

**CITY OF LANGFORD**  
**MEETING OF COUNCIL**

**Monday, January 20<sup>th</sup>, 2020 @ 5:30 p.m.**

**Council Chambers, 3<sup>rd</sup> Floor, 877 Goldstream Avenue**

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**AGENDA**

|                                                                                                                                                                                                                              | <b>Page</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>1. <u>CALL TO ORDER</u></b>                                                                                                                                                                                               |             |
| <b>2. <u>APPROVAL OF THE AGENDA</u></b>                                                                                                                                                                                      |             |
| <b>3. <u>ADOPTION OF COUNCIL MINUTES</u></b>                                                                                                                                                                                 |             |
| a) Minutes of the Special Meeting of Council – December 20 <sup>th</sup> , 2019                                                                                                                                              | <b>3</b>    |
| b) Minutes of the Regular Meeting of Council – January 6 <sup>th</sup> , 2020                                                                                                                                                | <b>5</b>    |
| <b>4. <u>PUBLIC PARTICIPATION</u></b>                                                                                                                                                                                        |             |
| <b>5. <u>COMMITTEE RESOLUTIONS</u></b>                                                                                                                                                                                       |             |
| a) Planning, Zoning and Affordable Housing Committee – January 13 <sup>th</sup> , 2020                                                                                                                                       |             |
| 1. Minutes of the Planning, Zoning and Affordable Housing Committee – January 13 <sup>th</sup> , 2020                                                                                                                        | <b>14</b>   |
| 2. Application to Rezone 2681 Claude Road from R2 (One- and Two-Family Residential) to MU2 (Mixed-Use Residential Commercial Zone) to Allow a Future Development of 35 Multi-Family Residential Units in a 6-Storey Building | <b>18</b>   |
| <b>6. <u>REPORTS</u></b>                                                                                                                                                                                                     |             |
| a) Public Hearing Policy                                                                                                                                                                                                     | <b>28</b>   |
| - Staff Report (Administration)                                                                                                                                                                                              |             |
| b) West Shore Parks and Recreation Society 2020 Budget                                                                                                                                                                       | <b>33</b>   |
| - Staff Report (Finance)                                                                                                                                                                                                     |             |
| c) 2619 Sooke Rd Temporary Use Permit Renewal                                                                                                                                                                                | <b>55</b>   |
| - Staff Report (Planning)                                                                                                                                                                                                    |             |
| <b>7. <u>CORRESPONDENCE</u></b>                                                                                                                                                                                              |             |
| a) Pete Willing                                                                                                                                                                                                              | <b>60</b>   |
| <u>RE: Music in the Park</u>                                                                                                                                                                                                 |             |
| b) Jamie Levchuk, Managing Director, Rugby Canada                                                                                                                                                                            | <b>61</b>   |
| <u>RE: Support for the 2020 HSBC Canada Women's Sevens</u>                                                                                                                                                                   |             |

**8. BYLAWS**

- |                                                                                                                                                                      |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| a) BYLAW NO. 1862                                                                                                                                                    | 63 |
| “Langford Official Community Plan Bylaw, Amendment No. 33, (Text Amendment – Regional Context Statement), Bylaw No. 1862, 2020”<br>(RESOLUTION and FIRST READING)    |    |
| b) BYLAW NO. 1872                                                                                                                                                    | 75 |
| “Langford Zoning Bylaw, Amendment No. 577, (595 Hansen Ave), Bylaw No. 1872, 2020”<br>(FIRST READING)                                                                |    |
| c) BYLAW NO. 1873                                                                                                                                                    | 77 |
| “Langford Official Community Plan Bylaw, Amendment No. 34, (2929 & 2995 Sooke Rd and 3201 & 3211 Loledo Pl), Bylaw No. 1873, 2020”<br>(RESOLUTION and FIRST READING) |    |

**9. IN CAMERA RESOLUTION**

THAT Council close the meeting to the public pursuant to section 90 (1) d, e, f, and k of the *Community Charter* to consider:

- The security of the property of the municipality;
- The acquisition, disposition or expropriation of land or improvements;
- Law enforcement; and
- Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages.

**10. ADJOURNMENT**

**CITY OF LANGFORD**  
**MINUTES OF THE SPECIAL MEETING OF COUNCIL**  
**Friday, December 20<sup>th</sup>, 2019 @ 4:00 p.m.**  
**Council Chambers, 3<sup>rd</sup> Floor, 877 Goldstream Avenue**

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**PRESENT**

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

**ATTENDING**

Chief Administrative Officer, D. Kiedyk; Director of Finance, M. Dillabaugh; Director of Planning, M. Baldwin; Director of Engineering, M. Mahovlich; Director of Corporate Services, B. Hutchins; Manager of Building, J. Worobec; Fire Chief, Chris Aubrey; Manager of Community Safety and Municipal Enforcement, Lorne Fletcher; and Manager of Legislative Services, A. Proton.

**1. CALL TO ORDER**

Mayor Young called the meeting to order at 4:07 pm.

**2. APPROVAL OF THE AGENDA and IN CAMERA RESOLUTION**

MOVED BY: COUNCILLOR BLACKWELL

SECONDED: COUNCILLOR WADE

That Council approve the agenda as presented;

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 receive advice that is subject to solicitor-client privilege, including communications necessary for that purpose; under Section 90 (1) (i) of the Community Charter; and

That Council continue the meeting in closed session.

CARRIED.

**Council concluded the closed portion of the meeting at 4:32 pm.**

MOVED BY: COUNCILLOR SZPAK

SECONDED: COUNCILLOR BLACKWELL

WHEREAS Council has received the report of WSP, dated December 20, 2019, regarding the Danbrook One residential building at 2766 Claude Road, Langford, which identifies significant structural non-compliances with the BC Building Code;

Council hereby resolves that:

Council supports the Chief Building Inspector of the City of Langford in exercising his authority under section 2.3.10(1) (a) – (d) of the City of Langford Building Bylaw No. 1160, 2008 to revoke the Occupancy Permit No. BLD17-0497, dated February 28, 2019, issued in respect of the Danbrook One building.

CARRIED.

**Councillor Wade left the meeting at 4:44 pm.**

**4. ADJOURNMENT**

Mayor Young adjourned the meeting at 4:52 pm.

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PRESIDING COUNCIL MEMBER:

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CERTIFIED CORRECT  
Corporate Officer

**CITY OF LANGFORD**  
**MINUTES OF THE MEETING OF COUNCIL**  
**Monday, January 6<sup>th</sup>, 2020 @ 5:30 p.m.**  
**Council Chambers, 3<sup>rd</sup> Floor, 877 Goldstream Avenue**

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**PRESENT**

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

**ATTENDING**

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

**ABSENT**

Mayor Young.

**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

MOVED BY: COUNCILLOR BLACKWELL

SECONDED: COUNCILLOR WADE

That Council approve the agenda, with a correction to the title of Bylaw 1770, the "Langford Zoning Bylaw, Amendment No. 529, (2848 and 2852 Millstream Rd), Bylaw No. 1770, 2020".

CARRIED.

**3. PRESENTATION**

**a) Rotary Club of the West Shore**  
**RE: Sarah Beckett Memorial Cheque**

Council received the cheque for the Sarah Beckett Memorial Park from the Rotary Club of the West Shore, and thanked the Rotary Club for their generous donation.

**4. PUBLIC HEARINGS**

**a) BYLAW NO. 1869**  
**"Langford Zoning Bylaw, Amendment No. 575, (2865 Carlow Rd),**

**Bylaw No. 1869, 2020".**

The Acting Mayor opened the Public Hearing for Bylaw No. 1869 at 5:35 pm, and read a statement to inform those present of the public hearing procedure.

Director of Planning Matthew Baldwin advised that Kim Mohns has applied to amend the zoning of 2865 Carlow Road from the R2 (One and Two Family) Zone to the RM7A (Medium Density Apartment A) Zone.

This is being proposed in order to allow for the development of a townhouse complex comprised of approximately 9 units.

As part of this application, a public hearing is required in accordance with the regulations of the Local Government Act.

In support of these/this application, the applicant has agreed to provide the following:

1. \$3,800 per unit towards the General Amenity Reserve Fund;
2. \$1000 per unit towards the Affordable Housing Fund;

This proposal is consistent with the Official Community Plan City Centre designation.

Notifications and advertisements have been placed as required by the *Local Government Act*.

The Acting Mayor called a first time for presentations.

Wil Peereboom of Victoria Design Group, on behalf of the applicant – Introduced the development, and described how the design is intended to keep cars at the rear of the property and increase street presence.

Resident on Rodney Road – Requested more information about onsite parking, and stated that they are in favour of the development if parking is sufficient.

Applicant from the Victoria Design Group – Responded that there will be 2 parking spaces for each unit in the garage, plus 3 guest spaces, and 5 spaces along the curb.

Acting Mayor Szpak called a second time for presentations.

None.

Acting Mayor Szpak called a third and final time for speakers. There being none, she declared the Public Hearing for Bylaw No. 1869 closed at 5:40 p.m.

**5. ADOPTION OF COUNCIL MINUTES**

**a) Minutes of the Special Meeting of Council – December 9<sup>th</sup>, 2019**

MOVED BY: COUNCILLOR WADE  
SECONDED: COUNCILLOR STEWART

That Council approve the minutes of the Special Meeting of Council held on December 9<sup>th</sup>, 2019.

CARRIED.

**b) Minutes of the Special Meeting of Council – December 17<sup>th</sup>, 2019**

MOVED BY: COUNCILLOR SAHLSTROM  
SECONDED: COUNCILLOR STEWART

That Council approve the minutes of the Special Meeting of Council held on December 17<sup>th</sup>, 2019.

CARRIED.

**6. OTHER BOARD AND COMMISSION MINUTES**

**a) West Shore Parks and Recreation – November 14<sup>th</sup>, 2019**

MOVED BY: COUNCILLOR SEATON  
SECONDED: COUNCILLOR WADE

That Council receive the minutes of the West Shore Parks and Recreation Board, held on November 14<sup>th</sup>, 2019.

CARRIED.

**7. PUBLIC PARTICIPATION**

None.

**8. COMMITTEE RESOLUTIONS**

**a) Planning, Zoning and Affordable Housing Committee – December 9<sup>th</sup>, 2019**

**1. Minutes of the Planning, Zoning and Affordable Housing Committee – December 9<sup>th</sup>, 2019**

MOVED BY: COUNCILLOR BLACKWELL  
SECONDED: COUNCILLOR WADE

That Council receive the minutes of the Planning, Zoning and Affordable Housing Committee held on December 9<sup>th</sup>, 2019.

CARRIED.

**2. Application to Rezone 595 Hansen Avenue from One- and Two-Family Residential (R2) Zone to Attached Housing (RM2A) Zone and Residential Small Lot 4 (RS4) Zone to Allow for Seven New Townhouses while the Existing Dwelling Remains in Place with a Suite on a Small Lot**

MOVED BY: COUNCILLOR BLACKWELL  
SECONDED: COUNCILLOR WADE

That Council direct staff to prepare a bylaw to amend the zoning designation of the property located at 595 Hansen Avenue from R2 (One- and Two-Family Residential) to RS4 (Residential Small Lot 4) and RM2A (Attached Housing), subject to the following terms and conditions:

- a) That the applicant agrees to provide, **as a bonus for increased density**, the following contributions per new dwelling unit, prior to issuance of a building permit:
  - i. \$3,660 towards the General Amenity Reserve Fund; and
  - ii. \$610 towards the Affordable Housing Reserve Fund.
- b) That the applicant provides, **prior to Public Hearing**, the following:
  - i. A technical memo from a qualified engineer that verifies storm water can be adequately managed onsite, to the satisfaction of the Director of Engineering.
- c) That the applicant provides, **prior to Bylaw Adoption**, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:
  - i. That all frontage improvements to Bylaw 1000 standards are provided to the satisfaction of the Director of Engineering;
  - ii. That a storm water management plan be provided and implemented, to the satisfaction of the Director of Engineering;
  - iii. That the applicant provide a construction parking and traffic management plan to the satisfaction of the Director of Engineering.
- d) Authorize the Director of Planning to issue the following variance in the Form and Character Development Permit for 595 Hansen Avenue:
  - i. That Section 6.31A.06(1) be varied to reduce the minimum front yard setback from the required 5.5m (18 ft) to 3.0m (10 ft).

CARRIED.

**3. Application to rezone a portion of 991 Loch Glen Place from One-and Two Family Residential (R2) to Residential Small Lot 4 (RS4), and to amend the subdivision requirements of the R2 Zone to remove the requirement to exclude the Streamside Protection and Enhancement Area (SPEA) non-disturbance area in the calculation of minimum lot size for lakefront lots, to facilitate a two-lot subdivision**

MOVED BY: COUNCILLOR BLACKWELL  
SECONDED: COUNCILLOR WADE

That Council direct staff to prepare a bylaw to amend the text within the One-and Two Family Zone such that the SPEA may be included in the calculation of minimum lot area for lakefront lots for the **property located at 991 Loch Glen Place**; AND

Direct staff to prepare a bylaw to amend the zoning designation **of a portion of the property located at 991 Loch Glen Place** from R2 (One- and Two-Family Residential) to RS4 (Residential Small Lot 4);

Subject to the following:

- (a) That the applicant provides, **prior to Public Hearing**, a technical memo from an engineer that verifies storm water can be adequately managed on-site, to the satisfaction of the Director of Engineering;
- (b) That the applicant provides, as a bonus for increased density, the following contributions prior to subdivision approval:
  - i. \$6,000 per lot towards the General Amenity Reserve Fund; and
  - ii. \$1,000 per lot towards the Affordable Housing Reserve Fund.
- (c) That the applicant provides, **prior to Bylaw Adoption**, a section 219 covenant, registered in priority over all other charges on title, that agrees to the following:
  - i. That the applicant agree to install all frontage improvements are provided to Bylaw No. 1000 standards, and to the satisfaction of the Direction of Engineering, prior to subdivision approval, or building permit issuance, whichever occurs first;
  - ii. That a stormwater management plan be provided to the satisfaction of the Director of Engineering and in accordance with Bylaw No. 1000, prior to subdivision approval, or building permit issuance, whichever occurs first;
  - iii. That the applicant agrees to implement the approved storm water management plan and to complete any required improvements and/or upgrades to on site and off site infrastructure necessary to facilitate proper drainage on the subject property at the applicant's expense;
  - iv. That any necessary above or underground infrastructure or servicing upgrades, extensions or other required servicing requirements are to be fulfilled at the applicant's expense; and
  - v. That the applicant provide a construction parking and traffic management plan to the satisfaction of the Director of Engineering.

CARRIED.

**b) Administration and Finance Committee – December 10<sup>th</sup>, 2019**  
**1. Minutes of the Administration and Finance Committee – December 10<sup>th</sup>, 2019**

MOVED BY: COUNCILLOR SAHLSTROM  
SECONDED: COUNCILLOR BLACKWELL

That Council receive the minutes of the Administration and Finance Committee held on December 10<sup>th</sup>, 2019.

CARRIED.

**2. Monthly Accounts Payable – September to November 2019**

MOVED BY: COUNCILLOR SAHLSTROM  
SECONDED: COUNCILLOR BLACKWELL

That Council approve the City of Langford disbursements from September to November 2019, as outlined in the Accounts Payable Report dated December 10, 2019.

CARRIED.

**9. BYLAWS**

**a) BYLAW NO. 1662**

**"Langford Zoning Bylaw, Amendment No. 466, (Omnibus No. 44 –Various Amendments), Bylaw No. 1662, 2020".  
(FIRST READING)**

MOVED BY: COUNCILLOR BLACKWELL  
SECONDED: COUNCILLOR WADE

That Council give Bylaw No. 1662 first reading.

CARRIED.

**b) BYLAW NO. 1722**

**"Langford Zoning Bylaw, Amendment No. 496, (813 and 817 Orono Ave), Bylaw No. 1722, 2020".  
(ADOPTION)**

MOVED BY: COUNCILLOR WADE  
SECONDED: COUNCILLOR BLACKWELL

That Council adopt Bylaw No. 1722.

CARRIED.

**c) BYLAW NO. 1770**

**"Langford Zoning Bylaw, Amendment No. 529, (2848 and 2852 Millstream Rd), Bylaw No. 1770, 2020".  
(RESOLUTION and FIRST READING)**

MOVED BY: COUNCILLOR BLACKWELL  
SECONDED: COUNCILLOR WADE

That Council give Bylaw No. 1770 first reading in order to amend the zoning designation of the properties located at 2848 and 2852 Millstream Road from Service Commercial (CS1) to Mixed Use Commercial Residential (MU1A), and that the rezoning be 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. \$610 towards the Affordable Housing Fund, and
  - ii. \$2,562 towards the General Amenity Reserve Fund,
- b) That the applicant provides, **prior to public hearing**, the following:
  - i. A technical memo from a qualified engineer that verifies storm water can be adequately managed onsite, to the satisfaction of the Director of Engineering.
- c) That the applicant provided, **prior to Bylaw Adoption**, the following:
  - i. A registered lot consolidation plan that includes a 5m by 5m corner cut at the intersection of Meaford Avenue and Millstream Road.
- 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 as part of the required frontage improvements for this site, the owner will provide 6 parking stalls along the east side of Millstream Road across from this site, to the satisfaction of the Director of Engineering; and
  - ii. That all frontage improvements to Bylaw 1000 standards are provided to the satisfaction of the Director of Engineering and Manager of Parks prior to issuance of a building permit; and
  - iii. That a detailed storm water management plan be provided prior to issuance of a building permit and implemented at the applicant's expense, as per Bylaw 1000, all to the satisfaction of the Director of Engineering; and
  - iv. That a separate covenant be registered prior to issuance of a building permit for the proposed residential building that ensures parking is assigned and tied to each unit created in accordance with the minimum required parking stalls as per the zoning bylaw.

Authorize the Director of Planning to issue the following variances in the Form and Character Development Permit:

- i. Reduce the rear yard setback from 7.5m to 5.5m;
- ii. Reduce the onsite visitor parking from 10 stall to 7 stalls.

CARRIED.

**d) BYLAW NO. 1843**

**"Langford Zoning Bylaw, Amendment No. 563, (950 Isabell Ave),  
Bylaw No. 1843, 2019".**

**(ADOPTION)**

MOVED BY: COUNCILLOR BLACKWELL

SECONDED: COUNCILLOR WADE

That Council adopt Bylaw No. 1843.

CARRIED.

**e) BYLAW NO. 1857**

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

**(ADOPTION)**

MOVED BY: COUNCILLOR BLACKWELL

SECONDED: COUNCILLOR WADE

That Council adopt Bylaw No. 1857.

CARRIED.

**f) BYLAW NO. 1869**

**"Langford Zoning Bylaw, Amendment No. 575, (2865 Carlow Rd),  
Bylaw No. 1869, 2020".**

**(SECOND AND THIRD READINGS)**

MOVED BY: COUNCILLOR BLACKWELL

SECONDED: COUNCILLOR WADE

That Council give Bylaw No. 1869 second and third readings.

CARRIED.

**g) BYLAW NO. 1878**

**"Langford Zoning Bylaw, Amendment No. 579, (991 Loch Glen Pl),  
Bylaw No. 1878, 2020".**

**(FIRST READING)**

MOVED BY: COUNCILLOR BLACKWELL

SECONDED: COUNCILLOR WADE

That Council give Bylaw No. 1878 first reading.

CARRIED.

**h) BYLAW NO. 1879**

**"Langford City Hall Strata Property Delegation Bylaw No. 991, 2005,  
Amendment No. 2, Bylaw No. 1879, 2019."**

**(ADOPTION)**

MOVED BY: COUNCILLOR WADE

SECONDED: COUNCILLOR BLACKWELL

That Council adopt Bylaw No. 1879.

CARRIED.

