Township of Langley

Est. 1873

REGULAR MEETING OF TOWNSHIP COUNCIL

Monday, February 13, 2023, 2023 at 1:30pm
Fraser River Presentation Theatre
4th Floor, 20338 – 65 Avenue, Langley, BC

A G E N D A

ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES OF THE COAST SALISH PEOPLES

A. ADOPTION AND RECEIPT OF AGENDA ITEMS

1. Regular Council Meeting – February 13, 2023

That Council adopt the agenda and receive the agenda items of the Regular Council meeting held February 13, 2023.

B. ADOPTION OF MINUTES

1. Special Council Meeting for Budget Purposes – January 30, 2023

That Council adopt the Minutes of the Special Council Meeting for Budget Purposes held January 30, 2023.

2. Regular Council Meeting – January 30, 2023

That Council adopt the Minutes of the Regular Council meeting held January 30, 2023.

C. DELEGATIONS

1. Ellen Peterson and Dr. Leo Wong
Langley Division of Family Practice
File 0550-07

Request by Ellen Peterson and Dr. Leo Wong, Langley Division of Family Practice, to appear before Council to discuss the Primary Care Network Service Plan for Langley.

D. PRESENTATIONS

1. Surrey Langley SkyTrain Project

That Council receive the presentation by Jennifer MacLean, Executive Project Director, Transportation Investment Corporation, regarding the Surrey Langley SkyTrain project.

E. REPORTS TO COUNCIL

1. Union of British Columbia Municipalities Disaster Risk Reduction Program Grant Submission Report 23-22

File ENG 1855-35

That Council approve submission of a grant application for 56 Avenue and 24200 Block Slope Stability Project to the Union of British Columbia Municipalities Disaster Risk Reduction program for funding of up to $1,000,000 to make available previously approved Township funding if successful.

2. Policy Revision - Snow and Ice Control Report 23-20

File ENG 5400-11

That Council adopt the updated Township of Langley Snow and Ice Control Council Policy 05-102 presented as Attachment A to this report to reflect the revisions requested by Council; and

That Council pre-approve $2,100,000 in 2023 Transportation Capital funding and direct staff to include $560,000 Transportation Operating funding as part of the 2023 budget and annualize the remaining $1,120,000 in the 2024 Transportation Operating budget to allow for the implementation of sidewalk clearing in select areas as identified in the revised policy to begin in the 2023/2024 winter season.

3. Soil Deposit Application for 27575 – 8 Avenue Report 23-21

File ENG SO002235

That Council direct staff to not refer soil deposit application for 27575 – 8 Avenue to the Agricultural Land Commission and direct staff not to process the application further.

E. REPORTS TO COUNCIL

4. Willoughby Greenway Amenity Policy
Report 23-23
File MA 6440-01

That Council approve the Willoughby Greenway Amenity Policy, presented substantially in the form provided as Attachment A to this report, and rescind:

- 208 Street Area Greenway Amenity Policy No. 07-226 (2013);
- Carvolth Greenway Amenity Policy No. 02-227 (2013);
- Central Gordon Estate Greenway Amenity Policy No. 07-225 (2012);
- Jericho Greenway Amenity Policy No. 07-224 (2011);
- Latimer Greenway Amenity Policy No. 07-228 (2015);
- Smith Amenity Zoning Policy No. 07-232 (2017);
- Williams Amenity Zoning Policy No. 07-233 (2018); and
- Yorkson Greenway Amenity Policy No. 07-223 (2007).

F. BYLAWS FOR FIRST AND SECOND READING

G. BYLAWS FOR FIRST, SECOND AND THIRD READING

1. Rezoning Application No. 100567 and Development Permit Application No. 101076 (1121282 BC Ltd. / Unibuild Construction Management Ltd. / 20145 – 84 Avenue) Bylaw No. 5826
Report 23-19
File CD 08-26-0203

That Council give first, second and third reading to Township of Langley Zoning Bylaw 1987 No. 2500 Amendment (1121282 BC Ltd.) Bylaw No. 5826 rezoning approximately 0.9 ha (2.3 ac) of land located at 20145 – 84 Avenue to Comprehensive Development Zone CD-136 to facilitate the development of 127 apartment units and 42 townhouse units, subject to the following development prerequisites being satisfied to the acceptance of the Township of Langley prior to final reading:

1. A Servicing Agreement being entered into with the Township to secure required road and utility upgrades and extensions in accordance with the Township's Subdivision and Development Servicing Bylaw;
2. Provision of road dedications, widenings, and necessary traffic improvements for 84 Avenue, the lane between 84 Avenue and 85 Avenue, and 85 Avenue, in accordance with the Township's Master Transportation Plan, Subdivision and Development Servicing Bylaw and the Carvolth Neighbourhood Plan;

G. BYLAWS FOR FIRST, SECOND AND THIRD READING

3. Submission of an erosion and sediment control plan in accordance with the Erosion and Sediment Control Bylaw;
4. Dedication and construction of a 4.5 m wide street greenway on the north side of 84 Avenue, including final acceptance of the greenway landscape design plans, sidewalk/trail alignment, signage, landscape details and security;
5. Provision of a final tree management plan incorporating tree retention, replacement, protection details, and security in compliance with Subdivision and Development Servicing Bylaw (Schedule I - Tree Protection);
6. Compliance with Age Friendly Amenity Area requirements;
7. Registration of restrictive covenants:
    a. identifying the units (minimum 5% of townhouse units, 10% apartment units) required in accordance with the Schedule 2 – Adaptable Housing Requirements for the Township's Official Community Plan;
    b. prohibiting the development of secondary suites within individual townhouse units;
    c. prohibiting reliance on street parking;
8. Registration of statutory rights-of-way securing pedestrian connections:
    a. Mid-block crossing;
    b. Internal lane sidewalk;
9. Approval of the rezoning bylaw by the Ministry of Transportation and Infrastructure;
10. Compliance with the Community Amenity Contributions Policy, and the requirements of the Carvolth Greenway Amenity Policy, and the Township's 5% Neighbourhood Park Land Acquisition Policy;
11. Payment of applicable Neighbourhood Planning Administration fees, supplemental Rezoning fees, Development Engineering and Green Infrastructure Services administration fees, Development Works Agreement (DWA) and Latecomer charges; and

That Council at time of final reading of Rezoning Bylaw No. 5826 authorize issuance of Development Permit No. 101076 subject to the following conditions:

a. Building plans being in substantial compliance with Schedule "A";
b. Landscape plans being in substantial compliance with Schedule "B" and in compliance with the Township's Street Trees and Boulevard Plantings Policy and Age Friendly Amenity Area requirements;
c. Provision of a final tree management plan incorporating tree retention, replacement and protection details in compliance with the Township's Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection);
d. All signage being in substantial compliance with Schedule "A" and the Township's Sign Bylaw;

G. BYLAWS FOR FIRST, SECOND AND THIRD READING

e. Rooftop mechanical equipment to be screened from view by compatible architectural treatments in substantial compliance with Schedule "A"; and
f. All refuse areas to be located in an enclosure and screened.

Although not part of the development permit requirements, the applicant is advised that prior to issuance of a building permit, the following items will need to be finalized:

a. Issuance of Energy Conservation and Greenhouse Gas Reduction Development Permit No. 101155 if applicable;
b. Payment of supplemental Development Permit application fees, applicable Development Cost Charges, and Building Permit administration fees;
c. Landscaping and boulevard treatment being secured by letter of credit at the Building Permit stage;
d. Tree retention, replacement and protection in compliance with the Township's Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection) being secured by letter of credit, including payment of associated administrative fees;
e. Written confirmation from owner and landscape architect or arborist that the tree protection fencing identified in the tree management plan is in place; and
f. Submission of a site specific on-site servicing and stormwater management plan in accordance with the Subdivision and Development Servicing Bylaw, and an erosion and sediment control plan in accordance with the Erosion and Sediment Control Bylaw.

Explanation – Bylaw No. 5826

Bylaw No. 5826 rezones property located at 20145 – 84 Avenue from Suburban Residential Zone SR-2 to Comprehensive Development Zone CD-136 to permit a comprehensive development consisting of 42 townhouse units and 127 apartment units.

2. Tree Protection Bylaw Update 2023
Bylaw No. 5838
Bylaw No. 5841
Bylaw No. 5842
Report 23-17
File ENG 6300-01

That Council give first, second and third reading to Tree Protection Bylaw 2019 No. 5478 Amendment Bylaw No. 5838;

That Council give first, second and third reading to Fees and Charge Bylaw 2007 No. 4616 Amendment Bylaw No. 5841; and

G. BYLAWS FOR FIRST, SECOND AND THIRD READING

That Council give first, second and third reading to Bylaw Notice Enforcement Bylaw 2008 No. 4703 Amendment Bylaw No. 5842.

Explanation – Bylaw No. 5838

Bylaw No. 5838 amends Tree Protection Bylaw No. 5478 by providing for exemptions within building envelopes, driveway locations, for dead and dying trees, removing the requirement for replacement trees by providing provisions for cash-in-lieu, and removing the requirement to demonstrate undue hardship.

