REGULAR AFTERNOON MEETING OF COUNCIL

Monday, December 2, 2019 at 15:00
Fraser River Presentation Theatre
4th Floor, 20338 – 65 Avenue, Langley, BC

AGENDA

A. ADOPTION AND RECEIPT OF AGENDA ITEMS

A.1 **Regular Afternoon Council Meeting Agenda - December 2, 2019**
3:00pm approximately

Recommendation: That Council adopt the agenda and receive the agenda items of the Regular Afternoon Council meeting held December 2, 2019.

B. ADOPTION OF MINUTES

B.1 **Regular Afternoon Council Meeting - November 18, 2019**
3:02pm approximately

Recommendation: That Council adopt the Minutes of the Regular Afternoon Council meeting held November 18, 2019.

Attachments: B.1 11_18 Regular Afternoon Minutes.pdf

C. MOTION TO RESOLVE INTO SPECIAL CLOSED MEETING

3:05pm approximately

Recommendation: That Council now resolve into a Special Closed Meeting for discussion of the following items, in accordance with and as identified under Section 90 of the Community Charter:

Item A.1 - Section 90(1) (n) Consideration;
Item E.1 - Section 90(1) (e) Property; (k) Negotiations;
Item E.2 - Section 90(1) (a) Personnel;
Item F.1 - Section 90(1) (g) Legal;
Item F.2 - Section 90(1) (g) Legal;
Item F.3 - Section 90(1) (g) Legal; and
Item I.1 - Section 90(1) (g) Legal.

D. PRESENTATIONS

E. DELEGATIONS

F. REPORTS TO COUNCIL

F.1 **Pre-Approval of the 2020 Operations Centre: Electrical Service Upgrade Project**
Report 19-188
File ENG 5280-31
4:00pm approximately

Recommendation: That Council pre-approve installation of a Direct Current Fast Charger (DCFC) electric vehicle charging station at the Operations Centre in the estimated amount of $300,000 as part of the 2020 capital budget; and further

That Council authorize execution of a Grant Agreement for installation of a Direct Current Fast Charger electric vehicle charging station at the Township of Langley Operations Centre.

Attachments: F.1 eng Ops Electrical Service Upgrade.pdf

F.2 **Pre-Approval of the 2020 Capital Project: Precision Approach Path Indicator (PAPI) and Taxiway Lighting**
Report 19-191
File ADM 1855-35
4:10pm approximately

Recommendation: That Council authorize execution of a Grant Agreement from the Ministry of Transportation and Infrastructure 2019/2020 British Columbia Air Access Program (BCAAP) awarding the Township $186,000 (fifty percent) for installation of solar airway lighting on the airfield; and

That Council pre-approve the 2020 capital budget submission for the Precision Approach Path Indicator (PAPI) and Taxiway Lighting project $372,000.

Attachments: F.2 adm pre-approval of the 2020 capital project.pdf

F.3 **DCC Frontending Agreement**
QRD Holdings (Willoughby) Inc.
Report 19-189
File CD 08-14-0212
4:20pm approximately

Recommendation: That Council authorize staff to execute the Drainage Development Cost Charges (DCC) Front-ending Agreement with QRD Holdings (Willoughby) Inc., in the substantial form of a document presented as Attachment A to this report, for the provision of off-site drainage infrastructure for the Central Gordon area of the Willoughby Community Plan in the Township of Langley.

Attachments: F.3 cd QRD Holdings Wby DCC FA.pdf

F.4 **Fort Langley BIA Renewal**
Report 19-179
File ADM 6750-01
4:30pm approximately

Recommendation: That Council require the Fort Langley BIA Renewal to follow an assent petition of support process for all levied businesses within the business improvement area; and if certified as sufficient, is endorsed by Council through the establishment of a Bylaw;

That Council require the Fort Langley BIA to include Kwantlen First Nation businesses within Fort Langley area as business association members through an annual, non-levied monetary contribution from the Seyem' Qwantlen Business Group for the term of the Bylaw;

That Council require the Fort Langley BIA to remit an annual performance report and financial statements prior to March 31 each year to the Township and for transparency, to all businesses levied;

That Council require the Fort Langley BIA to ensure levied businesses are better aware of opportunity(ies) to be nominated and elected to the FLBIA's Board of Directors; and further

That Council appoint a Township staff member to sit on the Fort Langley BIA Board of Directors, in ex-officio capacity, as a liaison for businesses in the levied business improvement area of Fort Langley.

Attachments: F.4 ca Fort Langley BIA Renewal 2020-2022.pdf

G. CORRESPONDENCE

H. MINUTES OF COMMITTEES

H.1 **Recreation, Culture, and Parks Advisory Committee - November 13, 2019**
Council Priorities Committee - November 18, 2019
Seniors Advisory Committee - November 20, 2019
File 0540-20
4:50pm approximately

Recommendation: That Council adopt the Minutes from the Council Priorities Committee meeting held November 18, 2019 and receive the Minutes of the Council Advisory Committee meetings as listed above.

Attachments: H.1 Council Minutes.pdf

H.2 **Recreation, Culture, and Parks Advisory Committee Recommended Motion**
File 0540-20
4:55pm approximately

Recommendation: That Council strongly consider implementing a $20 residency-based, summer youth pass for 2020, as recommended by staff, with future consideration for a free youth pass or other "school's out" pass option, as soon as practical.

H.3 **Recreation, Culture, and Parks Advisory Committee Recommended Motion**
File 0540-20
5:00pm approximately

Recommendation: That Council consider giving the Recreation, Culture and Parks Advisory Committee permission to strike a community based task force to investigate the potential of a Performing Arts Centre in the Township of Langley; and further

That Council consider directing Staff to provide the Recreation, Culture, and Parks Advisory Committee with updates pertaining to deliberations and/or considerations of a Performing Arts Centre since the 2014 Study was undertaken, if any have occurred.

Clerk's Note: In response to the motion's first paragraph put forward by the RCPAC, staff are suggesting: That the matter be referred to the Recreation, Culture and Parks Advisory Committee to develop Terms of Reference for a community based / committee lead task force that could investigate the potential of a Performing Arts Centre in the Township of Langley for Council's future review and consideration.

H.4 **Council Priorities Committee Recommended Motion**
File 0540-20
5:05pm approximately

Recommendation: That Council adopt targets of 45% emission reductions from 2007 levels by 2030, and 100% emission reductions by 2050; and

That staff be authorized to identify funding requests related to climate action, as part of the annual budget process.

H.5 **Seniors Advisory Committee Recommended Motion**
File 0540-20
5:10pm approximately

Recommendation: That Council receive the 2019 Age-friendly Strategy Progress Report memorandum for information, in accordance with the monitoring required by the Age-friendly Strategy Implementation Plan (see Attachment B).

I. OTHER BUSINESS

Councillor Richter presented the following Notices of Motion within the deadlines according to Council's policy:

I.1 **Farm Task Force**
5:15pm approximately

Recommendation: Whereas only 14% of Township of Langley Agricultural Land Reserve land is over 20 acre parcels;

Whereas this means the majority of farmers in the Township of Langley are farming on small or medium-sized land parcels;

Whereas current regulations from both the Township and the Provincial Ministry of Agriculture under Bill 52 are making farming more difficult, especially for small and medium size farmers who are the future of food-producing farming; and

Whereas the Township of Langley has a long and proud history of farming and wishes to ensure that viable food-producing farming in the Township remains a priority for the Township in the next 100 years, especially as 75% of the Township land mass is in the Agricultural Land Reserve;

Therefore be it resolved that the Township of Langley Council appoint a broad-base community Farm Task Force to investigate the future of farming in the Township of Langley, the need for farming protection and assistance to small and medium sized farms, as well as food security provisions and regulations; and further

Be it resolved that this Future of Farming Task Force bring their recommendations on food security and small/medium sized farm protection and assistance forward to Langley Township Council in the next 12-18 months.

I.2 **Alder Inn Demolition**
5:25pm approximately

Recommendation: Whereas Council has received a request to preserve the Alder Inn building in downtown Aldergrove for its "historical value";

Whereas the Alder Inn has functioned as a strip club for over half of its lifespan; and

Whereas the victimization and abuse of women in any community is not a proud or worthy history to celebrate, venerate or preserve;

Therefore be it resolved that Council direct staff to demolish the Alder Inn building subject to existing tenancies being adequately resolved; and further

Be it resolved that the building be replaced with an interim downtown Aldergrove public parking lot for ACUCC overflow parking and other community uses such as a potential farmers market; and finally

Be it resolved that Council ask staff to initiate a process to establish the future of the Alder Inn site as soon as practical and that this process include public input.

J. TERMINATE

Township of Langley
Est. 1873

REGULAR AFTERNOON MEETING OF COUNCIL

Monday, November 18, 2019 at 2:30 PM
Fraser River Presentation Theatre
4th Floor, 20338 – 65 Avenue, Langley, BC

MINUTES

PRESENT: Mayor J. Froese

Councillors P. Arnason, D. Davis, S. Ferguson, M. Kunst, B. Long, K. Richter, B. Whitmarsh, and E. Woodward

M. Bakken, S. Gamble, K. Sinclair, R. Seifi, P. Tulumello, and J. Winslade

W. Bauer, K. Stepto, and R. Zwaag

A. ADOPTION AND RECEIPT OF AGENDA ITEMS

A.1 Regular Afternoon Council Meeting Agenda - November 18, 2019

Moved by Councillor Arnason,
Seconded by Councillor Whitmarsh,
That Council adopt the agenda and receive the agenda items of the Regular Afternoon Council meeting held November 18, 2019.
CARRIED

B. ADOPTION OF MINUTES

B.1 Regular Afternoon Council Meeting - November 4, 2019

Moved by Councillor Davis,
Seconded by Councillor Ferguson,
That Council adopt the Minutes of the Regular Afternoon Council meeting held November 4, 2019.
CARRIED

C. MOTION TO RESOLVE INTO SPECIAL CLOSED MEETING

Moved by Councillor Ferguson,
Seconded by Councillor Davis,
That Council now resolve into a Special Closed Meeting for discussion of the following items, in accordance with and as identified under Section 90 of the Community Charter:

Item A.1 - Section 90(1) (n) Consideration;
Item E.1 - Section 90(1) (e) Property; (k) Negotiations;
Item F.1 - Section 90(1) (e) Property;

Item H.1 - Section 90(1) (g) Legal;
Item H.2 - Section 90(1) (g) Legal; and
Item H.3 - Section 90(1) (e) Property.
CARRIED

MEETING RECESSED
The meeting recessed at 2:56pm.

MEETING RECONVENED
The meeting reconvened at 4:33pm.

D. PRESENTATIONS

E. DELEGATIONS

F. REPORTS TO COUNCIL

F.1 Agricultural Land Commission
Application No. 100374
(Pontaletta / 22094 - 56 Avenue)
Report 19-176
File CD 11-06-0209

Moved by Councillor Davis,
Seconded by Councillor Arnason,
That Council advise the Agricultural Land Commission that the subdivision application submitted by Kurt Alberts, on behalf of Andy Pontaletta for a property located at 22094 56 Avenue, within the Agricultural Land Reserve, complies with the requirements of Section 110.8 – Homesite Severance Subdivisions of the Zoning Bylaw, subject to compliance with the ALC's Homesite Severance Policy and request consideration based on agricultural merits.
CARRIED

Councillor Richter opposed

F.2 Murrayville Water Quality
Report 19-175
File ENG 5600-05-004

Moved by Councillor Kunst,
Seconded by Councillor Davis,
That Council direct staff to implement a conversion of the municipal water supply in the Murrayville and Brookswood areas to Metro Vancouver sources as soon as practical, as a short-term measure to address aesthetic issues, while maintaining the existing ground water supply facilities as reserve for emergencies and potential peak demand periods, until such time as other potential measures, such as centralized or

localized treatment options and related cost implications have been fully explored; with costs related to the purchase of additional water from Metro Vancouver and connecting the Brawn pump station included in the 2020 budget.
CARRIED

F.3 **24 Avenue, 196 Street to 200 Street**
Report 19-180
File ENG 5400-20-030

Moved by Councillor Kunst,
Seconded by Councillor Long,
That Council refer the matter of funding design and construction of 24 Avenue between 196 to 200 Streets to the 2020 budget process to facilitate opening the road after the required improvements are complete.

AMENDMENT
Moved by Councillor Woodward,
Seconded by Mayor Froese,
That the motion be amended to delete “to facilitate opening the road after the required improvements are complete”, such that it will read as follows:

That Council refer the matter of funding design and construction of 24 Avenue between 196 to 200 Streets to the 2020 budget process.
DEFEATED

Councillors Arnason, Davis, Ferguson, Long, and Richter opposed

AMENDMENT
Moved by Councillor Woodward,
Seconded by Councillor Arnason,
That Council direct staff to install Township barriers to ensure 24 Avenue and 196 Street remains unpassable by motor vehicles until otherwise directed by Council.
CARRIED

Councillor Long opposed

DIVISION
Moved by Councillor Long,
MOTION RULED OUT OF ORDER as the amendment cannot be dealt with separately as it would be a reconsideration of the amendment.

MAIN MOTION, AS AMENDED
The question was called on the Main Motion, as amended, and it was
CARRIED

Councillors Davis, Ferguson, Long, and Richter opposed

F.4 **Community Association Grants**
Report 19-183
File ACCI 1850-20

Moved by Councillor Whitmarsh,
Seconded by Councillor Kunst,
That Council consider amending Community Grant Program Policy No: 06-022 to add two new categories for community grants including the Ceremonial Flyby Grant and the Community Association Grant;

That Council consider setting a maximum grant of $1,000 per community association in each of the six defined communities (Aldergrove, Brookswood/Fernridge, Fort Langley, Murrayville, Walnut Grove, Willoughby/Willowbrook);

That Council consider endorsing the provision of one grant per one community association in each of the Township's six communities under the new grants category;

That Council consider adopting specific criteria outside of general grants criteria for the Community Association Grant category as follows:

1. That applicants must be registered non-profit groups or organizations with a valid society certificate;
2. That applicants must have a minimum 25 members who reside in the community that an association deems to represent;
3. That applicants must provide an annual membership list with addresses of members for Township staff and Council to review in consideration of their funding requests;
4. That applicants must provide an annual list of their Board of Directors with addresses for Township staff and Council to review in consideration of their funding requests;
5. That applicants must present a list of activities that they plan to undertake during the year in which a grant is being requested;
6. That the activities that an applicant proposes to undertake are impartial and not advocacy-based;
7. That the applicant association refrains from supporting/endorsing candidates or individuals in municipal and/or other government elections;
8. That the applicant association remains neutral in its collection of community feedback and input, and presents such data to Council without promoting one position over another, other than revealing the results;
9. That the applicant association must provide copies of its current bylaws and constitution for Council and staff to review annually in consideration of

their grant;
10. That the applicant association provide annual financial statements, minutes of their last AGM and a summary of their initiatives undertaken during the past year that it has received a grant;
11. That the applicant must acknowledge the financial contribution of the Township of Langley on their websites, but not on any materials pursuant to their activities in the community, unless otherwise pre-approved by Council or staff; and

That Council approve, in its budget deliberations, an additional annual amount for community grants of up to $7,500 to cover the two new grant categories.

Councillor Ferguson left the meeting at 5:59pm.

MOTION DIVIDED
Moved by Mayor Froese,
Seconded by Councillor
That the motion be divided.
CARRIED

MOTION 1
That Council amend Community Grant Program Policy No: 06-022 to add two new categories for community grants including the Ceremonial Flyby Grant.
CARRIED

Councillor Ferguson re-entered the meeting at 6:03pm.

MOTION 2
That Council set a maximum grant of $1,000 per community association in each of the six defined communities (Aldergrove, Brookswood/Fernridge, Fort Langley, Murrayville, Walnut Grove, Willoughby/Willowbrook);

That Council endorse the provision of one grant per one community association in each of the Township's six communities under the new grants category;

That Council adopt specific criteria outside of general grants criteria for the Community Association Grant category as follows:

1. That applicants must be registered non-profit groups or organizations with a valid society certificate;
2. That applicants must have a minimum 25 members who reside in the community that an association deems to represent;

3. That applicants must provide an annual membership list with addresses of members for Township staff and Council to review in consideration of their funding requests;
4. That applicants must provide an annual list of their Board of Directors with addresses for Township staff and Council to review in consideration of their funding requests;
5. That applicants must present a list of activities that they plan to undertake during the year in which a grant is being requested;
6. That the activities that an applicant proposes to undertake are impartial and not advocacy-based;
7. That the applicant association refrains from supporting/endorsing candidates or individuals in municipal and/or other government elections;
8. That the applicant association remains neutral in its collection of community feedback and input, and presents such data to Council without promoting one position over another, other than revealing the results;
9. That the applicant association must provide copies of its current bylaws and constitution for Council and staff to review annually in consideration of their grant;
10. That the applicant association provide annual financial statements, minutes of their last AGM and a summary of their initiatives undertaken during the past year that it has received a grant;
11. That the applicant must acknowledge the financial contribution of the Township of Langley on their websites, but not on any materials pursuant to their activities in the community, unless otherwise pre-approved by Council or staff; and

That Council approve, in its budget deliberations, an additional annual amount for community grants of up to $6,000 for the community association grants and $1500 to cover the ceremonial flybys.

AMENDMENT
Moved by Councillor Richter,
Seconded by Councillor Arnason,
That the following requirement be added to #4:

That all directors are residents in the community covered by the association.
CARRIED

AMENDMENT
Moved by Councillor Richter,
Seconded by Councillor Woodward,
That #6 be amended to read as follows:

That the activities that the applicants proposed to undertake are impartial

and not politically based in any form and focused on community and neighbourhood building.
CARRIED

AMENDMENT
Moved by Councillor Richter,
Seconded by Councillor Arnason,
That #7 be amended to read as follows:
That the applicant association does not support/endorse candidates or individuals in municipal and/or other government elections.
CARRIED

Councillor Long opposed

AMENDMENT
Moved by Councillor Richter,
Seconded by Councillor Woodward,
That #10 be amended to read as follows:

That the applicant association provide annual financial statements, minutes of their last AGM, membership totals and attendance, and a summary of their initiatives undertaken during the past year that it has received a grant.
DEFEATED

Mayor Froese and Councillors Davis, Ferguson, Long, Whitmarsh, and Woodward opposed

AMENDMENT
Moved by Councillor Long,
Seconded by Councillor Whitmarsh,
That #2 be amended to read as follows:

That applicants must have a minimum 25 members who reside in the community that an association deems to represent, and more than 50% must be Township residents.
CARRIED

AMENDMENT
Moved by Councillor Woodward,
Seconded by Councillor Whitmarsh,
That Willoughby and Willowbrook be separate community associations; and

That $1,000 be added to the grant budget for the additional Community

Association.
CARRIED

MAIN MOTION, AS AMENDED
The question was called on the Main Motion, as amended, and it was
CARRIED

Mayor Froese and Councillor Woodward opposed

F.5 **Willoughby Arterial Road Completion Amenity Policy Report 19-181 File CD 6480-30-001**

Moved by Councillor Woodward,
Seconded by Councillor Kunst,
That Council receive the Willoughby Arterial Road Completion Amenity Policy report for information.
CARRIED

Councillor Long opposed

F.6 **Community Amenity Contributions Policy (Exemptions) Report 19-173 File CD LSP00007**

Moved by Councillor Kunst,
Seconded by Councillor Whitmasrsh,
That Council adopt amendments to the Community Amenity Contributions Policy, particularly relating to potential exemptions, as presented as Attachment C to this report, and direct staff to implement its provisions effective immediately as applicable for all applications listed on Attachment A to this report.

AMENDMENT
Moved by Councillor Woodward,
Seconded by Councillor Richter,
That the 75% reduction be removed and replaced with a 50% reduction from now until March 31, 2020.
CARRIED

Mayor Froese and Councillors Ferguson and Long opposed

MEETING ADJOURNED
Moved by Councillor Long,
Seconded by Councillor Davis,
That the meeting be adjourned at 6:31pm until the conclusion of the Regular Evening Meeting.
CARRIED

Councillor Woodward opposed

MEETING RECONVENED
The meeting reconvened at 9:16pm.

MAIN MOTION, AS AMENDED
The question was called on the Main Motion, as amended, and it was
CARRIED

Councillors Ferguson and Richter opposed

F.7 Alternate Approval Process for Bylaws 5507, 5508, and 5509
Report 19-186
File FIN 1760-20

Moved by Councillor Kunst,
Seconded by Councillor Whitmarsh,
That Council approve January 6, 2020 as the amended deadline date for receipt of Alternative Approval Process elector response forms for Loan Authorization Bylaws 5507, 5508, and 5509; and

That Council approve, as a result of the proposed deadline amendment, updated Elector Response Forms, including the Public Notice, for the Alternative Approval Process for Bylaws 5507, 5508, and 5509 (Attachment A).
CARRIED

F.8 Consent to Metro Vancouver Regional Parks Service Amendment Bylaw No. 1290
Report 19-172
File ADM 0400-65

Moved by Councillor Ferguson,
Seconded by Councillor Richter,
That the Township of Langley Council consent to the approval of the adoption of Metro Vancouver Regional District Parks Service Amending Bylaw No. 1290, 2019 on behalf of the electors; and

That staff be directed to notify the Metro Vancouver Regional District Board of the consent.
CARRIED

G. CORRESPONDENCE

G.1 **Adoption Awareness Month**
File 0630-01

Moved by Councillor Davis,
Seconded by Councillor Arnason,
That Council receive the correspondence from Katrine Conroy, Minister, Ministry of Children and Family Development, requesting that November be proclaimed as Adoption Awareness Month.
CARRIED

H. MINUTES OF COMMITTEES

H.1 **Heritage Advisory Committee - November 6, 2019**
File 0540-20

Moved by Councillor Davis,
Seconded by Councillor Ferguson,
That Council receive the Minutes of the Council Advisory Committee meeting as listed above.
CARRIED

H.2 **Heritage Advisory Committee Recommended Motion**
File 0540-20

Moved by Councillor Long,
Seconded by Councillor Kunst,
That Council write a letter to the Ministry of Agriculture expressing concern regarding the one residence policy and its potential impact on the retention of historic farm residences in the Township of Langley over the long-term.
CARRIED

I. ITEMS FROM PRIOR MEETINGS

I.1 **Motion to Reconsider**

Moved by Councillor Woodward,
Seconded by Councillor Richter,
That Council reconsider the following:

Private Driveways Policy Update
Report 19-171
File ENG 5460-04
CARRIED

Mayor Froese and Councillors Arnason, Kunst, and Long opposed

MOTION
That Council approve amendments to the Private Driveways Policy No. 05-001 to permit widening of driveways to a maximum overall width of 7.5 metres for Residential Compact Lots (R-CL) where the minimum frontage requirement of 11.0m, in compliance with the Zoning Bylaw, is exceeded to a minimum of 12.5 metres, as highlighted in Attachment A.

AMENDMENT
That item 3.16.3 in Policy No. 05-001 be amended to read as follows: "on-street parking is not significantly impacted".
CARRIED

MAIN MOTION, AS AMENDED
The question was called on the Main Motion, as amended, and it was
CARRIED

AMENDMENT
Moved by Councillor Woodward,
Seconded by Councillor Richter,
That item 3.16.1 in Policy No. 05-001 be removed.

REFERRAL
Moved by Councillor Long,
Seconded by Councillor Ferguson,
That this amendment be referred to staff for a report.
CARRIED

Councillors Arnason and Woodward opposed

J. OTHER BUSINESS

K. TERMINATE

Moved by Councillor Davis,
Seconded by Councillor Kunst,
That the meeting terminate at 9:35pm.
CARRIED

CERTIFIED CORRECT:

_____
Mayor

_____
Township Clerk

Township of Langley

Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	DECEMBER 2, 2019 - REGULAR AFTERNOON MEETING	**REPORT:**	19-188
FROM:	ENGINEERING DIVISION	**FILE:**	5280-31
SUBJECT:	PRE-APPROVAL OF THE 2020 OPERATIONS CENTRE: ELECTRICAL SERVICE UPGRADE PROJECT		

RECOMMENDATIONS:

That Council pre-approve installation of a Direct Current Fast Charger (DCFC) electric vehicle charging station at the Operations Centre in the estimated amount of $300,000 as part of the 2020 capital budget; and further

That Council authorize execution of a Grant Agreement for installation of a Direct Current Fast Charger electric vehicle charging station at the Township of Langley Operations Centre.