**i) BYLAW NO. 1881**

**"Sewer Utility Bylaw Amendment No. 3, Bylaw No. 1881, 2020".**

**(ADOPTION)**

MOVED BY: COUNCILLOR WADE

SECONDED: COUNCILLOR STEWART

That Council adopt Bylaw No. 1881.

CARRIED.

**j) BYLAW NO. 1882**

**"Langford Zoning Bylaw, Amendment No. 580, (936 Jenkins Avenue),  
Bylaw No. 1882, 2020".**

**(FIRST READING)**

MOVED BY: COUNCILLOR BLACKWELL

SECONDED: COUNCILLOR WADE

That Council give Bylaw No. 1882 first reading.

CARRIED.

**10. ADJOURNMENT**

Acting Mayor Szpak adjourned the meeting at 5:50 pm.

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PRESIDING COUNCIL MEMBER:

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CERTIFIED CORRECT  
Corporate Officer

**CITY OF LANGFORD**  
**PLANNING, ZONING AND AFFORDABLE HOUSING COMMITTEE**

**Monday, January 13<sup>th</sup>, 2020 @ 5:30 pm**

**Council Chambers, 3<sup>rd</sup> Floor, 877 Goldstream Avenue**

**PRESENT**

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

**ATTENDING**

L. Stohmann, Deputy Director of Planning and Subdivision; M. Mahovlich, Director of Engineering.

**ABSENT**

Members: M. Hall, S. Harvey, and K. Sheldrake.

**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

MOVED BY: COUNCILLOR WADE

SECONDED: C. BROWN

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 – December 9, 2019**

MOVED BY: A. CREUZOT

SECONDED: C. BROWN

That the Planning, Zoning and Affordable Housing Committee approve the minutes of the meeting held on December 9<sup>th</sup>, 2019.

CARRIED.

#### 4. REPORTS

- a) **Application to Rezone 2681 Claude Road from R2 (One- and Two-Family) Residential to MU2 (Mixed-Use Residential Commercial Zone) to Allow a Future Development of 35 Multi-Family Residential Units in a 6-Storey Building**  
- **Staff Report (Planning)**

MOVED BY: A. CREUZOT

SECONDED: D. HORNER

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

1. Rescind 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading of Bylaw 1678; and
2. Direct staff to prepare a bylaw to amend the zoning designation of the property located at 2681 Claude Road from R2 (One- and Two-Family Residential) to MU2 (MU2 (Mixed-Use Residential Commercial)), subject to the following terms and conditions:
  - a) That the owner agrees to provide, **as a bonus for increased density**, the following contributions per dwelling unit, prior to issuance of a Building Permit:
    - i. \$2,562 towards the General Amenity Reserve Fund;
    - ii. \$610 towards the Affordable Housing 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, **prior to Public Hearing**, the following:
    - i. An onsite landscape plan to the satisfaction of the Director of Planning;
    - ii. A technical memo from a qualified engineer that verifies storm water can be adequately managed onsite, to the satisfaction of the Director of Engineering.
  - c) That the applicant provides, **prior to Bylaw Adoption**, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:
    - i. That a stormwater management and maintenance plan be created, to the satisfaction of the Director of Engineering, and registered on title for the benefit of future owners;
    - ii. That full frontage improvements be completed as per the Subdivision and Development Servicing Bylaw No. 1000 standards, to the satisfaction of the Director of Engineering, prior to the issuance of a Building Permit;
    - iii. That balcony screening will be opaque and that any portions that are perpendicular to the rear building face are constructed to a 5 foot height;
    - iv. That a construction parking and traffic management plan be provided prior to issuance of a building permit, to the satisfaction of the Director of Engineering; and

- v. That a separate covenant be registered prior to issuance of a building permit for the proposed residential building that ensures parking is assigned and tied to each unit created in accordance with the minimum required parking stalls as per the zoning bylaw.

CARRIED.

- b) Bylaw No. 1873 - Application to Amend the OCP on 2929 Sooke Road, 2995 Sooke Road, 3201 Loledo Place, and 32311 Loledo Place from 'Hillside or Shoreline' to 'Business or Light Industrial'**
  - **Staff Report (Planning)**

MOVED BY: D. HORNER  
SECONDED: C. BROWN

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

1. Give First Reading to Bylaw No. 1873 as drafted; and
2. Direct the City Planner to process the Development Permit that has been applied for on these lands, and to issue the Development Permit if this OCP Amendment is successful, in accordance with the applicable Development Permit Guidelines; and
3. Require the applicant to register a section 219 restrictive covenant on the titles of the subject properties prior to Bylaw Adoption that states onsite works, defined as clearing and blasting of all the lands, may not occur beyond 2-years from the commencement of these works.

CARRIED.

- c) Bylaw No. 1862: OCP19-0006 - Official Community Plan Text Amendment – Regional Context Statement**
  - **Staff Report (Planning)**

MOVED BY: COUNCILLOR WADE  
SECONDED: A. CREUZOT

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

1. Give first reading to Bylaw No. 1862; and
2. Authorize Staff to refer Bylaw No. 1862 to the CRD Regional Planning Services for review, comment and/or approval by the CRD Board.

CARRIED.

## 5. ADJOURNMENT

The Chair adjourned the meeting at 6:15 p.m.

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CHAIR

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CERTIFIED CORRECT  
(Corporate Officer)



## Staff Report to Planning, Zoning and Affordable Housing Committee

**Date:** January 13, 2020  
**Department:** Planning  
**Application No.:** Z16-0007  
**Subject:** Application to Rezone 2681 Claude Road from R2 (One- and Two-Family Residential) to MU2 (Mixed-Use Residential Commercial Zone) to Allow a Future Development of 35 Multi-Family Residential Units in a 6-Storey Building

### PURPOSE

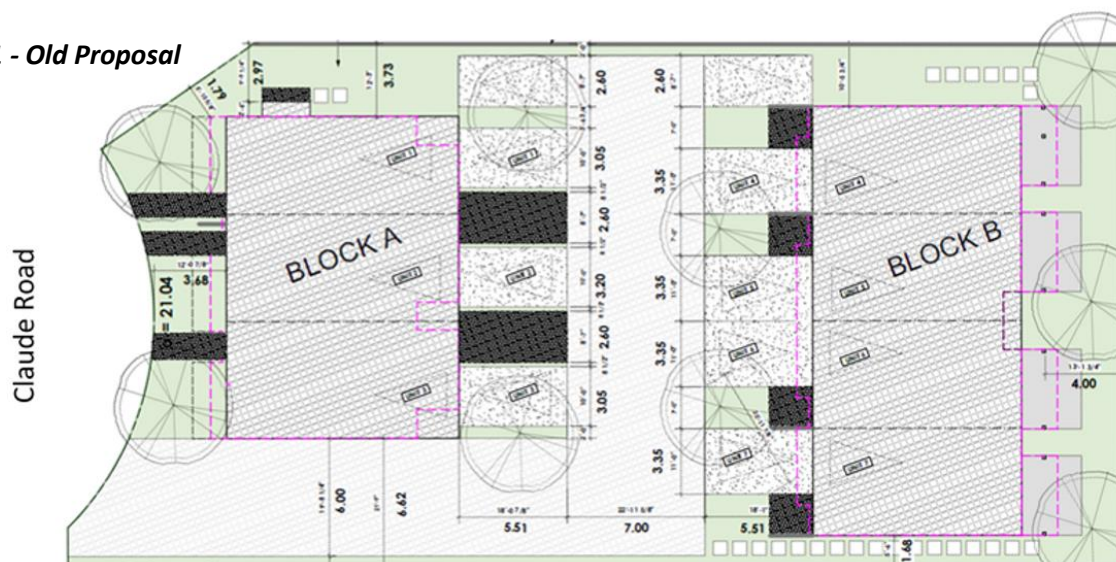
David Fulkco has applied on behalf of James and Dianne Hoel to rezone 2681 Claude Road from R2 (One- and Two-Family Residential) to MU2 (Mixed-Use Residential Commercial) to allow a future development of 35 multi-family residential units in a 6-storey building.

### BACKGROUND

#### PREVIOUS APPLICATIONS

This application first went to the Planning, Zoning and Affordable Housing Committee on February 14<sup>th</sup>, 2017 and then to Council, receiving 3<sup>rd</sup> reading on April 3<sup>rd</sup>, 2017. The proposal at that time was for 7 townhouse units, as illustrated in Figure 1 below.

**Figure 1 - Old Proposal**



The applicant now wishes to construct a 35 unit multi-family residential building as illustrated in Figure 2. Given that this would be a substantial change from what was originally proposed, another public hearing is considered reasonable.

**Figure 2 – New Proposal**



**Figure 3 – New Proposal**



**Figure 4 – New Proposal****Table 1: New Site Data**

|                                   | <b>Permitted by R2 (Current Zoning)</b>                                                                                                                        | <b>Permitted by MU2 (Proposed Zoning)</b>                                                           | <b>Proposed by Current Rezoning Application</b>             |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <i>Permitted Use</i>              | One- and Two-Family Dwellings<br>Secondary Suites in One-Family Dwellings<br>Up to Four Boarders in a One-Family Dwelling<br>Home Occupation<br>Group Day Care | Apartments<br>Financial Institutions<br>Health clubs<br>Hotels<br>Offices<br>Restaurants<br>Schools | Apartment                                                   |
|                                   | <b>Permitted by R2 (Current Zoning)</b>                                                                                                                        | <b>Permitted by MU2 (Proposed Zoning)</b>                                                           | <b>Proposed by Rezoning Application</b>                     |
| <i>Density</i>                    | 550m <sup>2</sup> (5,920 ft <sup>2</sup> )                                                                                                                     | FAR of 5.0                                                                                          | FAR of 2.1                                                  |
| <i>Height</i>                     | 9m (30 ft)                                                                                                                                                     | 11 Storeys                                                                                          | 6 Storeys                                                   |
| <i>Site Coverage</i>              | 35%                                                                                                                                                            | 90%                                                                                                 | 61%                                                         |
| <i>Front Yard Setback</i>         | 6m (20 ft)                                                                                                                                                     | 1.2m (4.0 ft)                                                                                       | 3.2m (12 ft)                                                |
| <i>Interior Side Yard Setback</i> | 1.5m (5 ft)                                                                                                                                                    | 0.0m (0.0 ft)                                                                                       | 1.1m (3.6 ft) east side<br>5.9m (19.6 ft) west side         |
| <i>Exterior Side Yard Setback</i> | 4.5m (15 ft)                                                                                                                                                   | 1.2m (4.0 ft)                                                                                       | N/A                                                         |
| <i>Rear Yard Setback</i>          | 6m (20 ft)                                                                                                                                                     | 0.0m (0.0 ft)                                                                                       | 6.1m (20.2 ft)                                              |
| <i>Parking Requirement</i>        | 2 spaces per principal dwelling unit + 1 parking space per secondary suite                                                                                     | 1.25 spaces per unit (2.25 for 3 bedrooms +)<br>47 required                                         | 1.25 spaces per unit (2.25 for 3 bedrooms +)<br>47 provided |

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**PREVIOUS RESOLUTION**

From the previous townhouse proposal, Council had passed the following resolution:

1. *Direct staff to prepare a bylaw to amend the zoning designation of the property located at 2681 Claude Road from R2 (One- and Two-Family Residential) to RM7A (Medium-Density Apartment 7A), subject to the following terms and conditions:*
  - a) *That the owner agrees to provide, **as a bonus for increased density**, the following contributions per dwelling unit, prior to issuance of a Building Permit:*
    - i. *\$2,562 towards the General Amenity Reserve Fund;*
    - ii. *\$610 towards the Affordable Housing Reserve Fund;*
  - b) *That the applicant provides, **prior to Public Hearing**, the following:*
    - i. *An onsite landscape plan to the satisfaction of the Director of Planning*
  - c) *That the applicant provides, **prior to Bylaw Adoption**, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:*
    - i. *That a stormwater management and maintenance plan be created, to the satisfaction of the Director of Engineering, and registered on title for the benefit of future owners;*
    - ii. *That full frontage improvements be completed as per the Subdivision and Development Servicing Bylaw No. 1000 standards, to the satisfaction of the Director of Engineering, prior to the issuance of a Building Permit;*
    - iii. *That balcony screening will be opaque and that any portions that are perpendicular to the rear building face are constructed to a 5 ft height;*
2. *Authorize the Director of Planning to issue the following variances within the Development Permit for 2681 Claude Road:*
  - a) *That Section 6.36.06(1) be varied to reduce the minimum front yard setback to 3.6m; and*
  - b) *That Section 6.36.06(2) be varied to reduce the minimum interior side yard setback to 1.6m; and*
  - c) *That Section 6.36.06(5) be varied to reduce the minimum rear yard setback to 4.0m*

Council may wish to continue with the same conditions, but without the variances as the applicant is no longer requesting a variance. Council may also wish to add the need for a technical memo from a certified professional that states storm water may be handled onsite, to the satisfaction of the Director of Engineering, prior to public hearing. This memo is being required for all rezoning applications now.

## **FINANCIAL CONTRIBUTIONS**

Rezoning the subject property to permit higher densities of development may increase the assessed value of the property, and this may increase municipal revenue. As the applicant will connect the development to municipal sewers and complete frontage improvements, the direct capital costs to the municipality associated with this development will be negligible.

A summary of the amenity contributions required pursuant to Council's Amenity Contribution Policy and Development Cost Charges required are listed in Tables 2 and 3 below.

**Table 2 – Amenity Contributions per Council Policy**

| <b>Amenity Item</b>                    | <b>Per unit contribution</b> | <b>Total (35-units)</b> |
|----------------------------------------|------------------------------|-------------------------|
| <i>General Amenity Reserve Fund</i>    | \$2,562 *                    | \$89,670                |
| <i>Affordable Housing Reserve Fund</i> | \$610 *                      | \$21,350                |
| <b>TOTAL POLICY CONTRIBUTIONS</b>      |                              | <b>\$111,020</b>        |

**\* 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 4<sup>th</sup> storey.**

**Table 3 – Development Cost Charges**

| <b>Development Cost Charge</b>                  | <b>Per unit contribution</b> | <b>Total (35-units)</b> |
|-------------------------------------------------|------------------------------|-------------------------|
| <i>Roads</i>                                    | \$3,188                      | \$111,580               |
| <i>Park Improvement</i>                         | \$1,890                      | \$66,150                |
| <i>Park Acquisition</i>                         | \$1,100                      | \$38,500                |
| <i>Incremental Storage Improvement Fees</i>     | \$331.65                     | \$11,607.75             |
| <i>Integrated Survey Area</i>                   | \$35                         | \$35                    |
| <b>Subtotal (DCCs paid to City of Langford)</b> |                              | <b>\$227,872.75</b>     |
| <i>CRD Water</i>                                | \$1,493.63                   | \$52,277.05             |
| <i>School Site Acquisition</i>                  | \$419                        | \$14,665                |
| <b>TOTAL (estimate) DCCs</b>                    |                              | <b>\$294,814.80</b>     |

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**OPTIONS****Option 1**

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

1. Rescind 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading of Bylaw 1678.
2. Direct staff to prepare a bylaw to amend the zoning designation of the property located at 2681 Claude Road from R2 (One- and Two-Family Residential) to MU2 (MU2 (Mixed-Use Residential Commercial)), subject to the following terms and conditions:
  - a) That the owner agrees to provide, **as a bonus for increased density**, the following contributions per dwelling unit, prior to issuance of a Building Permit:
    - i. \$2,562 towards the General Amenity Reserve Fund;
    - ii. \$610 towards the Affordable Housing 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, **prior to Public Hearing**, the following:
    - i. An onsite landscape plan to the satisfaction of the Director of Planning;
    - ii. A technical memo from a qualified engineer that verifies storm water can be adequately managed onsite, to the satisfaction of the Director of Engineering.
  - c) That the applicant provides, **prior to Bylaw Adoption**, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:
    - i. That a stormwater management and maintenance plan be created, to the satisfaction of the Director of Engineering, and registered on title for the benefit of future owners;
    - ii. That full frontage improvements be completed as per the Subdivision and Development Servicing Bylaw No. 1000 standards, to the satisfaction of the Director of Engineering, prior to the issuance of a Building Permit;
    - iii. That balcony screening will be opaque and that any portions that are perpendicular to the rear building face are constructed to a 5 foot height;
    - iv. That a construction parking and traffic management plan be provided prior to issuance of a building permit, to the satisfaction of the Director of Engineering; and
    - v. That a separate covenant be registered prior to issuance of a building permit for the proposed residential building that ensures parking is assigned and tied to each unit created in accordance with the minimum required parking stalls as per the zoning bylaw

**OR Option 2**

1. Take no action at this time with respect to Bylaw No. 1678 or the proposed new development at 2681 Claude Road.

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Respectfully Submitted:

|               |                                                           |
|---------------|-----------------------------------------------------------|
| Submitted by: | Robert Dykstra, MCIP, RPP Land Development Planner        |
| Concurrence:  | Matthew Baldwin, MCIP, RPP, Director of Planning          |
| Concurrence:  | Yari Neilson, 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               |

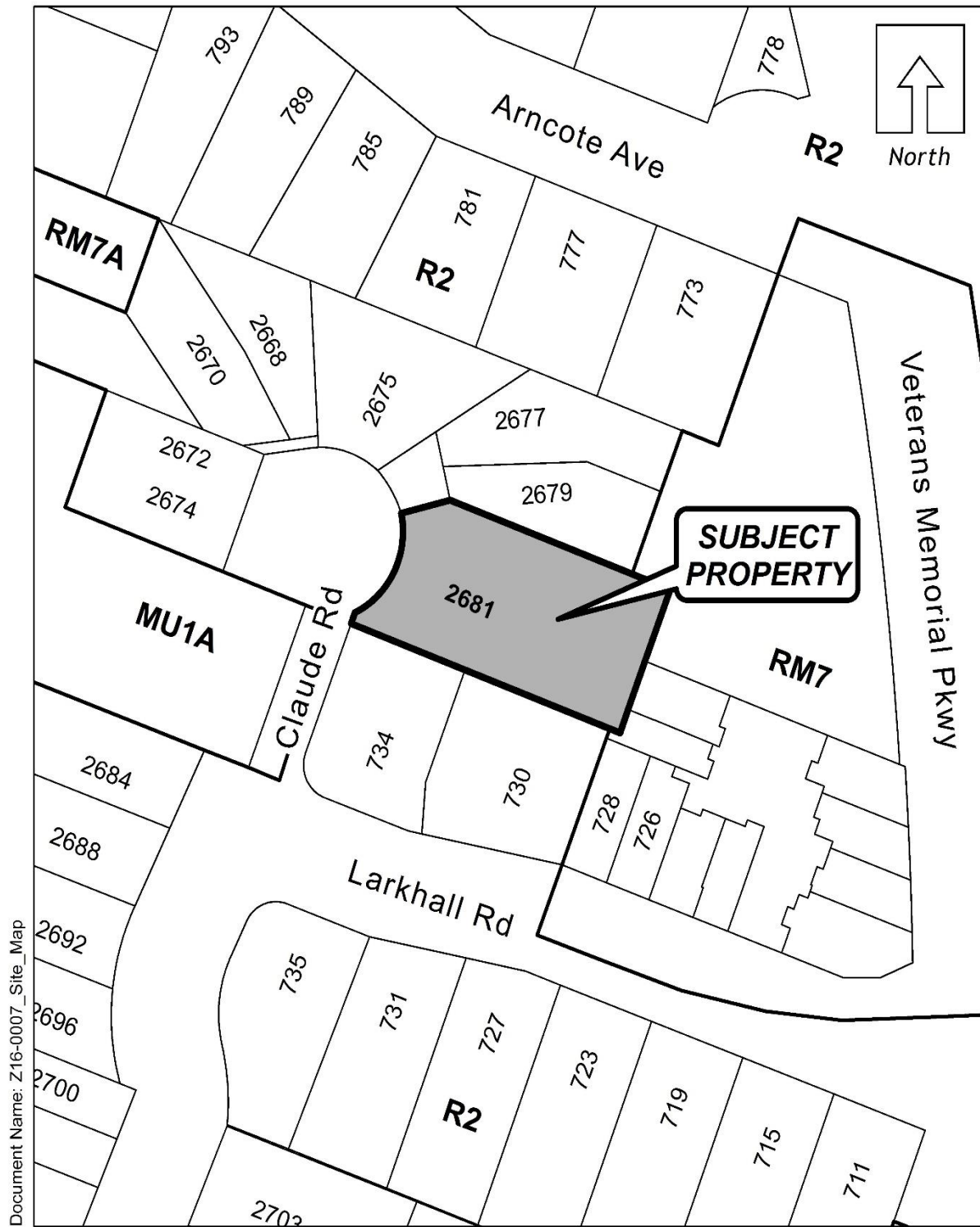
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**Appendix A**  
CONCEPT PLANS