Explanation – Bylaw No. 5841

Bylaw No. 5841 amends Fees and Charges Bylaw 2007 No. 4616 by amending Section 15 Tree Protection to provide no fee or cash-in-lieu requirements for trees in imminent failure, dead, dying, diseased or in decline beyond expectations of recovery, to specify cash-in-lieu requirements for replacement trees, and to remove the requirement for security deposits for replacement trees.

Explanation – Bylaw No. 5842

Bylaw No. 5842 updates the Bylaw Notice Enforcement Bylaw 2008 No. 4703 to update provisions relating to the amended Tree Protection Bylaw 2019 No. 5478.

3. Initial Development Application Procedure Improvements
Bylaw No. 5839
Report 23-24
File CD BA000021

That Council give first, second and third reading to Development Application Procedures Bylaw No. 5760, Subdivision and Development Servicing Bylaw 2019 No. 5382 and Development Permit Delegation Bylaw 2016 No. 5246 Amendment Bylaw No. 5839; and

That Council adopt the Development Application Procedures Council Policy presented as Attachment A to this report.

Explanation – Bylaw No. 5839

Bylaw No. 5839 amends Development Application Procedures Bylaw No. 5760, Subdivision and Development Servicing Bylaw 2019 No. 5382, and Development Permit Delegation Bylaw 2016 No. 5246 to streamline the development application review and approval process.

G. BYLAWS FOR FIRST, SECOND AND THIRD READING

4. Township of Langley Emergency Program Bylaw Update
Bylaw No. 5845
Report 23-18
File PS 7130-01

That Council give first, second and third reading to "The Township of Langley Emergency Program Bylaw No. 5845".

Explanation – Bylaw No. 5845

Bylaw No. 5845 updates the Township of Langley Emergency Program to allow Council to prepare or cause to be prepared, local emergency plans respecting preparation for response to and recovery from emergencies and disaster, pursuant to the Provincial legislation.

H. BYLAWS FOR CONSIDERATION AT THIRD READING

I. BYLAWS FOR FINAL ADOPTION

J. CORRESPONDENCE

K. MINUTES OF COMMITTEES

1. Heritage Advisory Committee – February 1, 2023
File 0540-20

That Council receive the Minutes of the Council Advisory Committee meeting as listed above.

2. Heritage Advisory Committee Recommended Motion
File 0540-20

That Council approve the following Heritage Advisory Committee Task Forces be extended for 180 days, starting March 1, 2023, so that they may complete the work outlined in their respective Terms of Reference, and report back to HAC by September 2023:

a) Rural Heritage Task Force

b) Heritage Information, Education and Awareness Task Force

L. ASSOCIATIONS AND OTHER GOVERNMENT AGENCIES

1. Joint School District No. 35 / Municipal Liaison Committee – February 1, 2023
File 0540-20

That Council receive the Minutes of the Joint School District No. 35 / Municipal Liaison Committee meeting held on February 1, 2023.

M. MAYOR AND COUNCIL REPORT

N. METRO VANCOUVER AND OTHER REGIONAL COMMITTEE REPRESENTATIVES REPORT

O. ITEMS FROM PRIOR MEETINGS

The following item was deferred at the January 16, 2023 Regular Council meeting:

1. Council Code of Conduct Requirement
Report 23-08
File ADM 0530-01

Moved by Councillor Kunst,
Seconded by Councillor Richter,
That Council receive the "Council Code of Conduct Requirement" report; and

That Council provide staff with direction on the Council Code of Conduct requirement options.

DEFERRAL
Moved by Councillor Baillie,
Seconded by Councillor Pratt,
That the Council Code of Conduct be deferred to the February 13, 2023 Regular Council Meeting.
CARRIED

P. ITEMS BROUGHT FORWARD FOR PUBLIC INFORMATION FROM CLOSED MEETINGS

The following information has been brought forward from the January 30, 2023 Closed Meeting for public information:

1. Translink Mayors' Council on Regional Transportation

That Councillor Ferguson replace Councillor Pratt as the alternate Township of Langley representative on the Translink Mayors' Council.
CARRIED

Section 90(1) (a) Personnel

2. Nominations for Membership on Metro Vancouver's Agricultural Advisory Committee

File 0400-60

That Paul Robson be the Township of Langley Council nominee for the Metro Vancouver Regional District's Agricultural Advisory Committee for a four-year term starting in 2023.
CARRIED

Section 90(1) (a) Personnel

Q. OTHER BUSINESS

At the January 30, 2023 Regular Meeting of Council, Councillor Kunst provided the following Notice of Motion:

1. Location of Vape Stores

Whereas the Township's Official Community Plan supports initiatives to support healthy lifestyles and prevent chronic diseases through healthy built environments; and

Whereas the Township's Zoning Bylaw administers location of use in the Township supported by Council Policy;

Therefore be it resolved that Council direct staff to prepare a report reviewing bylaw, policy and licencing options, with potential amendments thereto, regarding the location of 'vape stores' including proposed location criteria in consideration of compatibility with surrounding land uses.

Q. OTHER BUSINESS

Mayor Woodward presented the following Notices of Motion within the deadlines according to Council's policy:

2. Additional Community Amenity Contributions Payment Flexibility

Whereas:

1. All Community Amenity Contributions (CACs) are payable prior to final reading and that increases in CACs may present challenges in providing contributions prior to a rezoning approval;

2. Major Official Community Plan (OCP) amendments for residential developments may result in land value increases that are disproportionate to the CAC contribution amounts; and

3. The CACs for residential developments exceed OCP densities, the CAC Policy can be clarified to articulate that both Base CACs and Density Bonus payments will apply;

Therefore be it resolved that Council hereby amends Community Amenity Contributions Council Policy 07-166, updating it as follows:

A. Insert the following section after 5.4(b): "Under specific circumstances, payment of CAC and Density Bonus target contribution amounts associated with residential floor space that exceeds OCP base densities may be made at the time of issuance of a Building Permit, as deemed appropriate by Council. Payment of CACs associated with base OCP densities will be required prior to Council consideration of adoption of the Zoning amendment bylaw.";

B. Add a new policy provision after 5.2(h) to require additional amenity contributions where amendments to residential land uses for increased densities resulting in significant increases in land value: "5.2(i) Where lots designated Residential and significant increases in density are proposed, CACs will be based on an amenity contribution proportionate to the value being created by the increase in density for Major OCP Amendments, potentially in conjunction with or in lieu of the provisions of 5.2(f)"; and

C. Update section 5.2(f) by replacing the first word "For" with the following text: "In addition to Community Amenity Contributions as set out in section 5.1, or set targets for cash-in-lieu as set out in Table 1,".

3. Park Upgrades for North Langley Diamond Sports

Whereas:

1. The North Langley community youth baseball and softball programs have been providing athletic training, teaching sportsmanship, and

Q. OTHER BUSINESS

encouraging activity amongst youth in the Township of Langley for over 30 years;

2. Baseball fields and amenities at Walnut Grove Community Park have become insufficient to meet the demand for youth sports and do not currently provide adequate safety measures, such as netting and backstops; and

3. Despite the goal to provide "more field opportunities for youth serving sports" as stated in Report to Council 16-104 dated October 17, 2016 over 6 years ago, the insufficient facilities and amenities currently available for baseball in North Langley remains unresolved despite ongoing population growth and increased demand;

Therefore be it resolved that Council hereby directs staff to:

A. Report to Council with estimated costs for an additional diamond at Walnut Grove Community Park or other options that may be appropriate for Council to consider, along with, but not necessarily limited to, upgrades to the current diamonds of Sandlot, Parker, Zarrelli and Senior:

   1. netting and backstops;
   2. lights, lighting schedule and new provisions for user group activation access;
   3. addition of turf and removal of clay infield;
   4. addition of rock dust for mound and base paths; and
   5. scoreboard upgrades.

B. Subsequently plan for an open house within the 3rd quarter of 2023 to solicit public feedback on these potential improvements along with a referral to the Recreation, Culture and Parks Advisory Committee; and

C. Include new field(s) and amenities in North Langley Diamond Sports within the 2024 Capital Budget for Council to consider with intended commencement and completion within 2024, if so funded and approved by Council.

Mayor Woodward and Councillor vanPopta presented the following Notice of Motion within the deadlines according to Council's policy:

4. New Cycling Infrastructure Improvements Fund

Whereas:

1. The Township of Langley has both bicycle parking requirements and end-of-trip cycling facility requirements on par only with the City of Vancouver, far in excess of market demand and usability, required with limited flexibility; and

Q. OTHER BUSINESS

2. The creation of new Cycling Infrastructure Improvements Fund funded by development could in turn benefit recreational and commuting cyclists alike throughout the Township of Langley, not just in developing areas;

Therefore be it resolved that Council hereby directs staff to report to Council with:

A. Draft amendments to Bylaw No 2500 for Council to consider including, but, not necessarily limited to:

1. Section 107.12(2) and (3) to include potential cash-in-lieu provisions for up to 50% of the established requirements to provide for contributions to a new Cycling Infrastructure Improvements Fund;
2. Section 107.12(1)(b)(i) to allow for secure bicycle parking at any level below grade, at finished grade, or one level above finished grad with convenient access to the outside;
3. A proposed reduction within Section 107.12(2)(a)(i) and (ii) to 1.0 stalls per residential unit, or an alternative recommendation with applicable rationale; and
4. A proposed reduction within Section 107.12(2)(b), (c) and (d) for institutional, commercial and light industrial gross floor area and 107.12(3) End of Trip Facilities with specific reconsideration of their applicability within the Township of Langley's transportation context and common sense, with options to redirect these on-site costs to more widely beneficial off-site cycling infrastructure.