EXECUTIVE SUMMARY:

The Township has been conditionally approved for a grant in the amount of $75,000 that would assist the Township with funding required to purchase a Direct Current Fast Charger (DCFC) electric vehicle charging station, for installation at the Operations Centre for public, staff and fleet charging. Information about the grant provider will be included as part of a future announcement, which is a condition of the grant.

The grant is conditional on the Township entering into a contribution agreement by January 11, 2020. If this condition is met, the funding would be provided to the Township provided that the DCFC is installed and operational by January 31, 2021.

A capital budget request titled Operations Centre: Electrical Service Upgrade has been included in the 2020 capital budget submission. The work will include upgrading the electrical service to the Operations Centre, installing two Level 2 electric vehicle charging stations for fleet use, one Level 2 station for staff use, and one DCFC electric vehicle charging station for use by fleet vehicles, staff, and the public.

Staff recommend that Council pre-approve this request, in the amount of $300,000, to guarantee the Township's eligibility for the grant.

If supported by Council, this project would advance an initiative included in the Low Carbon Mobility Plan adopted by Council in September 2019; specifically, to install electric vehicle charging infrastructure at the Operations Centre for Township fleet vehicles.

PURPOSE:

To seek Council's authorization for execution of a grant agreement for installation of a DCFC electric vehicle charging station, and to provide pre-approval of the Operations Centre: Electrical Service Upgrade project included in the 2020 capital budget submission.

BACKGROUND/HISTORY:

Electrifying Township vehicles and equipment is a key opportunity to lead in the transition to electric mobility, reduce greenhouse gas (GHG) emissions, and improve local air and noise pollution. An increasing variety of electric vehicles (EVs) suitable for municipal fleets are commercially available, with more models announced for the future – including pick-up trucks, vans, dump trucks, service trucks, tractors, mowers, and others. As battery and other component costs decline, electric vehicles and equipment will increasingly represent a fiscally prudent way to reduce life cycle costs and maximize value for the Township. Adopting EVs into the Township's vehicle fleet will require adequate fleet charging infrastructure at Township facilities.

The Low Carbon Mobility Plan and the Strategic Energy Management Plan commit the Township to reducing GHG emissions from its corporate operations, in part by electrifying the Township fleet and expanding EV charging infrastructure. Initiatives from these plans that are directly supported by the electrical upgrade project at the Operations Centre include:

Initiatives	Endorsed Plan
Install fleet and workplace-charging infrastructure in Operations Centre yard and Civic Facility parkade: Assess and increase electrical capacity at the facilities and install Level 2 charging stations. Where possible, consider funding opportunities for Level 3 charging stations.	Low Carbon Mobility Plan: Electric Vehicles
Enact an "Electric First" policy: Establish an "Electric First" policy that prioritizes efficient EVs, and equipment, unless a life cycle cost analysis demonstrates it is not viable or cost-effective. Develop a vehicle replacement schedule to plan for upcoming EV purchases.	Low Carbon Mobility Plan: Electric Vehicles
Increase the percentage of vehicles using alternative fuels, including hybrid and electric vehicles, in the fleet: 50% of all passenger fleet vehicles to be electric, by 2026	Strategic Energy Management Plan
Develop a plan for EV infrastructure installation, carry out installations, and set a 10-year target for % EVs in fleet	Strategic Energy Management Plan

Since Council adoption of the Low Carbon Mobility Plan, staff have advanced several initiatives, including the implementation of staff EV education and training, exploration of user fee structures at Township-owned charging stations, and have joined the Regional Transportation Action Committee New Mobility Subcommittee to explore regulatory options for sustainable ride-hailing and taxi services in the region.

DISCUSSION:

The Township has been conditionally approved for a grant that would provide the Township with funding to purchase a DCFC, electric vehicle charging station, for installation at the Operations Centre for public, staff and fleet charging. A DCFC is capable of recharging a typical electric vehicle in under 30 minutes.

If supported by Council, this project would advance the above initiatives included in the Low Carbon Mobility Plan and Strategic Energy Management Plan.

The grant is conditional on the Township executing the contribution agreement by January 11, 2020, which includes the requirement to confirm budget for associated works. If this condition is met, the funding would be provided to the Township once the DCFC is installed and operational at the Operations Centre by the deadline of January 31, 2021.

The Operations Centre: Electrical Service Upgrade project, included in the 2020 capital budget, proposes upgrading the electrical service to the Operations Centre, installing two Level 2 electric vehicle charging stations for fleet use, one Level 2 station for staff use, and one DCFC electric vehicle charging station for use by fleet vehicles, staff, and the public.

Environmental Implications:

On November 18, 2019, the Township of Langley adopted emission reduction targets of 45% by 2030 from 2007 levels and 100% emissions reductions by 2050. This project moves us towards those targets since electric vehicles substantially reduce GHG's by partially or completely eliminating tailpipe emissions[1]. In BC, where our electricity supply is clean and renewable, electric vehicles can reduce vehicular travel emissions by 80 to 98% compared to an internal combustion engine vehicle[2]. The Township's Low Carbon Mobility Plan: Electric Vehicles, identifies electrifying Township vehicles and equipment as a key opportunity to lead in the transition to low-carbon, electric mobility.

Financial Implications:

A capital budget request titled Operations Centre: Electrical Service Upgrade Project has been included in the 2020 capital budget submission to complete this work. The work will include upgrading the electrical service to the Operations Centre, installing two Level 2 electric vehicle charging stations for fleet use, one Level 2 station for staff use, and one DCFC electric vehicle charging station for use by fleet vehicles, staff, and the public. The total overall value of the project is $300,000, based on a $75,000 grant and the remainder funded equally through the Facilities, Water and Sewer utilities.

[1] Plug N'Drive. (n.d.). Electric Vehicle Benefits.
[2] Sustainable Transportation Research Team. (2015). Electrifying Vehicles: Insights from the Canadian Plug-in Electric Vehicle Study

One of the largest costs in operating a vehicle fleet is fuel use. This project will allow for the introduction of electric vehicles to the Township's fleet and provide for future charging infrastructure expansion. EV's cost far less to operate and maintain than gas powered vehicles. Since electricity is currently less expensive than both gasoline and diesel in BC, electric vehicles can save more than $2,500 in fuel and maintenance costs per year. Based on the expected increase in EV's in the fleet, the payback on this investment is estimated to be in the range of seven to 10 years.

Respectfully submitted,

Ryan Schmidt
MANAGER, SUSTAINABILTY
for
ENGINEERING DIVISION

This report has been prepared in consultation with the following listed departments.

CONCURRENCES	
Division / Department	**Name**
FINANCE DIVISION	K. Sinclair

Township of Langley

Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	DECEMBER 2, 2019 - REGULAR AFTERNOON MEETING	**REPORT:**	19-191
FROM:	CORPORATE ADMINISTRATION DIVISION	**FILE:**	1855-35
SUBJECT:	PRE-APPROVAL OF THE 2020 CAPITAL PROJECT: PRECISION APPROACH PATH INDICATOR (PAPI) AND TAXIWAY LIGHTING		

RECOMMENDATION:

That Council authorize execution of a Grant Agreement from the Ministry of Transportation and Infrastructure 2019/2020 British Columbia Air Access Program (BCAAP) awarding the Township $186,000 (fifty percent) for installation of solar airway lighting on the airfield; and

That Council pre-approve the 2020 capital budget submission for the Precision Approach Path Indicator (PAPI) and Taxiway Lighting project $372,000.

EXECUTIVE SUMMARY:

The Langley Regional Airport has been approved for a grant that would provide the Township with fifty percent of the funding required to purchase and install solar airway lighting on the airflied. The total value of the project is $372,000. The value of the grant is fifty percent or $186,000.

The grant is conditional on the Township entering into a contribution agreement immediately. If approved, the funding would be provided and the Township would be committed to completing the solar lighting installation by March 31, 2020.

A capital budget request for this lighting improvement has been included in the 2020 capital budget submission. Pre-approval is required to ensure completion by the grant deadline. The work will include taxiway holdline safety lighting and a PAPI approach system for runway 25. Both items will improve safety for all airport users and well as the general public.

Staff are asking that Council pre-approve this project budget, in the amount of $372,000, to guarantee the Township's eligibility for the grant.

If supported by Council, this project would improve safety at the airport for all users.

PURPOSE:

To seek Council's authorization for execution of a grant agreement for supply and installation of solar airway lighting from the Ministry of Transportation and Infrastructure 2019/2020 British Columbia Air Access Program (BCAAP) and to provide pre-approval of the project budget included in the 2020 capital budget submission.

BACKGROUND/HISTORY:

Langley Regional Airport first opened in 1938. The airport was built by the Department of Transport as an intermediate field for Trans-Canada Airways. The site was originally called Langley Prairie. In 1941 it was taken over by the Department of National Defence for the Royal Canadian Air Force. Improvements were made and it became a relief aerodrome for No.18 Elementary Flying Training School of the British Commonwealth Air Training Plan. At the end of the war the Department of Transport took over the airport and leased it to the Township of Langley in 1946. The Township of Langley purchased the airport from the Federal Government in 1967. The airport is fully owned and operated by the Township of Langley.

Located in the heart of the Lower Mainland, Langley Regional Airport (CYNJ) is a general aviation airport used by private aircraft, commercial aircraft, and commercial helicopters. They are serviced by a 2,100-foot paved north-south runway and a 2700-foot paved east-west runway. The runways are supported by a full service NAV Canada Air Traffic Control tower, a taxiway system, and paved aircraft / helicopter parking areas. There are fourteen helipads and a hover taxiway. Runway lighting, pilot approach path indicators, and a published instrument approach give the airport good accessibility in marginal weather conditions and at night. More than 350 aircraft and 100 helicopters are based at the airport, with 90,000 (landing and take-off) movements per annum.

Although owned and operated by the Township of Langley the airport operates under the Canadian Aeronautics Act under airport Certification issued by Transport Canada. It is certified for public day and night operation under visual and instrument flight rules. Certification inspections of the airport are conducted by Transport Canada annually.

Langley Regional Airport is one of the busiest community airports in British Columbia. It has earned a reputation as a centre of excellence for the aerospace industry. Under federal covenant and jurisdiction, the Township of Langley manages the airport where 60+ aviation related businesses with over 800 skilled jobs are based.

DISCUSSION/ANALYSIS:

The airport is continuously looking to improve safety and to that end one of our top priorities is to have Precision Approach Path Indicator (PAPI) on Rwy 25. PAPI is a navigation aid that provides guidance information to help a pilot acquire and maintain the correct approach into the airport. The PAPI aids both student and visiting pilots and is particularly helpful for Rwy 25 given its close proximity to 216th Street on approach. The lighting for taxiways as you approach the runway will offer a much improved visual queue and increase safety and reduce incusions. Safe aircraft ground lighting will provide optimal manoeuvring guidance capability during night-time / low visibility / low ambient lighting conditions for taxiway which would in turn prevent runway overruns / departures and taxiway overruns / departures.

Completion of this project will help achieve the ongoing objective of proactively identifying potential high risk hazards at the airport and in turn purposing to mitigate the identified risks on an ongoing basis. Maintaining a safely lit final approach corridor, and taxiway environment during reduced visibility maneuvering helps to ensure safe local air / ground procedures and practices for all aircraft including the larger twin engine aircraft are maintained.

Financial Implications:

The Airport Manager has requested approval in the 2020 capital budget submission for a project called *Precision Approach Path Indicator (PAPI) & Taxiway Lighting* valued at $372,000. Funding for the project includes grant funding, discussed here at 50%, plus prior year surplus funding for the remaining 50%. If Council pre-approves this project, required to secure the Provincial grant and complete the project by March 31, 2020, Finance will earmark the funds as approved.

Respectfully submitted,

Carol Madill
AIRPORT MANAGER
for
CORPORATE ADMINISTRATION

This report has been prepared in consultation with the following listed departments.

CONCURRENCES	
Division / Department	**Name**
FINANCE DEPARTMENT	K. Sinclair

Township of Langley
Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	DECEMBER 2, 2019 - REGULAR AFTERNOON MEETING	**REPORT:**	19-189
FROM:	COMMUNITY DEVELOPMENT DIVISION	**FILE:**	08-14-0212
SUBJECT:	DCC FRONTENDING AGREEMENT QRD HOLDINGS (WILLOUGHBY) INC.		

RECOMMENDATIONS:

That Council authorize staff to execute the Drainage Development Cost Charges Front-ending Agreement with QRD Holdings (Willoughby) Inc., in the substantial form of a document presented as Attachment A to this report, for the provision of off-site drainage infrastructure for the Central Gordon area of the Willoughby Community Plan in the Township of Langley.

EXECUTIVE SUMMARY:

In August 2017, the Township received an application from Essence Properties Ltd. to rezone approximately 2.4 hectares (5.9 acres) to facilitate a multi-family development consisting of 177 units (102 townhouse and 75 apartment units) in accordance with the Central Gordon Estate Neighbourhood Plan. To support the aforementioned development, as well as a forthcoming QRD Holdings rezoning application, QRD Holdings (Willoughby) Inc. (the "Developer") is required to construct a community detention facility and extend municipal trunk storm sewer to the site.

To finance and complete municipal services necessary to support the proposed development at no cost to the Township, the Developer may be able to utilize one or more of the cost recovery mechanisms available within the provisions of the Local Government Act (the "Act") and the Community Charter (the "Charter"). These mechanisms include Latecomer Agreements, Development Works Agreements (DWA) and Development Cost Charge (DCC) Frontending Agreements.

Staff support the proposed DWA and DCC Frontending Agreement to minimize DWA charges imposed on the benefiting lands. The attached DCC Frontending Agreement allows the Developer to recover DCCs collected from the benefiting area upon the Developer completing the required DCC works. The DCC Frontending Agreement is intended to work in harmony with the DWA to partially compensate the Developer for the upfront costs associated with the construction of the community servicing needs to allow development of the area of Central Gordon in the Willoughby Community Plan.

PURPOSE:

The purpose of this report is to obtain Council's approval to execute a Drainage DCC Frontending Agreement with QRD Holdings (Willoughby) Inc.

BACKGROUND/HISTORY:

In August 2017, the Township received an application from Essence Properties Ltd. to rezone approximately 2.4 hectares (5.9 acres) to facilitate a multi-family development consisting of 177 units (102 townhouse and 75 apartment units) in accordance with the Central Gordon Estate Neighbourhood Plan. To support the aforementioned development, as well as a forthcoming QRD Holdings rezoning application, QRD Holdings (Willoughby) Inc. (the "Developer") is required to construct a community detention facility and extend municipal trunk storm sewer to the site.

The Township supports the Developer's proposal to apply for a DCC Frontending Agreement. The attached Drainage DCC Frontending Agreement provides the Developer a cost recovery mechanism to compensate them for the upfront costs associated with the construction of the community Detention Pond required to facilitate the development of the area of Central Gordon in the Willoughby Community Plan.

DISCUSSION/ANALYSIS:

The DCC Frontending Agreement (the "Agreement") proposed by the Developer is a cost recovery mechanism, similar in concept to a DWA in that the cost of the proposed infrastructure is to be allocated to new growth within a specified benefiting area with no cost to the Township. Where the proposed Agreement differs from a DWA is in the following areas:

- The recovery of the costs is limited to DCCs that will be collected from development within the benefiting area over the term of the Agreement and does not include an additional charge;
- There is no requirement for a bylaw approval process; and
- The petition process, which is a mandatory requirement for a DWA, is not required subject to provisions outlined in the Community Charter.

The proposed DCC Frontending Agreement is for drainage works only. These drainage works are identified in the current 2012 DCC program and scheduled for construction within the next 20 years. The works have been estimated to have a total design and construction cost of approximately **$1,282,822.20**. The Agreement is intended to have a term of 15 years, over which DCCs collected from the specified benefiting area shall be forwarded to the Developer, up to a maximum cost as prescribed in the DCC Bylaw.

Applicable Policies:

Other existing Township bylaws and policies relevant to the attached Development Cost Charge Frontending Agreement are Subdivision and Development Servicing Bylaw 2011 No. 4861, as amended; Latecomer Policy No. 07-353; and Neighbourhood Plan Policy No. 07-220.

Financial Implications:

There are not expected to be any financial implications to the Township as the works are financed by the Developer. The municipal processing and administration costs of $7,500 are borne by the Developer, and paid in advance prior to executing the agreement. The rate is calculated as follows: (15 years x $500 per year = $7,500).

Respectfully submitted,

Dave Anderson
MANAGER, DEVELOPMENT ENGINEERING
for
COMMUNITY DEVELOPMENT DIVISION

ATTACHMENT A DCC Frontending Agreement

This report has been prepared in consultation with the following listed departments.

CONCURRENCES	
Division / Department	**Name**
FINANCE DIVISION	K. Sinclair
CORPORATE ADMINISTRATION DIVISION	W. Bauer

TOWNSHIP OF LANGLEY

DEVELOPMENT COST CHARGES FRONTENDING AGREEMENT

Project No. 08-14-0212 (Drainage)

THIS AGREEMENT dated for reference the _____ day of _____, 2019.

BETWEEN:

TOWNSHIP OF LANGLEY, a municipal corporation under the Local Government Act of the Province of British Columbia and having its offices at 20338 65 Avenue, Langley, British Columbia V2Y 3J1

(the "Township")

OF THE FIRST PART

AND:

QRD HOLDINGS (WILLOUGHBY) INC. a body corporate, duly incorporated under the laws of the Province of British Columbia, having its place of business at
102 - 5489 Byrne Road
Burnaby BC V5J 3J1

(the "Developer")

OF THE SECOND PART

a) **WHEREAS** real property within the specified benefiting area is identified in the column entitled “Legal Description” in Schedule "A", attached hereto.

b) **AND WHEREAS** the real property within the Benefiting Area is illustrated in Schedule “B”, attached hereto.

c) **AND WHEREAS** a community Detention Pond as described in Schedule “C” are required to be constructed.

d) **AND WHEREAS** the Developer has undertaken the performance of its obligations required to be made pursuant to this Agreement.

e) **AND WHEREAS** the Works are not currently scheduled for construction by the Township, but are contained within the Township’s Engineering Servicing Plan

f) **AND WHEREAS** the Developer has requested that the Township advance the construction of the Drainage Works and has agreed to facilitate such construction for the development of the Benefiting Area.

g) **AND WHEREAS** Council has entered into a separate Development Works Agreement with the Developer for the provision of the Works in accordance with Section 570 of *the Local Government Act*, RSBC 2015, c. 1 and amendments thereto (the *"Act"*).

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the sum of TEN ($10) DOLLARS of lawful money of Canada and other good and valuable consideration now paid by each of the parties hereto, to each of the other parties hereto, the receipt whereof is hereby acknowledged, the parties hereto hereby covenant, promise and agree with each other as follows:

1. DEFINITIONS

In this Agreement and in the recital above:

"**Act**" means the *Local Government Act*, RSBC 2015, c. 1, as revised, re-enacted or consolidated from time to time and any successor statute;

"**Agreement**" means this agreement and all Schedules attached hereto, which form part of the agreement;

"**Benefiting Area**" means the real property described in Schedule "A" of the Agreement;

"**Benefitting Parcel**" means the real property within the Benefiting Area as described in Schedule "B" of the Agreement;

"Capital Cost" means actual costs incurred by the Developer to construct the Drainage Works. Costs are estimated at $3,388,790.58;

"Council" means the elected Council of the Township;

"**Developer**" means QRD Holdings (Willoughby) Inc.;

"**Development Cost Charge**" and "**DCC**" means a charge imposed pursuant to the Township's Development Cost Charge Bylaw; $1,282,822.20

"**Development Cost Charge Bylaw**" means the Development Cost Charge Bylaw 2012 No.4963, enacted by the Township under the *Act* as revised, re-enacted or consolidated from time to time and any successor bylaws;

"**General Manager of Engineering**" means the General Manager of Engineering for the Township or their designate;

"**Lot**" means a development unit used either for single or multi-family use;

"**Subdivision and Development Servicing Bylaw**" means the Township Subdivision and Development Servicing Bylaw 2011 No. 4861, enacted by the Township under the *Act* as such Bylaw is amended or replaced from time to time;

"**Term**" means the period of time the Agreement is in effect as specified in Section 4;

"**Township**" means the Corporation of the Township of Langley having its municipal office located at 20338 65 Avenue, Langley, British Columbia, V2Y 3J1; and

"**Works**" means Drainage Works and related appurtenances substantially as described in Schedule "C".

2. AREA SUBJECT OF AGREEMENT

The Benefiting Area is the subject of this agreement.

3. CREDIT FOR WORKS

a) The Township agrees to credit the Developer the Drainage Development Cost Charge for each additional lot created within the Benefiting Area but shall not exceed $1,282,822.20 without interest.

b) In the event of the assignment or transfer of the rights of the Developer voluntarily, or by operation of law, the General Manager of Engineering shall pay any benefits accruing hereunder, after notice, to such successor of the Developer as the General Manager of Engineering, in their judgment deems entitled to such benefits; and in the event of conflicting demands being made upon the Township for benefits accruing under this Agreement, then the Township may at its option commence an action in interpleader joining any party claiming rights under this Agreement, or other parties which the Township believes to be necessary or proper, and the Township shall be discharged from further liability upon paying the person or persons whom any court having jurisdiction of such interpleader action shall determine, and in such action the Township shall be entitled to recover its legal fees and costs, which fees and costs shall constitute a lien upon all funds accrued or accruing pursuant to this Agreement.

c) The Township is not responsible for financing any of the costs of the Works.

d) In consideration of the completion of the Works by the Developer to the satisfaction of the General Manager of Engineering, the Township shall pay to the Developer upon Substantial Completion, then on an annual basis, Development Cost Charges for Drainage works to the extent the Drainage component of the Development Cost Charges have been collected and are received by the Township under the Development Cost Charge Bylaw, until the total Capital Cost of the Works is paid to the Developer, without interest.

e) Any payment made by the Township under this Agreement will be paid to the Developer at the address of the Developer set out in this Agreement or at such other address as the Developer shall provide in writing. If the said payments are returned to the Township unclaimed by the Developer and if the Township is unable to locate the Developer after all reasonable efforts, then the Township shall hold all monies collected until the expiry of this Agreement. After the expiry of this Agreement, the Township shall forever retain all such unclaimed funds.

4. TERM

a) The term of this Agreement shall commence upon the execution date by the Township and shall expire no later than fifteen (15) years after that date.

b) In the event that the Developer fails to complete the Works within twenty-four (24) months after the Agreement execution date, the Agreement shall lapse; provided, however, that the Developer may request to extend the period of this Agreement on such terms and conditions that the Township may deem reasonable. Any extension of the Agreement is at the sole discretion of the Township. This Agreement shall terminate prior to the expiry of the Term in the event the Developer has been credited with the maximum recoverable sum of $1,282,822.20 without interest.

5. INDEMNITY

The Developer covenants and agrees to indemnify and save harmless the Township against:

a) All actions and proceedings, costs, damages, expenses, claims and demands whatsoever and by whomsoever brought by reason of the construction, installation, maintenance or repair of the Works; and

b) All expenses and costs which may be incurred by reason of the construction, installation, maintenance or repair of the Works.

6. TOWNSHIP'S COSTS

The Developer shall pay to the Township, by cash or bank draft, prior to the Township executing this Agreement, a fee equivalent to $7,500 for the preparation, registration and administration of this Agreement.

7. NOTICES

a) Any notice, demand, acceptance or request required to be given hereunder in writing shall be deemed to be given if either personally delivered or mailed by registered mail, postage prepaid (at any time other than during a general discontinuance of postal services due to a strike, lockout or otherwise) and addressed to the Developer as follows:

QRD Holdings (Willoughby) Inc.
102 - 5489 Byrne Road
Burnaby, BC V5J 3J1

or such change of address as the Developer has, by written notification, forwarded to the Township, and to the Township as follows:

Township of Langley
20338 65 Avenue
Langley, BC V2Y 3J1

Attention: Manager of Development Engineering

or such change of address as the Township has, by written notification, forwarded to the Developer.

b) Any notice shall be deemed to have been given to and received by the party to which it is addressed:

i. if delivered, on the date of delivery; or
ii. if mailed, then on the fifth (5^{th}) day after the mailing thereof.

8. BINDING ON SUCCESSORS

a) It is hereby agreed by and between the parties hereto that this Agreement shall be enforceable by and against the parties, their successors and assigns.

b) The Developer shall not assign or transfer its interest in this Agreement without the prior written consent of the Township, which consent shall not be unreasonably withheld.

9. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the parties hereto with respect to the subject matter hereof and supersedes any prior agreements, undertakings, declarations or representations, written or verbal, in respect thereof.

10. LAWS OF BRITISH COLUMBIA

This Agreement shall be interpreted under and is governed by the applicable laws of Canada and the Province of British Columbia.

