



REGULAR COUNCIL MEETING AGENDA

Monday, May 13, 2019
7:00 P.M.
Council Chambers, Langley City Hall
20399 Douglas Crescent

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Mayor van den Broek
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MINUTES OF A REGULAR COUNCIL MEETING

Monday, April 29, 2019

7:00 p.m.

**Council Chambers, Langley City Hall
20399 Douglas Crescent**

Present: Mayor van den Broek
Councillor Albrecht
Councillor James
Councillor Martin
Councillor Pachal
Councillor Storteboom
Councillor Wallace

Staff Present: R. Beddow, Deputy Director of Development Services and
Economic Development
R. Bomhof, Director of Engineering, Parks and Environment
G. Flack, Deputy Director of Corporate Services
K. Hilton, Director of Recreation, Culture and Community
Services
D. Leite, Director of Corporate Services
M. Power, Officer in Charge
K. Kenney, Corporate Officer

1. ADOPTION OF AGENDA

- a. Adoption of the April 29, 2019 Regular Agenda

MOVED BY Councillor Albrecht

SECONDED BY Councillor James

THAT the April 29, 2019 agenda be adopted as circulated.

CARRIED

2. ADOPTION OF THE MINUTES

- a. Regular Meeting Minutes from April 8, 2019

MOVED BY Councillor Albrecht

SECONDED BY Councillor Pachal

THAT the minutes of the regular meeting held on April 8, 2019 be adopted
as circulated.

CARRIED

- b. Special (Pre-Closed) Meeting Minutes from April 8, 2019

MOVED BY Councillor Pachal
SECONDED BY Councillor Albrecht

THAT the minutes of the special (pre-closed) meeting held on April 8, 2019 be adopted as circulated.

CARRIED

- c. Public Hearing Minutes from April 8, 2019

MOVED BY Councillor James
SECONDED BY Councillor Pachal

THAT the minutes of the public hearing meeting held on April 8, 2019 be adopted as circulated.

CARRIED

3. DELEGATIONS

- a. City of Langley Audit Report

Darrin Leite, Director of Corporate Services presented highlights of the 2018 Consolidated Financial Statements.

In response to a question from a member of Council, staff confirmed that the \$26 million dollars in reserve funds are available to be used for capital projects and although the City has \$297 million dollars in accumulated surplus it also has approximately \$258 million worth of infrastructure for which the City is responsible for maintaining and which has grown by an additional \$8 million dollars.

Kristine Simpson, CPA, CA - BDO Canada LLP spoke to the Audit Report and Audit process.

1. Admin Report - 2018 Consolidated Financial Statements

MOVED BY Councillor Albrecht
SECONDED BY Councillor James

THAT City Council approve the 2018 Consolidated Financial Statements.

CARRIED

4. COMMUNITY SPOTLIGHTS

a. RCMP Quarterly Update

Supt. Murray Power, Officer in Charge provided information on various areas of policing, including:

- statistics on property offences, personal offences and drug offences for the period April 2018 to mid-March 2019;
- a day in the life of a Police Officer:
 - briefings held throughout the day to update each shift on events, training;
 - gearing up with their equipment;
 - pre-trip inspection of police vehicle;
 - use of records management system for each police file
 - process used in responding to a domestic violence call;
 - dispatch que coded per priority;
 - types of incidents responded to by frontline Police Officers.

In response to questions from Council, Supt. Power advised that:

- suspicious activity calls are prioritized by such factors as timing of the event and level of suspicion;
- based on the statistics, Langley City is a safe community.

Supt. Power advising that random stranger crime events are few, noting that aggravated assaults, which according to the statistics have only a .03 percent chance of occurring in the City of Langley, usually occur between people who know each other.

Supt. Power further noted that volunteers are needed for various RCMP programs and encouraged interested individuals to apply for volunteer positions with the RCMP.

5. MAYOR'S REPORT

a. Upcoming Meetings

Regular Council Meeting – May 13, 2019

Regular Council Meeting – May 27, 2019

b. Recreation Update

Kim Hilton, Director of Recreation, Culture & Community Services provided an update on upcoming special events and programs for April as follows:

Events

- Youth Week – May 1 – Geocache Treasure Hunt, grades 6-12 students
- Youth Week – May 2 – Paint Party and Free Dinner, ages 12-14
- Youth Week – May 3 – Hawaii on Ice Teen Skate, grades 6-12 students
- Youth Week – May 4 – Glow Dance Party, grades 6-12 students
- Langley Walk – May 5
- Youth Week – May 6 & 7 – 3 VS 3 Basketball Tourney
- Move for Health Day – May 10
- Tri-it 2019 – June 9
- Programs
 - Pool Opening – May 10
 - Spring /Summer edition of Recreation Guide available
 - Home Alone Program – May 3, Ages 10-14
 - Teen Pump – 3 classes, Ages 13-16
 - Learn to Play Pickleball – 4 classes, Ages 19+
 - Tri-it training, 8 classes, Ages 15+
 - Family Art Drop-in, May 5, All ages
 - Gentle Yoga, 8 classes, Ages 14+

c. Discover Langley City - Councillor Albrecht

Update for April:

Minutes from March Board Meeting

Kristina delivered the DLC Update with the following highlights:

- We have applied to Canada Summer Jobs for two positions to hire summer staff to act as DLC Ambassadors, attend events, etc. We will know if we are successful in the coming weeks.
- We have signed up with West Coast Foods, which is an initiative to build the brand of the lower mainland as a culinary hub. There are eight other communities involved, and the target markets for this are the Okanagan, the Fraser Valley and South Vancouver Island.
- We are still looking for prizes for the spin-to-win wheel
- Our new marketing campaign will include printed materials (restaurant guide, attractions guide, map) and videos. Most of these should be ready for the AGM in May.

Brand Strategy

The brand strategy is complete and has been submitted to a lawyer for trademark protection. The strategy is our story of what Langley City is and a guide to our marketing efforts. These will be realized through videos, guides, and imagery.

Stay tuned for the reveal!

Canadian Festival of Chili and BBQ

DLC has been reaching out to media with a press release to raise the profile of the event via news outlets including local newspapers, radio, Daily Hive and social media promotions.

Online marketing includes:

Google AdWords has so far had 14,046 impressions on search results.
Facebook boosted posts have reached 12,548 people

Tear Off Map

Another resource we are creating is a tear off map. It will feature a map of Langley City on one side, that is clear enough to be used for wayfinding, and the other side will feature a map of the lower mainland.

Distribution will include accommodations, City Hall, and service stations and DLC will hand out at community events.

DLC is in the process of selling advertising on the tear off map and will begin production once all 16 spots have been spoken for.

Hungry Restaurant Guide

Hot off the presses, the first round of our new restaurant guide has been distributed.

The brochure is made from heavy card stock and has 4 pages of listings. It is good quality, which we hope will encourage people to save it as a resource to use repeatedly.

We intend to update it quarterly or as needed.

Restaurants were chosen based on consumer reviews on Google, Facebook, Trip Advisor and Yelp, as well as our food stakeholders.

This is something the accommodation providers have been asking for and they were thrilled to receive it.

Distribution includes accommodations, City Hall, and the Library. They will be handed out at events throughout the summer.

Website Update

Keeping the DLC website up to date is ongoing. As DLC gets new information, and find new attractions, they are being added.

We particularly want to keep the festivals and events page current as we recognize that as our best opportunity to attract visitors.

Search Engine Optimization

DLC has introduced a new search engine optimization module to the website making it easier for our content to show up in search results.

We are finding DLC content is consistently showing up on the front page and will only improve with time.

Google AdWords

As a complement to DLC's SEO, DLC has invested in Google AdWords to ensure we show up at the top of search results with paid advertising.

The results so far are impressive. In the first 10 days of April, DLC has 15,411 impressions.

Stakeholder Engagement

46 Stakeholders

In response to questions from a Council member, Councillor Albrecht advised that stakeholders are individuals that are partnering with DLC to promote their businesses in the city and it's DLC's intent to reach out with social media to interested parties outside the city.

d. Local Government Awareness Day – Mayor van den Broek

Mayor van den Broek thanked everyone involved in organizing and volunteering for Local Government Awareness Day which was held at City Hall on April 24th and which 300 Langley students attended.

6. **BYLAWS**

a. Bylaw 3098 - Zoning Amendment Bylaw and Development Permit No. 19-18

Third reading of a bylaw to rezone properties located at 19920, 19930, 19940, 19950, 19960, 19970 55A Avenue to accommodate a 4 storey, 80-unit condominium development

MOVED BY Councillor Pachal

SECONDED BY Councillor Storteboom

THAT the bylaw cited as the "Zoning Bylaw 1996, No. 2100 Amendment No. 161, 2019, No. 3098" be read a third time.

BEFORE THE QUESTION WAS CALLED Councillor Storteboom, as the Chair of the Advisory Planning Commission, advised that this development application was reviewed by the Commission and was accepted with two additional recommendations from the Commission to rough in the entire parking garage for electric vehicle charging stations and to have a disabled parking stall in the underground parking stall by the elevator, both of which were incorporated into the building design by the applicant.

THE QUESTION WAS CALLED and the motion was

CARRIED

b. Bylaw 3101 - Zoning Amendment Bylaw

First and second reading of a bylaw to rezone properties located at 20755, 20765 Douglas Crescent and 5453 – 208 Street to accommodate a 4 storey, 34-unit condominium apartment development

MOVED BY Councillor Pachal

SECONDED BY Councillor Storteboom

THAT the bylaw cited as the “Zoning Bylaw 1996, No. 2100 Amendment No. 162, 2019, No. 3101” be read a first time.

THAT the bylaw cited as the “Zoning Bylaw 1996, No. 2100 Amendment No. 162, 2019, No. 3101” be read a second time.

BEFORE THE QUESTION WAS CALLED in response to a question from a Council member, the Director of Engineering, Parks and Environment advised that he would find out whether curb bulges will be configured on frontage of this development similar to the curb bulges located on the south side at the intersection of Douglas and 208 Street.

THE QUESTION WAS CALLED and the motion was

CARRIED

c. Bylaw 3102 - Tax Rate Bylaw

Final reading of a bylaw to levy property value taxes for municipal purposes for the year 2019

MOVED BY Councillor James

SECONDED BY Councillor Pachal

THAT the bylaw cited as “2019 Tax Rates Bylaw, 2019 No. 3102” be read a final time.

CARRIED

d. Bylaw 3104 - 2018-2022 Financial Plan Amendment

First, second and third reading of a bylaw to amend 2018-2022 Financial Plan Bylaw

The Director of Corporate Services advised that a corrected version of the bylaw was circulated on table to Council which adds to Schedule B of the bylaw two capital improvement projects for which the City received grants.

MOVED BY Councillor Wallace
SECONDED BY Councillor Albrecht

THAT Council waive the 24 hour notice requirement to allow for consideration of corrected Bylaw No. 3104 replacing the bylaw contained in the agenda package.

CARRIED

MOVED BY Councillor Pachal
SECONDED BY Councillor Wallace

THAT the bylaw cited as "Financial Plan 2018 – 2022 Bylaw, 2018, No. 3051, Amendment No. 3 Bylaw, 3104 be read a first time.

THAT the bylaw cited as "Financial Plan 2018 – 2022 Bylaw, 2018, No. 3051, Amendment No. 3 Bylaw, 3104 be read a second time.

THAT the bylaw cited as "Financial Plan 2018 – 2022 Bylaw, 2018, No. 3051, Amendment No. 3 Bylaw, 3104 be read a third time.

CARRIED

7. COMMITTEE REPORT

a. Crime Prevention Task Group Recommendation - Funding Request

MOVED BY Councillor Pachal
SECONDED BY Mayor van den Broek

THAT Council provide up to \$500 from the Enterprise Fund to the Crime Prevention Task Group, to fund the purchase of a prize to use as an incentive to recruit volunteers, to go door to door promoting crime prevention during the 2019 "Know Your Neighbour Campaign".

CARRIED

Councillor Martin opposed

8. ADMINISTRATIVE REPORTS

- a. Out of Province Conference Request - Director of Engineering, Parks & Environment and Manager of Engineering Operations

MOVED BY Councillor Wallace
SECONDED BY Councillor Albrecht

THAT the Director of Engineering, Parks & Environment and Manager, Engineering Operations be approved to attend the Public Works Conference and Exhibition (PWX) in Seattle, Washington, from Sept 8 to Sept 11, 2019.

CARRIED

9. NEW AND UNFINISHED BUSINESS

- a. Motions/Notices of Motion

1. Federation of Canadian Municipalities – Election to the Board of Directors

MOVED BY Councillor Pachal
SECONDED BY Councillor Albrecht

THAT the resolution adopted at the January 14, 2019 Regular Council meeting with respect to endorsing Mayor Val van den Broek to stand for election on FCM's Board of Directors be amended by replacing the previous resolution wording with the following to correctly reflect the duration of the appointment:

“WHEREAS the Federation of Canadian Municipalities (FCM) represents the interest of municipalities on policy and program matters that fall within federal jurisdiction;

WHEREAS FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the prestige required to carry the municipal message to the federal government; and

BE IT RESOLVED that Council of the City of Langley endorse Mayor Val van den Broek to stand for election on FCM's Board of Directors for the period starting in June 2019 and ending June 2020; and

BE IT FURTHER RESOLVED that in accordance with the City's Travel and Expense Policy, the City assumes all costs associated

with Mayor Val van den Broek attending FCM's Board of Directors meetings."

CARRIED

Councillor Storteboom opposed

b. Correspondence

1. BC Families for Inclusivity

Ban Conversion Therapy

MOVED BY Councillor Martin

SECONDED BY Councillor Wallace

THAT the correspondence from B.C. Families for Inclusivity dated December 21, 2018 regarding a request to consider banning Conversion Therapy in the City of Langley be received for information.

CARRIED

2. City of Maple Ridge

Support to Advocate to the Province of BC for Local Government Autonomy

MOVED BY Councillor Martin

SECONDED BY Councillor Albrecht

THAT the correspondence from the City of Maple Ridge dated April 5, 2019 regarding a request to pass a resolution on the importance of local government autonomy and to forward a copy of the resolution to Premier Horgan and the UBCM be received for information.

CARRIED

c. New Business

10. ADJOURNMENT

MOVED BY Councillor James

SECONDED BY Councillor Wallace

THAT the meeting adjourn at 8:12 pm.