B. Council Policy amendments as may be required to establish a new Cycling Infrastructure Improvements Fund to be funded by development on-site cash-in-lieu provisions and/or amenity fees, if so adopted by Council.

Councillor Martens presented the following Notice of Motion within the deadlines according to Council's policy:

5. Potential Hudson Bay Street Safety Improvements

Whereas:

1. The perimeter road Hudson Bay Street in Fort Langley will see increased traffic due to Fort Langley developments such as Salishan Place by the River; and

2. Hudson Bay Street does not have a curbed sidewalk, traffic calming measures or other safety precautions for pedestrians;

Q. OTHER BUSINESS

Therefore be it resolved that Council hereby directs staff to report to Council with options and recommendations for Council to consider to improve public safety measures on Hudson Bay Street, including but not necessarily limited to road closure(s) at St Andrews Avenue, traffic calming measures and sidewalks with potential timelines for an open house and consultation within 2024.

R. MOTION TO RESOLVE INTO CLOSED MEETING

That Council now resolve into a 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 D.1 - Section 90(1) (e) Property;
Section 90(2) (b) Intergovernmental Relations;
Item E.1 - Section 90(1) (k) Negotiations;
Item E.2 - Section 90(1) (a) Personnel;
Item F.1 - Section 90(2) (b) Intergovernmental Relations;
Item F.2 - Section 90(1) (a) Personnel; and
Item F.3 - Section 90(1) (e) Property; (f) Law Enforcement.

S. TERMINATE

Township of Langley
Est. 1873

SPECIAL MEETING OF TOWNSHIP COUNCIL FOR BUDGET PURPOSES

Monday, January 30, 2023 at 11:00am
Fraser River Presentation Theatre
4th Floor, 20338 – 65 Avenue, Langley, BC

M I N U T E S

PRESENT: Mayor E. Woodward

Councillors T. Baillie, S. Ferguson, M. Kunst, B. Martens, M. Pratt, K. Richter, R. Rindt, and M. vanPopta

M. Bakken, S. Ruff, and J. Winslade

W. Bauer, K. Mahil, S. Nam, and K. Stepto

ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES OF THE COAST SALISH PEOPLES

Mayor Woodward acknowledged the Traditional Territories of the Coast Salish Peoples.

A. ADOPTION AND RECEIPT OF AGENDA ITEMS

1. Special Council Meeting for Budget Purposes – January 30, 2023

Moved by Councillor Martens,
Seconded by Councillor vanPopta,
That Council adopt the agenda and receive the agenda items of the Special Council Meeting for Budget Purposes held January 30, 2023.
CARRIED

Councillor Kunst entered the meeting at 11:03am.

B. PRESENTATIONS

1. Draft 2023 Budget Presentation

S. Ruff provided an overview of the Draft Capital Budget.

The following items were referred from Council to the 2023 budget discussions:

- Completion of 200 Street at 76 Avenue within 2022;

B. PRESENTATIONS

- Tree Protection Advisory Committee Recommended Motion (Bio-diversty Strategy) ;
- Yorkson Community Park Phasing Changes and Completion;
- School and Playground zones (traffic calming);
- Final resolution of North Langley water issues;
- Initiation of Priority Project Works with initial preparations;
- Township of Langley ownership of and upgrades for 207A Street;
- Replacement Boat Launch, Passive Park, and Marina Project in Glen Valley;
- Select arterial roads, sidewalks, and intersections in Willoughby;
- New indoor pool and community centre in Yorkson Community Park;
- New soccer campus in Smith Neighbourhood Plan;
- New ice and dry floor facility at LEC;
- New Langley concert hall at LEC;
- Replacement firehall for Brookswood/Fernridge;
- Replacement firehall for Walnut Grove;
- Bocce courts cover at LEC;
- Pre-approval for 56 Avenue and 24200 Block slope stability;
- Renovations and improvements to Aldergrove Community Station House; and
- Snow and ice removal.

Information was provided regarding operating contribution to Capital, strategic borrowing, and annual debt servicing for Capital Projects.

The Township's estimated borrowing limit is based on the following factors:

- Years of amortization for the loan, interest rate estimated by the Municipal Finance Authority, and the total annual servicing cost is less than 25% of annual revenues;
- The current remaining debt service room is estimated at $52.7M.

MOTION
Moved by Councillor Ferguson,
Seconded by Councillor Martens,
That Council receive the 2023 Universal Services Operating Budget, 2023 Utility Budget, and 2023 Capital Budget for purposes of further consideration, discussion, and approval.
CARRIED

C. TERMINATE

Moved by Councillor Martens,
Seconded by Councillor vanPopta,
That the meeting terminate at 12:56pm.
CARRIED

CERTIFIED CORRECT:

Mayor

Township Clerk

Township of Langley
Est. 1873

REGULAR MEETING OF TOWNSHIP COUNCIL

Monday, January 30, 2023 at 1:30pm
Fraser River Presentation Theatre
4th Floor, 20338 – 65 Avenue, Langley, BC

M I N U T E S

PRESENT: Mayor E. Woodward

Councillors T. Baillie, S. Ferguson, M. Kunst, B. Martens, M. Pratt, K. Richter, R. Rindt, and M. vanPopta

M. Bakken, S. Richardson, S. Ruff, J. Winslade, and R. Zwaag

W. Bauer and K. Stepto

ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES OF THE COAST SALISH PEOPLES

Mayor Woodward acknowledged the Traditional Territories of the Coast Salish Peoples.

A. ADOPTION AND RECEIPT OF AGENDA ITEMS

1. Regular Council Meeting – January 30, 2023

Moved by Councillor Ferguson,
Seconded by Councillor Baillie,
That Council adopt the agenda and receive the agenda items of the Regular Council meeting held January 30, 2023.
CARRIED

B. ADOPTION OF MINUTES

1. Special Meeting for Budget Purposes – January 16, 2023

Moved by Councillor Pratt,
Seconded by Councillor Baillie,
That Council adopt the Minutes of the Special Council Meeting for Budget Purposes held January 16, 2023.
CARRIED

B. ADOPTION OF MINUTES

2. Regular Council Meeting – January 16, 2023

Moved by Councillor Pratt,
Seconded by Councillor Rindt,
That Council adopt the Minutes of the Regular Council meeting held January 16, 2023.
CARRIED

C. DELEGATIONS

1. Cody Les
File 0550-07

Cody Les appeared before Council to discuss Rezoning Application No. 100705 and Cannabis Retail Sales Endorsement Application No. 000024 (625692 BC Ltd. / 22575 Fraser Highway (Building C)). He commented that he would like this application to be approved due to compliance with all requirements and his company having a track record of excellence in other communities. He stated that they are contributing members of the community through different organizations, and that they will be moving their corporate offices from Chilliwack to the Township. He further stated that security will be on-site daily during school hours. 225 letters of support have been forwarded to Council, many of whom live in Murrayville.

D. PRESENTATIONS

E. REPORTS TO COUNCIL

1. Accessible BC Act
Report 23-15
File CD LSP00018

Moved by Councillor Richter,
Seconded by Councillor Kunst,
That Council direct staff to establish a Township of Langley Accessibility Committee; and

That the Langley Possibilities Group be considered as the sole member or as a member of the committee.
CARRIED

E. REPORTS TO COUNCIL

2. Suspended Capital Projects
Report 23-14
File ENG 1705-01

Moved by Councillor Baillie,
Seconded by Councillor vanPopta,
That Council receive an update on suspended capital projects and provide direction on their inclusion for 2023 budget and Five Year Financial Plan deliberations.
CARRIED

3. Assessment Averaging
Report 23-11
File FIN 1970-01

Moved by Councillor Martens,
Seconded by Councillor vanPopta,
That Council receive information on Assessment Averaging for the purpose of calculating property taxes within the Township of Langley.
CARRIED

MOTION
Moved by Councillor Richter,
Seconded by Councillor vanPopta,
That Council ask staff to proceed with Assessment Averaging in 2024.