**Appendix B**  
**PROPERTY MAP**

**REZONING BYLAW AMENDMENT**  
**( Z16-0007 )**  
**2681 Claude Rd**



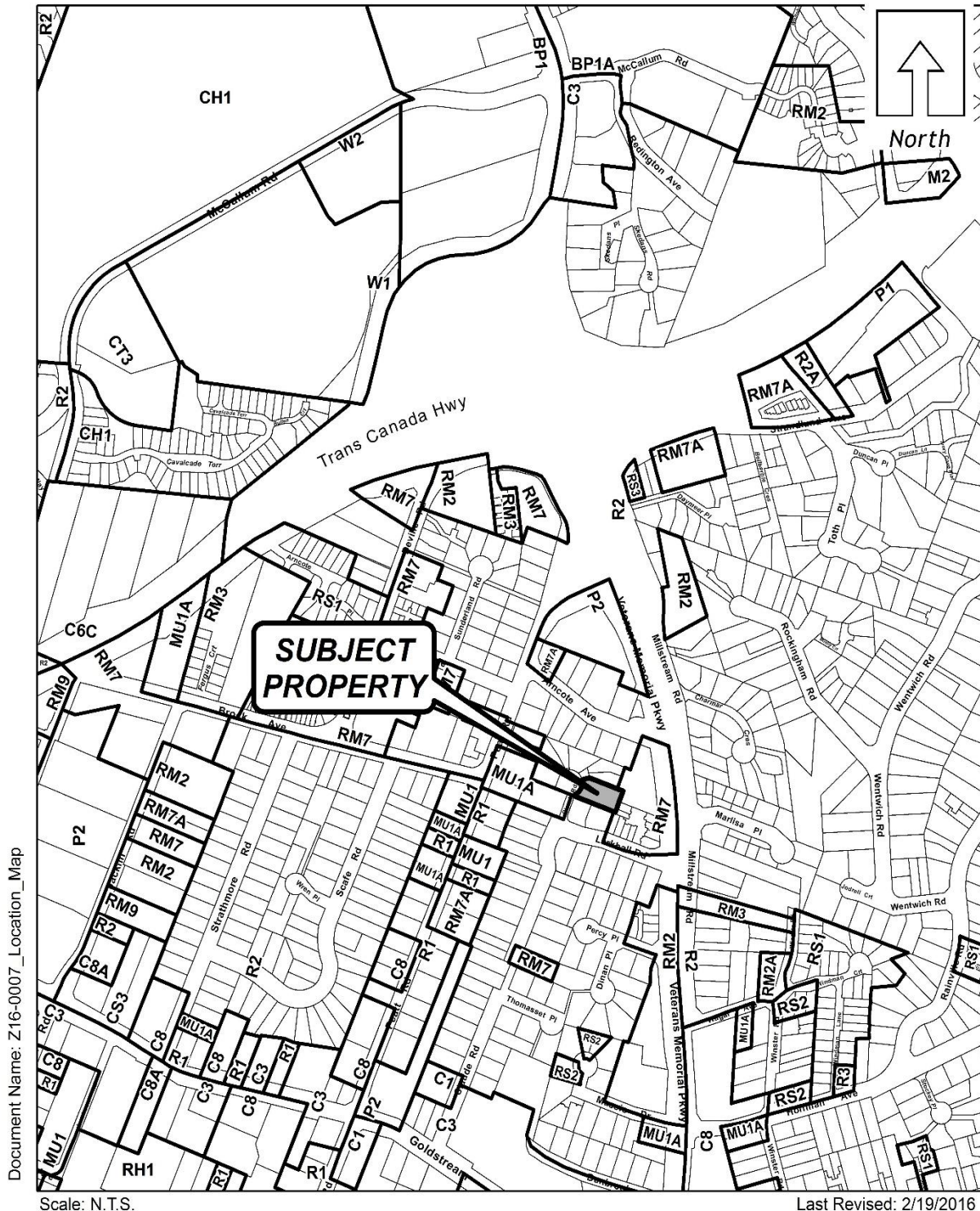
Document Name: Z16-0007\_Site\_Map

Scale: N.T.S.

Last Revised: 2/19/2016

**Appendix C**  
**LOCATION MAP**

**REZONING BYLAW AMENDMENT**  
**( Z16-0007 )**  
**2681 Claude Rd**





## Staff Report to Council

**Date:** January 20, 2020  
**Department:** Administration  
**Subject:** Public Hearing Policy

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### Background and Commentary

The Planning and Administration/Legislative Services departments have developed a new Public Hearing Policy. In addition to being a useful tool to provide information to the public, this policy clarifies some aspects of the hearing, including:

- The process for adjourning the hearing, if there are too many speakers to accommodate in one session
- The process for handling late submissions
- The process for implementing a Speakers' List, if desired by the Chair

This policy clarifies the public hearing process, and does not change the current format.

### Financial Implications

None.

### Legal Implications

Having a public hearing policy could be useful in case of a legal challenge to a public hearing.

### Options

1. THAT Council approve the Council Policy POL-0155-ADMIN, the Public Hearing Policy.

OR

2. THAT Council direct staff to make changes to POL-0155-ADMIN.

OR

3. THAT Council not take any action on POL-0155-ADMIN.

Respectfully submitted,

|               |                                                           |
|---------------|-----------------------------------------------------------|
| Submitted by: | Adriana Proton, Manager of Legislative Services           |
| Concurrence:  | Matthew Baldwin, MCIP, RPP Director of Planning           |
| Concurrence:  | Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering |
| Concurrence:  | Leah Stohmann, MCIP, RPP, Deputy Director of Planning     |
| Concurrence:  | Michael Dillabaugh, CPA, CA, Director of Finance          |
| Concurrence:  | Braden Hutchins, Director of Corporate Services           |
| Concurrence:  | Darren Kiedyk, Chief Administrative Officer               |



# City of Langford

[www.cityoflangford.ca](http://www.cityoflangford.ca)

## PUBLIC HEARING POLICY

Council Policy POL-0155-ADMIN

Original Policy: January 2020

Presiding Council Member, Mayor Stewart Young

Date:

Signature:

### Purpose

1. As required by the *Local Government Act*, municipalities hold public hearings to provide an opportunity for members of the public whose interest in land may be affected by a proposed land use bylaw to be heard.
2. This policy establishes public hearing procedures and guidelines.

### Public Hearing Procedures

3. Respectful conduct is required at public hearings, and members of the public are asked to refrain from any expression of support or opposition (i.e. no applause).
4. Public Hearings are held after first reading of a bylaw and before third reading.
5. Council does not make a decision on the proposed bylaw before the hearing; it listens to presentations at the hearing and may ask clarifying questions, but does not debate the proposal.
6. Although Public Hearings are not considered Council meetings and do not require quorum of Council, Langford Council normally holds its public hearings during Council meetings, and therefore requires quorum of Council.
7. Public Hearings are conducted as follows:
  - a) The Chair will call the hearing to order;
  - b) The Chair will announce the subject of the hearing;
  - c) The Chair will request that the Director of Planning or delegate provide an overview of the subject application or bylaw;
  - d) The Director of Planning or Corporate Officer may advise of any on-table submissions received following agenda publication;
  - e) The Corporate Officer will read any written submissions received after noon on the day of the public hearing, if it is not feasible to redact and distribute them;

- f) The Chair may ask if the applicant is present, and whether they wish to make a presentation or answer questions;
  - g) Following the applicant's presentation, the Chair will call for representations from the public;
  - h) When it appears that there are no further speakers, the Chair will call two (2) further times for representations from the public;
  - i) The Corporate Officer will read any final written submissions;
  - j) If no further speakers come forward, then the Chair will close the hearing;
  - k) After the hearing is closed, Council will not receive any further submissions from the applicant or the public regarding the subject of the hearing; and
  - l) If there are too many speakers to accommodate at the initial scheduled hearing, the Chair may adjourn the hearing and state to those present the time and place for the resumption of the hearing.
8. The Chair may make minor adjustments to the hearing procedure as needed, provided that the hearing still meets legislative requirements.

**Guidelines for Submissions**

- 9. All correspondence that the City receives on the proposed land use bylaw will be included as a public hearing submission.
- 10. The preferred format and submission method is submitting a pdf by email.
- 11. Members of the public who make a submission in any format must provide their name and residential address.
- 12. Members of the public who speak at the public hearing may submit their name and address in writing if preferred.
- 13. If an individual is speaking on behalf of another person or organization, they must also identify that organization and confirm that they are authorized to speak on their behalf.
- 14. Speakers may only address the application in question, and not unrelated topics.
- 15. Written submissions may be received up until the end of the public hearing, and will be distributed to the public as follows:
  - a) If received prior to the agenda deadline, they will be redacted and included in the agenda package;
  - b) If received after the agenda deadline, but by noon on the day of the public hearing, they will be redacted (information that may not be made public, such as personal contact information, will be removed) and copies provided to the public at the meeting as a late item; and
  - c) If received after noon on the day of the public hearing, they will be read by the Corporate Officer at the public hearing, if it is not feasible to redact and distribute them.

16. Any submissions considered by Council will be available for review by the public.
17. The Chair may establish time limits for speakers as follows:
  - a) Time limits are based on the number of speakers in attendance;
  - b) The time allotted to speakers does not exceed ten (10) minutes, including for the applicant; and
  - c) The time limit for a speaker who is speaking for a second time with new information does not exceed five (5) minutes.

**Speakers' List**

18. If the Chair anticipates a large number of speakers, they may implement a Speakers' List:
  - a) Registration for the Speakers' List opens when Council Chambers opens to the public prior to the hearing,
  - b) The Chair calls speakers in the order that their name appears on the Speakers' List,
  - c) A person wishing to speak for a second time must re-register their name at the end of the Speakers' List, and
  - d) Speakers may not normally speak more than twice.



## Staff Report to Council

**Date:** January 20, 2020

**Department:** Finance

**Subject:** West Shore Parks and Recreation Society 2020 Budget

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### Commentary

Attached is the 2020 budget that is proposed and submitted for approval by the West Shore Parks & Recreation Society (WSPRS) Board of Directors. The total municipal requisitions are proposed at a \$123,500 (2.5%) increase. However, Langford's share has increased by 3.58% (\$92,191) over 2019 and this is due entirely to Langford's higher assessment growth compared to the other municipal contributors. This is beyond the control of the WSPRS Board of Directors, however it does represent a cost increase to Langford.

### Financial Implications

Council is aware that they have appointed an interim Board of Directors made up of the five Chief Administrative Officers to review West Shore Parks and Recreation Society services and find cost savings measures. This budget reflects the work of the interim Board.

### Legal Implications

Under the terms of the Operating Maintenance and Management Agreement between the owners and WSPRS, the annual budget must be approved unanimously. Failure to approve would mean that the previous year's budget would carry into the current year.

### Options

1. That Council approve the 2020 West Shore Parks and Recreation Society budget;
- or
2. That Council reject the 2020 West Shore Parks and Recreation Society budget and advise WSPRS of the reasons for rejection.

Respectfully Submitted,

|               |                                                 |
|---------------|-------------------------------------------------|
| Submitted by: | Michael Dillabaugh, Director of Finance         |
| Concurrence:  | Cory Manton, Parks and Recreation Manager       |
| Concurrence:  | Braden Hutchins, Director of Corporate Services |
| Concurrence:  | Darren Kiedyk, Chief Administrative Officer     |

Serving the communities of COLWOOD • HIGHLANDS • LANGFORD • METCHOSIN • VIEW ROYAL

# 2020 BUDGET

*do, learn, grow...*



## STAFF REPORT

|                 |                                               |
|-----------------|-----------------------------------------------|
| <b>TO:</b>      | West Shore Parks & Recreation Society Members |
| <b>FROM:</b>    | Grant Brown, Manager of Finance               |
| <b>DATE:</b>    | November 22, 2019                             |
| <b>SUBJECT:</b> | 2020 Budget and Requisition Request           |

**RECOMMENDATION:**

That the West Shore Parks & Recreation Society Members review and approve the West Shore Parks & Recreation Society 2020 Budget and requisition request as presented.

**BACKGROUND:**

Included in this package you find the above noted financial information for the West Shore Parks & Recreation Society. The package has been divided into sections to aid in analysis – Operating Income, Summary, Converted Assessments, Requisition Request, and Five Year Operating & Capital Forecast.

**DISCUSSION:**

The 2020 West Shore Parks & Recreation Society's requisition request is for \$5,071,039, which is a \$123,500, or 2.50% increase over the 2019 approved requisition.

The 2020 budget includes the following:

- Non-discretionary increase in expenses:
  - A 2.0% wage increase \$143,080
  - Wage Step increases \$28,295
  - Various Utility Increases \$15,115
  - Insurance Premium increase \$19,290
- Net Expenditure Decreases:
  - Program fee increases and improved performance, \$148,595
  - Recreation Integration Contract reduced, \$15,000
  - Administration contracts reduced, \$4,500
  - Human Resources department reconfigured, \$30,410
  - Reduced scheduled pool shutdown from 6-weeks to 2-weeks, \$15,975

- Net Expenditure Increases:
  - New Inclusion Support Worker position, \$17,200
  - Contingency partially reinstated, \$19,594
  - Parks & Maintenance repairs & maintenance supplies increased, \$22,905
  - Reserve Fund contributions increased, \$62,500
- Major Capital projects include:
  - Indoor sport turf and sports floor, \$300,000
  - Heat reclaim pipe, \$100,000
  - Q Centre cooling tower, \$110,000
  - Preparatory work for arena floor replacement, \$100,000
  - Recreation software, \$75,000
  - Tot pool filter, \$90,000
  - Bus, \$100,000
  - Pottery Studio move, \$50,000
- Reserve fund transfers totalling \$1,337,888
  - Fitness Equipment Reserve \$94,794 (contribute \$80,000 annually) (2019 - \$92,000)
  - JDF Arena Floor Replacement \$100,000 (2019 - \$nil)
  - Equipment & Maintenance Reserve \$1,043,094 (2019 - \$854,794)
  - Bus Replacement Reserve \$100,000 (contribute \$12,500 annually) (2019 - \$nil)
- Operating income of \$347,206 maintained

Total Operating Changes: Net Expense increased \$123,500

Total Capital Changes: Net Expense maintained

#### **FINANCIAL IMPLICATIONS:**

The 2020 Budget and requisition request of \$5,071,039 is an increase of \$123,500 or 2.50% over the approved 2019 Budget requisition.




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Grant Brown  
Manager of Finance




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Sandy Clarke  
Acting Administrator

# West Shore Parks & Recreation Society 2020 Operating & Capital Budget Operating Income

|                          | 2019<br>Budget | 2019<br>Projection | \$<br>Variance | % of<br>Budget | 2020<br>Budget | \$ Inc 2019<br>Budget | % Inc 2019<br>Budget | \$ Inc 2019<br>Projection | % Inc 2019<br>Projection |
|--------------------------|----------------|--------------------|----------------|----------------|----------------|-----------------------|----------------------|---------------------------|--------------------------|
| Revenue                  |                |                    |                |                |                |                       |                      |                           |                          |
| Requisitions             | 4,947,539      | 4,947,539          | 0              | 0.00%          | 5,071,039      | 123,500               | 2.50%                | 123,500                   | 2.50%                    |
| Sale of Service          | 5,994,919      | 6,249,459          | 254,540        | 4.25%          | 6,348,783      | 353,863               | 5.90%                | 96,824                    | 1.55%                    |
| Total Revenues           | 10,942,458     | 11,196,998         | 254,540        | 2.33%          | 11,419,821     | 477,363               | 4.36%                | 220,323                   | 1.97%                    |
| Operating Expenses       |                |                    |                |                |                |                       |                      |                           |                          |
| Administration           | 402,982        | 428,068            | 25,086         | 6.22%          | 421,168        | 18,186                | 4.51%                | (6,899)                   | -1.61%                   |
| Finance                  | 711,950        | 729,412            | 17,462         | 2.45%          | 798,995        | 87,045                | 12.23%               | 69,584                    | 9.54%                    |
| Food & Beverage          | 584,659        | 626,607            | 41,948         | 7.17%          | 584,496        | (163)                 | -0.03%               | (42,112)                  | -6.72%                   |
| Human Resources          | 172,123        | 144,800            | (27,323)       | -15.87%        | 141,714        | (30,409)              | -17.67%              | (3,086)                   | -2.13%                   |
| Maintenance              | 3,196,188      | 3,264,436          | 68,248         | 2.14%          | 3,296,352      | 100,164               | 3.13%                | 31,916                    | 0.98%                    |
| Marketing                | 76,000         | 70,263             | (5,737)        | -7.55%         | 76,500         | 500                   | 0.66%                | 6,237                     | 8.88%                    |
| Parks                    | 1,036,550      | 982,316            | (54,234)       | -5.23%         | 1,022,889      | (13,661)              | -1.32%               | 40,573                    | 4.13%                    |
| Programs                 | 3,783,487      | 3,865,789          | 82,302         | 2.18%          | 4,102,342      | 318,855               | 8.43%                | 236,553                   | 6.12%                    |
| Reception                | 631,315        | 622,169            | (9,146)        | -1.45%         | 628,159        | (3,156)               | -0.50%               | 5,990                     | 0.96%                    |
| Total Operating Expenses | 10,595,254     | 10,733,860         | 138,605        | 1.31%          | 11,072,615     | 477,361               | 4.51%                | 338,756                   | 3.16%                    |
| Net Operating Income     | 347,206        | 463,138            | 115,932        | 33.39%         | 347,206        | 0                     | 0.00%                | (115,932)                 | -25.03%                  |
| Transfers to Reserve     | (347,206)      | (463,138)          | (115,932)      | 33.39%         | (347,206)      | 0                     | 0.00%                | 115,932                   | -25.03%                  |
| Capital Expenditures     | 1,482,000      | 1,463,092          | (18,908)       | -1.28%         | 1,685,094      | 203,094               | 13.70%               | 222,002                   | 15.17%                   |
| Transfers from Reserve   | (1,482,000)    | (1,463,092)        | 18,908         | -1.28%         | (1,685,094)    | (203,094)             | 13.70%               | (222,002)                 | 15.17%                   |
| Budget Surplus (Deficit) | 0              | 0                  | 0              | 0.00%          | 0              | 0                     | 0.00%                | 0                         | 0.00%                    |

