



MINUTES OF A SPECIAL COUNCIL MEETING

Monday, January 22, 2024

6:15 p.m.

CKF Boardroom, Langley City Hall
20399 Douglas Crescent

Present: Mayor Pachal
Councillor Albrecht
Councillor James
Councillor Mack
Councillor Solyom
Councillor Wallace
Councillor White

Staff Present: F. Cheung, Chief Administrative Officer
K. Hilton, Director of Recreation, Culture and Community Services
C. Johannsen, Director of Development Services
S. Kennedy, Fire Chief
K. Kenney, Corporate Officer
D. Leite, Director of Corporate Services
D. Pollock, Director of Engineering, Parks and Environment

Mayor Pachal began by acknowledging the land on which we gather is on the traditional unceded territory of the Katzie, Kwantlen, Matsqui and Semiahmoo First Nations.

1. **ADOPTION OF AGENDA**

It was MOVED and SECONDED

THAT the January 22, 2024 special meeting agenda be adopted as amended to add the following items to be considered after adoption of the agenda:

- CKF Update
- Langley Senior Resources Society Update

CARRIED

Langley Senior Resources Society Update

Mayor Pachal provided an update to Council with respect to significant water damage to the Langley Senior Resources Society building and a recent request from the Society for funding from the City to help pay their insurance deductible in order to be able to repair the damage. He noted that the Township of Langley had received the same request and would be contributing funds for this purpose.

Council discussed the following:

- amount of the Society's deductible and whether the amount was typical for non-profit organizations;
- options to assist the Society.

CKF Council Update

Mayor Pachal advised of recent correspondence received from CKF Inc. in which CKF states that its building's assessment value has increased significantly, resulting in considerably higher taxes, and that they may relocate their business out of the City of Langley unless the City lowers its Light Industrial tax rate. Mayor Pachal further advised that both he and staff have advised CKF Inc. that the City doesn't control the assessed value of their property and that if they wish to have their assessment lowered, they need to file an appeal with BC Assessment before the end of January.

Council discussed further potential communications regarding this issue between Council members, staff, and CKF.

2. ADMINISTRATIVE REPORTS

a. Committee Orientation (Best Practices)

Kelly Kenney, Corporate Officer, provided a PowerPoint presentation to Council with respect to committee orientation best practices, providing information as follows:

- Goals of 2022 Advisory Bodies Review:
 - Legislative compliance (the must dos);
 - Clarity (of roles, committee purpose, expectations)
 - Consistency (rules, processes, procedures)
 - Transparency (everyone knows how a decision came to be)
 - Effectiveness (resources and time = expected results)
 - Accountability (reporting back to those we are accountable to);
- Council motion from previous advisory bodies review to develop Terms of Reference template and update existing Terms of References for City Committees;

- Purpose of Committee Terms of Reference:
 - Identifies why committee was established and what it is expected to accomplish;
 - Identifies roles and responsibilities;
 - Helps to manage expectations and keeps committee working within its mandate;
- A committees mandate must align with Council's Strategic Plan;
- Council's Strategic Plan is overarching guide for the City's priorities over the next five years:
- Council's Strategic plan and other master plans, inform the annual business plans for all City departments;
- Committees are a key resource for helping to achieve the goals identified in the strategic plan;
- Ideally there will be alignment between the workplans of committees and the annual department business plans so initiatives can be planned for and properly funded and staffed,
- Council motion from previous advisory bodies review resulted in development of Advisory Bodies Policy CO-79 which is where the requirement for development of annual work plans for committees came from;
- Definition of Work Plan from Policy CO-79:
 - "written plan outlining specific goals for the committee, which must align with the group's Terms of Reference, as well as strategies to meet the goals, and timelines for completion of the goals.";
- A committee's Terms of Reference identifies WHAT the committee is expected to do; the Work Plan identifies HOW it is going to do it;
- Excerpt from Committee Terms of Reference:
 - "Staff Liaison Responsibilities:
 - Coordinating preparation of the committee's Annual Work Plan for approval by Council in January of each year; ensuring Work Plan is in alignment with goals identified in Council's current Strategic Plan;
 - Working with the committee to set timelines for deliverables identified in the Annual Work Plan;"
- Work Plan Template developed for use by City Committees:
 - Identifies:
 - The objectives for the year;
 - specific action items for achieving each objective
 - estimated timeline/end date to complete action items;
 - who is responsible for completing each action item
 - expected achievements and deliverables from each action item;

- resources needed in order to complete the action items;
- Includes the following statements:
 - The committee or task group may undertake multiple initiatives; however, if staff resources are required, the advisory body shall undertake only one initiative at a time.
 - The committee or task group does not have the authority to give direction to staff or to commit to expenditure of funds.
 - Action recommended by the committee or task group must be done by resolution to City Council and with their approval prior to implementation.
- Best Practices:
 - Review the Committee's Terms of Reference with your Committee;
 - Share Council's current Strategic Plan with your Committee to identify objectives that align with their mandate;
 - Prepare your annual Committee Work Plan using the new Work Plan template;
 - Don't rush the process, member support is key.

Ms. Kenney responded to questions from Council members, advising that:

- the number of spaces for objectives on the work plan template does not dictate how many objectives a committee must have; they can have less or more;
- previous year's objectives that were not completed can be carried forward onto the new work plan for the committee to continue working on.

3. NEW AND UNFINISHED BUSINESS

- a. Motions / Notices of Motion
- b. New Business

4. MOTION TO HOLD A CLOSED MEETING

It was MOVED and SECONDED

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:

- 1 (c) labour relations or other employee relations;

(2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

CARRIED

5. ADJOURNMENT

It was MOVED and SECONDED

THAT the meeting adjourn at 6:50 pm.

CARRIED

MAYOR

CORPORATE OFFICER