



CITY OF COLWOOD  
NOTICE OF  
Special Council Meeting  
Monday, June 29, 2026 at 6:30 PM  
Council Chambers and Electronic  
3300 Wishart Road, Colwood, BC

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Approved By: Corporate Officer

## AGENDA

**“We acknowledge with respect that we are meeting on the traditional territory of the Lekwungen speaking people and we are honoured to have the opportunity to build strong working relationships with the people of the Songhees and Xwsepsum Nations.”**

### **Options for Public Participation**

- In Person: The public is welcome to provide comments in person during the public participation portion of the meeting.
- Electronically (to speak): To participate via telephone or computer please pre-register by noon on the day of the meeting by contacting [corporateservices@colwood.ca](mailto:corporateservices@colwood.ca) or 250-294-8157.
- Electronically (to view): The meeting will stream live on our website at [colwood.civicweb.net/Portal/Video.aspx](http://colwood.civicweb.net/Portal/Video.aspx)
- Written Submissions: Submissions will be received at [corporateservices@colwood.ca](mailto:corporateservices@colwood.ca) or by mail/in person at City Hall up until noon on the day of the meeting and will be appended to the agenda. When providing a submission please indicate the specific meeting and date you want your submission included.

Page

**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**2.1. Special Council Meeting Agenda - June 29, 2026**

RECOMMENDATION

THAT the Agenda of the Special Council meeting of June 29, 2026 be adopted as presented.

**3. MAYOR'S MESSAGE**

Discussion Item: No Documentation

**4. PUBLIC PARTICIPATION**

*Members of the public will be provided an opportunity to present concerns or ask questions of Council.*

*Comments pertaining to the following matters that have been subject to a Public Hearing are prohibited at this meeting:*

- Partial Exclusion Application of Colwood Creek Park from the Agricultural Land Reserve (ALR)

**4.1. Written Submissions** 9 - 57

**5. UNFINISHED BUSINESS**

**5.1. Agricultural Land Commission Partial Exclusion Application from Agricultural Land Reserve - Colwood Creek Park - Council Decision Points** 59 - 78  
*[\(Public Hearing held June 22, 2026\)](#)*

RECOMMENDATION

THAT the partial exclusion application for Colwood Creek Park from the ALR be forwarded to the ALC for consideration;

AND THAT Council direct staff to prepare a legal survey of the portion of Colwood Creek Park held in fee simple, and to proceed with the formal dedication of that parcel as parkland; and

AND FURTHER THAT once a decision is made on the partial exclusion application from the ALC, that staff initiate a review and update of the Colwood Creek Park Management Plan, and include the Parks and Environment Committee.

**6. NEW BUSINESS**

**6.1. Website Considerations**  
**Councillor Day**  
*[\(Notice of Motion from June 8, 2026 Council meeting\)](#)*

RECOMMENDATION

THAT Council direct the Chief Administrative Officer to treat the City of Colwood Website as core governance infrastructure by:

1. Restore a staff directory including names, titles, direct

line contacts and emails in a manner consistent with privacy and security best practices;

2. Establish Governance Ownership by assigning the website responsibility to a named position, with defined maintenance standards, content review obligations, and accountability to Council;
3. Improve Information Architecture by directing the position responsible to implement the following within 90 days:
  1. Consolidate Bylaws into a current, searchable, and prominently accessible location
  2. Relocate the Organizational Chart to the Governance section of the site
  3. Enhance the Development Tracker to include application status, site details, proponents and timelines
  4. Implement a task based navigation improvement to increase discoverability of governance content
  5. Correction of broken or outdated links, remediation of the search function deficiencies as identified to Council by members of the public including the March 12 submission from the Royal Bay Homeowners Association
4. Establish a Council Decisions Tracker including which department is responding, status, and anticipated dates for reporting back to council on this initiative on design and timeline for the work within 60 days; and
5. Report Back to council within 30 days with a report and an implementation plan, including timelines, for the full set of website improvements.

**6.2. Investigation of Speed-Control Measures for Kelly Road  
Playground Zone  
Councillor Ward  
[\(Notice of Motion from June 8, 2026 Council meeting\)](#)**

RECOMMENDATION

WHEREAS Kelly Road contains a designated playground zone with significant pedestrian activity, including children and families accessing nearby recreational amenities; and

WHEREAS concerns have been raised regarding vehicle speeds within and approaching the playground zone; and

WHEREAS a range of conventional and emerging traffic-calming technologies exist that may improve compliance with posted speed limits and enhance pedestrian safety;

THEREFORE BE IT RESOLVED THAT Council direct staff to investigate and report back on the feasibility, effectiveness, regulatory considerations, and estimated capital and operating costs associated with implementing speed-control improvements within the Kelly Road playground zone.

AND FURTHER THAT the review include, but not be limited to, consideration of:

- a) Speed ditches (inverted speed humps), consisting of concave roadway depressions that require vehicles to descend and ascend when crossing, thereby encouraging lower travel speeds;
- b) Actibump or active dynamic speed-control systems, whereby a radar-equipped roadway plate remains level for vehicles travelling at or below the posted speed limit but lowers for speeding vehicles, creating a noticeable vertical deflection;
- c) Raised crosswalks, raised intersections, speed humps, speed cushions, and other conventional traffic-calming measures;
- d) Enhanced signage, flashing beacons, speed feedback displays, and other speed-awareness technologies; and
- e) Any additional engineering measures staff deem appropriate to improve compliance with the posted speed limit and enhance pedestrian safety.

AND FURTHER THAT staff report on the suitability of the Kelly Road playground zone as a pilot project location for the testing and evaluation of innovative traffic-calming technologies not commonly used in British Columbia, including Actibump-style active dynamic speed-control systems and other emerging approaches designed to improve compliance with posted speed limits.

AND FURTHER THAT staff identify any legal, operational, accessibility, maintenance, emergency response, transit, cycling, insurance, procurement, or liability implications associated with the measures reviewed, including whether

approvals from external agencies would be required and whether grant or partnership funding opportunities may be available to support implementation.

**6.3. Hardscaping of Select Traffic Circles and Majority of Cul-de-Sac Islands to Reduce Maintenance Costs and Improve Streetscape Condition**

**Councillor Ward**

**[\(Notice of Motion from June 8, 2026 Council meeting\)](#)**

RECOMMENDATION

WHEREAS the City of Colwood maintains a number of traffic circles and cul-de-sac central islands that form part of the municipal road network and neighbourhood streetscape;

AND WHEREAS many of these landscaped features require ongoing maintenance including mowing, irrigation, plant replacement, weed control, and seasonal upkeep, which contributes to recurring operational costs and staff time;

AND WHEREAS in several locations, current landscaping conditions have deteriorated or are inconsistently maintained, negatively impacting the visual quality and overall appearance of neighbourhood streetscapes;

AND WHEREAS hardscaped or low-maintenance design treatments, such as decorative rock, permeable paving, or durable architectural materials, may offer reduced lifecycle maintenance requirements, improved durability, and more consistent visual presentation over time;

THEREFORE BE IT RESOLVED that Council direct staff to investigate and report back on the feasibility, costs, and implications of converting existing traffic circles and cul-de-sac central islands within the City of Colwood to hardscaped or low-maintenance design standards where appropriate;

AND FURTHER THAT the staff report include:

1. An inventory of all City-maintained traffic circles and cul-de-sac central islands;
2. An assessment of current maintenance requirements, associated costs, and known maintenance challenges;

3. Identification of locations where existing landscaping is in poor condition or repeatedly requires remediation;
4. A lifecycle cost comparison between current landscaping approaches and hardscaped or low-maintenance alternatives;
5. Potential pilot locations where conversion could be tested;
6. Consideration of design standards, drainage impacts, and safety requirements.

**6.4. Adoption of Records Management Policy and Records Management Scanning Policy** 79 - 90  
**Heather Power, Deputy Corporate Officer**

RECOMMENDATION

THAT Council adopt the Records Management Policy and Records Management Scanning Policy, as presented.

**6.5. Herm Williams Parks Management Plan Project Initiation** 91 - 103  
**Matt Blakely, Senior Planner**

RECOMMENDATION

THAT Council receive this report on the Herm Williams Park Management Plan project initiation, for information.

**6.6. Outlook Park Management Plan Project Initiation** 105 - 118  
**Mairi Bosomworth, Manager of Planning**

RECOMMENDATION

THAT Council receive the report on the Outlook Park Management Plan project initiation, for information.

**6.7. 2025 Statement of Financial Information** 119 - 137  
**Kathy McLennan, Director of Finance**  
**Jason Wong, Manager of Finance**

RECOMMENDATION

THAT the 2025 Statement of Financial Information be approved;

AND THAT the Mayor, the Director of Finance and the Manager of Finance be authorized to sign the approval of the 2025

Statement of Financial Information.

- 6.8. Annual Development Cost Charge Report** 139 - 147  
**Kathy McLennan, Director of Finance**

RECOMMENDATION

THAT the 2025 Annual Development Cost Charges Report be received for information purposes.

**7. BYLAWS**

- 7.1. Sewer Local Area Service Enlargement Amendment Bylaws -** 149 - 157  
**First, Second and Third Reading**

- "Colwood Main Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 598, 2001, Amendment No. 184 (LAS Enlargement – 3391 Fulton Road), Bylaw No. 2114, 2026"
- "Colwood West Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 625, 2001, Amendment No. 99 (LAS Enlargement – 3391 Fulton Road), Bylaw No. 2116, 2026"

- 7.2. Colwood Land Use Bylaw No. 151, 1989, Amendment No. 220** 159 - 163  
**(CD43 – 3145 Metchosin Rd), Bylaw No. 2054, 2025 - Adoption**  
[\(First Reading given at June 23, 2025 Council meeting\)](#)  
[\(Second and Third Reading given at November 10, 2025 Council meeting\)](#)  
*[Development Agreement Covenant registration confirmed June 4, 2026]*

- 7.3. Colwood Land Use Bylaw No. 151, 1989, Amendment No. 231** 165 - 167  
**(HAH1-3415 Fulton Road), Bylaw No. 2105, 2026 - Adoption**  
[\(First, Second and Third Reading given at April 27, 2026 Council meeting\)](#)  
*[Development Agreement Covenant registration confirmed June 12, 2026]*

- 7.4. Off-Street Parking Regulations Bylaw No 1909-3 (SSMUH) -** 169  
**Adoption**  
[\(First, Second and Third Reading given at June 8, 2026 Council meeting\)](#)

- 7.5. **Public Notice Bylaw No. 2117, 2026 - Adoption** 171 - 172  
[\(First, Second and Third Reading given at June 8, 2026 Council meeting\)](#)

**8. ADJOURNMENT**

All recommendations as presented are for discussion purposes only, and should not be considered as the opinion or direction of council.

This Notice is posted in accordance with "Council Procedure Bylaw No. 1890, 2021" and the *Community Charter*.

Marcy Lalande, CMC  
City of Colwood  
3300 Wishart Road  
Victoria, BC  
V9C 1R1

June 4, 2026

Dear Ms Lalande:

Please find attached a copy of our completed petition.

Specifically, the petition was presented to local residents, and park users from around the region, to see if they would like City Hall to "reconsider the current proposed Colwood Creek community garden location".

There was resounding willingness from the people we spoke with to sign the petition. Each person felt they were blindsided given this was the first time they had heard of the Colwood Creek community garden proposal. They were strongly critical over the lack of transparency from City Hall.

Here are some conclusions we gathered from the petition process.

- out of 145 people approached, only 2 did not feel comfortable signing it.
- 100% of the people we spoke with were critical over the absence of community consultation and information from City Hall.
- the reasons for reconsidering the current proposed garden location (listed in the petition) generated lively discussion, and often led to many more thoughts and concerns with having the gardens located in this section of Colwood Creek Park.

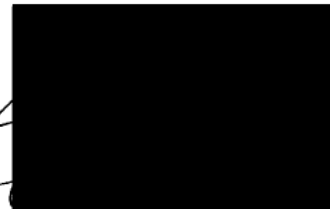
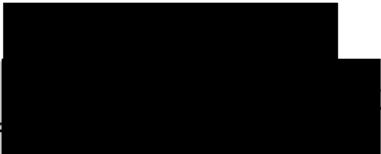
We would be pleased to have further dialogue with you on the petition, and what we heard from the people.

Yours sincerely,

Neva Waselenchuk

Brian Beastall

Jim Gowriluk



Attachment: copy of completed petition.

# RECONSIDER THE CURRENT COLWOOD CREEK COMMUNITY GARDEN LOCATION

(May 3, 2026)

We, the undersigned, request the City of Colwood reconsider the current proposed location of the community garden for the following reasons:

- **Safety Risks:** Increased traffic and activity near the busy 3-way intersection of Antrobus Crescent, Sunridge Valley Road and Brittany Drive, creating added congestion and hazards. There are no sidewalks for safe passage for families, seniors and cyclists.
- **Questionable Garden Readiness:** Limited plan for a secure and functional garden, with no parking, fencing, water, tool storage, or other security and pest control measures.
- **Better Options Exist:** A safer, more suitable location with proper access and services should be considered. Full neighbourhood consultation should occur, including mailed notices and an in-person public engagement meeting.
- **This location contravenes 2 conditions of the approved Colwood Creek Park Management Plan.**

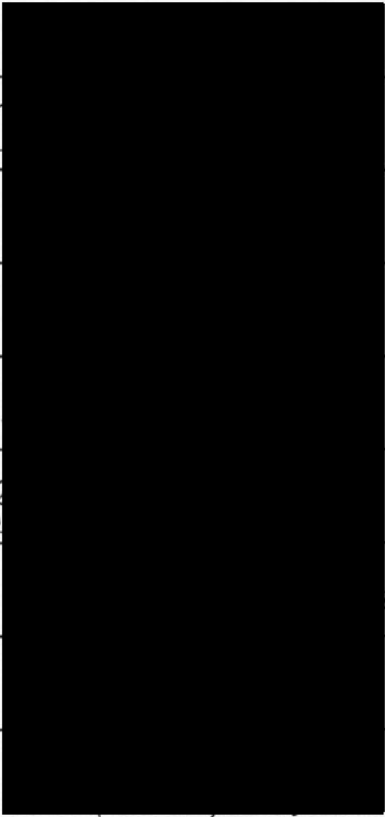
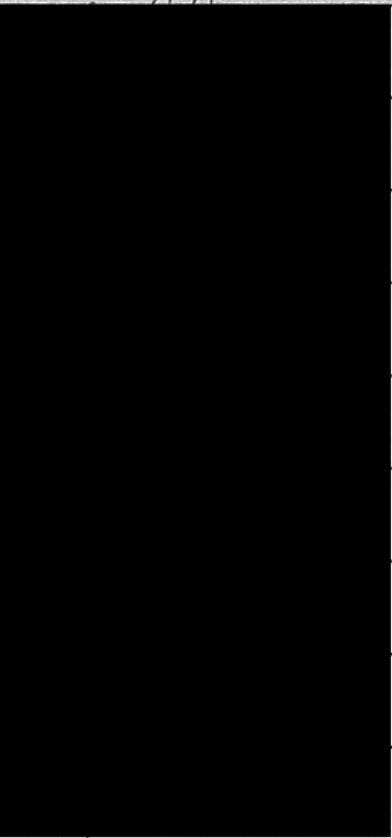
While we support the concept of community gardening, we respectfully ask the City of Colwood to pause and reconsider this site selection.

NAME (PRINT)	ADDRESS	SIGNATURE
[Redacted]	Antrobus Cres.	[Redacted]
[Redacted]	Antrobus Cres	[Redacted]
[Redacted]	Antrobus Cres	[Redacted]
[Redacted]	ANTROBUS CRES	[Redacted]
[Redacted]	ANTROBUS	[Redacted]

NAME (PRINT)	ADDRESS	SIGNATURE
[REDACTED]	[REDACTED] Sunridge Valley	[REDACTED]
[REDACTED]	[REDACTED] Sunridge Valley Dr	[REDACTED]
[REDACTED]	[REDACTED] SUNRIDGE VALLEY DR	[REDACTED]
[REDACTED]	11	[REDACTED]
[REDACTED]	[REDACTED] Sunridge Valley	[REDACTED]
[REDACTED]	[REDACTED] Sunridge Valley Dr.	[REDACTED]
[REDACTED]	[REDACTED] Sunridge Valley Dr	[REDACTED]
[REDACTED]	[REDACTED] Sunridge Valley Dr Vic BC V9B 5M5	[REDACTED]
[REDACTED]	[REDACTED] Sunridge Valley Drive V9B 5M5	[REDACTED]
[REDACTED]	V9B 5X5 Sunridge	[REDACTED]
[REDACTED]	[REDACTED] Sunridge	[REDACTED]
[REDACTED]	V9B 5L1 Sunridge	[REDACTED]
[REDACTED]	V9B 5L1 Sunridge	[REDACTED]
[REDACTED]	702 Sunridge	[REDACTED]
[REDACTED]	[REDACTED] ANTRUBUS Co V9B 5M7	[REDACTED]

NAME (PRINT)	ADDRESS	SIGNATURE
	ANTROBUS	
	ANTROBUS CAB	
	ANTROBUS	
	ANTROBUS	
	ANTROBUS	
	Antrobus	
	Antrobus Cr.	
	Antrobus	
	Antrobus	
	Antrobus Cr.	
	Antrobus Cr.	
	Brittany Drive	
	BRITTANY DR	
	Kanaca Pl.	
	Kanaca Pl	
	Antrobus Cres	



NAME (PRINT)	ADDRESS	SIGNATURE
	[Redacted] Reunion Ave	
	[Redacted] Swindler Dr	
	[Redacted] Osprey St	
	[Redacted] [Redacted]	
	[Redacted] Sackend V9B 1 XS	
	[Redacted] [Redacted]	
	[Redacted] Sook Rd.	
	[Redacted] Aaa Cer	
[Redacted] Agg Cre		

please add your postal code

NAME (PRINT)	ADDRESS	SIGNATURE
[REDACTED]	[REDACTED] Glen Forest Way V9C 3X7	[REDACTED]
[REDACTED]	[REDACTED] Judd Rd	[REDACTED]
[REDACTED]	[REDACTED] KANACA PL. V9B 5P6	[REDACTED]
[REDACTED]	↓ ↓	[REDACTED]
[REDACTED]		
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[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		

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- **This location contravenes 2 conditions of the approved Colwood Creek Park Management Plan.**

While we support the concept of community gardening, we respectfully ask the City of Colwood to pause and reconsider this site selection.

NAME (PRINT)	ADDRESS & POSTAL CODE	SIGNATURE
[Redacted]	[Redacted] Kanaca Pl Victoria	[Redacted]
[Redacted]	[Redacted] Antrobus	[Redacted]
[Redacted]	[Redacted] "	[Redacted]
[Redacted]	[Redacted] Antrobus Cres Victoria BC V8B5M8	[Redacted]
[Redacted]	[Redacted] Antrobus Cres	[Redacted]
[Redacted]	[Redacted] Sunridge Valley Dr	[Redacted]
[Redacted]	[Redacted] Sunridge Valley Dr	[Redacted]

4.1.

17.

NAME (PRINT)	ADDRESS & POSTAL CODE	SIGNATURE
[REDACTED]	[REDACTED] ANTROBUS CRES V9B 5m6	[REDACTED]
[REDACTED]	[REDACTED] Sunridge Valley DR	[REDACTED]
[REDACTED]	[REDACTED] Sunridge Valley DR	[REDACTED]
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
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[REDACTED]		
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[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		

Name	Address	Email	Phone
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[REDACTED]	Kingswood ANTROBUS CRE ANTROBUS	[REDACTED]	[REDACTED]
	Kanaca PL Kanaca PL		
	Macan Pl Macan Pl ANTROBUS b Sunridge Valle Sunridge Valle		
	MARY ANNE C Antrobus Cres. Buckler Ave Antrobus Cres		

/14.

CITY OF COLWOOD, B.C.

To the esteemed Mayor and honorable Council members of Colwood,

We, the undersigned, wish to express our opposition to the proposed community garden proposal at Colwood Creek Park. Firstly, we are concerned that this initiative was not communicated to the residents most directly affected by this project, specifically the homeowners whose properties adjoin the parkland. We believe that the City of Colwood did not adequately respect these homeowners by failing to provide direct notification via mail. For a city council that prides itself on community engagement it certainly failed to extend that courtesy to residents of Colwood Creek.

Furthermore, we anticipate that this parkland will experience reduced accessibility for current users. If this project is conceptualized similarly to the community garden at City Hall, it will likely be gated and locked, thereby restricting our present access to this area. This is not acceptable.

There is not adequate parking available to those people who will be renting garden plots. Our streets will become congested with vehicles from users of this project. Again, this is not acceptable.

We the undersigned are vehemently opposed to this project.

DATE	NAME	ADDRESS	TELEPHONE #	SIGNATURE
29/May 24	[REDACTED]	[REDACTED] Antab	[REDACTED]	[REDACTED]
29/May 24	[REDACTED]	[REDACTED] Antab	[REDACTED]	[REDACTED]
29/May 24	[REDACTED]	[REDACTED] Antab	[REDACTED]	[REDACTED]
29/May 24	[REDACTED]	[REDACTED] Antab	[REDACTED]	[REDACTED]
29/May 24	[REDACTED]	[REDACTED] Antab	[REDACTED]	[REDACTED]
29/May 24	[REDACTED]	[REDACTED] Antab	[REDACTED]	[REDACTED]
29/May 24	[REDACTED]	[REDACTED] Antab	[REDACTED]	[REDACTED]

17.

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DATE	NAME	ADDRESS	TELEPHONE #	SIGNATURE
May 16/26		Antrobus Cres		
May 16/26		Antrobus Cres		
May 18/26		Swoice Rd		
May 18/26		" "		
May 24/26		Brittany Dr.		
May 24/26		Brittany Dr.		
May 24/26		Brittany Dr.		
May 24/26		Brittany Dr.		
May 24/26		Brittany Dr.		
May 24/26		Brittany Dr.		

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DATE	NAME	ADDRESS	TELEPHONE #	SIGNATURE
May 5/26		Antrobus		
May 6/26		Macan Place		
May 6/26		Macan place		
May 6/26		Antrobus Crescent		
May 6/26		Macan Pla		
May 6/26		Macan Pl		
May 6/26		Macan Pl		
May 6/26		Macan		
MAY 6/26		WALFRED RD.		
May 6/26		Antrobus		

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DATE	NAME	ADDRESS	TELEPHONE #	SIGNATURE
4 May 26	[REDACTED]	[REDACTED] Macan	[REDACTED]	[REDACTED]
4 May 26	[REDACTED]	[REDACTED] Macan	[REDACTED]	[REDACTED]
4 May 26	[REDACTED]	[REDACTED] Macan	[REDACTED]	[REDACTED]
4 MAY 26	[REDACTED]	[REDACTED] MACAN	[REDACTED]	[REDACTED]
4 MAY 26	[REDACTED]	[REDACTED] MACAN	[REDACTED]	[REDACTED]
4 may 26	[REDACTED]	[REDACTED] macan	[REDACTED]	[REDACTED]
4 may 26	[REDACTED]	[REDACTED] macan	[REDACTED]	[REDACTED]
5 MAY 2026	[REDACTED]	[REDACTED] MACAN PL	[REDACTED]	[REDACTED]
MAY 5/26	[REDACTED]	[REDACTED] MACAN PL	[REDACTED]	[REDACTED]
May 5/26	[REDACTED]	[REDACTED] Antropolis Crescent	[REDACTED]	[REDACTED]

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DATE	NAME	ADDRESS	TELEPHONE #	SIGNATURE
May 5	[REDACTED]	[REDACTED] Antrobus	[REDACTED]	[REDACTED]
May 5	[REDACTED]	[REDACTED] Antrobus	[REDACTED]	[REDACTED]
MAY 5	[REDACTED]	[REDACTED] B. Hony Drive	[REDACTED]	[REDACTED]
may 5	[REDACTED]	[REDACTED] BRITTANY DR.	[REDACTED]	[REDACTED]
MAY 5	[REDACTED]	[REDACTED] Brittany	[REDACTED]	[REDACTED]
MAY 5	[REDACTED]	[REDACTED] BRITTAN	[REDACTED]	[REDACTED]
MAY 5	[REDACTED]	[REDACTED] BRITTAN	[REDACTED]	[REDACTED]
MAY 5	[REDACTED]	[REDACTED] BRITTANY	[REDACTED]	[REDACTED]
MAY 5	[REDACTED]	[REDACTED] BRITAN	[REDACTED]	[REDACTED]
May 5	[REDACTED]	[REDACTED] Britton	[REDACTED]	[REDACTED]

10.

# RECONSIDER THE CURRENT COLWOOD CREEK COMMUNITY GARDEN LOCATION

(May 3, 2026)

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- **Safety Risks:** Increased traffic and activity near the busy 3-way intersection of Antrobus Crescent, Sunridge Valley Road and Brittany Drive, creating added congestion and hazards. There are no sidewalks for safe passage for families, seniors and cyclists.
- **Questionable Garden Readiness:** Limited plan for a secure and functional garden, with no parking, fencing, water, tool storage, or other security and pest control measures.
- **Better Options Exist:** A safer, more suitable location with proper access and services should be considered. Full neighbourhood consultation should occur, including mailed notices and an in-person public engagement meeting.
- **This location contravenes 2 conditions of the approved Colwood Creek Park Management Plan.**

While we support the concept of community gardening, we respectfully ask the City of Colwood to pause and reconsider this site selection.

NAME (PRINT)	ADDRESS	SIGNATURE
[REDACTED]	[REDACTED] Sunridge Valley	[REDACTED]
[REDACTED]	[REDACTED] SUNRIDGE VALLEY	[REDACTED]
[REDACTED]	[REDACTED] Antrobus crs.	[REDACTED]
[REDACTED]	[REDACTED] ✓ ✓	[REDACTED]
[REDACTED]	[REDACTED] ✓ ✓	[REDACTED]

NAME (PRINT)	ADDRESS	SIGNATURE
[REDACTED]	[REDACTED] Antrobus CR	[REDACTED]
[REDACTED]	[REDACTED] Antrobus Crescent	[REDACTED]
[REDACTED]	[REDACTED] Acemink	[REDACTED]
[REDACTED]	[REDACTED] ANTROBUS CR	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	+ Antrobus Cr	[REDACTED]
[REDACTED]	[REDACTED] ANTROBUS CAES	[REDACTED]
[REDACTED]	[REDACTED] Antrobus Cr	[REDACTED]
[REDACTED]	[REDACTED] DEVILLE ST	[REDACTED]
[REDACTED]	[REDACTED] GIBN LANE	[REDACTED]
[REDACTED]	[REDACTED] SODIC	[REDACTED]
[REDACTED]	Lake → [REDACTED] Scott	[REDACTED]
[REDACTED]	[REDACTED] Selwyn Close	[REDACTED]
[REDACTED]	[REDACTED] Selwyn Close	[REDACTED]
[REDACTED]	[REDACTED] Selwyn Close	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

**From:** [Hilary Mackey](#)  
**To:** [Corporate Services](#)  
**Cc:** [info@colwoodcreekratepayers.ca](mailto:info@colwoodcreekratepayers.ca)  
**Subject:** Public Input - Proposed Colwood Creek Park Community Garden Hub  
**Date:** Friday, June 5, 2026 3:12:42 PM  
**Attachments:** [20260605 Hilary to Colwood re CCGG.pdf](#)

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[You don't often get email from [REDACTED] Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Hello,

Please see my attachment concerning the proposal for a Colwood Creek Park Community Garden Hub. Please disseminate it to the Mayor and Council and to the staff who are preparing a report.

Please include it in the agenda package for June 22, 2026.

Thank you,

Hilary Mackey  
[REDACTED] Antrobus Crescent

Hilary Mackey  
Antrobus Crescent  
Victoria BC V9B 5M6

June 5, 2026

Via Email ([corporateservices@colwood.ca](mailto:corporateservices@colwood.ca))

Colwood City Council

## Colwood Creek Park Is Not an Empty Landscape

### Colwood Creek Park history

“Back in the early 1980’s when Colwood Creek Estates was being built, the City acquired Colwood Creek Park to protect and maintain it for its environmental benefits and the enjoyment of residents.” Over the following decades, residents participated in the process of its development from a former quarry backfilled with coarse sand and rocks into a highly valued green space. Berms were created and trees planted to reduce the impact of the adjacent highway, and the area evolved.

### What exists today has inherent value which would be lost

Colwood Creek is a mature landscape with thriving drought tolerant trees and shrubs, walking trails, a creek corridor, wildlife habitat, and open space. It is not a little used park or vacant lot. I have lived and gardened directly across from Colwood Creek Park for two decades and observed ongoing daily use of the trail network and informal gathering areas for walking, dog walking, bird watching, community building, and year round passive recreational activity. For decades this park has served as a shared green commons for local residents and others from neighbouring communities. The park provides education about nature and a quiet place to enjoy it, close to home. Over the years I have transformed my own property, on the same substrate as Colwood Creek Park, into a mature, habitat garden that supports a variety of bird species. Before any major change is made to Colwood Creek Park, the city must pause, hear and understand how the park has long served the Colwood Creek Estate neighbourhood and other users who appreciate open, unprogrammed green space.