# West Shore Parks & Recreation Society 2020 Projected Reserve Accounts Summary

|                               | December 31, 2018 |         | Transfers In |      | Transfers Out |         | December 31, 2019 |      | Transfers In |      | Transfers Out |      | December 31, 2020 |           |
|-------------------------------|-------------------|---------|--------------|------|---------------|---------|-------------------|------|--------------|------|---------------|------|-------------------|-----------|
|                               | Audited           | 2019    | 2019         | 2019 | Projected     | 2019    | 2020              | 2020 | 2020         | 2020 | 2020          | 2020 | Projected         | Projected |
| Equipment Replacement Reserve | 195,520           | 92,500  | (92,000)     |      | 196,020       | 125,000 | (194,794)         |      |              |      |               |      | 126,226           |           |
| Pool Liner Reserve            | 188,000           | 0       | (188,000)    |      | 0             | 0       | 0                 |      |              |      |               |      | 0                 |           |
| Major Repair Reserve          | 2,049,638         | 553,603 | (854,794)    |      | 1,748,447     | 101,556 | (1,143,094)       |      |              |      |               |      | 706,909           |           |
| Total Reserve Available       | 2,433,158         | 646,103 | (1,134,794)  |      | 1,944,467     | 226,556 | (1,337,888)       |      |              |      |               |      | 833,135           |           |
| Unfunded Members' TCA         | 585,393           |         |              |      |               |         |                   |      |              |      |               |      |                   |           |

# SUMMARY

# West Shore Parks & Recreation Society

## 2020 Operating & Capital Budget

### Summary

|                           | 2019<br>Budget   | 2019<br>Projection | \$<br>Variance  | % of<br>Budget | 2020<br>Budget   | \$ Inc 2019<br>Budget | % Inc 2019<br>Budget | \$ Inc 2019<br>Projection | % Inc 2019<br>Projection |
|---------------------------|------------------|--------------------|-----------------|----------------|------------------|-----------------------|----------------------|---------------------------|--------------------------|
| <b>OPERATIONS</b>         |                  |                    |                 |                |                  |                       |                      |                           |                          |
| <b>Administration</b>     |                  |                    |                 |                |                  |                       |                      |                           |                          |
| Expenditures              | 402,982          | 428,068            | 25,086          | 6.22%          | 421,168          | 18,186                | 4.51%                | (6,899)                   | -1.61%                   |
| Net                       | 402,982          | 428,068            | 25,086          | 6.22%          | 421,168          | 18,186                | 4.51%                | (6,899)                   | -1.61%                   |
| <b>Finance</b>            |                  |                    |                 |                |                  |                       |                      |                           |                          |
| Revenues                  | (115,811)        | (118,411)          | (2,600)         | 2.24%          | (116,083)        | (272)                 | 0.23%                | 2,328                     | -1.97%                   |
| Expenditures              | 711,950          | 729,412            | 17,462          | 2.45%          | 798,995          | 87,045                | 12.23%               | 69,584                    | 9.54%                    |
| Net                       | 596,139          | 611,001            | 14,862          | 2.49%          | 682,913          | 86,774                | 14.56%               | 71,912                    | 11.77%                   |
| <b>Human Resources</b>    |                  |                    |                 |                |                  |                       |                      |                           |                          |
| Expenditures              | 172,123          | 144,800            | (27,323)        | -15.87%        | 141,714          | (30,409)              | -17.67%              | (3,086)                   | -2.13%                   |
| Net                       | 172,123          | 144,800            | (27,323)        | -15.87%        | 141,714          | (30,409)              | -17.67%              | (3,086)                   | -2.13%                   |
| <b>Reception</b>          |                  |                    |                 |                |                  |                       |                      |                           |                          |
| Revenues                  | (32,809)         | (38,979)           | (6,170)         | 18.81%         | (37,861)         | (5,052)               | 15.40%               | 1,118                     | -2.87%                   |
| Expenditures              | 631,315          | 622,169            | (9,146)         | -1.45%         | 628,159          | (3,156)               | -0.50%               | 5,990                     | 0.96%                    |
| Net                       | 598,506          | 583,190            | (15,316)        | -2.56%         | 590,298          | (8,208)               | -1.37%               | 7,108                     | 1.22%                    |
| <b>Marketing</b>          |                  |                    |                 |                |                  |                       |                      |                           |                          |
| Revenues                  | (14,264)         | (16,027)           | (1,763)         | 12.36%         | (16,027)         | (1,763)               | 12.36%               | 0                         | 0.00%                    |
| Expenditures              | 76,000           | 70,263             | (5,737)         | -7.55%         | 76,500           | 500                   | 0.66%                | 6,237                     | 8.88%                    |
| Net                       | 61,736           | 54,236             | (7,500)         | -12.15%        | 60,473           | (1,263)               | -2.05%               | 6,237                     | 11.50%                   |
| <b>NET ADMINISTRATION</b> | <b>1,831,486</b> | <b>1,821,295</b>   | <b>(10,191)</b> | <b>-0.56%</b>  | <b>1,896,566</b> | <b>65,080</b>         | <b>3.55%</b>         | <b>75,271</b>             | <b>4.13%</b>             |

# West Shore Parks & Recreation Society

## 2020 Operating & Capital Budget

### Summary

|                                        | 2019<br>Budget | 2019<br>Projection | \$<br>Variance | % of<br>Budget | 2020<br>Budget | \$ Inc 2019<br>Budget | % Inc 2019<br>Budget | \$ Inc 2019<br>Projection | % Inc 2019<br>Projection |
|----------------------------------------|----------------|--------------------|----------------|----------------|----------------|-----------------------|----------------------|---------------------------|--------------------------|
| <b>Maintenance - General</b>           |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                               | (960)          | (7,000)            | (6,040)        | 629.17%        | (4,000)        | (3,040)               | 316.67%              | 3,000                     | -42.86%                  |
| Expenditures                           | 604,804        | 817,089            | 212,285        | 35.10%         | 713,792        | 108,988               | 18.02%               | (103,297)                 | -12.64%                  |
| Net                                    | 603,844        | 810,089            | 206,245        | 34.16%         | 709,792        | 105,948               | 17.55%               | (100,297)                 | -12.38%                  |
| <b>Maintenance - JDF Arena</b>         |                |                    |                |                |                |                       |                      |                           |                          |
| Expenditures                           | 663,756        | 585,851            | (77,905)       | -11.74%        | 634,920        | (28,836)              | -4.34%               | 49,068                    | 8.38%                    |
| Net                                    | 663,756        | 585,851            | (77,905)       | -11.74%        | 634,920        | (28,836)              | -4.34%               | 49,068                    | 8.38%                    |
| <b>Maintenance - Curling/Dry Floor</b> |                |                    |                |                |                |                       |                      |                           |                          |
| Expenditures                           | 129,475        | 116,520            | (12,955)       | -10.01%        | 86,532         | (42,943)              | -33.17%              | (29,988)                  | -25.74%                  |
| Net                                    | 129,475        | 116,520            | (12,955)       | -10.01%        | 86,532         | (42,943)              | -33.17%              | (29,988)                  | -25.74%                  |
| <b>Maintenance - Pool</b>              |                |                    |                |                |                |                       |                      |                           |                          |
| Expenditures                           | 562,309        | 581,355            | 19,046         | 3.39%          | 620,471        | 58,162                | 10.34%               | 39,116                    | 6.73%                    |
| Net                                    | 562,309        | 581,355            | 19,046         | 3.39%          | 620,471        | 58,162                | 10.34%               | 39,116                    | 6.73%                    |
| <b>Maintenance - Seniors</b>           |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                               | (129,982)      | (131,000)          | (1,018)        | 0.78%          | (132,500)      | (2,518)               | 1.94%                | (1,500)                   | 1.15%                    |
| Expenditures                           | 242,750        | 229,013            | (13,737)       | -5.66%         | 255,400        | 12,650                | 5.21%                | 26,387                    | 11.52%                   |
| Net                                    | 112,768        | 98,013             | (14,755)       | -13.08%        | 122,900        | 10,132                | 8.99%                | 24,887                    | 25.39%                   |
| <b>Maintenance - Library</b>           |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                               | (73,010)       | (76,720)           | (3,710)        | 5.08%          | (81,441)       | (8,431)               | 11.55%               | (4,721)                   | 6.15%                    |
| Expenditures                           | 73,010         | 76,720             | 3,710          | 5.08%          | 81,441         | 8,431                 | 11.55%               | 4,721                     | 6.15%                    |
| Net                                    | 0              | 0                  | 0              | 0.00%          | 0              | 0                     | 0.00%                | (0)                       | #DIV/0!                  |
| <b>Maintenance - Centennial Centre</b> |                |                    |                |                |                |                       |                      |                           |                          |
| Expenditures                           | 88,021         | 81,144             | (6,876)        | -7.81%         | 86,748         | (1,273)               | -1.45%               | 5,604                     | 6.91%                    |
| Net                                    | 88,021         | 81,144             | (6,876)        | -7.81%         | 86,748         | (1,273)               | -1.45%               | 5,604                     | 6.91%                    |

# West Shore Parks & Recreation Society

## 2020 Operating & Capital Budget

### Summary

| Maintenance - Q Centre |           |            |          |          |           |          |          |            |            |             |            |            |          |
|------------------------|-----------|------------|----------|----------|-----------|----------|----------|------------|------------|-------------|------------|------------|----------|
|                        | 2019      |            | \$       | % of     |           | 2020     |          | % Inc 2019 |            | \$ Inc 2019 |            | % Inc 2019 |          |
|                        | Budget    | Projection |          | Variance | Budget    | Budget   | Budget   | Budget     | Projection | Projection  | Projection | Projection |          |
| Revenues               | (417)     | (13,690)   | (13,273) | 3182.97% | 0         | 417      | -100.00% | 13,690     | -100.00%   | 13,690      | -100.00%   | 13,690     | -100.00% |
|                        | 779,693   | 725,536    | (54,157) | -6.95%   | 764,349   | (15,344) | -1.97%   | 38,813     | -1.97%     | 38,813      | -1.97%     | 38,813     | -1.97%   |
|                        | 779,276   | 711,846    | (67,430) | -8.65%   | 764,349   | (14,927) | -1.92%   | 52,503     | -1.92%     | 52,503      | -1.92%     | 52,503     | -1.92%   |
| Expenditures           | 52,370    | 51,207     | (1,163)  | -2.22%   | 52,700    | 330      | 0.63%    | 1,493      | 0.63%      | 1,493       | 0.63%      | 1,493      | 0.63%    |
|                        | 52,370    | 51,207     | (1,163)  | -2.22%   | 52,700    | 330      | 0.63%    | 1,493      | 0.63%      | 1,493       | 0.63%      | 1,493      | 0.63%    |
|                        | 2,991,819 | 3,036,026  | 44,207   | 1.48%    | 3,078,411 | 86,592   | 2.89%    | 42,385     | 2.89%      | 42,385      | 2.89%      | 42,385     | 2.89%    |
| NET MAINTENANCE        |           |            |          |          |           |          |          |            |            |             |            |            |          |
| Parks - Parks          | (54,537)  | (60,479)   | (5,942)  | 10.90%   | (52,479)  | 2,058    | -3.77%   | 8,000      | -3.77%     | 8,000       | -3.77%     | 8,000      | -3.77%   |
|                        | 796,078   | 775,035    | (21,044) | -2.64%   | 796,079   | 0        | 0.00%    | 21,044     | 0.00%      | 21,044      | 0.00%      | 21,044     | 0.00%    |
|                        | 741,541   | 714,556    | (26,986) | -3.64%   | 743,600   | 2,058    | 0.28%    | 29,044     | 0.28%      | 29,044      | 0.28%      | 29,044     | 0.28%    |
| Parks - Golf           | 177,810   | 169,267    | (8,543)  | -4.80%   | 169,689   | (8,121)  | -4.57%   | 422        | -4.57%     | 422         | -4.57%     | 422        | -4.57%   |
|                        | 177,810   | 169,267    | (8,543)  | -4.80%   | 169,689   | (8,121)  | -4.57%   | 422        | -4.57%     | 422         | -4.57%     | 422        | -4.57%   |
|                        | 55,901    | 32,759     | (23,141) | -41.40%  | 51,866    | (4,035)  | -7.22%   | 19,107     | -7.22%     | 19,107      | -7.22%     | 19,107     | -7.22%   |
| Parks - Lawn Bowl      | 55,901    | 32,759     | (23,141) | -41.40%  | 51,866    | (4,035)  | -7.22%   | 19,107     | -7.22%     | 19,107      | -7.22%     | 19,107     | -7.22%   |
|                        | 55,901    | 32,759     | (23,141) | -41.40%  | 51,866    | (4,035)  | -7.22%   | 19,107     | -7.22%     | 19,107      | -7.22%     | 19,107     | -7.22%   |
|                        | 6,761     | 5,255      | (1,506)  | -22.27%  | 5,255     | (1,506)  | -22.27%  | 0          | -22.27%    | 0           | -22.27%    | 0          | -22.27%  |
| Parks - Velodrome      | 6,761     | 5,255      | (1,506)  | -22.27%  | 5,255     | (1,506)  | -22.27%  | 0          | -22.27%    | 0           | -22.27%    | 0          | -22.27%  |
|                        | 6,761     | 5,255      | (1,506)  | -22.27%  | 5,255     | (1,506)  | -22.27%  | 0          | -22.27%    | 0           | -22.27%    | 0          | -22.27%  |
|                        | 982,013   | 921,837    | (60,176) | -6.13%   | 970,410   | (11,603) | -1.18%   | 48,573     | -1.18%     | 48,573      | -1.18%     | 48,573     | -1.18%   |
| NET PARKS              |           |            |          |          |           |          |          |            |            |             |            |            |          |

# West Shore Parks & Recreation Society

## 2020 Operating & Capital Budget

### Summary

|                                  | 2019<br>Budget | 2019<br>Projection | \$<br>Variance | % of<br>Budget | 2020<br>Budget | \$ Inc 2019<br>Budget | % Inc 2019<br>Budget | \$ Inc 2019<br>Projection | % Inc 2019<br>Projection |
|----------------------------------|----------------|--------------------|----------------|----------------|----------------|-----------------------|----------------------|---------------------------|--------------------------|
| Food & Beverage - Administration |                |                    |                |                |                |                       |                      |                           |                          |
| Expenditures                     | 73,578         | 72,475             | (1,103)        | -1.50%         | 85,161         | 11,583                | 15.74%               | 12,686                    | 17.50%                   |
| Net                              | 73,578         | 72,475             | (1,103)        | -1.50%         | 85,161         | 11,583                | 15.74%               | 12,686                    | 17.50%                   |
| Food & Beverage - Q Centre       |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                         | (319,835)      | (377,180)          | (57,345)       | 17.93%         | (337,663)      | (17,828)              | 5.57%                | 39,517                    | -10.48%                  |
| Expenditures                     | 201,475        | 251,714            | 50,239         | 24.94%         | 209,071        | 7,596                 | 3.77%                | (42,643)                  | -16.94%                  |
| Net                              | (118,360)      | (125,466)          | (7,106)        | 6.00%          | (128,592)      | (10,232)              | 8.64%                | (3,126)                   | 2.49%                    |
| Food & Beverage - Catering       |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                         | (205,960)      | (190,487)          | 15,473         | -7.51%         | (211,441)      | (5,481)               | 2.66%                | (20,954)                  | 11.00%                   |
| Expenditures                     | 151,392        | 147,055            | (4,337)        | -2.86%         | 159,162        | 7,770                 | 5.13%                | 12,106                    | 8.23%                    |
| Net                              | (54,568)       | (43,432)           | 11,136         | -20.41%        | (52,279)       | 2,289                 | -4.19%               | (8,847)                   | 20.37%                   |
| Food & Beverage - Café           |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                         | (132,274)      | (132,197)          | 77             | -0.06%         | (134,700)      | (2,426)               | 1.83%                | (2,503)                   | 1.89%                    |
| Expenditures                     | 129,533        | 141,282            | 11,749         | 9.07%          | 131,102        | 1,569                 | 1.21%                | (10,180)                  | -7.21%                   |
| Net                              | (2,741)        | 9,085              | 11,826         | -431.45%       | (3,599)        | (858)                 | 31.29%               | (12,684)                  | -139.61%                 |
| Food & Beverage - Lounge         |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                         | (44,300)       | (18,097)           | 26,203         | -59.15%        | 0              | 44,300                | -100.00%             | 18,097                    | -100.00%                 |
| Expenditures                     | 28,681         | 14,081             | (14,600)       | -50.91%        | 0              | (28,681)              | -100.00%             | (14,081)                  | -100.00%                 |
| Net                              | (15,619)       | (4,016)            | 11,603         | -74.29%        | 0              | 15,619                | -100.00%             | 4,016                     | -100.00%                 |
| NET FOOD & BEVERAGE              | (117,710)      | (91,353)           | 26,357         | -22.39%        | (99,308)       | 18,402                | -15.63%              | (7,955)                   | 8.71%                    |

# West Shore Parks & Recreation Society

## 2020 Operating & Capital Budget

### Summary

|                                               | 2019<br>Budget | 2019<br>Projection | \$<br>Variance | % of<br>Budget | 2020<br>Budget | \$ Inc 2019<br>Budget | % Inc 2019<br>Budget | \$ Inc 2019<br>Projection | % Inc 2019<br>Projection |
|-----------------------------------------------|----------------|--------------------|----------------|----------------|----------------|-----------------------|----------------------|---------------------------|--------------------------|
| Program Administration                        |                |                    |                |                |                |                       |                      |                           |                          |
| Expenditures                                  | 209,600        | 206,138            | (3,462)        | -1.65%         | 218,887        | 9,287                 | 4.43%                | 12,749                    | 6.08%                    |
| Net                                           | 209,600        | 206,138            | (3,462)        | -1.65%         | 218,887        | 9,287                 | 4.43%                | 12,749                    | 6.08%                    |
| Programs - JDF Arena                          |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                                      | (502,525)      | (542,002)          | (39,477)       | 7.86%          | (555,319)      | (52,794)              | 10.51%               | (13,317)                  | 2.46%                    |
| Expenditures                                  | 216,237        | 244,523            | 28,286         | 13.08%         | 245,658        | 29,421                | 13.61%               | 1,135                     | 0.46%                    |
| Net                                           | (286,288)      | (297,479)          | (11,191)       | 3.91%          | (309,661)      | (23,373)              | 8.16%                | (12,182)                  | 4.09%                    |
| Programs - Q Centre                           |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                                      | (623,324)      | (598,310)          | 25,014         | -4.01%         | (604,309)      | 19,015                | -3.05%               | (5,999)                   | 1.00%                    |
| Expenditures                                  | 402,495        | 419,222            | 16,727         | 4.16%          | 429,161        | 26,666                | 6.53%                | 9,939                     | 2.37%                    |
| Net                                           | (220,829)      | (179,088)          | 41,741         | -18.90%        | (175,148)      | 45,681                | -20.69%              | 3,940                     | -2.20%                   |
| Programs - Curling/Dry Floor                  |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                                      | (107,678)      | (117,297)          | (9,619)        | 8.93%          | (130,234)      | (22,556)              | 20.95%               | (12,937)                  | 11.03%                   |
| Expenditures                                  | 100            | 0                  | (100)          | -100.00%       | 35,000         | 34,900                | 34900.00%            | 35,000                    | 0.00%                    |
| Net                                           | (107,578)      | (117,297)          | (9,719)        | 9.03%          | (95,234)       | 12,344                | -11.47%              | 22,063                    | -18.81%                  |
| Programs - Pool                               |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                                      | (892,812)      | (890,647)          | 2,165          | -0.24%         | (959,462)      | (66,650)              | 7.47%                | (68,815)                  | 7.73%                    |
| Expenditures                                  | 666,726        | 678,539            | 11,813         | 1.77%          | 734,615        | 67,889                | 10.18%               | 56,076                    | 8.26%                    |
| Net                                           | (226,086)      | (212,108)          | 13,978         | -6.18%         | (224,847)      | 1,239                 | -0.55%               | (12,740)                  | 6.01%                    |
| Programs - Weights, Rehab, Fitness & Wellness |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                                      | (715,508)      | (752,622)          | (37,114)       | 5.19%          | (756,721)      | (41,213)              | 5.76%                | (4,099)                   | 0.54%                    |
| Expenditures                                  | 562,107        | 584,915            | 22,808         | 4.06%          | 588,952        | 26,845                | 4.78%                | 4,036                     | 0.69%                    |
| Net                                           | (153,401)      | (167,707)          | (14,306)       | 9.33%          | (167,770)      | (14,369)              | 9.37%                | (63)                      | 0.04%                    |