DEFERRAL
Moved by Mayor Woodward,
Seconded by Councillor Martens,
That this motion be deferred to the April 3, 2023 Regular Council meeting.
CARRIED

Councillor Richter opposed

F. BYLAWS FOR FIRST AND SECOND READING

1. Official Community Plan Amendment and
Rezoning Application No. 100222 and
Development Permit Application No. 101295
(209 Developments Ltd. / 20932 and 20958 – 83 Avenue)
Bylaw No. 5831
Bylaw No. 5832
Report 23-16
File CD 08-25-0088

Moved by Councillor Pratt,
Seconded by Councillor Ferguson,

F. BYLAWS FOR FIRST AND SECOND READING

That Council give first and second reading to Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Willoughby Community Plan) Bylaw No. 1998 No. 3800 Amendment (Yorkson Neighbourhood Plan) Bylaw 2001 No. 4030 Amendment (209 Developments Ltd.) Bylaw No. 5831 and Township of Langley Zoning Bylaw 1987 No. 2500 Amendment (209 Developments Ltd.) Bylaw No. 5832 rezoning 0.68 ha (1.67 ac) of land located at 20932 and 20958 - 83 Avenue to Comprehensive Development Zone CD-174 to facilitate the development of 79 apartment units and 12 townhouse units, subject to the following development prerequisites being satisfied to the acceptance of the Township prior to final reading:

1. A Servicing Agreement being entered into with the Township to secure required road and utility upgrades and extensions in accordance with the Township's Subdivision and Development Servicing Bylaw;
2. Provision of road dedications, widenings, and necessary traffic improvements including dedication of the south half of 83 Avenue (including greenway) in accordance with the Township's Master Transportation Plan, Subdivision and Development Servicing Bylaw and the Yorkson Neighbourhood Plan;
3. Dedication and construction of a 4.5 m wide street greenway on the south side of 83 Avenue;
4. Submission of an erosion and sediment control plan in accordance with the Erosion and Sediment Control Bylaw;
5. Compliance with Age Friendly Amenity Area requirements;
6. Provision of a final tree management plan incorporating tree retention, replacement, protection details and security in compliance with the Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection);
7. Registration of restrictive covenants acceptable to the Township:
    a. Identifying the units (5% of townhouse units and 10% of apartment units) required in accordance with the Schedule 2 – Adaptable Housing Requirements of the Township's Official Community Plan;
    b. Prohibiting parking on internal strata roadways (other than in clearly identified parking spaces);
    c. Prohibiting garages from being developed for purposes other than the parking of vehicles for the townhouse units, and prohibiting the development of secondary suites within individual units; and
8. Approval of Rezoning Bylaw No. 5832 by the Ministry of Transportation and Infrastructure;
9. Completion of a subdivision application to consolidate the two existing lots;
10. Compliance with the requirements of the Community Amenity Contributions Policy, Willoughby Arterial Road Completion Amenity Policy if applicable, Yorkson Greenway Amenity Zoning Policy, and 5% Neighbourhood Park Land Acquisition Policy; and

F. BYLAWS FOR FIRST AND SECOND READING

11. Payment of applicable Neighbourhood Planning Administration fees, supplemental Rezoning fees, Development Engineering and Green Infrastructure Services administration fees, ISDC review fee, Development Works Agreement (DWA), and Latecomer charges;

That Council consider that Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Willoughby Community Plan) Bylaw No. 1998 No. 3800 Amendment (Yorkson Neighbourhood Plan) Bylaw 2001 No. 4030 Amendment (209 Developments Ltd.) Bylaw No. 5831 is consistent with the Township's Five Year Financial Plan as updated annually and with Metro Vancouver's Integrated Liquid Waste Resource Management Plan and Integrated Solid Waste Resource Management Plan, Housing Needs Report, and with the consultation requirement of Official Community Plan Consultation Policy (07-160);

That Council at time of final reading of Rezoning Bylaw No. 5832 authorize issuance of Development Permit No. 101295 subject to the following conditions:

a. Building plans being in substantial compliance with Schedule "A";
b. Landscape plans being in substantial compliance with Schedule "B" and in compliance with the Subdivision and Development Servicing Bylaw (Schedule I - Tree Protection), the Township's Street Trees and Boulevard Plantings Policy and Age Friendly Amenity Area requirements;
c. All signage being in compliance with Schedule "A" and the Township's Sign Bylaw;
d. All rooftop mechanical equipment to be screened from view; and
e. All refuse areas to be located in an enclosure and screened.

Although not part of the development permit requirements, the applicant is advised that prior to issuance of a building permit, the following items will need to be finalized:

a. Completion of an erosion and sediment control plan and provision of security in accordance with the Erosion and Sediment Control Bylaw;
b. Completion of a site servicing and stormwater management plan in accordance with the Subdivision and Development Servicing Bylaw;
c. On-site landscaping to be secured by letter of credit at building permit stage;
d. Written confirmation from the owner and landscape architect or arborist that tree protection fencing identified in the tree management plan is in place; and
e. Payment of supplemental development permit application fees, Development Cost Charges, and building permit administration fees; and further

F. BYLAWS FOR FIRST AND SECOND READING

That Council authorize staff to schedule the required public hearing for Bylaws No. 5831 and 5832 in conjunction with the hearing for proposed Development Permit No. 101295.
CARRIED

Councillor Richter opposed

G. BYLAWS FOR FIRST, SECOND AND THIRD READING

1. Rezoning Application No. 100694 and Development Permit Application No. 101307 (Pollyco (Block C) Holdings Ltd.) / 20722 – 80 Avenue) Bylaw No. 5833 Report 23-13

File CD 08-23-0150

Moved by Councillor Pratt,
Seconded by Councillor vanPopta,
That Council give first, second and third reading to Township of Langley Zoning Bylaw 1987 No. 2500 Amendment (Pollyco (Block C) Holdings Ltd.) Bylaw No. 5833, rezoning approximately 1.29 ha (3.2 ac) of land located at 20722 – 80 Avenue to Comprehensive Development Zone CD-175 to facilitate the development of 209 apartment units and approximately 2,198 m² (23,656 ft²) of commercial space; as well as facilitate a future mixed-use building subject to the following development prerequisites being satisfied to the acceptance of the Township prior to final reading:

1. A Servicing Agreement being entered into with the Township to secure required road and utility upgrades and extensions in accordance with the Township's Subdivision and Development Servicing Bylaw;
2. Provision of road dedications, widenings, and necessary traffic improvements including dedication of the south half of 80 Avenue (including a deceleration lane) in accordance with the Township's Master Transportation Plan, Subdivision and Development Servicing Bylaw and the Yorkson Neighbourhood Plan;
3. Dedication and construction of a 4.5 m wide street greenway on the south side of 80 Avenue;
4. Submission of an erosion and sediment control plan in accordance with the Erosion and Sediment Control Bylaw;
5. Compliance with Age Friendly Amenity Area requirements;
6. Provision of a final tree management plan incorporating tree retention, replacement, protection details and security in compliance with the Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection);
7. Registration of restrictive covenants and legal agreements acceptable to the Township:

G. BYLAWS FOR FIRST, SECOND AND THIRD READING

a. Identifying the units (10% of apartment units) required in accordance with the Schedule 2 – Adaptable Housing Requirements of the Township's Official Community Plan;
b. Securing access easements in favour of the lands to the west;
c. Securing a 7 m wide north/south statutory right of way connecting 80 Avenue to the properties to the south;
d. Securing a 7 m wide east/west statutory right of way south of Building B to connect to the property to the west;
e. Securing a minimum 2.8 m wide public access right of way for the sidewalk on the east side of Building A;
f. Securing a minimum 2.8 m wide public access right of way for the sidewalk on the east side of Building B;
g. Securing a 1.5 m wide public access statutory right of way along the west portion of Parcel A;
h. Restricting building construction (i.e. "no building") on lands indicated as proposed Parcel B until such time as a Development Permit has been issued for the site and the Township's Zoning Bylaw 1987 No. 2500 requirements are met and required servicing has been satisfied to the acceptance of the Township in accordance with the Township's Subdivision and Development Servicing Bylaw 2019 No. 5382;

8. Discharge of covenant AC184398;
9. Completion of a subdivision application to create Parcel A and B as indicated in the preliminary subdivision plan;
10. Compliance with the requirements of the Township's Community Amenity Contributions Policy, Willoughby Arterial Roads Completion Amenity Policy, Yorkson Greenway Amenity Zoning Policy, and 5% Neighbourhood Park Land Acquisition Policy; and
11. Payment of applicable Neighbourhood Planning Administration fees, supplemental Rezoning fees, Development Engineering and Green Infrastructure Services administration fees, Development Works Agreement (DWA) and Latecomer charges; and further

That Council at time of final reading of Rezoning Bylaw No. 5833 authorize issuance of Development Permit No. 101307 subject to the following conditions:

a. Building plans being in substantial compliance with Schedule "A";
b. Provision of sidewalks and crosswalks in accordance with the Yorkson Neighborhood Plan;
c. Finalization of landscape plans included in Schedule "B" and in compliance with the Township's Street Trees and Boulevard Plantings Policy and Age Friendly Amenity Area requirements to the acceptance of the Township;
d. Provision of a comprehensive signage plan consistent with applicable Development Permit Area "J" guidelines and the Township's Sign Bylaw;
e. All rooftop mechanical equipment to be screened from view; and

G. BYLAWS FOR FIRST, SECOND AND THIRD READING

f. All refuse areas to be located inside the building(s);

Although not part of the development permit requirements, the applicant is advised that prior to issuance of a building permit, the following items will need to be finalized:

a. Completion of an erosion and sediment control plan and provision of security in accordance with the Erosion and Sediment Control Bylaw;
b. Completion of an onsite servicing and stormwater management plan in accordance with the Subdivision and Development Servicing Bylaw;
c. On-site landscaping to be secured by letter of credit at building permit stage;
d. Written confirmation from the owner and landscape architect or arborist that tree protection fencing identified in the tree management plan is in place; and
e. Payment of supplemental development permit application fees, Development Cost Charges, and building permit administration fees.