CARRIED

MAYOR

CORPORATE OFFICER



**MINUTES OF A SPECIAL (PRE-CLOSED)
COUNCIL MEETING**

**Monday, April 29, 2019
5:15 p.m.
CKF Boardroom, Langley City Hall
20399 Douglas Crescent**

Present: Mayor van den Broek
Councillor Albrecht
Councillor James
Councillor Martin
Councillor Pachal
Councillor Storteboom
Councillor Wallace

Staff Present: D. Leite, Director of Corporate Services
R. Bomhof, Director of Engineering, Parks and Environment
K. Hilton, Director of Recreation, Culture and Community Services
K. Kenney, Corporate Officer
R. Beddow, Deputy Director of Development Services and Economic Development

1. MOTION TO HOLD A CLOSED MEETING

MOVED BY Councillor Pachal
SECONDED BY Councillor James

THAT the Council Meeting immediately following this meeting be closed to the public as the subject matter being considered relates to items which comply with the following closed meeting criteria specified in Section 90 of the *Community Charter*:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

CARRIED

2. **ADJOURNMENT**

MOVED BY Councillor Pachal
SECONDED BY Councillor James

THAT the Special (pre-closed) Council meeting adjourn at 5:16pm.

CARRIED

MAYOR

CORPORATE OFFICER



CITY OF LANGLEY

REQUEST TO APPEAR AS A DELEGATION / COMMUNITY SPOTLIGHT

To appear before Council as a Delegation or Community Spotlight at a Council Meeting, please submit a written request to the Corporate Officer by 12:00 p.m. noon on the Wednesday prior to the scheduled Council Meeting. You may complete this form or provide a letter however please ensure the letter contains the information requested on this form. You can submit your request by email to pkusack@langleycity.ca, in person or by mail at City Hall (20399 Douglas Crescent, Langley BC V3A 4B3), or by fax at 604-514-2838. A staff member will contact you to confirm the meeting date at which you are scheduled to appear before Council.

Council meetings take place at 7:00 p.m. in the Council Chambers on the second floor of Langley City Hall. Delegations are defined as an individual, group of organization making a request of Council. A Community Spotlight is an individual, group or organization providing information or updates on an event or activity. Delegations are limited to a five (5) minute presentation and Community Spotlights are limited to a ten (10) minute presentation. You may speak on more than one (1) topic but you must keep your presentation within the prescribed time limit. Please attach any material that you wish Council to review in advance of the meeting to this form.

DATE: April 24, 2019

REQUESTED MEETING DATE: May 13, 2019

NAME: Langley City - 2019 Local Government Awareness Day

Sponsors:

ICBC (Insurance Corporation of BC) – Leanne Cassap, Road Safety Coordinator

McDonalds – Rob Renaud, Franchise Owner

TOPIC: Thanks to our sponsors for their continued support and generosity!



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Canada

W: www.kiaro.com
E: hello@kiaro.com
T: 1.888.623.2420

Corporate Officer
City of Langley
20399 Douglas Crescent
Langley BC, V3A 4B3
pkusack@langleycity.ca

Re: Request to Appear as a Delegation - April 29

Dear Corporate Officer,

Please find below our Request to Appear as a Delegation at the April 29 Council Meeting. Kiaro is a local BC company that represents a community-minded, full service retail model that focuses on social responsibility and economic benefits for the communities we serve. Given our experience in retail cannabis across Western Canada, we feel we have a valuable perspective on emerging trends, opportunities and considerations when developing local by-laws for retail cannabis.

- REQUESTED MEETING DATE: April 29, 2019
- NAME: Andrew Gordon, Senior Vice President
- ORGANIZATION NAME: Kiaro
- ADDRESS: 110 E Cordova St #200, Vancouver, BC V6A 1K9
- CONTACT NUMBER: 778.835.0501
- EMAIL ADDRESS: andrew@kiaro.com
- TOPIC: As a local BC retail cannabis store operator, Kiaro is interested in presenting on responsible retail cannabis and common themes appearing in regulating retail cannabis in municipalities
- AUDIO/VISUAL NEEDS (if yes, specify) PowerPoint Presentation
- ACTION YOU WISH COUNCIL TO TAKE: Bring a motion to support the development of retail cannabis by-laws in the City of Langley

Thank you very much for your consideration.

Andrew Gordon
Senior Vice President, Kiaro
Kiaro.com





April 8th, 2019

Dear Mayor & Council,

As you are likely aware, on Tuesday, February 19th, the membership at Christian Life Assembly (CLA) voted in favor of moving forward on a new affordable rental housing development that will be located on our Langley Campus at 21277 – 56th Ave (West Side).

The development – which will see **97-units** of **affordable rental housing** geared primarily towards **families** and **independent seniors** – will be managed by a newly established society: the **CLA Housing Society**.

I am writing to you today in the spirit of community building with an offer to meet with you / members of your organization to outline what this development entails. My hope is that the CLA Housing Society will be able to answer any questions that may arise given the complexity and diversity of housing issues, and some of the other housing initiatives currently underway in the community.

Whether it be in an informal (coffee with key executives) or formal (power-point presentation to a group) setting, I would be happy to meet with you at a time that is convenient for both of us in the coming weeks.

To assist us with wider stakeholder engagement activities that will include both **online** and **in-person** opportunities for community members to join us on our journey, the CLA Housing Society has engaged *Alliance Public Affairs Group* – a local public affairs consulting firm with an office in Langley – to assist us with all matters relating to this exciting new development.

Looking forward to hearing back.

Yours,

CLA Housing Society

Peter Fassbender,
President, Board of Directors



Meeting Notes

Economic Development Task Group

April 18, 2019

In Attendance:

- Councillor Teri James, Chair
- Councillor Paul Albrecht, Vice Chair
- Marlyn Graziano (Alternate), Vice President, External Affairs, KPU, representing post-secondary institution
- Njeri Kontulahti, Vancity Community Investment Manager, Vancity, representing financial sector
- Colleen Clark, Executive Director, Greater Langley Chamber of Commerce
- Peter Fassbender, Consultant, representing the Nexus Blue Ribbon Panel
- Shawn Bouchard, Vice-President, Quadra Homes, representing the development industry
- Stephen Richardson, Director, Development Services, Township of Langley, representing community knowledge and interest, and Langley City resident
- Francis Cheung, Chief Administrative Officer, City of Langley

Regrets:

- Dr. Alan Davis, President, KPU, representing post-secondary institution
- Rob McFarlane, Client Executive, Vice President, CapriCMW, representing Mid-size Business and Langley City resident

Discussion

- Councillors James and Albrecht welcomed the group to the inaugural Economic Development Task Group meeting and each member introduced themselves.
- The task group viewed the Langley City: Nexus of Community video.
- Francis Cheung made a presentation on the mandate of the task group and a review of the initiatives and their progress from the City of Langley Economic Development Strategy:

Mandate of the task group

- To develop strategies to advance partnership opportunities that connect the City to economic opportunities by working closely with the Urban Development Institute (UDI), the Downtown Langley Business Improvement Association and the Greater Langley Chamber of Commerce.
- To develop a work plan to promote, advocate and provide advice on economic development strategies and opportunities by working closely with business stakeholders to advance the City's Vision.
- To promote and develop strategies and initiatives to bring in new businesses; strengthen the businesses already located in the city; persuade businesses to remain where they are and expand operations when appropriate; expand and diversify city's tax bases.
- To develop strategies to leverage relationships to establish economic partnerships with other government agencies, communities or entrepreneurs that are mutually beneficial.
- To provide advice and implement strategies on how to grow and attract job creation in the education, health care, technology, and entertainment sectors.
- To develop strategies to support start-ups, 'scale-ups', and business relocations to Langley City.

Economic Development Goals

- A distinctive, vibrant downtown
- A diversified base of employment land
- Targeted development in emerging economic sectors
- Leveraged sector and institutional partnerships

Strategic Initiatives

Place Making – Increase the City's exposure and awareness in the business community through the deployment of a cost-effective marketing program:

- Community Profile/Site Selector Profile
- Sector Profiles
- Research
- Website as a business attraction tool
- GIS data access
- Trade show and conference participation
- Trade missions
- Destination retail stores
- Downtown anchor tenant

Place Building – Use land and infrastructure to stimulate private sector investment that creates jobs and enhances quality of life for residents:

- Tax incentives
- Development cost Charges
- Relationship building in the local area
- Downtown Master Plan
- Streetscape upgrades
- Control of undesirable uses
- Downtown building scheme
- Provisions for absentee landlords

Business Care – Collaborate on the retention and expansion of the existing businesses in the community:

- Business support
- Business Retention and Expansion
- Business Walks Program
- Job Fairs
- Downtown walking tour
- Night market
- McBurney Plaza programming and events

Creative Economy – Support creative economic sectors that leverage Langley's land and institutional assets while contributing to downtown development.

- Performing Arts Centre
- Education summit
- Innovation hub
- KPU Tech Campus
- Future rapid transit services
- Strategic land assembly
- Fibre optic network

Francis Cheung noted that the City has made significant progress with a number of initiatives from the Economic Development Strategy based on limited resources. Much more can be done if there was a dedicated staff person to pursue and implement the other initiatives from the plan.

Members of the task group noted that housing affordability for seniors, students and young workers/professionals create the capacity for attracting and retaining businesses in the City.

Each member was asked to submit their top five (5) short-term and five (5) mid/long term initiatives to be included in a prioritized work plan for 2019¹. The following initiatives were identified as the short-term and mid/long term work plan:

<u>Strategy</u>	<u>Short Term Initiatives</u>	<u>Mid/Long Term Initiatives</u>
Place Making - marketing and investment attraction		
Research	Develop an Executive Summary of the Economic Development Strategy along with a branding and marketing campaign.	Continue to view recommendations from these strategies to identify potential initiatives to pursue.
Website as a business attraction tool	Enhance economic development website	
GIS data access	Explore and develop web-based GIS capabilities to support economic development data with interactive map.	
Trade show and conference participation		Develop a targeted list of trade shows and conferences to attend. Develop a presentation package for the trade shows and conferences.
Trade missions		Develop a trade mission strategy and program.
Destination retail stores	Retain a contract retail recruiter to actively recruit destination stores to further expand and diversify the retail cluster in the City. Perhaps a	

¹ There are a number of initiatives that have been either been implemented or on-going and they will not be appear on the work plan.

	partnership with Chamber of Commerce and DLBA.	
Downtown anchor tenant	Retain a retail recruitment specialist to undertake a targeted investment attraction campaign to draw a desired anchor tenant to the downtown. Perhaps a partnership with the DLBA.	
Place Building – land use, municipal services and public infrastructure		
Tax incentives		Continue to explore tax incentives to attract and retain businesses.
Development cost Charges		Consider the percentage of assist factor in the future DCCs update.
Relationship building in the local area	Host UDI breakfast and luncheon, Chamber of Commerce Dinner and other functions.	
Downtown building scheme		Will be carried out after the completion of the OCP and Zoning Bylaw updates.
Provisions for absentee landlords		Develop a building maintenance standard bylaw.
Business Care – business retention,		

expansion and facilitation		
Business Retention and Expansion		Review recommendation from the Business Retention and Recruitment Strategy and develop a work plan.
Business Walks Program		Develop a targeted list of businesses to meet with a strategic communication/action plan.
Job Fairs		Create a made-in-langley job fair.
Downtown walking tour		Explore new technology (e.g Apps, etc.) to create a self-guided interactive walking tour.
Creative Economy – emerging opportunities in arts, culture, education and technology		
Education summit	Meet with KPU, TWU and the School District to explore the possibility of hosting a summit.	
Innovation hub	Meet with KPU to explore potential concept on what such a hub would involve and engage other interested partners in bringing together a firm development concept.	

KPU Tech Campus		Explore with KPU to invest in a high-tech innovation zone that would include a clean tech accelerator group, new technology programming and new industry-education partnerships.
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BUDGET IMPLICATIONS:

<u>Strategy</u>	<u>Short Term Initiatives</u>	<u>Estimated Cost</u>
Place Making - marketing and investment attraction		
Research	Develop an Executive Summary of the Economic Development Strategy along with a branding and marketing campaign.	\$10,000.00
Website as a business attraction tool	Enhance economic development website	\$5,000.00
GIS data access	Explore and develop web-based GIS capabilities to support economic development data with interactive map.	\$5,000.00
Destination retail stores	Retain a contract retail recruiter to actively recruit destination stores to further expand and diversify the retail cluster in the City. Perhaps a partnership with Chamber of Commerce and DLBA.	\$25,000.00

Downtown anchor tenant	Retain a retail recruitment specialist to undertake a targeted investment attraction campaign to draw a desired anchor tenant to the downtown. Perhaps a partnership with the DLBA.	\$25,000.00
Place Building – land use, municipal services and public infrastructure		
Relationship building in the local area	Host UDI breakfast and luncheon, Chamber of Commerce Dinner and other functions.	\$10,000.00
Creative Economy – emerging opportunities in arts, culture, education and technology		
Education summit	Meet with KPU, TWU and the School District to explore the possibility of hosting a summit.	
Innovation hub	Meet with KPU to explore potential concept on what such a hub would involve and engage other interested partners in bringing together a firm development concept.	
Total		\$80,000.00

RECOMMENDATION FROM TASK GROUP TO COUNCIL:

THAT \$50,000.00, out of the \$80,000.00 budget to implement the short-term initiatives, be allocated from the Enterprise Fund, with the remaining budget being allocated from the Economic Development operating budget.

Respectfully Submitted,



Councillor Teri James
Chair
Economic Development Task Group



Councillor Paul Albrecht
Vice-Chair
Economic Development Task Group

Background Information

Members of the task group received the link to the following documents in advance of the meeting for their information:

- Terms of Reference, Economic Development Task Group
- Discover Langley City Community Profile, May 2019
(<https://documentcloud.adobe.com/link/track?uri=urn%3Aaaid%3Ascde%3AUS%3A122f377c-9222-4c89-aae7-7a5a7830f368>)
- Langley City: Nexus of Community, July 2018
(https://langleycity.ca/sites/default/files/uploads/Admin/Langley%20City_Nexus%20of%20Community_final%20single%20pages.pdf)
- Langley City Vision: Recommendations and Implementation Report, July 2018
(<https://langleycity.ca/sites/default/files/uploads/Admin/Langley%20City%20Vision%20Recommendations%20and%20Implementation%20Report%20JULY%2018%202018%281%29.pdf>)
- Economic Development Strategy, June 2016
(<https://langleycity.ca/sites/default/files/uploads/Development/Economic%20Development%20Strategy%202016%20-%20Final%20Report.pdf>)
- Update, Business Retention and Recruitment Strategy, May 2016
(<https://langleycity.ca/sites/default/files/uploads/Development/REP%20%20-%20Langley%20Business%20Retention%20and%20Recruitment%20Strategy%20Update%205-1-20...-1.pdf>)

To: Mayor and Councillors

Date: April 18, 2019

Subject: **Meeting Notes from April 18, 2019 Economic Development Task Group Meeting**

Page 10

- Industrial Business Attraction & Expansion Study, December 2015
(https://langleycity.ca/sites/default/files/uploads/Development/Industrial_Business_Attraction_Study_2015.pdf)
- Downtown Business Action Plan, January 2014
(https://langleycity.ca/sites/default/files/uploads/Development/Downtown_Langley_Action_Plan.pdf)



REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: **2018 Council Remuneration & Statement of Financial Information**

File #: 1880.00

Doc #:

From: Graham Flack, CPA, CMA
Deputy Director of Corporate Services

Date: May 7, 2019

RECOMMENDATION:

1. THAT the Report on Council Remuneration and Expenses as required by Section 168 of the Community Charter be adopted.
2. THAT the Statement of Financial Information as required by the Financial Information Act be adopted.