### Who is this Community Garden intended to Serve?

*Who is well served by a Community Garden in Colwood Creek Park?*

- The crucial question is whether a recently announced garden hub is appropriate for a park which directly serves a neighbourhood of approximately 200 single family homes with private gardens. There is no evident demand from this or adjacent Colwood neighbourhoods with single family homes. There are very few multiresidential buildings without garden space in this part of Colwood, ie within walking distance of Colwood Creek Park. Replacing the usage of the Veteran’s Memorial end of the park with an uncommonly large community garden transfers a public asset from a broadly accessible use to a specialized use by users from outside the neighbourhood and outside Colwood. If the Colwood Garden Society is allowed to go forward with their proposal anywhere in Colwood Creek Park, then residents of Langford’s many multiresidential homes within walking distance would be beneficiaries of

sacrificing this much loved and needed open green space. This proposal should therefore be evaluated in the context of the park's existing character, Management Plan, the many community functions it already provides, and the losses that would occur if this proposal is allowed to proceed.

#### *Questions Regarding Taxpayer Equity and Public Equity*

- Why has the City permitted residents of Langford to rent community garden plots on City-owned land through the Colwood Garden Society for \$45 annually over the past 7 years?
- Approximately 200 households make up the Colwood Creek neighbourhood and collectively contribute substantial municipal tax revenues that support City services, including parks. Residents of other municipalities are welcome visitors to Colwood parks, but they do not contribute to Colwood's tax base. What is the rationale for allocating a significant portion of this neighbourhood park to a group whose membership is split 50/50 between residents of Colwood and Langford?
- What justification is there for the City supporting a federal funding application for a project that would substantially reduce public open green space in Colwood Creek Park while serving an organization whose membership includes 50 non-residents?

The **Colwood Creek Management Plan** states, "*Additional recreational amenities are not suggested for this zone given it is distant from the other built park amenities and it is in close proximity to residential neighbours.*" Also that "*public engagements participants were supportive of limited upgrades to this area of the park.*" Specifically "*Opportunities to improve the trail network including the addition of shade trees and benches.*" The community engaged with Colwood in a process of discovery which evolved into these recommendations, appearing on Colwood's website as current policy statements. Residents of Colwood Creek Park have had every reason to expect that these principles would guide the behaviour of our elected council members.

The **Colwood Parks and Recreation Master Plan** says it "*will guide improvements to our parks over the next 10+ years. Recommendations of the plan will be reviewed and adjusted annually to explore new opportunities and prioritize investments that reflect the needs and desires of the community.*" It allows for changes to the Colwood Creek Management Plan when consultation with the stakeholders is undertaken to see whether new ideas are in keeping with the needs and character of the neighbourhood. Again these policies and value statements allowed our community to trust that we would be consulted about significant structural and land use changes to our neighbourhood park. The residents from all parts of the Colwood Creek neighbourhood do not need this amenity and do not want to lose the park space which we have long enjoyed and been stewards of.

#### Consultation and Community Awareness

The process that led to the proposed garden hub raises significant concerns regarding community consultation. Throughout the period when the project was being developed, evaluated, refined, endorsed, and funded, the residents living adjacent to the proposed site were not consulted or directly informed.

At the December 8, 2025 Council meeting, the Manager of Parks presented an update on Colwood Creek Park Agricultural Land Reserve. An Agrologist was available for questions. Council discussed community garden locations, soil quality and land capability, access getting to the garden, compost

programming and education, access to water, and alternatives if declined by the ALC. Council directed staff to make an application for the partial exclusion of Colwood Creek Park from the ALC and that council direct staff to explore community agriculture and educational uses in the non-excluded portion of the park, the area being targeted for a project which does not align with the needs of the community of residents who would be most affected by its implementation.

The City of Colwood and the Colwood Garden Society worked together over an extended period to develop the proposal and secure grant funding. When the proposal was presented at the April 13 meeting for approval in principle, the room was filled with proponents and supporters. All six Councillors indicated their support and intention to vote for the proposal. Various Colwood groups had already submitted letters of endorsement and members of their groups were there to support and celebrate the good news. Only two people who spoke were from Colwood Creek Estates. They asked questions about other locations and asked that Council reconsider the proposed location. The vast majority of residents in the subdivision had not yet heard of the city's plans, nor had the city considered the needs of residents of the Colwood Creek Estates.

On May 5<sup>th</sup>, Colwood's website announced that the Colwood Garden Society had received a \$98K grant from Agriculture Canada and that a garden hub with over 120 raised beds would be built in Colwood Creek Park. Colwood residents were invited to attend a May 14<sup>th</sup> information meeting to learn about the project. For many in Colwood Creek Estates, this announcement was the first indication that a major land use change had been planned for their neighbourhood park, and we were eager to have a voice. Many more didn't learn of it until after Colwood Creek Ratepayers was formed on May 15<sup>th</sup>, and many still don't know, though the grapevine is getting stronger every day.

Since then, residents of Colwood Creek Estates have organized through the Colwood Creek Ratepayers Association, of which I am President. At the time of writing, membership has grown to 106 residents representing a substantial proportion of approximately 200 households. No door to door outreach has been undertaken during the past week while this submission was being prepared, yet additional residents have expressed interest in joining.

During the preceding weeks, I spoke personally with residents throughout the neighbourhood. The overwhelming majority of those aware of the proposal expressed concern about the location, scale, traffic, parking, consultation process, and other potential impacts of the proposed Community Garden Hub to the park and neighbourhood. Many reported having been unaware of the proposal until recently being informed by neighbours. Support for reconsidering the proposed location and undertaking meaningful consultation was nearly universal among those with whom I spoke.

#### Who will use the Garden Hub?

A representative of the Colwood Garden Society, which has operated a community garden at City Hall for seven years, stated at the April 13<sup>th</sup> meeting that 50% of its membership resides in Langford. Who in Colwood knew or expected non-residents to be gardening at City Hall for \$45 a year? It is the only municipal community garden we know of which does not limit membership to its residents. Plots are allocated on a first come first served basis from a wait list that includes non-residents, and the Society reports a current waiting list of 25. Why is a widely used neighbourhood and destination park being built out for a group with any non-resident members? Why are we not building community gardens in pocket parks near densely populated areas within Colwood? That is what

Langford did for the exclusive use of its residents by constructing its small and tidy Porcher Park community garden. Moreover that is what Colwood's OCP and Management Plan both point to.

The model currently operating at City Hall is proposed to be transferred to Colwood Creek Park, which is unacceptable. The area surrounding Colwood Creek Park is largely within Langford, and there is no evidence that local Colwood residents are lacking access to garden space or are seeking community garden plots.

### **Is Colwood Creek the Right Location?**

What would be gained and by whom?

What would be lost and by whom?

#### The Official Community Plan

Policy 14.2.1.1 Encourage food production in both public and private realms by:

- (c) Encouraging the distribution of community gardens and other food production spaces across the City, prioritizing areas of higher residential density, in order to maximize the number of residents who live within walking distance of one;
- (d) Consider allowing neighbourhood residents and/or organizations to manage pocket parks as community gardens.

The only multiresidential building within walking distance of the proposed garden is an established townhouse complex with personal garden spaces at their doors. Langford multiresidential buildings within walking distance of Colwood Creek Park abound. Not only would we be prioritizing Langford residents with the location of this community garden but we would also not be serving Colwood residents who live in multiresidential buildings at a distance requiring transportation.

The project as described would create a mixed community of gardeners in Colwood Creek Park, at the expense of an existing community of residents who have long used and cared for the park with its uncluttered, open green space. Without disclosing the composition of its membership, the Society's proposition has implied that there is no space for (Colwood) community gardeners at City Hall, 25 (Colwood) gardeners are on a waiting list, up to 150 additional community garden plots must be constructed, and that Colwood residents should provide space. Residents would not only bear the congestion and danger of increased traffic, with limited parking and no sidewalks but they'd be losing the character of the park and the space for passive recreation which they and the region have enjoyed for decades through generations. Our subdivision takes pride in our homes and gardens. The fenced garden boxes at City Hall with their mismatched bulging boards, varied sizes and orientations, equipment, piles of dirt and bags of recycling is out of keeping with the character of our neighbourhood and destination park.

#### Resident Land Stewards

The park is zoned as Agricultural land, and Colwood wants to frame this project as agricultural use. As someone who has built soil over nearly two decades on the same former quarry, I didn't need the report of an Agrologist to learn that Colwood Creek Park is not suited to agriculture. Hundreds of trees planted by the city around Colwood Creek Park have died because they didn't get the kind of careful tending and watering needed for them to establish and thrive in the fast draining land with no

topsoil. Residents on the park side of Antrobus have tended many of the trees which survived and now thrive in that area of the park. It is unacceptable to cut down even one with the rationale that building this garden hub would support climate resiliency when mature drought tolerant trees are crucial in mitigating climate change.

Colwood received a grant of \$40K for trees which they subsequently planted in the Cecil Blogg side of the park about a decade ago. I was concerned about their capacity to survive and after walking in the park with Gord Beauvillier agreed to help. I weeded two areas close to the bridge then spread 2 truckloads of city delivered arborist mulch over two days. Most of those trees did not survive, as not enough water was applied consistently enough for the existing conditions. I understand that 150 trees were planted in the part of Colwood Creek Park that is being proposed for this project and less than 10% survived. Let us not be cavalier about those survivors.

### Regional Food Security

If the goal is to strengthen local agriculture or produce the most food, supporting nearby farmers will usually outperform community food gardens. It takes time, specific knowledge, and the right conditions to successfully grow vegetables. Plants grow better directly in the ground where mycorrhizal fungi, beneficial bacteria and worms create far better, more nutrient dense soil than can be purchased and brought to a site. We drive for 15 minutes once a week to benefit from the wonderful quality and variety of food local farmers can have for sale because they can produce at scale. There are local opportunities to work with people farming on land, for community building, education, and nutritious food. At the Horticulture Centre of the Pacific one can learn from acres of different types of plants and courses. Colwood Creek Park can't compete with those growing programs and educational organizations and doesn't need to.

Colwood Creek Park has evolved over decades through natural recovery, municipal investment, and the stewardship of the residents who value it as a place for passive recreation, nature appreciation and community connection. The proposed Community Garden Hub would represent one of the most significant changes ever contemplated for this portion of the park.

I am not asking Council to reject community gardening in Colwood nor to reject all future improvements to Colwood Creek Park. I am asking Council to pause this proposal and undertake a meaningful evaluation of whether it is appropriate for this location, consistent with the park's Management Plan, and reflective of the needs and wishes of the residents most directly affected by it. Colwood Creek Park is not an empty landscape awaiting a purpose. It is already a much valued place. Before rushing to change it, Council should take the time to visit the park and hear from the neighbourhood that loves it as it is. Only then can Council fully understand what already exists, what may be lost, and whether this proposal is truly the best future for this park.

[REDACTED]  
[REDACTED]

Hilary Mackey  
(Retired Master Gardener)

cc: [info@colwoodcreekratepayers.ca](mailto:info@colwoodcreekratepayers.ca)

**From:** [Lawrence Surges](#)  
**To:** [Corporate Services](#)  
**Cc:** [info@colwoodcreekratepayers.ca](mailto:info@colwoodcreekratepayers.ca)  
**Subject:** Public Input - Proposed Colwood Creek Park Community Garden Hub  
**Date:** Friday, June 5, 2026 3:13:06 PM  
**Attachments:** [20260605 To Colwood re CGS Proposal.pdf](#)

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[You don't often get email from [REDACTED]. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Good day,

Attached is a document concerning the Colwood Garden Society's proposal for a Colwood Creek Park Community Garden Hub. Please disseminate it as a minimum to the Mayor and Councillors and to the Director of Parks and other staff who are preparing a report.

It is my understanding that the proposal is to again be considered by Council on June 22, 2026, so please incorporate it into the agenda package for that Committee of the Whole/Council meeting.

Thank you,

Lawrence Surges  
[REDACTED] Antrobus Crescent

Lawrence C. Surges  
Antrobus Crescent  
Victoria BC V9B 5M6

June 5, 2026

Via Email: [corporateservices@colwood.ca](mailto:corporateservices@colwood.ca)

City of Colwood

To Whom It May Concern:

## **REQUEST FOR PAUSE OF THE COLWOOD CREEK COMMUNITY GARDEN HUB PROPOSAL**

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### Context

The City of Colwood is not simply being asked to approval a proposal. It is being asked to enter into a long-term partnership involving public land, public resources, and public obligations. Council's role and responsibility is to evaluate the proposal independently in the interest of the broader community. With over 20,000 stakeholders, it is accountable to The Community,<sup>1</sup> Colwood.

The Colwood Garden Society has operated at City Hall for seven years, but as a separate entity, it has its own interests. Its leadership is accountable to its members. That it is a not-for-profit does not alter the reality that adding an amenity to a park would impact the surrounding neighbourhood, and those impacts must also be considered. If a for-profit developer brought a proposal to the City, it would work with Planning well before its proposal reached Council.

Citizens of Colwood expect Colwood Council to focus, "on listening to residents to understand citizen wants, needs and expectations as they make decisions about our community."<sup>2</sup> Council must factually examine if actions (not words) would:

- be in accordance with its established guiding plans and strategies,
- deliver meaningful, measurable progress towards its most important goals, and
- respect and be fair to:
  - Colwood Creek Neighbourhood residents, who would be most affected, and existing Colwood Creek Park users,
  - other Colwood residents, and
  - perhaps most importantly, current and future residents of Colwood's Intended Growth Areas who will be its largest groups of stakeholders.

To act strategically and proactively, each member of Council must be guided by, as a minimum, Colwood's Official Community Plan, Climate Action Plan, Strategic Plan, Parks Management Plan, and its Colwood Creek Park Management Plan to assess the suitability of the Colwood

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1 <https://www.colwood.ca/media/file/colwood-org-chart-apr2026pdf> retrieved June 3, 2026

2 <https://www.colwood.ca/local-government/insights-statistics> retrieved June 3, 2026

Creek Park Community Garden Hub proposal. Excerpts are shown below; more may be found in Annex A.

OCP Policy 11.2.1.1	...City to “provide continuous, uninterrupted public access....”
OCP 14.1 Overview	“...There are opportunities to improve access to food, as physical proximity to fresh foods is linked to health outcomes. In Colwood, only 13% of residents live within a 10-minute walk of a grocery store.”
OCP Policy 14.2.1.1(c)	Encouraging the distribution of community gardens and other food production spaces across the City, prioritizing areas of higher residential density...to maximize the number of residents who live within walking distance of one
OCP Policy 14.2.1.1(d)	Consider allowing neighbourhood residents and/or organizations to manage pocket parks as community gardens
City of Colwood Parks and Recreation Master Plan Figure 3 (p. 19)	Growth is projected primarily in the Royal Bay, Seaside, Colwood Corners and Latoria neighbourhoods with minimal or modest growth in other neighbourhood areas....
Strategic Plan • Strengthen Community + Sustain Nature	Enhance Parks, trails, implementing the parks management plans and expanding recreational opportunities for all ages
	Implement priority actions from the Climate Action Plan “ <i>Transportation is responsible for ~57% of all GHG emissions in Colwood and is one of our highest priority areas for climate action.</i> ”
Colwood Creek Park Management Plan Feature 11 (p. 20)	<ul style="list-style-type: none"> <li>• Opportunities to improve the trail network including the addition of shade trees and benches</li> <li>• Opportunity to plant additional shade trees to make the walking experience more comfortable in the summer months</li> <li>• Additional recreational amenities are not suggested for this zone given it is distant from the other built park amenities and it is in close proximity to residential neighbours.</li> <li>• Public engagement participants were supportive of limited upgrades to this area of the park.</li> </ul>
Colwood Creek Park Management Plan 4.1 Recommendations Overview • Key Considerations	• Ongoing relationships with stakeholders are important. ...Continuing to work closely with stakeholders to seek a good balance of new amenities and flexible spaces, while being realistic and considering solutions that are equitable, will require ongoing discussion and efforts from all those involved.
Colwood Creek Park	• The park’s open spaces are well-loved and there was

Management Plan Recommendations C4 (excerpts)	overall support from respondents for passive recreation opportunities that require less intensive development of park space. • Dedicating areas within the park as multi-purpose open space allows for flexible use....
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A quick scan of that table immediately suggests that a systematic evaluation would be unlikely to support approval of this proposal; a rigorous evaluation might instead lead to a conclusion that a far different placement of community gardens is required.

### The Proponent

At City Hall on May 14, 2026, we were among the residents to speak, and stayed afterwards to talk with both neighbours and members of The Colwood Garden Society. Its membership is not limited to Colwood residents; roughly half of its gardeners live elsewhere. We do not suggest that they are doing anything wrong if neither the Society nor the City limits plots to Colwood residents, but that insight is invaluable.

### Clarity

For years, the Community Garden at Colwood City Hall has been presented and perceived by the public as a Colwood success story although at some point, it became a regional garden. To the best of our knowledge, Colwood is the only municipality that lets plots be rented by non-residents; Langford, for one, does not.

Consequently, certain statements on which the proposal is based are true but misleading. There may be a need for more community garden spaces, but if no Langford resident had a plot at our City Hall, there would not be a waitlist of 25 people. The Garden Society uses its shortage of 25 garden beds for leverage, but from a Colwood perspective, the shortage is overstated.

<p><b>The Need</b></p> <p>25 person waitlist for current garden – build it and they will come!</p>	<p>The City and Society indicate a successful City Hall model will apply to the Colwood Creek Park Community Garden: If it operates the same way, Colwood will meet some regional demand at taxpayers’ expense without actually effectively addressing the needs of its most densely populated neighbourhoods. What evidence does Council have that shows otherwise?</p>
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The issue is not whether community gardening is beneficial; it is whether benefits to Colwood would be optimized and we would make maximum progress towards our climate action goals, by implementing the proposal. Placing anything somewhere that would routinely require Colwood gardeners to drive from remote parts of their City, will raise GHG emissions. The climate action goal is to reduce them.

Langford’s community garden in Porcher Park<sup>3</sup> is only open to Langford residents. It is small (33 beds, most 4’ X 4’, in a footprint of about 280 m<sup>2</sup>) and within a small park near large residential buildings — just what is recommended in Colwood’s Official Community Plan, and

3 Brian White spoke of it on April 13th, and Carol Brown on April 13th and May 14<sup>th</sup>. We note Langford’s initial outlay of \$40K and questions about operating costs reported in <https://goldstreamgazette.com/2026/01/07/langford-community-garden-looking-to-grow-operating-budget/> retrieved June 2, 2026. Most beds are 4’ X 4’, and Langford’s Five Year Plan allocates \$10 K annually for maintenance; advocates argue that even more funding is needed to manage the garden. Annual cost for a 4’ X 10’ bed is \$60; in Esquimalt, it is \$50.

in contrast to the proposal Colwood is considering. Only Esquimalt residents can get plots in Anderson Park; the [Esquimalt Garden Society's criteria](#) in Annex B may be a good model for Colwood.

Colwood's political leadership, City staff, and the Colwood Garden Society repeatedly reference the Agricultural Land Reserve and Agricultural Land Commission as important factors. A Freedom of Information request reportedly found no correspondence between the City and the ALC over the past four years, and no application appears in the ALC Public Search portal.<sup>4</sup> For transparency, residents need to know the basis upon which assumptions about ALR exclusion and agricultural uses are being made.

An exact number and size of community garden plots at the proposed site will not be known until such time as planning, design, and implementation progress. We see different figures in source documents, so ours might vary. Council gave approval in principle on April 13, 2006 based on a staff report, written submission, and presentation, so it is logical to use a range from 108 to 152. For neighbourhood impacts, it is prudent to assume a figure on the high end.

#### Recommendation

The foregoing are sufficient reasons for Council to pause advancement of the proposal to the Committee of the Whole pending a rigorous review and extensive public consultation: That is my request.

Such review and consultation is essential because questions persist regarding governance, consultation, site selection, infrastructure requirements, traffic, and neighbourhood impacts that are further discussed below.

#### ***Inconsistency with the Colwood Creek Park Management Plan***

- The proposal would introduce a major new amenity into an area where the Plan specifically advises against adding recreational amenities due to proximity to residential neighbours and concerns regarding parking impacts.
- Notwithstanding a stated goal of inclusion, it would convert open public parkland into fenced zones from which others would be excluded; instead of an open grass area, others would be left to pass through a more narrow corridor defined by high fences;
- Should new fences deny pedestrians access to the most direct pathway connecting to the Galloping Goose Trail, our City will become less walkable, although our official position is that we encourage active transportation;
- The proposal argues it would create community in the future; it does not acknowledge and address the fact that such gains would require losses by competing communities that exist in the present, and
- It would entail removal of a mature drought tolerant Ponderosa Pine rather than add shade trees per the Plan.

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4 <https://portal.alc.gov.bc.ca/public> searched on June 3, 2026

### ***Consultation and Governance Concerns***

- December 8, 2025 • Council directed staff to explore removal of 80% of the Park from the Agricultural Land Reserve and to seek a partnership for community gardening and educational programming in the portion of the Park not removed from the ALR.
  - Any limitations on access and additions of amenities to the Veterans Memorial Area of Colwood Creek Park, would be significant departures from the Colwood Creek Park Management Plan, which should trigger review.
  - Adding a “destination” amenity without parking infrastructure is not advisable for it creates conflict between park users and local residents. As plans evolve, consistent with the Colwood Creek Park Management Plan, affected stakeholders should be identified and targetted for engagement.
  - Greater progress toward Climate Action and congruence/compliance with the OCP would be achieved if community gardens were situated near densely populated areas of Colwood, not in a “destination” area. The vast majority of large residential buildings nearly are in Langford; buildings’ inhabitants don’t pay Colwood taxes.
  - Council directed staff to seek a partnership, but there are no indicators that:
    - any partner but the Colwood Garden Society was considered, nor
    - critically important lessons that could be learned from the Colwood City Hall community garden, were learned, and as a result,
  - the Colwood Garden Society is selling something that is not what City plans and policies indicate we need.
- The Let’s Talk Colwood Survey is unbalanced: it appears designed to raise support for implementation of the community garden hub, rather than neutrally assess whether residents support the project and it meets their needs. At first glance, local residents would think this doesn’t apply to me, and their voices have largely been left out until very recently. The survey just did not adequately reach or represent the most affected residents.
- Seedy Saturday engagement catered to food gardeners. It does not equate to engagement with people in the immediate neighbourhood who tend long-established gardens and will be disproportionately impacted.
- April 13, 2026 • Just two Colwood Creek residents expressed concerns because their neighbours hadn’t yet learned of the proposal. Various members of the public (some from Langford), community groups, the Parks and Environment Committee, and Council, all had a head start to voice support. A Key Consideration in the Colwood Creek Park Management Plan shown in the table on p. 2 above is:

*Ongoing relationships with stakeholders are important. ...Continuing to work closely with stakeholders to seek a good balance of new amenities and flexible spaces, while being realistic and considering solutions that are equitable, will require ongoing discussion and efforts from all those involved.*

- May 5, 2026 • Neighbourhood residents start to learn of the project after a news release. Still no prior notice to or consultation with affected residents despite a Key Consideration of the Colwood Creek Park Management Plan.
- May 14, 2026 • Information and Planning Session hosted by the Colwood Garden Society. The Society and City staff have been in contact for months, and Park plans call for stakeholder engagement, yet *Questions to Consider* (Annex F) show local residents are low priorities.

### ***Financial Accountability***

The Colwood Garden Society is said to be, “connecting Colwood to the food we eat”<sup>5</sup> and its May 5th press release reads in part that, “the collaborative effort demonstrates how municipalities and community organizations can work together to create lasting benefits for residents.”<sup>6</sup> One might well conclude that all benefits have been and would be in Colwood until one discovers that only about half of the current membership of the Colwood Garden Society are residents of Colwood. The City of Colwood is accountable to Colwood residents, to whom it has a fiduciary responsibility: No part of Colwood Creek Park should be closed to Colwood residents to benefit a non-resident constituency.

### ***Site Selection and Community Need***

My analysis of Colwood Garden Society figures is that if 35 of 70 plots are used by Colwood residents, and half the people on the list live here, it implies a Colwood surplus of 23 plots. As data for the Society’s members are unavailable, a range of estimates is charted in Annex B.

Society Minutes express disappointment on the part of gardeners in Royal Bay at hearing that there would be no promised community garden in their area.<sup>7</sup> Because the Official Community Plan specifies that community gardens should be within walking distance, a corollary is that they should not be in “destination” parks (unless for residents of the neighbourhood). In any case, Colwood Creek residents do not need a community garden.

The only park in a neighbourhood, Colwood Creek Park is residents’ neighbourhood park as well as a longstanding destination widely used for passive, informal recreation by people from the Westshore and beyond. Proponents, supporters, City staff, and elected representatives cite justifications for a community garden without disclosing why a Colwood Creek Park site must be the only site (except Colwood City Hall).

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5 <https://colwoodgardensociety.org>

6 <https://www.colwood.ca/news/colwood-garden-society-receives-federal-grant-98k-community-garden-colwood-creek-park>

7 City of Colwood Liaison Report at <https://colwoodgardensociety.org/agm-2025/>

### ***Neighbourhood Impacts***

- Character of Colwood Creek neighbourhood. Overview:  
<https://www.colwood.ca/community-services/neighbourhoods> On the ground, the Sunridge Valley Drive side can only be driven to from other parts of Colwood by passing through Langford to Brittany Drive or Sunridge Valley Drive. Aside from a townhome complex opposite Brittany Park (to which many senior residents have downsized), it consists of detached single-family homes, nearly all owner-occupied. It is not an Intended Growth Area. Residents can walk to stores for groceries<sup>8</sup>, and there are nearby restaurants.<sup>9</sup>
- Parking concerns. Three streets<sup>10</sup> meet near the path to the proposed community garden site. Far from off-street parking, community gardeners will park on streets. Who knows how many?
- Traffic concerns. Roads meet near the path. Outside traffic (some linked to large residences on the west side of Jacklin Road) uses Sunridge Valley Drive to Brittany Drive. There are nearby large residential buildings in Langford,<sup>11</sup> Belmont Market generates more traffic than Belmont Secondary School did, and eastbound vehicular traffic on Kelly Road has risen markedly. There's no turn signal, so it's hard to turn left off Kelly Road onto Brittany Drive. Adding perhaps 120 community garden plots will make it worse.
- Lack of sidewalks. Homes were built in the late 80s, there are nearly no sidewalks, and no more are planned.
- Concentration of impacts on nearby residents. These residents will not benefit if a project is imposed on the neighbourhood yet will bear a disproportionate share of the burdens.

### ***Outstanding Questions***

- Lighting & Power. In the April 13, 2026 Council meeting, there was confusion about lights near the proposed Community Garden Hub. There are none: the nearest lights are over the foot bridge, in the Macan Place turnaround, and along streets that meet near the pathway. With no lights, there may be no power, which calls into question the site's suitability for many of its expected usages from a safety and security perspective.
- Alternative site evaluation. Colwood has 51 other parks<sup>12</sup>, and its various plans list innumerable places that community food growing activities could take place. With so many options, it is unclear why — notwithstanding policies that community gardens should be within walking distance — no alternative sites are known to have been evaluated. Concentrating garden plots at one site does not respect the Official Community Plan.

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8 Nearby are Thriftys Belmont Market, Shoppers Drug Mart, Bulk Barn, Superstore, Wal-Mart, Quality Foods, and a grocery store will open in the former Fairway Market space

9 In Langford's Belmont Market and Westshore Town Centre

10 Antrobus Crescent, Brittany Drive, and Sunridge Valley Drive

11 On Reunion Avenue, Sooke Road, Jenkins Avenue, and near Happy Valley Road

12 <https://www.colwood.ca/media/file/20210408-prmp-final>, p. iii

- Capacity planning. Six senior staff members approved the Manager of Parks’ Report. What traffic and parking studies were completed, and what were the conclusions? Some Intensification is addressed in Annex G.

**Conclusion**

The issue is not whether community gardening is beneficial. The issue is whether this proposal is right for this location and whether Council should proceed before issues are fully explored and resolved.

Council should pause the proposal pending further review and consultation.

Thank you for committing the time to thoroughly examine the Community Garden Hub proposal, its impacts on the Colwood Creek neighbourhood, and whether it is the best option to meet Colwood’s needs.