REFERRAL
Moved by Councillor Richter,
Seconded by Councillor Pratt,
That Rezoning Application No. 100694 and Development Permit Application No. 101307 be granted First and Second reading and referred for a Public Hearing.
DEFEATED

Mayor Woodward and Councilors Baillie, Kunst, Martens, Pratt, Rindt, and vanPopta opposed

MAIN MOTION
The question was called on the Main Motion, and it was
CARRIED

Councillor Richter opposed

2. Rezoning Application No. 100692 and
Development Permit Applications No. 101304 and 101386
(Beedie (29th Street) Holdings Ltd. / 2883 and
2931 – 264 Street and 26292 – 29 Avenue)
Bylaw No. 5830
Report 23-12
File CD 10-24-0106

Moved by Councillor Pratt,
Seconded by Councillor Rindt,
That Council give first, second and third reading to Township of Langley Zoning Bylaw 1987 No. 2500 Amendment (Beedie (29th Street) Holdings Ltd.) Bylaw No. 5830 rezoning a 1.0 ha (2.4 ac) property at 26292 – 29 Avenue to General Industrial Zone M-2 to facilitate development

G. BYLAWS FOR FIRST, SECOND AND THIRD READING

of two industrial buildings subject to the following development prerequisites being satisfied to the acceptance of the Township prior to final reading:

1. A Servicing Agreement being entered into with the Township to secure required road and utility upgrades and extensions in accordance with the Township's Subdivision and Development Servicing Bylaw;
2. Submission of an erosion and sediment control plan in accordance with the Erosion and Sediment Control Bylaw;
3. Provision of road dedications, widenings, and necessary traffic improvements in accordance with the Township's Master Transportation Plan, Subdivision and Development Servicing Bylaw, the Aldergrove Community Plan, and the Street Trees and Boulevard Plantings Policy;
4. Provision of a final tree management plan incorporating tree retention, replacement, protection details, and security in compliance with the Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection);
5. Submission of a detention / infiltration plan in compliance with On-Lot Stormwater Management as outlined in the Technical Memo from KWL dated November 25, 2013;
6. Registration of a covenant pursuant to Section 219 of the Land Title Act regarding on-site detention, biofiltration, and infiltration systems;
7. Consolidation of the subject lots;
8. Receipt of final approval from the Ministry of Transportation and Infrastructure;
9. Payment of applicable supplemental Rezoning fees, Development Engineering and Green Infrastructure Services administration fees; and
10. Protection of Streamside Protection and Enhancement Areas in a restrictive covenant and acceptance of the streamside enhancement plans, fencing, signage, and security;

That Council at time of final reading of Rezoning Bylaw No. 5830 authorize issuance of Development Permit No. 101304 subject to the following conditions:

a. Building plans being in substantial compliance with Schedule "A";
b. On-site landscaping plans being in substantial compliance with Schedule "B" and in compliance with Subdivision and Development Servicing Bylaw (Schedule I - Tree Protection) and the Township's Street Trees and Boulevard Plantings Policy;
c. Provision of a final tree management plan incorporating tree retention, replacement and protection details in compliance with the Township's Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection);
d. All signage being in compliance with Schedule "A", the Aldergrove Development Permit Guidelines, and the Township's Sign Bylaw;
e. Rooftop mechanical equipment to be screened from view by compatible architectural treatments;
f. All refuse areas to be located indoors or alternatively in a substantial enclosure and screened;

G. BYLAWS FOR FIRST, SECOND AND THIRD READING

g. All chain link fences being black vinyl with black posts and rails; and
h. All outdoor storage areas being covered by a dust free surface.

Although not part of the development permit requirements, the applicant is advised that prior to issuance of a building permit, the following items will need to be finalized:

a. Submission of a site specific on-site servicing and storm water management plan in accordance with the Subdivision and Development Servicing Bylaw;
b. Replacement trees being secured by a letter of credit in compliance with the Township's Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection);
c. Submission of an erosion and sediment control plan or exemption in accordance with the Erosion and Sediment Control Bylaw;
d. On-site landscaping being secured by a letter of credit at the Building Permit stage;
e. Provision of an exterior lighting impact plan prepared by an electrical engineer in compliance with the provisions of the Township's Exterior Lighting Impact Policy; and
f. Payment of applicable Development Cost Charges, Building Permit administration fees and supplemental Development Permit application fees; and further

That Council at time of final reading of Rezoning Bylaw No. 5830 authorize the issuance of Development Permit No. 101386 (streamside protection), in accordance with Section 4.20 of Schedule 3 of the Official Community Plan, subject to the following conditions:

a. Township acceptance of a submission addressing information requirements outlined in Section 4.20 of Schedule 3 of Langley Official Community Plan Bylaw 1979 No. 1842;
b. Protection of Streamside Protection and Enhancement Development Permit Areas (SPEAs) as shown on Schedule B to the acceptance of the Township;
c. Written designation of an Environmental Monitor for the project acknowledging the Environmental Monitor has the authority to stop any work(s) that, in the Environmental Monitor's opinion, have the potential to impact on SPEAs;
d. Obtainment of relevant senior government environmental regulatory agency approvals and/or submission of notifications and provisions of copies of approval/submissions to the Township; and
e. Commencement of accepted streamside enhancement and restoration works within 30 days of SPEA disturbance.

G. BYLAWS FOR FIRST, SECOND AND THIRD READING

AMENDMENT
Moved by Councillor Richter,
Seconded by Councillor Pratt,
That another condition be added that a traffic light be installed at 264 Street and 29 Avenue, subject to Ministry of Transportation approval.

DEFERRAL
Moved by Mayor Woodward,
Seconded by Councillor Pratt,
That the amendment be deferred for consideration at Final Reading.
CARRIED

Councillor Richter opposed

MAIN MOTION
The question was called on the Main Motion, and it was
CARRIED

Councillor Richter opposed

3. Rezoning Application No. 100705 and Cannabis Retail Sales Endorsement Application No. 000024 (625692 BC Ltd. / 22575 Fraser Highway (Building C))
Bylaw No. 5829
Report 23-10
File CD 10-32-0071

Moved by Councillor vanPopta,
Seconded by Councillor Pratt,
That Council give first, second and third reading to Township of Langley Zoning Bylaw 1987 No. 2500 Amendment (625692 BC Ltd.) Bylaw No. 5829 amending the Service Commercial Zone C-3 to permit cannabis retail sales on a portion of a 2.66 ha (6.57 ac) property located at 22575 Fraser Highway (Building C) subject to the following development prerequisite being satisfied to the acceptance of the Township prior to final reading:

1. Confirmation of “fit and proper” stage completed by the Provincial Liquor and Cannabis Regulation Branch; and further

That Council, at time of final reading of Rezoning Bylaw No. 5829, should the application be endorsed by Council and the provincial Liquor and Cannabis Control Branch to proceed, adopt the following resolution:

> *“That Council has considered and ENDORSED the request by 625692 BC Ltd.) to locate a non-medical cannabis retail store at Building C, 22575 Fraser Highway as meeting the objectives of Cannabis Retail Sales Policy No. 07-410.*

G. BYLAWS FOR FIRST, SECOND AND THIRD READING

In ENDORSING this request, Council deems that it has considered and found acceptable the location of the cannabis retail store; the proximity of the store to other special or recreational facilities and public buildings; the size of the store; potential traffic, noise and parking impacts; zoning; and the impact on the community if the application is approved.

In ENDORSING this request, Council has considered the views of area residents expressed to Council, the records of which are provided as attachments to this resolution.

ENDORSEMENT of this request is subject to compliance with Municipal Bylaws and Policies and Cannabis Control and Licensing Act Regulations."

DEFEATED

Mayor Woodward and Councillors Baillie, Ferguson, Kunst, Martens, Rindt, and Richter opposed

H. BYLAWS FOR CONSIDERATION AT THIRD READING

I. BYLAWS FOR FINAL ADOPTION

1. 2023 Revenue Anticipation Borrowing Bylaw
Bylaw No. 5828
Report 23-09
File FIN 3900-25

Moved by Councillor Martens,
Seconded by Councillor Pratt,
That Council give final reading to "2023 Revenue Anticipation Borrowing Bylaw No. 5828".
CARRIED

2. Township of Langley Housing Agreement
(Langley Memorial Hospital Foundation) Bylaw 2020 No. 5662
Amendment Bylaw No. 5835
File CD 11-06-0207

Moved by Councillor Martens,
Seconded by Councillor Ferguson,
That Council give final reading to "Township of Langley Housing Agreement (Langley Memorial Hospital Foundation) Bylaw 2020 No. 5662 Amendment Bylaw No. 5835".
CARRIED

I. BYLAWS FOR FINAL ADOPTION

Clerk's Note: At the January 16, 2023 Regular meeting, Council further amended the terms of the Housing Agreement to 20 years.