PURPOSE:

The purpose of this report is to report out Council Remuneration and Expenses as required under the Community Charter and the Statement of Financial Information as required by the Financial Information Act

POLICY:

The first attached schedule reporting remuneration and expenses paid to Council members for the year 2018 is in compliance with the requirements of Section 168 of the Community Charter.

The second attached schedule reporting the remuneration and expenses paid to Employees and Council as well as payments to suppliers in excess of \$25,000 is in compliance with the requirements of the Financial Information Act

COMMENTS/ANALYSIS:

The first attached report itemizes the Council remuneration and expenses for the year ending December 31, 2018. The column that itemizes the benefits provided to a Council member includes a proportionate share of the accidental death and dismemberment insurance policy and the City paid portion of dental and medical premiums. There are no contracts to report under section 107 of the Community Charter for the current council members.

The second attached report includes three sections relating to the year ended December 31, 2018. The first section itemizes the remuneration and expenses of City employees totaling over \$75,000. Expenses include items such as travel costs, relocation expenses, registration fees, memberships and education expenses. The second section itemizes the Council remuneration and expenses. The third section itemizes the total payments made to suppliers in excess of \$25,000. Section 2(6) of the Financial Information Act requires the City to collect a fee of \$5.00 for distribution of this report to the public.

Respectfully Submitted,



Graham Flack, CPA, CMA
Deputy Director of Corporate Services

Attachments:

1. Report on Council Remuneration and Expenses
2. Statement of Financial Information

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I support the recommendation.



Francis Cheung, P. Eng.
Chief Administrative Officer

City of Langley
Reporting of Remuneration and Expenses to Council Members
Section 168 of the Community Charter
For the Year Ended December 31, 2018

Elected Official		Remuneration		Expenses		Benefits		Total
Mayor:								
Schaffer, Ted J.	¹	\$ 79,800	\$	7,401	\$	3,148 ⁵	\$	90,349
van den Broek, Valaria	²	51,869		6,051		133 ⁴		58,053
Councillors:								
Albrecht, Paul E.		43,955		4,862		4,047 ⁵		52,864
Arnold, Jack	¹	36,825		3,869		111 ⁴		40,805
James, Teri L.	³	6,475		-		460		6,935
Martin, Gayle M.E.		45,394		3,428		2,068 ⁶		50,890
Pachal, Nathan J.		43,170		2,979		133 ⁴		46,282
Storteboom, Rudolph		43,955		6,345		2,427 ⁶		52,727
Wallace, Rosemary H.M	³	6,475		70		657 ⁵		7,202
Total		\$ 357,918	\$	35,005	\$	13,184	\$	406,107

¹ Elected term ended November 4, 2018

² Elected from Councillor to Mayor beginning November 5, 2018

³ Elected term began November 5, 2018

⁴ Travel and accident insurance

⁵ Travel and accident insurance, extended health, dental

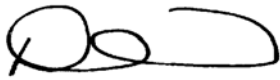
⁶ Travel and accident insurance, extended health, dental, medical

CITY OF LANGLEY
STATEMENT OF FINANCIAL INFORMATION
For the Year Ended December 31, 2018

CITY OF LANGLEY

STATEMENT OF FINANCIAL INFORMATION APPROVAL For the Year Ended December 31, 2018

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.



Darrin Leite, CPA, CA
Director of Corporate Services



Val van den Broek
Mayor

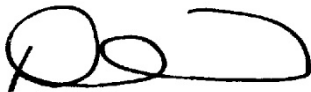
CITY OF LANGLEY

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information 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.

City Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal controls. City Council meets with management, and the external auditors as required. The external auditors, BDO Canada LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Financial Information Act. Their examination includes a review and evaluation of the City's system of internal controls and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and fair access to City Council.

On behalf of The City of Langley



Darrin Leite, CPA, CA
Director of Corporate Services
May 7, 2019

**Consolidated Financial Statements
of
CITY OF LANGLEY
Year ended December 31, 2018**

CITY OF LANGLEY
Consolidated Financial Statements
Year ended December 31, 2018

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CITY OF LANGLEY

Consolidated Financial Statements

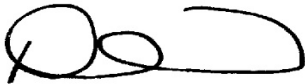
Year ended December 31, 2018

MANAGEMENT'S RESPONSIBILITY

The management of the City of Langley (the "City") is responsible for the preparation of the accompanying consolidated financial statements and the preparation and presentation of all information in the Financial Report. The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards and are considered by management to present fairly the financial position and operating results of the City. The City's accounting procedures and related systems of internal control are designed to provide reasonable assurance that its assets are safeguarded and its financial records are reliable.

City Council accepts the consolidated financial statements and meets with management to determine that management has fulfilled its obligation in the preparation of the consolidated financial statements.

The City's independent auditor, BDO Canada LLP, has examined the consolidated financial statements and their report outlines the scope of their examination and their opinion on the consolidated financial statements of the City of Langley.



Darrin Leite, CPA, CA
Director of Corporate Services



Tel: 604 688 5421
Fax: 604 688 5132
vancouver@bdo.ca
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BDO Canada LLP
600 Cathedral Place
925 West Georgia Street
Vancouver BC V6C 3L2 Canada

Independent Auditor's Report

To the Mayor and Council of the City of Langley

Opinion

We have audited the consolidated financial statements of the City of Langley and its controlled entities (the "Consolidated Entity") which comprise the Consolidated Statement of Financial Position as at December 31, 2018 and the Consolidated Statements Operations, Consolidated Changes in Net Debt, and Consolidated Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

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

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Consolidated Entity in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the information included in the Annual Report, but does not include the consolidated financial statements and our auditor's report thereon.

Our opinion on the consolidated financial statements does not cover the other information and we do not express any for of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

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

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

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

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

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally-accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally-accepted auditing standards we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

Identify and assess the risks of material misstatement of the consolidated financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

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

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



Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Consolidated Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However future events or conditions may cause the Consolidated Entity to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Canada LLP

Chartered Professional Accountants

Vancouver, British Columbia

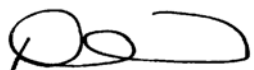
April 29, 2019

CITY OF LANGLEY

Consolidated Statement of Financial Position at December 31, 2018 with comparative figures for 2017

	2018	2017
Financial Assets		
Cash & cash equivalents (Note 2)	\$ 22,159,086	\$ 26,018,285
Accounts receivable		
Taxes and utilities receivable	4,552,418	4,154,907
Receivables from other governments	2,168,321	5,463,690
Other receivables	2,090,225	1,499,807
Portfolio investments (Note 2)	42,098,460	27,098,165
	<u>73,068,510</u>	<u>64,234,854</u>
Liabilities		
Prepaid property taxes	4,323,597	4,251,021
Accounts payable and accrued liabilities	10,862,338	9,656,461
Employee future benefits (Note 3)	347,452	329,100
Deferred revenue	1,336,900	1,157,831
Deferred development cost charges (Note 4)	17,579,002	13,835,199
	<u>34,449,289</u>	<u>29,229,612</u>
Net Financial Assets	<u>38,619,221</u>	<u>35,005,242</u>
Non-Financial Assets		
Prepaid expenses	107,632	93,142
Supplies inventory	122,873	120,353
Tangible capital assets (Schedule 4)	257,942,522	250,317,972
	<u>258,173,027</u>	<u>250,531,467</u>
Accumulated Surplus (Note 5)	<u>\$ 296,792,248</u>	<u>\$ 285,536,709</u>

See accompanying notes to consolidated financial statements.



Darrin Leite, CPA, CA
Director of Corporate Services



Val van den Broek
Mayor

CITY OF LANGLEY

Consolidated Statement of Operations

Year ended December 31, 2018 with comparative figures for 2017

	2018 Financial Plan	2018	2017
	(Note 13)		
Revenues (Schedules 2 & 3)			
Property tax revenue (Note 6)	\$ 27,661,540	\$ 27,504,153	\$ 26,152,151
User fees and other revenue	11,756,070	15,772,694	12,601,039
Gaming proceeds	6,800,000	7,752,596	7,577,431
Government transfers (Note 7)	1,754,190	1,953,717	7,573,037
Investment earnings	607,350	1,186,465	783,277
Use of development cost charges (Note 4)	1,098,900	797,718	782,621
Gain (loss) on disposal of tangible capital assets	-	420,894	(84,421)
Contributed tangible capital assets	-	1,117,743	253,717
	49,678,050	56,505,980	55,638,852
Expenses (Schedules 2 & 3)			
General government services	5,215,095	5,126,883	4,684,312
Police service	12,343,840	12,004,352	11,112,031
Fire service	4,822,775	4,436,465	4,448,691
Other protective services	826,425	798,060	765,810
Engineering operations	6,293,735	5,820,568	5,852,316
Water utility	3,961,085	3,988,915	3,865,341
Sewer and drainage utility	3,535,945	3,710,405	3,348,534
Development services	1,461,295	1,159,947	1,161,110
Solid waste	657,410	655,515	631,752
Recreation services	4,877,935	4,784,063	4,765,358
Parks	2,540,965	2,765,268	2,288,464
	46,536,505	45,250,441	42,923,719
Annual Surplus	3,141,545	11,255,539	12,715,133
Accumulated Surplus - beginning of year	285,536,709	285,536,709	272,821,576
Accumulated Surplus - end of year (Note 5)	\$ 288,678,254	\$ 296,792,248	\$ 285,536,709

See accompanying notes to consolidated financial statements.

CITY OF LANGLEY

Consolidated Statement of Change in Net Financial Assets

Year ended December 31, 2018 with comparative figures for 2017

	2018 Financial Plan	2018	2017
	(Note 13)		
Annual Surplus	\$ 3,141,545	\$ 11,255,539	\$ 12,715,133
Change in Capital Assets			
Acquisition of tangible capital assets	(9,970,270)	(12,373,678)	(15,757,321)
Contributed tangible capital assets	-	(1,117,743)	(253,717)
Amortization	5,278,040	5,657,083	5,320,689
Proceeds from sale of tangible capital assets	-	630,682	51,800
(Gain) loss on disposal of tangible capital assets	-	(420,894)	84,421
	(4,692,230)	(7,624,550)	(10,554,128)
Change in Other Non Financial assets			
(Increase) decrease in prepaid expenses	-	(14,490)	24,233
(Increase) decrease in supplies inventory	-	(2,520)	(13,021)
	-	(17,010)	11,212
Increase (Decrease) in Financial Assets	(1,550,685)	3,613,979	2,172,217
Net Financial Assets - beginning of year	35,005,242	35,005,242	32,833,025
Net Financial Assets - end of year	\$ 33,454,557	\$ 38,619,221	\$ 35,005,242

See accompanying notes to consolidated financial statements.

CITY OF LANGLEY

Consolidated Statement of Cash Flows

Year ended December 31, 2018 with comparative figures for 2017

	2018	2017
Cash Provided By (Used For)		
Operating Transactions		
Annual surplus	\$ 11,255,539	\$ 12,715,133
Items not involving cash:		
Development cost charge revenue recognized	(797,718)	(782,621)
Amortization	5,657,083	5,320,689
Amortization of investment premiums and discounts	(1,648)	(1,835)
Contributed tangible capital assets	(1,117,743)	(253,717)
(Gain) loss on disposal of tangible capital assets	(420,894)	84,421
Changes in non-cash working capital:		
Accounts receivable	2,307,440	(2,348,697)
Prepaid property taxes	72,576	14,430
Accounts payable and accrued liabilities	1,224,229	334,376
Prepaid expenses	(14,490)	24,233
Supplies inventory	(2,520)	(13,021)
Deferred revenue	179,069	118,945
	<u>18,340,923</u>	<u>15,212,336</u>
Capital Transactions		
Cash used to acquire tangible capital assets	(12,373,678)	(15,757,321)
Proceeds from sale of tangible capital assets	630,682	51,800
	<u>(11,742,996)</u>	<u>(15,705,521)</u>
Financing Transactions		
Receipt of deferred development cost charges and interest earned	4,541,521	3,295,849
Investing Transactions		
Purchase of investments	(52,100,000)	(25,101,353)
Redemption of investments	37,101,353	23,141,397
	<u>(14,998,647)</u>	<u>(1,959,956)</u>
(Decrease) Increase in Cash and Cash Equivalents	<u>(3,859,199)</u>	<u>842,708</u>
Balance - beginning of year	26,018,285	25,175,577
Balance - end of year	<u>\$ 22,159,086</u>	<u>\$ 26,018,285</u>

See accompanying notes to consolidated financial statements.

CITY OF LANGLEY

Notes to the Consolidated Financial Statements

Year ended December 31, 2018 with comparative figures for 2017

1. Significant accounting policies:

The City of Langley (the "City") is a municipality in the province of British Columbia and operates under the provisions of the Community Charter. The City provides municipal services such as policing, fire protection, public works, planning, parks, recreation and other general government services.

(A) Reporting Entity and Basis of Consolidation:

These financial statements have been prepared in accordance with Canadian public sector accounting standards using guidelines developed by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. They consolidate the activities of all the funds of the City and the City's wholly-owned subsidiary Langley City Development Corporation.

(B) Basis of Accounting:

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

(C) Non Financial Assets:

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

(D) Tangible Capital Assets:

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation and installation costs, design and engineering fees, legal fees and site preparation costs. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset, commencing once the asset is put into use. Assets under construction are not amortized. Contributed tangible capital assets are recorded at fair value at the time of contribution and are also recorded as revenue.