# West Shore Parks & Recreation Society

## 2020 Operating & Capital Budget

### Summary

|                                                       | 2019<br>Budget | 2019<br>Projection | \$<br>Variance | % of<br>Budget | 2020<br>Budget | \$ Inc 2019<br>Budget | % Inc 2019<br>Budget | \$ Inc 2019<br>Projection | % Inc 2019<br>Projection |
|-------------------------------------------------------|----------------|--------------------|----------------|----------------|----------------|-----------------------|----------------------|---------------------------|--------------------------|
| <b>Programs - Sports</b>                              |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                                              | (398,123)      | (398,000)          | 123            | -14.28%        | (405,590)      | (7,467)               | -6.81%               | (7,590)                   | 7.71%                    |
| Expenditures                                          | 164,558        | 167,688            | 3,130          | -12.01%        | 178,363        | 13,805                | 15.11%               | 10,675                    | 30.77%                   |
| Net                                                   | (233,565)      | (230,312)          | 3,253          | -33.62%        | (227,227)      | 6,338                 | -49.64%              | 3,085                     | -21.98%                  |
| <b>Programs - Golf</b>                                |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                                              | (304,031)      | (314,289)          | (10,258)       | 3.37%          | (324,289)      | (20,258)              | 6.66%                | (10,000)                  | 3.18%                    |
| Expenditures                                          | 111,887        | 101,040            | (10,847)       | -9.69%         | 113,420        | 1,533                 | 1.37%                | 12,380                    | 12.25%                   |
| Net                                                   | (192,144)      | (213,249)          | (21,105)       | 10.98%         | (210,869)      | (18,725)              | 9.75%                | 2,380                     | -1.12%                   |
| <b>Programs - Community Recreation Administration</b> |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                                              | (14,635)       | (21,155)           | (6,520)        | 44.55%         | (18,518)       | (3,883)               | 26.53%               | 2,637                     | -12.46%                  |
| Expenditures                                          | 144,603        | 129,189            | (15,414)       | -10.66%        | 152,371        | 7,768                 | 5.37%                | 23,182                    | 17.94%                   |
| Net                                                   | 129,968        | 108,034            | (21,934)       | -16.88%        | 133,853        | 3,885                 | 2.99%                | 25,819                    | 23.90%                   |
| <b>Programs - Arts &amp; Culture</b>                  |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                                              | (254,210)      | (247,434)          | 6,776          | -2.67%         | (248,164)      | 6,046                 | -2.38%               | 1,769                     | -0.72%                   |
| Expenditures                                          | 263,155        | 261,176            | (1,979)        | -0.75%         | 257,587        | (5,568)               | -2.12%               | (3,589)                   | -1.37%                   |
| Net                                                   | 8,945          | 13,743             | 4,798          | 53.63%         | 9,422          | 477                   | 5.34%                | (1,820)                   | -13.24%                  |
| <b>Programs - Licensed Care</b>                       |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                                              | (671,627)      | (765,345)          | (93,718)       | 13.95%         | (797,978)      | (126,351)             | 18.81%               | (32,634)                  | 4.26%                    |
| Expenditures                                          | 531,304        | 571,463            | 40,159         | 7.56%          | 623,445        | 92,141                | 17.34%               | 51,982                    | 9.10%                    |
| Net                                                   | (140,323)      | (193,881)          | (53,558)       | 38.17%         | (174,533)      | (34,210)              | 24.38%               | 19,348                    | -9.98%                   |
| <b>Programs - Preschool to Youth</b>                  |                |                    |                |                |                |                       |                      |                           |                          |
| Revenues                                              | (333,775)      | (377,538)          | (43,763)       | 13.11%         | (378,200)      | (44,425)              | 13.31%               | (662)                     | 0.18%                    |
| Expenditures                                          | 351,140        | 354,600            | 3,460          | 0.99%          | 366,587        | 15,447                | 4.40%                | 11,987                    | 3.38%                    |
| Net                                                   | 17,365         | (22,938)           | (40,303)       | -232.09%       | (11,613)       | (28,978)              | -166.87%             | 11,326                    | -49.37%                  |

# West Shore Parks & Recreation Society

## 2020 Operating & Capital Budget

### Summary

|                                  | 2019               |                    | \$               | % of          |          | 2020               | % Inc 2019      |              | \$ Inc 2019    |            | % Inc 2019    |            |
|----------------------------------|--------------------|--------------------|------------------|---------------|----------|--------------------|-----------------|--------------|----------------|------------|---------------|------------|
|                                  | Budget             | Projection         |                  | Budget        | Variance |                    | Budget          | Budget       | Budget         | Projection | Budget        | Projection |
| Programs - Community Development |                    |                    |                  |               |          |                    |                 |              |                |            |               |            |
| Revenues                         | (52,512)           | (44,555)           | 7,957            | -15.15%       |          | (45,805)           | 6,707           | -12.77%      | (1,250)        |            | 2.81%         |            |
| Expenditures                     | 159,575            | 147,296            | (12,279)         | -7.69%        |          | 158,297            | (1,278)         | -0.80%       | 11,001         |            | 7.47%         |            |
| Net                              | 107,063            | 102,741            | (4,322)          | -4.04%        |          | 112,492            | 5,429           | 5.07%        | 9,751          |            | 9.49%         |            |
| <b>NET PROGRAMS</b>              | <b>(1,087,273)</b> | <b>(1,203,403)</b> | <b>(116,130)</b> | <b>10.68%</b> |          | <b>(1,122,246)</b> | <b>(34,973)</b> | <b>3.22%</b> | <b>83,658</b>  |            | <b>-6.95%</b> |            |
| REVENUE                          | (5,994,919)        | (6,249,459)        | (254,540)        | 4.25%         |          | (6,348,783)        | (353,863)       | 5.90%        | (99,324)       |            | 1.59%         |            |
| EXPENSE                          | 10,595,254         | 10,733,860         | 138,605          | 1.31%         |          | 11,072,615         | 477,361         | 4.51%        | 338,756        |            | 3.16%         |            |
| <b>NET OPERATIONS</b>            | <b>4,600,335</b>   | <b>4,484,401</b>   | <b>(115,934)</b> | <b>-2.52%</b> |          | <b>4,723,835</b>   | <b>123,500</b>  | <b>2.68%</b> | <b>239,434</b> |            | <b>5.34%</b>  |            |

## CAPITAL PROJECTS

Overall (Surplus)/Deficit

# West Shore Parks & Recreation Society

## 2020 Operating & Capital Budget

### Summary

|                            | 2019               |                    | \$         | % of         |                    | 2020             | % Inc 2019   |                  | \$ Inc 2019      | % Inc 2019   |              |
|----------------------------|--------------------|--------------------|------------|--------------|--------------------|------------------|--------------|------------------|------------------|--------------|--------------|
|                            | Budget             | Projection         |            | Budget       | Variance           |                  | Budget       | Budget           |                  | Projection   | Projection   |
| Operating                  | (4,600,335)        | (4,600,335)        | (0)        | 0.00%        | (4,723,835)        | (123,500)        | 2.68%        | (123,500)        | (123,500)        | 2.68%        | 2.68%        |
| Capital                    | (347,206)          | (347,206)          | 0          | 0.00%        | (347,206)          | 0                | 0.00%        | 0                | 0                | 0.00%        | 0.00%        |
| <b>TOTAL REQUISITIONS</b>  | <b>(4,947,539)</b> | <b>(4,947,539)</b> | <b>(0)</b> | <b>0.00%</b> | <b>(5,071,039)</b> | <b>(123,500)</b> | <b>2.50%</b> | <b>(123,500)</b> | <b>(123,500)</b> | <b>2.50%</b> | <b>2.50%</b> |
| <b>REQUISITION REQUEST</b> |                    |                    |            |              |                    |                  |              |                  |                  |              |              |
| 01-10-18-100-0180          | (1,075,035)        | (1,075,035)        | 0          | 0.00%        | (1,082,239)        | (7,204)          | 0.67%        | (7,204)          | (7,204)          | 0.67%        | 0.67%        |
| 01-10-18-100-0181          | (180,577)          | (180,577)          | 0          | 0.00%        | (178,581)          | 1,996            | -1.11%       | 1,996            | 1,996            | -1.11%       | -1.11%       |
| 01-10-18-100-0182          | (2,576,401)        | (2,576,401)        | 0          | 0.00%        | (2,668,592)        | (92,191)         | 3.58%        | (92,191)         | (92,191)         | 3.58%        | 3.58%        |
| 01-10-18-100-0183          | (389,075)          | (389,075)          | 0          | 0.00%        | (387,753)          | 1,322            | -0.34%       | 1,322            | 1,322            | -0.34%       | -0.34%       |
| 01-10-18-100-0184          | (726,451)          | (726,451)          | 0          | 0.00%        | (753,874)          | (27,423)         | 3.77%        | (27,423)         | (27,423)         | 3.77%        | 3.77%        |
|                            | <b>(4,947,539)</b> | <b>(4,947,539)</b> | <b>0</b>   | <b>0.00%</b> | <b>(5,071,039)</b> | <b>(123,500)</b> | <b>2.50%</b> | <b>(123,500)</b> | <b>(123,500)</b> | <b>2.50%</b> | <b>2.50%</b> |

# CONVERTED ASSESSMENTS

# West Shore Parks & Recreation Society

## 2020 Operating Budget

### Converted Assessments

| FOR ALL DEPARTMENTS   |                |                  |           |                  |         |                |        |
|-----------------------|----------------|------------------|-----------|------------------|---------|----------------|--------|
| CONVERTED ASSESSMENTS |                |                  |           |                  |         |                |        |
| 2019                  |                |                  |           | 2018             |         |                |        |
| GENERAL<br>PURPOSE    | EXEMPT         | TOTAL            | %         | TOTAL            | %       | CHANGE         | %      |
| City of Colwood       | \$ 462,101,154 | \$ 38,410,072    | \$ 21.34% | \$ 500,511,226   | 21.34%  | \$ 455,560,733 | 21.73% |
| District of Highlands | 82,255,310     | 334,635          | 3.52%     | 82,589,945       | 3.52%   | 76,521,932     | 3.65%  |
| City of Langford      | 1,228,315,551  | 5,848,871        | 52.62%    | 1,234,164,422    | 52.62%  | 1,091,784,773  | 52.07% |
| District of Metchosin | 144,431,346    | 34,895,561       | 7.65%     | 179,326,907      | 7.65%   | 164,875,731    | 7.86%  |
| Town of View Royal    | 347,998,031    | 651,760          | 14.87%    | 348,649,791      | 14.87%  | 307,843,277    | 14.68% |
|                       |                |                  |           |                  |         |                |        |
| \$ 2,265,101,392      | \$ 80,140,899  | \$ 2,345,242,291 | 100.00%   | \$ 2,096,586,446 | 100.00% | 11.86%         |        |

# REQUISITION REQUEST

# West Shore Parks & Recreation Society 2020 Budget Requisition Request

|                            | 2019<br>Budget     | 2019<br>Projection | \$<br>Variance | % of<br>Budget | 2020<br>Budget     | \$ Inc 2019<br>Budget | % Inc 2019<br>Budget |
|----------------------------|--------------------|--------------------|----------------|----------------|--------------------|-----------------------|----------------------|
| Operating                  | (4,600,335)        | (4,600,335)        | (0)            | 0.00%          | (4,723,835)        | (123,500)             | 2.68%                |
| Capital                    | (347,206)          | (347,206)          | 0              | 0.00%          | (347,206)          | 0                     | 0.00%                |
| <b>TOTAL REQUISITIONS</b>  | <b>(4,947,539)</b> | <b>(4,947,539)</b> | <b>(0)</b>     | <b>0.00%</b>   | <b>(5,071,039)</b> | <b>(123,500)</b>      | <b>2.50%</b>         |
| <b>REQUISITION REQUEST</b> |                    |                    |                |                |                    |                       |                      |
| 01-10-18-100-0180          | (1,075,035)        | (1,075,035)        | 0              | 0.00%          | (1,082,239)        | (7,204)               | 0.67%                |
| 01-10-18-100-0181          | (180,577)          | (180,577)          | 0              | 0.00%          | (178,581)          | 1,996                 | -1.11%               |
| 01-10-18-100-0182          | (2,576,401)        | (2,576,401)        | 0              | 0.00%          | (2,668,592)        | (92,191)              | 3.58%                |
| 01-10-18-100-0183          | (389,075)          | (389,075)          | 0              | 0.00%          | (387,753)          | 1,322                 | -0.34%               |
| 01-10-18-100-0184          | (726,451)          | (726,451)          | 0              | 0.00%          | (753,874)          | (27,423)              | 3.77%                |
|                            | <b>(4,947,539)</b> | <b>(4,947,539)</b> | <b>0</b>       | <b>0.00%</b>   | <b>(5,071,039)</b> | <b>(123,500)</b>      | <b>2.50%</b>         |

# West Shore Parks & Recreation Society 2020 Operating & Capital Budget Requisition Request Per Capita

| MUNICIPALITY | 2019<br>Budget | Per<br>Capita | 2020<br>Budget | Per<br>Capita |
|--------------|----------------|---------------|----------------|---------------|
| Colwood      | (1,075,035)    | (58.71)       | (1,082,239)    | (59.11)       |
| Highlands    | (180,577)      | (73.67)       | (178,581)      | (72.86)       |
| Langford     | (2,576,401)    | (65.44)       | (2,668,592)    | (67.79)       |
| Metchosin    | (389,075)      | (76.67)       | (387,753)      | (76.40)       |
| View Royal   | (726,451)      | (64.19)       | (753,874)      | (66.61)       |

\*From BC Stats 2017 Sub-Provincial Population Estimates

# 5 YEAR OPERATING & CAPITAL FORECAST

# West Shore Parks & Recreation Society

## 2020-2024 Five Year Forecast

|                                       | Budget<br>2019 | Budget<br>2020 | Budget<br>2021 | Budget<br>2022 | Budget<br>2023 | Budget<br>2024 |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Operating - Net Expense               | 4,600,335      | 4,723,833      | 4,834,417      | 4,941,243      | 5,051,118      | 5,164,149      |
| Capital Projects                      | 1,482,000      | 1,685,094      | 2,523,000      | 855,000        | 626,423        | 623,762        |
| Operating Income - Maintain \$347,206 | 347,206        | 347,206        | 347,206        | 347,206        | 347,206        | 347,206        |
| Requisition                           | 4,947,539      | 5,071,039      | 5,181,623      | 5,288,449      | 5,398,324      | 5,511,355      |
| Grant Funds                           | 0              | 0              | 1,300,000      | 0              | 0              | 0              |
| Reserve Fund Transfers                | 1,134,794      | 1,337,888      | 875,794        | 507,794        | 279,217        | 276,556        |
| Operating Reserve Fund Contributions  | 164,056        | 226,556        | 276,556        | 276,556        | 276,556        | 276,556        |
| Projected Surplus                     | 134,843        | 0              | 0              | 0              | 0              | 0              |
| Reserve Status Year End               | 1,944,469      | 833,137        | 233,899        | 2,661          | (0)            | (0)            |
| Requisition Increase \$               |                | 123,500        | 110,585        | 106,826        | 109,875        | 113,031        |
| Requisition %                         |                | 2.50%          | 2.18%          | 2.06%          | 2.08%          | 2.09%          |
| Unfunded 20 Year Capital              | 11,923,774     | 10,973,774     | 10,580,440     | 9,059,782      | 9,327,844      | 9,448,467      |
| Operating User Pay Ratio              | 56.58%         | 57.34%         | 57.26%         | 57.21%         | 57.16%         | 57.10%         |
| Operating Cost per Capita             | 173.49         | 175.20         | 176.73         | 178.20         | 179.72         | 181.28         |
| Overall Cost per Capita               | 178.29         | 180.00         | 181.52         | 183.00         | 184.52         | 186.08         |

\*Note: Capital Plans reduced to prevent reserve from going into negative values.

## Budget Comparisons

### Regional Comparisons

|                                           | Population | Revenue    | Expenditure | Budget     | Per Capita | User Pay |
|-------------------------------------------|------------|------------|-------------|------------|------------|----------|
| SAANICH 2018                              | 115,864    | 10,866,300 | 26,305,600  | 15,439,300 | 133.25     | 41.31%   |
| OAK BAY 2018                              | 18,094     | 8,286,426  | 12,320,913  | 4,034,487  | 222.97     | 67.25%   |
| VICTORIA 2018                             | 86,130     | 2,986,966  | 21,027,474  | 18,040,508 | 209.46     | 14.21%   |
| ESQUIMALT 2018                            | 16,899     | 2,600,000  | 5,800,000   | 3,200,000  | 189.36     | 44.83%   |
| PANORAMA 2019                             | 39,735     | 4,182,173  | 9,187,399   | 5,005,226  | 125.97     | 45.52%   |
| WEST SHORE PARKS & RECREATION 2019        | 76,522     | 5,994,919  | 10,595,254  | 4,600,335  | 60.12      | 56.58%   |
| WEST SHORE 2019 (INCLUDES MEMBER BUDGETS) | 76,522     | 9,158,219  | 21,712,255  | 12,554,036 | 164.06     | 42.18%   |

### Member Budgets

|                                           | Population | Revenue   | Expenditure | 2019 Budget | Per Capita | User Pay |
|-------------------------------------------|------------|-----------|-------------|-------------|------------|----------|
| COLWOOD (Included in West Shore Value)    | 18,310     | 0         | 709,500     | 709,500     | 38.75      | 0.00%    |
| HIGHLANDS (Included in West Shore Value)  | 2,451      | 4,700     | 199,823     | 195,123     | 79.61      | 2.35%    |
| LANGFORD (Included in West Shore Value)   | 39,368     | 3,158,600 | 8,876,251   | 5,717,651   | 145.24     | 35.58%   |
| METCHOSIN (Included in West Shore Value)  | 5,075      | 0         | 87,408      | 87,408      | 17.22      | 0.00%    |
| VIEW ROYAL (Included in West Shore Value) | 11,318     | 0         | 1,244,019   | 1,244,019   | 109.92     | 0.00%    |
| WEST SHORE PARKS & RECREATION             | 76,522     | 5,994,919 | 10,595,254  | 4,600,335   | 60.12      | 56.58%   |

\*Note: WSPRS requisitions removed from the Member Budgets



## Staff Report to Council

**Date:** January 20, 2020  
**Department:** Planning  
**Application No.:** TUP16-0006 (Renewal)  
**Subject:** Application to Renew a Temporary Use Permit to allow a Group Daycare for 28 children located at 2619 Sooke Road.

---

### **PURPOSE**

Marianne Whitaker has applied on behalf of Normand Watier and Theresia Exner for the renewal of a Temporary Use Permit to allow a group daycare for 28 children at 2619 Sooke Road.

### **BACKGROUND**

Council granted Marianne Whitaker a Temporary Use Permit in 2017 to allow for a group daycare for 28 children as the zoning and size of the property only allowed for a maximum of 20 children in a group daycare. The existing Temporary Use Permit is scheduled to expire on February 6<sup>th</sup>, 2020.