3. Rezoning Application No. 100674 and
Development Permit Application No. 101267
(ZZZ Properties Ltd. / 8000 Block of 199 Street)
Bylaw No. 5818
Report 22-112
File CD 08-27-0051

Moved by Councillor Baillie,
Seconded by Councillor Kunst,
That Council give final reading to "Township of Langley Zoning Bylaw 1987 No. 2500 Amendment (ZZZ Properties Ltd) Bylaw No. 5818".
CARRIED

Development Permit No. 101267

Moved by Councillor Ferguson,
Seconded by Councillor Pratt,
That Council authorize issuance of Development Permit No. 101267 (ZZZ Properties Ltd. / 8000 Block of 199 Street) in accordance with Attachment A subject to the following conditions:

a. Building plans being in substantial compliance with Schedule "A";
b. Landscape plans being in substantial compliance with Schedule "B";
c. Provision of final tree retention, replacement, protection details and security in compliance with the Township's Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection);
d. Section 957.5 (Height of Buildings and Structures) of Township of Langley Zoning Bylaw No. 2500 being varied from 18 m (59 ft) to 21 m (69 ft) and from four storeys to five storeys;
e. All signage being in substantial compliance with Schedule "A" and in compliance with the Township's Sign Bylaw;
f. Rooftop mechanical equipment to be screened from view by compatible architectural treatments;
g. All refuse areas to be located in an enclosure and screened; and
h. All outdoor storage areas being covered by a dust free surface;

Although not part of the Development Permit requirements, the applicant is advised that prior to issuance of a building permit, the following items will need to be finalized:

a. Issuance of an Energy Conservation and GHG Emissions Reduction Development Permit;
b. Onsite landscaping being secured by a letter of credit at the building permit stage;
c. Submission of a site specific onsite servicing and storm water management plan in accordance with the Subdivision and Development

I. BYLAWS FOR FINAL ADOPTION

Servicing Bylaw, to the acceptance of the Township and an erosion and sediment control plan or exemption in accordance with the Erosion and Sediment Control Bylaw;

d. Provision of an exterior lighting impact plan prepared by an electrical engineer in compliance with the provisions of the Township's Exterior Lighting Impact Policy;
e. Preparation of a CPTED (Crime Prevention Through Environmental Design) report and incorporation of its recommendations into the final development design;
f. Payment of supplemental Development Permit application fees; and
g. Payment of applicable Development Cost Charges and Building Permit administration fees.

CARRIED

MEETING RECESSED
The meeting recessed at 2:41pm.

MEETING RECONVENED
The meeting reconvened at 2:48pm.

J. CORRESPONDENCE

K. MINUTES OF COMMITTEES

L. MAYOR AND COUNCIL REPORT

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M. METRO VANCOUVER AND OTHER REGIONAL COMMITTEE REPRESENTATIVES REPORT

Councillor vanPopta reported that she attended a Metro Vancouver Water committee meeting.

Councillor Ferguson reported that he attended a Metro Vancouver Board meeting.

N. ITEMS FROM PRIOR MEETINGS

1. Rezoning Application No. 100671 and Development Permit Applications No. 101258 and 101259 (161884 Canada Inc. / 27500 Block of 60 Avenue) Bylaw No. 5827 Report 22-116

File CD 14-08-0055

Moved by Councillor Martens,
Seconded by Councillor vanPopta,
That Council give third reading to "Township of Langley Zoning Bylaw 1987 No. 2500 Amendment (161884 Canada Inc.) Bylaw No. 5827".

REFERRAL
Moved by Councillor Richter,
Seconded by Councillor Baillie ,
That Amendment Bylaw No. 5827 be referred to staff to take into consideration the issues raised by the public and to confirm the following:

- Whether a Department of Fisheries Permit has been issued;
- That the creek will not be touched until the August fisheries window;
- That Kwantlen First Nations have been consulted; and
- That if there is litigation, whether the Township will be involved.

DEFEATED

Mayor Woodward and Councillors Ferguson, Martens, Rindt, and vanPopta opposed

MAIN MOTION
The question was called on the Main Motion, and it was
CARRIED

Councillor Richter opposed

Development Permit No. 101258

Running concurrently with this Bylaw is Development Permit No. 101258 (161884 Canada Inc. / 27500 Block of 60 Avenue) in accordance with Attachment A subject to the following conditions:

a. Building plans being in substantial compliance with Schedule "A";
b. On-site landscaping plans being in substantial compliance with Schedule "B" and in compliance with Subdivision and Development Servicing Bylaw (Schedule I - Tree Protection) and the Township's Street Trees and Boulevard Plantings Policy;
c. Provision of a final tree management plan incorporating tree retention, replacement and protection details in compliance with the Township's Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection);
d. All signage being in compliance with Schedule "A", the Gloucester Development Permit Guidelines and the Township's Sign Bylaw;

N. ITEMS FROM PRIOR MEETINGS

e. Rooftop mechanical equipment to be screened from view by compatible architectural treatments;
f. All refuse areas to be located indoors or alternatively in a substantial enclosure and screened;
g. All chain link fences being black vinyl with black posts and rails; and
h. All outdoor storage areas being covered by a dust free surface.

Although not part of the development permit requirements, the applicant is advised that prior to issuance of a building permit, the following items will need to be finalized:

a. Submission of a site specific on-site servicing and storm water management plan in accordance with the Subdivision and Development Servicing Bylaw;
b. Replacement trees being secured by a letter of credit in compliance with the Township's Subdivision and Development Servicing Bylaw (Schedule I - Tree Protection);
c. Submission of an erosion and sediment control plan or exemption in accordance with the Erosion and Sediment Control Bylaw;
d. On-site landscaping being secured by a letter of credit at the Building Permit stage;
e. Provision of an exterior lighting impact plan prepared by an electrical engineer in compliance with the provisions of the Township's Exterior Lighting Impact Policy; and
f. Payment of applicable Development Cost Charges, Building Permit administration fees and supplemental Development Permit application fees.

Development Permit No. 101259

Running concurrently with this Bylaw is Development Permit No. 101259 (161884 Canada Inc. / 27500 Block of 60 Avenue) to relocate and reconstruct two (2) wetlands and Streamside Protection and Enhancement Areas in accordance with Section 4.20 of Schedule 3 of the Official Community Plan, in accordance with Attachment B subject to the following conditions:

a. Township of Langley General Manager of Engineering and Community Development acceptance of a submission addressing information requirements outlined in Section 4.20 of Schedule 3 of Langley Official Community Plan Bylaw 1979 No. 1842;
b. Protection of Streamside Protection and Enhancement Development Permit Areas (SPEAs) as shown on Schedule A to the acceptance of the Township of Langley General Manager of Engineering and Community Development;
c. Written designation of an Environmental Monitor for the project acknowledging the Environmental Monitor has the authority to stop any work(s) that, in the Environmental Monitor's opinion, have the potential to impact on SPEAs;

N. ITEMS FROM PRIOR MEETINGS

d. Obtaining relevant senior government environmental regulatory agency approvals and/or submission of notifications and provisions of copies of approval/submissions to the Township; and
e. Commencement of accepted streamside enhancement and restoration works within 30 days of SPEA disturbance.

O. ITEMS BROUGHT FORWARD FOR PUBLIC INFORMATION FROM CLOSED MEETINGS

The following items have been brought forward from the January 16, 2023 Closed Meeting for public information:

1. Nominations for Membership on Metro Vancouver's Agricultural Advisory Committee
File 0400-60

That Councillor Baillie be the Township of Langley Council nominee to the Metro Vancouver Regional District's Agricultural Advisory Committee for a four-year term starting in 2023.
CARRIED

Section 90(1) (a) Personnel

Clerk's Note: Mayor Woodward advised that the appointee will be revised.

2. 2023 Council Appointments of Community Members to Township of Langley Council Advisory Committees
Report C23-02
File ADM 0540-01

Agricultural Advisory and Economic Enhancement Committee

That Council appoint the following community members to the Agricultural Advisory and Economic Enhancement Committee for a two-year term beginning February 1, 2023.

- AJ Cheema
- Brian Holmes
- Chelsea Allison

CARRIED

Recreation, Culture, and Parks Advisory Committee

That Council appoint the following community member to the Recreation, Culture, and Parks Advisory Committee for a two-year term beginning February 1, 2023.

O. ITEMS BROUGHT FORWARD FOR PUBLIC INFORMATION FROM CLOSED MEETINGS

- Gareth Abreo
- Catherine Grey
- Dave Kang
- Joshua Loewen
- Tristan Taylor (Youth)

CARRIED

Seniors Advisory Committee

That Council appoint the following community member to the Seniors Advisory Committee for a two-year term beginning February 1, 2023.

- Sherry Baker
- Shaun Bennett
- Prithi Chhina
- Shahin Soheili
- Melanie Vizcaino
- Tristan Taylor (Youth)

CARRIED

Heritage Advisory Committee

That Council appoint the following community member to the Heritage Advisory Committee for a two-year term beginning February 1, 2023.

- Rebecca Ardron
- Rosemary Genberg
- William Mason

CARRIED

Section 90(1) (a) Personnel

P. OTHER BUSINESS

1. Rural Community Solid Waste Management

Moved by Councillor Pratt,
Seconded by Councillor Kunst,
Whereas all residential properties receive municipal recycling collection, while municipal garbage and organics collection programs have been limited to designated collection zones, resulting in approximately 5,000 rural properties not currently eligible for municipal garbage or organics collection; and

Whereas requests from rural property owners seeking municipal garbage and organics collection service have increased steadily since the rollout of the curbside cart program:

P. OTHER BUSINESS

Therefore be it resolved that:

1. Council direct staff to review assessed support among rural property owners for expanded garbage and organics collection services through public engagement;

2. Staff provide a report on the feasibility and cost implications of expanding garbage and organics collection services in the Township's rural areas; and

3. Council direct staff to complete the necessary public consultation to determine if there is sufficient interest to pursue garbage and organics collection in the rural areas for the 2024 budget cycle.