Estimated useful lives of tangible capital assets are as follows:

Land Improvements	10 to 30 years
Buildings	10 to 50 years
Vehicles	10 to 20 years
Furniture & Equipment	3 to 20 years
Transportation Infrastructure	10 to 100 years
Sewer & Drainage Infrastructure	10 to 80 years
Water Infrastructure	20 to 80 years

(E) Revenue Recognition:

Property tax revenue

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Annual levies for non-optional municipal services and general administrative services are recorded as property tax revenue in the year they are levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts. Levies imposed by other taxing authorities are not included as property tax revenue.

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded.

User fees and other revenue

Charges for licences and permits, solid waste fees, and sewer and water usage are recorded as user fees and other revenue as services are utilized and revenue is earned.

CITY OF LANGLEY

Notes to the Consolidated Financial Statements

Year ended December 31, 2018 with comparative figures for 2017

Gaming proceeds

Gaming proceeds, a specific type of government transfer, are recognized in the period in which they are earned.

Government transfers

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Investment earnings

Investment income is recorded on the accrual basis and recognized when earned.

Development cost charges

Developers are required to pay funds to offset the cost of required infrastructure development. The amounts are recognized as a liability and accrue interest until spent on the required infrastructure. When qualifying expenditures are incurred, Development cost charges are recognized as revenue as an offsetting funding source.

Contributed tangible capital assets

Developers are required to provide subdivision infrastructure such as streets, lighting, sidewalks, and drainage etc. Upon completion, these assets are turned over to the City and recognized at the estimated fair market value.

(F) Use of Estimates/Measurement Uncertainty:

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the reporting period. Significant areas requiring use of management estimates relate to the determination of employee future benefit liabilities, provisions for litigation and claims, collectibility of accounts receivable and the useful lives of tangible capital assets. Actual results could differ from those estimates.

(G) Basis of Segmentation (Schedule 2 & 3):

Municipal services have been segmented by grouping services that have similar objectives (by function). Revenues that are directly related to the costs of the function have been attributed to each segment.

(H) Contaminated Sites:

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standard, the government has responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made.

Management has assessed its potential liabilities under the new standard, including sites that are no longer in productive use and sites for which the City accepts responsibility. There are no such sites that had contamination in excess of an environmental standard requiring remediation at this time. Therefore, no liability was recognized as at December 31, 2018 or December 31, 2017.

CITY OF LANGLEY

Notes to the Consolidated Financial Statements

Year ended December 31, 2018 with comparative figures for 2017

2. Cash, cash equivalents and portfolio investments:

	2018	2017
Deferred development cost charges	\$ 16,614,332	\$ 13,040,627
Statutory reserves	8,964,086	6,910,642
Non-statutory reserves	25,959,140	24,468,663
Operating funds	12,719,988	8,696,518
	<u>\$ 64,257,546</u>	<u>\$ 53,116,450</u>
Cash and cash equivalents	\$ 22,159,086	\$ 26,018,285
Portfolio investments	42,098,460	27,098,165
	<u>\$ 64,257,546</u>	<u>\$ 53,116,450</u>

Cash and cash equivalents includes funds held in bank accounts at TD Canada Trust earning interest of prime rate less 1.65% (2017 - prime rate less 1.65%).

Portfolio investments, which include banker's acceptances and term deposits, have effective interest rates between 1.80% and 3.20% (2017 - 1.40% and 3.08%) with varying maturity dates up to 72 months. The market value of the investments as at December 31, 2018 was \$42,108,376 (2017 - \$27,129,910). Portfolio investments are recorded at amortized cost. Investments are written down to net realizable value when there has been a decline other than a temporary one.

3. Employee future benefits:

The City provides employee future benefits in the form of non-vested sick leave to qualifying employees. These benefits are accrued as earned and paid when taken by employees.

Employee sick leave is credited annually at 18 days per full year of service. Unused days are banked to a maximum of 120 days. The City does not pay out the value of the cumulative sick plan bank at retirement or termination of employment; however, the City could experience usage of these banks in periods leading up to retirement, resulting in a non-vested liability.

An actuarial evaluation of these benefits was performed to determine the City's estimated liability and accrued benefit obligation as at December 31, 2015 and is projected to December 31, 2018. Actuarial losses are amortized over the estimated average remaining service life of employees. The next valuation will be as at December 31, 2018, with results available in 2019.

The employee future benefit liability at December 31, 2018 was \$347,452 (2017 - \$329,100), comprised as follows:

	2018	2017
Benefit liability - beginning of year	\$ 329,100	\$ 317,848
Current service cost	35,400	34,500
Interest cost	13,000	12,900
Benefits paid	(42,400)	(48,500)
Amortization of actuarial loss	12,352	12,352
Benefit liability - end of year	<u>\$ 347,452</u>	<u>\$ 329,100</u>
Accrued benefit obligation - end of year	\$ 426,500	\$ 420,500
Unamortized actuarial loss	(79,048)	(91,400)
Benefit liability - end of year	<u>\$ 347,452</u>	<u>\$ 329,100</u>

Actuarial assumptions used to determine the City's accrued benefit obligation are as follows:

	2018	2017
Discount rate	3.00%	3.00%
Expected future inflation rate	2.50%	2.50%
Merit and inflationary earnings increases	2.58-4.63%	2.58-4.63%
Estimated average remaining service life	10.4	10.4

CITY OF LANGLEY

Notes to the Consolidated Financial Statements

Year ended December 31, 2018 with comparative figures for 2017

4. Deferred development cost charges:

	Balance at Dec. 31, 2017	Contributions Received	Interest Earned	Use of Development Cost Charges	Balance at Dec. 31, 2018
Drainage	\$ 2,950,163	\$ 514,059	\$ 69,117	\$ (123,750)	\$ 3,409,589
Public Open Spaces	4,616,002	188,125	98,486	(472,986)	4,429,627
Roads	2,770,621	1,692,391	77,874	(180,661)	4,360,225
Sewer	2,336,343	1,397,586	66,133	(20,321)	3,779,741
Water	1,162,070	408,142	29,608	-	1,599,820
	<u>\$13,835,199</u>	<u>\$ 4,200,303</u>	<u>\$ 341,218</u>	<u>\$ (797,718)</u>	<u>\$ 17,579,002</u>

5. Accumulated surplus:

Accumulated surplus is comprised of operating surpluses and equity in tangible capital assets held in the general, sewer and water funds as well as reserves. Accumulated surplus is distributed as follows:

	2018	2017
Operating surplus		
General	\$ 1,375,798	\$ 1,293,587
Sewer & Drainage	1,147,115	1,142,801
Water	1,403,587	1,403,044
	<u>3,926,500</u>	<u>3,839,432</u>
Equity in tangible capital assets		
General	204,063,676	199,182,592
Sewer & Drainage	30,846,489	28,438,803
Water	23,032,357	22,696,577
	<u>257,942,522</u>	<u>250,317,972</u>
Reserves (Schedule 1)		
Statutory reserves	8,964,086	6,910,642
Non-statutory reserves	25,959,140	24,468,663
	<u>34,923,226</u>	<u>31,379,305</u>
	<u>\$ 296,792,248</u>	<u>\$ 285,536,709</u>

6. Property tax revenue:

In addition to its own tax levies, the City is required to levy taxes on behalf of various other taxing authorities. These include the provincial government for local school taxes, and organizations providing regional services in which the Municipality has become a member. Total tax levies were comprised as follows:

	2018 Financial Plan	2018	2017
City tax levies	\$ 27,113,085	\$ 26,952,217	\$ 25,611,686
Grants in lieu of taxes	548,455	551,936	540,465
	<u>27,661,540</u>	<u>27,504,153</u>	<u>26,152,151</u>
Levies for other organizations			
School taxes		14,308,048	13,709,858
TransLink		2,872,013	2,699,413
British Columbia Assessment Authority		440,504	409,960
Metro Vancouver		473,148	371,313
Downtown Langley Merchants Assoc.		443,237	422,130
Municipal Finance Authority		1,991	1,684
Total collections for others		<u>18,538,941</u>	<u>17,614,358</u>
		<u>\$ 46,043,094</u>	<u>\$ 43,766,509</u>

CITY OF LANGLEY

Notes to the Consolidated Financial Statements

Year ended December 31, 2018 with comparative figures for 2017

7. Government transfers:

	2018 Financial Plan	2018	2017
Federal Government			
Community works fund	\$ 127,680	\$ 133,883	\$ 128,660
	127,680	133,883	128,660
Provincial Government			
Hotel tax revenue	165,000	171,404	163,646
Carbon tax revenue sharing	20,500	20,498	20,512
Traffic fine revenue sharing	475,000	452,388	472,123
Infrastructure funding	-	108,649	5,375,983
	660,500	752,939	6,032,264
Municipalities and Regional Authorities			
Police capital adjustment	33,880	40,227	33,881
Langley Youth & Family Services	358,635	356,090	329,677
Emergency preparedness	36,495	20,682	26,176
Major road network	537,000	641,000	537,000
Infrastructure funding	-	8,896	485,379
	966,010	1,066,895	1,412,113
	\$ 1,754,190	\$ 1,953,717	\$ 7,573,037

8. Trust funds:

The City has excluded the following trust funds and associated cash and accounts receivable from the Consolidated Statement of Financial Position and related interest earnings and transactions from the Consolidated Statement of Operations:

	2018	2017
Langley Christmas Bureau	\$ 280,265	\$ 261,471
Refundable deposits	14,278,015	8,937,161
Road bond reserve	41,350	41,350
GVS & DD development cost charges	100,265	64,920
	\$ 14,699,895	\$ 9,304,902

These funds were received from the public for specific purposes or are deposited by developers and held by the City until all aspects for the development permit have been fulfilled.

9. Expenditures and expenses by object (Schedules 2 & 3):

	2018			2017
	Operations	Capital	Total	Total
Salaries & benefits	\$ 13,294,321	\$ 272,527	\$ 13,566,848	\$ 13,580,592
Goods and services	26,299,037	12,101,151	38,400,188	39,779,759
Contributed tangible capital assets	-	1,117,743	1,117,743	253,717
Total expenditures	39,593,358	13,491,421	53,084,779	53,614,068
Amortization	5,657,083	-	5,657,083	5,320,689
Total expenditures & expenses	\$ 45,250,441	\$ 13,491,421	\$ 58,741,862	\$ 58,934,757

CITY OF LANGLEY

Notes to the Consolidated Financial Statements

Year ended December 31, 2018 with comparative figures for 2017

11. Municipal pension plan:

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2017, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local governments.

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

The most recent valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The City of Langley paid \$1,038,327 (2017 - \$1,037,870) for employer contributions while employees contributed \$846,894 (2017 - \$817,705) to the plan in fiscal 2018.

The next valuation will be as at December 31, 2018, with results available in 2019.

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

12. Contingent liabilities:

A number of legal claims have been initiated against the City in varying and unspecified amounts. The outcome of these claims cannot reasonably be determined at this time.

CITY OF LANGLEY

Notes to the Consolidated Financial Statements

Year ended December 31, 2018 with comparative figures for 2017

13. Financial plan:

The financial plan reported on the Consolidated Statement of Operations represents the Financial Plan and Capital Improvement Plan bylaw adopted by City Council on February 19, 2018 and does not reflect any amendments approved after the original adoption.

The following reconciles the balanced statutory financial plan and the financial plan surplus reported on the Consolidated Statement of Operations.

	Financial Plan
Surplus as per Financial Plan Bylaw No. 3051	\$ -
Capital asset additions	9,970,270
Transfer to non-statutory reserves	8,680,745
Transfer to statutory reserves	1,569,970
Amortization expense	(5,278,040)
Transfer from non-statutory reserves	(9,254,735)
Transfer from statutory reserves	(2,391,665)
Transfer from surplus	(155,000)
Financial Plan Surplus as per Consolidated Statement of Operations	<u>\$ 3,141,545</u>

14. Contractual rights:

(A) Developer contributions:

The City has entered into a number of public works development agreements which require the developers to contribute various infrastructure assets to the City, including roads and underground utilities. The timing and extent of these future contributions vary depending on development activity and fair value of the assets received at time of contribution, which cannot be determined with certainty at this time.

(B) Gaming proceeds:

The City has a Host Financial Assistance Agreement with the Province of BC where the Province has agreed that 10% of the net gaming income from the Cascades Casino will be paid the City of Langley, as financial assistance, for any purpose that would be of public benefit to the city. In 2018, the City recognized \$7,752,596 in revenues from the Province. Future revenues are anticipated to be approximately \$7.2 million per year but are dependant on the amount of gaming that occurs at the casino in any given year.