11. SCHEDULES

The Schedules attached hereto, which form part of this Agreement, are as follows:

a) Schedule "A" – Benefiting Parcels
b) Schedule "B" – Benefiting Area
c) Schedule “C” – Description of the Works

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first above written.

FOR CORPORATE BODY

SIGNED BY:)
)
_____)
)
In the presence of:)
(witness):)
Signature _____)
Name _____)
Address _____)
Occupation _____)

FOR THE CORPORATION OF THE TOWNSHIP OF LANGLEY

SIGNED BY GENERAL MANAGER,)
ENGINEERING & COMMUNITY)
DEVELOPMENT)
For and on behalf of)
THE CORPORATION OF THE)
TOWNSHIP OF LANGLEY)
)
_____)
GENERAL MANAGER, ENGINEERING)
& COMMUNITY DEVELOPMENT)

)
SIGNED BY TOWNSHIP)
CLERK)
For and on behalf of)
THE CORPORATION OF THE)
TOWNSHIP OF LANGLEY)
)
_____)
TOWNSHIP CLERK)
)
In the presence of:)
(as to both Township signatures))
)
_____)
Name:)
Address:)
Occupation:)

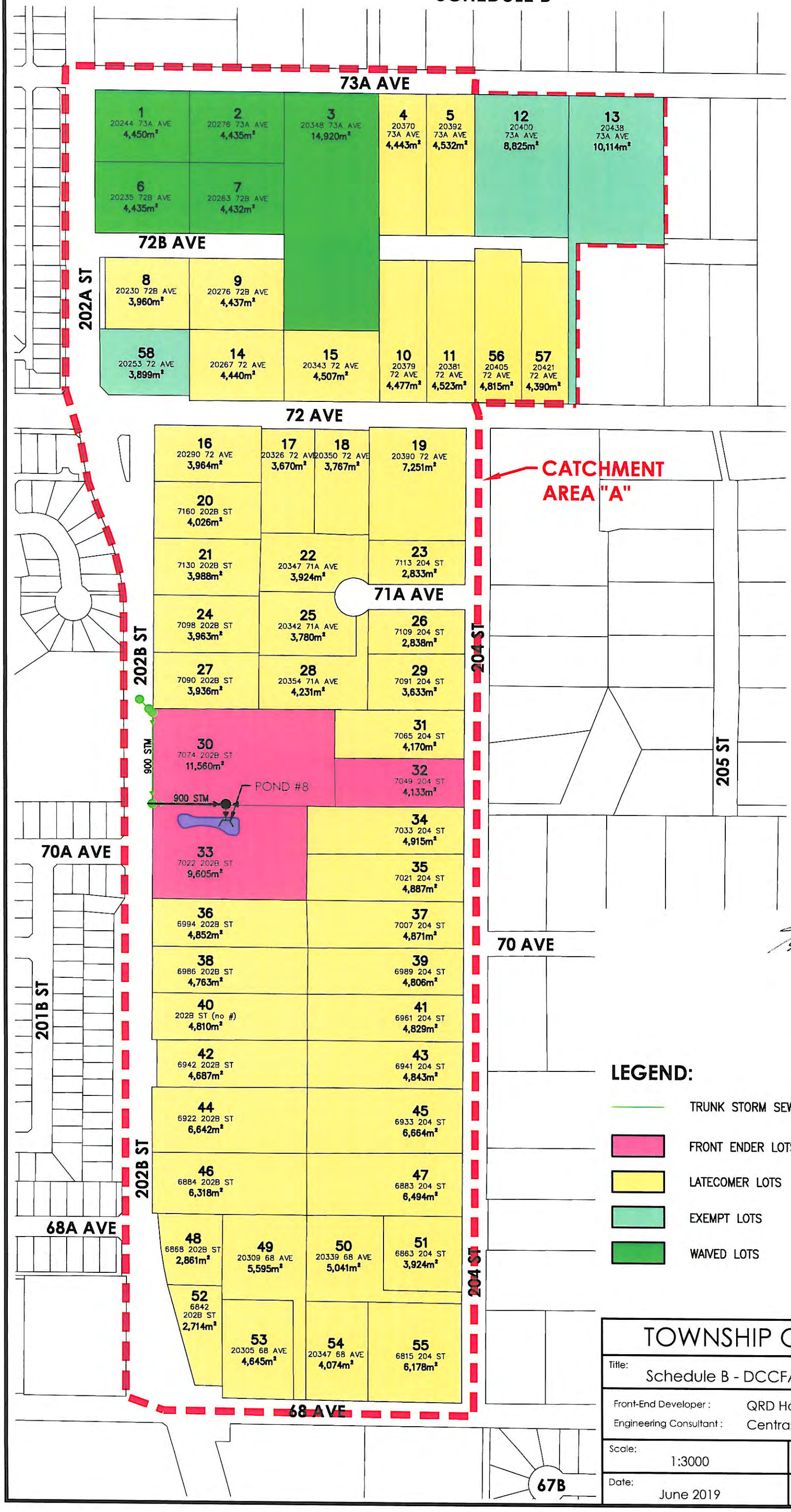
SCHEDULE "A"
LIST OF BENEFITING PARCELS

Map ID	Parcel Identifier	Civic Address	Legal Description	Net Developable Area (ha)
1	006-306-519	20244 73A AVE	LT 74, SEC 23, TWP 8, NWD, PL NWP41978	0.45
2	002-395-622	20276 73A AVE	LT 75, SEC 23, TWP 8, NWD, PL NWP41978	0.44
3	006-190-375	20348 73A AVE	LT 80, SEC 23, TWP 8, NWD, PL NWP47681	1.49
4	003-406-261	20370 73A AVE	LT 83, SEC 23, TWP 8, NWD, PL NWP54928	0.44
5	002-785-501	20392 73A AVE	LT 84, SEC 23, TWP 8, NWD, PL NWP54928	0.45
6	000-668-532	20235 72B AVE	LT 73, SEC 23, TWP 8, NWD, PL NWP41978	0.44
7	006-306-527	20263 72B AVE	LT 76, SEC 23, TWP 8, NWD, PL NWP41978	0.44
8	026-836-785	20230 72B AVE	LT 2, SEC 23, TWP 8, NWD, PL BCP26483	0.40
9	001-533-100	20276 72B AVE	LT 77, SEC 23, TWP 8, NWD, PL NWP41978	0.44
10	001-113-160	20379 72 AVE	LT 81, SEC 23, TWP 8, NWD, PL NWP54928	0.45
11	002-301-873	20381 72 AVE	LT 82, SEC 23, TWP 8, NWD, PL NWP54928	0.45
12	003-151-344	20400 73A AVE	LT 108, SEC 23, TWP 8, NWD, PL NWP62683	N/A
13	008-488-991	20438 73A AVE	LT 51, SEC 23, TWP 8, NWD, PL NWP38261	N/A
14	006-306-543	20267 72 AVE	LT 78, SEC 23, TWP 8, NWD, PL NWP41978	0.44
15	006-190-341	20343 72 AVE	LT 79, SEC 23, TWP 8, NWD, PL NWP47681	0.45
16	001-421-450	20290 72 AVE	LT A, BLK 7, SEC 14, TWP 8, NWD, PL NWP17096	0.40
17	011-899-930	20326 72 AVE	LT 2, SEC 14, TWP 8, NWD, PL NWP78954	0.37
18	011-899-921	20350 72 AVE	LT 1, SEC 14, TWP 8, NWD, PL NWP78954	0.38
19	005-028-434	20390 72 AVE	LT 60, SEC 14, TWP 8, NWD, PL NWP40177	0.73

Map ID	Parcel Identifier	Civic Address	Legal Description	Net Developable Area (ha)
20	010-253-173	7160 202B ST	SEC 14, TWP 8, NWD, PL NWP17096	0.40
21	002-358-506	7130 202B ST	SEC 14, TWP 8, NWD, PL NWP17096	0.40
22	011-899-948	20347 71A AVE	LT 3, SEC 14, TWP 8, NWD, PL NWP78954	0.39
23	005-028-469	7113 204 ST	LT 61, SEC 14, TWP 8, NWD, PL NWP40177	0.28
24	007-445-679	7098 202B ST	LT 53, SEC 14, TWP 8, NWD, PL NWP36910	0.40
25	011-899-956	20342 71A AVE	LT 4, SEC 14, TWP 8, NWD, PL NWP78954	0.38
26	005-028-477	7109 204 ST	LT 62, SEC 14, TWP 8, NWD, PL NWP40177	0.28
27	007-445-695	7090 202B ST	LT 54, SEC 14, TWP 8, NWD, PL NWP36910	0.39
28	011-899-964	20354 71A AVE	LT 5, SEC 14, TWP 8, NWD, PL NWP78954	0.42
29	008-402-418	7091 204 ST	LT 59, SEC 14, TWP 8, NWD, PL NWP37468	0.36
30	006-785-867	7074 202B ST	LT 40, SEC 14, TWP 8, NWD, PL NWP33202	1.16
31	006-784-925	7065 204 ST	LT 42, SEC 14, TWP 8, NWD, PL NWP33202	0.42
32	006-786-103	7049 204 ST	LT 41, SEC 14, TWP 8, NWD, PL NWP33202	0.41
33	002-945-053	7022 202B ST	LT 39, SEC 14, TWP 8, NWD, PL NWP30901	0.96
34	001-715-143	7033 204 ST	LT 37, SEC 14, TWP 8, NWD, PL NWP30901	0.49
35	006-540-708	7021 204 ST	LT 38, SEC 14, TWP 8, NWD, PL NWP30901	0.49
36	003-751-856	6994 202B ST	LT 70, SEC 14, TWP 8, NWD, PL NWP66291	0.49
37	008-376-352	7007 204 ST	LT 56, SEC 14, TWP 8, NWD, PL NWP37143	0.49
38	002-333-830	6986 202B ST	LT 71, SEC 14, TWP 8, NWD, PL NWP66291	0.48
39	008-376-387	6989 204 ST	LT 57, SEC 14, TWP 8, NWD, PL NWP37143	0.48
40	002-292-521	202B ST (NO#)	LT 47, SEC 14, TWP 8, NWD, PL NWP37135	0.48

Map ID	Parcel Identifier	Civic Address	Legal Description	Net Developable Area (ha)
41	000-634-875	6961 204 ST	LT 50, SEC 14, TWP 8, NWD, PL NWP37135	0.48
42	008-376-051	6942 202B ST	LT 48, SEC 14, TWP 8, NWD, PL NWP37135	0.47
43	004-708-156	6941 204 ST	LT 49, SEC 14, TWP 8, NWD, PL NWP37135	0.48
44	010-512-730	6922 202B ST	LT 2, SEC 14, TWP 8, NWD, PL NWP21608	0.66
45	010-512-748	6933 204 ST	LT 3, SEC 14, TWP 8, NWD, PL NWP21608	0.67
46	001-104-217	6884 202B ST	LT 1, SEC 14, TWP 8, NWD, PL NWP21608	0.63
47	010-512-764	6883 204 ST	LT 4, SEC 14, TWP 8, NWD, PL NWP21608	0.65
48	000-506-648	6868 202B ST	LT 31, SEC 14, TWP 8, NWD, PL NWP26792	0.29
49	002-341-417	20309 68 AVE	LT 3, SEC 14, TWP 8, NWD, PL NWP70398	0.56
50	002-341-409	20339 68 AVE	LT 2, SEC 14, TWP 8, NWD, PL NWP70398	0.50
51	002-341-395	6863 204 ST	LT 1, SEC 14, TWP 8, NWD, PL NWP70398	0.39
52	008-866-724	6842 202B ST	LT 32, SEC 14, TWP 8, NWD, PL NWP26792	0.27
53	002-341-441	20305 68 AVE	LT 4, SEC 14, TWP 8, NWD, PL NWP70398	0.46
54	001-290-207	20347 68 AVE	LT 1, SEC 14, TWP 8, NWD, PL NWP69173	0.41
55	001-290-215	6815 204 ST	LT 2, SEC 14, TWP 8, NWD, PL NWP69173	0.62
56	005-716-268	20405 72 AVE	LT 85, SEC 23, TWP 8, NWD, PL NWP58950	0.48
57	003-151-361	20421 72 AVE	LT 109, SEC 23, TWP 8, NWD, PL NWP62683	0.44
58	002-605-741	20253 72 AVE	LT 71, SEC 23, TWP 8, NWD, PL NWP41978	N/A

SCHEDULE B



S. B. O'CONNELL
37077
PROFESSIONAL ENGINEER
PROVINCE OF BRITISH COLUMBIA

Nov. 25, 2019

LEGEND:

- TRUNK STORM SEWER WORKS
- FRONT ENDER LOTS
- LATECOMER LOTS
- EXEMPT LOTS
- WAIVED LOTS

TOWNSHIP OF LANGLEY	
Title: Schedule B - DCCFA Benefitting Lands	
Front-End Developer : QRD Holdings (Willoughby) Inc.	
Engineering Consultant : Centras Engineering Ltd.	
Scale: 1:3000	Land Development File No. -
Date: June 2019	Latecomer Application No. -

SCHEDULE "C"

DESCRIPTION OF THE WORKS

Construction of Drainage Works all in accordance with the Township of Langley Subdivision and Development Servicing Bylaw 2011 No. 4861, per design drawings numbered 17002-2 sheets 1 to 27 inclusive, prepared by Centras Engineering Ltd. accepted by the Township October 10, 2019.

Applicable DCC Project ID Number from Development Cost Charge Bylaw 2012 No. 4963 related to the works is as follows:

DCC Project ID Number	Description
11 D 050	Detention Pond 8
11 D 051	Trunk Sewer (25% Portion)

Township of Langley

Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	DECEMBER 2, 2019 - REGULAR AFTERNOON MEETING	**REPORT:**	19-179
FROM:	CORPORATE ADMINISTRATION DIVISION	**FILE:**	6750-01
SUBJECT:	FORT LANGLEY BIA RENEWAL		

RECOMMENDATIONS:

That Council require the Fort Langley BIA Renewal to follow an assent petition of support process for all levied businesses within the business improvement area; and if certified as sufficient, is endorsed by Council through the establishment of a Bylaw;

That Council require the Fort Langley BIA to include Kwantlen First Nation businesses within Fort Langley area as business association members through an annual, non-levied monetary contribution from the Seyem' Qwantlen Business Group for the term of the Bylaw;

That Council require the Fort Langley BIA to remit an annual performance report and financial statements prior to March 31 each year to the Township and for transparency, to all businesses levied;

That Council require the Fort Langley BIA to ensure levied businesses are better aware of opportunity(ies) to be nominated and elected to the FLBIA's Board of Directors; and further

That Council appoint a Township staff member to sit on the Fort Langley BIA Board of Directors, in ex-officio capacity, as a liaison for businesses in the levied business improvement area of Fort Langley.

EXECUTIVE SUMMARY:

The Fort Langley Business Improvement Association (FLBIA) was first established, through an informal assent petition of support process in 1997. Since then, the BIA has sought renewal in 2002, 2007, 2012, and 2017, through a registered opposition ('petition against') process.

In each of the prior FLBIA renewals, the 'petition against' process was applied where businesses within the business improvement area were notified in writing of the renewal and were provided with the opportunity to register their opposition, should they so choose, by a given date. The public notice was also advertised in local newspapers.

The current business improvement levy for the FLBIA ended in April 2019, with the work term to be fulfilled prior to December 31, 2019. Accordingly, the FLBIA requires levy renewal in order to continue its work using business levy funding. On August 29, staff received a request application from the BIA via email for a "Request for Business Improvement Area" to commence the renewal process for the period 2020 to 2022 seeking levy funding totaling $390,050 over the three-year period to 'encourage business in one or more business improvement areas'.

PURPOSE:

The purpose of this report is to inform Council of the Fort Langley Business Improvement Association's renewal request application seeking levy funding totalling $390,050 over period 2020-2022 to 'encourage business in one or more business improvement areas', and to consider staff recommendations accordingly.

BACKGROUND/HISTORY:

A BIA is a Council-endorsed entity wherein industrial and/or commercial property owners in a designated area benefit from activities and programs to improve business viability, promote and beautify the designated area, and to stimulate the local economy through the use of a special charge levied on each industrial and/or commercial property within the designated area. A BIA is to provide an organized structure and administers levied funds to enable these outcomes.

The Fort Langley Business Improvement Association (FLBIA) was first established, through an informal assent petition of support process in 1997. Since then, the BIA has sought renewal in 2002, 2007, 2012, and 2017, through a registered opposition ('petition against') process.

Authority to establish a BIA is contained in Part 7, Division 5 – Local Service Taxes, Sections 210 through 219 of the Community Charter. Therein, Article 210 (2) identifies only two (2) services that may be provided as a local area service of which business improvement area is one. Article 211 identifies the requirements for establishing a local area service which includes (a) petition, (b) petition against, and (c) Council initiative. Article 212 (3) identifies how sufficiency is calculated, and specifically that (a) the petition must be signed by the owners of at least 50% of the parcels that would be subject to the local service tax, and (b) the persons signing must be the owners of the parcels that in total, represent at least 50% of the assessed value of land and improvements that would be subject to the local service tax. Within Division 5, Article 215 states that a 'business improvement area' means the local service area for a service and outlines what can be fulfilled as business promotion schemes.

The Township's Policy 05-007 "Local Area Services and Business Improvement Area Services" governs municipal administration of same. Policy Article 5.2 identifies that a local area service may be initiated by petition or by Council. Policy Articles 5.3 through 5.11 identifies how the petition process is to be conducted. As a matter of process, the Township's Engineering Division, which administers Policy 05-007 for all petitions for Local Area Services, follows an assent petition of support process. Policy Article 5.12 identifies that Council may propose to undertake a local area service (but not a business improve area service) on its own initiative, including actions that are to be taken. Policy Article 6.1 identifies that a business improvement area service is a type of local area service.

The current Fort Langley Business Improvement Area Bylaw 2017 No. 5272 came to term in April 2019 with the work term to be fulfilled prior to December 31, 2019. Accordingly, the FLBIA requires levy renewal in order to continue its work that leverages business levy funding. Separately, the FLBIA's membership with the BC BIA expires December 2019 for which renewal will equally be required.

On August 29, 2019, staff received a request application from the FLBIA via email for a "Request for Business Improvement Area" as per Township Policy No. 05-007 to commence the renewal of the business improvement area service in the identified business core area of Fort Langley for the period 2020 to 2022 (ATTACHMENT A). In its application, the FLBIA identifies that it is seeking levy funding totaling $390,050 over the three-year period to 'encourage business in one or more business improvement areas'.

On September 6, 2019 staff requested that the FLBIA remit a detailed business plan to accompany their request application, along with any recent surveys it had conducted with levied businesses. On September 26, a seven-page business plan, membership survey results and audited financial statements were remitted (ATTACHMENT B). The included audited financial statement for 2018, as conducted by Grant Thorton LLP, shows FLBIA in a financial deficit in each of 2018 and 2017.

As previously noted, in each of its prior levy renewal requests, the process of registered opposition ('petition against') was applied where businesses within the business improvement area were notified in writing of the renewal and were provided with the opportunity to register their opposition, should they so choose, by a given date. A public notice was also advertised in local newspapers.

During the 2017 to 2019 levy term of the FLBIA, some levied businesses expressed concerns to staff about the perceived value that the FLBIA was providing. In September, staff received written requests seeking (i) a petition process for the FLBIA renewal, and (ii) that a Township staff member be appointed to FLBIA Board of Directors (see ATTACHMENT C). As the last time that an assent petition of support process was conducted for the FLBIA was in 1997, it is staff's recommendation that an assent petition of support be conducted for the 2020-2022 renewal to align with the Township's practice of Policy 05-007 "Local Area Services and Business Improve Area Services".

In September, the Seyem' Qwantlen Business Group expressed interest in becoming a member of the FLBIA. Township staff contacted federal Crown-Indigenous Relations regarding the viability of this consideration and advised that Seyem Qwantlen businesses could be included in the business improvement area; however, responsibility for levy payment would need to be addressed. As Kwantlen First Nations properties are registered as net-zero levied properties, frontage of comparable levied properties has been used by Township staff to calculate a proposed non-levied annual contribution by Seyem' Qwantlen Business Group for their business properties within the Fort Langley business improvement area. On October 25, 2019, the Seyem' Qwantlen Business Group confirmed their interest in becoming members of the FLBIA through this non-levied annual contribution stream, and for the term of the proposed Bylaw.

To help ensure transparency and accountability to levied businesses, staff are making three (3) recommendations:

1. That the FLBIA remit an annual performance report and financial statements prior to March 31 each year; and
2. That the FLBIA ensure levied businesses are aware of opportunity(ies) to be nominated and elected to the FLBIA's Board of Directors; and
3. That Council appoint a Township staff member to sit on the Fort Langley BIA Board of Directors, in ex-officio capacity, as a liaison for businesses in the levied business improvement area of Fort Langley

DISCUSSION/ANALYSIS:

The original request from the Fort Langley Business Improvement Association (FLBIA), dated August 15, 2019 and received on August 29, 2019, identifies that it plans to focus on "encouraging business in one or more business improvement areas". In its request, it proposes the following annual budget.

Year	Annual Budget
2020	$ 127,450
2021	$ 130,000
2022	$ 132,600
Total	**$ 390,050**

At staff's request on September 17, a more detailed business plan was requested and subsequently received from the FLBIA on September 26, 2019.

As some businesses have expressed concern about the perceived value that the FLBIA was providing. Furthermore, as FLBIA has shown a financial deficit in each of 2018 and 2017, the following process would be utilized for the 2020-2022 renewal process, should Council so approve:

- Prior to December 15, 2019, the Township would advise each affected Class 5 and 6 business within the business improvement area of Fort Langley in writing that the FLBIA is seeking renewal and that Council has required that the renewal follow an 'assent petition' of support process to be conducted in January 2020.
- By January 17, 2020, the Township would be in receipt of provincial tax assessment information for use to calculate proposed business improvement area levies per affected property.
- By January 24, 2020, the Township would notify each affected Class 5 and 6 business within the business improvement area of Fort Langley of its estimated annual levy. The notification package, similar to that of a Local Area Service notification package, would include a covering letter with instructions, estimated levy to each parcel, map of business improvement area boundary and membership inclusion of Seyem' Qwantlen businesses in Fort Langley, assent petition of support sheet, and pre-paid and pre-addressed return envelope. In addition, a public notification regarding the above would be published through newspaper ads on the 'Township Page' in all local newspapers, as well as being posted on the Township's website.
- Each notification recipient would be required to mail back their signed assent petition of support sheet to the Township thirty (30) days after the notice is given. Where a property has more than one owner, the assent petition of support sheet must be signed by more than fifty percent (50%) of the owners.
- In early March 2020, Township would review petition sufficiency for potential certification/endorsement. If more than 50% of the affected Class 5 and 6 business, coupled with more than 50% of assessed value of land and improvements of businesses in business improvement area, register their assent / support, then sufficiency can be established in the form of a FLBIA Bylaw, pending endorsement by Council, after which levy would be assessed in April 2020 and annually thereafter for the period 2020-2022.
- Following the approval of a FLBIA Bylaw, the Township would facilitate a process for the Seyem' Qwantlen Business Group to make an annual non-levy contribution to the FLBIA for its businesses within Fort Langley, in order to become members of the FLBIA.

Financial Implications:

As the levy is assessed to all affected Class 5 and 6 businesses within the business improvement area of Fort Langley, and as the Seyem' Qwantlen Business Group would make an annual non-levied monetary contribution for membership inclusion, there will be no financial implication to the Township, should Council approve the staff recommendations contained in this report.

Respectfully submitted,

Val Gafka
SENIOR MANAGER, ECONOMIC INVESTMENT AND DEVELOPMENT

This report has been prepared in consultation with the following listed departments.

CONCURRENCES	
Division / Department	**Name**
Corporate Administration Division	Steve Scheepmaker
Finance Division	Karen Sinclair

ATTACHMENT A: Fort Langley Business Improvement Society Renewal Request 2020-2022

ATTACHMENT B: Fort Langley Business Improvement Society Business Plan 2019

ATTACHMENT C: Written correspondence from Fort Langley BIA-levied business owners

Fort Langley Business Improvement Association
Box 198, Fort Langley, B.C. V1M 2R5
fortlangley.com

August 26, 2019

Township of Langley
20448 65th Avenue
Langley, BC

RE: FORT LANGLEY BUSINESS IMPROVEMENT RENEWAL REQUEST 2020-2022

To Whom It May Concern,

The Fort Langley Business Improvement Association would like to proceed with a renewal bylaw for the attached Business Improvement Area boundary, with a three (3) year renewal term from 2020-2022, with the proposed following levy amounts:

2020: $127,450
2021: $130,000
2022: $132,600

I have attached the requested Request for Business Improvement Area Service form to formally initiate the process.