Lawrence C. Surges, B.Mus, CD

cc: Colwood Creek Ratepayers Association ([info@colwoodcreekratepayers.ca](mailto:info@colwoodcreekratepayers.ca))

**Annex A  
Additional Guiding Principles**

<p>Traffic and Highways Bylaw No. 1134, 2010 (With amendments to January 12, 2026) - <a href="https://colwood.civicweb.net/document/6576/">https://colwood.civicweb.net/document/6576/</a></p>	<p>Excerpts of particular relevance:</p> <ul style="list-style-type: none"> <li>● the Bylaw exempts residents from the limit of 72 hours of on-street parking, but Council directed staff to draft an amendment, so it’s assumed to apply to everyone, and no more than 2 vehicles associated with a household may park on a street;</li> <li>● parking is to be within 30 cm (12 in) of the curb;</li> <li>● no blocking sidewalks or footpaths; and</li> <li>● parking is prohibited within 6 m from intersections, 6 m before stop signs, 5 m from hydrants, 1.5 m from driveways, and within 1 m of another vehicle.</li> </ul>
<p>Parks Management Bylaw No 1171</p>	<p>(2) No person shall do any of the following in or on any park or on any beach: (b) foul or pollute with decayed vegetables, carrion, or other organic waste, dung, noxious substances or filth of any kind, any lake, stream, pool, fountain, river or pond</p>

Invasive species must be controlled, but it is noted that fruit and seed-bearing species that OCP Policy 14.2.1.1(f) promotes are often targetted when volunteer groups work in Colwood parks. Removal reduces sources of food for people and wildlife.

**Annex B  
Community Gardens in the CRD**

Information gathering is ongoing; to date, we visited community gardens in Esquimalt and Langford. Searches led to [Esquimalt’s Community Gardens Policy](#), parts of which would be worthwhile additions for any City of Colwood community gardens partnership with any operator.

*The Esquimalt Community Gardens Society evaluates and selects members according to the following criteria:*

1. *Esquimalt resident.*
2. *Reside in an apartment building or renter in a house and does not have access to a yard.*
3. *Living radius to the garden.*
4. *Willingness to volunteer....*
5. *Year round use of the plot....*

**Annex C  
Shortage or Surplus**

Proponents and supporters indicate a capacity of 70 plots fully allocated and a waitlist of 25, for a shortage of 25 plots. They cite this to justify additional garden capacity a factor of 6 times larger, and propose locating it near a Colwood boundary with Langford. Clearly, such a location would be very attractive to Langford residents and less so to most residents of Colwood. On that basis, it cannot be recommended.

A breakdown of Colwood Garden Society membership is unknown; a model with 50% Colwood membership (35 having plots, and 13 waiting) shows a significant surplus.

<i>City Hall</i>		65%	<b>50%</b>	35%	<b>100%</b>
Total plots	70	70	70	70	70
Less: Used	70	46	35	25	70
Available	0	25	35	46	0
Waiting list	25	16	13	9	25
Surplus (Deficit)	<b>-25</b>	8	<b>23</b>	37	<b>-25</b>

Observations:  
 Membership must be 100% Colwood residents to have a shortage of 25 plots  
 Breakeven is at roughly 73% Colwood residents  
 Even if there is a shortage of 25 plots, there is not an urgent need to build as many as 152

## **Annex D**

### **Meeting a Shortfall of 25 Plots**

On April 13, 2026, Brian Beastell asked if other sites were considered. [Minutes of the Colwood Garden Society's 2025 AGM](#) on September 28, 2026 (in City of Colwood Liaison Report), indicate that the City:

- said there's no room in Royal Bay for a community garden although there's apparently demand (number of gardeners not specified), and
- gave permission for a community garden of 20-30 plots opposite the off-street parking along Sunridge Valley Drive.

That many plots could clear the Colwood Garden Society's report waiting list backlog, but because Royal Beach/Waterfront Village is an Intended Area of Growth where build-out is ongoing, it is evident that:

- in accordance with OCP Policy 14.2.1.1(c), the City should facilitate the establishment of a community garden in that vicinity, and
- if buildout of Royal Bay is expected to continue for about 10 years and buildout of Royal Beach (Beachlands) is expected to continue for 15 years, it's too early to conclude there's no space.

The highest density in Colwood will be in our other identified city centre, Colwood Corners/Allandale, and the third highest density will be in the adjacent Hatley Park/Sooke Road Corridor. Those, too, should be priorities.

## **Annex E**

### **Access to Parking Lots (City Hall vs Proposed Colwood Creek Site)**

On May 28, 2026, we walked to gather data. We travelled lightly, were not accompanied by children, and had no need of multiple trips. It was easier for us than it would be for community gardeners. Having no idea where gates will go, we used the junction of paths (where the removed dog waste receptacle used to be) as a point of reference.

Proponents and City staff mention parking lots on Sunridge Valley Drive and Cecil Blogg, which are (with limited street parking on Cecil Blogg) identified in the [Colwood Creek Park Management Plan](#) (page 20, Feature 12) as available parking areas for Park users. They minimize an increased demand for street parking that a large community garden will impose on the neighbourhood.

From a parking lot perspective, there's literally no comparison between City Hall and the proposed site, even if every dog owner stays away. Gardeners *will* park on nearby streets.

The Park Management Plan indicates that the off-street parking on Sunridge Valley Drive accommodates 20 cars, and when additional amenities for families are added, there will be higher demand for parking on that side of the park. We are told that community gardeners will also park there.

## City Hall

5 m (gate to front lot)  
11 m (2nd gate to front lot)  
43 m (2<sup>nd</sup> gate and along compound to Wishart Elementary lot)  
54 m (2<sup>nd</sup> gate along path to back lot)  
83 m (2<sup>nd</sup> gate to E staff lot)  
181 m (gate to Wishart Elementary staff lot on Wishart)

21 m X 31 m = 651 m<sup>2</sup> = .0651 ha, 0.16 acres, or 7,007 sq ft

Combined (3 Colwood City Hall parking lots): 75 spaces, with many free during peak community gardening times

## Proposed Colwood Creek Site

414 m (Junction, across bridge, keeping L to Cecil Blogg loop) 4:45  
519 m (Junction of paths to middle of Sunridge Valley offstreet parking lot) 6:10  
4–5 acres (Derek de Canole, Colwood Garden Society Board minutes of March 14, 2026, item #6)

Sunridge Valley Drive off-street parking: 20 spaces for all park users, with highest overall demand at peak community gardening times

## Annex F Questions to Consider

A Co-Chair and a member of the Parks and Environment Committee attended the Colwood Garden Society Information and Planning Meeting on May 14, 2026: Thus, the Parks and Environment Committee and a member of Council are aware that residents are very concerned about the very last two questions on the list. The Colwood Creek Park Management Plan was prescient, so concerns could and should have been anticipated. Even if they seemed muted on April 13<sup>th</sup>, the possibility that residents simply hadn't been told should have been apparent. This handout is from the May 14<sup>th</sup> event.

Legitimate concerns should be heard and considered by Council,

## Questions to Consider

- How do people move about the garden? How do they enter and exit? Where are the high and low traffic paths?
- Where are the rest areas? Are they shaded?
- Who does the site cater to? Are there any special considerations for accessibility?
- How many and what type of plots will be in the garden?
- Does the garden offer habitat for pollinators, native birds, other important species?
- Does the garden conserve water?
- Who is the garden accessible for?
- What kind of signage for the site will we need/want?
- What kind of art can we use to beautify the space?
- What is there now that should preserve?
- What are the natural assets of the site?
- How do we soften the effect of the fence on the park?
- How can we share and even enhance the space for dogs and dog walkers?
- How can we lessen the impact that we will have on the houses that back onto the park?
- How can we manage our access to minimize the impact we have on the street parking that is closest to the site?

which should have professional input and advice from staff through the Chief Administrative Officer.

## **Annex G Intensification**

Having no written estimates from the proponent or staff, estimates were generated by Microsoft Copilot based on observational data at other community gardens in BC.

### Discussion

The subdivision is not very densely populated, so the intensity of traffic attributable to residents of the immediate area is low. Compared to other areas, Colwood Creek streets are calm, so Sunridge Valley Drive and Antrobus Crescent are used for driver training, and large running groups often go around the loop three or four times.

A community garden of this scope is not a passive use; it behaves like a small community centre in terms of traffic and daily activity. Based on comparable gardens in BC, which average 1.5 to 2.0 visits per plot per day in peak season, there will be a substantial number of daily visits, most in peak after-work hours from 4-7 pm or on weekends. That baseline is before an allowance for workshops or work parties that a community garden needs to be successful.

### Summary

This project would increase activity density by 5–10x compared to the background level attributable to residents of the immediate area. With no on-site parking, all daily visits will spill onto residential streets. Especially in peak hours, seniors, kids, and pets will face increased conflict with vehicles. The project would increase destination use without appropriate infrastructure.

**From:** [Trevor Apperley](#)  
**To:** [Corporate Services](#)  
**Cc:** [Jason Johnson](#)  
**Subject:** RBHOA Submission - Website Governance, Transparency, Accountability and Information Architecture  
**Date:** Wednesday, June 17, 2026 12:09:01 PM  
**Attachments:** [RBHOA Resident Website Governance Submission To Colwood Council - v.FINAL - March 22,2026.pdf](#)

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***I would appreciate it if you would please include the attached Submission entitled “Website Governance, Transparency, Accountability and Information Architecture” as part of the Agenda Materials Written Submissions Received Prior to Agenda Publication for the City of Colwood, Regular Council Meeting scheduled for Monday, June 22, 2026.***

Sincerely,

Trevor M. Apperley

Cc:

Jason Johnson, Chief Administrative Officer

Marcy Lalonde, Manager of Corporate Services/Corporate Officer

John English, President, Royal Bay Homeowners Association

# Royal Bay Homeowners Association Inc.

## Submission to Mayor and Council

City of Colwood

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**Subject:** Website Governance, Transparency, Accountability and Information Architecture  
**Submitted by:** The Royal Bay Homeowners Association Inc. (“RBHOA”)  
**Date:** March 12, 2026

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### Executive Summary

The City of Colwood’s website is the primary public interface through which residents, businesses, developers, and other stakeholders access municipal information. While the site contains substantial content, structural limitations in navigation, searchability, and information architecture make key governance and operational information unnecessarily difficult to locate.

This submission identifies several structural improvements that could significantly enhance transparency, discoverability, and public usability — including reinstatement of the staff directory, clearer governance structure information, improved bylaw access, and stronger task-based navigation aligned with municipal best practices.

### 1. Purpose of Submission

This submission is provided by the Royal Bay Homeowners Association to assist Council in assessing the effectiveness of the City of Colwood’s primary public information portal — the municipal website.

Municipal websites now function as a core governance interface. They enable access to information, support public participation, and provide transparency regarding municipal decisions, policies, and services.

This submission provides:

- A high-level assessment of the current website
- Identification of structural information gaps affecting transparency and usability
- Observations based on comparison with leading municipal websites
- Practical recommendations intended to support continuous improvement

**The intent of this submission is constructive and forward-looking.**

### 2. Context

The City of Colwood website is the primary public-facing portal for residents, businesses, developers, and other stakeholders seeking municipal information and services.

A staff directory was available on the City website until sometime in 2025, when it was removed. At the December 8, 2025 Regular Council Meeting, residents raised concerns during public participation

regarding the absence of the directory and related organizational transparency gaps. Council responded with an immediate commitment to reinstate it.

In the period following that meeting, we met with senior City staff to better understand the constraints and concerns informing the current state of the website. Those discussions were constructive and identified legitimate operational considerations — including cybersecurity risks such as spoofing, phishing, and staff impersonation — which we take seriously and have sought to address. We subsequently provided the City with detailed technical proposals outlining commercially supported security measures that would allow greater transparency without increasing risk. The full text of that correspondence is attached at Appendix E.

Those discussions also identified that the City website is owned and managed by Corporate Communications, with IT collaboration required for technical implementation. We acknowledge that internal governance structure, and recognise that meaningful website improvements require coordinated effort across departments.

As of this submission — approximately twelve weeks following Council’s December 8 commitment — a staff directory has not reappeared on the site. This submission is brought to Council not to assign responsibility for that delay, but to provide a framework within which Council can give clear direction, establish defined ownership, and enable staff to implement improvements with appropriate support and mandate.

The staff directory issue remains both a specific, unresolved gap and a concrete indicator of the wider governance and information architecture improvements this submission proposes.

Subsequent to our correspondence of February 17, a response was received from the Manager of Information Technology outlining the City’s cybersecurity position with respect to staff directory publication. We acknowledge that response and accept that the cybersecurity concerns identified — including phishing, social engineering, impersonation, and ransomware risk — are legitimate and serious. Those concerns are addressed substantively in the Solution Framework at Section 7.

However, we observe that the response addresses the question of public access to City services, which is well-served by the general channels described. A staff directory serves a different and complementary purpose. It enables residents, ratepayers, community organizations, journalists, elected officials, and oversight bodies to identify who is responsible for a given area of municipal activity, trace accountability, and engage directly with the appropriate decision-maker when that is necessary. General intake channels, whilst entirely appropriate for service requests, do not readily provide that function. The two are not equivalent, and we submit that this distinction is material to Council’s consideration of this matter.

There is a further practical consequence of the current approach that we bring to Council’s attention. In the absence of a staff directory, a resident who wishes to communicate directly with a specific member of staff must, in effect, wait for that staff member to initiate contact — since it is only through that interaction that the resident can obtain the individual’s name, title, and direct contact information. This places staff in a position where they have practical influence over how easily the public can identify and contact responsible staff. We do not suggest this is the intent of the current approach; it is, however, its practical effect, and it is an outcome that we submit is inconsistent with the principles of transparent and accountable municipal governance.

We have reviewed the 2026 Service Profiles for both departments with direct responsibility for the City website — Communications, Engagement and Economic Development, and Information Technology. Neither Service Profile contains any planned action to improve the website’s governance content, information architecture, or public transparency. Neither references the restoration of the staff

directory, notwithstanding Council’s commitment of December 8, 2025. Both profiles reference the City’s strategic pillar of Excellence in Governance and Services, defined as building trust through transparent decision-making processes and regular reporting to ensure accountability. The absence of any corresponding planned action in either service profile represents a gap between stated strategic commitment and planned service delivery that we submit warrants Council’s attention — and makes the 2026 service review and budget deliberations the appropriate and timely venue for this submission.

### 3. Current State Assessment

The City of Colwood website contains a significant amount of municipal information and provides access to many core services.

However, the site structure reflects a department-based information architecture rather than a user-oriented navigation system. This approach often requires residents to know which department is responsible for a specific issue before they can locate relevant information.

From a public-user perspective, this creates challenges in locating governance information, tracking Council initiatives, and identifying appropriate staff contacts.

#### 3.1 Benchmarking Assessment

Approximate Grade (relative to leading municipal websites): **C- / D+**

This benchmarking observation reflects several structural factors:

- Information is frequently document-based rather than task-based
- Governance materials are dispersed across multiple sections
- Search discoverability appears limited
- Key transparency tools — including a staff directory and clearly structured organizational information — are not readily available

The site functions technically but does not fully align with modern municipal digital governance practices.

#### 3.2 Strengths

- Core civic content is present, including news, events, and engagement information
- Council agendas and minutes are published
- Accessibility intent is stated and supported by policy documentation
- A Development Tracker exists and is linked from the homepage — demonstrating that the concept of public-facing activity tracking is already present on the site. However, as noted in Section 3.3, the tracker currently provides only high-level information and falls short of the substantive transparency that residents require.
- An organizational chart dated December 2025 has recently appeared under the Contact Us page — a welcome step. However, its placement under Contact Us rather than under Local Government or organizational governance reflects precisely the information architecture gap this submission identifies: governance content filed wherever convenient rather than structured for discoverability. As an illustration of this gap, an independent review of the website conducted in preparing this submission failed to locate the chart on first pass.

### 3.3 Structural Weaknesses

- No active centralized staff directory; organizational chart recently posted under Contact Us but not structurally integrated into governance navigation
- No consolidated Council motion or directive tracker
- Bylaws are difficult to confirm as current and fully consolidated
- Procurement and RFP activity is not prominently or centrally surfaced
- Development Tracker exists but provides only high-level information; specific plans, site details, proponents, and application status are not accessible — creating an appearance of transparency without the substance
- Work-in-progress information beyond development activity is fragmented and not centrally tracked
- Navigation is department-oriented rather than task-oriented
- Search discoverability for governance content is limited
- Multiple broken or outdated links reduce user confidence

## 4. Information Architecture and Discoverability

Governance and administrative content are difficult to find because they are siloed by department, document-heavy, and dependent on prior knowledge of municipal terminology. Best-practice municipal sites structure navigation around user intent and top tasks rather than internal department organization.

### 4.1 Navigation

#### Strengths:

- Homepage highlights major resident tasks and key civic functions are visually surfaced
- Breadcrumbs support user orientation

#### Opportunities:

- Dense, multi-level departmental menus with limited task-based pathways
- Governance materials are buried multiple levels deep

### 4.2 Search

- Limited filtering capability and no predictive search support
- Governance documents not consistently surfaced in results
- Bylaws, reports, and policies are not reliably discoverable via search

A concrete illustration of this gap was identified during preparation of this submission. Entering “Code of Ethics” into the City website’s search bar returns no useful result. Locating the current 2024 version of that document requires navigating four levels deep — Home → Local Government → Bylaws and Policies → CivicWeb portal — with the final step transferring the user to a third-party platform requiring its own separate navigation. The City’s Code of Ethics — a foundational governance document — is therefore effectively undiscoverable through the website’s own search function, and accessible only to a resident with both the persistence to navigate four levels of the site and the familiarity to recognise that the final destination is an external portal. This is a precise and verifiable example of the bylaw accessibility and search discoverability weaknesses identified in this submission.

## 5. Comparative Municipal Practice

### 5.1 BC Peer Municipalities

Peer BC municipalities commonly provide centralized staff directories, organizational charts, consolidated bylaws libraries, procurement portals, development activity trackers, and Council priority dashboards as standard public-facing governance infrastructure.

### 5.2 Canadian Best-in-Class Practice

Leading municipalities such as Edmonton, Toronto, and Montréal provide structured open data platforms and governance dashboards, enabling residents to trace Council decisions through to outcomes. Edmonton has adopted International Open Data Charter principles including open-by-default publication, timeliness, accessibility, and accountability.

## 6. Core Structural Gap

A useful parallel can be drawn from the private sector. If a publicly traded company were to remove management contact information, require all communications to be routed through a central office, and release information only when management chose to do so, financial markets would interpret that as a governance concern. Investors understand that transparency correlates with accountability. When information is restricted or made difficult to access, confidence falls — not because the underlying organization is necessarily failing, but because opacity makes it impossible to verify that it is not. The same dynamic applies in municipal governance. Residents are, in an important sense, the shareholders of the City. When access to information is limited, when responsibility is unclear, and when communication channels are restricted, the public draws the same inference that investors would draw: that accountability may be unclear and that governance may not be functioning as it should. The most successful organizations — public and private alike — have learned that transparency does not weaken institutions. It strengthens trust in them.

Council direction is recorded but is not structured for public traceability. There is no consolidated public mechanism to track a given directive, the responsible department, and its implementation status. Decisions are published; outcomes are not traceable.

The unremediated staff directory is a concrete and visible illustration of this gap: a Council-directed action, now more than twelve weeks old, with no publicly visible owner, timeline, or status. The organizational chart — when it eventually appeared — was filed under Contact Us, a location so structurally disconnected from governance content that an independent review of the site failed to locate it on first inspection. This is not a criticism of the content itself; it is a precise illustration of why information architecture and governance stewardship matter.

Similarly, the Development Tracker demonstrates that the City already understands the value of public-facing activity tracking — yet the tracker withholds the substantive detail residents need. The gap between the form of transparency and its substance is exactly the structural problem this submission seeks to close.

## 7. Solution Framework — Proportionate to Colwood

The following measures are recommended. Each is proportionate to Colwood's scale and aligned with established municipal best practice.

It is also worth noting that the City’s website is built and maintained by Upanup, a Victoria-based firm specialising exclusively in municipal digital platforms across Canada and the United States, with over 100 municipal clients. Upanup’s own published best practice guidance advocates for user-centred navigation, task-based site structure, and recommends that all content be findable within three clicks of the homepage — a standard the current site does not consistently meet, as the Code of Ethics example in Section 4.2 illustrates. The City therefore already has access to a vendor partner whose professional standards and capabilities directly support the improvements proposed in this submission. The gap is not one of platform or vendor capability; it is one of governance direction and content stewardship.

## 7.1 Security and Transparency: Compatible Objectives

The RBHOA recognises that municipal websites are increasingly subject to serious cybersecurity threats — including ransomware, phishing, staff impersonation, spoofing, and social engineering attacks. These are legitimate operational concerns and the RBHOA does not minimise them. However, the evidence from peer municipalities and from the commercially supported tools outlined in Appendix E demonstrates clearly that robust cybersecurity and meaningful public transparency are not competing objectives — they are compatible ones. The measures proposed in this submission are premised on achieving both.

Restricting public access to basic organizational information — such as staff names, roles, and contact details — does not in itself constitute a security measure. The tools required to address the genuine threats identified are technical and systemic in nature, and do not depend on limiting what residents can see. A well-governed, transparently structured website, supported by appropriate security infrastructure, is more resilient than one that achieves apparent security through opacity.

## 7.2 Recommended Measures

The following eight measures are recommended:

1. **Staff Directory and Organizational Chart**
2. **Council Decisions and Status Tracker**
3. **Consolidated Current Bylaws Repository**
4. **Central Procurement and RFP Portal**
5. **Development Applications and Activity Tracker**
6. **Projects and Work-in-Progress Dashboard**
7. **Task-Based Navigation Layer**
8. **Governance-Aware Search Prioritization**

## 8. Request to Council

### That Council:

1. Receive this RBHOA submission for information;
2. Direct Staff to **immediately restore the Staff Directory** pursuant to the undertaking provided by Mayor Kobayashi at the December 8, 2025 Regular Council Meeting;
3. Formally acknowledge the City website as governance infrastructure requiring defined ownership and maintenance standards;

4. Direct Staff to report back with an implementation plan and timeline for the governance and transparency measures identified in this submission; and
5. Consider convening a Council workshop on website governance and accountability structure.

## 9. Conclusion

The City of Colwood’s website contains substantial information and serves many important functions. However, improvements to its information architecture would significantly enhance transparency, usability, and public confidence.

The issues identified in this submission are structural rather than operational. Addressing them would strengthen the website as a core governance tool and align Colwood’s digital information practices with contemporary municipal standards.

The RBHOA is mindful that residents and residents’ associations who raise governance questions, identify service gaps, or propose improvements are sometimes perceived as attempting to perform the role of the administration. We would respectfully suggest that the opposite is true. Residents have full lives and, in the normal course, have neither the inclination nor the time to scrutinise municipal governance in detail. When they do, it is almost invariably because opacity has left them with no alternative. When policy rationale is unclear, when Council directions cannot be tracked, when development details are unavailable, when defined timelines are absent, and when direct communication with responsible staff is effectively precluded, residents are left to draw their own inferences and to invest their own time and effort in seeking information that should be readily accessible. The structural improvements proposed in this submission would materially reduce the conditions that give rise to that dynamic — to the benefit of residents, staff, and Council alike.

The Royal Bay Homeowners Association respectfully submits these observations for Council’s consideration.

## 10. Closing

Council’s December 8, 2025 decision to reinstate the staff directory demonstrated meaningful responsiveness to resident transparency concerns. The continued absence of the directory — more than twelve weeks on — underscores the importance of clearer governance structure, defined ownership, and implementation traceability.

The measures outlined in this submission are proportionate, practical, and aligned with established municipal best practice. Their implementation would materially improve transparency, accountability, and public confidence in the City of Colwood’s governance.

Respectfully submitted,

***The Royal Bay Homeowners’ Association Inc. (RBHOA)***

*March 12, 2026*

## Appendix A — Governance and Usability Assessment Framework

**Assessment lens:** Public-sector information architecture best practices, municipal transparency standards, user-centred navigation, open government principles, and peer municipality comparison.

**Evaluation factors:** Governance traceability, organizational transparency, bylaw accessibility, procurement visibility, development tracking, navigation structure, and search discoverability.

Resulting governance-oriented grade: **C- / D+**

## Appendix B — Comparative Municipal Practice

BC peer municipalities commonly provide: centralized staff directories, organizational charts, consolidated bylaws libraries, procurement portals, development activity trackers, and governance dashboards.

Canadian best-in-class municipalities such as Edmonton, Toronto, and Montréal provide structured open data platforms and decision traceability dashboards, enabling residents to follow Council direction through to confirmed outcomes.

## Appendix C — International Open Data Charter (Summary)

Core principles include:

- Open by default
- Timely and comprehensive publication
- Accessible and usable formats
- Comparable and interoperable data
- Support for accountability and citizen participation

These principles align with and reinforce municipal governance transparency practices.

## Appendix D — Before / After Governance Model (Colwood-Scaled)

### **Before:**

Department-based navigation; PDF-centred publishing; siloed governance content; no consolidated motion tracking; no responsibility mapping.

### **After:**

Task-based navigation layer; active staff directory and organizational chart; Council decision and status tracker; consolidated bylaws repository; procurement and development portals; work-in-progress dashboard.

### **Key Shift:**

From publishing documents to maintaining a public record of decisions and confirmed outcomes.

## Appendix E — Security Solutions Proposed to Address Staff Directory Concerns: Correspondence to the Chief Administrative Officer, February 17, 2026

*Good Afternoon Jason,*

As I undertook to do following our meeting on February 11, I wanted to provide some examples of potential solutions and tools which might alleviate the security concerns, enabling inter alia a more fulsome restoration of a public-facing staff directory. While the current minimal staff information limits public access, these widely used technical measures make it possible to address security risks without reducing transparency.

These measures are, as I understand it, commonly used website and telephony security tools in municipal settings which focus on system hardening, email protection, web defence, staff awareness, and telephony security rather than restricting access.

### 1. Domain and Email Protection

- **Valimail** — Automates SPF, DKIM, and DMARC enforcement.
- **DMARC Analyzer** — Monitors spoofing attempts and provides reporting.
- **Mimecast** — Impersonation protection and lookalike domain detection.

### 2. Multi-Factor Authentication (MFA)

- **Microsoft 365 MFA and Defender** — Conditional access, phishing-resistant authentication.
- **Duo Security** — Easy deployment with audit capability.

### 3. Advanced Email Filtering and Brand Protection

- **Mimecast, Proofpoint, ZeroFox** — Executive impersonation alerts, malicious domain monitoring, and brand abuse detection.

### 4. Web Application Firewall and Bot Management

- **Cloudflare** — WAF, bot filtering, and rate limiting.
- **Imperva** — Advanced bot detection and traffic analysis.

### 5. Staff Awareness and Phishing Simulation

- **KnowBe4, Cofense** — Staff phishing simulations and reporting tools to strengthen resilience.

### 6. Caller ID Authentication and Anti-Spoofing

- **TeleFortress STIR/SHAKEN** — Ensures incoming calls display verified caller ID and reduces spoofing risk. Works at carrier/SIP level.
- **TNS Call Guardian** — Provides reputation scoring and analytics for incoming numbers to identify and block spoofed or suspicious calls.

### 7. Robocall and Spam Call Protection

- **TransNexus ClearIP / Robocall Prevention** — Blocks or diverts abusive traffic before it reaches staff phones; integrates with SIP/VoIP systems.
- **Sangoma / VoIP Innovations Robocall Mitigation** — Uses behavioural analytics, CNAM, and STIR/SHAKEN to detect high-volume or spam calls.

## 8. Managed VoIP Providers with Security Integration

- **Fidalia Networks** — SIP/VoIP service with integrated STIR/SHAKEN and anti-spam measures, suitable for municipal voice infrastructure.

### Governance and Collaboration

I appreciate that the website is overseen by Corporate Communications, and that IT collaboration would support the implementation of these controls. I fully respect that your IT team would already be familiar with many of these tools — my goal here is simply to illustrate that robust, commercially supported solutions exist to address the concerns identified.

Maintaining appropriate public access to staff information is an important aspect of transparency and accountability, and these technical measures make it feasible to achieve both security and public trust.

I hope that you and your staff will find this to be of some assistance. I look forward to meeting with the Manager of Corporate Communications to go over the broader website concerns we discussed.

Kind Regards,

**From:** [Jason Johnson](#)  
**To:** [Mayor and Council](#)  
**Cc:** [Corporate Services](#); [Mairi Bosomworth](#)  
**Subject:** FW: Request for Moratorium on Form and Character Development Permit Requirements Within Master Planned Communities  
**Date:** Wednesday, June 17, 2026 4:03:43 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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**From:** [REDACTED]  
**Sent:** June 17, 2026 2:50 PM  
**To:** Jason Johnson <jjohnson@colwood.ca>  
**Subject:** Request for Moratorium on Form and Character Development Permit Requirements Within Master Planned Communities

You don't often get email from [REDACTED] [Learn why this is important](#)

## **Request for Moratorium on Form and Character Development Permit Requirements Within Master Planned Communities**

Mayor and Council,

I am writing to respectfully request that the City of Colwood consider implementing an immediate moratorium on the requirement for Form and Character Development Permits for single-family homes being constructed within approved master planned communities that already have established development plans, architectural guidelines, and design review processes.