CITY OF LANGLEY

Schedule 1

Consolidated Schedule of Statutory and Non-statutory Reserves

Year ended December 31, 2018

Statutory Reserves	Balance at Dec. 31, 2017	Developer Contributions	Internal Transfer Additions	Interest	Internal Transfer Expenditures	Operational Expenditures	Capital Asset Additions	Balance at Dec. 31, 2018
Capital Works	\$ 3,937,766	\$ -	\$ 4,545,139	\$ 88,146	\$ (1,000,000)	\$ (517,530)	\$ (1,011,366)	\$ 6,042,155
Equipment Replacement-Fire Dept.	885,580	-	64,982	18,061	-	-	(272,626)	695,997
Lane Development	259,199	-	-	5,551	-	-	-	264,750
Machinery Replacement	1,334,303	-	467,243	30,119	-	-	(453,522)	1,378,143
Off-Street Parking	255,814	-	10,436	5,562	-	-	-	271,812
Office Equipment Replacement	14,714	-	46,500	654	-	(17,044)	(25,181)	19,643
Parks and Recreation	185,654	-	177,500	5,316	-	(83,936)	(31,366)	253,168
P&R Future Projects	37,612	-	-	806	-	-	-	38,418
Total	\$ 6,910,642	\$ -	\$ 5,311,800	\$ 154,215	\$ (1,000,000)	\$ (618,510)	\$ (1,794,061)	\$ 8,964,086

Non-statutory Reserves	Balance at Dec. 31, 2017	Developer Contributions	Internal Transfers Additions	Interest	Internal Transfer Expenditures	Operational Expenditures	Capital Asset Additions	Balance at Dec. 31, 2018
Community Works	\$ 5,742	\$ -	\$ 133,883	\$ 35	\$ -	\$ -	\$ (127,675)	\$ 11,985
Future Policing Costs	3,287,365	-	-	70,387	(99,663)	-	(143,815)	3,114,274
Gaming Proceeds	12,407,324	-	7,752,596	294,690	(675,040)	(452,686)	(7,066,580)	12,260,304
Major Road Network Rehab	1,077,100	-	399,818	23,090	-	-	-	1,500,008
Prosperity Fund	-	-	1,350,000	-	-	-	-	1,350,000
Sewer Future Capital	1,504,821	-	685,000	34,316	-	(166,449)	(1,149,114)	908,574
Sewer Insurance Claims	31,876	-	-	683	-	-	-	32,559
Special Bonds	4,546,921	436,800	-	98,309	-	-	(259,472)	4,822,558
Tax Stabilization	339,818	-	-	7,277	-	-	-	347,095
Water Future Capital	1,267,696	-	880,000	31,902	-	(92,586)	(475,229)	1,611,783
Total	\$ 24,468,663	\$ 436,800	\$ 11,201,297	\$ 560,689	\$ (774,703)	\$ (711,721)	\$ (9,221,885)	\$ 25,959,140

CITY OF LANGLEY

Schedule 2
Consolidated Report of Segmented Revenues and Expenses
Year ended December 31, 2018

	2018 Financial Plan	General government	Police service	Fire service	Other protective services	Engineering operations	Water utility	Sewer & drainage utility	Development services	Solid waste	Recreation services	Parks	2018
	Note 13												
Revenue													
Property tax revenue	\$ 27,661,540	\$ 27,504,153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,504,153
User fees and other revenue	11,756,070	2,895,844	1,625	1,263	38,094	512,915	5,023,167	4,085,835	2,021,028	663,101	98,331	431,491	15,772,694
Gaming proceeds	6,800,000	7,314,631	-	-	-	-	-	-	-	-	357,965	80,000	7,752,596
Government transfers	1,754,190	123,883	492,615	2,600	376,772	745,945	20,000	-	191,902	-	-	-	1,953,717
Investment earnings	607,350	1,186,465	-	-	-	-	-	-	-	-	-	-	1,186,465
Use of development cost charges	1,098,900	-	-	-	-	180,661	-	144,071	-	-	-	472,986	797,718
Gain (loss) on disposal of capital assets	-	-	-	(31,418)	-	475,071	(12,954)	-	-	-	-	(9,805)	420,894
Contributed infrastructure	-	-	-	-	-	699,719	126,299	291,725	-	-	-	-	1,117,743
Total Revenue	49,678,050	39,024,976	494,240	(27,555)	414,866	2,614,311	5,156,512	4,521,631	2,212,930	663,101	456,296	974,672	56,505,980
Expenses													
Operating													
Salaries & benefits	14,338,370	2,865,098	6,650	3,567,145	108,548	1,605,381	526,454	380,121	804,824	15,712	2,244,948	1,169,440	13,294,321
Goods and services	26,920,095	1,654,606	11,914,980	575,173	689,512	2,015,757	3,026,641	2,724,758	326,534	639,803	1,736,979	994,294	26,299,037
	41,258,465	4,519,704	11,921,630	4,142,318	798,060	3,621,138	3,553,095	3,104,879	1,131,358	655,515	3,981,927	2,163,734	39,593,358
Amortization	5,278,040	607,179	82,722	294,147	-	2,199,430	435,820	605,526	28,589	-	802,136	601,534	5,657,083
Total Expenses	46,536,505	5,126,883	12,004,352	4,436,465	798,060	5,820,568	3,988,915	3,710,405	1,159,947	655,515	4,784,063	2,765,268	45,250,441
Excess (Deficiency) of Revenue Over Expenses	\$ 3,141,545	\$ 33,898,093	\$ (11,510,112)	\$ (4,464,020)	\$ (383,194)	\$ (3,206,257)	\$ 1,167,597	\$ 811,226	\$ 1,052,983	\$ 7,586	\$ (4,327,767)	\$ (1,790,596)	\$ 11,255,539

CITY OF LANGLEY

Schedule 3
Consolidated Report of Segmented Revenues and Expenses
Year ended December 31, 2017

	2017 Financial Plan	General government	Police service	Fire service	Other protective services	Engineering operations	Water utility	Sewer & drainage utility	Development services	Solid waste	Recreation services	Parks	2017
Revenue													
Property tax revenue	\$26,240,955	\$26,152,151	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$26,152,151
User fees and other revenue	11,116,135	1,139,049	3,875	2,440	71,159	336,079	4,684,300	3,804,983	1,674,151	627,210	115,007	142,786	12,601,039
Gaming proceeds	6,400,000	7,227,938	-	-	-	-	-	-	-	-	299,493	50,000	7,577,431
Government transfers	7,226,355	148,660	506,004	-	335,853	5,043,132	656,000	699,230	184,158	-	-	-	7,573,037
Investment earnings	338,500	783,277	-	-	-	-	-	-	-	-	-	-	783,277
Use of development cost charges	1,440,565	-	-	-	-	33,134	-	31,109	-	-	-	718,378	782,621
Gain (loss) on disposal of capital assets	-	(950)	-	-	-	(45,177)	(2,525)	(35,769)	-	-	-	-	(84,421)
Contributed infrastructure	-	-	-	-	-	161,756	52,174	39,787	-	-	-	-	253,717
Total Revenue	52,762,510	35,450,125	509,879	2,440	407,012	5,528,924	5,389,949	4,539,340	1,858,309	627,210	414,500	911,164	55,638,852
Expenses													
Operating													
Salaries & benefits	13,103,265	2,778,156	4,556	3,666,523	118,812	1,696,546	503,036	372,083	811,326	17,929	2,202,620	1,078,249	13,249,836
Goods and services	28,572,380	1,315,728	11,024,721	518,944	646,998	1,998,411	2,962,250	2,410,282	323,876	613,823	1,778,797	759,364	24,353,194
	41,675,645	4,093,884	11,029,277	4,185,467	765,810	3,694,957	3,465,286	2,782,365	1,135,202	631,752	3,981,417	1,837,613	37,603,030
Amortization	4,750,000	590,428	82,754	263,224	-	2,157,359	400,055	566,169	25,908	-	783,941	450,851	5,320,689
Total Expenses	46,425,645	4,684,312	11,112,031	4,448,691	765,810	5,852,316	3,865,341	3,348,534	1,161,110	631,752	4,765,358	2,288,464	42,923,719
Excess (Deficiency) of Revenue Over Expenses	\$ 6,336,865	\$ 30,765,813	\$(10,602,152)	\$ (4,446,251)	\$ (358,798)	\$ (323,392)	\$ 1,524,608	\$ 1,190,806	\$ 697,199	\$ (4,542)	\$ (4,350,858)	\$ (1,377,300)	\$ 12,715,133

CITY OF LANGLEY

Schedule 4

Schedule of Tangible Capital Assets

Year ended December 31, 2018 with comparative figures for 2017

2018	Land	Land Improvements	Buildings	Vehicles	Furniture & Equipment	Transportation Infrastructure	Sewer & Drainage Infrastructure	Water Infrastructure	Total
Historical cost¹									
Opening cost	\$ 66,541,381	\$ 10,755,320	\$ 40,705,836	\$ 7,803,792	\$ 7,901,085	\$ 134,896,478	\$ 45,668,335	\$ 32,596,925	\$ 346,869,152
Additions	217,879	2,150,191	767,204	813,802	142,422	5,613,980	3,009,258	776,685	13,491,421
Disposals	(4,511)			(589,132)		(371,093)	(48,896)	(51,773)	(1,065,405)
	66,754,749	12,905,511	41,473,040	8,028,462	8,043,507	140,139,365	48,628,697	33,321,837	359,295,168
Accumulated amortization									
Opening balance	-	4,019,405	15,214,968	4,321,770	5,217,002	40,648,155	17,229,532	9,900,348	96,551,180
Amortization expense		436,228	1,507,355	396,252	364,194	1,923,531	601,572	427,951	5,657,083
Disposals				(511,612)		(256,290)	(48,896)	(38,819)	(855,617)
	-	4,455,633	16,722,323	4,206,410	5,581,196	42,315,396	17,782,208	10,289,480	101,352,646
Net book value	\$ 66,754,749	\$ 8,449,878	\$ 24,750,717	\$ 3,822,052	\$ 2,462,311	\$ 97,823,969	\$ 30,846,489	\$ 23,032,357	\$ 257,942,522

2017	Land	Land Improvements	Buildings	Vehicles	Furniture & Equipment	Transportation Infrastructure	Sewer & Drainage Infrastructure	Water Infrastructure	Total
Historical cost¹									
Opening cost	\$ 66,462,265	\$ 8,433,155	\$ 40,259,086	\$ 6,829,316	\$ 7,644,294	\$ 126,614,889	\$ 44,121,639	\$ 30,980,622	\$ 331,345,266
Additions	79,116	2,322,165	446,750	1,378,568	256,791	8,281,589	1,624,704	1,621,355	16,011,038
Disposals	-	-	-	(404,092)	-	-	(78,008)	(5,052)	(487,152)
	66,541,381	10,755,320	40,705,836	7,803,792	7,901,085	134,896,478	45,668,335	32,596,925	346,869,152
Accumulated amortization									
Opening balance	-	3,702,569	13,724,532	4,305,101	4,894,186	38,734,789	16,709,503	9,510,742	91,581,422
Amortization expense	-	316,836	1,490,436	322,835	322,816	1,913,366	562,267	392,133	5,320,689
Disposals	-	-	-	(306,166)	-	-	(42,238)	(2,527)	(350,931)
	-	4,019,405	15,214,968	4,321,770	5,217,002	40,648,155	17,229,532	9,900,348	96,551,180
Net book value	\$ 66,541,381	\$ 6,735,915	\$ 25,490,868	\$ 3,482,022	\$ 2,684,083	\$ 94,248,323	\$ 28,438,803	\$ 22,696,577	\$ 250,317,972

¹Included in historical cost are assets under construction with a total cost of \$44,739,249 (2017 - \$42,424,090). No amortization has been recorded on these assets as they are in progress and not complete at year-end.

City of Langley
Statement of Financial Information (SOFI)
For the Year Ended December 31, 2018

Schedule of Remuneration & Expenses - City Employees

Employee	Remuneration	Expenses	Total
Balducci, Patrick	\$ 83,289	\$ 662	\$ 83,951
Beddow, Roy M.	125,854	4,231	130,085
Berg, Andrew R.	117,094	29	117,123
Bomhof, Rick P.	160,695	5,634	166,329
Boswell, Keith	92,355	261	92,616
Cheung, Francis K.K.	235,725	12,260	247,985
Clark, James M.	113,003	229	113,232
Crawford, Anthony B.A.	128,880	203	129,083
Daum, Christine	88,390	546	88,936
Edell, Tera K.	84,637	171	84,808
Endersby, Beverly K.	113,448	1,298	114,746
Flack, Graham D.	130,071	2,903	132,974
Ford, Kyle	109,758	815	110,573
Galway, Colin P.	96,956	1,137	98,093
Gary, Joseph S.	106,791	216	107,007
Gilbert, Paul J.	89,688	9,186	98,874
Godlonton, Brian D.	72,189	3,555	75,744
Gray, Daniel E.	108,879	29	108,908
Hale, Judy A.	128,269	2,759	131,028
Hess, Murray E.	131,933	-	131,933
Hilton, Kim A.	141,477	579	142,056
Hoogendoorn, Peter B.	86,542	1,537	88,079
Jefford, Kara L.	86,573	722	87,295
Jose, Mathew	87,602	3,157	90,759
Joyal, Debra J.	75,739	50	75,789
Kaetler, Cameron L.	108,905	-	108,905
Kennedy, Scott A.	123,894	11,189	135,083
Kenney, Kelly A.	110,263	1,204	111,467
Kerton, William J.	75,664	-	75,664
Kusack, Paula D.	101,546	1,324	102,870
Leigh, Robert S.	134,856	29	134,885
Leite, Darrin W.	161,001	6,077	167,078
Mallory, Geoff A.	121,351	509	121,860
Miley, Christopher W.	130,910	1,729	132,639
Miller, Leah	71,397	4,789	76,186
Minchuk, Gerald W.D.	157,533	6,189	163,722
Morris, Nicole D.	72,549	3,163	75,712
Murphy, David A.	116,495	225	116,720
Nordan, Ryan	111,742	-	111,742
Paulson, Samantha L.	79,588	1,017	80,605
Perry, Brent E.	113,171	3,459	116,630
Perry, Robert S.	109,145	1,133	110,278
Quan, Joseph K.	84,392	3,451	87,843
Rabby, Robert V.	123,478	-	123,478
Rossnagel, Micah D.	110,450	29	110,479
Schouten, Raymond C.	79,346	140	79,486

City of Langley
Statement of Financial Information (SOFI)
For the Year Ended December 31, 2018

Schedule of Remuneration & Expenses - City Employees

Employee	Remuneration	Expenses	Total
Scott, Andrew	79,283	-	79,283
Selvage, David S.	111,875	3,091	114,966
Sieg, Oscar A.	78,732	961	79,693
Simpson, Kyle C.	123,131	1,749	124,880
Skidmore, David A.	118,604	29	118,633
Speers, Jeff N.	93,052	520	93,572
Stewart, Dylan M.	106,869	3,889	110,758
Swanson, Christine M.	84,358	492	84,850
Tamondong, Karlo	90,152	125	90,277
Thompson, William R.D.	151,462	7,288	158,750
Uppal, Raminder S.	90,503	2,016	92,519
Veitch, Michael B.	135,505	1,188	136,693
Wilson, Troy A.	75,682	240	75,922
Wycherley, Jordan	78,101	100	78,201
Zahara, Dale A.	75,879	1,004	76,883
 <i>All Employees under \$75,000</i>	 5,062,842	 27,109	 5,089,951
	\$ 11,649,543	\$ 147,626	\$ 11,797,169

There were no severance agreements made between the City of Langley and its employees during fiscal year

City of Langley
Statement of Financial Information (SOFI)
For the Year Ended December 31, 2018

Schedule of Remuneration & Expenses - Elected Officials

Elected Official	Remuneration	Expenses	Total
Mayor:			
Schaffer, Ted J.	\$ 79,800	\$ 10,549	\$ 90,349
van den Broek, Valaria	51,869	6,184	58,053
Councillors:			
Albrecht, Paul E.	43,955	8,909	52,864
Arnold, Jack	36,825	3,980	40,805
James, Teri L.	6,475	460	6,935
Martin, Gayle M.E.	45,394	5,496	50,890
Pachal, Nathan J.	43,170	3,112	46,282
Storteboom, Rudolph	43,955	8,772	52,727
Wallace, Rosemary H.M.	6,475	727	7,202
	\$ 357,918	\$ 48,189	\$ 406,107