**Table 1: Site Data**

|                          |                                                                                      |
|--------------------------|--------------------------------------------------------------------------------------|
| <i>Applicant</i>         | Marianne Whitaker                                                                    |
| <i>Owner</i>             | Normand Watier and Theresia Exner                                                    |
| <i>Civic Address</i>     | 2619 Sooke Road                                                                      |
| <i>Legal Description</i> | Lot A, Strata Lot E and Strata Lot D, Section 83, Esquimalt District, Plan VIP888613 |
| <i>Size of Property</i>  | 751 m <sup>2</sup>                                                                   |
| <i>DP Areas</i>          | Sooke Road Commercial Revitalization Area                                            |
| <i>Zoning</i>            | R2 – One and Two Family Residential                                                  |
| <i>OCP Designation</i>   | Neighbourhood Centre                                                                 |

#### SITE AND SURROUNDING AREA

The subject parcel is located near the intersection of Sooke Road and Jacklin Road within the Sooke Road Commercial Revitalization Development Permit Area. The surrounding land uses include newer high density residential buildings, a church and adjoining daycare, as well as single family dwellings.

The subject property is a stratified lot that shares a driveway access and a front yard with 2617 Sooke Road, the parcel to the south of the subject site. Although the front portion of the lot is technically common property it is used by the daycare as outdoor space.

**Table 2: Surrounding Land Uses**

|              | <b>Zoning</b>                        | <b>Use</b>             |
|--------------|--------------------------------------|------------------------|
| <i>North</i> | R2 (One- and Two-Family Residential) | Single Family Dwelling |
| <i>East</i>  | R2 (One- and Two-Family Residential) | Single Family Dwelling |
| <i>South</i> | R2 (One- and Two-Family Residential) | Single Family Dwelling |
| <i>West</i>  | R2 (One- and Two-Family Residential) | Single Family Dwelling |

#### LOCAL GOVERNMENT ACT

Pursuant to Sec. 497 of the Local Government Act, the City may issue a Commercial Temporary Use Permit (TUP) for a period of up to three years. The Local Government Act also allows a Temporary Use Permit to be extended via a renewal for an additional three years. If the holder of a TUP wishes to conduct the temporary use beyond this six year period, they are required to make a new application to Council for a TUP or apply for a rezoning.

Given this, Council is permitted to renew this permit for an additional three years.

#### **COMMENTS**

#### DEVELOPMENT PROPOSAL

The applicant wishes to continue operating a group daycare for 28 children on the subject property. The property is currently zoned R2 which permits group daycares, but Section 3.26.02(4) of the Zoning Bylaw No. 300 only allows for a maximum of 20 children on lots less than 1,099 m<sup>2</sup>. As noted above, the subject property is only 751 m<sup>2</sup> and therefore does not meet the minimum requirement to allow more children under the Zoning Bylaw. A renewal of this Temporary Use Permit would also allow the applicant to continue operating the group daycare in a residential zone without living on the property themselves which is regulated by Section 3.26.02(1) of the Zoning Bylaw No. 300.

The applicant has noted that there have been no changes to the use of the facility since the issuance of the original TUP. The applicant also notified staff that their lease will be expiring on March 7<sup>th</sup>, 2021 at which point the applicant plans to relocate the daycare or purchase the property and apply for rezoning.

Given this, Council may wish to grant the extension of this TUP until the date of the lease expiration.

**OPTIONS**

**Option 1**

That Council:

1. Issue a Temporary Use Permit Renewal for a group daycare for 28 children located at 2619 Sooke Road until March 7<sup>th</sup>, 2021 and to permit the business to operate without the proprietors living on site;

**OR Option 2**

2. Reject this application for temporary use permit renewal.

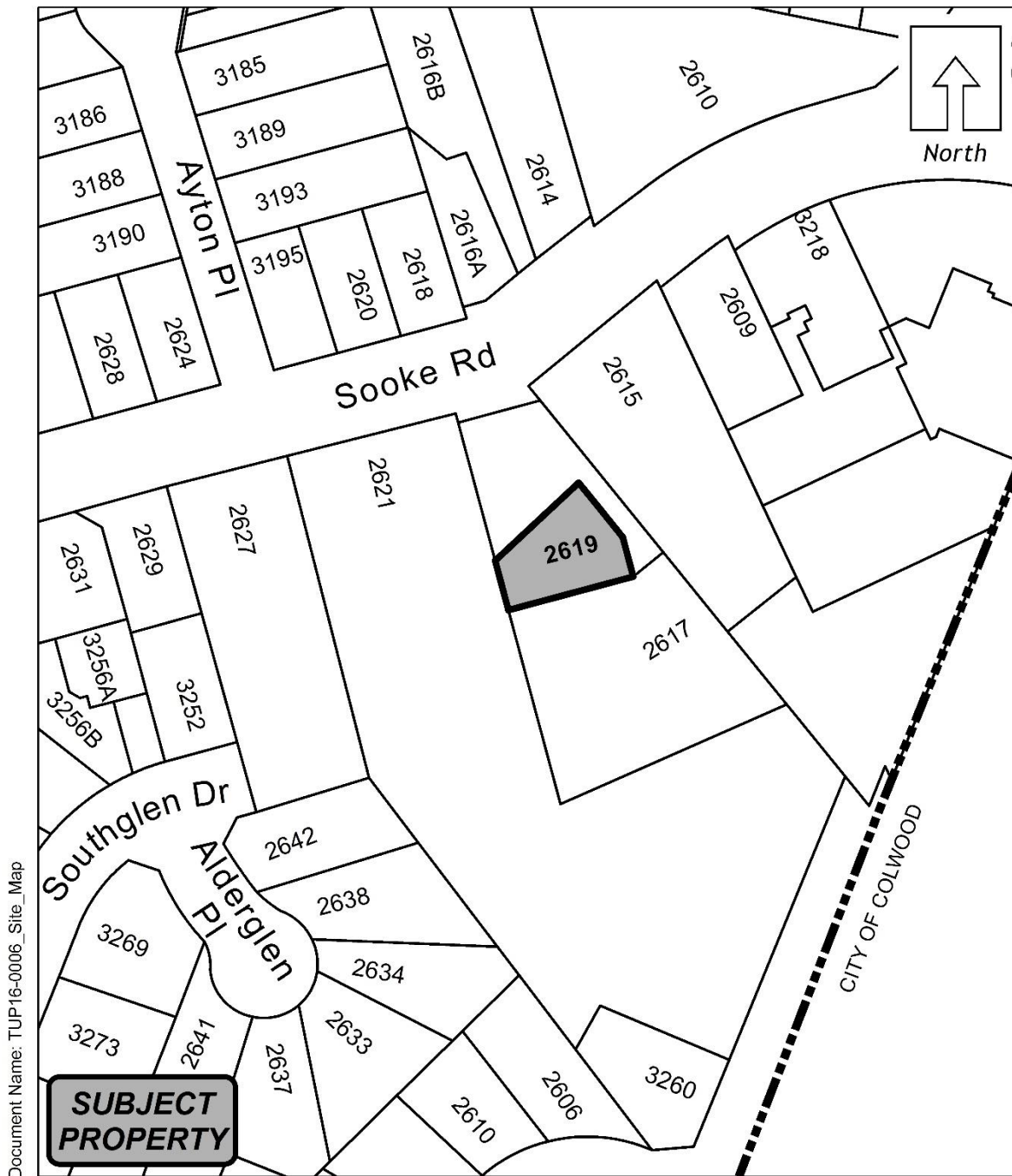
Respectfully submitted,

|               |                                                           |
|---------------|-----------------------------------------------------------|
| Submitted by: | Julia Buckingham, Planner I                               |
| Concurrence:  | Matthew Baldwin, MCIP, RPP, Director of Planning          |
| Concurrence:  | Adriana Proton, Manager of Legislative Services           |
| Concurrence:  | Michelle Mahovlich, P.Eng, P.Geo, Director of Engineering |
| Concurrence:  | Leah Stohmann, MCIP, RPP, Deputy Director of Planning     |
| Concurrence:  | Michael Dillabaugh, CPA, CA, Director of Finance          |
| Concurrence:  | Braden Hutchins, Director of Corporate Services           |
| Concurrence:  | Darren Kiedyk, Chief Administrative Officer               |

:jb

Appendix A – Site Map

**TEMPORARY USE PERMIT**  
**( TUP16-0006 )**  
**2619 Sooke Rd**



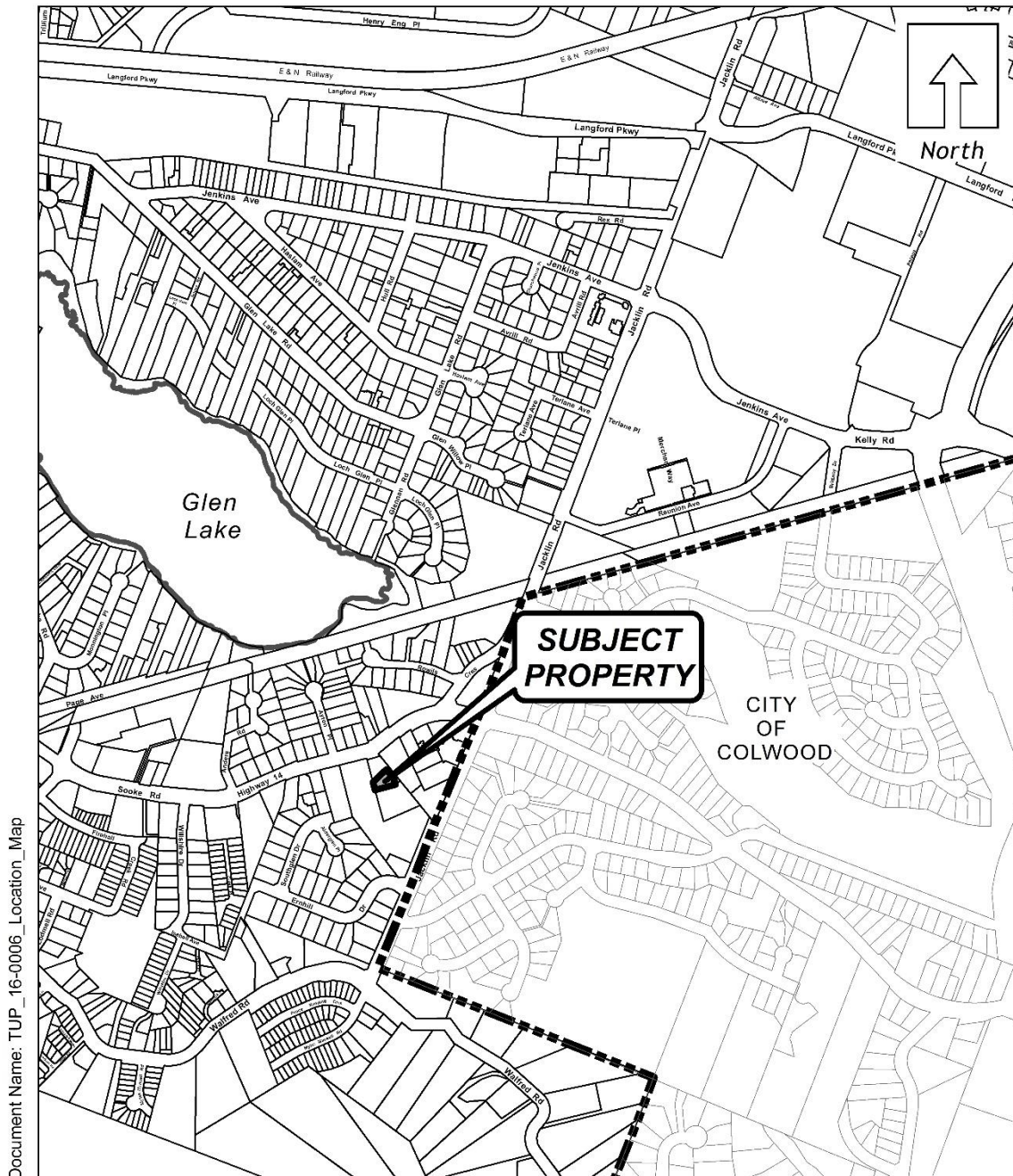
Document Name: TUP16-0006\_Site\_Map

Scale: N.T.S.

Last Revised: 1/7/2020

Appendix B – Location Map

**TEMPORARY USE PERMIT  
( TUP16-0006 )  
2619 Sooke Rd**



Document Name: TUP\_16-0006\_Location\_Map

Scale: N.T.S.

Last Revised: 1/7/2020

**From:** [REDACTED]  
**To:** [Christina Bell](#)  
**Subject:** Langford's Music in the Park 2020  
**Date:** Monday, January 13, 2020 8:30:28 PM

---

Hi Christina,

Could you please add the following request to the January 20th Council agenda for consideration:

To: Mayor and Council

The 2019 Music in the Park program had another successful year. The weather was great and the audience was appreciative of a good variety of music from Classic Rock to Country. The crowds were good with a lot of dancing. The Langford Legion sold lots of great hotdogs, chips, pop and ice cream with the money raised going to local sports programs for kids.

I look forward to your approval to run the 2020 Music in the Park summer program for the sum of \$10,000.

Thank you for your ongoing support of this event.

Sincerely,

Peter Willing

Peter Willing Premier Entertainment  
[REDACTED]



December 9, 2019

Honourable Stewart Young, Mayor of City of Langford  
Members of City of Langford Council  
2nd Floor, 877 Goldstream Avenue  
Langford, British Columbia  
V9B 2X8

Dear Mayor Young and City of Langford Council,

The purpose of this letter is to once again seek partnership with the City of Langford in supporting the 2020 HSBC Canada Women's Sevens. Rugby Canada and the City of Langford have enjoyed a strong relationship over many years, and through this support Rugby Canada has grown the sport of rugby across Canada and in the Langford region.

Last May 2019, Rugby Canada attracted 6,229 fans over two days to Langford's Westhills Stadium to watch the 5<sup>th</sup> annual Canadian leg of the World Rugby Women's Sevens Series. The Langford event was again ranked near the top of the Series in terms of player welfare and attendance (and the top "stand alone" event), and attracted both local, Provincial, National, and international fans to Vancouver Island.

The hosting of the last five tournaments have been proud moments for Rugby Canada, and we hope also for all residents in the City of Langford. We take great pride in being one of only two remaining 'stand-alone' women's events on the 2019-2020 Series, giving our female athletes a stage on which to perform for the world. Live broadcast of the global streaming feed of the entire tournament via CBC Sports provided significant world-class profile for women's rugby and the City of Langford.

To stage a world-class international event hosting teams from 12 different nations is a large financial commitment. Rugby Canada will invest over \$900,000 to stage the 2020 tournament. This financial commitment is mitigated through the sale of tickets, sponsorship and the provision of funding support from World Rugby and other key strategic partners, including the City of Langford. Despite this varied support in 2019, the tournament again found itself in a deficit situation.

For 2020, the tournament has once again committed to tournament hotels (Bear Mountain and the Four Points Sheraton) in Langford. While this will allow for more direct spending in the City of Langford, the cost for team accommodation and meals has increased year over year. It is with this reality that we again request support from the City of Langford from the Destination Tax fund, and in the form of budget-relieving goods and (VIK) services as per past years. These contributions will assist Rugby Canada in mitigating the financial risk, and aid in efforts to reach a small profit status for the first time in 2020.

Economic impact studies for the event have shown a local industry output of \$3.7M with more than 1,400 hotel room nights booked directly by the tournament.



With the aforementioned items, Rugby Canada respectfully requests continued financial support from the City of Langford to assist in staging this world-class sporting event. We are requesting that the City of Langford approve the following support of the tournament:

- Stadium hire/rent
- Stadium preparation
- Bleacher rentals (as required)
- IT support
- Broadcast support
- Hiring of BCTC certified electricians and additional security
- Marketing/Promotional support and VIK
- VIK rentals (tents, etc)
- General maintenance

Our team would be happy to review the above list with City staff to confirm details in order to determine the scope of each area of support.

Thank you very much for the consideration and on-going partnership with Rugby Canada. Please do not hesitate to reach out if any further information is required.

We look forward to another world-class event on May 2 & 3 in Langford!

Yours in rugby,

A handwritten signature in black ink, appearing to read 'J. Levchuk'.

Jamie Levchuk  
Managing Director – Events, Marketing & Communications  
Rugby Canada  
E: [jlevchuk@rugby.ca](mailto:jlevchuk@rugby.ca) | C: 604.345.2481



## Staff Report to Planning, Zoning and Affordable Housing Committee

**Date:** January 13, 2020

**Department:** Planning

**Subject:** Bylaw No. 1862: OCP19-0006 - Official Community Plan Text Amendment – Regional Context Statement

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### Background

Section 446 of the *Local Government Act* reads as follows:

**446** (1) *If a regional growth strategy applies to all or part of the same area of a municipality as an official community plan, the official community plan must include a regional context statement that is accepted in accordance with this Division by the board of the regional district for which the regional growth strategy is adopted.*

(2) *After a regional growth strategy is adopted, the requirement under subsection (1) must be fulfilled by the applicable council submitting a proposed regional context statement to the board within 2 years after the regional growth strategy is adopted.*

(3) *If a regional growth strategy is binding on a new municipality under section 436 (10) [municipal corporation within regional district area] and the regional growth strategy applies to all or part of the same area of the municipality as an official community plan, the requirement under subsection (1) of this section must be fulfilled by the council submitting a proposed regional context statement to the board within the earlier of the following:*

- (a) the period established by the Lieutenant Governor in Council by letters patent;*
- (b) 2 years after the municipality was incorporated.*

Following the adoption of the original Regional Growth Strategy (RGS) by the Capital Regional District (CRD) Board in August 2003 the City of Langford adopted a Bylaw No. 971 in 2005 to include a Regional Context Statement as part of Langford's previous Official Community Plan.

When the City adopted Bylaw No. 1200 (the City's new OCP) in June 2008, it included Part 13 which was an updated Regional Context Statement.

On March 14<sup>th</sup>, 2018, the CRD Board adopted Bylaw No. 4017, being a revised RGS. Under Sec. 446(2) of the *Local Government Act*, the City of Langford has until March 18<sup>th</sup>, 2020 to submit a new regional context statement (attached for review) to the CRD board.

### **Commentary**

The new RGS (2018) identifies 10 Objectives in 7 topic areas. These are similar to the 2003 RGS, and include:

1. Managing and Balancing Growth
  - 1.1 Keep Urban Settlement Compact
  - 1.2 Protect the Integrity of Rural Communities
2. Environment and Infrastructure
  - 2.1 Protect, Conserve and Manage Ecosystem Health
  - 2.2 Manage Regional Infrastructure Services Sustainably
3. Housing and Community
  - 3.1 Create Safe and Complete Communities
  - 3.2 Improve Housing Affordability
4. Transportation
  - 4.1 Improve Multi-Modal Connectivity and Mobility
5. Economic Development
  - 5.1 Realize the Region's Economic Potential
6. Food Systems
  - 6.1 Foster a Resilient Food and Agriculture System
7. Climate Action
  - 7.1 Significantly Reduce Community-Based Greenhouse Gas Emissions

In terms of changes between the 2003 and the 2018 RGS, the latter includes Objectives with respect to Food Systems and Climate Action, as outlined above.

Unlike the 2003 RGS, staff can find no inconsistencies between the City of Langford's OCP and the RGS. In the previous RGS some lands within Langford that the OCP identified for residential development were designated in the RGS as "Renewable Resource Lands – Forest Land Reserve". Similarly, part of what is now the West Shore Parkway was designated in the previous RGS as "Unprotected Greenspace". These inconsistencies were recognized and accepted, at the time, by the Regional Board and have been eliminated from the current RGS.

**Financial Implications**

None.

**Legal Implications**

The City of Langford is obligated to send a Regional Context Statement to the CRD Board by March 2020.