Sincerely,

Lisa Smit

Lisa Smit
President | Fort Langley BIA
604-762-4325
info@fortlangley.com
www.fortlangley.com

Township of Langley
Est. 1873

REQUEST FOR BUSINESS IMPROVEMENT AREA SERVICE

Date: August 15, 2019

Name of Organization: Fort Langley Business Improvement Association

Address: PO Box 198, Fort Langley, BC, V1M 2R5

Telephone #: 604-762-4325

E-mail: info@fortlangley.com

What type of business improvement scheme is your organization planning to implement?

- ☐ Carrying out studies or making reports respecting one or more areas in the Township of Langley where business or commerce is carried on
- ☐ Improving, beautifying or maintaining streets, sidewalks or Township-owned land, buildings or other structures in one or more business improvement areas
- ☐ The removal of graffiti from buildings and other structures in one or more business improvement areas
- ☐ Conserving heritage property in one or more business improvement areas
- ☒ Encouraging business in one or more business improvement areas

If the type of business promotion scheme your organization is planning to implement is not listed above, please describe it below:

How much money will the implementation of this business promotion scheme cost?

$ 125,000 (minimum) to $ 133,000 (maximum)

Please provide a detailed breakdown of the costs of this business promotion scheme.

See attached proposed budget.

How much money is your organization requesting from the Township to implement this business promotion scheme as a business improvement area service?

$ 125,000 (minimum) to $ 133,000 (maximum)

Where in the Township of Langley would you like this business improvement area service to be provided?

Fort Langley Business Improvement Area as established by Bylaw 2012 No. 4904

Why are you requesting this business improvement area service?

To continue existing efforts to allow the Business Community in Fort Langley to thrive.

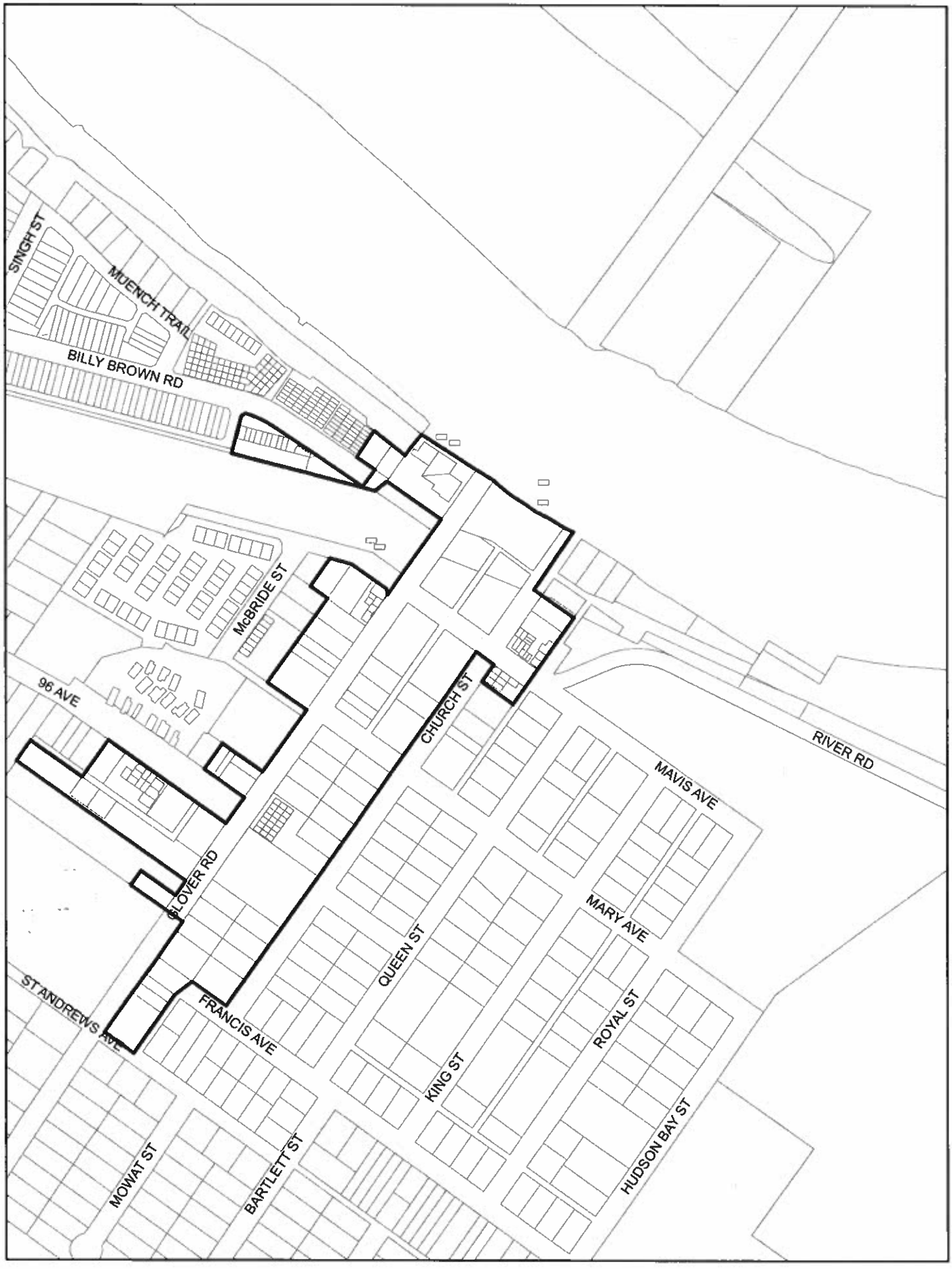
Is there any other information the Township should know?

Three year proposed renewal; 2020: $127,450; 2021: $130,000; 2022: $132,600

Any personal information collected on this form will be managed in accordance with the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c 165 and its associated regulations. Enquiries, questions, or concerns regarding the collection, use, disclosure or safeguarding of personal information associated with this form may be directed to the Supervisor, Information, Privacy and Records Management, 20338 – 65 Avenue, Langley, BC, V2Y 3J2 (604-533-6101).

FORT LANGLEY BIA
Operating Budget
For the Years Ended 31 December 2020, 2021 & 2022

	Proposed 2020	Proposed 2021	Proposed 2022
Operating Revenue			
Business Improvement Annual Levy	127,450.00	130,000.00	132,600.00
Grants and sponsorships	3,000.00	3,000.00	3,000.00
Other income	1,200.00	1,200.00	1,200.00
Interest Income	640.00	640.00	640.00
Total Revenues	132,290.00	134,840.00	137,440.00
Operating Expenditures			
Advertising & Promotion	20,000.00	20,148.80	20,789.65
Bank Service Charges	210.00	103.00	103.00
Banners & Signage	-	-	-
Cranberry Festival	1,700.00	2,000.00	2,000.00
Donations & Sponsorships	11,500.00	11,500.00	11,500.00
Event costs	21,510.00	21,940.20	22,379.00
Insurance	1,950.00	2,047.50	2,149.88
Office and board expenses	3,130.00	3,286.50	3,450.83
Photography	1,500.00	1,575.00	1,653.75
Professional Fees	5,745.00	6,032.25	6,333.86
Rent	8,190.00	9,009.00	9,909.90
Salary - ED	45,000.00	47,250.00	49,612.50
Social Media	6,600.00	6,930.00	7,276.50
Tent Service Charges	255.00	267.75	281.14
Capital Expenditures	5,000.00	2,750.00	
Total Expenditures	132,290.00	134,840.00	137,440.00
Net revenue over expenditures	-	-	-


SINGH ST
MUENCH TRAIL
BILLY BROWN RD
McBRIDE ST
96 AVE
CHURCH ST
RIVER RD
MAVIS AVE
GLOVER RD
MARY AVE
QUEEN ST
ST ANDREWS AVE
FRANCIS AVE
ROYAL ST
KING ST
HUDSON BAY ST
MOWAT ST
BARTLETT ST

FORT LANGLEY BUSINESS IMPROVEMENT SOCIETY
BUSINESS PLAN
2019

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- Program Costs

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APPENDICES

I. INTRODUCTION:

Executive Summary

The Fort Langley Business Improvement Society was Incorporated in 1997 after successfully petitioning commercial property owners. The purpose of the Society is to create, promote, and enhance a vital downtown business core in Fort Langley without compromising the historical character and atmosphere of the Village The directors of the society are responsible for carrying out the mandate of the society on behalf of the members by beautifying Fort Langley, promoting business generally, and collecting information on the local economy. Using the funds from the levy and from other sources we are able to develop, like grants and sponsorships, we have paid for picnic tables, tents and funded events in the business improvement area (the Area). We have helped beautify the commercial core through historical pictures, banners and pushed for conversion to underground wiring, We constantly market Fort Langley as a place to shop, share and discover through Social Media campaigns and through traditional marketing methods.

Origins of a Business Improvement Area

A Business Improvement Area is a local area service petitioned for by the commercial property owners in a defined geographical area. The business and property owners of Fort Langley had an initial information meeting where some representatives from the Mount Pleasant BIA who touted the benefits of having a BIA. Following this meeting The Fort Langley BIA was incorporated as a non-profit Society in August of 1997. Diane Morrison, the long standing proprietor of Wendels, was among the first proponents and first directors of the Fort Langley BIA and has been a staunch supporter throughout its existence. Another long time director, supporter and keen volunteer is Jim Dyck who ran the former hardware store. Jim holds the title of honourary lifetime member because of his long time service to the organization.

For years the FLBIA also had to rely on people from organizations and businesses that were associate members rather than full members to help run the association. Associate members included people like our former BIA President John Aldag from the National Historic Site. We no longer have associate members, but we still have good relationships with outside bodies like the National Historic Site, Cedar Rim Nursery and other nearby businesses.

The FL BIA (the Association) was incorporated under the old Society Act, a statute which was first passed in 1974. A new statute called the Societies Act was passed in 2015 and proclaimed in 2016 bringing with it significant changes to way societies could organize, what records they should keep, Annual General Meeting requirements and reporting requirements. All existing societies were required to file changes to their organizations to transition to the new statute by November of 2018. Most societies had to amend or rewrite their bylaws to comply with the new Act. The FLBIA was already undergoing a bylaw review process when the new Act was proclaimed.

Our new bylaws, which took us years to perfect, were ratified at an extraordinary general meeting (now called "Special General Meeting" in the new Societies Act) in March of 2018.

II. WHO WE ARE

Our Brand

A few years ago we went through a professional branding process the result of which is our current brand "Somewhere Different". We have an associated font, a cranberry colour and "a style" with the brand that we have been working hard to use consistently in our promotional material. We also have a large tent with the logo and our colour that is available to members and other organizations for a fixed cost . The fee partly covers the set up and take down of the tent that we must pay to a third party every time the tent is supplied.

Mission Statement:

The Fort Langley Business Improvement Society works to promote the commercial core of Fort Langley, to strengthen the community's economy, and to build a sustainable future.

Vision:

Our vision is that Fort Langley will be the model of a complete community that is vibrant, unique, economically successful and environmentally responsible.

Values:

- Accountability: being responsible to ourselves, each other and the organization, recognizing the importance of informing and engaging the members about the work of the Association, and being honest and transparent in all that the organization does
- Respect: Acknowledging each other's value and contribution, respecting each others differences and being open to new ideas and partnerships
- Teamwork: Working together cooperatively towards a common goal and being willing to make informed decisions, even if they are not popular decisions
- Stewardship: Being a good steward of our members' resources, acknowledging that we share our environment with the residential community, and contributing our part to fight climate change to work towards a sustainable future

III. ASSETS

People:

1. **Board of Directors:**

The Board is a body of dedicated members who volunteer their time. Directors each have their own businesses to run in addition to the time they spend working on behalf of the members of the society.

Currently the Board is made up of 7 individuals who each bring with them a wealth of skills and experience developed in their own fields. Copies of their biographies can be found in **Appendix A**.

Much of the work of the Board is distributed to its sub-committees and to the executive roles of the organization. The President, Treasurer and Secretary direct the day-to-day operation of the Society especially while the search for the Administrative Coordinator is underway. The Directors head up the following sub-committees: Christmas Committee, Hiring Committee, Strategic Planning Committee, Renewal Committee, Policy Committee, Social Media Committee and the Cranberry Festival Committee.

Obviously once certain tasks are completed, some of the committees will morph into other roles. For example, the Hiring Committee will likely become the Human Resources Committee once the Administrative Coordinator is hired.

We plan to establish at least two other committees in the future: A Marketing and Promotion Committee to develop additional programs and events to promote Fort Langley to the buying public and the Beautification and Infrastructure Committee to start to plan for items that enhance the visual field of Fort Langley and encourage repeat visits to the commercial core.

2. Administrative Coordinator - Part Time - Paid position - unfilled

We are currently in the process of hiring a part-time Administrative Coordinator to manage the office, attend to the bookkeeping, communicate with our members, and schedule and attend Board of Directors' meetings. A copy of the job description is available in **Appendix B**.

3. Summer Student / Social Media Manager - paid contract position

We were fortunate to be able to hire through the Summer Canada Jobs program a 4th year business student from Trinity Western University who acted as our marketing intern over the summer. She designed and administered the Visitor's Survey (for report see **Appendix C**). She has helped us improve and update the website and she has taken over the task of social media marketing, answering to the director of the Social Media Sub-committee. We have continued her contract beyond the Summer Jobs program because her education and her skills have proven to be invaluable to the FLBIA. We have continued her contract beyond the Summer Jobs program and continues to administer a social media program under the direction of the Social Media Sub-Committee. We hope to continue to be a recipient of the Canada Summer Jobs program grant in the future.

4. Cranberry Festival Event Coordinator - paid contract position

This year's Cranberry Festival is being managed by White Giraffe Events. It will be determined by the Directors after this years festival whether the FLBIA will outsource the running of the festival to an independent event contractor, or will add the job of running the event to the role of the Administrative Coordinator.

5. **Photographer: paid contract position**

We will continue to pay a photographer to take photos of events such as the Cranberry Festival, but also for promotional photos of our members in their places of business which will be featured on our Facebook page and other social media platforms.

Furniture, Equipment, Technology and Intangibles:

The FLBIA rents an office within the Business Improvement Area and is utilizing borrowed office furniture and a filing cabinet. The Society owns a 2 year old laptop computer and a printer and has a dedicated cell phone.

The Society owns certain heritage photos which are affixed to the outside of some of the vacant properties within the area. They have an expected life of two years and will soon be reaching that best before date. We currently do not have funds dedicated to replace them and when they become unsightly they will have to be removed.

The FLBIA intends to expand its banner inventory now that the permanent lamp posts will be installed in Fort Langley. The Township of Langley provides a grant towards the purchase of Banners in the business improvement area; since the dimensions of the banner mounts will change with the new lampposts it means we will have to rebuild our inventory. We plan to display throughout the year Fort Langley banners consistent with our branding and to rotate them with seasonally-themed ones when appropriate. We hope to continue to build this inventory by being the recipients of Township of Langley Banner Grants in the future.

In addition the FLBIA owns and operates have a website https://www.fortlangley.com/ and the following social media accounts: Fort Langley Facebook Page and @fortlangley

It also owns the Cranberry Festival website https://www.fortlangleycranberryfestival.com and associated social media accounts on Facebook and Instagram.

The FLBIA is a member of the BC BIA and the membership in the organization will expire in December. We would like to continue to benefit from the knowledge base of the organization and will be renewing our membership

IV. ANNUAL OPERATIONAL COSTS

Wages and benefits	$45,000.00
Office Rent	$8,190.00
Office/Board Supplies	$3,130.00
Professional Services:	$5745.00
Insurance:	$1,950.00
Service Charges	$210.00
Total:	**$64,225.00**

V. PROGRAMS & PROGRAM COSTS

Programs/ sponsorships:

We have and will continue to provide funds to the Remembrance Day Ceremonies and the May Day Parade which we view as part of our obligation to our community. We expect to continue to fund these two community events at $1,000.00 per event barring any unforeseen circumstances.

We have and will continue to provide support and sponsorship (financial and/or in kind) to the Jazz Festival. We have and will continue to provide support and sponsorship for Art Fort Langley (financial and/or in kind). We will provide social media and advertising support to these and other events occurring in Fort Langley.

We will entertain further grants to community lead projects through an application process, dependant upon available funds. We see community events held in the downtown core as potentially benefiting the local economy and therefore our members. A copy of the Sponsorship Policy can be found in **Appendix D**.

Events:

Cranberry Festival

Our preeminent event is the Fort Langley Cranberry Festival. This event has been in successful operation since 1995 when a small group of community-minded residents formed a committee to honor the little red berry's history in the village. After a few years, the Fort Langley Business Improvement Association (FLBIA) was asked to assume the festival organization to take the celebration to the next level. This family-friendly festival always takes place on the Saturday before Thanksgiving, and is a great lead-in to the Thanksgiving weekend that draws people from across Langley, the Fraser Valley, Metro Vancouver and tourists visiting BC. The 23rd Annual Cranberry Festival in 2018 was a resounding success with approximately 70,000 attendees, 16 food trucks and over 85 vendors. Its appeal is broad-based and the festival continues to grow in size. The Cranberry Festival is a community-building and village-promoting event and not a fundraiser; the goal of the festival is to draw residents of the Township, residents of the greater Vancouver metropolitan area and tourists to Fort Langley. The estimated revenues and expenditures for the event are $52,000.

Christmas

The FLBIA has for the past three years undertaken a program of coordinated window painting throughout the business improvement area. We will continue this program through winter 2019, but should power be available on light standards to install Christmas lights we will examine the feasibility of renting and installing Christmas lights and decorations for the 2020 season. It is unlikely that we will purchase such items because of our lack of storage capacity for large items. In any case, the budget for Christmas to either provide window painting or the Christmas lights will remain stable.

Member Relations - Continuing Programs

The FLBIA helps to promote its members on social media through Instagram and Facebook features. This has involved obtaining photos and member profiles and posting them on Facebook. We have approximately 135 members thought not all members want to be featured on our social media platforms. We reach approximately 32,000 people through our social media networks. This work is on-going.

Within the last two years our Executive Director established a member social (approximately 3 times per year) which are networking events hosted at various member venues. We have had positive comments from attendees. We note that the recent Member Survey did not identify member networking as a high priority with the responding members and we will continue to evaluate its efficacy. For now we are continuing this program based on the positive response of the 40+ attendees on average.

In addition to emails to our members we have also provided a quarterly newsletter. We plan on maintaining this means of contact depending upon the ability of the Administrative Coordinator to devote time to the endeavor. We also hope to continue to administer Member Surveys to help continue to hear the direction the membership wishes the BIA to follow and where they would like us to concentrate our efforts. The 2019 Membership Survey report is found in **Appendix E**

Advertising and Promotion

We have always seen the value of marketing Fort Langley as a premier place to shop, dine, and explore. Our branding has been to promote Fort Langley as "Somewhere Different". Our advertising continues to build our brand and expand awareness of what Fort Langley has to offer. We advertise Fort Langley through extensive social media marketing methods, through print banners and posters, and through radio advertisements. We also help promote Fort Langley by partnering with other community events through providing gift baskets, branded tent use and volunteer man hours.

We are hoping to develop a comprehensive marketing strategy for the FLBIA and are working with Trinity Western University Students to build this document in a cost effective way.

Program Costs[1]	
Advertising & Promotion	$20,000.00
Social Media	$6,600.00
Events / Christmas	$23,210.00
Sponsorship	$11,500.00
Member Relations	$1,500.00
Tent Service Charges	$225.00
Total:	**$63,035.00**

[1] For full 2018 Financial Statements provided by GrantThornton see **Appendix F**

VI. RENEWAL REQUEST

The Fort Langley Business Improvement Association would like to proceed with a renewal bylaw for the Business Improvement Area boundary, with a three (3) year renewal term from 2020-2022, with the proposed following levy amounts:

2020: $127,450
2021: $130,000
2022: $132,600

These amounts will help the Fort Langley Business Improvement Association continue its work for Fort Langley. We have heard from a number of businesses that there is a lack of desire to further increase the levy amounts beyond the cost of inflation.

As a result from our Membership Survey, we understand that the membership would like to see the FLBIA increase its work in maintaining and improving the streetscape and increasing our effort in marketing. We will work within the proposed budgets to meet these requests. It is clear that members would also like us to continue working with the Township of Langley to have the truck route moved outside of the commercial core of Fort Langley and to find workable solutions to the constant parking frustrations our members are experiencing.

FORT LANGLEY



FLBIA MEMBERSHIP SURVEY

June 2019

Q1. Are you a business owner or a property owner?

Business Owner	31	66.0%
Property Owner	2	4.3%
Both	14	29.8%
Total	***47***	

Q2. What type of business do you operate?

Retail Store	13	27.7%
Restaurant/Café	5	10.6%
Professional Service	15	31.9%
Personal Service	2	4.3%
Health Service	6	12.8%
Other	6	12.8%
Total	***47***	

Other Answers: Art Gallery, Property Owner Only, Property Owner-Rental, Art Studio & Gallery, Retail & Restaurant, Corporate Office

- Underrepresented population of Restaurants and Personal Services

Q3. How many people does your business employ?

Full Time	260	Avg: 6
Part Time	202	Avg: 5

Q4. How long have you been a business owner/property owner?

Less than 1 year	2	4.3%
1 to 3 years	7	14.9%
3 to 5 years	6	12.8%
5 to 10 years	14	29.8%
10+ years	18	38.3%
Total	***47***	

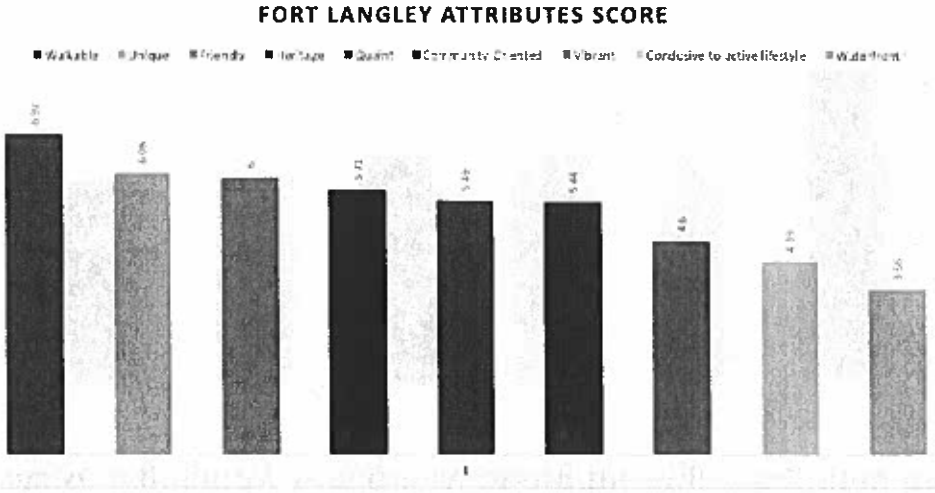
- Increased response from long time owners or owners are largely longstanding?

Q5. Please rate the following attributes you would use to describe Fort Langley with 1 being the highest?

Rating	***1***	***2***	***3***	***4***	***5***	***6***	***7***	***8***	***9***	***Score***
Walkable	10	10	8	4	0	6	0	1	1	6.92
Unique	9	3	4	6	6	4	1	3	1	6.08
Friendly	3	8	5	4	8	4	2	2	0	6
Heritage	9	4	6	4	1	3	4	2	5	5.71
Quaint	5	5	6	5	5	1	2	3	5	5.49
Community Oriented	4	2	7	3	4	4	10	0	0	5.44
Vibrant	4	1	2	5	8	2	3	6	4	4.6
Conducive to active lifestyle	2	5	4	3	3	5	6	8	7	4.19
Waterfront	0	3	1	5	4	5	5	7	9	3.56

- Walkable significantly more important

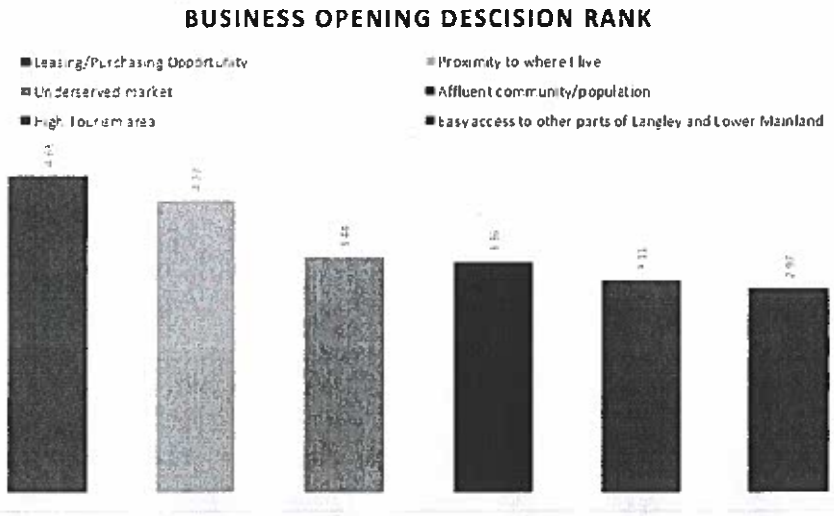
- Waterfront not important to merchants
- Unique, Heritage, Quaint- important and should be maintained but not best descriptors



Q6. Please rank what attributes were the most influential in your decision to purchase and/or open a business in Fort Langley with 1 being the highest?