City of Langley
Statement of Financial Information (SOFI)
For the Year Ended December 31, 2018

Schedule of Suppliers of Goods or Services

Supplier	Total
551727 BC LTD.	73,080
AINSWORTH INC.	30,594
ALICIA DANIELLE REMPEL	36,870
ANDREW SHERET LIMITED	173,730
ANSWER GARDEN PRODUCTS LTD.	95,406
AON REED STENHOUSE INC	83,890
APLIN & MARTIN CONSULTANTS LTD	89,659
ASSOCIATED ENGINEERING (B.C.) LTD.	176,272
BAY HILL CONTRACTING LTD	240,775
BC HYDRO	548,994
BDO CANADA LLP	28,350
BELL CANADA	38,201
BIG BOLD BEAUTIFUL BANNER COMPANY	40,183
BLACK PRESS GROUP	72,438
CANADA POST CORPORATION	29,930
CANADIAN HYDROVAC LTD.	57,233
CANADIAN RECREATION SOLUTIONS	401,148
CEDAR CREST LANDS (BC) LTD.	303,869
CITY OF SURREY	102,664
COBRA ELECTRIC	448,579
CONNECTIVITY COUNSELLING	28,798
CONNECTIVITY MENTAL HEALTH COUNSELLING INC.	55,658
CREATIVE TRANSPORTATION SOLUTIONS LTD.	26,473
D. CHOUHAN TRUCKING	31,185
DCH EXCAVATING LTD.	143,684
DOWNTOWN LANGLEY BUSINESS ASSOCIATION	231,501
EBB ENVIRONMENTAL CONSULTANTS INC.	32,027
E-COMM, EMERGENCY COMMUNICATION FOR BC	70,943
ECONOLITE CANADA INC.	49,087
ELEMENTAL ARCHITECTURAL AND BUILDING SCIENCE SOLUTIONS	39,204
EMTERRA ENVIRONMENTAL	387,326
ESRI CANADA	30,717
EVERGREEN BUILDING MAINTENANCE INC.	50,406
FIELDS TREE SERVICE INC.	31,353
FORTIS BC	51,288
FRANCES ANDREW SITE FURNISHINGS LTD	29,975
FRASER VALLEY AGGREGATES LTD	42,683
FRASER VALLEY REGIONAL LIBRARY	1,307,626
FRED SURRIDGE LTD	34,437
GARDAWORLD	198,791
GOODBYE GRAFFITI SURREY	54,971
GRAHAM FARSTAD ASSOCIATES LTD.	36,251
GREAT NORTHERN ENGINEERING CONSULTANTS INC.	64,505
GREATER VANCOUVER SEWERAGE & DRAINAGE DIST.	2,151,008
GREATER VANCOUVER WATER DISTRICT	2,426,582
GROUP HEALTH GLOBAL	709,548

City of Langley
Statement of Financial Information (SOFI)
For the Year Ended December 31, 2018

Schedule of Suppliers of Goods or Services

Supplier	Total
HABITAT SYSTEMS INC	274,261
HRC CONSTRUCTION (2012) INC.	251,335
HUB FIRE ENGINES & EQUIPMENT LTD	315,277
HYDE PROJECT MANAGEMENT SERVICES LTD.	51,665
IDRS	33,244
INSITUFORM TECHNOLOGIES LIMITED	230,894
INTERPAVE PRECAST SYSTEMS	136,287
JACK CEWE LTD	917,239
JAMES WILLIAM SMITH YOUTH & FAMILY CONSULTANTS INC	99,211
JMC PROPERTIES LTD.	50,000
JW RECYCLE IT INC.	28,110
KGC FIRE RESCUE INC.	39,592
L.A.P.S.	97,736
LAFARGE CANADA INC.	1,848,150
LANGLEY ENVIRONMENTAL PARTNERS SOCIETY	52,360
LANGLEY MINOR HOCKEY ASSOCIATION	163,371
LEHIGH MATERIALS LTD	118,718
LIM, NINA	62,751
LUCENT QUAY CONSULTING INC.	192,348
MAINLAND CIVIL SITE SERVICES INC.	545,661
MAINROAD MAINTENANCE PRODUCTS	72,513
MAPLE RIDGE CHRYSLER	234,590
MCELHANNEY CONSULTING SERVICES LTD.	60,566
MCRAE'S SEPTIC TANK SERVICE	321,555
MERTIN CADILLAC GMC LTD.	67,274
MILLS BASICS	25,502
MINISTER OF FINANCE	87,470
MISSION CONTRACTORS LTD.	629,071
MUNICIPAL INSURANCE ASSOCIATION	215,884
MUNICIPAL PENSION PLAN	1,879,403
NAHANNI TRUCK & TRAILER REPAIR	39,785
NEPTUNE TECHNOLOGY GROUP	46,546
NORDSTAR CONSTRUCTION	241,500
NORTH WESTERN PROPERTY MAINTENANCE INC.	76,860
NORTON ROSE FULBRIGHT	31,939
OAK CREEK GOLF & TURF	141,029
OCEAN PIPE	126,001
PACIFIC FLOW CONTROL LTD	58,739
PARSONS	43,734
PIONEER PAVING LTD.	60,753
POONI, MANI	44,746
PROTECH TRAFFIC CONTROL	182,769
PW TRENCHLESS CONSTRUCTION LTD	370,879
PWL PARTNERSHIP LANDSCAPE ARCHTECTS INC.	205,775
R.F. BINNIE & ASSOCIATES LTD	382,012
RECEIVER GENERAL FOR CANADA	11,364,405

City of Langley
Statement of Financial Information (SOFI)
For the Year Ended December 31, 2018

Schedule of Suppliers of Goods or Services

Supplier	Total
RICHCO CONTRACTING LTD.	1,473,020
ROCKY MOUNTAIN PHOENIX	42,882
RTB CONTRACTING	36,855
SAMSON FLOORING	65,883
SCOTTISH LINE PAINTING LTD.	54,547
SEISMIC 2000 CONSTRUCTION LTD.	390,997
SUPERIOR CITY SERVICES LTD.	409,773
SURESPAN CONTRUCITON LTD.	41,607
SUTTON ROAD MARKING LTD	62,937
TARGA CONTRACTING LTD.	1,156,522
TECHNOGYM USA CORP.	25,089
TELUS COMMUNICATIONS INC.	27,452
TEMPEST DEVELOPMENT GROUP	57,993
TGK IRRIGATION	35,187
TOWNSHIP OF LANGLEY	2,874,408
TRANS WESTERN ELECTRIC LTD.	155,298
TURNBULL CONSTRUCTION PROJECT MANAGERS LTD.	25,587
UNION OF B.C. MUNICIPALITIES	26,149
UNIT 4 BUSINESS SOFTWARE CORPORATION	39,377
VALLEY TRAFFIC SYSTEMS	128,763
VDZ & A CONSULTING INC.	181,702
WESCO DISTRUBUTION CANADA - LP	172,116
WEST COAST GROUTING LTD.	37,523
WEST COUNSELLING AND CONSULTING	98,373
WISHBONE INDUSTRIES LTD.	28,372
WOOD WYANT INC.	44,480
WORKSAFE BC	263,504
WSP CANADA INC.	151,015
YOUNG, ANDERSON BARRISTERS AND SOLICITORS	56,464
<i>All Suppliers under \$25,000</i>	3,367,429
	<u>\$ 45,438,707</u>



REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: **Request to Add Parking on 56 Avenue West of
199 Street**

File #: 5210.00

Doc #:

From: Rick Bomhof, P.Eng.
Director of Engineering, Parks & Environment

Date: May 1, 2019

RECOMMENDATION:

1. THAT the report from the Director of Engineering, Parks & Environment regarding a request for additional parking on 56 Avenue west of 199 Street be received for information; and
2. THAT staff informs Ms. Georgia Damianos that no parking will be added for the reasons noted in the report of the Director of Engineering, Parks & Environment dated May 1, 2019.

PURPOSE:

The purpose of the report is to report back to Council regarding a business owners request for additional parking on 56 Avenue west of 199 Street.

POLICY:

N/A

COMMENTS/ANALYSIS:

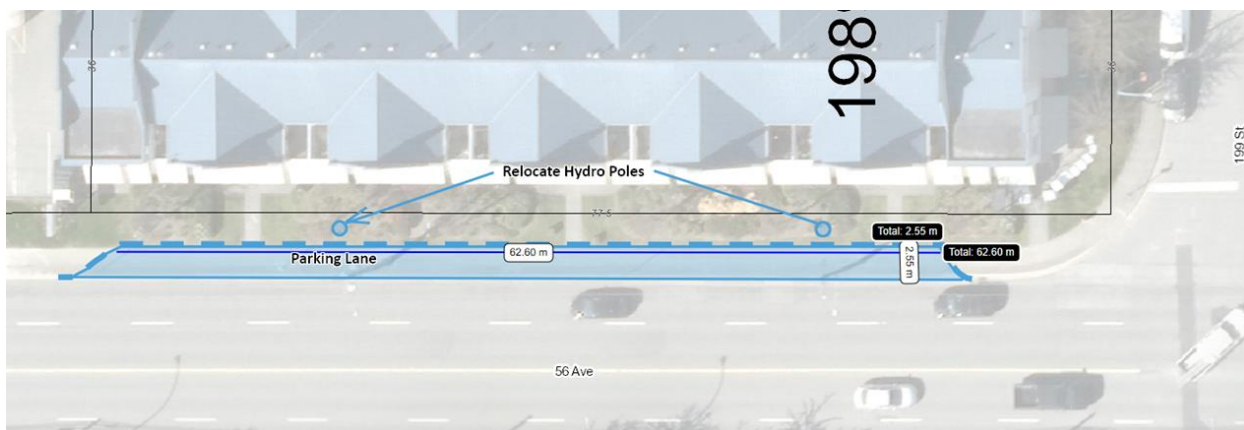
Council received a delegation from Ms Georgia Damianos on April 8, 2019 and asked staff to report back with respect to her request for added parking on 56 Avenue west of 199 Street. She noted that there is very limited parking at the rear of 19897 56 Avenue, no rear building access for her business and many of the parking stalls are taken up by residents in the upper building floors.

The existing development was approved in 1999 when the subject property was rezoned (to CD7 Comprehensive Development) for a two-storey live-work building providing for a mixture of light industrial and commercial uses on the ground level and apartment dwellings above. The building was configured with parking located at the rear accessed from 198 Street and a rear lane. The site plan reflects the City's interest in restricting access to 56 Avenue to protect its arterial road function. In addition, the development was designed to provide an attractive street front, i.e. wider boulevard and landscaping, along 56 Avenue in order to soften the transition from the residential neighbourhood on the south side of the street to the Production Way industrial district on the north side. This layout is consistent with the City's design guidelines for this area as set out in Section 17.8.4 of the Official Community Plan (see attachment). The guidelines aim to minimize the impact of development in the industrial area on the residential properties across 56 Avenue.

Based on the developer's vision at the time, the CD7 zone has a reduced on-site parking requirement for low intensity light industrial and commercial uses intended to serve the local area.

56 Avenue, designated as an arterial road in the OCP, provides a key east-west link to and from the 196 Street overpass and is a designated cycling route. As the city grows and rail traffic increases the 196 Street overpass will become the more preferred route causing 56 Avenue to see significant traffic growth in the future. It is suggested that the city not allow an additional parking lane in this area in order to keep the traffic moving efficiently and allowing space for future protected bike lanes.

The estimated cost to add a parking lane (see sketch below) to accommodate about 10 parking spaces is \$170,000 fronting on 19897 56 Avenue. This includes \$20,000 for the relocation of two hydro poles; however, there is some uncertainty if BC Hydro will allow this or if there would be additional cost for guy wires due to shifting the alignment for a short distance. The lane would.



BUDGET IMPLICATIONS:

None

ALTERNATIVES:

1. Request that this project be brought forward for consideration in the 2020 capital program.
2. Subject to the property owner agreement the work could be undertaken as a Local Area Service where the City pays 60% of the cost and the property owner 40%. This option would require the City to budget 100% of the cost up front in order to provide the option for the owner to place their portion of the cost on their taxes.

Respectfully Submitted,



Rick Bomhof, P.Eng.
Director of Engineering, Parks & Environment

Concurrence:



Roy M. Beddow, MCIP, RPP
Deputy Director of Development Services & Economic Development

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I support the recommendation.

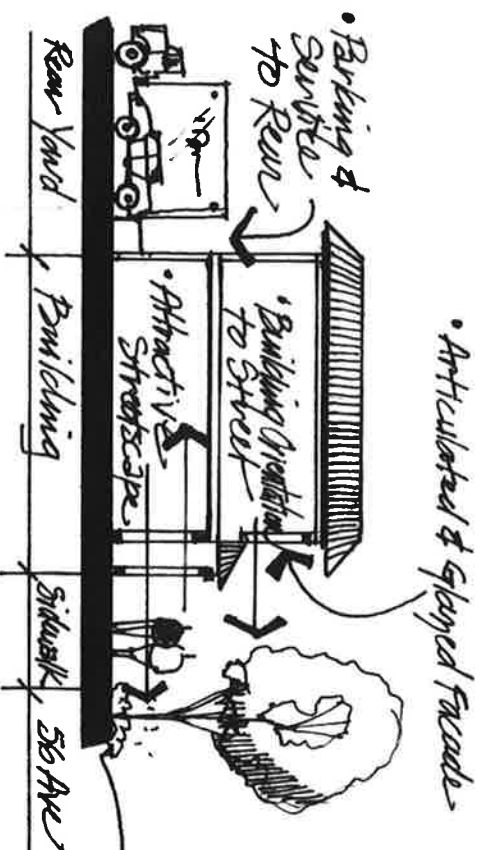


Francis Cheung, P. Eng.
Chief Administrative Officer



OFFICIAL COMMUNITY PLAN BYLAW, 2005, NO. 2600

* — 17.8.4 56 Ave. — West Corridor



- irrigation system;
- ⇒ All trees shall be a minimum 6.0 cm caliper;
- ⇒ Street trees shall comply with the City of Langley Street Tree Master Plan;
- ⇒ Landscaping should screen parking areas from adjacent streets and “soften” the overall appearance of the development.

17.8.3 Signs

- ⇒ Signs should complement the architectural design and be approved by the project architect.

* — 17.8.4 56 Avenue-West Corridor

- ⇒ Buildings shall be oriented to 56 Avenue with parking and service access located to the rear;
- ⇒ Building facades facing 56 Avenue shall be articulated and glazed to present an attractive streetscape;

17.8.5 Crime Prevention Through Environmental Design (CPTED)

- ⇒ The City may require development projects to be reviewed by an independent CPTED consultant.



REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject **Mail Ballot Voting and Special Voting
Opportunities for Local Government Election**

File #: 4200.00

Doc #:

From: Kelly Kenney
Corporate Officer

Date: May 6, 2019

RECOMMENDATION:

THAT, prior to the 2022 City of Langley local government and school trustee elections, staff be directed to amend the Election and Assent Voting Procedures Bylaw to change the Special Voting Opportunity at the Langley Seniors Resources Society to an Additional Advance Voting Opportunity and determine the number of hours and day on which to hold the Additional Advance Voting Opportunity.

PURPOSE:

To report back to Council with information on Mail Ballot Voting and Special Voting Opportunity requirements and recommend next steps.

POLICY:

The Local Government Act prescribes the types of voting opportunities that may be made available to electors as follows:

“Voting opportunities for electors

104 An elector who meets the applicable qualifications may vote in an election at one of the following voting opportunities:

(a) on general voting day at a required general voting opportunity or at an additional general voting opportunity, if any;

- (b) at a required advance voting opportunity or at an additional advance voting opportunity, if any;
- (c) at a special voting opportunity, if any;
- (d) by mail ballot, if this is available for the election.”

The Local Government Act prescribes requirements for the provision of mail ballot voting and special voting opportunities as follows:

“Mail ballot voting

110 (1) Subject to this section and any regulations under section 168 [*election regulations*], a local government may, by bylaw, permit voting to be done by mail ballot and, in relation to this, may permit elector registration to be done in conjunction with this voting.

(2) For a municipality, the only electors who may be permitted to vote by mail ballot are

(a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity, and

(b) persons who expect to be absent from the municipality on general voting day and at the times of all advance voting opportunities.

(3) For a regional district, the only electors who may be permitted to vote by mail ballot are

(a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity,

(b) if, for this purpose, a bylaw under subsection (1) specifies an area on the basis that it is remote from the voting places at which persons who reside in the specified area are entitled to vote, persons who reside in that specified area, and

(c) persons who expect to be absent from the regional district on general voting day and at the times of all advance voting opportunities.

(4) A bylaw under subsection (1) may

(a) establish procedures for voting and registration that differ from those established under other provisions of this Part, and

(b) establish, or authorize the chief election officer to establish, time limits in relation to voting by mail ballot.

(5) The chief election officer must give notice of an opportunity to vote by mail ballot in any manner the chief election officer considers will give reasonable notice to the electors who will be entitled to vote by this means.

(6)The procedures for voting by mail ballot must require the chief election officer to keep sufficient records so that challenges of an elector's right to vote may be made in accordance with the intent of section 126 [*challenge of elector*].

(7)Mail ballot packages must contain the following:

- (a)the ballot or ballots to which an elector is entitled;
- (b)a secrecy envelope that has no identifying marks, in which the ballots are to be returned;
- (c)a certification envelope on which is printed the information referred to in subsection (8) for completion by the person voting, in which the secrecy envelope is to be placed;
- (d)an outer envelope on which is printed the address of the chief election officer at the local government offices and in which the envelopes under paragraphs (b) and (c) and, if applicable, the registration application under paragraph (e) are to be returned;
- (e)if permitted by the bylaw under subsection (1), an application for registration as an elector, to be completed if necessary and returned in the outer envelope;
- (f)instructions as to how to vote by mail ballot.

(8)The certification envelope must be printed

(a)with spaces in which the person voting is to record his or her full name and residential address, and

(b)with a statement to be signed by the person voting declaring that the person

(i)is entitled to be registered as an elector for the election,

(ii)is entitled to vote by mail ballot, and

(iii)has not previously voted in the election and will not afterwards vote again in the election.

(9)In order to be counted for an election, a mail ballot must be received by the chief election officer before the close of voting on general voting day and it is the obligation of the person applying to vote by mail ballot to ensure that the mail ballot is received by the chief election officer within this time limit.”

“Special voting opportunities

109 (1) In order to give electors who may otherwise be unable to vote an opportunity to do so, a local government may, by bylaw, establish one or more special voting opportunities under this section.

(2) A bylaw under subsection (1) may do one or more of the following for each special voting opportunity:

- (a) for the purpose referred to in subsection (1), establish restrictions on persons who may vote at the special voting opportunity;
- (b) establish procedures for voting and for conducting the voting proceedings that differ from those established under other provisions of this Part;
- (c) limit, or authorize the chief election officer to limit, the number of candidate representatives who may be present at the special voting opportunity;
- (d) establish, or authorize the chief election officer to establish, the date and voting hours when and the place where the special voting opportunity is to be conducted.”

“Requirements before elector may be given a ballot

125

- (2) As applicable, the following additional requirements must be met in order for a person to obtain a ballot:
 - (a) at a special voting opportunity, the person must also sign a written declaration that he or she is entitled to vote at that time and stating the circumstances that entitle the person to vote;”

COMMENTS/ANALYSIS:

At its October 29, 2018 Regular Council meeting, Council passed the following resolution:

“THAT staff report back to Council with respect to amending the Election Procedure Bylaw to allow for mail ballot voting and modification of special voting opportunity requirements.”

As Council contemplates changes to the Election and Assent Voting Procedure Bylaw (the “Election Bylaw”), it may be useful to outline the purpose of the various types of voting opportunities:

Special Voting

Special voting opportunities may be held in any location – inside or outside a local government’s boundary – to provide eligible electors who may not otherwise be able to attend a voting place an opportunity to cast their ballots during a local election.

Special voting opportunities are generally held in hospitals, long-term care facilities or other locations where electors' mobility may be impaired. Only designated electors are eligible to vote at special voting opportunities and therefore must sign a written declaration before voting that he or she is entitled to vote at that time and stating the circumstances that entitle the person to vote (Attachment 1).

Local governments may set out the specific dates, times and locations where special voting will take place during an election in their election bylaws. The City of Langley Election Bylaw requires that special voting opportunities for the City of Langley be restricted to City residents of the Langley Lions Senior Citizens Housing Facility and Langley City residents who are members of the Langley Senior Resources Society.

Advance Voting

An advance voting opportunity must be held 10 days prior to general voting day. This required advance voting day allows eligible electors who may not otherwise be able to vote on general voting day to cast their ballots. Local governments with populations greater than 5,000 are required to hold at least two advance voting opportunities.

Local governments may set out in their election bylaws whether additional advance voting opportunities will be offered. The City of Langley Election Bylaw requires that in addition to the two required advance voting opportunities, two additional advance voting opportunities be offered. The bylaw does not stipulate where the advance voting opportunities must be held.

Mail Ballot Voting

Mail ballot voting provides those electors unable to attend a special, advance or general voting opportunity the ability to vote in a local election. Generally, mail ballot voting is intended to allow non-resident property electors, seasonal residents, electors in geographically remote locations, and electors whose mobility or health is compromised, an opportunity to cast their ballot in the election.

Local governments may provide for mail ballot voting in their election bylaws. The City of Langley has not, to date, provided mail ballot voting.

Curbside Voting

The Local Government Act requires local governments to provide what is commonly referred to as "curbside voting" in the event an elector cannot enter the voting place because of physical disability or impaired mobility:

"Persons unable to enter a voting place

132 (1) This section applies to electors who come to a voting place to vote but who are unable to enter the voting place because of physical disability or impaired mobility.

(2) An elector referred to in subsection (1) may request to vote at the nearest location to the voting place to which the elector has access.

(3) If a request is made, the presiding election official or another election official designated by the presiding election official must attend the elector at the nearest location to the voting place for the purpose of allowing the elector to meet the requirements under section 125 *[requirements before elector may be given a ballot]* to obtain a ballot.

(4) The election official must ensure that the elector's marked ballot is placed in the appropriate ballot box, taking whatever steps the official considers necessary to maintain the secrecy of the ballot."

Mail Ballot Voting Logistics

Council may find it useful to understand the time frame in which mail ballot voting can take place during an election. Using October 20, 2018 as the general voting day date and working backward, following are the key timeframes that affect mail ballot voting:

September 21, 4:00 pm – deadline for withdrawal of candidates

- Accordingly, ballots cannot be printed until after this date

September 24 – 28 – timeframe in which final list of candidate names is provided to the printer, ballots are printed in draft for proofing by the CEO, final proof provided for sign-off by the CEO, printing of ballots and delivery of ballots to the municipality takes place

October 1 – the earliest date by which mail ballots could be picked up or mailed to electors who requested them

- Where the elector wants the ballot mailed will determine how long it may take to get to the elector. Municipalities usually only pay for regular mail service; if an elector wants it sent any other way, they would have to make the arrangements and pay for it.

October 19 – deadline for City to receive mail ballots by mail

- Although the actual deadline for receipt of mail ballots is 8:00 pm on General Voting Day October 20th, because October 20 is a Saturday there is no postal delivery; therefore, the only way to deliver a mail ballot on October 20th would be for someone to hand deliver the mail ballot to the place where the CEO is on General Voting Day which is at the voting place or deliver their mail ballot to the reception desk of Timms Community Centre. Reception staff would be required to contact election staff at the voting place to advise that there was a mail ballot to be picked up. An election official would then go pick up the ballot and bring it to the polling place to be counted at the close of voting with other mail-in ballots.

So while people can register well in advance to receive a mail ballot, the earliest they can realistically expect to receive the mail ballot would be the first or second week of October (delivery date dependent on where the elector wants the ballot mailed and speed of Canada Post). It is then the elector's responsibility to fill in the ballot and process it in accordance with the required steps and get it back to the Chief Election Officer before the deadline of 8:00 pm October 20.

This limited time period has been recognized by municipalities as an issue and a resolution was endorsed by the UBCM in 2016 to request the province extend the election period to better facilitate administration of the mail ballot process. The resolution and the province's response are attached to this report as Attachment 2.

Further considerations

Under the Local Government Act, anyone who is not on the voters list must register to vote by filling in an application and providing two pieces of identification to prove both identity and residency. However, the Local Government Act permits municipalities to establish procedures for mail ballot voting that differ from the established procedures for regular voting. Accordingly, most municipalities have not required mail ballot voters who are not on the voters list to provide proof of identity or residency in order to vote. Electors voting by mail ballot have only been required to fill out a new elector registration form that is included in the mail ballot package and have their declaration statement, indicating they meet all the requirements to be registered as an elector, witnessed by another person. The reasons for this are:

1. It would be onerous for someone who is on vacation somewhere or residing in a care facility to get copies made of the required identification;
2. It is not advisable to put copies of personal identification in the mail due to the risk of identity theft.

In order to prevent voter fraud, many of the municipalities who currently provide mail ballot voting are changing their procedures and requiring in-person registration to apply to receive a mail ballot. As well, a list of those who have requested a mail ballot must be kept and those names must be crossed out on the voter books that are used at other voting opportunities to prevent the potential for double voting. It should also be noted that once an elector has been sent a mail ballot, they cannot change their mind and vote at a regular voting place. They must vote using their mail ballot which could be dropped off at a voting place if required.

Attached for reference as Attachment 3 are the findings of a poll conducted of surrounding municipalities as to whether they provide mail ballot voting and if so, information from their 2018 local government election as to number of mail ballots issued, number of mail ballots received by the deadline and number of mail ballots received after the deadline. Mail ballots received after the deadline cannot be counted.

In the City's 2018 election there were eight individuals who advised staff that they could not attend any of the advance voting opportunities (Oct 9, 10, 11 and 17) as they were going to be away during all of the dates.

In preparing this report, staff contacted the School District to seek their feedback on whether they supported implementing mail ballot voting for the next School Trustee Election which the City conducts for the School District. The School District indicated support in general for the implementation of mail ballot voting as long as processes are established to verify voter identity and make it clear who can and can't vote by mail ballot. It was also noted that if the City proceeds with implementing mail ballot voting, the School District's Election Bylaw may need to be updated.

History of Special Voting Opportunities in the City of Langley

The Election Procedure Bylaw No. 1942 adopted in 1993 first established Special Voting Opportunities at Langley Lodge and Evergreen Hall. In 2014, Election and Assent Voting Procedure Bylaw No 2942 replaced Bylaw 1942. Bylaw No. 2942 (Attachment 4) established Special Voting Opportunities for residents of the Langley Lions Senior Citizens Housing Facility and Langley City residents that are members of the Langley Senior Resources Society (LSRS).

There is no record as to why Langley Lodge and Evergreen Hall were originally chosen as locations for Special Voting; however, it can be surmised that it was determined that residents of these facilities may not be mobile enough to attend other voting opportunities.

Similarly, there is no record of the rationale used in determining not to continue providing a Special Voting Opportunity at the Langley Lodge. However, of note is

the fact that the new Election bylaw was adopted in 2014 and electors voting at Special Voting Opportunities had dropped significantly in the previous two elections.

Statistics on the number of electors who voted at Special Voting Opportunities are available commencing in 1993 as follows:

1993 – 171

1996 – 236

1999 – 98

2002 – 110

2005 – 105

2008 – 47

2011 – 37

2014 – 40

2018 – 46 (28 at Evergreen Hall, 16 at Langley Senior Resources Society)

As indicated previously, Special Voting Opportunities are not open to the general public. Currently the Special Voting Opportunities total 6 hours in length (3 hours at each location on the same day).

Should Council wish to change the Special Voting Opportunities, a bylaw amendment to the City's Election Bylaw would be required.

BUDGET IMPLICATIONS:

Mail Ballot Voting

Implementing Mail Ballot voting would increase election costs by approximately \$500 for supplies plus additional postage costs to mail out ballots and include return postage paid envelopes for mail ballots mailed within Canada. A considerable amount of staff time would be incurred to coordinate mail ballot voting.

Special Voting Opportunities

Eliminating Special Voting Opportunities would decrease election costs by approximately \$1300.

Replacing the two Special Voting Opportunities at Langley Lions Housing Society (Evergreen Hall) and Langley Senior Resources Centre with one additional Advance Voting Opportunity to be held at the Langley Senior Resources Centre only would decrease election costs by approximately \$900 (one less voting machine required) IF voting hours remained at 6 hours. If the Advance Voting Opportunity was to be longer than 6 hours in length, additional staffing costs would be incurred.

The two required advance voting opportunities are each 12 hours in length. The two additional advance voting opportunities are 7 and 8 hours in length.