**Options**

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

1. Give first reading to Bylaw No. 1862; AND
2. Authorize Staff to refer Bylaw No. 1862 to the CRD Regional Planning Services for review, comment and/or approval by the CRD Board;

**OR**

3. Direct staff to revise Bylaw NO. 1862 and bring a revised copy of the Bylaw back to Council for review at a later date;

Respectfully submitted,

|               |                                                                       |
|---------------|-----------------------------------------------------------------------|
| Submitted by: | Matthew Baldwin, MCIP, RPP Director of Planning                       |
| Concurrence:  | Adriana Proton, Manager of Legislative Services                       |
| Concurrence:  | Lorne Fletcher, Manager of Community Safety and Municipal Enforcement |
| Concurrence:  | Cory Manton, Manager of Parks and Recreation                          |
| Concurrence:  | Michelle Mahovich, P.Eng, P.Geo, Director of Engineering              |
| Concurrence:  | Leah Stohmann, MCIP, RPP, Deputy Director of Planning                 |
| Concurrence:  | Michael Dillabaugh, CPA, CA, Director of Finance                      |
| Concurrence:  | Braden Hutchins, Director of Corporate Services                       |
| Concurrence:  | Darren Kiedyk, Chief Administrative Officer                           |

:mgsb

**CITY OF LANGFORD  
BYLAW NO. 1862**

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

---

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

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

1. By deleting the section titled "Why are we planning" in Part 1 in its entirety; and
2. Replacing Section 13 in its entirety with the text found in Schedule "A" to this bylaw;

B. This Bylaw may be cited for all purposes as "Langford Official Community Plan Bylaw, Amendment No. 33, (Text Amendment – Regional Context Statement), Bylaw No. 1862, 2019".

READ A FIRST TIME this day of, 2020.

PUBLIC HEARING held this day of, 2020.

READ A SECOND TIME this day of, 2020.

READ A THIRD TIME this day of, 2020.

ADOPTED this of, 2020.

---

MAYOR

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(Certified Correct)  
CORPORATE OFFICER

## Schedule A

### **“13.0 Regional and Inter-jurisdictional Cooperation**

***Langford’s imperative for this OCP is to harness development forces to contribute to sustainable and positive change.***

As with many communities, the City of Langford exists as part of a community of communities. Most directly, this wider community is the fourteen municipalities and electoral areas that constitute the Capital Regional District (CRD) and which encompass the southern end of Vancouver Island. The City of Langford is also inextricably linked with the Province of British Columbia, Canada as a nation and the world, not only through a myriad of agreements and treaties, but also through our shared humanity and common objective of sustaining life on this fragile planet.

The City’s long-term prosperity is largely influenced by the relationships it maintains with other governments and jurisdictions. The City has a record of successful collaborations with other organizations, municipalities, first nations and senior levels of government, and intends to enhance existing relationships and forge new ones as required.

#### **→ Inter-Municipal Cooperation**

**Objective 13.1      Develop strategies for the efficient co-delivery of services and programs.**

**Policy 13.1.1**      As may be practical, seek opportunities to efficiently deliver programs and services with neighbouring municipalities. Specific areas may include, but are not limited to:

- i.      Park acquisition and development;
- ii.     Recreation programming;
- iii.    Servicing (e.g. efficient, connected sewers, roads, energy systems or others);
- iv.    Ongoing community planning;
- v.     Greenhouse gas emissions reduction strategies, climate protection and/or climate adaptation;
- vi.    Sharing and/or providing administrative support services;
- vii.   Environmental initiatives such as creek and/or watershed enhancement;
- viii.  Local economic development initiatives;

**Objective 13.2      Implement regional-scale systems and programs.**

**Policy 13.2.1**      The City recognizes the need for inter-municipal planning in areas such as transportation routes, settlement patterns and economic development. Inter-municipal co-operation and regional liaison on transportation issues such as public transit, road upgrades and the rapid-bus transit link between

major centres and the metropolitan core is vital to the design and planning process and should be retained on an ongoing basis.

Policy 13.2.2 Work with adjacent municipalities and other agencies to plan and develop a network of greenspace, trails and sidewalk connections between the urban areas of Colwood & Langford. This may include parks, natural areas, environmentally sensitive areas, trails as well as protected private open spaces and agricultural lands that have value as undeveloped open spaces.

## → Inter-Agency Cooperation

**Objective 13.3 Broaden Involvement of Service Agencies in Community Planning.**

Policy 13.3.1 Include other governments and/or non-governmental organizations in community development initiatives.

## → Regional Context Statement

*“The purpose of the Regional Growth Strategy is to help realize the region’s vision, through the commitment of the Capital Regional District, the Juan de Fuca Electoral Area and local municipalities to guide growth and change toward common objectives.*

### **Objectives:**

- *Significantly reduce community-based greenhouse gas emissions;*
- *Keep urban settlement compact;*
- *Protect the integrity of rural communities;*
- *Protect, conserve and manage ecosystem health;*
- *Deliver services consistent with RGS objectives;*
- *Create safe and complete communities;*
- *Improve housing affordability;*
- *Increase transportation choice;*
- *Strengthen the regional economy; and,*
- *Foster a resilient food and agriculture system.”*

(CRD Regional Growth Strategy, 2018)

The City of Langford was incorporated in 1992 and has been experiencing rapid growth and development since this time. This growth trajectory, while remarkable, is consistent with the CRD’s Regional Growth Strategy (RGS) and Langford’s municipal boundary has always been coincident with the Regional Urban Containment and Servicing Policy Area of the former RGS and the Urban Containment and Supply Area of the current RGS.

The Capital Regional District adopted its first regional growth strategy in 2003 and the City's first Regional Context Statement formed part of this Official Community Plan when this plan was written and adopted.

The current RGS was approved by the Board for the Capital Region in March 2018. A regional context statement identifies and defines the policy links that exist between an Official Community Plan and a Regional Growth Strategy as local planning and land use policies are expected to link with and work towards the goals and objectives established in the RGS.

Langford's Growth Management and Land Use Strategy (Map 2 of this OCP) is consistent with the Growth Management Concept Plan (Map 3A of the RGS) and the Settlement Concept – Detail (map 3B of the RGS). Within these three maps, one will find the hierarchy of settlement patterns with explain the place which Langford has at the heart of the West Shore and how the growth node centered on the City's City Centre designation is now and is expected to remain as a nucleus for development in the West Shore.

### Population, Dwelling and Employment Projections

|                 | 2018       |           |            | 2038       |           |            |
|-----------------|------------|-----------|------------|------------|-----------|------------|
|                 | Population | Dwellings | Employment | Population | Dwellings | Employment |
| <b>Langford</b> | 38,300     | 20,700    | 13,300     | 65,800     | 29,400    | 20,200     |
| <b>CRD</b>      | 392,100    | 172,300   | 211,100    | 478,500    | 218,200   | 261,100    |

### Population Change 2018-2038

|                 | Total Increase | % Change |
|-----------------|----------------|----------|
| <b>Langford</b> | 27,500         | 71.8     |
| <b>CRD</b>      | 86,400         | 22.0     |

*Source: 2018 CRD Regional Growth Strategy*

The population in the Capital Regional District (CRD) is anticipated to grow from 392,100 (2018 estimate) to 478,500 in 2038. As a key growth area in the region, the RGS anticipates that the City of Langford will accommodate 27,500 additional people in approximately 8,700 new dwellings in the same period. This translates to a population of over 65,800 by 2038.

In 2008, the Official Community Plan stated that some 22,000 new units, or 200% of long-term housing forecasts, were in various stages of approval (rezoned, development permits) or planning (OCP) and that the capacity for new housing still remained in abundance throughout the community. Since that time, growth and development have whittled away at this supply of zoned and developable land, as well as the capacity to absorb new growth. Within a few years, the City will likely reach the geographical extent of its growth and further growth will be then concentrated, as it has for the past decade, on in-fill or replacement development

A continued strong demand for traditional detached housing, proximity to new schools, and the availability of nearby parks and open spaces, will continue to draw new residents to Langford and the West Shore. It is possible, therefore, that population growth will exceed these projections.

The policy directions contained within this Official Community Plan align with the objectives of the RGS in the following specific ways:

## **Managing and Balancing Growth**

### **13.4.1 Keep Urban Settlement Compact**

The City of Langford's municipal boundary is coincident with the Urban Containment Boundary designated on Map 3a (Growth Management Concept Plan) of the RGS.

The Growth Management & Land Use Strategy Map of this OCP designates areas where growth is intended, controlled, or limited so as to ensure a compact urban settlement. Intended growth areas include a range of centres as land use designations (City Centre, Village Centres & Neighbourhood Centres). Centres are defined by the 5- or 10-minute walkshed that will accommodate a wide range of uses, including residential, commercial, industrial, institutional and park/open space. Other intended growth areas include Mixed-use Employment Centres, where creative infill or redevelopment of housing is encouraged and Business or Light Industrial Centres where business uses are encouraged. The City Centre and the Mixed-use Employment Centre that includes Westshore Town Centre constitute a 'sub-regional node' in the RGS Map 3b (Settlement Concept - Detail) in Langford. Other identified nodes include Westhills and Olympic View. The RGS does not preclude the further development of service nodes in Langford.

Section 3.0 (Our Sustainable City) of this OCP includes detailed policies for each land use designation that focuses on supporting a nodal pattern of development, transit supportive development and infill development.

Langford will assist the CRD in meeting the 2038 target in the RGS, with respect to managing and balancing growth, as all new development in Langford will be within the Urban Containment Policy Area.

### **13.4.2 Protect the Integrity of Rural Communities**

Council will consider development in rural parts of the City if it is in the community interest subject to detailed policies that take into account local values, rural and agricultural viability and the need for housing and parkland when making decisions. Rural/Rural policies of the RGS do not apply to the City of Langford as the City is entirely within the Urban Containment Boundary identified on Map 3a of the RGS.

Areas in the City with the designation of Capital Green Lands Policy Area are park and recreation space.

Areas in the City with the designation of Renewable Resource Lands are within the Provincial Agriculture Land Reserve.

Section 4.0 (Our Natural Setting, Parks & Open Spaces) of this OCP seeks to reinforce and enhance the recreational and environmental value of treed areas, lakes, streams and open space systems, which is consistent with Policy 1.2 of the RGS.

The policies of this OCP with respect to patterns of compact urban settlement within the Urban Containment Boundary should alleviate the pressure to develop areas designated rural/rural residential in the RGS that occur within other municipalities within the region.

## **Environment and Infrastructure**

### **13.4.3 Protect, Conserve and Manage Ecosystem Health**

The City's environmental development permit guidelines are in place to protect environmental features on public and private property, including wetlands, watercourses, lakes, sensitive plant communities, steep sloping terrain and natural heritage features.

The City recognizes the Regional Trail network and all regionally managed parks as having regional significance. City Centre Park, Centennial Park and Veterans Memorial Park should also be considered regionally significant.

Langford will assist the CRD in meeting the 2038 target in the RGS, with respect to a Regional Trail Network by acquiring, where possible, key properties for this initiative.

### **13.4.4 Manage Regional Infrastructure Services Sustainably**

The City recognizes the value of the RGS goals of cooperative initiatives in the areas of regional air quality, energy efficiency, waste management and reduction, and watershed management.

Future development without sanitary sewer is discouraged, and the City seeks to promote settlement patterns which are able to use existing infrastructure or are cost-effective and efficient to serve.

The City has adopted a Storm Water Management Plan which takes into account development areas as proposed in the Plan, population projections, stream capacity and receiving water quality.

There is a recycling facility in the City, assisting in the reduction of solid waste disposal from the City.

There is a septage processing plant in the City serving the whole region and southern Vancouver Island.

Policies in Section 12 (Our Community Infrastructure) of this OCP align with the policies in Sec. 2.2 of the RGS.

## **Housing and Community**

### **13.4.5 Create Safe and Complete Communities**

The City's emphasis on the creation of compact, walkable and mixed-use centres which provide convenient vehicular, transit and cycle / pedestrian access (Section 2.0, 5.0 & 7.0 of this OCP) is consistent with Policy 3 of the RGS.

The area identified as a Sub-regional Node on Map 3a of the RGS is the area of the City that has been developed as the pedestrian-oriented town centre, an auto-oriented commercial area and a business park/industrial area.

Going forward, maintaining a pedestrian focus will be a priority (Section 5.0 – Our Built Environment) and mixed-use infill in areas that are currently predominantly auto-oriented commercial will be encouraged. A mix of housing will be integral to the City Centre core area and is included in the pedestrian-oriented town centre in the form of apartments, condominiums and ground-oriented multi-family developments. Mixed use developments containing commercial and residential uses in one building/development are encouraged in the City Centre.

#### **13.4.6 Improve housing affordability**

Policies in Section 7.0 (Our Housing) of this OCP support the development of a range of housing choices along the housing continuum to accommodate the needs of all incomes and ages in all parts of the community, including affordable housing.

In addition to the types of homes available, secondary suites will be permitted in all parts of the community thus increasing the stock of affordable housing options in the City.

Options for the location of secondary suites, including within the primary dwelling, within a single-storey backyard garden suite or within a two-storey carriage suite above a detached garage, will provide flexible choices for homeowners wishing to establish a mortgage helper or accommodate inter-generational living on one property, as well as aging in place.

Langford's policies align with the CRD's 2038 targets in the RGS and will work towards an overall increase in the supply of affordable housing.

### **Transportation**

#### **13.4.7 Increase transportation choice**

The City will endeavor to reduce outbound commuting by encouraging an increased supply of housing and work opportunities in identified nodes, allowing people to live, work, and play locally.

The OCP, particularly Section 8 (Our Multi-Modal Transportation System), identifies a rich multi-modal transportation network that will guide choices about street design that is integrated with regional transportation systems. The multi-modal network includes infrastructure for public transit, accommodating a bus rapid transit connection to downtown Victoria, planning long term for rail-based commuter rail service along the E & N Rail corridor, as well as encouraging the creation of pedestrian and bicycle linkages throughout the community.

This network will link centres, extend into surrounding neighbourhoods and connect to and through the E&N rail corridor and the Galloping Goose Regional Trail. Centres are based on 5- or 10-minute walksheds (400 & 800m) as a means to focus uses and the intensity of development in such a way that it encourages greater walkability.

A long-term plan for a more finely-grained City Centre road network is also indicated in Section 8.0 of this OCP.

Improvements in pedestrian and cycling infrastructure as well as more intensive infill development in Langford's core will help the CRD meet the 2038 target in the RGS with respect to the percentage of trips being made by walking, cycling or transit.

## **Economic Development**

### **13.4.8 Realize the Region's Economic Potential**

The RGS goal of strengthening the regional economy is supported by Section 10 (Our Local Economy and Jobs) of this OCP. The OCP is supportive of development which provides for a variety of economic uses that add to the interesting and dynamic fabric of the community. A diverse range of economic advancement opportunities are present in the City, from home-based businesses to large scale retail, wholesale commercial and business park/industrial areas.

An important objective of this OCP is to provide suitable land areas for commercial and business activities to provide local job opportunities and strengthen the City's tax base. This Section contains further Policies regarding establishing Langford and the West Shore as a regional recreation and sport tourism destination.

Policies in Langford's OCP will help meet the 2038 RGS target of a 0.36 jobs/population ratio in the West Shore.

## **Food Systems**

### **13.4.9 Foster a Resilient Food and Agriculture System**

Policies in Sec. 11 of this OCP (Our Food System) align with the policies and objectives of the RGS, and by encouraging the active farming of agricultural lands Langford will help the CRD meet the 2038 targets with respect to food systems.

## **Climate Action**

### **13.4.10 Significantly Reduce Community Based Greenhouse Gas Emissions**

Policies in Sec. 2 of this OCP (Our Sustainability Goals) align with the policies and objectives of the RGS.

Section 3.0 (Our Sustainable City) of this OCP includes detailed policies for each land use designation that focuses on supporting a nodal pattern of development, transit supportive development and infill development.

Langford will continue to work closely with its regional partners in an effort to meet the 2038 targets within the RGS"

**CITY OF LANGFORD  
BYLAW NO. 1872**

**A BYLAW TO AMEND BYLAW NO. 300,  
"LANGFORD ZONING BYLAW, 1999"**

---

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

A. Langford Zoning Bylaw No. 300, 1999 is amended as follows:

1. By deleting from the R2 (One- and Two-Family Residential) Zone and adding to RM2A (Attached Housing) Zone and RS4 (Residential Small Lot 4) Zone the property legally described as LOT A, SECTIONS 109 AND 111, ESQUIMALT DISTRICT, PLAN 17302, PID No. 001-514-229 (595 Hansen Ave) in the portions as shown shaded on Plan No. 1 attached to and forming part of this Bylaw.
2. By adding the following to Table 1 of Schedule AD:

| Zone             | Bylaw No. | Legal Description                                                                                 | Amenity Contributions                                                                                                                                   | Eligible for Reduction in Section 2 of Schedule AD (Column 5) |
|------------------|-----------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| RM2A<br>&<br>RS4 | 1872      | LOT A, SECTIONS 109 AND 111, ESQUIMALT DISTRICT, PLAN 17302, PID No. 001-514-229 (595 Hansen Ave) | a) \$3,660 per new unit created towards the General Amenity Reserve Fund;<br>b) \$610 per new unit created towards the Affordable Housing Reserve Fund. | No                                                            |

- B. This Bylaw may be cited for all purposes as "Langford Zoning Bylaw, Amendment No. 577, (595 Hansen Ave), Bylaw No. 1872, 2020".

READ A FIRST TIME this    day of, 2020.

PUBLIC HEARING held this    day of, 2020.

READ A SECOND TIME this    day of, 2020.

READ A THIRD TIME this    day of, 2020.

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

ADOPTED this of, 2020.