Rank	*1*	*2*	*3*	*4*	*5*	*6*	*Score*
Leasing/Purchasing Opportunity	12	11	3	6	2	1	4.63
Proximity to where I live	17	8	4	2	1	9	4.27
Underserved market	4	5	8	6	7	4	3.44
Affluent community/population	0	9	11	4	8	4	3.36
High Tourism area	8	2	5	4	7	11	3.11
Easy access to other parts of Langley and Lower Mainland	1	4	8	10	8	6	2.97

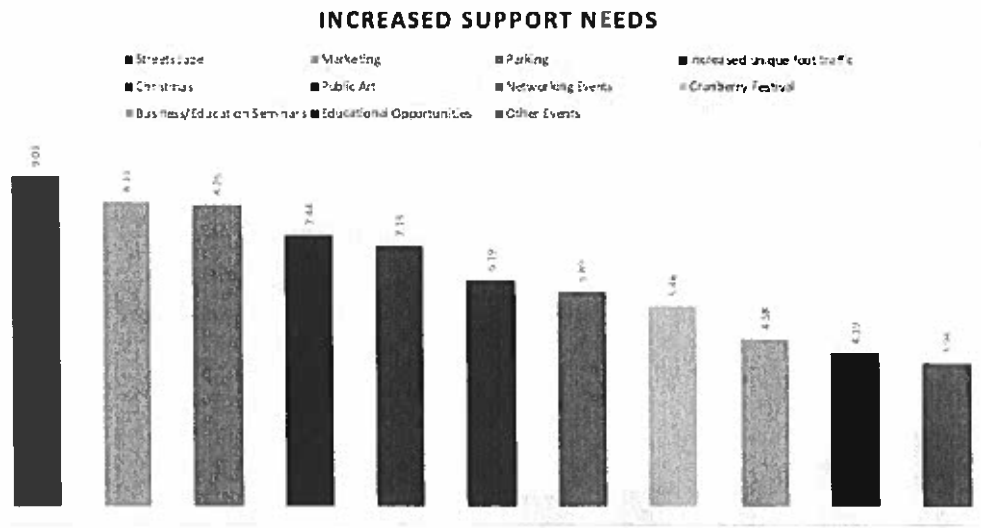
- Provide Leasing/Purchasing Opportunities
- Locals are largely owners
- Tourism and easy access not important to merchants



Q7. Please rank the following areas where you would like to see increased support from BIA with 1 being the highest?

Rank	*1*	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*	*11*	*Score*
Streetscape	12	10	6	4	0	9	3	2	0	1	0	9.03
Marketing	7	5	7	4	6	5	1	0	0	0	1	8.33
Parking	12	7	3	5	2	2	1	2	1	0	3	8.26
Increased unique foot traffic	2	6	7	4	3	7	1	1	0	1	2	7.44
Christmas	5	4	3	6	5	5	4	1	2	3	0	7.13
Public Art	3	3	5	2	5	3	2	4	7	2	1	6.19
Networking Events	1	5	2	3	4	4	6	2	2	6	1	5.89
Cranberry Festival	2	0	0	7	3	3	4	6	6	0	2	5.48
Business/Education Seminars	0	2	4	3	1	2	2	5	4	11	2	4.58
Educational Opportunities	0	1	2	0	2	0	5	9	7	4	2	4.19
Other Events	1	1	4	2	3	2	2	0	0	2	18	3.94

- Streetscape, Marketing and Parking are top priority for merchants
- Other events is largest lowest rank
- Business/Education Seminars has high number for low rank

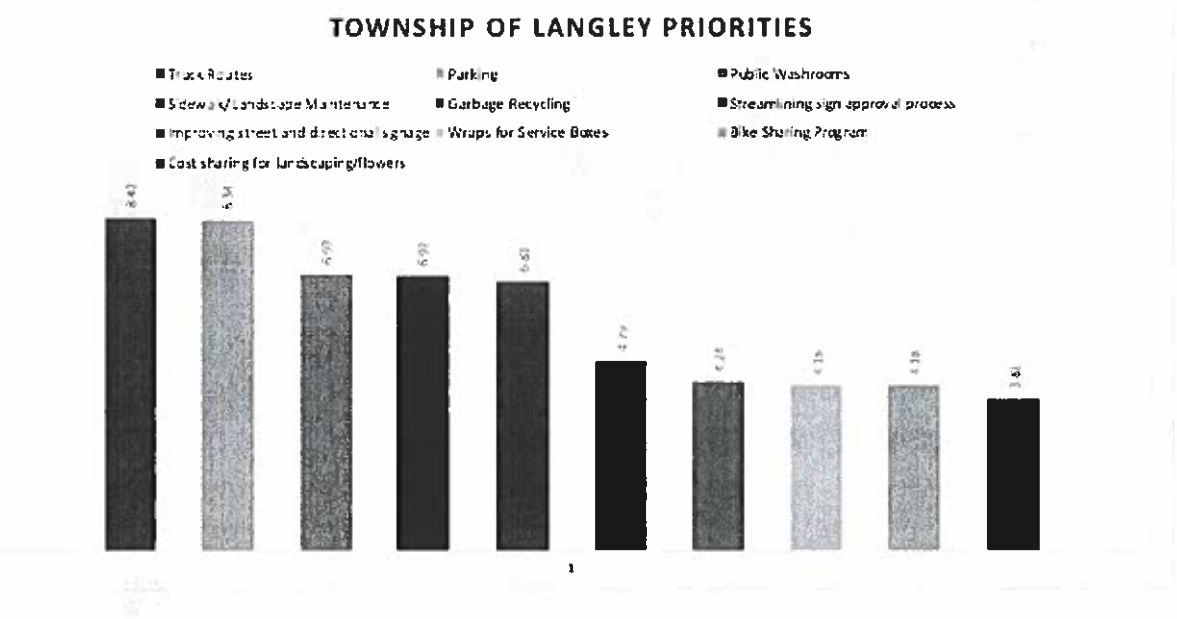


Q8. In what areas would you like to see the BIA prioritize with the Township of Langley with 1 being the highest?

Rank	*1*	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*	*Score*
Truck Routes	21	7	3	1	0	1	1	1	1	2	8.42
Parking	11	14	2	2	3	1	0	0	1	1	8.34
Public Washrooms	2	4	12	6	5	3	2	1	0	1	6.97
Sidewalk/Landscape Maintenance	4	6	4	8	8	6	1	2	0	0	6.92
Garbage Recycling	2	4	6	8	3	3	3	2	0	0	6.81
Streamlining sign approval process	2	0	5	1	5	2	5	5	8	0	4.79
Improving street and directional signage	2	2	1	2	1	7	1	4	10	3	4.24
Wraps for Service Boxes	0	0	2	4	4	2	8	7	1	5	4.18

Bike Sharing Program	0	1	1	3	3	8	3	6	4	4	4.18
Cost sharing for landscaping/flowers	1	3	4	0	3	0	5	1	3	14	3.82

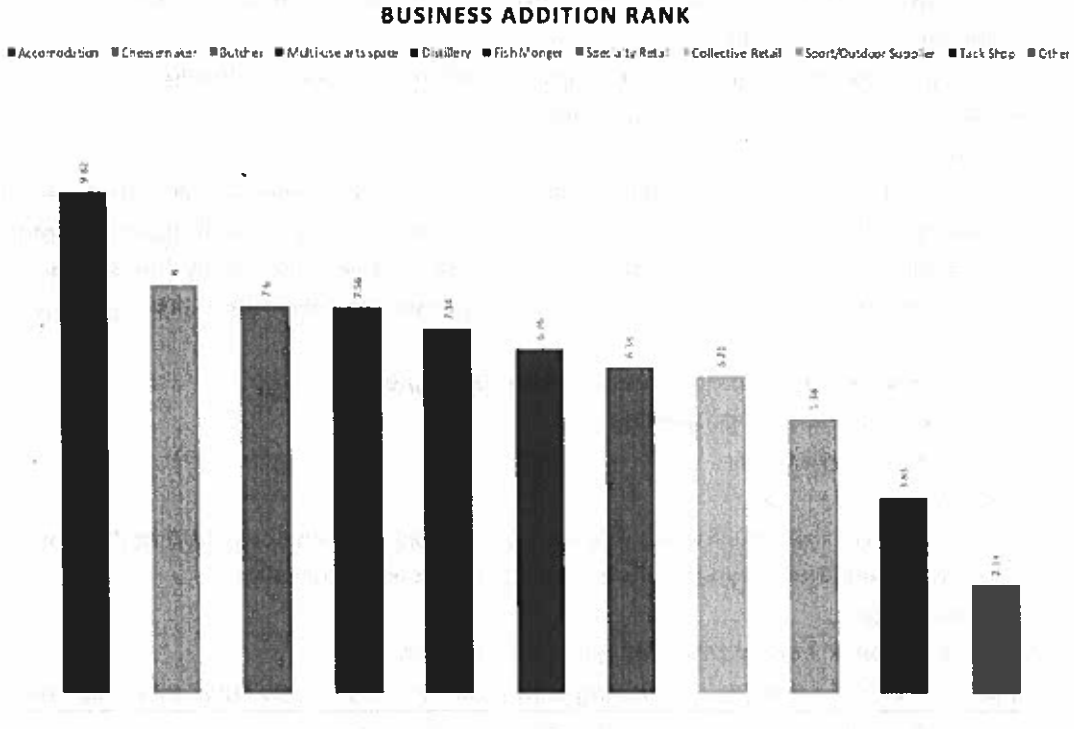
- Truck Routes, Parking and Public Washrooms top priority
- Dislike to improving street and directional signage and cost sharing for landscaping/flowers



Q9. Please rank the below types of business that you feel would enhance the commercial core of Fort Langley with 1 being the highest?

Rank	*1*	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*	*11*	*Score*
Accomodation	23	2	1	4	0	2	1	0	1	0	0	9.82
Cheesemaker	3	5	8	4	4	2	3	1	0	1	0	8
Butcher	3	7	4	3	5	1	2	1	2	2	0	7.6
Multi-use arts space	5	7	4	3	3	3	2	5	0	1	1	7.56
Distillery	3	4	3	6	4	0	3	2	1	2	1	7.14

Fish Monger	1	2	6	3	4	6	2	0	3	2	0	6.76
Specialty Retail	2	4	2	4	4	2	2	2	2	4	1	6.38
Collective Retail	2	3	5	0	4	5	3	8	2	1	1	6.21
Sport/Outdoor Supplier	2	1	3	1	2	4	4	4	10	0	1	5.38
Tack Shop	1	1	0	2	0	3	4	1	3	12	3	3.83
Other	0	1	0	1	0	0	0	1	2	4	15	2.13



Q10. Additional Comments

- More affordable spaces for businesses to lease or purchase
- Hoping retail continues to be a mixture of low-end, local, and high-end. It would be a shame if rent continued to increase in all units and only high end retailers survived
- Bike Rental, Specialty wine, Boat/Kayak Rental, Gluten free bakery, Vegetarian Restaurant
- Hardware Store
- More office space
- More office space on the second floor of buildings. Also don't see why formal accommodations aren't allowed as Ft. Langley's history includes its use as a main stopping place for travelers

- 96th and Glover should be a 3 way stop
- I don't like the bylaws and how strict they are for signage. My customers commonly say they have a hard time finding my business especially new customers. Sometimes they enter the wrong retail store in town in error.
- Parking is a huge problem. We have people park in our lot that work elsewhere or other business patrons park in our reserved lot. I think more parking should be mandated if approving any higher density in the Fort Core.
- There should be a halt on development. The disruption to traffic by contractors and the parking issues created by their employees is difficult when projects take years to complete.
- Very unhappy with the amount of large, loud trucks using the main streets on a very regular basis. Very unsafe and annoying.
- Re Parking: Improved signage may help the parking situation. A change to 3 hours of free parking from 2 hours would be helpful.
- Tea Shop
- The merchants need to be included in all of the discussions and decisions before they are passed by the BIA board... emails should be received by all, with agendas before each meeting to ensure we are kept in the loop of what is going on so that we have a chance to show up and or given a chance for an opinion before they are passed by the board.
- Get the trucks out of town or create a pedestrian core.
- Build out the boarded up properties.
- Put in hotel and ballroom.
- Game store
- The boat dock by the pub is locked. It would be good to open it up, and let the public use it. It would be another way some folks would use as transportation.
- More bike racks
- Banner and flower basket program with TOL joint funding
- The nature of Fort Langley is changing with more service based businesses. It would be good to see some things that focus on service based businesses.
- Any and all retail would be good. Also those that would service the local people.



Grant Thornton

Financial Statements

Fort Langley Business Improvement Association

December 31, 2018

Fort Langley Business Improvement Association

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Statement of Cash Flows	6
Notes to the Financial Statements	7 - 10

Grant Thornton

Independent Practitioner's Review Engagement Report

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To the Members of
Fort Langley Business Improvement Association

We have reviewed the accompanying financial statements of Fort Langley Business Improvement Association that comprise the statement of financial position as at December 31, 2018, and the statements of operations, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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.

Practitioner's responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

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Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Fort Langley Business Improvement Association as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Grant Thornton LLP

Langley, Canada
March 18, 2019

Chartered Professional Accountants

Fort Langley Business Improvement Association
Statement of Operations

Year ended December 31

	2018	2017
Revenues (Note 2)		
Township of Langley tax levy	$ 114,200	$ 93,500
Standard vendor booth fees	18,975	24,000
Cranberry festival	12,874	15,995
Other income	11,910	-
Township of Langley grants	5,000	5,000
Sponsorships	4,500	1,900
Rental revenue	3,250	1,750
Bloom Market	2,982	6,795
Interest income	619	156
Filming donations	-	1,000
	174,310	150,096
Expenses		
Advertising and promotion	60,363	77,747
Event coordination	51,897	29,450
Banners	15,035	-
Traffic control and monitoring	13,942	9,588
Street cleaning	10,404	11,267
Rent	8,777	8,532
Equipment rental	6,005	3,472
Office	5,523	2,736
Professional fees	5,006	2,897
Photography	4,325	2,321
Tent service charges	3,809	4,923
Amortization	1,466	2,107
Insurance	1,800	5,571
Interest and bank charges	103	166
Contract wages	-	3,500
	188,455	164,277
Deficiency of revenues over expenses before other item	(14,145)	(14,181)
Other item		
Loss on disposal of capital assets	(962)	(286)
Deficiency of revenues over expenses	$ (15,107)	$ (14,467)

See accompanying notes to the financial statements.

Fort Langley Business Improvement Association
Statement of Changes in Net Assets
Year ended December 31

	Unrestricted	Invested in capital and intangible assets	Total 2018	Total 2017
Balance, beginning of year	$ 60,776	$ 11,661	**$ 72,437**	$ 86,904
Deficiency of revenues over expenses	(12,679)	(2,428)	**(15,107)**	(14,467)
Balance, end of year	**$ 48,097**	**$ 9,233**	**$ 57,330**	$ 72,437

See accompanying notes to the financial statements.

Fort Langley Business Improvement Association
Statement of Financial Position

December 31	2018	2017
Assets		
Current		
Cash	$ 47,891	$ 61,571
Government remittances receivable	3,204	1,606
	51,095	63,177
Capital assets (Note 3)	733	3,161
Intangible assets (Note 4)	8,500	8,500
	$ 60,328	$ 74,838
Liabilities		
Current		
Accounts payable and accrued liabilities	$ 2,998	$ 2,401
Net assets		
Unrestricted	48,097	60,776
Invested in capital and intangible assets	9,233	11,661
	57,330	72,437
	$ 60,328	$ 74,838

On behalf of the board

_____ Director

See accompanying notes to the financial statements.

Fort Langley Business Improvement Association
Statement of Cash Flows

Year ended December 31

	2018	2017
Increase (decrease) in cash		
Operating		
Deficiency of revenues over expenses	**$ (15,107)**	$ (14,467)
Items not affecting cash		
Amortization	**1,466**	2,107
Loss on disposal of capital assets	**962**	286
	(12,679)	(12,074)
Change in non-cash working capital items		
Prepaid expenses	**-**	8,929
Government remittances	**(1,598)**	2,813
Accounts payable and accrued liabilities	**597**	1
Decrease in cash	**(13,680)**	(331)
Cash		
Beginning of year	**61,571**	61,902
End of year	**$ 47,891**	$ 61,571

See accompanying notes to the financial statements.

Fort Langley Business Improvement Association
Notes to the Financial Statements
December 31, 2018

1. Nature of operations

Fort Langley Business Improvement Association creates, promotes and enhances a vital downtown business core in Fort Langley without compromising the historical character and atmosphere of the village.

The Association is incorporated under the Society Act of British Columbia as a not-for-profit organization and is exempt from income tax under section 149 (1)(l) of the Income Tax Act.

2. Summary of significant accounting policies

Basis of presentation

The financial statements of the association have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Revenue recognition

Fort Langley Business Improvement Association follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Donated goods

Donated goods are recorded at their fair market value at the time of the donation only when a fair value can be reasonably estimated and when the goods are used in the normal course of the association's operations and would otherwise have been purchased.

Contributed services

Volunteers contribute their time to assist the association in carrying out its activities. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Fort Langley Business Improvement Association
Notes to the Financial Statements
December 31, 2018

2. Summary of significant accounting policies (continued)

Capital assets

Capital assets are recorded at cost and are amortized over their estimated useful lives at the following rates and methods:

Tents and signs	5 years Straight-line
Picnic tables	5 years Straight-line

One-half the normal rate of amortization is recorded in the year of acquisition.

Intangible assets

Intangible assets are initially recognized at cost and are subsequently measured at cost less any impairment losses.

Use of estimates

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as at the date of the financial statements, as well as reported amounts of revenues and expenses during the year. These estimates are subject to measurement uncertainty. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

3. Capital assets

			2018	2017
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Tents and signs	$ 7,329	$ 6,596	$ 733	$ 2,199
Picnic tables	-	-	-	962
	$ 7,329	$ 6,596	$ 733	$ 3,161

Fort Langley Business Improvement Association
Notes to the Financial Statements
December 31, 2018

4. Intangible assets

The association purchased the rights to operating a craft fair known as the "Bloom Market" which consist of the name, domain names, promotional materials, and contact information for market participants.

5. Government assistance

Government grants in the amount of $119,200 were received during the year from the Township of Langley (2017 - $98,500).

6. Economic dependence

The association received approximately 68% of its revenue from government assistance (2017 - 66%). As the association's main source of income is derived from government contributions, its ability to continue viable operations is dependent on maintaining receipt of the government funding.

7. Comparative figures

Comparative figures have been adjusted to conform to changes in the current year presentation.

8. Financial instruments

The association's financial instruments consist of cash and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the association is not exposed to significant credit, liquidity, or market risks arising from these instruments. The following analysis provides more information about the association's risk exposure and concentration as of December 31, 2018.

Credit risk
The association's credit risk arises principally from cash. The association maintains cash with reputable and major financial institutions. Management considers the risk of non-performance of these instruments to be remote.

Liquidity risk
Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The association is exposed to this risk mainly in respect of its receipt of funds from its members and government grants.

Market risk
Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The association is not exposed to these types of risks as described below.

Fort Langley Business Improvement Association
Notes to the Financial Statements
December 31, 2018

8. Financial instruments (continued)

Currency risk
Currency risk is the risk to the association's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The association only operates in Canadian currency, therefore it is not exposed to currency risk.

Interest rate risk
Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The Association does not have financial instruments with floating interest rates, therefore it is not exposed to interest rate risk.

Other price risk
Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or it's issuer, or factors affecting all similar financial instruments traded in the market. The Association does not have investments in quoted shares, therefore it is not exposed to other price risk.

TOWNSHIP OF LANGLEY
JUN 20 2019
DISTRIBUTED TO COUNCIL

Mayor and Councilors'

June 17th, 2019

rporting to be the b hi

In a recent letter (undated) pu mem ers p of the Fort Langley BIA, you were asked to permit the demolition of a substantial mass of buildings in the downtown core of Fort Langley. This letter came from the board of directors of the Fort Langley BIA and does not reflect the general feelings of the Fort Langley BIA members on this issue.

There was no effort by the board to broaden the level of participation in the decision to "express our support" for the demolition with its members as per the April 9th BIA Board meeting minutes. The board at the May 7th meeting then passed this letter without anyone but the board members knowing.

I am writing you this letter to not only address the BIA conduct but also to state some facts in regards to the demolition and what that will do to the business core and its surrounding neighbors.

The demolition will affect the business and the customer traffic flow as well as a huge mess of dirt, trucks, and noise not to mention road traffic interruption. Also I feel very strongly on the issue of what will be left behind and what Statewood Properties is proposing to do when they talk about the Green Space?

Does this mean they will leave a good portion of this green space when they redevelop or will this become wall-to-wall buildings that will take out the downtown light corridors?

In closing I would like to go on record saying I do not want to see more parks in Fort Langley downtown business core, but rather a real plan for what will become out of these properties that were purchased for development and how quickly the plans will be executed by Statewood Properties?

If Statewood Properties really wants to do something, I say do it already and stop making excuses to make the rest of us pay... Get on with it!

Lastly, since none of the members were contacted from the Fort Langley BIA I think there should be a public hearing on this issue so that everyone has a chance to express their feelings before a decision is made!

Sincerely,

Jasmine Marjanovic

Cranberries Naturally EST1999

RECEIVED
JUN 19 2019
MAYOR'S OFFICE

Valerie Gafka

From: Wendy Bauer on behalf of MayorCouncil
Sent: Wednesday, July 03, 2019 12:08 PM
To: Ramin Seifi; Steve Scheepmaker
Cc: Cathy Porter; Valerie Gafka
Subject: FW: Development Permit Application #11-33-0131 Statewood Properties Ltd.

Hello,

The email below was received in the Mayor and Council email and will be included in the Distribution List.

Thanks,

Wendy

From: Harold Punnett FOIPPA s.21
Sent: Wednesday, July 03, 2019 8:55 AM
To: MayorCouncil <mayorcouncil@tol.ca>
Subject: Development Permit Application #11-33-0131 Statewood Properties Ltd.

To Mayor and Council:

Elaine Horricks is soon to receive a letter from myself and one other BIA member regarding Development Permit Application 11-33-0131. I'm sure you will receive a copy sometime after that.

This e-mail is just to reiterate how concerned I am by the BIA actions in sending a letter of support for this demolition. At no point were the members of the BIA petitioned on this matter even though the minutes of the BIA make clear that was the original intent. While I appreciate that a Board has some leeway in decision making, without member input, that should only be for relatively minor housekeeping issues. The demolition of a significant part of our streetscape in no way should be considered minor. I was both shocked and annoyed that the BIA board felt it was appropriate to do so. It was not.

Given the short time frame to respond to this issue prior to Council's deliberations next week there was no time to properly canvass other BIA members for their support of this letter. In addition, many are away on holiday. This is a significant issue for many of us (business owners AND residents) and needs to be explored much more fully to consider all the ramifications to the town.

Regards,

Dr. Punnett

To Mayor and Council,

September 23, 2019

I understand that the Fort Langley BIA is up for a renewal . As a business I recommend a petition process for the renewal as well as a staff member appointed on the board of directors.

Regards,

LEAH CHEVALIER

To Mayor and Council, September 23, 2019

I understand that the Fort Langley BIA is up for a renewal . As a business I recommend a petition process for the renewal as well as a staff member appointed on the board of directors.

Regards,

Sarah Haywood
The Bench, snack bar

To Mayor and Council, September 23, 2019

I understand that the Fort Langley BIA is up for a renewal . As a business I recommend a petition process for the renewal as well as a staff member appointed on the board of directors.