Maintaining a Special Voting Opportunity at the Langley Lions Housing Society (Evergreen Hall) and having an additional Advance Voting Opportunity at the Langley Senior Resources Centre instead of a Special Voting Opportunity would increase election costs; with the amount being dependent on whether the opportunities were held on the same day and time and length of each voting opportunity. The Executive Director of the LSRS indicated that if the voting opportunity at the LSRS was to be longer than 3 hours, the City may need to pay a small facility rental fee as they would likely need to cancel some paid activities and have staff on for the extra time the voting opportunity is held.

ALTERNATIVES:

Option 1

THAT the report of the Corporate Officer dated May 6, 2019 be received for information only.

Option 2

THAT, prior to the 2022 City of Langley local government and school trustee elections, staff be directed to amend the Election and Assent Voting Procedures Bylaw to:

1. change the Special Voting Opportunity at the Langley Seniors Resources Society to an Additional Advance Voting Opportunity and determine the number of hours and day on which to hold the Additional Advance Voting Opportunity; and
2. provide for mail ballot voting in the 2022 City of Langley local government and school trustee elections.

AND THAT following the 2022 City of Langley local government and school trustee elections, staff evaluate the success of these new initiatives and provide a report to Council with the results of the evaluation and recommendation on whether to continue with these initiatives.

Respectfully Submitted,



Kelly Kenney
Corporate Officer

Attachments:

1. Declaration to Vote at a Special Voting Opportunity
2. UBCM Resolution re Time Available for Mail Ballot Process
3. Mail-in Ballot Survey
4. Current Election and Assent Voting Procedure Bylaw No. 2942

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

There are obviously benefits and challenges with respect to mail ballot voting as referenced earlier in this report. Based on this information, it appears the challenges outweigh the benefits (i.e. limited time period for mailing in the ballot, the requirement for in-person registration to apply to receive a mail ballot, the limited number of individuals who could not attend any of the advance voting opportunities in the City's 2018 election, and the considerable amount of staff time that would be incurred to coordinate mail ballot voting) with the provision of mail ballot voting. Therefore, it is not recommended that the City provide for mail ballot voting in the 2022 City of Langley local government and school trustee elections at this time.



Francis Cheung, P. Eng.
Chief Administrative Officer



Form No. 5-7

Local Government Act
Section 125(2)(a)

CITY OF LANGLEY

**DECLARATION OF ELECTOR
FOR A SPECIAL VOTING OPPORTUNITY**

I, _____,
of _____, make oath and
solemnly affirm that:

- (a) I am entitled to vote at a special voting opportunity for the election to be held on
October 20, 2018.
- (b) The circumstances that entitle me to vote at a special voting opportunity are:

Signature of Elector

Declared before me at Langley, BC

This 18th day of October, 2018.

Chief Election Officer
[Deputy Chief Election Officer]
[Presiding Election Official]
[Commissioner for taking affidavits for
British Columbia]



Resolutions Detail

Year	Number	Resolution Title	Sponsor	Resolution Text	Convention Decision	Executive Decision	Committee Decision
2016	B65	Time Available for Mail Ballot Process	Victoria	Whereas the British Columbia Local Government Act prescribes local government election processes, including the candidate nomination period and other election timelines; And whereas local governments endeavour to ensure best practices and operational efficiencies are employed to encourage voter turnout; And whereas the time period between the end of the nomination period and the beginning of the election period, through advance voting opportunities, is insufficient to enable voters who are absent from the jurisdiction during the voting period, to participate in voting through a mail ballot process: Therefore be it resolved that UBCM request that the Province of British Columbia amend the Local Government Act, prior to the 2018 Local General Elections, to increase the time period between the end of the candidate nomination period and the beginning of the election period, to facilitate the administration of the mail ballot process and provide greater voting opportunities for citizens.	Endorsed		

Provincial Response

Ministry of Community, Sport and Cultural Development Government is interested in supporting local governments seeking to improve their efficiency and effectiveness and encourages practical ideas for raising voter turnout during local government elections. As indicated by the UBCM Resolutions Committee, this is the first time that the Ministry has been made aware of a request to extend the time period between the end of the nomination period and the beginning of the election period for the purpose of mail ballot voting opportunities. Amending the legislation in the Local Government Act to extend the time between the end of the nomination period and the beginning of the election period may have a significant impact on the timing of other election processes including the set date for regular elections (3rd Saturday of October) and any by-elections. Consequential changes to the election process, either before the current nomination period or after the current election period, would also need to be considered and researched. To explore this issue further, work would need to be undertaken with election administrators, through the Local Government Management Association. That work would assist to better understand the extent and impact of the mail ballot timing issue, including the reasons why the current timing is problematic; how Chief Election Officers currently

handle and administer mail ballot voting; as well as considering any practical solutions already in use.

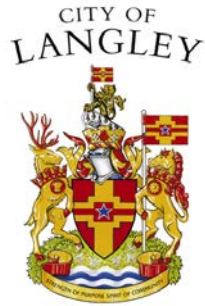
Federal Response

Other Response

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Mail-in Ballot Survey

Municipality	Does Municipality Offer Mail-in Ballot	Number of Mail-in Ballots received by deadline for 2018 Election	Number of Mail-in Ballots received after deadline	Number of Mail ballots issued
Burnaby	No, looking at for 2022			
Coquitlam	No	-	-	-
Delta	Yes	167	6	205
New Westminster	No	-	-	-
Pitt Meadows	Yes	85	0	90
Port Moody	Yes	460	4	495
Township of Langley	No	-	-	-
Maple Ridge	Yes	38	3	43
City of North Vancouver	Yes	67	0	76
Port Coquitlam	Yes	24	1	28
Richmond	Yes	272	5	Information unavailable
Surrey	Yes	151	4	231
Vancouver	Yes	1305	71	1866
West Vancouver	Yes	166	32	198
White Rock	Yes	146 (but 6 with incomplete certifications so not counted)	1	183



ELECTION & ASSENT VOTING PROCEDURE BYLAW

NO. 2942

A Bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting.

DISCLAIMER – THIS BYLAW IS CONSOLIDATED FOR CONVENIENCE ONLY. THE CITY DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BYLAW PROVISIONS.

Consolidated as of May 10, 2018

TABLE OF CONSOLIDATION	
BYLAW	SUBJECT MATTER
Amendment No. 1, 2018, No. 3057	Incorporate the provisions of the Election Nomination Deposits Bylaw into Bylaw



ELECTION & ASSENT VOTING PROCEDURE BYLAW

NO. 2942

A Bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting.

WHEREAS under the *Local Government Act*, Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and assent voting;

AND WHEREAS Council wishes to establish voting procedures and requirements under that authority;

NOW THEREFORE the Council of the City of Langley in an open meeting assembled enacts as follows:

1. Title

This bylaw shall be cited as the "Election & Assent Voting Procedure Bylaw, 2014, No. 2942".

2. Use of Provincial List of Voters as the Register of Resident Electors

As authorized under section 76 of the *Local Government Act*, for the purposes of all local elections and assent voting under Parts 3 and 4 of the Local Government Act, the most current available Provincial list of voters prepared under the Election Act, shall become the register of resident electors on the 52nd day prior to the general voting day for such elections and submissions to the electors.

3. Nomination Deposits

- (1) As authorized in section 88 of the *Local Government Act*, nominations for Mayor or Councillor must be accompanied by a nomination deposit.
- (2) The amount of the nomination deposit required under section 3.1 of this bylaw shall be \$100.00 (One Hundred Dollars).

4. Access to Nomination and Endorsement Documents

- (1) As authorized under section 89(8) of the *Local Government Act*, public access to nomination documents will be provided via the Internet or by other electronic means from the time of delivery until 30 days after the declaration of the election or other assent voting results.

As authorized under sections 89 and 93 of the *Local Government Act*, public access to elector organization endorsement documents will be provided via the Internet or by other electronic means from the time of delivery until 30 days after the declaration of the election or other assent voting results.

5. Advance Voting Opportunities

- (1) As authorized under sections 107 and 108 of the *Local Government Act*, the council authorizes the chief election officer to designate voting places for the required and additional advance voting opportunities.
- (2) In addition to the required advance voting opportunity on the tenth day before general voting day, the following days are hereby established as advance voting opportunities for elections and assent voting:
 - (a) on the eleventh day before general voting day;
 - (b) on the ninth day before general voting day; and
 - (c) on the third day before general voting day.
- (3) Advance voting opportunities on the days specified in subsection 5(2) shall be available as follows:
 - (a) on the eleventh day before general voting day between the hours of 1:00 p.m. to 8:00 p.m.;
 - (b) on the tenth day before general voting day between the hours of 8:00 a.m. and 8:00 p.m.;
 - (c) on the ninth day before general voting day between the hours of 8:30 a.m. and 4:30 p.m.; and
 - (d) on the third day before general voting day between the hours of 8:00 a.m. and 8:00 p.m.
- (4) As authorized under section 108 of the *Local Government Act*, the Council authorizes the Chief Election Officer to establish dates for additional voting opportunities to be held in advance of general voting day and to designate the voting places, establish the date and the voting hours for these voting opportunities.

6. Special Voting Opportunities

- (1) As authorized under section 109 of the *Local Government Act*, special voting opportunities will be provided and the chief election officer is hereby authorized to establish the dates, locations and voting hours within the limits set out in section 109 of the *Local Government Act*, for the special voting opportunities.
- (2) The following restrictions apply as to who may vote at the special voting opportunities:
 - (a) The only electors who may vote are electors who, on the date on which the special voting opportunity is held and before the end of the voting hours for that special voting opportunity, are residents of the Langley Lions Senior Citizens Housing Facility located within the City of Langley and Langley City residents that are members of the Langley Senior Resources Society.
- (3) The following procedures for voting and for conducting the voting proceedings apply to the special voting opportunities:
 - (a) All voting procedures are as per normal.
 - (b) Upon completion of the marking of the ballot it is to be deposited by the elector in the ballot box supplied by the presiding election official.
 - (c) Upon completion of the special voting the ballot boxes are to be sealed until the time of counting.
 - (d) The chief election officer is authorized to limit the number of candidate representatives who may be present at the special voting opportunity.

7. Additional General Voting Opportunities

As authorized under section 106 of the *Local Government Act*, additional voting opportunities for general voting day will be provided and the chief election officer is hereby authorized to designate the voting places and set the voting hours within the limits set out in section 106 of the *Local Government Act*, for the additional general voting opportunities.

8. Resolution Of Tie Votes After Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

9. Repeal

The “Election Procedure Bylaw, 1993, No. 1942” and all amendments thereto are repealed.

READ A FIRST, SECOND AND THIRD time this 7th day of July, 2014.

ADOPTED this 21st day of July, 2014.

MAYOR

CORPORATE OFFICER



EXPLANATORY NOTE

BYLAW No. 2942

The purpose of Bylaw No. 2942 is to replace the Election Procedure Bylaw No. 1942 to reflect the new legislation adopted in 2014 with respect to Candidate and Elector Organization Endorsement documents. The remainder of the bylaw has been revised to update the recommended language used throughout the bylaw.



Serving British Columbia Since 1984
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Fax (250) 382-0227
Email:
childvicbc@shaw.ca

*"A charitable non-profit
organization working with
searching families and law
enforcement to reduce the
incidence of missing and
exploited children."*

*A Missing Child is
Everyone's
Responsibility*



April 17, 2019

Dear Mayor and Councilors,

**Re: Proclamation for National Missing Children's Month and
Missing Children's Day**

I write today on behalf of Child Find British Columbia. Child Find BC requests that your local government proclaim May as Missing Children's Month and May 25th as missing Children's Day.

Child Find BC provides "ALL ABOUT ME" ID Kits with child finger printing and photos, to at no cost to families and Child Find BC hosts these Child Find ID Clinics throughout BC. Child Find BC provides education, including public speakers, literature and tips for families to assist them in keeping all of our children safe.

We hope that you will raise this proclamation for consideration to your Council and your community at your next meeting.

Most recent reporting from the RCMP show that over 8,000 cases of missing children were reported in British Columbia and over 45,000 cases in Canada. Through the support of municipal governments like yours we are able to educate and bring awareness to thousands of BC families on this important issue.

Thank you so much for your consideration of this request and your continuing commitment to Community Services in BC and the children and families of BC. If you have any questions regarding this request please contact the Child Find BC office at 1-888-689-3463.

Yours truly,

Crystal Dunahee President, Child Find BC

If you or your organization would like to host an "All About Me" ID clinic, have an idea for an event in your community or would like literature and information on becoming a member and supporter of Child Find BC, please call us at 1-888-689-3463.

Your Letterhead here

National Missing Children's Month and Missing Children's Day

WHEREAS Child Find British Columbia, a provincial member of Child Find Canada is a non-profit, registered charitable organization, incorporated in 1984; **AND**

WHEREAS The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children; **AND**

WHEREAS Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children; **AND**

WHEREAS Child Find's annual Green Ribbon of Hope Campaign will be held in the month of May and May 25th is National Missing Children's Day; **AND**

THEREFORE BE IT RESOLVED THAT

I, (Mayors Name) of the (city, town, municipality), do hereby proclaim May as Child Find's Green Ribbon of Hope month and May 25th as National Missing Children's day. I urge our citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children; and to remain vigilant in our common desire to protect and nurture the youth of our Province.

_____ Mayor

Signed at _____ this _____ day of May, 2019

Resolution from April 29, 2019 Closed Council Meeting approved for public release:

E-Comm Board of Directors Designates and Municipality Rotation Schedule

WHEREAS the Cities of Langley, Surrey and White Rock and the Township of Langley share a designated grouping for the appointment of E-Comm Board of Directors pursuant to section 4.2.1.5 of the E-Comm Members' Agreement; and

WHEREAS the sharing of the two Board of Director chairs for the grouping would be most equitable based on approximate population representation;

NOW THEREFORE BE IT RESOLVED that the City of Langley Council confirms support of the following rotation of the two shared E-Comm Board of Director seats beginning with the 2019 E-Comm Annual General Meeting and continuing forward using the rotation given below:

City of Surrey – one dedicated, continuing Board of Director seat;
City of Langley – two year term (beginning the 2019 Annual General meeting);
City of White Rock – two year term (beginning the 2021 Annual General meeting);
Township of Langley – four year term (beginning the 2023 Annual General meeting).

THAT Council approves Councillor Gayle Martin as a designate for election to the E-Comm Board of Directors for a one year term beginning in 2019.

THAT Council approves City of Surrey's chosen representative as a designate for election to the E-Comm Board of Directors.

Resolution from April 29, 2019 Closed Council Meeting approved for public release:

Environmental Task Group - Member at Large Appointment

THAT Jayde Marno be appointed to the Environmental Task Group as the member from the community at large.