Council has recently advanced a bylaw amendment, anticipated for adoption in September, that would eliminate the requirement for builders in these developments to obtain a separate Development Permit in addition to a Building Permit. This proposed change recognizes what many builders, homeowners, and industry professionals have long understood: where robust architectural controls and development guidelines already exist, the additional municipal Form and Character permit process adds little value while creating unnecessary costs, delays, and administrative burden.

Given Council's clear policy direction, it would be prudent to consider suspending this requirement immediately rather than continuing to apply a process that Council has already determined is no longer necessary.

The current requirement results in:

- Additional costs to homeowners at a time when housing affordability remains a significant challenge.
- Increased processing times for housing projects, delaying construction starts and occupancy.
- Additional workload for City staff who must review and administer applications that will soon no longer be required.

- Increased municipal operating costs that ultimately contribute to escalating taxation and service delivery expenses.

In developments where comprehensive architectural guidelines are already enforced through registered covenants, development agreements, or established design review processes, the objectives of Form and Character review are already being achieved. Continuing to require a second layer of review provides little public benefit while consuming valuable resources for both the City and applicants.

Implementing a temporary moratorium until the bylaw amendment is formally adopted would demonstrate Council's commitment to reducing red tape, improving efficiency, supporting housing affordability, and ensuring municipal resources are focused where they provide the greatest value to residents.

I respectfully ask Council to direct staff to explore options for suspending or streamlining these requirements at the June 22<sup>nd</sup>, 2026 Council meeting, pending final adoption of the proposed bylaw amendments.

Thank you for your consideration and for your continued efforts to improve efficiency and accountability within the development approval process.

Respectfully,  
Todd Preston  
Qualis Builders Ltd.



**Qualis Builders Ltd.**

Todd Preston  
Owner

☎ 250-812-1147

✉ Todd@qualisbuilders.ca

🌐 www.qualisbuilders.ca





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**To:** CAO – Jason Johnson  
**Submitted:** June 24, 2026  
**From:** Mairi Bosomworth, Manager of Planning  
**RE:** ALC Partial Exclusion - Colwood Creek Park - Council Decision Points

---

### **RECOMMENDATION**

THAT the partial exclusion application for Colwood Creek Park from the ALR be forwarded to the ALC for consideration;

AND THAT Council direct staff to prepare a legal survey of the portion of Colwood Creek Park held in fee simple, and to proceed with the formal dedication of that parcel as parkland; and

AND THAT once a decision is made on the partial exclusion application from the ALC, that staff initiate a review and update of the Colwood Creek Park Management Plan, and include the Parks and Environment Committee.

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### **SUMMARY AND PURPOSE**

Colwood Creek park is located within the Agricultural Land Reserve (ALR), where the use of the land is regulated by the Agricultural Land Commission (ALC). This limits the City's ability to implement park improvements and creates uncertainty for both existing and future park uses.

This report is intended to support Council's consideration of three key decision points related to Colwood Creek Park, including whether to forward a partial exclusion application to the ALC. The application does not change the current use of the park, but requests that the ALC determine whether a portion of the land should be removed from the ALR. The ALC, not Council, is the decision-maker on this application.

### **RELATED POLICIES**

#### Agricultural Land Commission

Colwood Creek Park is located within the Agricultural Land Reserve, a provincial land use designation established under the Agricultural Land Commission Act (ALCA) to preserve agricultural land and prioritize farming. The Agricultural Land Commission (ALC) is the provincial body responsible for regulating land within the ALR.

Within the ALR, agricultural uses are permitted as the primary use. Uses that are not related to agriculture are considered non-farm uses and are limited. Non-farm uses are only allowed where they

are specifically permitted under provincial regulation or approved by the ALC. In the context of Colwood Creek Park, most park infrastructure and amenities are considered non-farm uses.

Where non-farm uses have not been approved by the ALC, they may be considered non-compliant and subject to review or enforcement. As a result, the City does not have full authority to independently determine how the land is used or improved while it remains within the ALR.

There are two primary application pathways through the ALC to address non-farm uses on ALR land:

- Non-farm use application: Allows consideration of specific non-agricultural uses on a case-by-case basis. Approval is required for each individual use or improvement, and each application is reviewed by the ALC on its own merits.
- Exclusion application: Seeks to remove land from the ALR. If approved, the land is no longer regulated by the ALC, and land use is governed by municipal bylaws and other applicable legislation.

Applications to the ALC require supporting materials, including a record of the public hearing and a resolution from Council to forward the application for consideration. The ALC reviews applications based on provincial legislation and is the decision-making authority.

#### Official Community Plan

Colwood Creek Park is designated as Parks and Open Spaces in the Official Community Plan (OCP) that is intended to provide recreational amenities, habitat protection and natural infrastructure services throughout the City. The uses that are enabled in this OCP designation include:

- Recreation areas
- Environmentally sensitive areas including rare and endangered ecosystems
- Ecosystem restoration areas.

#### Parks and Recreation Master Plan

Colwood Creek Park is classified as a Community Park in the Parks and Recreation Master Plan which are large destination spaces that benefit the broader community. These parks are most often centrally located and widely accessible to residents. The park provides a mix of open space, natural areas, and existing amenities, and is recognized as one of the few locations with capacity for additional features.

Key directions for Colwood Creek Park include:

- Preparing a park management plan to guide future improvements
- Enhancing amenities such as play features, seating, and gathering spaces
- Improving drainage and overall functionality of open spaces
- Considering additional facilities such as washrooms and covered areas
- Supporting a balance between recreation, environmental protection, and flexible open space
- Addressing user needs, including dog management and potential for expanded recreational opportunities

#### Colwood Creek Park Management Plan

The Colwood Creek Park Management Plan provides detailed, site specific direction for future use and improvement of the park, informed by multiple phases of community engagement. The Plan reflects

input from residents and stakeholders on how the park is used today and how it should evolve over time.

The Colwood Creek Park Management Plan provides a set of capital project recommendations for the park, based on extensive engagement from the public. Although a conceptual concept is illustrated in the plan, it demonstrates the collective vision of Council and the public of what they would like to see in the park.

The plan includes the following capital recommendations:

Park Activities and Amenities	Natural Areas	Access, Circulation and Parking
Expand the playground and splash pad area	Restore and protect natural areas and expand the riparian buffer	Improve and expand parking areas
Add a new park washroom/change room building	Manage and expand the park tree canopy	Improve the connection to the Galloping goose trail
Add new park picnic areas	Improve park drainage and stormwater management	Upgrade the park trail network
Improve the lawn areas and provide multi-purpose open spaces		Improve park furnishings, lighting, and public art
Update the off-leash dog areas and provide an on-leash zone		

## BACKGROUND

This report provides information to support Council's key decision points related to a proposed partial exclusion of Colwood Creek Park from the ALR. If approved by the ALC, this would enable the City to proceed with the park improvements identified in the Colwood Creek Park Management Plan.

The ALC application process can take time and there is no guarantee of success. The ALC is the ultimate decision-maker on this application.

It is important to note that this application:

- Does not change the use of the land as a park, the land will continue to be used and protected as parkland
- Does not involve approval of specific park amenities identified in the Colwood Creek Park Management Plan
- Seeks to remove a provincial legislative constraint, which currently limits the City's ability to implement park improvements.

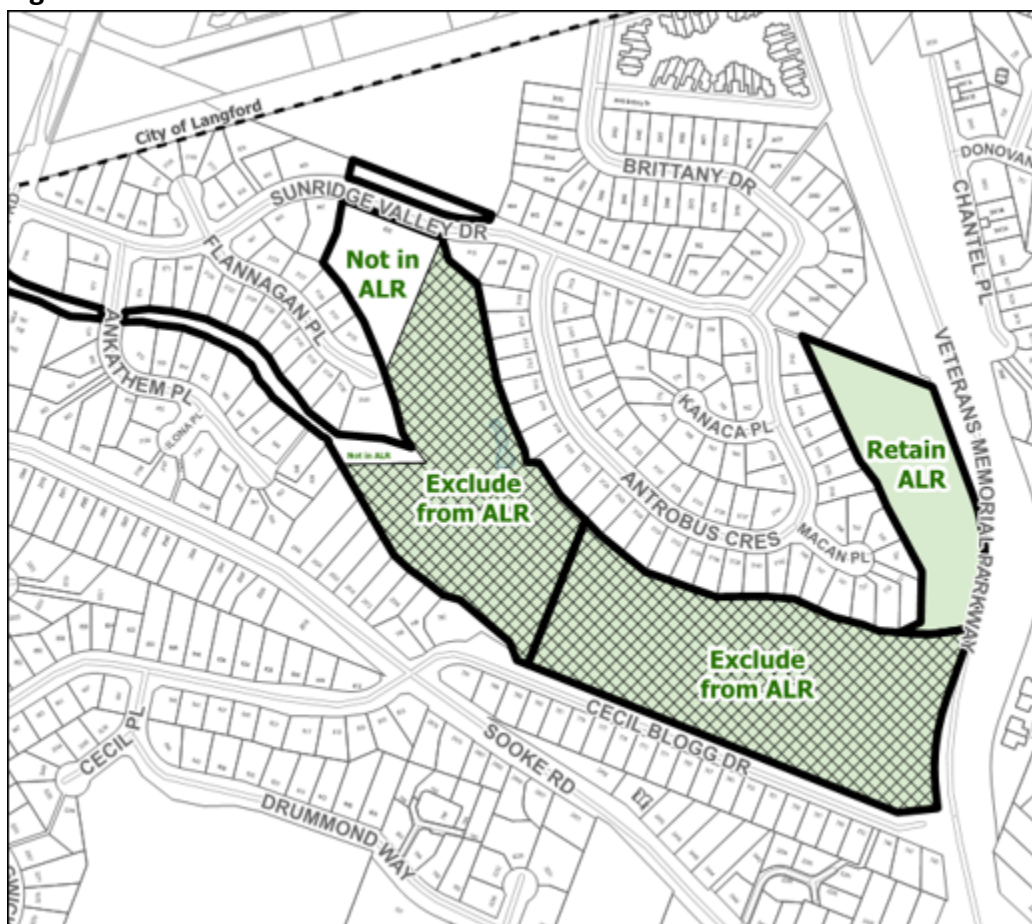
What is the Application?

To seek a partial exclusion of Colwood Creek Park from the ALR. An application requirement from the ALC is to have a resolution from Council to support forwarding the application to the ALC for a decision. See **Table 1** and **Figure 1**.

**Table 1: Summary of Exclusion Area**

Total Colwood Creek Park Area	11.84 ha
Total ALR Area	9.92 ha
Retention Area	1.76 ha
<b>Exclusion Area</b>	<b>8.16 ha</b>

**Figure 1: Exclusion Areas**



The Council Decision Points are the following:

1. To forward the partial exclusion application of Colwood Creek Park to the ALC for decision
2. To direct staff to dedicate the remaining fee simple lot of Colwood Creek Park
3. To review and update the Colwood Creek Park Management Plan once a decision has been made by the ALC.

**Council Decision Point #1 - Forward Partial Exclusion of Colwood Creek Park to the ALC for decision**

This application is a request to the ALC to make a decision. The ALC, not Council, has authority to approve or deny the exclusion application. Council's role is to decide whether to forward the application to the ALC for consideration.

Council considered a non-farm use application ([December 8, 2025 Council meeting](#)), however, a partial exclusion was identified as the preferred approach. A non-farm use application may result in delays and ongoing uncertainty about what may ultimately be permitted. Each element of the Colwood Creek Park Management Plan would be reviewed individually, with no assurance that all components could proceed.

In contrast, a partial exclusion, if approved, would remove the land from the ALR and allow the City to plan and implement park improvements, without requiring repeated ALC approvals. For this reason, staff recommended that the City first seek the desired outcome through an exclusion application. If the exclusion is not approved, non-farm use applications remain available as a secondary option to pursue specific improvements over time.

**Outcomes of the ALC Decision**

If the partial exclusion application was approved:

- The excluded portion of the land would no longer be regulated by the ALC
- The City would be able to manage and improve that portion of the park in accordance with its bylaws and policies
- Park amenities and infrastructure could be implemented without requiring further approval from the ALC

If the partial exclusion application was denied:

- The land would remain within the ALR and subject to ALC regulations
- Non-farm uses would continue to require ALC approval
- The City would need to apply to the ALC for each non-farm use
- The ability to implement the Colwood Creek Park Management Plan would remain limited

Council has previously identified a partial exclusion as the preferred approach. In order to proceed, the ALC requires a resolution from Council to forward the application, along with a report of the public hearing. This is the direction staff are seeking.

**Council Decision Points #2 - Dedicate the Remaining Fee Simple Lot as Park**

Colwood Creek Park is made up of four parcels. Three of those parcels have been dedicated as park since the 1980's. One remaining parcel is currently held in fee simple, although it has long been used as a park. See **Figure 2**. Staff recommend to formally dedicate this remaining parcel as park. This is primarily an administrative step that aligns the legal status of the land with its current use and long-term intent. Once dedicated, the land would be protected under the Community Charter, which requires approval of the electorate to remove park dedication. The land is also designated as park and

open space in the OCP, reinforcing its intended long-term use. As a result, there is a very low likelihood that the land could be repurposed for anything other than a park. This step provides additional legal protection and clarity for Colwood Creek Park.

**Figure 2: Colwood Creek Park Parcels - Dedicated Park and Fee Simple**



**Council Decision Point #3 - Review and Update the Colwood Creek Park Management Plan After Decision is made**

Once a decision has been made by the ALC, staff recommend reviewing and updating the Colwood Creek Park Management Plan to reflect the regulatory context of the site, including any remaining lands within the ALR. If the exclusion application is approved, the Plan can be updated to reflect the City's ability to implement park improvements on the excluded lands. If the application is denied, or where lands remain with the ALR, the Plan would need to identify alternative approaches, including the use of non-farm use applications for specific improvements.

Updating the plan will ensure it remains accurate, implementable and aligns with the policy strategy of reviewing Park Management Plans. It will also provide an opportunity to seek updated input from the public on park priorities and amenities and will include review and input from the Parks and Environment Committee.

**Covenants**

There was discussion of registering a covenant on the lands of Colwood Creek Park, such as a no-development covenant or similar form of additional protection. However, covenants are not appropriate in this case, as they cannot be registered on lands that are dedicated as park. Further, additional legal tools are not required, as the park is already protected through existing legislative and policy frameworks.

**CONCLUSIONS**

Colwood Creek park is located within the ALR, which limits the City's ability to implement planned improvements and creates uncertainty for both existing and future park uses. Council is being asked to decide whether to forward a partial exclusion application to the ALC, which is the authority responsible for making that decision. This decision will determine how the park can be managed and improved over time.

**Attachments:**

[Staff Presentation](#)

**Approved by:**

Mairi Bosomworth, Manager of Planning  
Heather Power, Deputy Corporate Officer  
Marcy Lalande, Manager of Corporate Services  
Kathy McLennan, Director of Finance  
Jenn Hepting, Deputy Chief Administrative Officer  
Jason Johnson, Chief Administrative Officer

**Status:**

Approved - 24 Jun 2026  
Approved - 24 Jun 2026  
Approved - 24 Jun 2026  
Approved - 24 Jun 2026  
Approved - 24 Jun 2026  
Approved - 24 Jun 2026



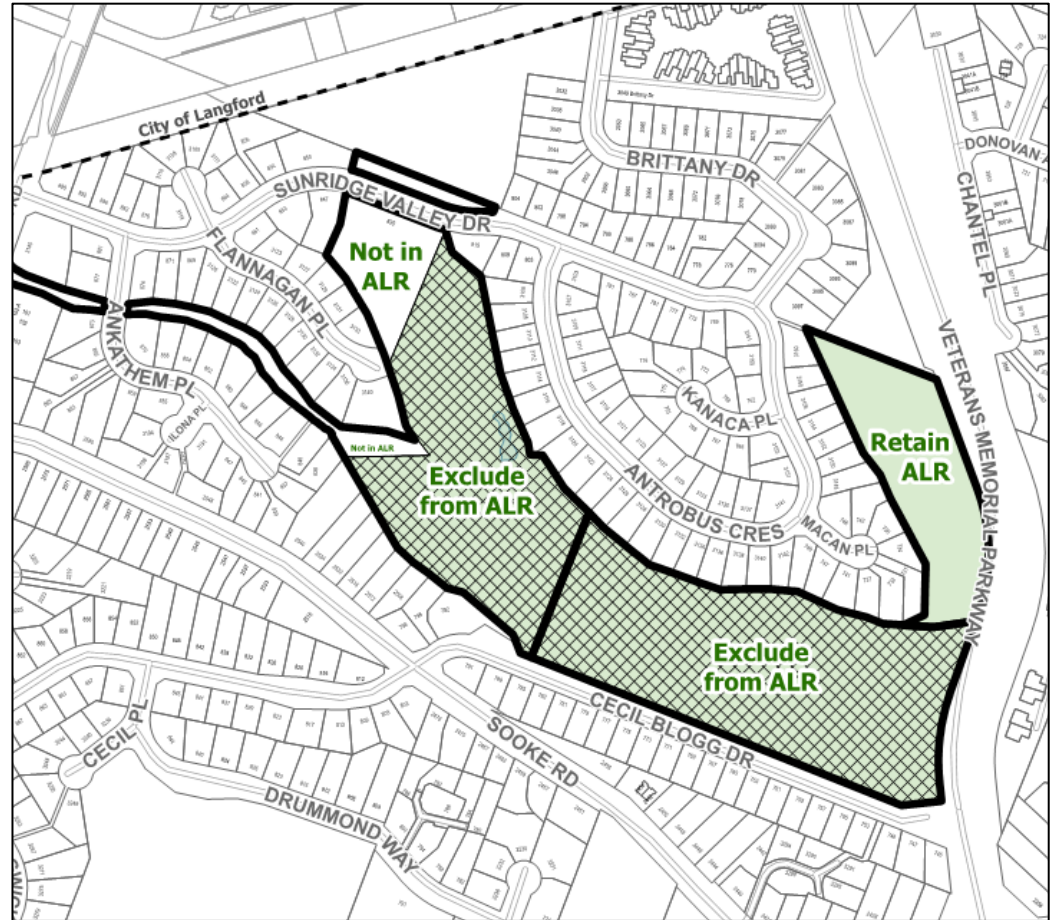
# **Agricultural Land Reserve (ALR) Partial Exclusion Application – Colwood Creek Park**

June 29, 2026

Council Meeting

# What is the application?

- **Total ALR  
Area: 9.92ha**
- **Exclusion  
Area: 8.16ha**
- **Retention  
Area: 1.76ha**



# Council Decision Points

1. Forward partial exclusion application of Colwood Creek Park to the ALC for decision
2. Dedicate the remaining fee simple lot of Colwood Creek Park
3. Review and update the Colwood Creek Park Management Plan once a decision has been made by the ALC

# Agricultural Land Commission

- Agricultural uses = permitted
- Non-agricultural = non-farm uses – approval required

How to address non-farm uses:

- Non-farm use application
- Exclusion application

# Colwood Creek Park Management Plan

## CAPITAL RECOMMENDATIONS LIST

### Park Activities and Amenities:

- C1** Expand the Playground and Splash Pad Area
- C2** Add a New Park Washroom / Change Room Building
- C3** Add New Park Picnic Areas
- C4** Improve the Lawn Areas and Provide Multi-purpose Open Spaces
- C5** Update the Dog Off-Leash Areas and Provide an On-Leash Zone

### Natural Areas:

- C6** Restore and Protect Natural Areas and Expand the Riparian Buffer
- C7** Manage and Expand the Park Tree Canopy
- C8** Improve Stormwater Management

### Access, Circulation & Parking

- C9** Improve and Expand Parking Areas
- C10** Improve the Connection to the Galloping Goose Trail
- C11** Upgrade the Park Trail Network
- C12** Improve Park Furnishings, Lighting, and Public Art

## OPERATIONAL RECOMMENDATIONS LIST

- O1** Add a Water Connection at the Cecil Blogg Drive Side
- O2** Operations and Maintenance
- O3** Park Recreational Programming

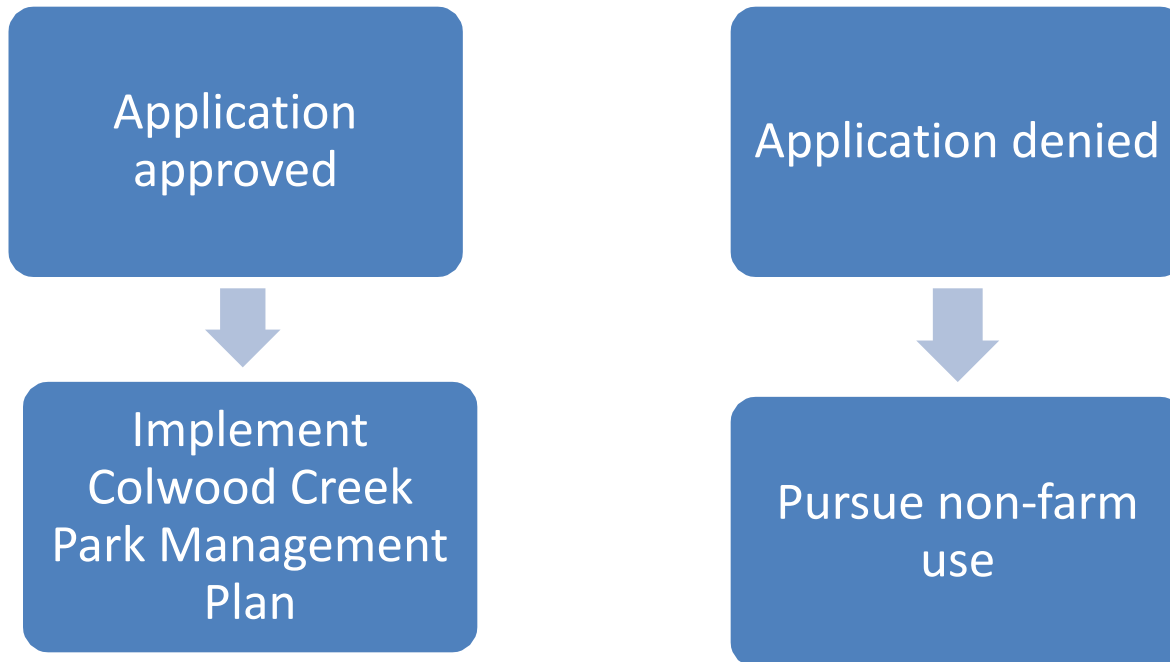
# Key Points

- Does not change the use of the land as a park
- Does not consider specific park amenities
- Seeks to remove provincial legislative requirements

# Council Decision Point #1

## Forward Application to ALC

- ALC is decision-maker
- Council decides to forward the application



# Council Decision Point #2

## Dedicate Remaining Fee Simple Lot

Very unlikely this land would ever be used for anything other than a park

# Council Decision Point #3

## Review Colwood Creek PMP After Decision

- Update to reflect ALR status
- Opportunity for the public to provide input on park amenities



# Conclusion

- To implement PMP, Colwood Creek Park must be excluded from the ALR
- Council must decide whether to forward the exclusion application to the ALC
- ALC is the decision-maker

# Staff Recommendation

THAT the partial exclusion application for Colwood Creek Park from the ALR be forwarded to the ALC for consideration;

AND THAT Council direct staff to prepare a legal survey of the portion of Colwood Creek Park held in fee simple, and to proceed with the formal dedication of that parcel as parkland; and

AND THAT once a decision is made on the partial exclusion application from the ALC, that staff initiate a review and update of the Colwood Creek Park Management Plan, and include the Parks and Environment Committee.

# Questions?



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**To:** CAO – Jason Johnson  
**Submitted:** June 1, 2026  
**From:** Heather Power, Deputy Corporate Officer  
**RE:** Adoption of Records Management Policy and Records Management Scanning Policy

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**RECOMMENDATION**

THAT Council adopt the Records Management Policy and Records Management Scanning Policy, as presented.

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**SUMMARY AND PURPOSE**

The purpose of this report is to seek Council approval of two foundational policies that establish the governance framework required to manage City records in compliance with legislative requirements and best practices for local government in British Columbia. These foundational policies support the City's transition toward electronic recordkeeping.

**BACKGROUND**

The City of Colwood manages a significant volume of municipal records in both paper and electronic formats. The City has an approved Records Classification System and Retention Schedule, which establishes retention periods and disposition requirements for City records regardless of format.

In 2025, the City implemented SharePoint to support electronic records storage and to enable the configuration of classification and disposition practices consistent with the City's retention schedule and Local Government Management Association (LGMA) guidance. This transition was an important step toward modernizing the City's information management practices; however, Council-adopted policies recognizing electronic records as official records and authorizing destruction of scanned paper records are not yet in place.

As a result, a large volume of paper records (approximately 660 boxes stored off-site, as well as additional records stored on-site) must continue to be retained in physical form, even where electronic copies exist and retention periods may otherwise permit destruction.

The Local Government Management Association (LGMA) recommends that local governments adopt records management and scanning policies to provide the necessary authority, accountability, and governance structure to support electronic recordkeeping and defensible disposition practices.

**DISCUSSION**

The authority to recognize electronic records and scanned documents as official records is supported by provincial legislation, including the *Electronic Transactions Act*, which enables the use of electronic records and electronic signatures in place of paper records, provided that integrity and reliability requirements are met. This legislative framework supports the City's transition to electronic recordkeeping and the designation of scanned records as legally valid and enforceable records.

In addition, the City's approach is informed by national guidance on electronic records as documentary evidence, including the Government of Canada standard Electronic Records as Documentary Evidence (CAN/CGSB-72.34). This standard provides best practices for ensuring that electronic records are authentic, reliable, and usable in legal proceedings. Incorporating these principles will support the City's ability to rely on electronic records as evidence and reduce legal risk over time.

The proposed Records Management Policy (**Appendix 1**) establishes the City's overarching approach to the creation, management, retention, protection, and disposition of records across their full lifecycle. It confirms roles and responsibilities, supports compliance with applicable legislation, and provides clear governance direction for consistent records management practices throughout the organization.

The proposed Records Management Scanning Policy (**Appendix 2**) complements the Records Management Policy by establishing the authority and conditions under which paper records may be scanned and the resulting electronic records designated as the official record. This policy enables the City to move toward electronic-first recordkeeping in a controlled and defensible manner, while ensuring the integrity, authenticity, and accessibility of records.

While these policies support a transition toward electronic recordkeeping, it is recognized that certain records must continue to be retained in their original paper form (for example, bylaws). The City's approved Records Classification and Retention Schedule will continue to govern retention and disposition decisions, including where paper originals must be preserved.

Adoption of these policies does not result in immediate destruction of paper records. Rather, it establishes the necessary policy foundation to allow administrative procedures and standards to be developed and approved under the authority of the Corporate Officer. This phased approach reflects LGMA best practice and recognizes that the transition to electronic recordkeeping is a long-term process that will occur over time as procedures are implemented, records are reviewed, and scanning requirements are met.

### **NEXT STEPS**

Following Council adoption, Corporate Services will proceed with the development and refinement of administrative procedures and technical standards to operationalize the policies, including detailed scanning, quality assurance, and disposition procedures. These procedures will be approved administratively and implemented over time, consistent with LGMA guidance and operational capacity.

### **CLIMATE CONSIDERATIONS**

Transitioning to electronic recordkeeping supports the City's environmental and sustainability objectives by reducing reliance on paper, minimizing physical storage requirements, and decreasing

waste associated with printing, transportation, and disposal of records. Over time, reduced demand for off-site storage and paper handling will contribute to lower environmental impact.

### **FINANCIAL CONSIDERATION**

The City currently incurs ongoing costs associated with the storage of physical records, including approximately 660 boxes stored off-site. Off-site storage costs are estimated at approximately \$5,000 annually, including administrative and service costs for file retrieval. Retrieval of physical records results in additional time delays and service fees, creating operational inefficiencies when access to records is required.

Adoption of these policies provides the necessary foundation to reduce reliance on off-site storage over time. While savings will be realized gradually, the long-term financial benefit includes reduced storage, retrieval, and physical space costs.

While this will be a long-term and phased process, policy adoption is a prerequisite to reducing future off-site storage costs and reclaiming physical space within City facilities for operational use.

Corporate Services will work collaboratively with Information Technology to assess long-term storage needs and ensure that appropriate infrastructure and funding considerations are addressed as part of the phased implementation.

### **CONCLUSIONS**

Adoption of the Records Management Policy and Records Management Scanning Policy provides the City with a modern, defensible governance framework for managing municipal records. These policies support legislative compliance, enable long-term cost containment related to records storage, and position the City to continue its transition toward electronic recordkeeping in a structured, accountable, and responsible manner.