Regards,

Amelia Bird,
Aimee Bird

To Mayor and Council, September 23, 2019

I understand that the Fort Langley BIA is up for a renewal . As a business I recommend a petition process for the renewal as well as a staff member appointed on the board of directors.

Regards,

CRANBERRIES NATURALLY

Township of Langley
Est. 1873

RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE

Wednesday, November 13, 2019 at 7:00pm
Salmon River Committee Room
4th Floor, 20338 – 65 Avenue, Langley, BC

MINUTES

Present:
E. Erickson (Community Co-Chair)
Councillor E. Woodward (Council Co-Chair)

R. Camparmo, M. Jackstien, K. Ludlam, M. Pratt, C. Profitt, and J. Wilkins

School Board Representative:
D. Tod

Staff:
C. Molina, Community Recreation Programmer
A. Neufeld, Deputy Director, Public Spaces and Community Initiatives
P. Tulumello, Director, Arts, Culture, and Community Initiatives
R. Stare, Deputy Director, Parks and Recreation
K. Stepto, Recording Secretary

A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Recreation, Culture, and Parks Advisory Committee – November 13, 2019

Moved by M. Pratt,
Seconded by M. Jackstien,
That the Recreation, Culture, and Parks Advisory Committee approve the agenda and receive the agenda items of the November 13, 2019 meeting.
CARRIED

B. ADOPTION OF MINUTES

1. Recreation, Culture, and Parks Advisory Committee – October 10, 2019

Moved by M. Pratt,
Seconded by C. Profitt,
That the Recreation, Culture, and Parks Advisory Committee adopt the Minutes of the October 10, 2019 meeting.
CARRIED

C. DELEGATIONS AND PRESENTATIONS

1. Older Adult/Senior's Programming

C. Molina provided a presentation regarding recreation opportunities for older adults. The following information was provided:

In 2016, 30% of the Township's population is over the age of 55. Recreation Programmers utilize the term "Older Adult" to identify/include more of the older population that would not identify themselves as a senior. Instead of offering programs in age categories, the focus is on the type of program regardless of it being in the adult or older adult section of the Leisure Guide.

Senior Specific Programs and Events:

- Seniors Week (June 1-7, 2019) – Opportunity to demonstrate some of the programs the Township offers, including social opportunities.
- Let's Dig It – Senior's Gardening Club at Derek Doubleday Arboretum.
- Registered and Drop-In Programs – A variety of programs and classes that are geared towards older adults on land, water, and ice.

Pricing Options for Older Adults:

- The Township offers competitive rates for older adults, as well as the new Super Senior rate of $1 for people 80 years and older.
- Financial assistance is available to all Township residents who meet the criteria.
- Many of the older adult programs are shorter in duration (time) and shorter sets (weeks) to help keep the prices lower.

The Township partners with different agencies such as Fraser Health and BC Recreation and Parks Association to offer specific programming for older adults with different physical limitations and to increase strength, stability and balance:

- TIME – program for those with mobility issues.
- Choose To Move – for those 65 years and older who are sedentary and need more movement.
- Get Up and Go – entry level program to increase balance and mobility.
- Active Age – group exercise based program to increase physical activity and abilities in those 65 and up.

New opportunities to explore in 2020 include:

- More socials
- More partnerships
- Exploring connections and opportunities with seniors living residences

2. 2019/2020 Capital Budget Program

A. Neufeld provided a presentation describing the highlights of 2019 capital program and the budgeted 2020 capital program. Some of the highlights include:

C. DELEGATIONS AND PRESENTATIONS

- Willoughby Area Park Infrastructure Improvements
- Jackman Wetlands Development
- Jericho Reservoir View Park
- McLeod Athletic Park Arrival Point and Plaza
- Nicomekl River Trail to McLeod Athletic Park
- Trails Planning and Development
- Alex Hope Trail to 216 Street Interchange
- Walnut Grove Skateboard Park Lighting
- Willoughby Community Park Bike Park Design & Construction
- Community Spray Park Upgrades (Aldergrove)
- South Langley Regional Trail
- McLeod Athletic Park Track and Field Improvements
- Fort to Fort Trail: Viewing Platform Replacement
- Salmon River Natural Area: Viewing Platform Repairs
- McClughan Park Bridge Repairs

D. REPORTS

1. Co-Chair Reports

Councillor Woodward reported that the motion forwarded to Council from the October RCPAC meeting regarding differential pricing based on residency, has been referred to staff for a presentation to Council.

E. CORRESPONDENCE

F. WORK PROGRAM

1. Admission Rates

Action item from the October 10, 2019 Minutes:

MOTION
Moved by M. Pratt,
Seconded by K. Ludlam,
That the concept of a youth summer pass be deferred to the November meeting and that staff bring back the following information:

- *How many youth discounted passes does the Township sell;*
- *The age breakdown of youth buying these passes (if this information is available);*
- *How many people apply for additional subsidies;*
- *How much income would the Township not generate if a free annual pass for youth was provided; and*

CARRIED

F. WORK PROGRAM

R. Stare provided a presentation regarding the four questions asked by the committee at the last meeting. The following information was provided:

How many youth discounted passes does the Township sell? (10 visit card up to 12 month pass)

- 2312 per year

How many people apply for additional subsidies?

All ages:

- 528 subsidies per year - $63,620
- 2% of memberships are subsidized

Youth (age 13-18):

- 20 subsidies per year (age 13-18) - $1,424
- 0.9% of memberships are subsidized

How much income would not be generated if a free annual pass for youth was provided?

- $153,309.70 from discounted passes (10 visit card up to 12 month pass)
- $154,201 from drop ins and youth in family
- $307,511 total (excluding waterpark admissions)

Staff recommend at $20 Summer Youth Pass to include:

- Unlimited drop-in;
- Available for use from the end of June to Labour Day;
- Includes drop-in admission to pools, fitness centres, gyms, and public skate programs;
    - Does not include admission to the waterpark;
    - A Fitness Centre orientation would be required.

COUNCIL
Moved by M. Pratt,
Seconded by R. Camparmo,
That the Recreation, Culture, and Parks Advisory Committee recommends that Council strongly consider implementing a $20 residency-based, summer youth pass for 2020, as recommended by staff, with future consideration for a free youth pass or other “school’s out” pass option, as soon as practical.
CARRIED

2. Performing Art Centre

Action item from the October 10, 2019 Minutes:

Action: *This topic to be deferred to the November meeting to discuss a possible Terms of Reference for a Performing Arts Centre Task Force.*

F. WORK PROGRAM

Further to the discussions at the October 10, 2019 RCPAC meeting regarding potentially striking a Performing Arts Centre Task Force, the committee agreed that they would still like to make this a priority and move ahead with asking Council for approval. If Council approves the task force, the committee, with the assistance of staff, will develop an appropriate Terms of Reference for further Council approval before bringing the Task Force into operation.

COUNCIL
Moved by K. Ludlam,
Seconded by M. Pratt,
That Council consider giving the Recreation, Culture and Parks Advisory Committee permission to strike a community based task force to investigate the potential of a Performing Arts Centre in the Township of Langley; and further

That Council consider directing Staff to provide the Recreation, Culture, and Parks Advisory Committee with updates pertaining to deliberations and/or considerations of a Performing Arts Centre since the 2014 Study was undertaken, if any have occurred.
CARRIED

G. COUNCIL REFERRALS

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

1. November 2020 Meeting Date

The committee discussed moving the November 11, 2020 meeting date to either Tuesday, November 10 or Thursday, November 12, and chose Thursday, November 12, 2020.

I. NEXT MEETING

Date: December 11, 2019
Location: Derek Doubleday Rotary Interpretive Centre
21559 Fraser Highway
Time: 7:00pm

J. TERMINATE

Moved by M. Pratt
Seconded by J. Wilkins
That the meeting terminate at 9:20pm.
CARRIED

CERTIFIED CORRECT:

Community Representative Co-Chair

Council Representative Co-Chair

Township of Langley
Est. 1873

COUNCIL PRIORITIES COMMITTEE

Monday, November 18, 2019 at 1:30pm
Fraser River Presentation Theatre
4th Floor, 20338 – 65 Avenue, Langley, BC

M I N U T E S

CHAIR: Councillor M. Kunst

PRESENT:

Mayor Froese and Councillors P. Arnason, D. Davis, S. Ferguson, B. Long, K. Richter, B. Whitmarsh, and E. Woodward

M. Bakken, S. Scheepmaker, K. Sinclair, R. Seifi, and J. Winslade

W. Bauer, T. Rouse, and K. Stepto

A. ADOPTION AND RECEIPT OF AGENDA ITEMS

1. Council Priorities Committee Agenda – November 18, 2019

Moved by Councillor Ferguson,
Seconded by Mayor Froese,
That the Council Priorities Committee adopt the agenda and receive the agenda items of the Council Priorities Committee meeting held November 18, 2019.
CARRIED

B. ITEMS FOR DISCUSSION

The following items were referred to the Council Priorities Committee at the July 22, 2019 Regular Evening Council meeting:

1. Accelerating Climate Action in the Township of Langley in Response to the Climate Emergency

Whereas:

The Legislature of British Columbia and the House of Commons have acknowledged the growing urgency for further action based on current and predicted climate breakdown highlighted in the October 2018 "Intergovernmental Panel on Climate Change Report" (IPCC);

The IPCC report underscored the need to limit global warming to 1.5 degrees celsius within a strategic framework designed to reduce global net

CO2 emissions by between 94% and 107% below 2010 levels, in order to reach negative net emissions by 2050;

A recent "Canada's Changing Climate Report" (CCCR) has stated that on average, Canada is experiencing warming at twice the rate of the rest of the world;

The world is currently on track for more than 3 degrees celsius warming based on existing policies and practices that do not meet any current benchmarks or targets outlined provincially, federally, or internationally in order to stave off the most catastrophic results of accelerated warming;

The cost incurred by climate change will be greater the less action we proactively take to mitigate and adapt to it. Among other things, climate change will test our diking systems, aquifers, and storm water and sewer systems. Some of the costs associated with climate inaction would be:

1) An estimated $20+ billion in costs for the Lower Mainland to mitigate and rebuild affected areas subject to major coastal flooding,
2) Approximate cost of $2 million a year to switch completely to GVRD water based on local aquifer depletion,
3) Economic costs related to the maintenance and replacement of sewer and water infrastructure with respect to storm water and other engineered structures affected by climate change,
4) Human and economic costs from heat waves and wildfires,
5) Healthcare costs associated with increased respiratory-related illnesses due to diminished air quality,
6) Increasing cost of dike construction and enhancement to protect personal property and infrastructure.

A growing list of cities across Canada, to now include Vancouver, Victoria, New Westminster, and Halifax have recently declared a "climate emergency" based on the scientific information and the moral imperative to enhance accelerated action on climate change; and

A growing legion of young people from across the globe, whose activities coalesced on March 15 as part of the newly declared "Fridays for Future" initiative, are demanding that their local governments take more immediate and aggressive action towards addressing and ameliorating this emergency;

Therefore be it resolved:

That Council acknowledge the climate emergency as evidenced by scientific studies and policy predictions that indicate dire consequences arising from the breakdown of a stable climate arising from unprecedented global warming;

That Council direct staff to establish a draft "carbon budget" for both corporate and community emissions related to planning and land development and to include a broader transportation analysis, which policies are aligned with limiting warming to the 1.5C predictive "safe" limit;

That staff report back annually as to the depletion of our remaining local carbon budget in order to facilitate “real time” policy decisions and potential trade-offs;

That staff prepare a presentation at a future CPC meeting further to the 2020 budget discussions in order to advance more prescriptive policies and initiatives across all departments, designed to accelerate actions in order to expeditiously adopt more policies under the on-going Climate Action Revenue Incentive Programme (CARIP), as well other carbon-related initiatives across the Township; and

That Council direct staff to undertake any actions, including research and investigation with respect to “best practices” as action items to meet these goals, in order to identify any and all opportunities that could be adopted to enhance climate mitigation and adaptation measures.

MOTION TO DIVIDE
That the motion be divided.
CARRIED

MOTION #1
That Council acknowledge the climate emergency as evidenced by scientific studies and policy predictions that indicate dire consequences arising from the breakdown of a stable climate arising from unprecedented global warming;
CARRIED

MOTION #2
That Council direct staff to establish a draft “carbon budget” for both corporate and community emissions related to planning and land development and to include a broader transportation analysis, which policies are aligned with limiting warming to the 1.5C predictive “safe” limit;

That staff report back annually as to the depletion of our remaining local carbon budget in order to facilitate “real time” policy decisions and potential trade-offs;

That staff prepare a presentation at a future CPC meeting further to the 2020 budget discussions in order to advance more prescriptive policies and initiatives across all departments, designed to accelerate actions in order to expeditiously adopt more policies under the on-going Climate Action Revenue Incentive Programme (CARIP), as well other carbon-related initiatives across the Township; and

That Council direct staff to undertake any actions, including research and investigation with respect to “best practices” as action items to meet these goals, in order to identify any and all opportunities that could be adopted to enhance climate mitigation and adaptation measures.

REFERRAL
That this motion be referred to a future Council Priorities Committee Meeting for staff to provide further information on current activities and work.
CARRIED

T. Rouse provided a presentation regarding the Township's Climate Action Response. She noted that the Intergovernmental Panel on Climate Change released a report in October of 2018 which states that we must limit global warming to a maximum of 1.5° C. With increased global warming, the Township will see an increased risk of extreme weather events and 8x more days over 30° C. The Township has joined over 400 cities across Canada who have declared a climate emergency.

The Township of Langley currently has many green initiatives and programs including:

- Green Building Rebate Program;
- BC Energy Step Code for new residential construction;
- Civic Facility is a certified LEED Silver facility;
- Aldergrove Credit Union Community Centre uses solar collection plates to heat the water and has a rain water harvesting system;
- Low Carbon Mobility Plan;
- Eight EV charging stations;
- Rain Gardens for storm water management;
- Water Management Plan and Water Wise Program; and
- Curbside Organics Program and Public Spaces Waste Management Project.

88% of the Township's emissions are attributed to the use of natural gas in buildings and gasoline used in vehicles. With provincial and federal legislation, the Township will see reductions in emissions. Metro Vancouver has a goal to reduce Green House Gas emissions by 45% by 2030, and 100% by 2050.

Staff have been developing a Climate Action Strategy which will be a set of actions to work towards meeting the targets set by Metro Vancouver. This Strategy will be based on mitigation and adaption best practices.

A Public Climate Action Event was held on November 5 with over 100 people in attendance. Through staff and public engagement, the following emerging priority areas have emerged:

- Zero Emission Mobility;
- Zero Emission Buildings;
- Zero Waste;
- Thriving Agricultural Industry;
- Resilient Natural Environment and Water Resources;
- Resilient and Green Infrastructure; and
- Renewable Energy Innovation and Leadership.

The goal is to have the final Climate Action Strategy to Council by the end of 2020. The Strategy will help the Township develop energy efficient, carbon neutral neighbourhoods.

COUNCIL
Moved by Councillor Richter,
Seconded by Councillor Arnason,
That the Council Priorities Committee recommends that Council adopt targets of 45% emission reductions from 2007 levels by 2030, and 100% emission reductions by 2050; and

That staff be authorized to identify funding requests related to climate action, as part of the annual budget process.
CARRIED

MOTION
Moved by Councillor Arnason,
Seconded by Councillor Richter,

1. That Council direct staff to establish a draft "carbon budget" for both corporate and community emissions related to planning and land development and to include a broader transportation analysis, which policies are aligned with limiting warming to the 1.5C predictive "safe" limit;

2. That staff report back annually as to the depletion of our remaining local carbon budget in order to facilitate "real time" policy decisions and potential trade-offs;

3. That staff prepare a presentation at a future CPC meeting further to the 2020 budget discussions in order to advance more prescriptive policies and initiatives across all departments, designed to accelerate actions in order to expeditiously adopt more policies under the on-going Climate Action Revenue Incentive Programme (CARIP), as well other carbon-related initiatives across the Township; and

4. That Council direct staff to undertake any actions, including research and investigation with respect to "best practices" as action items to meet these goals, in order to identify any and all opportunities that could be adopted to enhance climate mitigation and adaptation measures.

Councillor Davis entered the meeting at 2:38pm.

REFERRAL
Moved by Councillor Woodward,
Seconded by Councillor Ferguson,
That paragraphs 1, 2, and 4 be referred to a future Council Priorities Committee.

AMENDMENT
Moved by Councillor Richter,
Seconded by Councillor Long,
That paragraphs 1, 2, and 4 be referred to staff for a report.

AMENDMENT TO THE AMENDMENT
Moved by Councillor Woodward,
Seconded by Mayor Froese,
That this motion and staff report be referred to a Council Priorities Committee meeting in 2020.
CARRIED

Councillors Arnason and Richter opposed

AMENDMENT, AS AMENDED
The question was called on the amendment, as amended, and it was
CARRIED

Councillors Arnason and Richter opposed

REFERRAL, AS AMENDED
The question was called on the referral, as amended, and it was
CARRIED

Councillors Arnason and Richter opposed

C. OTHER BUSINESS

D. TERMINATE

Moved by Councillor Davis,
Seconded by Mayor Froese,
That the meeting terminate at 2:51pm.
CARRIED

CERTIFIED CORRECT:

Mayor

Township Clerk

Township of Langley
Est. 1873

SENIORS ADVISORY COMMITTEE

Wednesday, November 20, 2019 at 7:00pm
Salmon River Committee Room
4th Floor, 20338 – 65 Avenue, Langley, BC

MINUTES

Present:
S. Soheili, (Community Co-Chair)
Councillor P. Arnason (Council Co-Chair)
Councillor S. Ferguson (Council Co-Chair)

E. Brett and M. Gill

Guest:
D. Riddle, President, Hidden Mobility Disabilities Alliance

Staff:
P. Ward, Strategic/Social Planner
C. Quin, Recording Secretary

As several visitors were present to observe the meeting, round table introductions took place.

A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Seniors Advisory Committee – November 20, 2019

Moved by M. Gill,
Seconded by E. Brett,
That the Seniors Advisory Committee approve the agenda and receive the agenda items of the November 20, 2019 meeting.
CARRIED

B. ADOPTION OF MINUTES

1. Seniors Advisory Committee – October 16, 2019

Moved by M. Gill,
Seconded by E. Brett,
That the Seniors Advisory Committee adopt the Minutes of the October 16, 2019 meeting.
CARRIED

C. DELEGATIONS AND PRESENTATIONS

1. Hidden Mobility Disability

D. Riddle, President, Hidden Mobility Disabilities Alliance, provided a presentation on hidden mobility disability. Persons with a hidden mobility disability are independently mobile, but can only walk a short distance or stand unsupported for a brief time without serious health consequences. It was noted that a hidden mobility disability can impact independence and lead to social isolation, and that the Hidden Mobility Disabilities Alliance is seeking partners to pilot best practice initiatives.

At the request of the Seniors Advisory Committee, the presentation PowerPoint slides and handout are attached to the Minutes (see Attachment A).

MOTION
Moved by E. Brett,
Seconded by M. Gill,
That the Seniors Advisory Committee consider the information presented on hidden mobility disability as part of the proposed age- and dementia-friendly planning project, anticipated to commence in 2020.
CARRIED

D. REPORTS

1. Co-Chair Reports

Councillor Arnason reported that the Shepherd of the Valley affordable housing project is moving forward, that the BC Non-Profit Housing Association recently hosted an affordable housing conference, and that Council recently passed a motion to consider opportunities to utilize the Township's affordable housing reserve fund.

Councillor Ferguson reported that the Langley Seniors Resources Society has been busy with a number of initiatives, including reaching out to representatives of the provincial and federal governments.

S. Soheili provided a brief overview of CMHC's National Housing Co-Investment Fund, and noted that location criteria for new projects can create challenges.

E. CORRESPONDENCE

F. WORK PROGRAM

1. 2019 Age-friendly Strategy Progress Report

P. Ward provided a brief overview of the 2019 Age-friendly Strategy Progress Report, which was reviewed in draft by the committee at its October 16, 2019 meeting and was updated to incorporate the committee's input.

MOTION
Moved by E. Brett,
Seconded by M. Gill,
That the Seniors Advisory Committee receive and endorse the 2019 Age-friendly Strategy Progress Report.
CARRIED

COUNCIL
Moved by E. Brett,
Seconded by M. Gill,
That the Seniors Advisory Committee recommends that Council receive the 2019 Age-friendly Strategy Progress Report memorandum for information, in accordance with the monitoring required by the Age-friendly Strategy Implementation Plan (see Attachment B).
CARRIED

2. Draft Seniors Advisory Committee 2019 Annual Report

P. Ward provided an overview of the draft Seniors Advisory Committee 2019 Annual Report. Discussion ensued and suggestions were made to update the report to provide more detail about some of the topics the committee discussed throughout 2019 and add additional preliminary work plan items for 2020, including Council's motion regarding the possible re-naming of the committee. P. Ward noted that a revised Annual Report will be provided for the committee's consideration at the next meeting.

G. COUNCIL REFERRALS

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

1. Green Burials

E. Brett inquired about the status of the funding required to develop a green burial area at the Langley Lawn Cemetery, and it was noted that Council had not yet considered the 2020 budget. For background, P. Ward noted that green burials were initially raised and discussed by the committee at its March 20, 2019 meeting, and at its May 15, 2019 meeting, the committee received a copy of Report to Council 19-81 (Cemetery Operations Review) for information, which identifies an area for green burials on the concept plan for the Langley Lawn Cemetery and identifies the required capital improvements as a high priority project, to be considered as part of future budgets.

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

MOTION
Moved by E. Brett,
Seconded by M. Gill,
That the Seniors Advisory Committee endorse the development of a green burial area at the Langley Lawn Cemetery as a high priority project, as identified in Report to Council 19-81 (Cemetery Operations Review).
CARRIED

I. NEXT MEETING

Date: Wednesday**,** December 18, 2019
Location: TBA
Time: TBA

J. TERMINATE

Moved by E. Brett,
Seconded by M. Gill
That the meeting terminate at 8:48pm
CARRIED

CERTIFIED CORRECT:

Community Representative Co-Chair

Council Representative Co-Chair

Addressing Distance as an Accessibility Barrier

Dr. Dorothy I. Riddle
HiddenMobilityDisabilites.com
November 2019

What are hidden mobility disabilities?

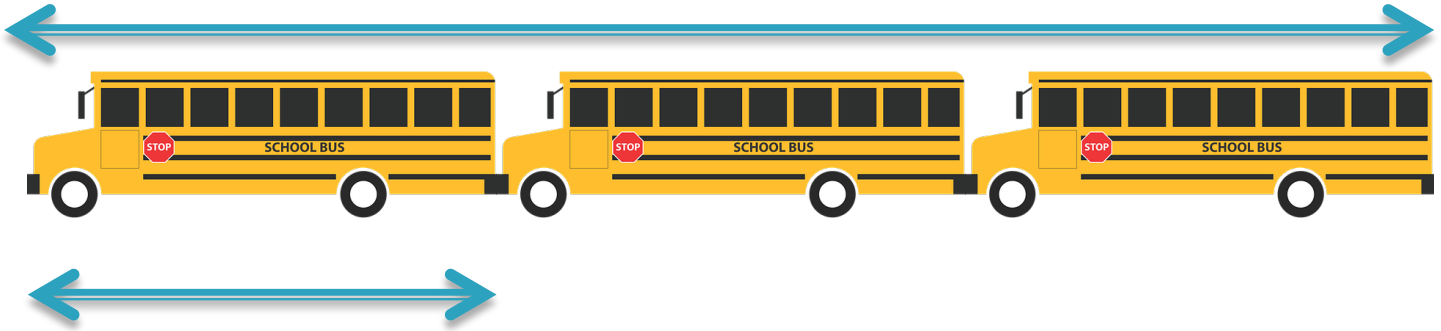
Being independently mobile, but **not able to walk far** or **stand unsupported** more than a brief time.

The person:

- Appears to be "normal."
- Does not usually use a mobility aid (like a wheelchair or scooter or walker).
- May not even use a cane.
- May have "good" days where longer walking distances are possible.

What is “not too far”?

105 ft. or 32 m or 1/3 of a block often referred to as “short distance”



35 ft. or 10.7 m is a comfortable “short distance” for those with hidden mobility disabilities

A person without a hidden mobility disability may consider even 210 feet, or 6 school buses, to be a short distance.

A 5-minute walk in school buses:



Walking too far*results in significant health consequences:

77% Increased joint pain
52% Walk more slowly until almost not moving
46% Increased difficulty breathing
43% Have trouble walking at all the next day
40% Begin to stagger and lose balance
31% Become immobilized by pain
29% Increased muscle spasms

*Only 50% can walk as far as 50 feet (15m)

Access ramps are not a pain-free option



Do I take the long walk up the ramp or the steep climb up the steps?