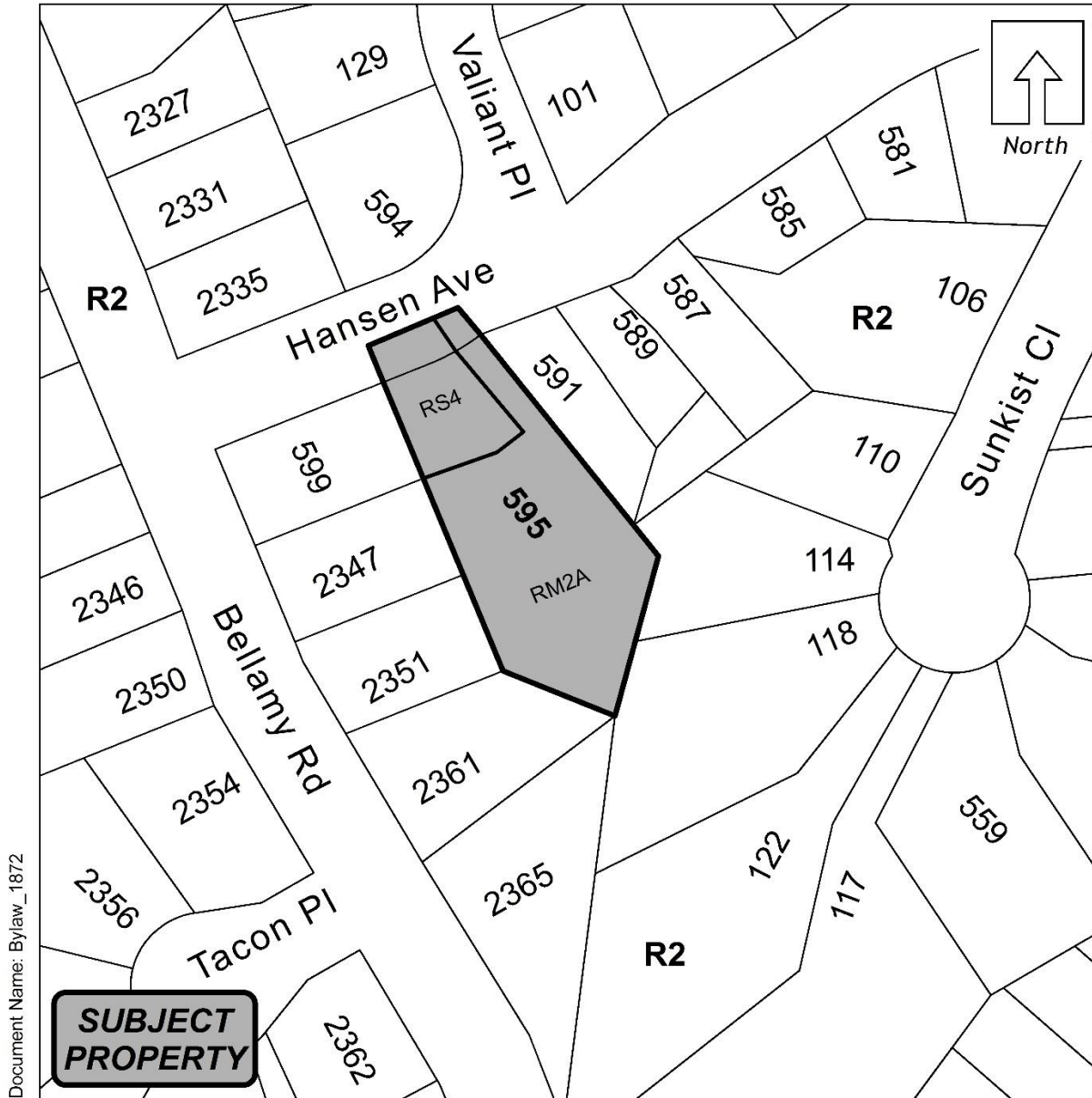
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MAYOR

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(Certified Correct)  
CORPORATE OFFICER

**Schedule A**



I HEREBY CERTIFY THIS TO BE A TRUE COPY  
OF PLAN No. 1 AS DESCRIBED  
IN SECTION A1 OF BYLAW No. 1872

ADOPTION: \_\_\_\_\_

Scale: N.T.S.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

Last Revised: 10/30/2019



## Staff Report to Planning, Zoning and Affordable Housing Committee

**Date:** January 13, 2020

**Department:** Planning

**Application No.:** OCP19-0004

**Subject:** Bylaw No. 1873 - Application to Amend the OCP on 2929 Sooke Road, 2995 Sooke Road, 3201 Loledo Place, and 3211 Loledo Place from 'Hillside or Shoreline' to 'Business or Light Industrial'

### **PURPOSE**

Danny Jadresko of Woodsmere Holdings Corp. has applied to amend the Official Community Plan designation on the four subject properties from 'Hillside or Shoreline' in order to facilitate the future rezoning of these land to Business Park. This amendment would allow for some works to start such as clearing and blasting, while discussions regarding the road networks in this area are held with Engineering and the Ministry of Transportation and Infrastructure.

### **BACKGROUND**

#### **PREVIOUS APPLICATIONS**

In 2017 an environmental development permit (DP17-0038) was issued to allow for the blasting and clearing of the properties closest to Glenshire Drive.

**Table 1: Site Data**

|                           |                                                                          |                                        |
|---------------------------|--------------------------------------------------------------------------|----------------------------------------|
| <i>Applicant</i>          | Danny Jadresko                                                           |                                        |
| <i>Owner</i>              | Woodsmere Holdings Corp.                                                 |                                        |
| <i>Civic Addresses</i>    | 2929 Sooke Road, 2995 Sooke Road<br>3201 Loledo Place, 3211 Loledo Place |                                        |
| <i>Size of Properties</i> | 3.3 hectares (8.2 acres)                                                 |                                        |
| <i>DP Areas</i>           | Habitat and Biodiversity, Steep Slopes                                   |                                        |
| <i>Zoning Designation</i> | Existing: Rural Residential 2 (RR2)                                      | Proposed: Rural Residential 2 (RR2)    |
| <i>OCP Designation</i>    | Existing: Hillside or Shoreline                                          | Proposed: Business or Light Industrial |

**SITE AND SURROUNDING AREA**

The subject properties are located along the east side of Sooke Road, south of Glenshire Drive (Figure 1). The northern properties have been cleared and blasted so that the lands are level with surrounding roads, but the remaining southern properties have trees throughout and are approximately 10m (30 ft) higher in elevation.

**Table 2: Surrounding Land Uses**

|              | <b>Zoning</b>                           | <b>Use</b>                   |
|--------------|-----------------------------------------|------------------------------|
| <i>North</i> | General Industrial (M2)                 | Light Industrial             |
| <i>East</i>  | Business Park 2 - Sooke Road (BP2)      | Light Industrial             |
| <i>South</i> | Rural Residential 2 (RR2)               | Residential                  |
| <i>West</i>  | Business Park 2A - Sooke Rd West (BP2A) | Commercial, Light Industrial |

**Figure 1: Subject Properties**

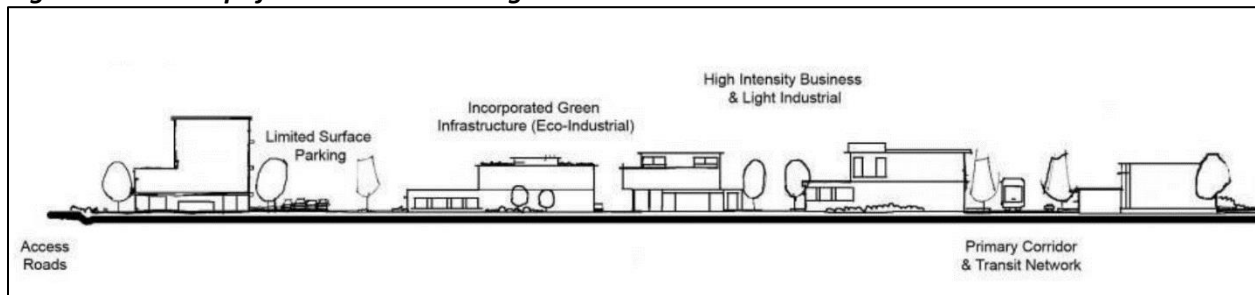
## **COUNCIL POLICY**

### **Official Community Plan**

The applicant is proposing to amend the OCP so all the subject properties are designated as *Business or Light Industrial*, which is defined by the following text

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

**Figure 2: A Concept for the Business or Light Industrial**



## **COMMENTS**

### **Development Proposal**

Currently, the proposal is just to amend the OCP in order to allow for the clearing and blasting of the site. A rezoning application has also been applied for to change to the zone to Business Park. However, prior to proceeding with the rezoning application, discussions are taking place regarding safe access to and from the Ministry's Highway (Sooke Road) as well as establishing future road networks within this area. The OCP amendment would allow the applicant to work on the site while discussions concerning the road network takes place. The applicant expects the onsite works to make the intersection with Sooke Road safer, thereby making the rezoning application more feasible to consider.

The subject properties are located within an area that has Business or Light Industrial OCP designations on lands to the east, west, and north. There are also additional properties to the northwest that have applied to amend the OCP designation to Business or Light Industrial. Given that this area of Langford is seeing a growth in demand for light industrial properties, Council may wish to amend the OCP as proposed and encourage future OCP amendments of the remaining properties along Loledo Place.

The Business or Light Industrial designation does not carry with it a policy with respect to greenspace dedication. As developed land, the subject properties would not trigger any policy with respect to greenspace dedication. Any greenspace dedication with this amendment or subsequent rezoning would exceed Council's current Amenity Contribution Policy.

**Development Permit**

The applicant has also applied for an environment development permit to address any onsite environmental matters that may be noted from a professional biologist's assessment. If all environmental matters are sufficiently addressed as per the biologists' recommendations, the applicant wishes to receive the DP shortly after a successful OCP Amendment.

Development Permits are not typically received until an OCP amendment (or rezoning) receives 3<sup>rd</sup> reading, but if there is no objection to receiving this DP application early, Council may wish to direct the City Planner to accept and process the DP application, and upon the applicant completing the necessary steps associated with the DP, direct the City Planner to issue the DP upon a successful amendment of the OCP.

**Onsite Works**

As previously noted, the applicant has requested an OCP amendment to not only allow for an intended rezoning but to also allow for immediate onsite works to commence. These onsite works are intended to be clearing and blasted. Council may wish to ensure that these works are not extended over a number of years by requiring a covenant to be registered on title that states onsite clearing and blasting may not occur past two years from commencement of these works.

**FINANCIAL CONTRIBUTIONS**

As this application is for an OCP amendment only, Amenity Contributions and Development Cost Charges would not be applicable. The contributions and cost charges would be determined and become applicable at any future date that building permits are applied for on this site. The applicant does intend to proceed with a future rezoning application, and if successful, building permits following that.

**OPTIONS**

**Option 1**

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

1. Give First Reading to Bylaw No. 1873 as drafted;

**AND**

2. Direct the City Planner to process the Development Permit that has been applied for on these lands, and to issue the Development Permit if this OCP Amendment is successful, in accordance with the applicable Development Permit Guidelines.

**AND**

3. Require the applicant to register a section 219 restrictive covenant on the titles of the subject properties prior to Bylaw Adoption that states onsite works, defined as clearing and blasting of all the lands, may not occur beyond 2-years from the commencement of these works.

**OR Option 2**

1. Take no action at this time with respect to Bylaw No. 1873.

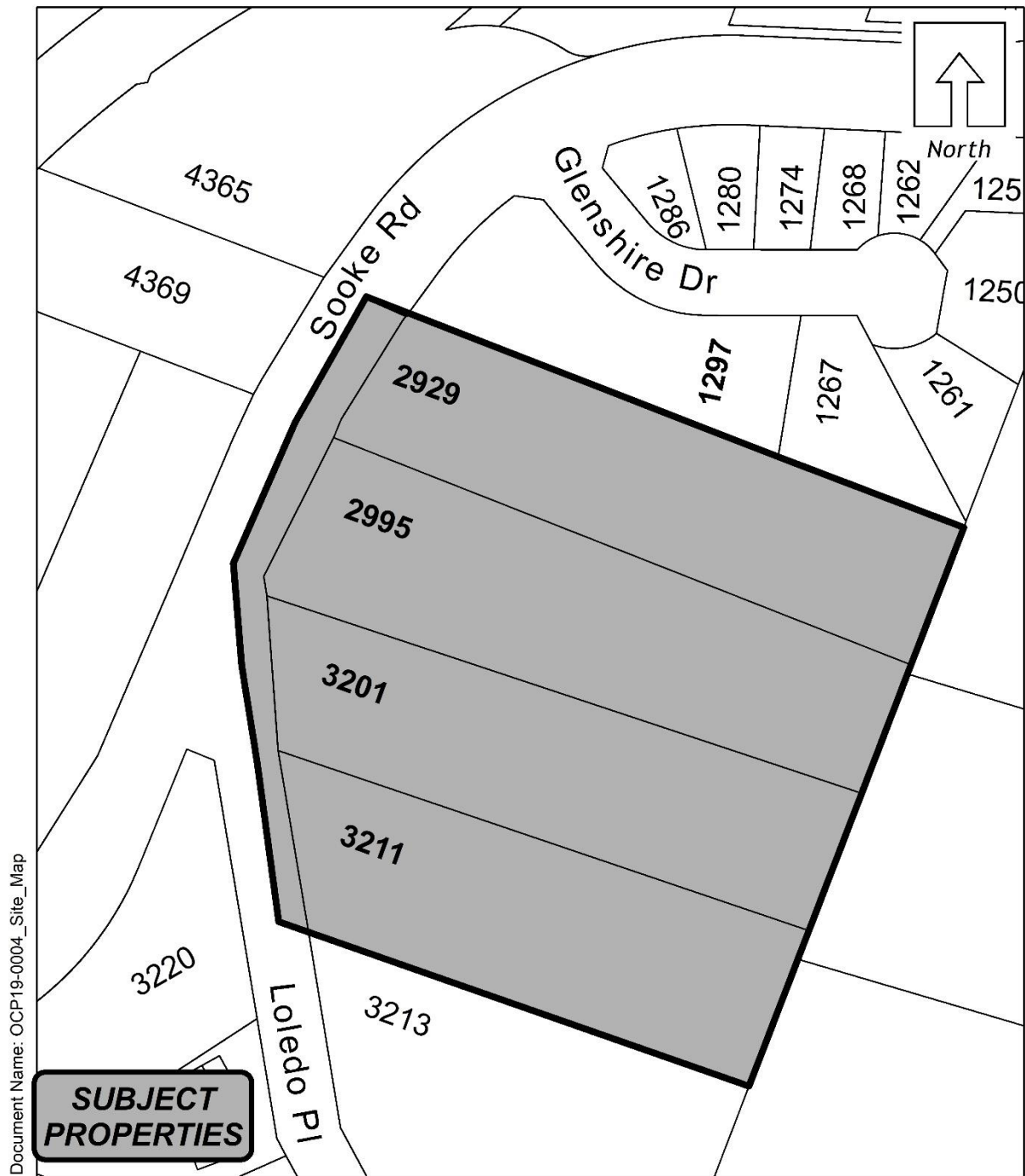
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|               |                                                          |
|---------------|----------------------------------------------------------|
| Submitted by: | Robert Dykstra, MCIP, RPP Land Development Planner       |
| Concurrence:  | Matthew Baldwin, MCIP, RPP, Director of Planning         |
| Concurrence:  | Adriana Proton, Manager of Legislative Services          |
| Concurrence:  | Yari Neilson, Acting/Manager of Parks and Recreation     |
| Concurrence:  | Michelle Mahovich, P.Eng, P.Geo, Director of Engineering |
| Concurrence:  | Leah Stohmann, MCIP, RPP, Deputy Director of Planning    |
| Concurrence:  | Michael Dillabaugh, CPA, CA, Director of Finance         |
| Concurrence:  | Braden Hutchins, Director of Corporate Services          |
| Concurrence:  | Darren Kiedyk, Chief Administrative Officer              |

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**Appendix A**  
**SUBJECT PROPERTY**

**OCP BYLAW AMENDMENT**  
**( OCP19-0004 )**  
**2929, 2995, 3201 & 3211 Sooke Rd**



**Appendix B**  
**LOCATION MAP**

**OCP BYLAW AMENDMENT**  
**( OCP19-0004 )**  
**2929, 2995, 3201 & 3211 Sooke Rd**



**CITY OF LANGFORD  
BYLAW NO. 1873**

**A BYLAW TO AMEND BYLAW NO. 1200,  
“LANGFORD OFFICIAL COMMUNITY PLAN BYLAW, 2008”**

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

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

1. By deleting from the HILLSIDE OR SHORELINE designation and adding to the BUSINESS OR LIGHT INDUSTRIAL designation the properties legally described as LOT 1, SECTION 88, METCHOSIN DISTRICT, PLAN 22830 (2929 Sooke Rd); LOT 2, SECTION 88, METCHOSIN DISTRICT, PLAN 22830 (2995 Sooke Rd); LOT 3, SECTION 88, METCHOSIN DISTRICT, PLAN 22830 (3201 Loledo Pl); LOT 4, SECTION 88, METCHOSIN DISTRICT, PLAN 22830 (3211 Loledo Pl) and shown shaded on Plan No. 1 attached to and forming part of this Bylaw;

B. This Bylaw may be cited for all purposes as “Langford Official Community Plan Bylaw, Amendment No. 34, (2929 & 2995 Sooke Rd and 3201 & 3211 Loledo Pl), Bylaw No. 1873, 2020”.

READ A FIRST TIME this    day of    , 2020.

PUBLIC HEARING held this    day of    , 2020.

READ A SECOND TIME this    day of    , 2020.

READ A THIRD TIME this    day of    , 2020.

ADOPTED this    day of    , 2020.

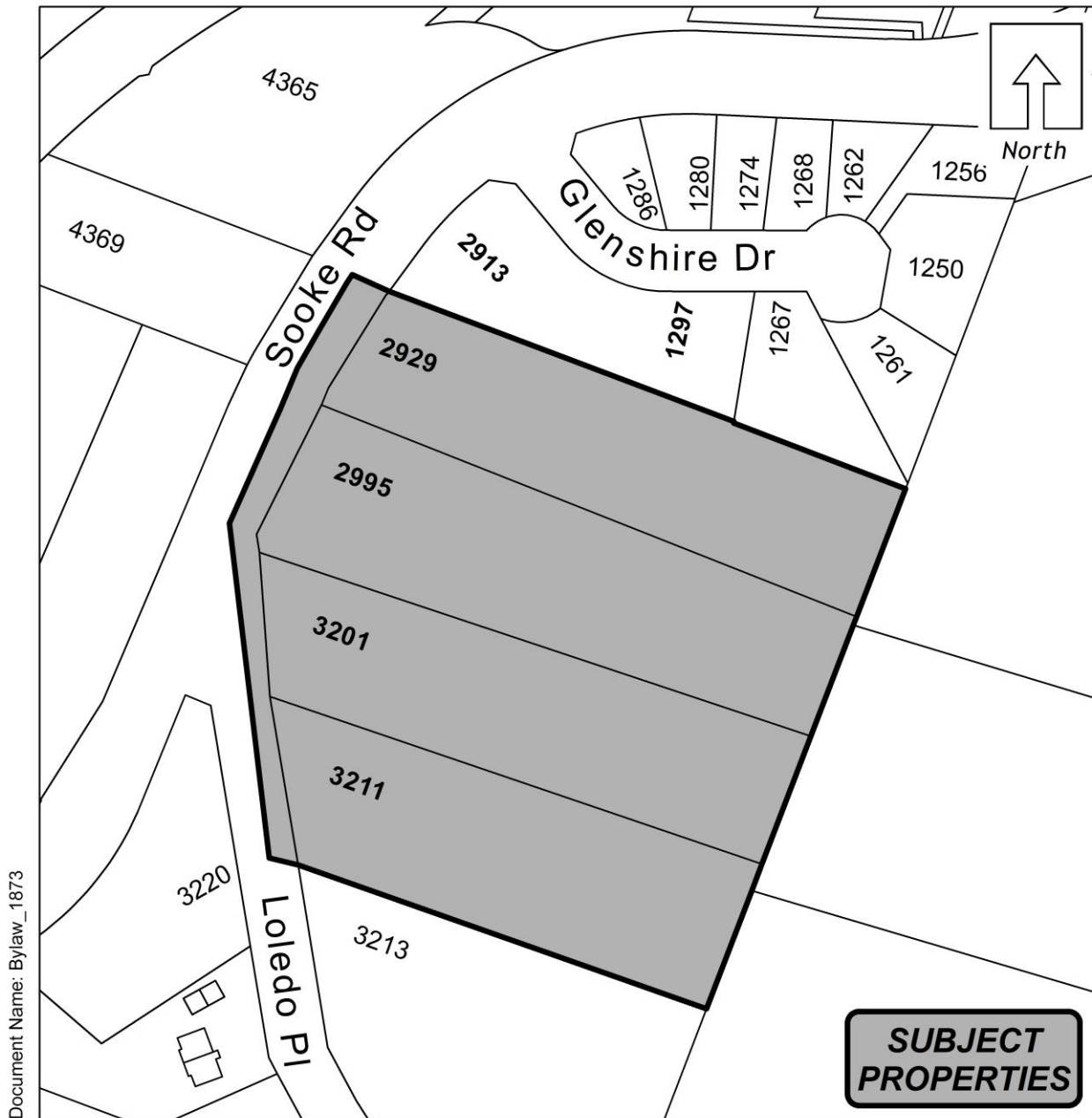
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MAYOR

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(Certified Correct)  
CORPORATE OFFICER

Schedule A



I HEREBY CERTIFY THIS TO BE A TRUE COPY  
OF PLAN No. 1 AS DESCRIBED  
IN SECTION A1 OF BYLAW No. 1873

\_\_\_\_\_  
MAYOR

ADOPTION: \_\_\_\_\_

\_\_\_\_\_  
CORPORATE OFFICER

Scale: N.T.S.

Last Revised: 11/28/2019