### **Attachments:**

[Appendix 1: Records Management Policy](#)

[Appendix 2: Records Management Scanning Policy](#)

### **Approved by:**

Heather Power, Deputy Corporate Officer  
Marcy Lalande, Manager of Corporate Services  
Kathy McLennan, Director of Finance  
Jenn Hepting, Deputy Chief Administrative Officer  
Jason Johnson, Chief Administrative Officer

### **Status:**

Approved - 09 Jun 2026  
Approved - 11 Jun 2026  
Approved - 16 Jun 2026  
Approved - 16 Jun 2026  
Approved - 17 Jun 2026





<b>TITLE POLICY: Colwood Records Management Policy</b>	
ORIGIN: Corporate Services	AMENDED:
DATE OF ISSUE:	ADOPTED:

## 1. PURPOSE

The purpose of this policy is to establish a consistent and compliant framework for the creation, management, retention, protection, and disposition of municipal records.

This policy supports transparency, sound decision-making, operational efficiency and public accountability, and ensures compliance with applicable legislation, including the Freedom of Information and Protection of Privacy Act (FIPPA).

For the purposes of this policy, a record is defined as recorded information, regardless of format or medium, that is created, received, and maintained as evidence of activities, decisions, or transactions.

This policy recognizes electronic records as official municipal records and supports the City's transition toward electronic recordkeeping as the primary and authoritative record format, in accordance with approved classification and retention schedules.

## 2. SCOPE

This policy applies to the creation, collection, use, maintenance, storage, retention, protection, and disposition of all records created, received, or maintained by the City of Colwood in the course of conducting its business regardless of format, system or location.

## 3. DEFINITIONS

**Official Record** means the record designated as the authoritative and legally valid version of a City record.

**Record** means recorded information, regardless of format or medium, that is created, received, and maintained as evidence of the City's activities, decisions, or transactions.

**Transitory Information** means records of short-term value that are not required to document decisions, actions, or obligations of the City.

## 4. POLICY:

### 4.1 Who this policy applies to

This policy applies to:

- All municipal employees, including permanent, temporary, and contract staff\
- Elected officials (e.g., Mayor and Council) in relation to municipal business records
- Volunteers, committee members, and advisory boards acting on behalf of the municipality
- Third-party service providers and contractors who create or manage records on behalf of the municipality

### 4.2 Records covered by this policy

This policy applies to all records regardless of format or medium, including but not limited to:

- Paper records and files
- Electronic records (e.g., documents, spreadsheets, databases)
- Email and instant messages related to municipal business
- Audio-visual materials (e.g., recordings, photographs)
- Records created or stored on personal devices when used for municipal business
- Records stored in business systems, shared drives, cloud services, and personal devices (when used for municipal work)

Duplicate or convenience copies do not constitute official records unless designated as such under approved classification and retention schedules.

#### **4.3 Business activities covered**

This policy applies to records generated through all municipal functions and services, including but not limited to:

- Administrative and operational activities
- Council and committee governance
- Financial management
- Planning, development, and engineering
- Public works, parks, and recreation
- Protective services (e.g., bylaw enforcement, fire services)
- Any other program or service delivered by the City

#### **4.4 Lifecycle management**

This policy governs records throughout their full lifecycle, including:

- Creation and capture
- Classification and organization
- Storage and access
- Use and sharing, including FOI requests under FIPPA
- Retention in accordance with approved schedules
- Authorized destruction or archival preservation

Lifecycle management includes the digitization of records and the authorized disposition of source records in accordance with approved retention schedules.

#### **4.5 Access and Privacy Protection**

Records must be:

- Accessible to authorized users to support operations and public transparency
- Protected from unauthorized access, use, disclosure, or loss
- Managed in accordance with privacy requirements under FIPPA

No records may be destroyed, altered or concealed for the purpose of avoiding disclosure under FIPPA.

#### **4.6 Retention and Disposition**

Records must be retained in accordance with the City of Colwood's approved Records Retention Classification System and Retention Schedule

Retention periods apply regardless of record format.

Records must not be kept longer than necessary. Destruction must be:

- Authorized
- Documented
- Secure and irreversible

Disposition activities must be legally defensible and consistent with LGMA standard and applicable legislation.

All disposition of records, including source records following digitization, must be authorized by the Corporate Officer or their delegate.

#### **4.7 Mandatory Compliance**

Compliance with this policy is mandatory for all departments and individuals within its scope.

Failure to comply may result in:

- Legal consequences
- Breaches of statutory obligations
- organizational risk exposure and may be addressed in accordance with applicable City policies and processes.

## **5. ROLES AND RESPONSIBILITIES**

### **5.1 The Corporate Officer / Delegate**

- Oversees the records management program
- Ensures legislative compliance
- Provides training and support
- Maintains retention schedules
- Authorizing the disposition of records, including source records, in accordance with approved schedules

### **5.2 Information Technology**

- Provides and maintains the technical systems and controls required to support electronic records management, including system configuration, security, access controls, and audit capabilities
- Works in collaboration with Corporate Services to ensure that records management requirements are implemented and maintained within corporate systems

### **5.3 Department Heads / Managers**

- Ensure staff compliance with this policy
- Support proper records practices within their departments
- Ensuring records are created, captured, and managed in approved systems

### **5.3 All Staff, Council, and Associated Bodies**

- Create and maintain complete and accurate records of City business
- Properly store and classify records in accordance with approved systems
- Comply with retention, disposition and privacy requirements
- Cooperate with FOI and legal disclosure processes

## **6. LEGISLATIVE AND REGULATORY CONTEXT**

This policy is aligned with, and supports compliance with:

- Freedom of Information and Protection of Privacy Act (FIPPA)
- Local Government Act
- Community Charter
- Other applicable statutes, regulations, and bylaws governing municipal records and information management

## **7. EXCLUSIONS / LIMITATIONS**

This policy does not apply to:

- Personal, non-business-related records of employees or elected officials
- Transitory information that has no ongoing operational, legal, or evidential value (unless otherwise required under retention schedules)

Transitory information must not be used as a substitute for official records documenting decisions, approvals or other actions of the City.

## **8. REVIEW AND REFERENCE**

This policy must be reviewed every two years or sooner if legislation, technology, or organizational requirements change.

This policy is guided by:

- Freedom of Information and Protection of Privacy Act (FIPPA)
- Community Charter
- Local Government Act
- LGMA Records Management Manual and the City of Colwood Records Classification System and Retention Schedule.
- Guidance from the Office of the Information and Privacy Commissioner for British Columbia (OIPC)



<b>Colwood Records Management Scanning Policy</b>	
ORIGIN: Corporate Services DATE OF ISSUE:	AMENDED: ADOPTED:

## 1. PURPOSE

The purpose of this policy is to establish the authority and standards for scanning paper records and designating the resulting digital electronic images as the official and authoritative record, allowing the authorized destruction of source paper records once scanning and verification requirements are met.

This policy supports the City of Colwood's transition to electronic recordkeeping as the primary record format, while ensuring the authenticity, reliability, integrity and accessibility of City records in accordance with legislative requirements and best practices.

## 2. SCOPE

This policy applies to all departments, employees, and contractors who create, receive, scan, store, or manage organizational records in physical or electronic formats.

This policy applies to all scanning where the purpose is to retain the scanned record as the official record.

This policy does not apply to records scanned for convenience where the source records are retained as the official record.

Source records that were scanned prior to implementation of this policy may be disposed only where:

- The scanned records meet the requirements of this policy,
- The records are retained in accordance with approved retention schedules, and
- Disposal is authorized by the Corporate Officer or their delegate

## 3. POLICY STATEMENT

The City of Colwood recognizes scanned electronic records as the official record copy when they:

- Accurately and completely capture the content of the original paper record
- Are created and maintained in compliance with this policy
- Meet established quality, integrity, and accessibility standards

Once scanning and verification requirements are met, the source paper record may be securely destroyed in accordance with the City's approved Records Classification System and Retention Schedule, unless otherwise required by law or identified as an exception.

## 4. DEFINITIONS

**Official Record** means the record designated as the authoritative and legally valid version of a City record.

**Quality Assurance (QA):** Documented processes used to confirm that scanned records are complete, legible, accurate, and suitable to replace the source record.

**Scanning:** The process of converting a paper record into a digital image for the purpose of designating the digital record as the official record.

**Source Record** means the original paper record from which a digital record is created through scanning.

## 5. REQUIREMENTS FOR DIGITAL RECORD ACCEPTANCE

### 5.1 Completeness

- All pages must be scanned, including:
  - Attachments
  - Notes, stamps, and annotations

Double-sided documents must be fully captured.

### 5.2 Image Quality

Scanned records must:

- Be legible, clear, and readable
- Be properly oriented
- Capture all content without cropping or distortion

Minimum scanning standards will be established and maintained in approved scanning procedures.

### 5.3 File Naming and Indexing

- Files must follow standardized naming conventions
- Records must be indexed or classified for retrieval
- Metadata must be applied as required

### 5.4 Integrity and Authenticity

- Systems must prevent unauthorized alteration or deletion
- Audit trails must track:
  - Creation
  - Access
  - Modifications

### 5.5 Quality Control and Verification

Before destroying paper records:

- A verification process must confirm:
  - Completeness
  - Legibility
  - Accurate indexing
- Spot checks or batch QA reviews must be conducted
- Errors must be corrected prior to approval

Evidence of quality assurance activities, including spot checks and batch reviews, must be documented and retained as part of the records management audit trail for the life of the record.

## 6. DIGITAL RECORD STORAGE AND SECURITY

All scanned records must:

- Be stored in an approved records management system (e.g., EDRMS) or other approved corporate information systems
- Be backed up regularly
- Be protected with appropriate security controls:
  - Access restrictions
  - Encryption where applicable

Comply with privacy and information security requirements

## 7. RETENTION AND DISPOSITION

- Scanned records are subject to the organization's approved **records retention schedule**
- Retention and disposition of scanned records will be managed in accordance with the City's approved Records Classification System and Retention Schedule. Scanning does not change retention requirements or triggers; it changes the format of the official record.
- Records must be disposed of securely at the end of their retention period

## 8. DESTRUCTION OF PAPER RECORDS

### 8.1 Conditions for Destruction

Paper records may be destroyed once:

- Scanning and QA processes are complete
- Digital records are verified and accessible
- No legal, audit, or operational hold exists

### 8.2 Destruction Method

- Paper records must be destroyed using secure methods (e.g., shredding)
- Destruction must be documented:
  - Date of destruction
  - Record type Destruction authority rests with the **Corporate Officer or their designate**

## 9. EXCEPTIONS

Certain records may require retention of the original paper copy due to:

- Legal or regulatory requirements
- Historical or archival value
- Physical characteristics not captured electronically

These will be identified in the retention schedule or by Records Management.

## 10. ROLES AND RESPONSIBILITIES

### 10.1 Corporate Officer / Delegate

- Develop and maintain standards
- Provide guidance and training

- Approve scanning procedures and exceptions

### **10.2 Departments**

- Ensure compliance with scanning procedures
- Perform quality checks
- Follow retention and destruction requirements

### **10.3 Information Technology**

- Implement and maintain system-based controls to support record integrity, authenticity, access management, and auditability
- Ensure corporate systems support compliance with records management requirements
- Ensure backup and system integrity

## **11. COMPLIANCE**

Failure to comply with this policy may result in:

- Loss of legal admissibility of records
- Organizational risk exposure
- organizational risk exposure and may be addressed in accordance with applicable City policies.

## **12. REVIEW AND UPDATES**

This policy will be reviewed every **2 years** or as required by changes in legislation, technology, or operational needs.

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**To:** CAO – Jason Johnson  
**Submitted:**  
**From:** Matt Blakely, Senior Planner  
**RE:** Herm Williams Parks Management Plan Project Initiation

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### RECOMMENDATION

THAT Council receive this report on the Herm Williams Park Management Plan project initiation, for information.

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### SUMMARY AND PURPOSE

The purpose of this report is to present to Council a project summary (**Appendix 1**) for the Herm Williams Park Management Plan, for information. The project summary is intended to improve transparency and consistency, reflecting the standardized process for policy planning projects. The summary provides details on the project purpose, objectives, phasing, deliverables, staff capacity and schedule. The engagement plan (**Appendix 2**) summarizes the types of engagements and communication platforms that will be used throughout this project.

### STRATEGIC PLAN

- *Strengthen Community + Sustain Nature*

The 2025-2027 Strategic Plan's first pillar 'Strengthen Community + Sustain Nature' establishes a priority of "enhancing parks, trails, and green spaces by implementing the Parks Management Plans and expanding recreational opportunities for all ages."

### RELATED POLICIES

The 2021 Colwood Parks and Recreation Master Plan (PRMP) prioritized seven parks for Park Management Plans (PMPs). Herm Williams is the only park from the priority list that does not have a completed PMP. The prioritized parks are:

- Colwood Creek Park
- Ocean View Park
- Herm Williams Park
- Lookout Lake Park
- Latoria Creek Park
- Havenwood Park
- Pithouse Park (Now Lagoon Park West)

The completion of the Herm Williams PMP supports the PRMP implementation plan, specifically Action C21.1, which gives direction to establish the PMP as well as the high-level process and considerations for developing the plan. Additionally, establishing a PMP for Herm Williams Park is consistent with

Colwood Official Community Plan Bylaw No. 1700, 2018 (OCP), Objective 11.2.1, which aims to maintain and enhance park access for residents.

## **BACKGROUND**

The PRMP identifies 7 parks in the City to be prioritized for Park Management Plans. After the adoption of the PRMP, Council also identified Quarry Park, Perimeter Park, Outlook Park, and Meadow Park as additional parks for priority PMPs. For reference and convenience, the status of all prioritized individual PMP projects has been listed below:

- Colwood Creek Park, Ocean View Park, Lookout Lake Park: [Endorsed May 9, 2022](#)
- Latoria Creek Park, Havenwood Park: [Endorsed May 8, 2023](#)
- Lagoon Park West (previously Pit House Park), Perimeter Park: [Endorsed Oct 6, 2025](#)
  - included as part of Waterfront Stewardship Plan
- Quarry Park Concept Plan: [Endorsed Nov 25, 2024](#)
- Herm Williams Park, Outlook Park, Meadow Park
  - Projects not yet started

### Council Direction

In addition to direction from the PRMP, Council has directed staff to undertake a PMP project for Herm Williams Park, as follows:

#### [Council Resolution - Monday, May 8, 2023](#)

R2023-186: THAT Council direct staff to advance the Herm Williams, Outlook Park, and Meadow Parks management planning projects in 2023.

#### [Council Resolution - Monday, February 9, 2026](#)

R2026-35: THAT Council direct staff to undertake the proposed new policy projects in 2026, and to provide Council with a project charter at the outset of each new project;

AND THAT Council approves staff's recommendation for 2026 project to include:

- Development Approvals Process Review
- First Nations Engagement Framework
- Herm Williams Park Management Plan

Staff have included a "Project Summary" that is meant to be presented to Council at the outset of each policy project and to set an early expectation on intended timelines, when staff will return to Council, etc. The intent of this is not to be a project charter but to remain transparent on progress for policy projects and remain accountable to completing this work.

### Herm Williams Parks Management Plan Project

The Project Summary document for the Herm Williams Park Management Plan is attached as **Appendix 1**. The Engagement Plan can be found in **Appendix 2**.

The purpose of a PMP is to analyze and understand existing conditions and context; provide park-specific vision and guiding principles; and offer recommendations for capital and operational improvements while establishing a feasible implementation plan for the park.

The project will explore the Herm Williams Park considerations and policies identified in the PRMP, OCP, and other relevant City bylaws and policy documents to produce a park concept plan and implementation strategy with the intent of establishing clear direction for Council, staff and contractors. Completion of the PMP will aid the implementation of the PRMP and provide direction for capital and project planning in Herm Williams Park. The PMP will acknowledge recent direction from Council to advance capital projects at Herm Williams Park.

The PMP is anticipated to be completed by the end of Q4 2026. Staff will return to Council with a summary of public engagement findings, a draft Park Management Plan for consideration, and a final PMP for endorsement.

### **COMMUNICATIONS & ENGAGEMENT**

This report is publicly available on the City’s website as part of the agenda and the report will be available in Council Highlights. Minutes will be posted online and sent to subscribers by email.

The project will involve engagement with residents, local First Nations, community groups, organizations, childcare providers, and other stakeholders by way of park pop-ups, workshops, and other events. Staff will return to Council with a summary of engagement.

### **TIMELINES**

Q3 2026	Q4 2026
Existing Conditions Analysis, Public Engagement, Park Concept Development, Park Management Plan Development	Final deliverables are completed and brought forward to Council.

### **CLIMATE CONSIDERATIONS**

PMPs can help the city adapt to and reduce the effects of climate change by considering more trees and shaded areas, drought-resistant landscaping, climate-resilient park infrastructure, and the use of green infrastructure to improve stormwater management and reduce hot spots.

The Colwood Climate Action Plan (2024) supports this approach of introducing and prioritizing nature-based solutions to integrate climate action, biodiversity protection, and co-benefits in Pathway 4: Biodiversity and Nature-based Solutions. Nature-based solutions are increasingly recognized as essential elements of climate action, such as helping the City to increase carbon sequestration, reduce urban heat effects, and reduce the effects of extreme weather.

### **FINANCIAL CONSIDERATION**

This project will be led internally by staff, and as such, there is no anticipated budget allocation for external consultants. The anticipated staff hours required for the project are estimated at between 200 and 250 hours.

Any costs that may arise will relate primarily to supporting engagement events, such as expenses for printing materials or public notifications. The PMP will identify capital projects for Herm Williams Park. Funding for implementation, including consideration of external grant opportunities where applicable, would be addressed through a future budget process.

**CONCLUSIONS**

This report is provided for information to advise Council of the initiation of the Herm Williams Park Management plan, consistent with previous Council direction and adopted policy.

**Attachments:**

[Appendix 1: Project Summary Herm Williams PMP](#)

[Appendix 2: Herm Williams Park Management Plan Engagement Plan](#)

**Approved by:**

Mairi Bosomworth, Manager of Planning  
Heather Power, Deputy Corporate Officer  
Marcy Lalande, Manager of Corporate Services  
Kathy McLennan, Director of Finance  
Jenn Hepting, Deputy Chief Administrative Officer  
Jason Johnson, Chief Administrative Officer

**Status:**

Approved - 12 Jun 2026  
Approved - 15 Jun 2026  
Approved - 15 Jun 2026  
Approved - 16 Jun 2026  
Approved - 16 Jun 2026  
Approved - 17 Jun 2026

# PROJECT SUMMARY

Project Name:	Herm Williams Park Management Plan
Project Description:	<p>A Parks Management Plan (PMP) establishes a long-term vision and phased implementation strategy for the enhancement and stewardship of a park.</p> <p>A PMP consolidates key information about existing conditions, illustrates conceptual options for the future park layout and amenities, and identifies recommended actions to guide park improvements and maintenance. Supported by a Class “D” planning-level cost estimate and phasing strategy, the PMP provides a practical, consistent approach to guiding investment, operations, maintenance, and programming over time.</p>

### Initiated By:

- Council Direction (enter resolution and date below)
- Staff
- Plan/Strategy (enter relevant plan and section reference below)

### Corresponding Plan/Resolution/Reference:

[Council Resolution - Monday, February 9, 2026](#)

R2026-35 THAT Council direct staff to undertake the proposed new policy projects in 2026, and to provide Council with a project charter at the outset of each new project;

AND THAT Council approves staff's recommendation for 2026 project to include:

- Development Approvals Process Review
- First Nations Engagement Framework
- Herm Williams Park Management Plan

Parks and Recreation Master Plan (2021) – Actions: C21.1:

Complete a park management plan for Herm Williams Park concurrently with Ocean View Park (see C20.1). A process that includes 2-stages of engagement and development of 2 park concepts is recommended. Plan considerations include: tree preservation and management, playground renewal and upgrades, picnic area and furnishings upgrades, nature play elements, park washroom, and parking.

Note: The PMP for Ocean View Park was further prioritized by Council in 2021 and was completed along with the PMPs for Colwood Creek Park and Lookout Lake Park in May 2022.

### Strategic Plan Alignment (check all that apply):

- Strengthen Community + Sustain Nature
- Invest in Infrastructure
- Pursue Economic Growth + Vitality
- Provide Excellence in Governance + Services

# PROJECT SUMMARY

## PROJECT DETAILS

### WHO:

Lead Department:	Planning
Supporting Department(s):	Parks Engineering
External Agencies or Interest Holders:	Colwood Residents Park Users Park Neighbours CENiC Environmental Groups School District 62 Non-Profit Organizations First Nations – Esquimalt, Songhees and Scia’new Nations Childcare Providers Community Groups, Local Organizations and Clubs Senior and Youth Groups Capital Bike

### WHAT:

Project Deliverables (summarize scope, objectives and/or project components):	<p><u>Project Purpose:</u> The purpose of a PMP is to analyze and understand existing conditions and context; provide park-specific vision and guiding principles; and offer recommendations for capital and operational improvements while establishing a feasible implementation plan for the park.</p> <p><u>Project Scope:</u> Complete a PMP for Herm Williams Park in accordance with recommendations in the 2021 Parks and Recreation Master Plan (PRMP) and the PMP Framework established in 2021. The PRMP already identifies many issues, opportunities, and ideas for this Community Park. Plan considerations identified in the PRMP include:</p> <ul style="list-style-type: none"> <li>• Tree preservation and management</li> <li>• Playground renewal and upgrades</li> <li>• Picnic area and furnishings upgrades</li> <li>• Nature play elements</li> <li>• Park washroom</li> <li>• Parking</li> </ul> <p>The individual PMP development process will build on the directions identified in the PRMP and will provide opportunities to continue working with the community to create a recommended park concept and implementation strategy that establishes clear direction for Council, staff, and contractors. Completion of the PMP will aid the implementation of the PRMP and provide direction for capital and project planning in Herm Williams Park.</p>
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# PROJECT SUMMARY

	<p>The process for Herm Williams PMP will follow the general direction in the Framework for PMP developed during the PRMP process and followed by park management planning efforts from 2021-2023, including the following phases:</p> <ol style="list-style-type: none"> <li>1. Analysis, Initial Engagement</li> <li>2. Options Exploration &amp; Community Engagement</li> <li>3. Plan Development and Finalization</li> </ol> <p><u>Project Objectives:</u></p> <ul style="list-style-type: none"> <li>• Undertake a comprehensive analysis of the existing park.</li> <li>• Develop and execute a multi-stage plan for engaging both stakeholders and the public, so interested groups and individuals can participate in developing and reviewing the PMP, ensuring the varied needs of park users are considered.</li> <li>• Align the PMP with relevant principles, policies, and direction in the City’s Official Community Plan (OCP), PRMP, and other related documents.</li> <li>• Develop a clear, concise, and user-friendly PMP that will provide direction to City staff and Council for future improvements and capital investments to the park.</li> </ul> <p><u>Key Deliverables:</u></p> <ul style="list-style-type: none"> <li>• Engagement Strategy &amp; Engagement Summary</li> <li>• Committee &amp; Council Reports and Presentations</li> <li>• Herm Williams Park Management Plan which includes:             <ul style="list-style-type: none"> <li>• Key information about the existing park</li> <li>• An illustrated layout plan showing the future vision and key components and amenities;</li> <li>• A recommendation and action summary that outlines steps to completing park improvements; and</li> <li>• A Class ‘D’ planning-level cost estimate and phasing strategy for implementation.</li> </ul> </li> </ul>
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## WHEN AND HOW:

Proposed Start (year and Q#):	2026, Q3
Estimated Duration (months):	6 months
Estimated Planning Staff Time:	Medium staff effort – Approximately 200-250 hours (~0.15 FTE)
Staff Capacity (number and scale of other approved policy projects in workplan):	One of 6 priority projects included in the workplan for 2026.  Staff have accounted for existing projects and development application volumes and have capacity to undertake this project.

# PROJECT SUMMARY

Budget (consulting support):	Staff led project
Funding (any external funding available):	N/A
Council Updates:	<p>Staff will return to Council with a “What we heard” (engagement summary) report</p> <p>Staff will present draft conceptual plans and recommendations to the Parks and Environment Committee and Council prior to finalizing the PMP.</p>

## WHY:

<p>Priority Rationale (include all relevant criteria and factors, such as deadlines, related projects, Council guidance, risks of not proceeding, equity considerations, etc.):</p>	<ul style="list-style-type: none"> <li>• Colwood Creek Park capital projects have been put on hold while an application to ALC is made. This creates an opportunity to shift priorities and capital investment into Herm Williams Park.</li> <li>• Completion of the PMP will aid the implementation of the PRMP and provide direction for capital and project planning in Herm Williams Park.</li> <li>• The PRMP prioritized seven parks for individual park management plans. Herm Williams is the only park from that priority list that still does not have a PMP.</li> </ul>
Climate Impacts:	<p>PMPs have the potential to support climate adaptation and mitigation by incorporating climate-responsive park design. The plan may identify opportunities to include an enhanced tree canopy, shaded areas, drought-tolerant landscaping, resilient park infrastructure, and the incorporation of green infrastructure to improve stormwater management and reduce heat island effects.</p>

## ADMINISTRATION

Created By:	Matt Blakely
Date Created:	March 17, 2026
MPL Project Number:	
Tempest Folder:	
Date Circulated:	March 18, 2026
Agenda Date:	June 22, 2026
Manager Responsible:	Mairi Bosomworth



## Herm Williams Park Management Plan: Engagement Plan

### 1. PURPOSE

The Public Engagement Strategy (the 'strategy') for the Herm Williams Park Management Plan (PMP) project identifies partners and interested/affected parties, engagement activities, level of engagement, tools, timelines, and reporting of engagement activities. The strategy is meant to be a guiding resource for project staff on Phase 1 of engagement for the Herm Williams PMP project.

The purpose of the strategy is to:

1. Provide a framework for how the project team will engage with interested parties and the broader community on the development of a PMP for Herm Williams Park
2. Ensure transparent, respectful, and inclusive decision-making that incorporates community perspectives

### 2. OBJECTIVES

The strategy seeks to achieve the following objectives:

- Build community awareness around the Herm Williams PMP.
- Gather input from interested parties and the broader public on aspirations and opportunities for the future and ongoing management of Herm Williams Park; and,
- Ensure transparency in decision making.

### 3. GUIDING PRINCIPLES

The following principles will guide how we plan, communicate, and implement the strategy:

- **Accessibility** in how everyone can participate, providing multiple modes of engagement opportunities;
- **Transparency** in providing information about the process, timelines, and how the feedback will be used to inform the Project (e.g., clearly communicating where there is room for public influence);
- **Accountability** in transparently reporting to our partners and interest holders on the process and what we heard;
- **Empathy** in facilitating engagement activities that encourage participants to think beyond their individual interests and understand the implications of these decisions;
- **Equity** in hearing from groups who have not typically been represented in decision-making processes;
- **Continuity and Shared Understanding** in building upon past engagement processes at the City of Colwood and working to bring everyone along in the conversation;
- **Flexibility** that allows for engagement activities to respond to changing community context or emerging stakeholders; and,
- **Joy** in creating processes that people enjoy and find fun, interesting, and relevant.

#### 4. WHO WILL WE ENGAGE?

The table below identifies the key partners and interested/affected parties.

#	KEY AUDIENCES	GROUP/NAME
1	Colwood Administration	<ul style="list-style-type: none"> <li>• Mayor and Council</li> <li>• Park and Environment Committee</li> <li>• Staff</li> </ul>
2	Colwood Residents	Including targeted outreach with the following groups: <ul style="list-style-type: none"> <li>• Families</li> <li>• Newcomers</li> <li>• People with disabilities and mobility challenges</li> <li>• Residents of the Hatley Park Neighbourhood</li> <li>• Seniors</li> <li>• Youth (see below)</li> </ul>
3	Environmental and Stewardship Groups	<ul style="list-style-type: none"> <li>• Citizen's Environment Network in Colwood (CENiC)</li> <li>• Greater Victoria Green Team</li> <li>• Peninsula Stream Society</li> <li>• Friends of Colwood Parks</li> <li>• PICK Colwood</li> <li>• Capital Bike</li> <li>• Habitat Acquisition Trust</li> </ul>
4	Community Associations and Recreation Groups	<ul style="list-style-type: none"> <li>• West Shore Parks &amp; Recreation</li> <li>• Boys &amp; Girls Club</li> <li>• Cubs (Local Cub Scouts)</li> <li>• Girl Guides of BC</li> <li>• Capital West Accessibility Committee</li> <li>• Access West Shore Society</li> <li>• Pacific Centre Family Services</li> <li>• Pacific Institute for Sport Excellence</li> <li>• Triangle Athletic Association</li> <li>• West Shore Child Youth and Family Centre</li> <li>•</li> <li>• Arts &amp; Culture Colwood Society</li> <li>• Victoria Natural History Society</li> <li>• YMCA-YWCA</li> </ul>
5	Business and Tourism Partners	<ul style="list-style-type: none"> <li>• Westshore Chamber of Commerce</li> <li>• West Shore Rotary Club</li> <li>• Nearby Day Care Providers</li> <li>• Capital Bike</li> </ul>
6	Local, Regional, Provincial, And Federal Partners	<ul style="list-style-type: none"> <li>• BC Transit</li> <li>• Canadian Wildlife Service</li> <li>• Capital Regional District Parks</li> <li>• CFB Esquimalt</li> <li>• City of Langford</li> <li>• District of Metchosin</li> <li>• School District 62</li> <li>• West Shore RCMP</li> <li>•</li> </ul>
7	Youth	<ul style="list-style-type: none"> <li>• Colwood Elementary School</li> <li>• David Cameron Elementary</li> <li>• Wishart Elementary School</li> <li>• Sangster Elementary School</li> <li>• Ecole John Stubbs Memorial School</li> <li>• Dunsmuir Middle School</li> <li>• West Shore Secondary School</li> <li>• Royal Bay Secondary School</li> </ul>

## 5. IAP2 LEVEL OF ENGAGEMENT

The International Association for Public Participation (IAP2) differentiates between various levels of public engagement through what they call the Spectrum of Public Participation. Levels of engagement on the spectrum are based, in part, on how much influence participants have on decisions and project outcomes. The following table outlines these levels of engagement for each of the key audiences described in the section above:

*Increasing Impact on Decisions*



	<b>INFORM</b> To provide balanced and objective information to assist parties in understanding the problem, alternatives, opportunities, and/or solutions.	<b>CONSULT</b> To obtain public feedback on analysis, alternatives and/or decisions.	<b>INVOLVE</b> To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	<b>COLLABORATE</b> To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	<b>EMPOWER</b> To place final decision making in the hands of the public.
All Audiences	•	•			

## 6. KEY MESSAGES

To ensure consistent communication across all engagement activities, the following key messages have been created.