Community participation consequences to be addressed

- Limited independence
  - "If I can't drive and park in close, I just don't go."
  - Challenges reported:
    - 92% Finding a close enough parking space
    - 80% Having to stand in line for service
    - 77% Shopping at a large supermarket or mall
    - 55% Using public transportation
- Social isolation
  - "I only see people I invite over or who invite me."
  - Challenges reported:
    - 85% Attending events where everyone stands

Increase independence by improving external accessibility

- Place disabled parking within 35 feet of building entrance
- Manage HMD parking separate from wheelchair parking – i.e., closer to building entrances
- Provide seating at least every 35 feet along a path
- Offer a landing and seating after every 7 stairs
- Provide distance on wayfinding signs
- Reduce the distance from/to locations for users of public transportation to no more than 50 feet

I can't see anywhere to park!



Increase independence by improving internal accessibility

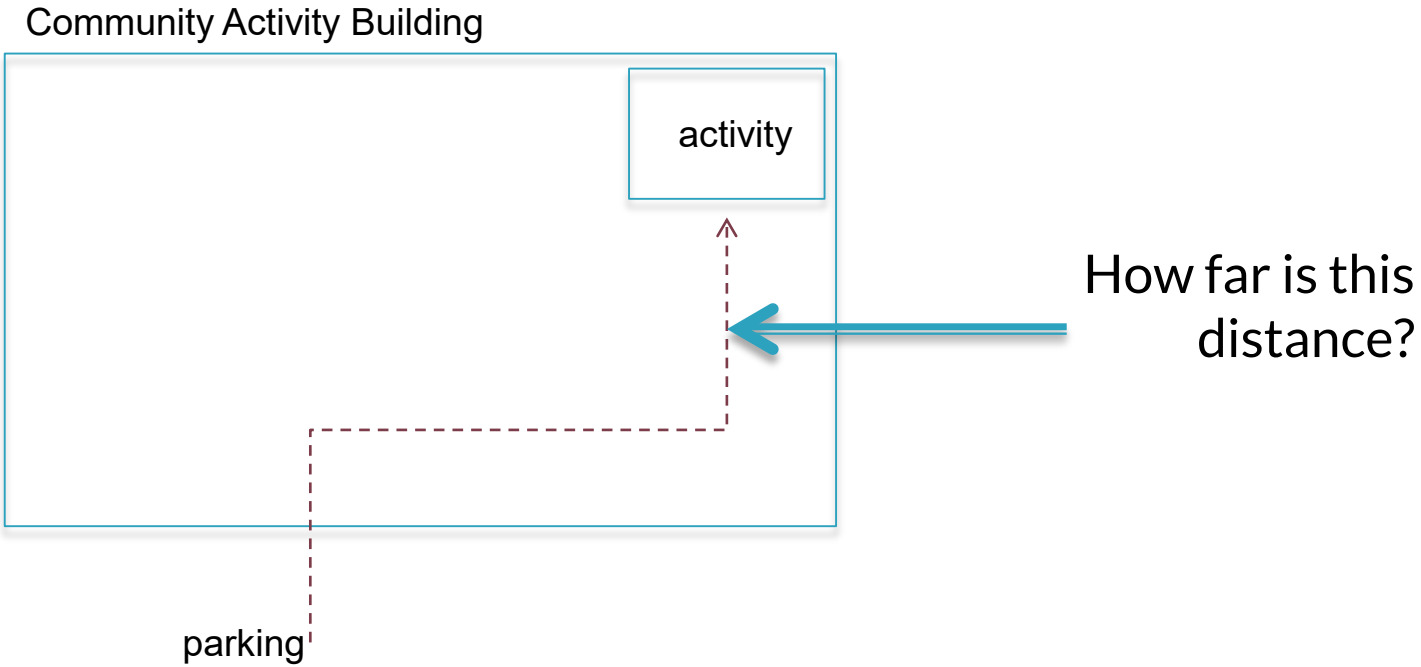
- Offer seating just inside building doorways
- Provide seating while waiting for elevators
- Position public washrooms within 35 feet of the entrance
- Ensure that seated service is at the front of the office

Too far to seated service – why not have it right here by the door?



Reduce social isolation by making community activities accessible

- Design and publicize community activities that require limited walking and standing



How can I participate in this consultation if I need to sit down?



Reduce social isolation by facilitating serendipitous social interactions

- Make it easier to interact with strangers (“not yet friends”) by sitting down in public spaces







Request for a best practice pilot project partner

- Work with HMDA to identify 1-3 pilot changes, implement them, evaluate them, publicize them

"The built environment can either facilitate or hinder full participation in mainstream society and is considered fundamental to integration, inclusiveness and equality for all"

hidden mobility disabilities
Making the Invisible Visible

Hidden Mobility Disabilities Alliance:

HiddenMobilityDisabilities.com

Contact Dr. Dorothy Riddle
President, Hidden Mobility Disabilities Alliance
alliance@HiddenMobilityDisabilities.com

hidden mobility disabilities
Making the Invisible Visible

Potential Policies for Removing Distance as a Barrier

Persons with a hidden mobility disability (HMD) are independently mobile but can only walk a short distance or stand unsupported for a brief time without serious health consequences.

Pilot projects are needed to demonstrate how policies such as those below (confirmed as essential by research) could be implemented to increase independent community participation & reduce social isolation for those with HMD:

1. Outdoor Spaces and Buildings

a. Reduce the distance to be walked – one way:

- Put distance on wayfinding signs.
- Provide at least one universal rest room within 35 feet of a building's main entrance.

b. Increase the ability to sit and rest on benches or chairs until pain subsides:

- Provide seating for individuals waiting for elevators.
- Provide seating at intervals of least every 35 feet for:
  - Building entrances when set back from the street more than 35 feet.
  - Corridors longer than 50 feet.
  - Shopping malls.
  - Public viewing sites
- For stairways, offer a landing and seating every 7 steps.

2. Transportation

- Facilitate the use of cars by persons with HMD rather than adopting car-free policies.
- Place disabled parking within 35 feet of a main building entrance.
- Manage HMD parking separate from wheelchair parking – closer to the entrance.
- Position handicapped parking stalls so that the driver's door is within 35 feet of an elevator.
- Reduce the distance to/from public transportation to no more than 50 feet.

3. Respect & Social Inclusion

- Ensure that seated service is at the front of an office.
- Where individuals are expected to stand using service kiosks, provide a seated alternative.
- Where there is a line for service, provide a ticket number dispenser at the entrance with seating.
- Ensure no more than 35 feet from a seated waiting area to the service window/desk.
- Ensure no more than 35 feet from public parking to out-of-doors public amenities.
- Educate the public on HMD and self-care options.

4. Social Participation

- Include curved benches in public parks and walkways that encourage interaction.
- Design community events, including consultations, to occur sitting down.
- Publicize community activities that involve limited walking and standing.

Provided by the Hidden Mobility Disabilities Alliance
www.HiddenMobilityDisabilities.com

Based on results from the *Survey on Hidden Mobility Disabilities*, January-October 2017, which are reliable within ± 4 percent at the 95 percent confidence level. For a copy of the full research reports: www.HiddenMobilityDisabilities.com/research-report/.

Township of Langley
Est. 1873

M E M O R A N D U M

TO:	SENIORS ADVISORY COMMITTEE	**DATE:**	NOVEMBER 20, 2019
FROM:	PATRICK WARD STRATEGIC/SOCIAL PLANNER	**FILE NO:**	6440-02-005
SUBJECT:	2019 AGE-FRIENDLY STRATEGY PROGRESS REPORT		

In September 2014, Council approved the Township's Age-friendly Strategy, which provides a number of strategies to create an age-friendly community. In November 2015, the Age-friendly Strategy Implementation Plan was finalized. The Implementation Plan includes specific actions for each strategy and establishes an implementation timeframe consisting of ongoing, short term (2016 – 2017), medium term (2018 – 2021), and long term (2022 – 2025) strategies. The Implementation Plan also states that a full progress report is expected to be completed every two years.

In accordance with the monitoring requirements under the Implementation Plan, a 2019 Age-friendly Strategy Progress Report (attached) has been prepared in consultation with the lead departments responsible for the management / administration of the Strategy's specific actions.

Since the implementation of the Age-friendly Strategy began in 2016:

- 10 short term strategies have been completed and 10 short term strategies are in progress (representing 100 percent of the 20 short term strategies)
- 4 medium term strategies have been completed and 10 medium term strategies are in progress (representing 88 percent of the 16 medium term strategies)
- 1 long term strategy has been completed and 5 long term strategies are in progress (representing 55 percent of the 11 long term strategies)

A detailed update on the status of all the strategies in the Implementation Plan is provided in Appendix A of the Progress Report.

Attachment 2019 Age-friendly Strategy Progress Report



AGE-FRIENDLY STRATEGY

PROGRESS REPORT
NOVEMBER 2019

Communities across Canada are aging, and the Township of Langley is no exception. This trend brings with it the need to adapt our physical environments; our approach to housing, transportation, and recreation; and the services and supports that we provide to our residents.

Endorsed by Council in 2014, the Township's award-winning Age-friendly Strategy provides a number of strategies to create an age-friendly community. In an age-friendly community, policies, programs, services, and infrastructure are designed to address the needs of people of all ages.

To implement the Age-friendly Strategy, an Implementation Plan was finalized in November 2015. The Implementation Plan includes specific actions for each strategy and establishes an implementation timeframe as follows:

ONGOING
Strategies to be implemented periodically or on an on going basis.

SHORT TERM (1-2 years)
Strategies to be implemented in 2016 - 2017.

MEDIUM TERM (3-6 years)
Strategies to be implemented in 2018 - 2021.

LONG TERM (7-10 years)
Strategies to be implemented in 2022 - 2025.

Note: While the work associated with some strategies may begin in the short or medium term, they may take several years to implement.

TOWARDS AN AGE-FRIENDLY COMMUNITY: OUR PROGRESS

Based on the work undertaken as part of the Age-friendly Strategy, in June 2015, the Seniors' Healthy Living Secretariat of the Provincial Ministry of Health formally recognized the Township as an age-friendly community under the Age-friendly BC Recognition program.





The Age-friendly Strategy has reshaped the Township's organizational culture – an age-friendly lens is now being applied to all of our new policies and services. Since the implementation of the Age-friendly Strategy began in 2016:

- 10 short term strategies have been completed and 10 short term strategies are in progress (representing 100% of the 20 short term strategies)
- 4 medium term strategies have been completed and 10 medium term strategies are in progress (representing 88% of the 16 medium term strategies)
- 1 long term strategy has been completed and 5 long term strategies are in progress (representing 55% of the 11 long term strategies)

A full update on the status of all the strategies in the Implementation Plan is provided in Appendix A.

DEMONSTRATING LEADERSHIP: PROJECT SPOTLIGHT

In 2018, the Township piloted an Age-friendly Business Recognition Program to acknowledge local businesses that made a commitment to age-friendly business practices. In 2019, the program continues and focused on an activation during Seniors' Week in June in a single community, Walnut Grove, an area that is home to the highest number of seniors in the Township. Working with care facilities and social organizations, Walnut Grove seniors were invited to nominate area businesses they felt met baseline age-friendly business practice criteria. The businesses were then invited to complete a full business self-assessment and commit to continuously improve its practices to better serve people of all ages and abilities. In August, 13 businesses received certificates. Nominating seniors were equally acknowledged for illuminating both the buying power and needs of seniors today. This program is the first of its kind in BC.

For a list of acknowledged businesses and for more information about the Age-friendly Business Recognition Program, visit **tol.ca/agefriendlybusiness**.

OUTDOOR SPACES & BUILDINGS

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
1. Ensure a diverse range of parks and public spaces that is well-distributed throughout the community to provide opportunities for active living and social interaction for people of all ages.	• Continue to review the distribution and range of parks and public spaces as part of neighbourhood planning and development review process. • Update existing maps, when needed.	• ACCI – PSPDD	• Community Development • Geomatics	**Ongoing**	• Inventory of parks and public spaces. • Commentary on neighbourhoods without access to parks or identified as priority areas.	**Ongoing**	• The distribution and range of parks and public spaces is reviewed as part of community and neighbourhood planning and development review processes. • Maps are updated when needed.
2. Review trail guidelines for accessibility provisions, such as width, grade, surface materials, wayfinding, and lighting.	• Research good practices in trail design and accessibility standards. • Develop accessibility criteria for local trails. • Review trail guidelines with criteria as a new lens. • Update the trail guidelines with a new standard for accessible trails.	• ACCI – PSPDD	• Metro Parks • Community Development	**Short term**	• Trail best-practices research completed. • Accessibility criteria are established. • Trail guidelines are updated. • Commentary on number of trails that meet accessibility criteria.	**In progress**	• An update to the Township's trail planning document (Community Connections) is underway.
3. Expand opportunities for bench dedication in neighbourhood parks and public spaces.	• Review and assess current practice for bench dedication. • Update the program to make easier and more accessible for donors to dedicate benches and other features (e.g. tree planting) in parks, along trails, sidewalks, etc. • Continue to promote program. • Consider locating bench dedications in other priority locations such as outside facilities or public spaces.	• ACCI – PSPDD	• Corporate Administration	**Short term**	• Review of bench dedication practices and siting completed. • Bench dedication program updated. • Number of benches installed.	**In progress and ongoing**	• The bench dedication pricing is under review. • The bench dedication program continues to be promoted.

ACCI – PSPDD = Arts, Culture, and Community Initiatives – Public Spaces, Parks Design, and Development

OUTDOOR SPACES & BUILDINGS

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
4. Explore locations and funding sources to establish community gardens, both temporary and permanent, to foster connection with nature and social interaction between generations.	• Review and assess potential locations for community gardens. • Identify priority locations. • Liaise with existing groups or promote the establishment of a new association to administer. • Draft necessary agreements.	• ACCI – PSPDD	• Healthier Community Partnership • Fraser Health • Langley Environmental Partners Society	**Short term**	• Review of potential locations completed. • Number of new associations created.	**In progress and ongoing**	• New community gardens at Yorkson Community Park and Northeast Gordon Estates opened in 2018 (there are now 417 Township-owned plots throughout the municipality).
5. Continue to involve the public in planning for new parks and public spaces, in the early community planning stages and in the design phase with the parks department and private developers.	• Continue current practice of community engagement in the early community planning stages and in the design phase of parks and public space planning. • Review policy and practice of community engagement and ensure it is inclusive and effective.	• ACCI – PSPDD	• Community Development	**Short term - ongoing**	• Review of existing engagement practices completed.	**Completed and ongoing**	• A Public Engagement Strategy was endorsed by Council in 2016. • The public continues to be engaged in the early stages of community planning and in the design phase of parks and public space planning.

ACCI – PSPDD = Arts, Culture, and Community Initiatives – Public Spaces, Parks Design, and Development

OUTDOOR SPACES & BUILDINGS

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
6. Develop criteria for age-friendly park design and identify priority locations where these elements should be added into existing parks and public spaces.	• Research good practices for age-friendly parks and public spaces. • Consult with health practitioners in determining the optimal distance between benches for older adults and those with mobility issues. • Develop criteria suitable for local parks and public spaces, including elements such as benches, water fountains, washrooms, lighting, railings along pathways, and clear wayfinding signage. • Assess existing priority locations for potential application. • Develop an implementation schedule. • Identify priority locations where these elements should be added into existing parks and public spaces.	• ACCI – PSPDD	• Geriatric Specialists • Gerontological Nurses Association of BC (GNABC) • Seniors Advocacy Group • Fraser Health	**Medium term**	• Research of best practices completed. • Consultation with health practitioners completed. • Accessible parks criteria developed. • Implementation schedule for priority locations developed.	**In progress and ongoing**	• Pickle ball lines added to 11 tennis courts and, in 2019, 5 stand-alone pickle ball courts were installed at the Willoughby Community Park. • Age-friendly exercise equipment installed at Derek Doubleday Arboretum in 2017. • Trail systems continue to be developed with various distance loop options.

ACCI – PSPDD = Arts, Culture, and Community Initiatives – Public Spaces, Parks Design, and Development

OUTDOOR SPACES & BUILDINGS

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
7. Identify locations to create or improve physical connections between neighbourhood parks and other local destinations through sidewalks, bike routes, and off-street trail connections.	• Review and assess physical connections between neighbourhood parks and other local destinations through sidewalks, bike routes, and off-street trail connections (Community Connections Trail Plan). • Consult with health practitioners in determining the optimal distance between benches for older adults and those with mobility issues. • Identify priority improvement areas. • Schedule improvements.	• ACCI – PSPDD	• Community Development • Engineering	**Medium term**	• Review of the physical connections between parks and other destinations completed. • Consultation with health practitioners is completed. • Improvement schedule is implemented.	**In progress and ongoing**	• An update to the Township's trail planning document (Community Connections) is underway. • Kelly Lake trail was resurfaced in 2017. • A new accessible trail was added along the north side of Langley Airport and accessible trails were added at Jackman Wetlands Park.
8. Assess public buildings and facilities to identify potential accessibility upgrades, related costs, and implementation timelines.	• Develop criteria to be considered as part of the design process for buildings that are to be upgraded. • Develop guidelines to consider during new construction and major renovations. • Develop a prioritized list and schedule for facility upgrades.	• Engineering – Strategic Initiatives	• Parks and Recreation • Corporate Administration	**Medium term - ongoing**	• Criteria and guidelines developed. • Prioritized list and schedule established.	**In progress**	• The Township awarded a community grant to the Langley Pos-Abilities Society in 2019 to support the development of accessibility criteria and an audit for buildings, and facilitated testing of the audit at the W.C. Blair Recreation Centre. • The Township approved two separate capital budgets in 2019 to undertake projects that improve accessibility in various facilities.

ACCI – PSPDD = Arts, Culture, and Community Initiatives – Public Spaces, Parks Design, and Development

OUTDOOR SPACES & BUILDINGS

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
9. Work with Langley School District #35 to assess the potential to provide age-friendly features in schoolyards such as benches near playgrounds and outdoor water fountains.	• Identify appropriate features such as benches near playgrounds, outdoor water fountains etc. • Review and assess schools and prioritize locations to implement changes. • Work with Langley School District on a comprehensive or site-by-site basis to implement. • Review/survey the 19 joint-site development locations to identify locations and appropriate elements to install.	• ACCI – PSPDD	• Langley School District #35	**Long term**	• Inventory of services and facilities completed. • Map is developed.	**Not started**	• Scheduled for 2022 - 2025
10. Update map inventory to include relevant services and facilities.	• Inventory a list of services and facilities, including shopping centres, publicly available washrooms, parks, Township facilities, other community venues, etc. • Prepare a map that can be downloaded online showing locations. Ensure map is scalable to allow for neighbourhood-level display. • Consider the development of a mobile app with the same content.	• Corporate Administration - IT	• Geomatics	**Long term**	• Inventory of services and facilities completed. • Map is developed.	**Not started**	• Scheduled for 2022 - 2025

ACCI – PSPDD = Arts, Culture, and Community Initiatives – Public Spaces, Parks Design, and Development

TRANSPORTATION

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
1. Continue to work with TransLink to ensure bus stops are accessible; provide seating, weather protection, and lighting, where possible; and to improve accessibility, comfort, and safety.	• Continue to prioritize list of bus stops and shelters that require upgrades each year. • Work with TransLink to implement upgrades each year.	• Engineering	• Parks and Recreation • TransLink	**Ongoing**	• Inventory and schedule of bus shelter upgrades established.	**Ongoing**	• Sidewalk and bus stop improvements continue under the existing Transit Related Road Infrastructure Program. • TransLink introduced a new Walking Infrastructure to Transit program in 2017.
2. Implement the Township Cycling Plan.	• Continue applying for grants for infrastructure improvements. • Continue to implement upgrades and expansion of bikes lanes as outline din the Plan. • Continue to incorporate bike lane improvements as part of major development projects or trail upgrading work.	• Engineering	• Parks and Recreation	**Ongoing**	• Commentary on Cycling Plan implementation progress.	**Ongoing**	• The Cycling Plan continues to be implemented through community planning and development. • With assistance from TransLink grants, various network improvements have been implemented or are underway. • Staff have identified projects for 2019 and 2020.
3. Review parking standards and consider introducing seniors parking spots at facilities offering services or programs for seniors (recreation centres, seniors centres, libraries, Municipal Hall); wider stalls located near building entrances; or time-limited restrictions during specific programs (see Walnut Grove Recreation Centre example).	• Sponsor a trial program at a community centre that designates two-age-friendly parking spots. Walnut Grove would be a good location for pilot program.	• Engineering		**Short term**	• Pilot program has been established.	**Completed**	• Pilot program established at Walnut Grove Recreation Centre (3 spots) in 2017.

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TRANSPORTATION

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
4. Advocate for improved transit service in areas that are currently under-served and identify priority areas for enhanced transportation services (HandyDart and taxi), and upgrades to transit exchanges to provide access to washrooms.	• Conduct community outreach and liaise with various groups (eg. Chamber of Commerce, etc.) to identify under-served areas and services. Focus on bus service, HandyDart services and taxi program, as well as the addition of washrooms at the transit exchanges. • Prepare an advocacy strategy, ie prepare letters and schedule meetings with TransLink to present feedback.	• Engineering	• Chamber of Commerce • TranskLink • Langley Seniors Community Action Table (LSCAT)	**Short term**	• Under-served areas identified. • Commentary on community outreach activities. • Advocacy strategy developed.	**In progress and ongoing**	• The Township continues to advocate to TransLink for improved transit service. • Recent transit improvements include new bus service along 208 Street, new community shuttle service along 72 Avenue and 203 Street in Willoughby, and articulated buses along Fraser Highway. • TransLink is developing a plan for SkyTrain between Langley Centre and King George Station and will be introducing double-decker buses between Carvolth Exchange and Lougheed Station.

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TRANSPORTATION

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
5. Support alternative transportation options such as volunteer driver programs, community shuttles, and development of a co-op bus program for community use.	• Support community service providers in their efforts to implement alternative transportation programs, such as the volunteer driver programs and secondment of under-utilized buses. • Provide information or communications support to community groups.	• Corporate Administration	• Engineering • Community Groups involved in this work	**Short term**	• Commentary on existing volunteer driver programs and under-serviced areas provided. • Commentary on communications with community groups provided.	**Completed and ongoing**	• Volunteer driver programs are communicated in the Langley Seniors Directory (linked on the Township's website) • Additional opportunities to enhance awareness of community services, including transportation programs, are being explored as part of the development of the Social Sustainability Strategy and the Economic Development Strategy.

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TRANSPORTATION

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
6. Conduct a pedestrian safety evaluation to identify intersections where sidewalks, curb cuts/letdowns, crosswalks, or pedestrian countdown timers can be introduced or improved. Prioritize actions for pedestrian network improvements based on available resources and opportunities.	• Gather data from ICBC and RCMP on pedestrian-related incidents. • Review best practices and consider past research and walkability studies. • Establish criteria for prioritizing areas to evaluate and identify for improvement upgrades. • Prioritize areas to evaluate for pedestrian improvements. For prioritized areas, conduct a physical survey/review of sidewalks, curb cuts/letdowns, crosswalks, countdown timers, etc. and identify types of improvements. • Prioritize and schedule pedestrian network improvements.	• Engineering	• Community Development • Parks and Recreation	**Medium term**	• Data identifying incidents gathered. • Research of best practices and walkability studies completed. • Priority area criteria are established. • Review of priority areas completed. • Implementation schedule established.	**Not started**	• Scheduled for 2020 – 2021. • While formal evaluations have not yet started, pedestrian network improvements are considered on an ongoing basis.

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TRANSPORTATION

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
7. Update traffic calming policy and practice to acknowledge the Township's age-friendly objectives.	• Review the current traffic calming policy and update the criteria to capture age-friendly objectives. • Undertake an assessment of Township roads for walkability and sense of safety, following the development of revised criteria above. • Update the list of areas/locations that have been identified for traffic calming. • Identify a prioritized list of areas that would benefit from traffic calming implementation. • Develop installation schedule.	• Engineering		**Medium term - ongoing**	• Traffic calming policy updated to reflect age-friendly criteria. • Township road assessment completed. • Priority areas identified. • Installation schedule established.	**Not started**	• Scheduled for 2020 – 2021.
8. Consider the impact of increasing motorized scooter use when reviewing road, sidewalk, and trail design standards. Also consider scooter use when reviewing parking requirements for residential, commercial, and institutional uses.	• Undertake research on the impact of scooter and Segway use and innovative solutions for integrating scooters into design and construction of trails, roads, sidewalks, and buildings. • Adapt current standards for parking, sidewalks, and trails as well as design standards for commercial and residential construction if necessary or where applicable. • Consider introducing locations for scooter users to recharge their batteries.	• Engineering	• Community Development • ACCI - PSPDD	**Long term**	• Research on impacts completed. • Parking and connections standards updated.	**Not started**	• Scheduled for 2022 – 2025.

