necessary. Re-inspection fees must be paid prior to the re-inspection.

4. **Reduction of Fee Where a Certified Registered Professional Reviews -** Where a registered professional engineer or architect reviews and certifies an application for a building permit as being in compliance with this bylaw and the Building Code, and where the City of Langford relies upon that certification in issuing a building permit, the building permit fee shall be reduced by 5%.

B. SCALE OF FEES - BUILDING PERMITS

1. The charge for permits issued in accordance with this Bylaw, shall be based on the value of construction as determined by the Chief Building Inspector and the fee shall be calculated in accordance with the following scale:

   (a) For permits $1,000.00 or less in value: **$55.64**

   (b) For permits in excess of $1,000.00, the fees shall be **$55.64** for the first thousand, plus **$11.12** per thousand or part for the next $99,000.00, plus **$8.92** per thousand, or part thereof, for the next $900,000, plus **$4.46** per thousand, or part thereof, for the next $14,000,000, plus **$2.25** per thousand or part thereof for all values in excess of $15,000,000

   (c) For extension of permit: **$55.64**

   (d) Application Fee, non-refundable, included in Building Permit Fee, paid at the time of building permit application.

      (1) For permits with a construction value of $200,000 or less: **$108.15**
      (2) For permits with a construction value more than $200,000: **$1,081.51**

(e) Revision fees

(1) For permits with a construction value of $500,000 or less: **$55.64**
(2) For permts with a construction value of more than $500,000: **$111.29**

2. The value of construction shall be the greater of:

(a) the contract price including taxes and a reasonable allowance for extras, or

(b) the estimated value as determined by the Chief Building Inspector in accordance with the Marshall & Swift, "Marshall Valuation Service" or "Residential Cost Handbook**"**.

3. The fee for a permit to wreck, demolish or remove a building from a lot shall be: **$55.64** plus deposits and fees as required.

4. The fee for a permit to move a building on to a site shall be based on the value of the building and the value of work required on site. The minimum permit fee shall be **$111.29**.

C. SCALE OF FEES - PLUMBING PERMITS

1. Plumbing Fixtures

(a) For each fixture	$16.80
(b) For any alteration or replacement not involving installation of a fixture	$27.81
(c) For each internal roof leader	$11.12
(d) Hydronic heating system	$55.64

2. Sewer Connections

(a) House storm drain	$27.81
(b) House sanitary sewer	$27.81
(c) House sanitary sewer and removal or de-commission of septic tank	$55.64
(d) For private storm drains or sanitary sewers larger than 100 mm (4 in) or longer than 76 m (250 ft) per 30.5 m (100 ft)	$27.81
(e) Manholes, catch-basins or interceptors	$55.64
(f) Pumping stations	$55.64

3.	Fire Protection Equipment	
	(a) Sprinkler system 1 to 8 sprinkler heads	$33.38
	(b) Each additional 20 sprinkler heads	$22.25
	(c) Standpipe hose outlets	$22.25
	(d) Fire Hydrants	$22.25
4.	Hot Water Storage Tank	$16.80
5.	Residential Irrigation System	$33.38
6.	Commercial Irrigation System	$111.29
7.	Floor drain for hot water tank	$16.80
8.	Water and drain connections for a swimming pool (each)	$16.80
9.	Minimum plumbing permit fee	$16.80
10.	Water service connection to property line	$27.81

D. SCALE OF FEES - CHIMNEY, FIREPLACE AND SOLID FUEL BURNING APPLIANCE PERMITS AND OIL BURNING EQUIPMENT

1.	Chimney	$27.81
2.	Fireplace Including Chimney	$44.62
3.	Unused Solid fuel burning stove, range, furnace, boiler, or space heating appliance (existing chimney)	$27.81
4.	Unused Solid fuel burning stove, range, furnace, boiler or space heating appliance (new Chimney)	$44.62
5.	Installation or replacement of a residential oil burning furnace	$27.81
6.	Removal and/or replacement of a residential oil supply tank	$27.81
7.	Installation or replacement hydronic heating boiler	$27.81

City of Langford
www.cityoflangford.ca

June 4th, 2019

In-Camera Resolution

a) That it is the opinion of Council that the public interest requires that persons other than members of Council and Officers be excluded from the meeting to consider confidential information regarding labour relations and land matters under Section 90 (1) (c) and (e) of the Community Charter.

b) That Council continue the meeting in closed session.

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