REFERRAL
Moved by Councillor Ferguson,
Seconded by Councillor Baillie,
That this motion be referred to the 2024 budget discussions.
CARRIED

Councillors Kunst, Pratt, Richter, and vanPopta opposed

2. Policy Update for Cannabis Retail Sales

Moved by Mayor Woodward,
Seconded by Councillor Kunst,
Whereas:

1. Within the previous Council term, numerous cannabis retail bylaw applications were considered and ultimately rejected by Council even though they complied with Cannabis Retail Sales Council Policy 07-410;

2. The Township of Langley now has three open or approved cannabis retail operations in the urban communities of Aldergrove, Carvolth in Willoughby, and Willowbrook while two adjacent municipalities currently will not consider cannabis retail of any quantity; and

3. It is generally preferable to have a Council Policy that will be consistently applied for the betterment of residents, taxpayers, application proponents and maximization of staff resources;

Therefore be it resolved that Council hereby amends Cannabis Retail Sales Council Policy 07-410:

A. Updating Section 5.2 to remove Fort Langley and add Carvolth within Willoughby to now read as follows: "A limit of one (1) cannabis retail store will be considered for approval for each of the urban communities

P. OTHER BUSINESS

in Aldergrove, Brookswood-Fernridge, Carvolth within Willoughby, Murrayville and Willowbrook."

B. Removing Section 5.3; and

C. Removing Schedule 1 map item for Fort Langley.

REFERRAL
Moved by Councillor Richter,
Seconded by Councillor Kunst,
That this motion be referred to staff to work with the members of Council who drafted the motion to prepare a report with the proposed amendments to the policy.
DEFEATED

Mayor Woodward and Councillors Baillie, Ferguson, Martens, and Richter opposed

MAIN MOTION
The question was called on the Main Motion, and it was
CARRIED

Councillors Kunst, Pratt, and Richter opposed

3. Council Policy Improvements

Moved by Mayor Woodward,
Seconded by Councillor Pratt,
That Council hereby rescinds Council Priorities Committee Agenda Items Council Policy 01-034, effective immediately;

That Council hereby rescinds Gravel Pit Reserve Fund Council Policy 03-809, effective immediately; and

That Council hereby rescinds Capital Asset Infrastructure Renewal and Replacement Reserve Council Policy 03-838, effective immediately.
CARRIED

Councillors Kunst and Richter opposed

4. Reform of Age Friendly Amenity Area Requirements

Moved by Mayor Woodward,
Seconded by Councillor Martens,
Whereas:

1. The baseline requirements for Age Friendly Amenity areas were first introduced in 2005; and

P. OTHER BUSINESS

2. The Township of Langley's current range residential forms and proposed densities along with the economics of development have evolved significantly since that time;

Therefore be it resolved that Council hereby directs staff to prepare a report to Council with the necessary bylaw amendment(s) for Council to consider updates to Age Friendly Amenity Area requirements:
(a) with a proposed maximum area, based on a Floor Space Ratio (FSR) or a functional equivalent;
(b) without sole discretion delegation; and
(c) an increased range of cash-in-lieu provisions that can be considered on a per site basis, as may be appropriate.

AMENDMENT
Moved by Mayor Woodward,
Seconded by Councillor Ferguson,
That Item D be added to the requirements such that a portion can potentially be located indoors.
CARRIED

Councillor Richter opposed

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

Councillor Richter opposed

5. Deference to Federal and Provincial Regulations on Single-Use Items

Moved by Mayor Woodward,
Seconded by Councillor vanPopta,
Whereas:

1. On May 30, 2022, Council directed staff to prepare a report to Council on the implementation of a Township of Langley bylaw to restrict single-use items; and

2. The federal government has passed legislation to eliminate single-use plastic items, while the provincial government has published an intentions paper that will harmonize how single-use items will be regulated in BC, regardless of the material they are made from;

Therefore be it resolved that Council hereby directs staff to not proceed further on the development of Township of Langley bylaw(s) and any preparations for bylaw enforcement thereof or budget requests related thereto.
CARRIED

P. OTHER BUSINESS

6. 10 Additional Bylaw Enforcement Officers 2023-2026

Moved by Mayor Woodward,
Seconded by Councillor Martens,
Whereas:

1. Improving public safety in all areas is a top priority clearly communicated and previously supported by the majority of Township of Langley Council within this Council term;
2. The Township of Langley has and is experiencing significant residential and commercial growth rates while not having substantially increased its bylaw enforcement capacity for many years; and
3. More bylaw enforcement capacity will assist and provide for an improved level of service and the possibility for Council to consider a more proactive bylaw enforcement policy within our rural areas, especially;

Therefore be it resolved that Council direct staff to include within the 2023-2027 Five Year Financial Plan, 10 additional Bylaw Enforcement Officers with 3 added within 2023, 3 in 2024 and 2 in 2025 and 2026, respectively, all with effective start dates of July 1st, respectively.
CARRIED

Councillor Richter opposed

7. Obsolescence of GHG Emissions Reduction DPAs

Moved by Mayor Woodward,
Seconded by Councillor vanPopta,
Whereas:

1. Current requirements for multiple application and permit types negatively affects processing timelines for residential and commercial developments while delaying the provision of housing, economic development and transportation infrastructure; and

2. The Township of Langley's Building Bylaw includes Energy Step Code requirements for residential buildings, with additional Provincial regulations for non-residential buildings expected;

Therefore be it resolved that Council hereby directs staff to prepare a report to Council with the necessary amendments to the applicable bylaws to eliminate the Energy Conservation and GHG Emissions Reduction Development Permit Area(s) and related application requirements.
CARRIED

P. OTHER BUSINESS

8. 15 Additional RCMP Officers 2023 to 2027

Moved by Councillor Martens,
Seconded by Councillor Baillie,
Whereas:

1. Improving public safety is a top priority clearly communicated and previously supported by the majority of Township of Langley Council within this Council term;

2. The Township of Langley has and is experiencing significant population growth; and

3. It is responsible, necessary and desirable to increase law enforcement capacity along with population growth and the need to prepare for the potential of de-integration from the City of Langley;

Therefore be it resolved that Council hereby directs staff to:

A. Include within the 2023-2027 Five Year Financial Plan an increase of 15 additional RCMP Officers for the Township of Langley with added 5 in 2023; 2 in 2024, 2025 and 2026; and 4 in 2027, with effective start dates of July 1st, respectively;

B. Report to Council, as soon as practically possible, with options and recommendations for Council to consider for capital improvements to the Langley RCMP Detachment including:

   a. an expanded and improved fitness facility;
   b. security upgrades including but not necessarily limited to perimeter fencing, gates, exterior lighting and cameras;
   c. the financial contribution potentially required by the City of Langley as per current agreements that may be applicable; and
   d. potential pre-approval by Council within the 2024 Capital Budget such that these works could proceed, in whole or in part, within 2023, if possible.

MOTION TO DIVIDE
Moved by Councillor Richter,
Seconded by Councillor Pratt,
That the motion be divided.
DEFEATED

Councillors Baillie, Martens, Pratt, Rindt, and vanPopta opposed

MAIN MOTION
The question was called on the Main Motion, and it was
CARRIED

Councillor Richter opposed

P. OTHER BUSINESS

9. Second Stage Housing within the Township of Langley

Moved by Councillor Martens,
Seconded by Councillor Baillie,
Whereas:

1. The Township of Langley currently has no second stage housing units and is the only municipality in the region without it;
2. Second stage housing is a necessity for women, youth, and children who are fleeing domestic violence and need to move from a temporary transition house to an independent living space; and
3. The Township of Langley only has 22 beds of first stage transition housing and second stage housing will alleviate the strain on those beds;

Therefore be it resolved that Council hereby directs staff to report to Council on the potential of locating second stage housing above or adjacent to Township of Langley Firehall 8 in Walnut Grove and Firehall 5 in Brookswood-Fernridge, in addition to other options understood to be available that may be appropriate for Council to consider.

AMENDMENT
Moved by Councillor Richter,
Seconded by Mayor Woodward,
That the motion be amended for staff to include the following in the report:

- The cost of this form of housing;
- Where the money could come from; and
- Confirmation that the people using this housing will be Township residents only.

CARRIED

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

10. Township of Langley Support for Charities and Non-Profits

Moved by Councillor Baillie,
Seconded by Councillor Martens,
Whereas:

1. The Township of Langley is home to numerous charitable, philanthropic or other not for profit corporations and the Council appreciates the value of such organizations and their contribution to the community;

2. Some of these organizations are supported by the Township of Langley through contributions, tax exemptions and other types of agreements; and

P. OTHER BUSINESS

3. In the nature of stewardship, impartiality, and transparency, a review of the current financial commitments is something Council could and should consider to make more informed decisions within future financial plans;

Therefore be it resolved that Council hereby directs staff to report to Council on all non-profit and charitable organizations financially supported by the Township of Langley including the name of the organization, its location and general purpose, and:

(a) The total amount of funding directly or indirectly received from the Township of Langley annually and what any financial support is intended to support; and/or

(b) The total value of any agreements including, but not limited to, tax exemptions as per Bylaw No. 5117, lease agreements and/or property usage on Township of Langley property or otherwise, as applicable.