- Guided by the Parks and Recreation Master Plan, the City is developing Park Management Plans for select parks in the City to guide long-term planning and decision-making.
- Herm Williams Park is classified as a Community Park within the City's Parks and Recreation Master Plan, which are typically larger destination spaces that benefit the broader community. These parks are most often centrally located and widely accessible to residents.
- The intent of the Herm Williams PMP is to guide the planning, assessment, and implementation of future changes to the park in a manner that reflects the needs and values of the community. The City is seeking input to understand the community's vision for the park and how the park could be improved as a community destination, including improved amenities, connectivity, interpretive features, or landscaping.
- There are often diverse views in a community about park uses. Decisions will be guided by community input, as well as input from other stakeholders and site specific, environmental, financial, and safety considerations.
- Engagement for the Herm Williams PMP will be conducted in a phased approach, providing multiple opportunities for community input as the plan is developed.
- Community input will inform the development of the Herm Williams PMP including recommendations for consideration by staff and Council.

## 7. GUIDING QUESTIONS

The following guiding questions will inform the development of engagement materials and planning of in-person events:

- How often do you visit Herm Williams Park?
- How do you usually travel to Herm Williams Park?

- What activities do you most frequently do at Herm Williams Park?
- What is most important to you in shaping the vision for Herm Williams Park?
- What do you love most about Herm Williams Park?
- What do you think are the key issues and opportunities within Herm Williams Park that should be addressed in the future?
- What amenities would you like to see in Herm Williams Park?
- What would make Herm Williams Park a more accessible or enjoyable park for you to visit?
- Which environmental considerations do you think should be prioritized in Herm Williams Park (e.g., invasive species removal, habitat restoration, enhanced tree canopy, environmental education opportunities, etc.)?

## 8. HOW WILL WE ENGAGE?

The table below outlines proposed activities, audiences, areas of focus, and timelines. It is a living document, designed to remain flexible and adaptable in response to evolving project needs.

ACTIVITIES	TARGET AUDIENCES	RELATIVE TIMING	FOCUS
Park Walk(s)	All audiences	July-August 2026	Staff-led walks to get the conversation rolling. Provide an informal opportunity for residents to start to think about what they love about Herm Williams Park and what could be improved.
Survey (digital and hard copies)	All audiences	Launch: Late July/Early August Close: early September	Ask participants to share their thoughts on Herm Williams Park regarding their vision for the park, how they use the park, issues and opportunities, and how they would like to see the park managed.
Community Session #1 at Herm Williams Park	All audiences	Saturday, August 1, 2026 (5:30-7:30pm)	Community drop-in sessions hosted at Herm Williams Park during Music in the Park event to provide information on the project and give park visitors opportunities to provide input on park vision, issues and opportunities, and how they would like the park to be managed.
Community Session #2 at Herm Williams Park	All audiences	Saturday, September 5, 2026 (5:30-7:30pm)	
Youth Engagement	Youth	August	Details of youth engagement opportunities are still to be determined. Staff are reviewing opportunities to participate in youth-friendly events, to engage with youth on park vision, issues and opportunities for improvements, and how they would like to see the park managed.

## 9. HOW WILL WE COMMUNICATE?

Throughout the engagement process, City of Colwood staff will share information with project partners and other interested and affected parties and promote opportunities for public input through the tactics and channels described in the table below.

TACTIC	DEPARTMENT	PURPOSE	CHANNELS
Project Website	Lead: Communications	To provide a central location for project updates, respond to frequently asked questions and provide information on upcoming engagement opportunities.	Let's Talk Colwood

TACTIC	DEPARTMENT	PURPOSE	CHANNELS
Social Media Campaign	Lead: Communications	To share information and promote surveys, events and key project milestones.	Facebook Instagram Digital Ads
Invitation Letters	Lead: Planning Support Communications	To share project information and notify interest holders about upcoming engagement opportunities	Email
Posters and Flyers	Lead: Communications Support: Planning	To raise awareness and provide a QR code to additional information and to advertise upcoming engagement opportunities.	Bus Shelters City Hall Herm Williams Park Local Businesses
Newspaper Advertisements	Lead: Communications Support: Planning	To raise awareness and provide a QR code to where additional information can be found and to participate in engagement opportunities.	
E-newsletter	Lead: Communications	Share information with residents about Committee and Council meetings	Website and Let's Talk Subscribers subscribers

## 10. HOW WILL WE SUMMARIZE?

Staff will consolidate all inputs from engagement into one coherent “What We Heard Report” following the conclusion of the engagement activities described above. The report will include the following elements:

- **Project Overview**
- **Public Engagement Overview** (including infographics)
  - Engagement Objectives
  - Engagement Activities
  - Engagement Summary
- **Who We Heard From**
  - Summary of who we heard from, including comparison against participant demographics and the City of Colwood population
- **What We Heard**
  - Broken down by theme
- **Next Steps**

The final “What We Heard” Report will be shared with Colwood Council and posted on the project website (Let’s Talk Colwood).

## 11. HOW WILL WE MEASURE SUCCESS?

- Number and diversity of participants engaged (tracked by demographics where appropriate)
- Level of awareness (survey before/after each key phase, data from Let’s Talk Colwood and social platforms)
- Quality and depth of input received
- Demonstrated incorporation of feedback into draft concepts
- Strengthened relationships with stakeholders



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**To:** CAO – Jason Johnson  
**Submitted:** June 12, 2026  
**From:** Mairi Bosomworth, Manager of Planning  
**RE:** Outlook Park Management Plan Project Initiation

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### RECOMMENDATION

THAT Council receive the report on the Outlook Park Management Plan project initiation, for information.

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### SUMMARY AND PURPOSE

The purpose of this report is to present to Council a Project Summary and Engagement Plan for the Outlook Park Management Plan, for information. The project summary (**Appendix 1**) is intended to improve transparency and consistency, reflecting a standardized process for policy planning projects. The summary provides detail on the project purpose, objectives, phasing, deliverables, staff capacity, and schedule. The engagement plan (**Appendix 2**) summarizes the types of engagements and communication platforms that will be used throughout this project.

### STRATEGIC PLAN

- *Strengthen Community + Sustain Nature*

The 2025-2027 Strategic Plan's first pillar "Strengthen Community + Sustain Nature" establishes a priority of "enhancing parks, trails, and green spaces by implementing the Parks Management Plans and expanding recreational opportunities for all ages."

### BACKGROUND

The City's 2021 Parks and Recreation Master Plan (PRMP) identifies 7 parks in the City to be prioritized for Park Management Plans (PMP). After the adoption of the PRMP, Council also identified Quarry Park, Perimeter Park, Outlook Park, and Meadow Park as additional parks for priority PMPs. For reference and convenience, the status of all prioritized individual PMP projects has been listed below:

- Colwood Creek Park, Ocean View Park, Lookout Lake Park: [Endorsed May 9, 2022](#)
- Latoria Creek Park, Havenwood Park: [Endorsed May 8, 2023](#)
- Lagoon Park West (previously Pit House Park), Perimeter Park: [Endorsed Oct 6, 2025](#)
  - included as part of Waterfront Stewardship Plan
- Quarry Park Concept Plan: [Endorsed Nov 25, 2024](#)
- Herm Williams Park: [Council direction on February 9, 2026](#)
- Outlook Park, Meadow Park
  - Projects not yet started

### Council Direction

In addition to direction from the PRMP, Council has directed staff to undertake a PMP project for Outlook Park, as follows:

#### [Council Resolution - Monday, May 8, 2023](#)

R2023-186: THAT Council direct staff to advance the Herm Williams, Outlook Park, and Meadow Parks management planning projects in 2023.

#### [Council Resolution - Monday June 8, 2026](#)

THAT Council direct staff to prioritize the following policy projects for advancement during the remainder of 2026, within available departmental capacity:

- Intensive Residential Development Permit Official Community Plan Amendment
- Outlook Park Management Plan
- Age Friendly Plan Review

### Outlook Park Management Plan

The Project Summary document for the Outlook Park Management Plan is attached as **Appendix 1**. The Engagement Plan can be found in **Appendix 2**.

The purpose of the PMP is to:

- analyze and understand the existing park conditions and context;
- provide park-specific vision and guiding principles; and
- offer recommendations for capital and operational improvements.

The PMP is intended to establish a feasible implementation plan for the park.

Outlook Park is identified in the PRMP as a Nature Park. Nature parks are intended to provide community access to natural areas while prioritizing ecological conservation, habitat protection, environmental stewardship, and the protection of sensitive features such as steep slopes and viewpoints. These parks are typically characterized by largely undeveloped landscapes, with recreational use focused on passive enjoyment and low-impact amenities such as walking trails, rest areas, and viewpoints. In some cases, access may be limited to protect sensitive environmental features.

The PMP will consider applicable policies and objectives identified in the PRMP, OCP, and other relevant City bylaws and policy documents to develop a concept plan and implementation strategy that aligns with these policy directions while recognizing the park's primary function as a nature park.

The PMP is anticipated to be completed by the end of Q4 2026. Staff will return to Council with a summary of public engagement findings, a draft PMP for consideration, and a final PMP for endorsement.

## **COMMUNICATIONS & ENGAGEMENT**

This report is publicly available on the City's website as part of the agenda and the report will be available in Council Highlights. Minutes will be posted online and sent to subscribers by email.

The project will involve engagement with residents, local First Nations, community groups, organizations, and other stakeholders by way of park pop-ups, staff workshops, and other events. Staff will return to Council with a summary of engagement.

**TIMELINES**

Q3 2026	Q4 2026		
Existing Conditions Analysis, Public Engagement, Park Concept Development, Park Management Plan Development	Final deliverables are completed and brought forward to Council.		

**CLIMATE CONSIDERATIONS**

PMPs can help the city adapt to and reduce the effects of climate change by considering more trees and shaded areas, drought-resistant landscaping, climate-resilient park infrastructure, and the use of green infrastructure to improve stormwater management and reduce hot spots.

The Colwood Climate Action Plan (2024) supports this approach of introducing and prioritizing nature-based solutions to integrate climate action, biodiversity protection, and co-benefits in Pathway 4: Biodiversity and Nature-based Solutions. Nature-based solutions are increasingly recognized as essential elements of climate action, such as helping the City to increase carbon sequestration, reduce urban heat effects, and reduce the effects of extreme weather.

**FINANCIAL CONSIDERATION**

This project will be led internally by staff, and as such, there is no anticipated budget allocation for external consultants. The anticipated staff hours required for the project are estimated at between 200 and 250 hours.

Any costs that may arise will relate primarily to supporting engagement events, such as expenses for printing materials or public notifications.

**CONCLUSIONS**

This report is provided for information to advise Council of the initiation of the Outlook Park Management Plan, consistent with previous Council direction and adopted policy.

**Attachments:**

[Appendix 1: Project Summary Outlook Park PMP](#)

[Appendix 2: Outlook Park Management Plan Engagement Plan](#)

**Approved by:**

Mairi Bosomworth, Manager of Planning  
Heather Power, Deputy Corporate Officer  
Marcy Lalande, Manager of Corporate Services  
Kathy McLennan, Director of Finance  
Jenn Hepting, Deputy Chief Administrative Officer  
Jason Johnson, Chief Administrative Officer

**Status:**

Approved - 12 Jun 2026  
Approved - 15 Jun 2026  
Approved - 15 Jun 2026  
Approved - 16 Jun 2026  
Approved - 16 Jun 2026  
Approved - 17 Jun 2026

# PROJECT SUMMARY

Project Name:	Outlook Park Management Plan
Project Description:	<p>A Parks Management Plan (PMP) establishes a long-term vision and phased implementation strategy for the enhancement and stewardship of a park.</p> <p>A PMP consolidates key information about existing conditions, illustrates conceptual options for the future park layout and amenities, and identifies recommended actions to guide park improvements and maintenance. Supported by a Class “D” planning-level cost estimate and phasing strategy, the PMP provides a practical, consistent approach to guiding investment, operations, maintenance, and programming over time.</p>

### Initiated By:

- Council Direction (enter resolution and date below)
- Staff
- Plan/Strategy (enter relevant plan and section reference below)

### Corresponding Plan/Resolution/Reference:

[Council Resolution – Monday, June 8, 2026](#)

...AND THAT Council direct staff to prioritize the following policy projects for advancement during the remainder of 2026, within available departmental capacity:

- Intensive Residential Development Permit OCP Amendment
- Outlook Park Management Plan
- Age Friendly Plan Review

### Strategic Plan Alignment (check all that apply):

- Strengthen Community + Sustain Nature
- Invest in Infrastructure
- Pursue Economic Growth + Vitality
- Provide Excellence in Governance + Services

## PROJECT DETAILS

### WHO:

Lead Department:	Planning
Supporting Department(s):	Parks Engineering
External Agencies or Interest Holders:	Colwood Residents Park Users Park Neighbours CENiC

# PROJECT SUMMARY

	<p>Environmental Groups          School District 62          Non-Profit Organizations          First Nations – Esquimalt, Songhees and Scia’new Nations          Community Groups, Local Organizations and Clubs          Senior and Youth Groups          Capital Bike</p>
--	---

**WHAT:**

<p>Project Deliverables (summarize scope, objectives and/or project components):</p>	<p><u>Project Purpose:</u>          The purpose of a PMP is to analyze and understand existing conditions and context; provide park-specific vision and guiding principles; and offer recommendations for capital and operational improvements while establishing a feasible implementation plan for the park.</p> <p><u>Project Scope:</u>          Complete a PMP for Outlook Park in accordance with the PMP Framework established in 2021.</p> <p>The individual PMP development process will build on the directions identified in the PRMP for nature parks and will provide opportunities to continue working with the community to create a recommended park concept and implementation strategy that establishes clear direction for Council, staff, and contractors. Completion of the PMP will provide direction for capital and project planning in Outlook Park. The process for Outlook Park PMP will follow the general direction in the Framework for PMP developed during the PRMP process and followed by park management planning efforts from 2021-2023, including the following phases:</p> <ol style="list-style-type: none"> <li>1. Analysis, Initial Engagement</li> <li>2. Options Exploration &amp; Community Engagement</li> <li>3. Plan Development and Finalization</li> </ol> <p><u>Project Objectives:</u></p> <ul style="list-style-type: none"> <li>• Undertake a comprehensive analysis of the existing park.</li> <li>• Develop and execute a multi-stage plan for engaging both stakeholders and the public, so interested groups and individuals can participate in developing and reviewing the PMP, ensuring the varied needs of park users are considered.</li> <li>• Align the PMP with relevant principles, policies, and direction in the City’s Official Community Plan (OCP), PRMP, and other related documents.</li> <li>• Develop a clear, concise, and user-friendly PMP that will provide direction to City staff and Council for future improvements and capital investments to the park.</li> </ul>
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# PROJECT SUMMARY

	<p><u>Key Deliverables:</u></p> <ul style="list-style-type: none"> <li>• Engagement Strategy &amp; Engagement Summary</li> <li>• Committee &amp; Council Reports and Presentations</li> <li>• Outlook Park Management Plan which includes:             <ul style="list-style-type: none"> <li>• Key information about the existing park</li> <li>• An illustrated layout plan showing the future vision and key components and amenities;</li> <li>• A recommendation and action summary that outlines steps to completing park improvements; and</li> <li>• A Class ‘D’ planning-level cost estimate and phasing strategy for implementation.</li> </ul> </li> </ul>
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## WHEN AND HOW:

Proposed Start (year and Q#):	2026, Q2
Estimated Duration (months):	6 months
Estimated Planning Staff Time:	Moderate staff effort – Approximately 200-250 hours (~0.15 FTE)
Staff Capacity (number and scale of other approved policy projects in workplan):	<p>One of 6 priority projects included in the workplan for 2026. Staff have a total of 4 mid-sized projects approved for advancement in the 2026 workplan.</p> <p>Staff have accounted for existing projects and development application volumes and have capacity to undertake this project.</p>
Budget (consulting support):	Staff led project
Funding (any external funding available):	N/A
Council Updates:	<p>Staff will return to Council with a “What we heard” (engagement summary) report</p> <p>Staff will present draft conceptual plans and recommendations to the Parks and Environment Committee and Council prior to finalizing the PMP.</p>

## WHY:

Priority Rationale (include all relevant criteria and factors, such as deadlines,	<ul style="list-style-type: none"> <li>• A PMP for Outlook Park was identified as a priority for Council.</li> </ul>
---	--

# PROJECT SUMMARY

related projects, Council guidance, risks of not proceeding, equity considerations, etc.):	
Climate Impacts:	PMPs have the potential to support climate adaptation and mitigation by incorporating climate-responsive park design. The plan may identify opportunities to include an enhanced tree canopy, shaded areas, drought-tolerant landscaping, resilient park infrastructure, and the incorporation of green infrastructure to improve stormwater management and reduce heat island effects.

## ADMINISTRATION

Created By:	
Date Created:	June 11, 2026
MPL Project Number:	
Tempest Folder:	
Date Circulated:	June 11, 2026
Agenda Date:	June 17, 2026
Manager Responsible:	Mairi Bosomworth



## Outlook Park PMP: Engagement Plan

### 1. PURPOSE

The Public Engagement Strategy (the 'strategy') for the Outlook Park Management Plan (PMP) project identifies partners and interested/affected parties, engagement activities, level of engagement, tools, timelines, and reporting of engagement activities. The strategy is meant to be a guiding resource for project staff on engagement for the Outlook Park PMP project.

The purpose of the strategy is to:

1. Provide a framework for how the project team will engage with stakeholders and the broader community on the development of a park management plan for Outlook Park
2. Ensure transparent, respectful, and inclusive decision-making that incorporates community perspectives

### 2. OBJECTIVES

The strategy seeks to achieve the following objectives:

- Build community awareness around the Outlook PMP;
- Gather input from stakeholders and the broader public on aspirations and opportunities for the future and management of Outlook Park; and,
- Ensure transparency in decision making.

### 3. GUIDING PRINCIPLES

The following principles will guide how we plan, communicate, and implement the strategy:

- **Accessibility** in how everyone can participate, providing multiple modes of engagement opportunities;
- **Transparency** in providing information about the process, timelines, and how the feedback will be used to inform the Project (e.g., clearly communicating where there is room for public influence);
- **Accountability** in transparently reporting to our partners and interest holders on the process and what we heard;
- **Empathy** in facilitating engagement activities that encourage participants to think beyond their individual interests and understand the implications of these decisions;
- **Equity** in hearing from groups who have not typically been represented in decision-making processes;
- **Continuity and Shared Understanding** in building upon past engagement processes at the City of Colwood and working to bring everyone along in the conversation;
- **Flexibility** that allows for engagement activities to respond to changing community context or emerging stakeholders; and
- **Joy** in creating processes that people enjoy and find fun, interesting, and relevant.

#### 4. WHO WILL WE ENGAGE?

The table below identifies the key partners and interested/affected parties.

#	KEY AUDIENCES	GROUP/NAME
1	Colwood Administration	<ul style="list-style-type: none"> <li>• Mayor and Council</li> <li>• Park and Environment Committee</li> <li>• Staff</li> </ul>
2	Colwood Residents	Including targeted outreach with the following groups: <ul style="list-style-type: none"> <li>• Families</li> <li>• Newcomers</li> <li>• People with disabilities and mobility challenges</li> <li>• Residents of Wishart Neighbourhood</li> <li>• Seniors</li> <li>• Youth (see below)</li> </ul>
3	Environmental and Stewardship Groups	<ul style="list-style-type: none"> <li>• Citizen's Environment Network in Colwood (CENiC)</li> <li>• Greater Victoria Green Team</li> <li>• Peninsula Stream Keepers</li> <li>• Friends of Colwood Parks</li> <li>• PICK Colwood</li> <li>• Capital Bike</li> <li>• Habitat Acquisition Trust</li> </ul>
4	Community Associations and Recreation Groups	<ul style="list-style-type: none"> <li>• Westshore Parks &amp; Recreation</li> <li>• Boys &amp; Girls Club</li> <li>• Cubs (Local Cub Scouts)</li> <li>• Girl Guides of BC</li> <li>• Capital West Accessibility Committee</li> <li>• Access West Shore Society</li> <li>• Pacific Centre Family Services</li> <li>• Pacific Institute for Sport Excellence</li> <li>• Triangle Athletic Association</li> <li>• West Shore Child Youth and Family Centre</li> <li>• Arts &amp; Culture Colwood Society</li> <li>• Victoria Natural History Society</li> <li>• YMCA-YWCA</li> </ul>
5	Business and Tourism Partners	<ul style="list-style-type: none"> <li>• Westshore Chamber of Commerce</li> <li>• West Shore Rotary Club</li> <li>• Nearby Day Care Providers</li> <li>• Capital Bike</li> </ul>
6	Local, Regional, Provincial, And Federal Partners	<ul style="list-style-type: none"> <li>• BC Transit</li> <li>• Canadian Wildlife Service</li> <li>• Capital Regional District Parks</li> <li>• CFB Esquimalt</li> <li>• City of Langford</li> <li>• District of Metchosin</li> <li>• School District 62</li> <li>• West Shore RCMP</li> </ul>
7	Youth	<ul style="list-style-type: none"> <li>• Colwood Elementary School</li> <li>• David Cameron Elementary School</li> <li>• Wishart Elementary School</li> <li>• Sangster Elementary School</li> <li>• Ecole John Stubbs Memorial School</li> <li>• Dunsmuir Middle School</li> <li>• Royal Bay Secondary School</li> <li>• West Shore Secondary School</li> </ul>

## 5. IAP2 LEVEL OF ENGAGEMENT

The International Association for Public Participation (IAP2) differentiates between various levels of public engagement through what they call the Spectrum of Public Participation. Levels of engagement on the spectrum are based, in part, on how much influence participants have on decisions and project outcomes. The following table outlines these levels of engagement for each of the key audiences described in the section above:

*Increasing Impact on Decisions*



	<b>INFORM</b> To provide balanced and objective information to assist parties in understanding the problem, alternatives, opportunities, and/or solutions.	<b>CONSULT</b> To obtain public feedback on analysis, alternatives and/or decisions.	<b>INVOLVE</b> To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	<b>COLLABORATE</b> To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	<b>EMPOWER</b> To place final decision making in the hands of the public.
All Audiences	•	•			

## 6. KEY MESSAGES

To ensure consistent communication across all engagement activities, the following key messages have been created.

- Guided by the Parks and Recreation Master Plan, the City is developing Park Management Plans (PMPs) for select parks in the City to guide long-term planning and decision-making.
- Outlook Park is classified as a Nature Park in the City's Park and Recreation Master Plan (PRMP), which are dedicated for community access to nature and can also provide ecological conservation, wildlife habitat protection, watercourse protection, environmental stewardship, management of hazardous areas, and protection of views.
- The PRMP emphasizes the importance of maintaining Outlook Park's natural character and protecting ecological features while supporting low-impact public access. Any potential park improvements will need to consider this and be sensitive to the environment.
- The intent of the Outlook PMP is to guide the planning, assessment, and implementation of future changes to the park in a manner that reflects the needs and values of the community.
- The City is seeking input to understand the community's vision for the park and how the park could be improved as a community destination, including improved amenities, connectivity, interpretive features, or landscaping.
- There are often diverse views in a community about park uses. Decisions will be guided by community input, as well as input from stakeholders and site specific, environmental, financial and safety considerations.
- Engagement for the Outlook PMP will be conducted in a phased approach, providing multiple opportunities for community input as the plan is developed.
- Community input will inform the development of the Outlook PMP, including recommendations for consideration by staff and Council.

## 7. GUIDING QUESTIONS

The following guiding questions will inform the development of engagement materials and planning of in-person events:

- How often do you visit the park?
- How do you usually travel to Outlook Park?
- What activities do you do most frequently at the park?
- What is most important to you in shaping the vision for Outlook Park?
- What do you love most about Outlook Park?
- What do you think are the key issues and opportunities within the park that should be addressed in the future?
- What amenities would you like to see reflected in Outlook Park?
- Which environmental considerations do you think should be addressed in Outlook Park (e.g., invasive species removal, habitat restoration, enhanced tree canopy, environmental education opportunities, etc.)

## 8. HOW WILL WE ENGAGE?

The table below outlines proposed activities, audiences, areas of focus, and timelines. It is a living document, designed to remain flexible and adaptable in response to evolving project needs and ongoing guidance from Parks Canada and Indigenous partners.

ACTIVITIES	TARGET AUDIENCES	RELATIVE TIMING	FOCUS
Park Walk(s)	All audiences	July-August 2026	Staff-led walks to get the conversation rolling. Provide an informal opportunity for residents to start to think about what they love about Outlook Park and what could be improved.
Survey (digital and hard copies)	All audiences	Launch: Late July/Early August Close: Early September	Ask participants to share their thoughts on Outlook Park regarding their vision for the park, how they use the park, issues and opportunities, and how they would like to see the park managed.
Youth Engagement	Youth	August	Details of youth engagement opportunities are still to be determined. Staff review opportunities to participate in youth-friendly events, to engage with youth on park vision, issues and opportunities for improvements, and how they would like to see the park managed.

## 9. HOW WILL WE COMMUNICATE?

Throughout the engagement process, City of Colwood staff will share information with project partners and other interested and affected parties and promote opportunities for public input through the tactics and channels described in the table below.

TACTIC	DEPARTMENT	PURPOSE	CHANNELS
Project Website	Lead: Communications	To provide a central location for project updates, respond to frequently asked questions and provide information on upcoming engagement opportunities.	Let's Talk Colwood
Social Media Campaign	Lead: Communications	To share information and promote surveys, events and key project milestones.	Facebook Instagram Digital Ads
Invitation Letters	Lead: Planning Support: Communications	To share project information and notify partners and interest holders about upcoming engagement opportunities	Email
Posters and Flyers	Lead: Communications Support: Planning	To raise awareness and provide a QR code to additional information and to advertise upcoming engagement opportunities.	Bus Shelters City Hall Outlook Park
Newspaper Advertisements	Lead: Communications Support: Planning	To raise awareness and provide a QR code to where additional information can be found and to participate in engagement opportunities.	
E-newsletter	Lead: Communications	Share information with residents about Committee and Council meetings	Website and Let's Talk Subscribers

## 10. HOW WILL WE SUMMARIZE?

Staff will consolidate all inputs from engagement into one coherent "What We Heard Report" following the conclusion of the engagement activities described above. The report will include the following elements:

- **Project Overview**
- **Public Engagement Overview** (including infographics)
  - Engagement Objectives
  - Engagement Activities
  - Engagement Summary
- **Who We Heard From**
  - Summary of who we heard from, including comparison against participant demographics and the City of Colwood population
- **What We Heard**
  - Broken down by theme
- **Next Steps**

The final "What We Heard" Report will be shared with Colwood Council, posted on the project website (Let's Talk Colwood).

## 11. HOW WILL WE MEASURE SUCCESS?

- Number and diversity of participants engaged (tracked by demographics where appropriate)
- Level of awareness (survey before/after each key phase, data from Let's Talk Colwood and social platforms)
- Quality and depth of input received
- Demonstrated incorporation of feedback into draft concepts
- Strengthened relationships with stakeholders

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**To:** CAO – Jason Johnson  
**Submitted:** June 13, 2026  
**From:** Kathy McLennan, Director of Finance  
Jason Wong, Manager of Finance  
**RE:** 2025 Statement of Financial Information

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### RECOMMENDATION

THAT the 2025 Statement of Financial Information be approved;

AND THAT the Mayor, the Director of Finance and the Manager of Finance be authorized to sign the approval of the 2025 Statement of Financial Information.