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HOUSING

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
1. Review and update the Adaptable Housing Policy regularly.	• Undertake BC-wide best practices research. • Identify the challenges with updating the adaptable housing policy. • Collaborate with the development industry in identifying potential amendments to the policy. • Identify political and staff champions. • Prepare communications materials to educate the public about what adaptable housing is. • Update policy in a manner that is fair and reasonable to the development community on a regular basis.	• Community Development – Community and Policy Planning	• Development Industry • Corporate Administration	**Short term**	• Research BC best practices completed. • Commentary on challenges with updating adaptable housing policy and potential amendments identified. • Adaptable housing communications materials developed for public education.	**Completed**	• The Adaptable Housing Policy was updated in 2016 in conjunction with the OCP update. • The adaptable housing brochure has been updated and is available on the Township website.
2. Implement the recommendations of the Housing Action Plan to ensure a wide range of housing options are available in the Township.	• Prepare Housing Action Plan progress updates and identify priority areas of implementation. • Cooperate with developers in marketing a range of housing options. • Continue to work towards setting up the Sustainability Dashboard and regularly updating housing indicators.	• Community Development – Community and Policy Planning	• Development Industry	**Short term**	• Housing Action Plan progress updates completed. • Commentary on Sustainability Dashboard progress.	**In progress and ongoing**	• Implementation of the Housing Action Plan, including annual monitoring of the critical housing indicators, is ongoing. • With the completion of the new Township website, work continues towards a Sustainability Dashboard.

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HOUSING

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
3. Encourage the construction of all new housing for older adults, including independent or assisted living, to be located in areas that are in proximity to transit and services.	• Identify what housing type older adults are interested in. • Undertake a market analysis to confirm where older adults would be interested in living and identify the level/type of incentives suitable. • Support the development of housing for older adults near transit and services – such as parking requirement reductions, etc. • Support the development of various housing options through community plans and neighbourhood plans.	• Community Development – Community and Policy Planning	• Development Industry	**Short term**	• Market analysis completed. • Commentary on the housing types preferred by older adults and the feasibility of their provision near transit and services. • Number of older adult, independent or assisted living housing located near transit hubs.	**Completed and ongoing**	• The Zoning Bylaw includes reduced parking requirements for seniors housing. • A variety of housing options continues to be considered through community and neighbourhood plan processes.
4. Identify ways to support contractors and developers in the introduction of accessible or adaptable features in new homes.	• Collaborate with Real Estate Board, developers etc. in promoting/marketing benefits of adaptable features.	• Corporate Administration	• Community Development	**Short term**	• Number of new housing developments that features accessible and adaptable features.	**Completed and ongoing**	• The benefits of adaptable housing continue to be promoted. • The adaptable housing brochure has been updated and is available on the Township website.

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HOUSING

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
5. Work with the development community to identify ways to achieve more market rental and affordable units in the community.	• Hold workshop/forum with developers, real estate community, organizations and the public to identify innovative ways. • Liaise with other levels of government. • Create an incentive package that is supported by the development community and non-profit sector. • Amend necessary policies to support outcomes.	• Community Development – Community and Policy Planning	• Economic Development • Fraser Valley Real Estate Board • Development Industry	**Medium term**	• Workshop/forum established. • Commentary on policy alternatives for achieving more rental and affordable units. • Policies updated to reflect engagement outcomes.	**In progress**	• Incentives for new affordable housing projects are outlined in the OCP, which was updated in 2016. • A DCC waiver bylaw for eligible affordable housing projects was adopted in 2018. • Opportunities to host a workshop/forum with community partners is being explored.
6. Advocate for additional subsidized assisted living and residential care beds to be developed in the Township.	• Consider supporting new developments through incentives of leased land. • Advocate for subsidized long-term care, assisted living, and residential care beds.	• Corporate Administration	• Fraser Health • Langley Division of Family Practice • Economic Development • Private contractors / service providers	**Medium term**	• Number of residential care and assisted living beds in Township.	**In progress**	• Township and Fraser Health staff have established recurring liaison meetings to discuss community health issues.
7. Support the development of a diverse range of housing options for older adults, such as co-housing, single-level housing, and townhouses with bedrooms and bathrooms on the ground level.	• Continue to support various housing options through community plans and neighbourhood plans. • Encourage developers to provide a range of housing for older people. • Identify incentives for housing forms that accommodate older adults, eg. parking requirement reductions.	• Community Development	• Economic Development	**Long term - ongoing**	• Policies supporting various housing options included in community and neighbourhood plans. • Incentives for housing forms that accommodate older adults identified.	**In progress and ongoing**	• Community and neighbourhood plan processes consider a range of housing options, including options for older people. • The Zoning Bylaw includes reduced parking requirements for seniors housing.

ACCI – PSPDD = Arts, Culture, and Community Initiatives – Public Spaces, Parks Design, and Development

RESPECT & SOCIAL INCLUSION

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
1. Support programs and educational materials to encourage respectful behaviour, combat ageism, and prevent elder abuse.	• Determine/define respectful behaviours. • Identify organizations/agencies that are providing training and have materials/resources on how to be respectful. • Collaborate with partners in marketing and distributing materials. • Support BC Association of Community Response Networks (BCACRN).	• Corporate Administration	• Chamber of Commerce • Healthier Community Partnership • RCMP • BCACRN	**Short term**	• Criteria of respectful behaviours established. • Training resources and organizations have been identified. • Materials distributed.	**In progress**	• Representatives from the local Community Response Network provided a presentation to the Seniors Advisory Committee in 2019, which provided groundwork for future opportunities to collaborate in supporting programs and educational materials.
2. Encourage and promote recognition programs that acknowledge and celebrate the achievements and contributions of seniors and youth in the community.	• Create eligibility criteria of community achievements. • Create appropriate award(s) – "Age-friendly leader". • Advertise award winners at events, facilities, and website.	• Corporate Administration	• Langley School District #35 • Langley Senior Resources Society	**Medium term**	• Community achievement criteria established. • Awards developed and promoted at facilities and on website. • Awards distributed.	**In progress and ongoing**	• The Township continues to support the Volunteer Awards and Douglas Day.
3. Implement programs or activities associated with Seniors Week, International Day of Older Persons, Grandparents Day, Family Day, or other recognized events.	• Prepare a list of current programs and activities that foster multi-generational interaction and promotion of age-friendly values. • Partner with groups to develop a campaign of marketing and initiatives that can be implemented at established events. • Partner with groups in implementing the campaign.	• Parks and Recreation	• Arts, Culture and Community Initiatives • Langley Seniors Resource Society • Healthier Community Partnership	**Medium term**	• List of current programs completed. • Marketing campaign developed. • Campaign implemented.	**Completed and ongoing**	• The Township continues to support activities that promote age-friendly values, including numerous events during Seniors' Week.

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RESPECT & SOCIAL INCLUSION

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
4. Develop programs and initiatives to bring multiple generations together to foster mutual understanding and respect for diversity.	• Review current programs and initiatives that bring multiple generations together to foster mutual understanding and respect for diversity. • Identify/create appropriate programs and initiatives. • Update/create necessary guidelines and programming. • Schedule and develop priority programs.	• Parks and Recreation	• Arts, Culture and Community Initiatives • Langley Senior Resources Society • Langley School District #35 • Other seniors-serving organizations	**Medium term**	• Commentary on existing multi-generational programs. • Policies and programs created or revised.	**In progress**	• Township and SD#35 staff assessed the feasibility of a seniors and youth community gardening program in late 2018, which identified the need to further explore potential funding sources.

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COMMUNICATION & INFORMATION

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
1. Assess the need for additional facilities and explore opportunities to develop or co-locate facilities to serve this need.	• As part of the community planning process, ensure that age-friendly facilities are considered and designed to meet residents' current and future needs. • Consider the development of a library and cultural centre.	• Arts, Culture, and Community Initiatives • Parks and Recreation	• Community Development • Engineering	**Ongoing**	• Co-location opportunities identified. • Commentary on design features to meet resident's needs at facilities. • Commentary on the need for a library and cultural centre.	**Ongoing**	• Parks and Recreation continues to review the need for facilities as the community grows and changes. • Township staff meet regularly with FVRL staff to discuss planning.
2. Review the scheduling of recreational programs for older adults to provide opportunities for those who are working to also participate in social programs, fitness, and other recreational activities.	• Continually review program offerings and schedules to provide opportunities for older adults and those who are working to participate in social programs, fitness, and other recreational activities. • Revise program offerings and schedule where necessary. • Create necessary programs to meet needs.	• Parks and Recreation	• Langley Senior Resources Society • Healthier Community Partnership • Other seniors-serving organizations	**Short term**	• Review of programs completed. • Program options identified to increase the number of registrants with scheduling challenges. • Program offerings and schedule revised.	**Completed and ongoing**	• Parks and Recreation continually reviews its programs and event offerings. • Program descriptions that target "older adults" are provided early evening, morning, and weekends.
3. Expand opportunities for joint-use agreements and partnerships with Langley School District #35.	• Explore how seniors could best utilize neighbourhood learning centres. • Ensure seniors can capitalize on existing neighbourhood learning centre spaces.	• Parks and Recreation	• SD#35	**Medium term**	• Commentary of exploratory findings into best use of neighbourhood learning centres. • Additional joint-use agreements with Langley School District #35 established. • Commentary on the opportunities that exist to expand joint-use agreements to include additional sites.	**Completed and ongoing**	• Parks and Recreation staff meet regularly with SD#35 staff concerning new schools and Neighbourhood Learning Centres (NLC's). • Opportunities exist at NLC's for seniors groups to book rooms and for seniors' activities to be undertaken.

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COMMUNICATION & INFORMATION

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
4. Support efforts and create more opportunities to ensure low-income residents have access to social programs and services.	• Continue to offer and promote reduced admission rates to Township recreation facilities and programs. • Collaborate with community service agencies and resource centres to review existing financial assistance programs to ensure low-income residents and seniors have access to social programs and services. • Township to provide grants or funding for programs (LSRS). Current funding for outreach programs does not reach full client base.	• Arts, Culture, and Community Initiatives • Parks and Recreation	• Healthier Community Partnership • Langley Senior Resources Society • Other seniors-serving organizations.	**Medium term**	• Review existing financial assistance programs completed. • Commentary on financial assistance programs and whether existing programs are providing opportunities for low-income residents and seniors. • Grants for funding provided.	**In progress and ongoing**	• The Township continues to offer reduced admission rates for seniors and, in 2019, introduced a "super senior" admission rate. • The Township provides a grant to the Langley Care Foundation for outreach programs, and in 2019 provided funding to the Langley Seniors Resource Society for a capital project. • A review of the financial assistance program and grants program is underway.

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COMMUNICATION & INFORMATION

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
1. Promote health and community service resources, such as phone lines, and update seniors' website regularly.	• Identify available phone lines and resources to be promoted to the community. • Corporate Administration to prepare, or collage, existing promotional material – posters, email content, handouts, etc. • Host resource material on website and make sure that people are aware of information. Specifically, put posters up, talk about it in relevant classes, add to leisure guide, etc. • Identify a contact person that can manage the website content and receive updated information from various departments and sources. • Update seniors' content on website regularly.	• Corporate Administration	• Parks and Recreation	**Short term**	• Frequency of website updates. • Promotional material access/inventory replenishment required by locations.	**In progress and ongoing**	• The Township's website was updated in 2017 and includes seniors' resources. • Langley.ca, supported by the Township, equally contains current data and resources. • Resource material is available at various Township facilities.

ACCI – PSPDD = Arts, Culture, and Community Initiatives – Public Spaces, Parks Design, and Development

COMMUNICATION & INFORMATION

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2. Identify key locations in public spaces and buildings to install senior specific information boards (e-boards) for news and resources available in the community and ensure materials are updated regularly.	• Identify locations that are most appropriate and prioritize the top facilities/community spaces where information will be distributed. Consider non-Township locations. • Identify a staff person who would do the updating and key contacts at each community agency or department. • Develop a schedule and approach for updating the information. Some information will stay up for a short time, long, flexible, etc.	• Corporate Administration	• Strategic Initiatives/ Facilities • Recreation, Culture, and Parks • Healthier Community Partnership • IT	**Short term**	• Number of sites with information boards. • Frequency of updates.	**In progress**	• Currently being considered as part of a broader advertising and marketing review.

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COMMUNICATION & INFORMATION

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3. Develop a communication strategy and approach to ensure important information reaches all residents, including those with accessibility challenges.	• Develop a communication strategy for the Township. • Ensure all communication tools/methods are reaching all residents, including persons with accessibility limitations. • Consider new technology to allow access to Township phone services by those people who are deaf, hard of hearing, or experience difficulty with speech. • Identify effective ways of public notification, eg. Outreach to seniors that don't have access to the internet or large print OCP.	• Corporate Administration	• Engineering • Parks and Recreation • Arts, Culture and Community Initiatives • Community Development • IT • Council Committees	**Short term**	• Development of a communication strategy.	**In progress**	• The development of a strategic communications plan is currently underway.

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COMMUNICATION & INFORMATION

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
4. Establish an age-friendly communications course and resources to Township staff, businesses, and service providers to help people learn to communicate effectively with people who are hearing impaired, or have communication challenges due to stroke, dementia, or other cognitive issues, and ensure front line staff is trained in how to communicated with and serve the needs of older customers.	• Identify partners. • Work with relevant groups to develop communication materials and workshop curriculum to assist staff and organizations to communicate effectively with people who are hearing impaired or who have communication challenges due to stroke, dementia, or other cognitive issues. • Identify a lead group to run the class/workshop for Township staff, local businesses, and service providers. • Assist group with communication, funding, logistics for hosting, etc. • Schedule/offer the course for staff and Council on a regular basis.	• Corporate Administration	• Economic Development • Human Resources • Engineering • Parks and Recreation • Arts, Culture and Community Initiatives • Community Development • Chamber of Commerce • Healthier Community Partnership • Organization to help create curriculum	**Long term**	• Communication course developed. • Frequency of course offerings. • Number of registrants.	**Not started**	• Scheduled for 2022 – 2025.
5. Designate a community age-friendly coordinator to work with agencies and community partners.	• Designate a coordinator to facilitate communication and connections among agencies and community partners. • The coordinator should be responsible for providing outreach to these agencies and partners and would facilitate strategies CI-1-5, CI-3-1, and CI-5-7.	• Parks and Recreation		**Long term**	• Position was created. • Number of agencies and community partners that liaise regularly with coordinator.	**Completed**	• A social planner position was established in 2017 to, among other items, work with agencies and community partners. • Various staff and councillors continue to work with community agencies and organizations.

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CIVIC PARTICIPATION & EMPLOYMENT

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
1. Review Terms of Reference for all Township committees to ensure there are no barriers to participate from older adults, youth, or person with disabilities.	• Continually update Terms of Reference to ensure broad participation.	• Corporate Administration	• All departments with an Advisory Committee.	**Ongoing**	• Terms of Reference updated to be more inclusive and have potential barriers removed.	**Ongoing**	• Committee Terms of Reference are continually reviewed and updated.
2. Develop a tool kit of methods to effectively target youth and older adults in stakeholder consultation when seeking public feedback on Township initiatives.	• Cooperate with other community groups to identify a tool kit of methods for effective engagement with youth and seniors. • Identify other community groups to work with in identifying effective methods of engagement. • Determine how the toolkit is going to be used. What does tool kit need to include? • Reach out to key groups to identify engagement tools and approaches. • Summarize/synthesize the findings of outreach with key groups in a guide or other document as determined earlier.	• Corporate Administration	• Parks and Recreation • Community Development • Healthier Community Partnership	**Short term**	• Tool kit developed. • Include engagement methods for youth and older adults. • Commentary of number of Township departments engaged and aware of tool kit.	**In progress**	• A draft toolkit was developed in 2018 to support the engagement program for the preparation of the Social Sustainability Strategy.

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CIVIC PARTICIPATION & EMPLOYMENT

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
3. Develop criteria to define age-friendly businesses with a recognizable brand and certification process.	• Partner with relevant groups, such as Better Business Bureau, and Chamber of Commerce. • Look to develop strategies to develop age-friendly businesses. • Consider developing certification criteria.	• Corporate Administration – Economic Development	• Chamber of Commerce • Business Associations • Better Business Bureau	**Short term**	• Developed criteria and branding program. • Number of participating businesses.	**Completed and ongoing**	• Age-friendly business criteria have been developed and communicated in a brochure branded "Age-Friendly Business is Good Business." • A recognition program was piloted in 2018 and reactivated in 2019.
4. Develop a plan to establish a centralised volunteer bureau as a source of information and portal to match people's interests, skills, abilities, and experience with community volunteering needs,	• Explore how best to implement a centralized volunteer bureau, e.g. Contracting out potential. • Research other volunteer database programs/systems to maintain an inventory of volunteers or organizations needing volunteers, e.g. City of Richmond model. • Review different models and assess/determine what is the most suitable tool/system for Langley. • Create/assign a volunteer coordinator position to set up, train local groups, future users etc. • Consider non-Township users/groups to ensure it is more effective and has greater reach.	• Corporate Administration	• Parks and Recreation • Engineering • RCMP • Healthier Community Partnership • Chamber of Commerce • Human Resources	**Medium term**	• Research of different models completed. • Coordinator position assigned. • Volunteer bureau established.	**Completed**	• The Langley Volunteers Bureau (a local organization supported by the Township) was launched in 2017.

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CIVIC PARTICIPATION & EMPLOYMENT

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
5. Provide support to community organizations to develop and promote programs and events in the community.	• Identify organizations, programs and events that are aligned with Township age-friendly objectives. • Cooperate with organizations in the development and marketing of programs and events.	• Arts, Culture, and Community Initiatives • Corporate Administration		**Long term**	• Number of organizations supported. • Number of events promoted.	**In progress and ongoing**	• Through its community grants, program the Township supports local organizations in developing community programs and events. • Tourism Langley (which is funded by the Township) has redeveloped its website and now offers a community calendar. • Township staff are reviewing the corporate communications policy that will explore other opportunities to promote programs and events in the community.
6. Encourage institutions and facilities to recruit volunteers of all ages for community events.	• Work with local organizations to foster volunteer positions that are intergenerational and age relevant. • Permit local organizations to access Volunteer Bureau once developed (LSRS). • Assist organizations in screening potential volunteers.	• Arts, Culture, and Community Initiatives	• Parks and Recreation • Langley Senior Resources Society	**Long term**	• Number of volunteers and agencies registered with Volunteer Bureau annually.	**In progress**	• Township volunteer programs allow a range of ages to participate. • The Township's in-house expertise in screening is shared with external agencies.

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CIVIC PARTICIPATION & EMPLOYMENT

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
7. Encourage local businesses to identify employment positions for person with disabilities and older adults who want to remain in or re-enter the workforce.	• Lobby other levels of government to incentivize positions. • Encourage businesses to provide a range of shifts. • Advocate putting issue on organization's agendas.	• Corporate Administration – Economic Development	• Chamber of Commerce • Business Associations • Healthier Community Partnership	**Long term**	• Commentary of the extent of liaison with local businesses and the level of support. • Optional: survey local businesses with positions for older adults (55+) or persons with disabilities.	**Not started**	• Scheduled for 2022 – 2025.

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COMMUNITY SUPPORT & HEALTH SERVICES

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
1. Support Fraser Health and community service providers in addressing community health needs.	• Work with Fraser Health and community service providers to identify community health needs. • Prioritize and identify those needs the Township can support. • Consider creating programs or refining existing programs to address those needs.	• Corporate Administration – Economic Development	• Langley Division of Family Practice (LDFP) • Healthier Community Partnership • Fraser Health	**Short term**	• Identified priority community needs health needs. • Programs created or modified to address those needs.	**Completed and ongoing**	• Township staff continue to collaborate with Fraser Health staff on various issues. • Township and Fraser Health staff have established recurring liaison meetings to discuss community health issues. • The Township currently offers many active lifestyle programs through its recreation centres.
2. Promote information and resources for older adults through the web page (www.tol.ca/seniors or Langley.ca), including “”lifelong learning” opportunities at educational institutions.	• Identify of information and resources to be made available. • Routinely update website with relevant information.	• Corporate Administration – Economic Development	• IT	**Short term**	• Frequency of website updates. • Information about educational opportunities have been made available on the website and on information boards at facilities.	**Completed and ongoing**	• Agency and resource materials are available on tol.ca/seniors and in hard copy at various Township facilities.

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COMMUNITY SUPPORT & HEALTH SERVICES

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
3. Support efforts to draw more geriatric specialists and health care professionals to the community.	• Support promoting Langley lifestyle to medical community. • Lobby government for compensation for specialists. • Participate/support in the recruitment strategy of the Langley Division of Family Practice (LDFP) to attract and retain GP's. • Research other recruitment strategies utilized by the Economic Development department in attracting other business. • Assist Health Match BC in finding placements for health care professionals.	• Corporate Administration – Economic Development	• LDFP • Tourism Langley	**Medium term**	• Research of recruitment strategies completed in collaboration with the Langley Division of Family Practice. • Number of General Practitioners.	**Completed and ongoing**	• The Township supports the LDFP medical student tour as a means to encourage future location in the community.

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COMMUNITY SUPPORT & HEALTH SERVICES

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
4. Work with Fraser Health to develop/enhance rehab, health, and fitness related programs available through Township facilities.	• Identify the health, rehab, and fitness programs that would best complement Fraser Health patients needs and improve health related outcomes. • Select individuals from Recreation, Culture, and Parks and Fraser Health who will work to develop the content for each program, class, or activity. • Revise/develop programs. • Implement collaboratively such that Fraser Health can refer clients to Recreation, Culture, and Parks programs. • Through the Healthier Community Partnerships initiative, collaborate with Fraser Health to create new programs and update existing programs. The focus will be to agree on content and referral approach, particularly for rehabilitation type programming.	• Parks and Recreation	• Fraser Health • Langley Division of Family Practice (LDFP)	**Medium term**	• Identified health, rehab, and fitness programs that best complement patients' needs. • Number of total programs developed with Fraser Health at Township facilities.	**In progress and ongoing**	• Parks and Recreation collaborates with Fraser Health on Cardiac Rehab and Together in Movement and Exercise programs. • Work with Fraser Health and other communities is ongoing to develop consistent approaches to referral programs.

COMMUNITY SUPPORT & HEALTH SERVICES

Strategy	Specific Actions	Lead Department(s)	Key Partner(s)	Priority Level / Timeframe	Indicator / Measure	Status	Status Details
5. Advocate for additional access to home support and in-home health services.	• Identify service providers. • Advocate for more home support and in-home health services. • Support community health service initiatives.	• Corporate Administration	• Fraser Health • Langley Division of Family Practice (LDFP) • Healthier Community Partnerships	**Medium term**	• Providers of home support and in-home health services identified. • Number of total home support and home health service programs and/or number of clients services.	**In progress**	• Township and Fraser Health staff have established recurring liaison meetings to discuss community health issues.
6. Collaborate with Fraser Health in preparation of a Master Site Plan for the Langley Memorial Hospital.	• Identify staff time and collaborate with Fraser Health on plans for Langley Memorial Hospital. • Comments/encourage design and planning of hospital site and buildings to be friendly to all ages. • Encourage better linkages between hospitals and seniors housing facilities.	• Community Development	• Fraser Health • Healthier Community Partnership • Other Health Service Providers	**Long term - ongoing**	• Staff time has been identified. • Commentary on the amount and quality of liaising with Fraser Health and what is required for the Township to encourage better linkages between hospitals and seniors housing facilities.	**In progress**	• Township and Fraser Health staff have established recurring liaison meetings to discuss community health issues, including site planning at Langley Memorial Hospital.
7. Encourage active living and health promotion/illness prevention for people of all ages through education; appropriate and affordable recreation programs; and accessible parks and trails.	• Consider ways to further enhance existing active living and health promotion efforts for all ages. • Consider ways to work with other groups in this area. • Collaborate with School District #35 in developing programs.	• Parks and Recreation		**Long term - ongoing**	• Inventory of active living and health promotion programs at Township facilities and schools. • Commentary on existing programs.	**In progress and ongoing**	• The Township continues to promote active lifestyles and healthy living through its recreation programs and facilities, parks, and trails.

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