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### SUMMARY AND PURPOSE

Municipalities are required to prepare a Statement of Financial Information annually within six months of the end of the fiscal year. The 2025 Statement of Financial Information is attached.

### STRATEGIC PLAN

- *Provide Excellence in Governance + Services*

This legislated reporting supports Council's strategic objectives of responsible financial management and open and transparent governance.

### BACKGROUND

Section 2(3) of the *Financial Information Act* stipulates that a municipality must prepare a "Statement of Financial Information" (SOFI) within six months of the end of each fiscal year. Section 9(2) of the *Financial Information Regulation* requires that the statement be approved by Council and the Director of Finance.

The SOFI complements the previously approved audited financial statements with additional required information. This information has been compiled and contains:

- Schedule of Debts;
- Schedule of Guarantees and Indemnity Agreements;
- Schedule of Council Remuneration and Expenses;
- Schedule of Employee Remuneration and Expenses;
- Schedule of Severance Agreements;
- Schedule of Payments to Suppliers of Goods and Services; and

- Schedule of Grants

**COMMUNICATIONS & ENGAGEMENT**

The public will have access to this report through the meeting agenda and the approved report will be posted on the City's website. The report will also be available for access at City Hall if required.

**CLIMATE CONSIDERATIONS**

The report is made available online with an aim to reduce printing.

**FINANCIAL CONSIDERATION**

The 2025 Statement of Financial Information schedules noted above reflect the financial payments made between January 1 and December 31 of 2025.

**CONCLUSIONS**

The 2025 Statement of Financial Information meets the legislated requirements under the Financial Information Act.

**Attachments:**

[2025 Statement of Financial Information](#)

**Approved by:**

Heather Power, Deputy Corporate Officer  
Marcy Lalande, Manager of Corporate Services  
Kathy McLennan, Director of Finance  
Jenn Hepting, Deputy Chief Administrative Officer  
Jason Johnson, Chief Administrative Officer

**Status:**

Approved - 17 Jun 2026  
Approved - 17 Jun 2026  
Approved - 17 Jun 2026  
Approved - 17 Jun 2026  
Approved - 17 Jun 2026



**2025**

**STATEMENT OF FINANCIAL  
INFORMATION**

**City of Colwood**  
**Statement of Financial Information**

FISCAL YEAR ENDED DECEMBER 31, 2025  
FINANCIAL INFORMATION ACT

DRAFT

**CITY OF COLWOOD** | [www.colwood.ca](http://www.colwood.ca)

City Hall: 3300 Wishart Road, Colwood, BC V9C 1R1

Tel: 250-478-5999

Fax: 250-478-7516

**City of Colwood**  
**2025 Statement of Financial Information**  
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**Section 1**

**Statement of Financial Information Approval**

**Approved by Council for the City of Colwood at the regular meeting of June 22, 2026.**

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

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Kathy McLennan, CPA  
Director of Finance  
June 22, 2026

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Doug Kobayashi  
Mayor  
June 22, 2026

## Section 2

# Management Report

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles as prescribed by the Public Sector Accounting Board (“PSAB”) of the Canadian Institute of Chartered Accountants. The integrity and objectivity of these statements are management’s responsibility. Management is also responsible for all statements and schedules and for ensuring that this information is consistent with the information contained in the audited financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Mayor and Council are responsible for ensuring that management fulfils its responsibilities for financial reporting and internal controls. Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the City’s systems of internal controls and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. Their examination does not relate to the other schedules and statements required by the Financial Information Act.

On behalf of The City of Colwood,

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Jason Johnson  
Chief Administrative Officer  
June 22, 2026

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Kathy McLennan, CPA  
Director of Finance  
June 22, 2026

### Section 3

## **Financial Statements** **For the year ended December 31, 2025**

The 2025 consolidated financial statements were approved by Council on May 11, 2026 and are available on the City's website or upon request. This information has not been included in this report.

DRAFT

## Section 4

### Schedule of Debts

For the year ended December 31, 2025

#### Long Term Debt

Information on the long-term debt of the City of Colwood is shown in Note 9 of the 2025 consolidated financial statements.

#### Debt covered by sinking funds or reserves

As shown in Note 9 of the 2025 consolidated financial statements, long term debt outstanding of \$10,467,131 has been borrowed through the Municipal Finance Authority. The debentures are issued on a sinking fund basis.

DRAFT

**Section 5**

**Schedule of Guarantee and Indemnity Agreements**  
**For the year ended December 31, 2025**

The City of Colwood has not given any guarantees or indemnities under the Guarantees and Indemnities regulation.

DRAFT

Section 6

**Schedule of Council Remuneration and Expenses**  
**For the year ended December 31, 2025**

ELECTED OFFICIAL	POSITION	REMUNERATION AND ALLOWANCE FOR INCIDENTAL EXPENSES	EXPENSES INCURRED FOR MEETINGS, COURSES AND CONVENTIONS
DAY, CYNTHIA	COUNCILLOR	\$ 29,620	\$ -
GROVE, DAVID	COUNCILLOR	29,620	2,405
JANTZEN, DEAN	COUNCILLOR	29,620	-
JORDISON, KIMBERLY	COUNCILLOR	29,620	1,000
KOBAYASHI, DOUG	MAYOR	59,240	-
OLSEN, MISTY	COUNCILLOR	29,620	2,697
WARD, IAN	COUNCILLOR	29,620	800
<b>TOTAL</b>		<b>\$ 236,960</b>	<b>\$ 6,902</b>

DRAFT

## Section 7

# Schedule of Employee Remuneration and Expenses

## For the year ended December 31, 2025

EMPLOYEE NAME	POSITION	REMUNERATION*			Expenses**
		Gross Earnings	Taxable Benefits	TOTAL	
ABRAHAMSON, LISA	EMERGENCY SERVICES SUPPORT COORDINATOR	74,946	509	75,455	-
ABRAHAMSON, SCOTT	ASSISTANT FIRE CHIEF	162,029	1,236	163,265	3,111
ANDERSON, PETER	PARKS LEAD HAND	79,590	526	80,116	2,213
ANDREWS, JOSHUA	HEAD ENGINEER	114,643	618	115,261	461
ASHCROFT, REN	INFRASTRUCTURE ACCOUNTANT	82,004	618	82,622	1,055
BAYLIS, JOSHUA	MANAGER OF ENGINEERING	160,076	1,236	161,312	292
BEAUVILLIER, GORDON	MANAGER OF PARKS	126,670	1,236	127,906	1,061
BINGHAM, DIEGO	INFORMATION TECHNOLOGY ANALYST	94,327	618	94,945	1,800
BLAKELY, MATTHEW	SENIOR PLANNER	103,613	618	104,231	1,716
BOSOMWORTH, MAIRI	MANAGER OF PLANNING	110,696	771	111,467	380
BRADLEY, SHAUN	OCCUPATIONAL HEALTH & SAFETY ADVISOR	81,257	517	81,774	280
BRYSON, DANIEL	SUPERVISOR OF ROADS	105,851	618	106,469	2,612
CAMPEAU, RYAN	PARKS LEAD - CAPITAL PROJECTS	100,323	618	100,941	617
CASSIDY, RYAN	FIREFIGHTER	106,143	832	106,975	1,006
CLARK, SHIREEN	UNION LEAVE	138,334	602	138,936	-
CLARKE, STEVEN	FIREFIGHTER	151,629	1,019	152,648	-
DOUGLAS, CATHERINE	HUMAN RESOURCES ADVISOR	99,899	1,070	100,969	3,169
DOWNTON, MARK	MANAGER OF INFORMATION TECHNOLOGY	145,199	1,236	146,435	950
DUFFIN, STEVEN	ROADS LEAD HAND	80,293	522	80,815	2,462
EDEN, DEANNA	ENGINEERING TECHNOLOGIST III	104,985	618	105,603	461
ERWIN, BRYAN	FIRE CHIEF	179,999	1,236	181,235	2,560
FAYKES, GARY	SENIOR BUILDING OFFICIAL III	110,763	618	111,381	3,347
FIELDEN, KELSEA	PLANNER II	86,148	577	86,725	1,006
FISHER, ROB	SUPERVISOR OF PARKS	90,598	618	91,216	2,096
GIVENS, DESIREE	PLANNER III	100,453	593	101,046	5,204
GOBLE, BRIAN	MANAGER OF GIS DATA	131,258	1,236	132,494	288
GRANT, BYRON	MANAGER OF BUILDING & BYLAW	159,996	1,956	161,952	3,972
HARRISON, TREVOR	IRRIGATION TECHNICIAN	75,816	504	76,320	743
HEPTING, JENNIFER	DEPUTY CHIEF ADMINISTRATIVE OFFICER	201,116	1,236	202,352	2,577
HERNANDEZ BANUELAS, YAZMIN	DIRECTOR OF PLANNING	138,820	997	139,817	1,593
HILDEBRAND, VAUGHN	BUILDING OFFICIAL III	106,588	618	107,206	707
JOHNSON, JASON	CHIEF ADMINISTRATIVE OFFICER	205,901	1,236	207,137	383
KAHL, BRANDON	FIREFIGHTER	107,032	754	107,786	256
KNUTSON, AARON	ENGINEERING TECHNOLOGIST III	100,612	618	101,230	-
LALANDE, MARCY	MANAGER OF CORPORATE SERVICES	145,975	1,236	147,211	3,575
MARTIN, NATHAN	ROADS LEAD HAND	79,620	526	80,146	1,791
MCINNES, CAMERON	SUPERVISOR OF UTILITIES	92,423	618	93,041	3,486
MCKELLAR, STEVEN	BYLAW OFFICER II	88,590	544	89,134	209
MCKAY, JARED	MANAGER OF FINANCE	133,185	1,030	134,215	2,998
MCLENNAN, KATHRYN	DIRECTOR OF FINANCE	188,448	1,236	189,684	8,035
MCPHEE, GRAYDON	SUPERVISOR OF PARKS	85,321	602	85,923	1,999
MURPHY, SEAN	PARKS LEAD HAND	81,550	526	82,076	1,706

## Section 7

# Schedule of Employee Remuneration and Expenses continued

For the year ended December 31, 2025

EMPLOYEE NAME	POSITION	REMUNERATION*			Expenses**
		Gross Earnings	Taxable Benefits	TOTAL	
NORTHROP, TANNER	MANAGER OF ROADS & UTILITIES	130,218	1,236	131,454	991
OLSTEAD, QUENTON	UTILITIES LEAD HAND	85,436	526	85,962	1,210
PALENDAT, CATHERINE	RECORDS COODINATOR	76,841	526	77,367	608
PERKINS, CANDACE	MANAGER OF HUMAN RESOURCES	168,004	1,236	169,240	2,864
PETTIGREW, JOSH	ASSISTANT FIRE CHIEF	146,345	1,236	147,581	3,770
PETTEPIECE, TYLER	ENGINEERING LEAD - CAPITAL PROJECTS	101,575	618	102,193	-
PETERSON, RYAN	HEAVY DUTY MECHANIC	86,731	578	87,309	395
POIRIER, SABRINA	OPERATIONS MANAGER	107,847	-	107,847	216
POLLOCK, MIGUEL	LABOURER II - PARKS	75,590	474	76,064	1,592
POOLE, MICHAEL	FIREFIGHTER	116,765	1,019	117,784	-
PORTER, RACHEL	INFORMATION TECHNOLOGY TECHNICIAN	84,856	572	85,428	113
POWER, HEATHER	DEPUTY CORPORATE OFFICER	103,310	1,116	104,426	2,580
RICHMAN, CAROLYN	PLANNER II	85,233	600	85,833	21
ROSENBERG, JOHN	DIRECTOR OF ENGINEERING & PUBLIC WORKS	200,163	17,540	217,703	201
ROWE, BRITTANY	BUILDING OFFICIAL III	96,414	618	97,032	871
ROY, JEFFREY	FIREFIGHTER	128,501	978	129,479	768
ROY, RICHARD	SENIOR PLANNER	109,120	618	109,738	456
RUSSELL, SANDRA	MANAGER OF COMMUNICATIONS & ENGAGEMENT	150,602	1,236	151,838	95
RUSSELL, JOHN	OPERATIONS MANAGER	139,166	978	140,144	585
SCHWAB, RHONDA	GIS LAND RECORDS TECHNOLOGIST	93,803	602	94,405	48
SMITH, KYLE	FIREFIGHTER	134,707	1,019	135,726	50
SMITH, RICHARD	SENIOR BYLAW OFFICER	91,596	616	92,212	2,613
SMITH, JENNIFER	ENGINEERING COORDINATOR	74,792	509	75,301	80
STILLER-MOLDOVAN, CASSANDRA	PHYSICIAN	268,663	720	269,383	47,034
SUZUKI, KAITLYN	PLANNING TECHNICIAN	80,533	527	81,060	416
TAYLOR, ADAM	LABOURER II	74,672	474	75,146	-
THOMSEN, PETE	PARKS IRRIGATION LEAD HAND	77,978	526	78,504	347
TOMLINSON, JOHN	LABOURER II	76,040	474	76,514	289
TWIDALE, CRAIG	FIREFIGHTER	148,006	1,019	149,025	1,734
VANDERFORD, JASON	FLEET SUPERVISOR	104,388	618	105,006	3,021
WHITE, JAMES	UTILITIES CHARGEHAND	81,797	535	82,332	501
WHITTAKER, ADAM	FIREFIGHTER	143,523	1,019	144,542	4,141
<b>TOTAL \$75,000 OR MORE</b>		<b>8,555,934</b>	<b>75,116</b>	<b>8,631,050</b>	<b>149,786</b>
<b>TOTAL UNDER \$75,000</b>				<b>3,468,766</b>	<b>48,561</b>
<b>GRAND TOTAL</b>				<b>12,099,816</b>	

\* Remuneration (a) includes any form of salary, wages, bonuses, gratuities, taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada) and (b) does not include anything payable under a severance agreement. Non-taxable amounts such as the Employer's contributions to Municipal Superannuation are not included in employee remuneration.

\*\* Expenses are defined as travel expenses, memberships, tuition, relocation, vehicle expenses, extraordinary hiring expenses, registration fees and similar amounts paid directly to an employee or to a third party on behalf of the employee, which has not been included in 'remuneration.'

## Section 8

### **Schedule of Severance Agreements For the year ended December 31, 2025**

There were three (3) severance agreements under which payment commenced between the City of Colwood and its non-unionized employees during fiscal year 2025. These agreements represented three (3) to twelve (12) months of salary and benefits.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6 (7).

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## Section 9

### Schedule of Payments to Suppliers of Goods and Services For the year ended December 31, 2025

SUPPLIER NAME	2025 Amount Paid
AARDVARK PAVEMENT MARKING SERVICES	73,024
ACERA INSURANCE SERVICES LTD	61,253
ACKLANDS - GRAINGER INC.	38,068
AMAZON MARKETPLACE CANADA	26,692
APPROACH ELECTRICAL CONTRACTING -SLADE MARSHALL	131,833
ASSOCIATED FIRE SAFETY	31,832
ASSOCIATED ENGINEERING (B.C.)LTD	188,318
ATS TRAFFIC LTD	36,570
AUBREY'S ENTERPRISES LTD.	63,223
BALANCED + INC	56,285.85
BC HYDRO & POWER AUTHORITY	344,865
BC LIFE	39,879
BEAVER ELECTRICAL MACHINERY	127,195
BG CONTRACTING LTD	113,098
BLACK PRESS GROUP LTD	33,394
BRANDT TRACTOR LTD (NANAIMO)	37,793
BRIAN GOULD CONSULTING INC DBA ALPINE SOLUTIONS AVALANCHE SERVIC	112,540
C3 MAINLINE INSPECTIONS INC	90,382
CANADIAN LINEN	32,418
CANOE PROCUREMENT GROUP OF CANADA	37,481
CAPITAL CITY PAVING LTD	928,912
CAPITAL REGIONAL DISTRICT ANIMAL CONTROL DIVISION	60,587
CAPITAL REGIONAL DISTRICT - WATER	168,221
CDW CANADA CORP	115,309
CENTRALSQUARE CANADA SOFTWARE INC	67,024
CITY OF LANGFORD - RCMP	977,220
CITY OF SURREY - FIRE DISPATCH	82,227
COLLIERS PROJECT LEADERS INC	39,282
COLUMBIA FUELS	130,865
COMAC CORPORATION	74,670
COMMUNITY SOCIAL PLANNING COUNCIL	255,148
COMPUGEN INC	102,193
CO-OPERATORS	35,542
CREST (EMERGENCY SERVICES)	60,120
DAECO INSTALLATIONS LTD	75,612
DIAMOND HEAD CONSULTING LTD	112,209
DL'S BINS LTD	154,704
DR J A PEWARCHUK & DR N L PEWARCHUK MEDICAL SERVICES INC	76,667
EARL, ROBERT	36,150
E-COMM EMERGENCY COMMUNICATIONS FOR BC INC	426,820
E.H. EMERY ELECTRIC LTD	111,313

## Schedule of Payments to Suppliers of Goods and Services continued

For the year ended December 31, 2025

SUPPLIER NAME	2025 Amount Paid
EMERGENCY MANAGEMENT GROUP	44,201
ESRI CANADA LIMITED	43,285
EUNA SOLUTIONS INC	63,056
FINELINE ROAD MARKING LTD	37,634
FIT LOCAL GOVERNMENT CONSULTING	29,033
FLYNN CANADA LTD	362,983
FOCUS FLEET AND FUEL MANAGEMENT	28,753
GFL ENVIRONMENTAL INC	68,568
GREATER VICTORIA LABOUR RELATIONS ASSOCIATION	91,394
GREATER VICTORIA PUBLIC LIBRARY	1,171,585
GREEN TEAMS OF CANADA	25,220
GREGG DISTRIBUTORS CO. LTD.	66,552
H2X CONTRACTING LTD	38,519
INTROBA CANADA LLP	27,434
ISLAND ASPHALT COMPANY	41,272
ISLAND TRACTOR & SUPPLY (CANADA) LTD	96,300
JENNER CHEVROLET BUICK GMC	90,349
JESSICA L. MCDONALD INC	48,067
J R HUGGETT COMPANY CORP	33,378
KASIAN ARCHITECTURE INTERIOR DESIGN AND PLANNING LTD.	96,217
KINETIC DESIGN-BUILD LTD	449,368
KPMG LLP	40,866
LATORIA SOUTH DEVELOPMENT LP	192,764
LEMAY ARCHITECTURE & DESIGN LTD	112,944
LOGIC LEAGUE CONSULTING LTD	99,407
MAINROAD MAINTENANCE PRODUCTS	41,249
MCELHANNEY LTD	193,703
METRO MOTORS LTD	313,190
MF CONSTRUCTION CONTRACTING INC	38,072
MINISTER OF FINANCE - REVENUE DIVISION, INCOME TAXATION BRANCH	232,665
MUNICIPAL INSURANCE ASSOCIATION of BC	274,935
MUNICIPAL PENSION PLAN	1,100,756
NORS CONSTRUCTION EQUIPMENT CANADA GW LTD	175,880
NORTHRIDGE EXCAVATING LTD	1,167,954
NORTH GLASS & ALUMINUM LTD	47,933
PACIFIC BLUE CROSS	401,416
PACIFIC CENTRE FAMILY SERVICES ASSOCIATION	181,750
P & R TRUCK CENTRE LTD	184,843
PARKWORKS SOLUTIONS CORP	81,912
PURE PHARMACIES GENERAL PARTNERSHIP	70,783
RAYLEC POWER LP	103,445

## Schedule of Payments to Suppliers of Goods and Services continued

For the year ended December 31, 2025

SUPPLIER NAME	2025 Amount Paid
RECEIVER GENERAL (CPP, EI PREMIUMS)	693,944
RECEIVER GENERAL FOR CANADA (RCMP)	5,088,418
REDBLUE HEATING & REFRIGERATION	37,107
RPSP BEACH FRONT DEVELOPMENTS MANAGER LTD	383,887
ROCKY MOUNTAIN PHOENIX	62,694
SALISH SEA INDUSTRIAL SERVICES	107,846
SCHOOL DISTRICT #62	46,063
SELLENTIN HABITAT RESTORATION & INVASIVE SPECIES CONSULTING LT	41,498
SIGMA SAFETY CORP	34,966
SLEGG LUMBER LTD	31,945
SPOT SOLUTIONS LTD	229,740
STANTEC CONSULTING LTD	28,233
STREAMSIDE NATIVE PLANTS	26,885
SUBURBAN MOTORS A DIV OF VICTORIA FORD ALLIANCE	141,015
SURESPAN CONSTRUCTION LTD	3,348,277
TELUS COMMUNICATIONS (BC)INC	53,275
TELUS MOBILITY (BC)	47,239
THE SIGN PAD	130,690
TOMAHAWK TREE SERVICE LTD.	35,587
TRAINE CONSTRUCTION LTD	275,855
UNIVERSAL SHEET METAL LTD	182,926
UNIVERUS SOFTWARE CANADA INC	76,261
URBAN SYSTEMS	245,336
VANBUCHOLTZ MECHANICAL LTD	47,093
VICTORIA DRAIN SERVICES LTD	55,218
WEST SHORE PARKS & REC SOCIETY	1,581,521
WORKSAFE BC	442,693
WSP CANADA INC	104,115
YOUNG ANDERSON	198,260
<b>TOTAL PAYMENTS TO SUPPLIERS-AGGREGATE PAYMENTS EXCEEDING \$25,000</b>	<b>27,555,158</b>
<b>TOTAL PAYMENTS TO SUPPLIERS-AGGREGATE PAYMENTS \$25,000 OR LESS</b>	<b>2,543,411</b>
<b>GRAND TOTAL PAYMENTS TO SUPPLIERS</b>	<b>\$ 30,098,569</b>

## Section 10

### Schedule of Grants and Contributions For the year ended December 31, 2025

RECIPIENT	AMOUNT
<b>Grant in Aid Program:</b>	
Access West Shore Society	\$ 900
BC/Yukon Command of The Royal Canadian Legion Foundation	1,900
Capital Bike Society	1,800
Colwood Church	500
Compost Education Centre	900
Construction Foundation of BC- The Forge	5,000
Crisis Intervention and Public Information Society of Greater Victoria	2,000
Friends of Havenwood Park	400
Juan De Fuca Performing Arts Centre Society	1,200
Open Gate Church	1,300
Peninsula Streams Society	1,500
QCHAT Support Association	2,000
Reimagine West Shore Community Society	1,700
Rewired Recovery Foundation	1,800
Royal Canadian Legion (Prince Edward Branch #91)	4,600
The Salvation Army Connection Point Church And Resource Centre	2,000
Sarah Beckett Memorial Run	1,200
School District #62 - (Belmont Dry Grad)	1,000
School District #62 (Dunsmuir HipHop Club)	500
School District #62 - (Na'tsa'maht Indigenous Education at Royal Bay Secondary School)	1,300
School District #62 - (Royal Bay Dry Grad)	1,100
Stigma-Free Society	1,500
Take A Hike Foundation	1,600
Vancouver Island South Film & Media Commission	2,500
Victoria Brain Injury Society	1,300
Victoria Screammers Bocchia Club	700
Volunteer Victoria	900
West Shore Arts Council	700
Westshore Charity Quilt Society	1,000
<b>Total Grant in Aid</b>	<b>44,800</b>
<b>Annual Grants:</b>	
Colwood Volunteer Firefighters Association	15,000
Community Social Planning Council - Colwood Rent Bank	30,000
Blumstengel, Sienna (Create Places Grant)	100
Parsons, Sheryl (Create Places Grant)	250
<b>Sponsorships and Contributions:</b>	
Colwood Medical Clinic Foundation	4,000
Cops 4 Cancer c/o West Shore RCMP	1,750
Esquimalt Nation - Tribal Journeys	1,000
Hockey 4 Youth Foundation (West Shore Parks & Recreation Programming)	5,000
Royal Roads University (National Indigenous People's Day)	2,500
Songhees Nation - Tribal Journeys	1,000
Songhees Nation - Truth and Reconciliation (Powwow)	5,000
<b>GRAND TOTAL</b>	<b>\$ 110,400</b>

*The total amounts paid to employees (Section 7), to suppliers (Section 9) and to grant and contribution recipients (Section 10) per the SOFI varies from the total expenses per the 2025 consolidated statement of operations (Section 3) for a number of reasons. The SOFI includes supplier payments for capital expenditures, and capital expenditures are not reflected on the consolidated statement of operations. The SOFI reflects activity of the City of Colwood only, where the consolidated financial statements include the activity of both the City of Colwood and West Shore Parks and Recreation Society. Further, the SOFI is prepared on a cash basis, where the consolidated financial statements are prepared on an accrual basis.*

DRAFT



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**To:** CAO – Jason Johnson  
**Submitted:** June 13, 2026  
**From:** Kathy McLennan, Director of Finance  
Jason Wong, Manager of Finance  
**RE:** Annual Development Cost Charge Report

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### RECOMMENDATION

THAT the 2025 Annual Development Cost Charges Report be received for information purposes.

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### SUMMARY AND PURPOSE

Municipalities are required to report annually on the development cost charges collected and used during the fiscal period. The 2025 development cost charge (DCC) activity is reported in the attached appendices.

### STRATEGIC PLAN

- *Provide Excellence in Governance + Services*

This legislated reporting supports Council's strategic objectives of responsible financial management and open and transparent governance.

### BACKGROUND

Section 569 (1) of the *Local Government Act* requires a municipality to report on development cost charges received and expended during the fiscal year. This legislated report (**Appendix 1**) must be prepared annually and be made available to the public by June 30 of each year.

The City's road development cost charge bylaw may be cited as City of Colwood "Development Cost Charge Bylaw - Roads, Bylaw. No.1836, 2021".

The City's sewer development cost charge bylaw may be cited as "Colwood Sewer Enhancement Development Cost Charge Bylaw No. 1431, 2011".

The City's park improvement development cost charge bylaw may be cited as "Park Improvement Development Cost Charge Bylaw No. 1990, 2023".

The City's parks acquisition development cost charge bylaw may be cited as City of Colwood "Parks Acquisition Development Cost Charge Bylaw No. 2037".

### COMMUNICATIONS & ENGAGEMENT

The Annual Development Cost Charges Report is made available to the public via the City’s website.

**TIMELINES**

December 31, 2025	May 11, 2026	May 15, 2026	June 22, 2026
Fiscal year-end completes annually on December 31.	Consolidated financial statements for the fiscal year end approved annually in May.	Annual financial reports with DCC requirements are filed with the province via portal.	Annual Development Cost Charges Report received as information.

**CLIMATE CONSIDERATIONS**

The report is made available on the website with the intent to reduce printing costs.

**FINANCIAL CONSIDERATION**

**Annual Development Cost Charges (DCC) Report (Appendix 1)**

This report reflects the activity in the year for the development cost charges supported by bylaw (listed above).

Development cost charges are recorded as deferred revenue when collected. When spending is authorized in accordance with the terms of the City’s development cost charge bylaws, and the financial plan bylaw, the corresponding amount is recorded as revenue and as a capital expenditure.

**DCC Expenditures (Appendix 2)**

Of note, as approved in the 2026 – 2030 Financial Plan, the City has budgeted \$1,906,200 in DCC expenditures to fund road infrastructure projects in 2026.

**DCC Credits – Roads (Appendix 3)**

There was no DCC Credit activity in 2025 and the Appendix reflects historical activity.

As of December 31, 2025, DCC Credits issued have been fully utilized. The balance of DCC Credits Authorized and Not Issued represent reductions in scope and savings resulting from the underlying projects completing less than initial estimates. Both DCC projects have completed warranty periods, and these DCC credits can be released. New estimates will be provided in future years if/when scope is expanded.

Of note, Council authorized DCC credits of \$1,325,450 towards the eligible works to be constructed by PATH Developments for frontage works on Latoria Road (R2026-33). This activity will be reflected in the 2026 Reporting.

**CONCLUSIONS**

To comply with the *Local Government Act*, the 2025 Annual Development Cost Charges Report shall be received for information by June 30, 2026.

**Attachments:**

[Appendix 1: 2025 Annual Development Cost Charges \(DCC\) Report](#)

[Appendix 2: 2025 Development Cost Charges \(DCC\) Spend](#)

[Appendix 3: 2025 Development Cost Charges \(DCC\) Credits](#)

**Approved by:**

Heather Power, Deputy Corporate Officer

Marcy Lalande, Manager of Corporate Services

Kathy McLennan, Director of Finance

Jenn Hepting, Deputy Chief Administrative Officer

Jason Johnson, Chief Administrative Officer

**Status:**

Approved - 17 Jun 2026

Approved - 17 Jun 2026

Approved - 17 Jun 2026

Approved - 17 Jun 2026

Approved - 17 Jun 2026



**City of Colwood  
Annual Development Cost Charges (DCC) Report  
December 31, 2025**

<b>2025 Road Development Cost Charges Activity:</b>		
Road DCC Balance, January 1, 2025	\$	3,769,523
Add: DCCs received during the year		2,372,913
Less: Amounts spent on projects and recorded as revenue		(256,127)
Add: Interest revenue earned during the year		185,731
<b>Road DCC Balance, December 31, 2025</b>	<b>\$</b>	<b>6,072,040</b>
<b>2025 Sewer Development Cost Charges Activity:</b>		
Sewer DCC Balance, January 1, 2025	\$	1,338,226
Add: DCCs received during the year		98,576
Less: Amounts spent on projects and recorded as revenue		-
Add: Interest revenue earned during the year		44,880
<b>Sewer DCC Balance, December 31, 2025</b>	<b>\$</b>	<b>1,481,682</b>
<b>2025 Parks Improvement Development Cost Charges Activity:</b>		
DCC Balance, January 1, 2025	\$	260,475
Add: DCCs received during the year		693,575
Less: Amounts spent on projects and recorded as revenue		-
Add: Interest revenue earned during the year		23,149
<b>Parks Improvement DCC Balance, December 31, 2025</b>	<b>\$</b>	<b>977,199</b>
<b>2025 Parks Acquisition Development Cost Charges Activity:</b>		
DCC Balance, January 1, 2025	\$	-
Add: DCCs received during the year		205,939
Less: Amounts spent on projects and recorded as revenue		-
Add: Interest revenue earned during the year		3,331
<b>Parks Acquisition DCC Balance, December 31, 2025</b>	<b>\$</b>	<b>209,270</b>



**Appendix 2**  
**City of Colwood**  
**Development Cost Charges (DCC) Spend**  
**December 31, 2025**

<b>Road</b>	<b>Segment</b>	<b>Priority No.*</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual</b>	<b>2025 Actual</b>	<b>2026 Budget</b>	<b>Projected Total Spend**</b>
VMP	VMP @ Latoria Double TC	R5	\$ 2,155,867	\$ 4,280,965	(\$82,197)	\$ 19,493	\$ -	\$ 6,374,128
Metchosin Road	Metchosin @ Latoria	R12	1,111,439	537,621	145,828	220,700	-	3,017,188
VMP	VMP @ Cairndale	R3	-	-	7,679	15,934	913,000	1,544,613
Latoria Rd	Metchosin to Wishart	R19	-	-	-	-	993,200	993,200
			<b>\$ 3,267,306</b>	<b>\$ 4,818,586</b>	<b>\$ 71,310</b>	<b>\$ 256,127</b>	<b>\$ 1,906,200</b>	<b>\$ 11,929,129</b>

\*Based on the revised priority numbers established in 2024

\*\*Projected Total Spend includes DCC funded portion of these works only over the Five Year Financial Plan



**Appendix 3**  
**City of Colwood**  
**Development Cost Charges (DCC) Credits**  
**December 31, 2025**

<b>DCC CREDITS - ROADS</b>	<b>Identifier</b>	<b>Details</b>	<b>Total</b>
<b>Authorized and Issued</b>			
DCC Credits Authorized	Motion R2022-53 Motion R2022-193	Latoria Rd widening Latoria Rd improvements	\$ 2,242,500 237,000
	<b>Authorized</b>		<b>2,479,500</b>
DCC Credits Issued	DCC Credit 01 (2022) DCC Credit 02 (2023) DCC Credit 03 (2024) DCC Credit 04 (2024)	Royal Bay Holdings No. 2 Royal Bay Holdings No. 2 Latoria South Development LP Latoria South Development LP	(640,270) (237,000) (385,888) (111,874)
	<b>Authorized and Issued</b>		<b>(1,375,032)</b>
	<b>Authorized and Not Issued</b>		<b>\$ 1,104,468</b>
<b>Issued and Available</b>			
DCC Credits Issued	Authorized and Issued	As above	\$ 1,375,032
DCC Credits Utilized	Royal Bay (2022) Royal Bay (2023) Royal Bay (2024)	Gablecraft Gablecraft Gablecraft	(247,347) (528,536) (599,149)
	<b>Total Credits Utilized</b>		<b>(1,375,032)</b>
	<b>Total Credits Available</b>		<b>\$ -</b>

No activity in 2025.





**CITY OF COLWOOD  
BYLAW NO. 2114**

**A BYLAW TO AMEND BYLAW NO. 598 BY ENLARGING THE COLWOOD MAIN  
SEWER LOCAL AREA SERVICE**

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**WHEREAS** the City of Colwood has adopted the Colwood Main Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 598, 2001, which established the Colwood Main Sewer Local Area Service, and

**WHEREAS** pursuant to section 218 of the *Community Charter*, the City may enlarge a local service area if the enlargement is proposed by sufficient petition under section 212 of the *Community Charter* from the owners of the parcels of land in the area proposed to be added to the local area service, and

**WHEREAS** pursuant to section 212 of the *Community Charter*, owners of land have submitted a sufficient and valid petition proposing the enlargement of the local area service of the Colwood Main Sewer Local Area Service to include the area shown on Schedule B of this Bylaw, and

**WHEREAS** the Council wishes to amend the Colwood Main Sewer Local Area Service Establishment and Loan Authorization Bylaw, No. 598, 2001 to enlarge the local area service to include the area shown on Schedule B of this Bylaw;

**NOW THEREFORE** the Council of the City of Colwood, in open meeting assembled, enacts as follows:

That the Colwood Main Sewer Local Area Service Establishment and Loan Authorization Bylaw, No. 598, 2001, be amended by replacing the maps attached to that Bylaw as Schedule A, with the maps attached to this Bylaw as Schedule A.

This bylaw may be cited as the **“Colwood Main Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 598, 2001, Amendment No. 184 (LAS Enlargement – 3391 Fulton Road), Bylaw No. 2114, 2026”**.

**READ A FIRST TIME** on this the \_\_\_\_\_ day of \_\_\_\_\_, 2026

**READ A SECOND TIME** on this the \_\_\_\_\_ day of \_\_\_\_\_, 2026

**READ A THIRD TIME** on this the \_\_\_\_\_ day of \_\_\_\_\_, 2026

**ADOPTED BY THE MUNICIPAL COUNCIL OF THE CITY OF COLWOOD** on this the \_\_\_\_\_ day of \_\_\_\_\_, 2026

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Mayor

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Corporate Officer



**Schedule A**  
**The Colwood Main**  
**Sewer Local Area Service**  
**Bylaw No. 598, 2001**





**Schedule A**  
**The Colwood Main**  
**Sewer Local Area Service**  
**Bylaw No. 598, 2001**





**Schedule A**  
**The Colwood Main**  
**Sewer Local Area Service**  
**Bylaw No. 598, 2001**



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**Schedule A**  
**The Colwood Main**  
**Sewer Local Area Service**  
**Bylaw No. 598, 2001**



AMENDMENT BYLAW 2114

DATE: May 19 2026

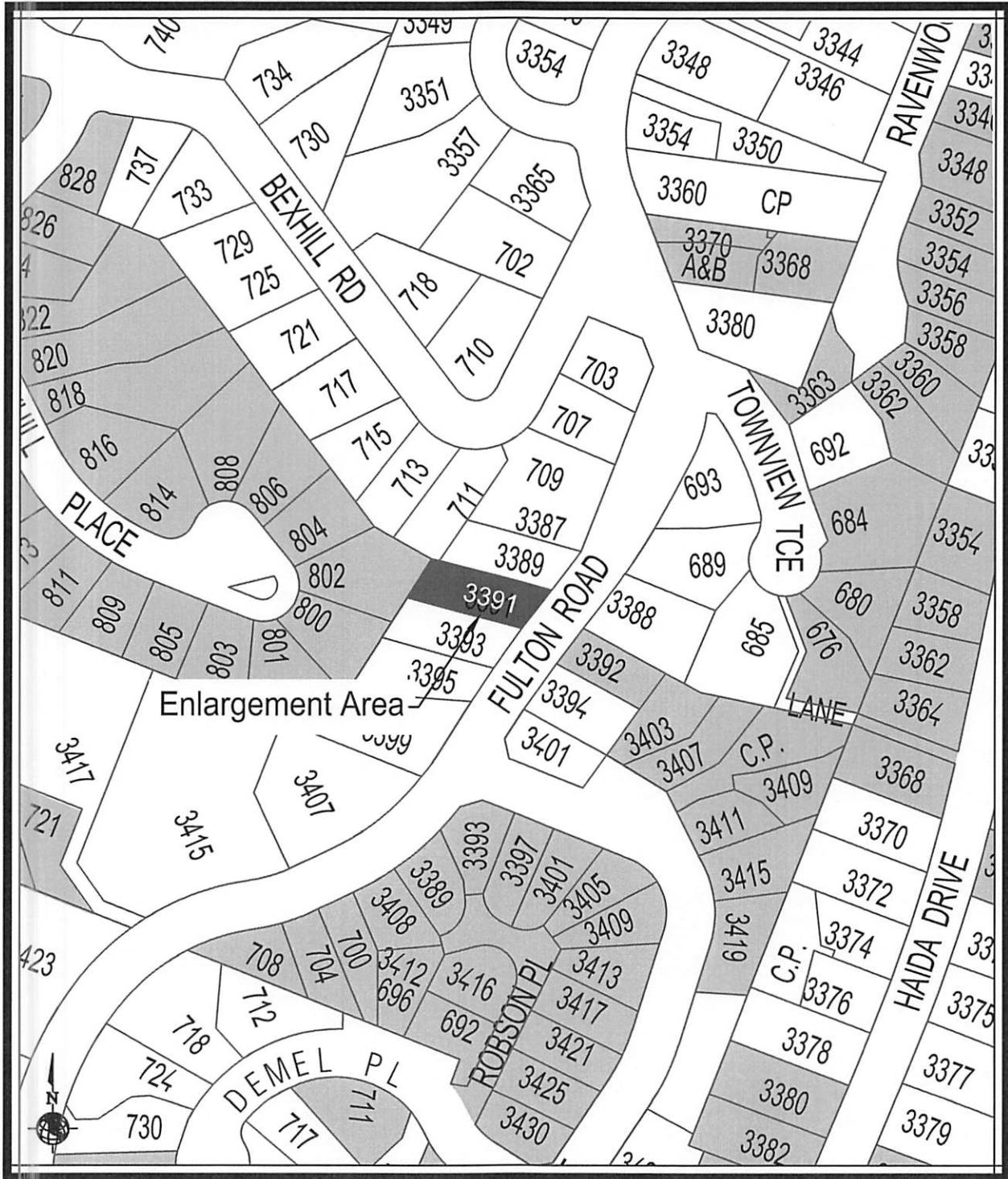
Page 153 of 172

SCALE: NTS

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7.1.

MAP SHOWING ENLARGEMENT AREA



NTS

Schedule 'B' of Bylaw 2114  
to Enlarge the Colwood Main  
Sewer Local Area Service

May 19 2026

- Colwood Main Sewer LAS
- Enlargement Area  
3391 Fulton Road



**CITY OF COLWOOD  
BYLAW NO. 2116**

**A BYLAW TO AMEND BYLAW NO. 625 BY ENLARGING THE COLWOOD WEST  
SEWER LOCAL AREA SERVICE**

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**WHEREAS** the City of Colwood has adopted the Colwood West Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 625, 2001, which established the Colwood West Sewer Local Area Service, and

**WHEREAS** pursuant to section 218 of the *Community Charter*, the City may enlarge a local service area if the enlargement is proposed by sufficient petition under section 212 of the *Community Charter* from the owners of the parcels of land in the area proposed to be added to the local area service, and

**WHEREAS** pursuant to section 212 of the *Community Charter*, owners of land have submitted a sufficient and valid petition proposing the enlargement of the local area service of the Colwood West Sewer Local Area Service to include the area shown on Schedule B of this Bylaw, and

**WHEREAS** the Council wishes to amend the Colwood West Sewer Local Area Service Establishment and Loan Authorization Bylaw, No. 625, 2001 to enlarge the local area service to include the area shown on Schedule B of this Bylaw;

**NOW THEREFORE** the Council of the City of Colwood, in open meeting assembled, enacts as follows:

That the Colwood West Sewer Local Area Service Establishment and Loan Authorization Bylaw, No. 625, 2001, be amended by replacing the maps attached to that Bylaw as Schedule A, with the maps attached to this Bylaw as Schedule A.

This bylaw may be cited as the **“Colwood West Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 625, 2001, Amendment No. 99 (LAS Enlargement – 3391 Fulton Road), Bylaw No. 2116, 2026”**.

**READ A FIRST TIME** on this the \_\_\_\_\_ day of \_\_\_\_\_, 2026

**READ A SECOND TIME** on this the \_\_\_\_\_ day of \_\_\_\_\_, 2026

**READ A THIRD TIME** on this the \_\_\_\_\_ day of \_\_\_\_\_, 2026

**ADOPTED BY THE MUNICIPAL COUNCIL** \_\_\_\_\_ day of \_\_\_\_\_, 2026  
**OF THE CITY OF COLWOOD** on this the \_\_\_\_\_

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**Mayor**

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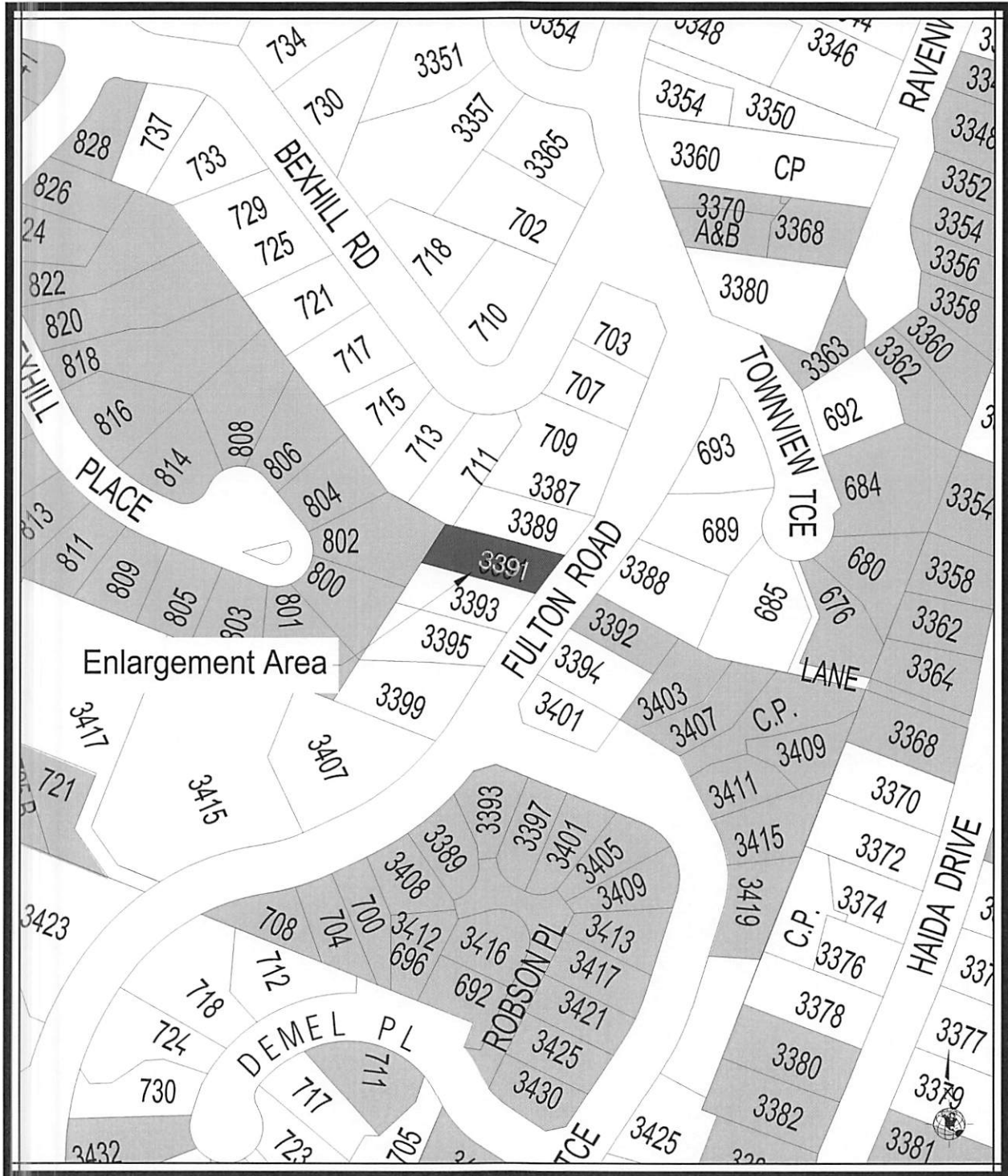
**Corporate Officer**



**Schedule A**  
**The Colwood West Sewer Local Area**  
**Service Establishment and Loan**  
**Authorization bylaw, No 625, 2001**



MAP SHOWING ENLARGEMENT AREA



NTS

Schedule 'B' of Bylaw 2116  
 to Enlarge the Colwood West  
 Sewer Local Area Service

May 19 2026

- Colwood West Sewer LAS
- Enlargement Area  
3391 Fulton Road





**CITY OF COLWOOD  
BYLAW NO 2054**

**A BYLAW TO AMEND BYLAW NO. 151 BEING THE “COLWOOD LAND USE BYLAW, 1989”**

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

**1. CITATION**

This Bylaw may be cited as **“Colwood Land Use Bylaw No. 151, 1989, Amendment No. 220 (CD43 – 3145 Metchosin Rd), Bylaw No. 2054, 2025”**.

**2. AMENDMENT**

Bylaw No. 151, the **“Colwood Land Use Bylaw, 1989”** is amended as follows:

- a. Amend Schedule “A” (Zoning Map) by deleting from the Residential 1 (R1) Zone and adding to the Comprehensive Development 43 (CD43) Zone, the property shown in Schedule 1 attached to this bylaw and described as “LOT C PLAN VIP20174 SECTION 68 ESQUIMALT”.
- b. In Section 1.3.09 under the heading “SHORT FORM” insert “CD43” after “CD40” and under the heading “ZONE” insert “Comprehensive Development 43” under “Comprehensive Development 40”.
- c. Add Section 10.48 COMPREHENSIVE DEVELOPMENT ZONE 43 (CD43) as per Schedule 2 of this bylaw.
- d. Add the following row to SCHEDULE B – AMENITY CONTRIBUTIONS after Bylaw No. 1989.

<b>Zone</b>	<b>Bylaw No.</b>	<b>Legal Description</b>	<b>Amenity Contribution</b>
CD43	2054	LOT C PLAN VIP20174 SECTION 68 ESQUIMALT (3145 Metchosin Rd)	a) Contribute to the Affordable Housing Fund \$1,500 per additional residential unit  b) Contribute to the Community Amenity Fund \$7,500 per additional dwelling unit  c) Contribute to the Fire Hall Fund \$618 per additional dwelling unit  d) All dollar amounts referred to above are the 2025 baseline rates and shall increase annually starting on January 1 <sup>st</sup> of each year starting on January 1 <sup>st</sup> ,

			2026, as per the Victoria Consumer Price Index (CPI).
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**READ A FIRST TIME** on the 23<sup>rd</sup> day of June, 2025

**READ A SECOND TIME as AMENDED** 10<sup>th</sup> day of November, 2025

**READ A THIRD TIME** on the 10<sup>th</sup> day of November, 2025

**ADOPTED** on the day of 2025

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**Mayor**

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**Corporate Officer**

### SCHEDULE 1

#### Subject Property Map

#### Comprehensive Development 43 (CD43) Zone



August 28 2025

Scale: 1:2,000



## SCHEDULE 2

### SECTION 10.48 COMPREHENSIVE DEVELOPMENT 43 (CD43) ZONE

#### 10.48.1 Purpose

The purpose of the zone is to support the coordinated development of properties that may be accessed through the Woodend Road cul-de-sac extension as an alternative to access off Metchosin Road.

#### 10.48.2 Permitted Uses

1. In addition to the uses permitted by Section 2.1.10, the following uses and no others are permitted in the CD43 zone:
  - a. Attached Housing
  - b. Duplex
  - c. Secondary Suite
  - d. Accessory Dwelling Unit
  - e. Home Occupation – Office Use Only
  - f. Show Home
  - g. Accessory Buildings and Structures

#### 10.48.3 Base Level of Development

1. In the CD43 Zone the number of dwelling units shall not exceed 1.

#### 10.48.4 Community Amenity Contributions

1. Despite the restrictions in Section 10.48.3, on land whose legal description is set out in Table 1 of Schedule B of the Land Use Bylaw, the density of development is permitted up to a maximum of 1.2 FAR in accordance with Section 10.48.5 if the owner pays to the City of Colwood the amount specified in Table 1 of Schedule B of the Land Use Bylaw.
2. Payment of the contributions in Section 10.48.4(1) shall be made at the time of issuance of a building permit.

#### 10.48.5 Regulatory Conditions

1. Regulatory conditions for the CD43 Zone shall be as shown on the following table:

Regulation	General
Minimum lot area	1,000m <sup>2</sup>
Minimum lot frontage	20m
Maximum lot coverage	50%
Minimum Natural Open Space	20%
Maximum building height	3 storeys or 11m
Maximum FAR	1.2

Minimum setback for principal and accessory buildings from a highway frontage	3.0m
Side Yard Setback	1.5m
Rear Yard Setback	6.0m

2. The following shall be referenced for the purpose of interpreting the prescribed regulatory conditions:
  - a. The minimum lot frontage may be measured from either the Woodend Road access point or Metchosin Road, depending on the configuration of the lot.
  - b. The lot defined as Lot C, Plan 20174 (3145 Metchosin Rd) is not considered a through lot; therefore, the rear yard setback requirement applies. However, minimum setbacks from highway frontages are still required along both Metchosin Road and the Woodend Road access point.
  - c. The lot defined as Lot 1, Plan 6144 (3157 Metchosin Road) is considered a through lot and is subject to minimum setback requirements from highway frontages on both Metchosin Road and Woodend Road.

#### **10.48.6 Metchosin Road Dedication**

1. Where a parcel abuts Metchosin Road with a dedicated Right-of-Way width of less than 25m, road dedication will be required meeting standards outlined in the Transportation Master Plan and/or the Subdivision and Servicing Bylaw, as amended from time to time.

#### **10.48.7 Landscaping**

1. Landscaping is to be provided:
  - a. Plantings at least 1.5 m high in a strip at least 1.5 m wide, or a solid decorative fence at least 1.8 m high shall be provided along all lot lines separating the developed portion of the lot from any Residential Zone;
  - b. Loading areas and refuse removal areas and recycling containers must be screened from adjacent properties and streets by landscaping or solid decorative fence or combination thereof;
  - c. All mechanical, electrical, and other service equipment located outside or on the roof of a building must be screened from adjacent properties and streets by ornamental structures, landscaping, or other means;
  - d. All portions of the lot not covered by buildings, structures or parking areas shall be landscaped and maintained in a neat and tidy condition; and
  - e. Landscape and screening areas shall retain existing trees and natural vegetation wherever possible and add planting including native species that enhances the natural environment.

#### **10.48.8 General**

1. The relevant provisions of Divisions 1 and 2 shall apply. In the case of a conflict between the provisions of Divisions 1 and 2 and the provisions of this Zone, the latter shall prevail.





CITY OF COLWOOD  
BYLAW NO 2105

**A BYLAW TO AMEND BYLAW NO. 151 BEING THE “COLWOOD LAND USE BYLAW, 1989”**

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

**1. CITATION**

This Bylaw may be cited as “**Colwood Land Use Bylaw No. 151, 1989, Amendment No. 231 (HAH1-3415 Fulton Road), Bylaw No. 2105, 2026**”.

**2. AMENDMENT**

Bylaw No. 151, the “**Colwood Land Use Bylaw, 1989**” is amended as follows:

- a. Amend Schedule “A” (Zoning Map) by deleting from the Residential 1 (R1) Zone and adding to the HILLSIDE ATTACHED HOUSING 1 (HAH1) ZONE, the property shown in Schedule 1 attached to this bylaw and described as “Lot B, Section 73, Metchosin District, Plan VIP38960”.
- b. Add the following to SCHEDULE B – AMENITY CONTRIBUTIONS

Zone	Bylaw No.	Legal Description	Amenity Contribution
HAH1	2105	Lot B, Section 73, Metchosin District, Plan VIP38960 (3415 Fulton Road)	a) Contributes to the Affordable Housing Fund \$1,500 per additional residential unit; b) Contribute to the Community Amenity Fund \$7,500 per additional dwelling unit; c) Contribute to the Fire Hall Fund \$618 per additional dwelling unit; d) All dollar amounts referred to above are the 2025 baseline rates and shall increase annually starting on January 1 st of each year starting on January 1, 2026 as per the Victoria Consumer Price Index (CPI).

**READ A FIRST TIME** on the 27<sup>th</sup> day of April, 2026

**READ A SECOND TIME** on the 27<sup>th</sup> day of April, 2026

**READ A THIRD TIME** on the 27<sup>th</sup> day of April, 2026

**ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_ 2026

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Corporate Officer**

SCHEDULE 1

Subject Property Map

Hillside Attached Housing (HAH1) Zone



Scale: 1:3,000  
February 03 2026





**CITY OF COLWOOD  
BYLAW NO 1909-3**

**A BYLAW TO AMEND OFF-STREET PARKING REGULATIONS BYLAW NO. 1909**

---

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

**1. CITATION**

This Bylaw may be cited as “Off-Street Parking Regulations Bylaw No. 1909-3 (SSMUH)”.

**2. AMENDMENT**

The “Off-Street Parking Regulations Bylaw No. 1909, 2022” is amended as follows:

- a) Add the following definition under Section 1.2:

“Small-Scale Multi-Unit Housing” means the permitted uses and regulatory conditions in Schedule C in the *Colwood Land Use Bylaw, 1989*.

- b) Add the following after 3.1.2 as 3.1.3:

Notwithstanding Table 1, the required parking rate for Small-Scale Multi-Unit Housing on lots within 400m of a Prescribed Bus Stop, is 0.

- c) Remove ‘(including Triplex, Rowhouse, and Townhouse)’ from “Attached Housing” under Table 1

- d) Add the following table insert under “Attached Housing” in Table 1:

Use	Parking Requirement	
	Urban Centre	All Other Areas
<b>Residential</b>		
Small-Scale Multi-Unit Housing	1.5 per dwelling unit	

**READ A FIRST TIME** on the 8<sup>th</sup> day of June, 2026

**READ A SECOND TIME** on the 8<sup>th</sup> day of June, 2026

**READ A THIRD TIME** on the 8<sup>th</sup> day of June, 2026

**ADOPTED** on the day of 2026

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**Mayor**

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**Corporate Officer**





**CITY OF COLWOOD  
BYLAW NO 2117**

**PUBLIC NOTICE BYLAW**

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

**1. CITATION**

This bylaw may be cited for all purposes as “Public Notice Bylaw No. 2117, 2026.

**2. DEFINITIONS**

In this bylaw:

“**City**” means the City of Colwood.

“**City Website**” means the official internet website maintained by or on behalf of the City.

“**Enactment**” means an Act of the Province of British Columbia or a regulation made under such an Act.

“**Public Notice**” means any notice required or authorized to be given by the City under an enactment.

**3. PURPOSE**

The purpose of this bylaw is to establish the means by which the City provides public notice for all matters where public notice is required or authorized by an enactment, and to ensure that such notice is provided in a manner that is reliable, suitable, accessible, and primarily digital.

**4. AUTHORITY and APPLICATION**

1. This bylaw applies to all public notices given by the City unless a specific method of notice is prescribed by an enactment.
2. Where a City bylaw, policy, or resolution requires public notice and does not specify the method by which notice must be given, notice must be provided in accordance with this bylaw.
3. Other City bylaws may expressly defer to this bylaw for the provision of public notice.

**5. MEANS of PUBLIC NOTICE**

1. Unless otherwise required by an enactment, public notice by the City must be given by one or more of the following methods:
  - a. posting the notice on the City Website;

- b. electronic distribution using subscription lists, notification tools, or other electronic communication methods maintained by the City;
  - c. posting at municipal facilities, where the Corporate Officer determines such posting is necessary or appropriate
2. Newspaper publication is not required unless expressly mandated by an enactment.

## 6. TIMING of NOTICE

Unless otherwise specified by an enactment, public notice must be provided within a reasonable time before the matter to which the notice relates, sufficient to allow public awareness and access to the information.

## 7. SEVERABILITY

If any provision of this bylaw is found invalid by a court of competent jurisdiction, that provision is severed and the remainder of the bylaw remains in effect.

## 8. REPEAL

Public Notice Bylaw No. 1933, 2022 is hereby repealed.

**READ A FIRST TIME** on the 8<sup>th</sup> day of June, 2026

**READ A SECOND TIME** on the 8<sup>th</sup> day of June, 2026

**READ A THIRD TIME** on the 8<sup>th</sup> day of June, 2026

**ADOPTED** on the                      day of                      2026

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**Mayor**

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**Corporate Officer**