CARRIED

11. Northeast Latimer Park and School – Joint Site Development

Moved by Councillor Martens
Seconded by Councillor vanPopta
That Council pre-approve the additional funding of $1,600,000 for Northeast Latimer Park and School Joint Site Development, to ensure timely completion of the park and playing field.
CARRIED

12. DCC Update (WARCAP)

Moved by Councillor Woodward,
Seconded by Councillor Martens,
That Council pre-approve $56,999 in the Community Development budget to retain a consultant to undertake a DCC update, including WARCAP considerations/consolidation.
CARRIED

Councillor Kunst presented the following Notice of Motion for consideration at the next Regular Council meeting:

13. Location of Vape Stores

Be it resolved that staff be directed to prepare a report reviewing bylaw and licencing options including potential amendments thereto regarding the location of vape stores.

Q. MOTION TO RESOLVE INTO CLOSED MEETING

Moved by Councillor Martens,
Seconded by Councillor Baillie,
That Council now resolve into a 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 D.1 - Section 90(1) (e) Property; (k) Negotiations;
Item F.1 - Section 90(1) (a) Personnel;
Item F.2 - Section 90(1) (m) Another Matter
Item F.3 - Section 90(1) (a) Personnel; (e) Property;
Item H.1 - Section 90(2) (b) Intergovernmental Relations;
Item H.2 - Section 90(1) (a) Personnel;
Item H.3 - Section 90(1) (a) Personnel;
Item H.4 - Section 90(1) (a) Personnel; and
Item H.5 - Section 90(1) (a) Personnel.
CARRIED

R. TERMINATE

Moved by Councillor Martens,
Seconded by Councillor vanPopta,
That the meeting terminate at 4:35pm.
CARRIED

CERTIFIED CORRECT:

_____
Mayor

_____
Township Clerk

From: do_not_reply@notifications.tol.ca
Sent: Thursday, January 05, 2023 2:22 PM
To: legservicesinfo
Subject: Delegation Requests by Ellen Peterson & Dr. Leo Wong
Attachments: Langley PCN SP Outline .docx.pdf

Please note the following response to Delegation Requests has been submitted at Thursday January 5th 2023 2:21 PM.

- **Name of delegate or organization wishing to appear**
  Langley Division of Family Practice
- **Topic**
  Primary Care Network for Langley
- **Purpose of presentation**
  Request letter of support
- **Desired resolution**
  To bring Mayor and council up tp date on the plan to ensure that all residents of Langley Township have a family physician or nurse practitioner, to extend hours and access to primary care and to increase team-based care to improve & enhance the quality of care.
- **Full name**
  Ellen Peterson & Dr. Leo Wong
- **Email address**
  FOIPPA s.22(1)
- **Address**
  FOIPPA s.22(1)
- **Primary Phone**
  FOIPPA s.22(1)
- **Alternate Phone**
  FOIPPA s.22(1)
- **I would like to attach a presentation or additional information for Council**
  Yes
- **File upload**
  1. Langley PCN SP Outline .docx.pdf [127.4 KB]

Langley Primary Care Network Service Plan

Langley's Primary Care Networks

Location	First Nations	Demographics	PMHs	Population Service Needs
North: Fort Langley, Walnut Grove, Willoughby	Matsqui, Katzie, Kwantlen	Total Population:71,246[1] Avg Age: 42.8[2] Projected Growth (2026): 77,135 (8.2%)[2] Attachment: 53,907[1]	# PCN Clinics: 14[3] # FPs: 50[3] # NPs: 3[3] # RNs/LPNs: 2[3]	Attachment: 17,339[1] Maternity Frail Seniors
Central: Langley City, Brookswood, Murrayville	Kwantlen, Metis, Off Reserve	Total Population: 53,035[1] Avg Age: 43[2] Projected Growth (2026): 58,888 (11%)[2] Attachment: 40,769[1]	# PCN Clinics: 19[3] # FPs: 62[3] # NPs: 4[3] # RNs/LPNs: 5[3]	Attachment: 12,266[1] Mental Health & Substance Use Homeless Frail & Isolated Seniors New Immigrants Indigenous
East Aldergrove, Rural South Langley, Rural North Langley	Matsqui, Kwantlen, Metis, Off Reserve	Total Population: 39,875[1] Avg Age: 45[2] Projected Growth (2026): 44,224 (10.9%)[2] Attachment: 30,092[3]	# PCN Clinics: 3[3] # FPs: 6[3] # NPs: 0 # RNs/LPNs: 0	Attachment: 9,783[3] Matsqui Mental Health & Substance Use Maternity Frail Seniors

Plan Overview

The Langley Primary Care Network Plan is to develop sustained primary care in Langley that considers the growth projected over the next four years, priority populations and those most vulnerable. This includes robust recruitment of full-service PCPs (Primary Care Providers)[4], clear and accessible attachment services that minimizes administrative burden of attachment for PMHs (Patient Medical Homes)[5] and supports cultural coordination. As a teaching

[1] FHA Langley PCN Planning Data Package 2021
[2] BCStats- https://bcstats.shinyapps.io
[3] LDFP Member & Attachment Tracker
[4] Primary Care Providers include family physicians and nurse practitioners
[5] Patient Medical Homes refer to clinics providing primary care services

community that supports all levels of teaching in primary care, the Langley PCNs will expand this service to accommodate the growing provincial need.

Other services provided to support the PCNs will include after-hours access for attached patients; a virtual clinic and health fairs for unattached populations; and referral pathways that support access and triage to allied health resources. By Year 4, all these services will be provided from the hub of the Langley Community Health Centre, a partnership between the PCN and eight community NGOs.

Partnerships will be central to this work and include the Division and FHA working together to streamline pathways to SCSPs particularly for those with mental health concerns and the frail elderly. Other key partnerships will include: Healthlink to support after hours, attachment and navigation; community NGOs to support integration with Foundry and community services for social prescribing.; and PSP and DTO to support PMH development.

Total Health Human Resources:

Clinical Human Resource	*FTEs being Requested*	*Attachment Target*
FP	*22 over 4 yrs.*	*24,600*
NP	*12 over 4 yrs.*	*9,450*
RN	*7.0*	*500*
MOA/Unit Clerk *Clinical Counsellors* *Psychologists* *Social Work* *Physiotherapist* *Clinical Pharmacist*	*3.5* *6.0 (2/PCN)* *1.0* *3.0 (1/PCN)* *2.0* *1.0*	
Cultural Coordinator	*1.0*	

Total projected attachment: 34,550

Change Management Human Resources:

Resource	Description	Budget or FTE
PCN Manager	1.0 To support all PCN Development	1.0 FTE
Project Manager	0.5 FTE Develop & manage Attachment Change Management Initiatives 1.0 FTE Develop & manage Afterhours & Virtual Initiatives 0.5 FTE Develop & manage priority population service integration	3.0 FTE

	1.0 FTE Develop & Initiate Referral Nurse, Team-based Care and Networks 1.0 FTE Develop & Initiate CHC & PCN Hub	
Communications Coordinator	Support communications development	1.0 FTE
Project Coordinator	0.6 FTE per PM to support with reports, process mapping, meetings, etc.,	2 FTE
Evaluator	Develop and implement evaluation frameworks & related change management initiatives	1.0 FTE

PCN Strategies

ATTACHMENT

To leverage existing systems and establish clear processes for attaching anyone in Langley who is seeking a Primary Care Provider while strengthening connections to PCPs (Primary Care Providers).

Goal: 90% attachment of total population including accounting for a 10% growth in population by 2026

Services:

Attachment Service [initiate Y1]

attachment, culturally safe, communication

- Utilize Healthlink Registry and Division's Attachment Waitlist to collect names of those seeking attachment
- Confirm demand and identify priority populations (MHSU, Maternity Dyads, Frail Elderly)
- Provide first nation populations with cultural coordination for attachment
- Work with retiring PCPs in transitioning patient panel to other PCPs and/or new to practice and PCPs relocating practice to Langley
- Recruit PCPs (FPs/NPs)
- Support new to practice in establishing a panel
- Identify capacity of PCN PCPs and all new PCPs
- Prepare patient records for attachment to minimize administrative barriers
    - Labs, Diagnostics, links to past medical history (if known)

Maternity Attachment Service [initiate Y2]

attachment, coordinated, comprehensive, communication

- Utilize the Maternity Clinic in LMH to identify unattached dyads
- Host Health Fairs to identify unattached dyads providing well baby checks, immunizations, postpartum support, etc.
- Identify & support PMHs with capacity to attach
- Utilize *Attachment Service* to offset administrative barriers to attachment

Teaching Network: Langley is a Teaching Community [initiate Y1]

attachment/access/communication/comprehensive care

- Utilize teaching network to ensure learners interested in maternity, in-patient, long-term care, and priority populations are matched to preceptors who can support learner goals
- Support PCPs & PMH ability to take on learners (medical students, SMH family practice residents and nurse practitioner residents)
- Provide ongoing education and supports for teaching network
- Provide the public with communications on being seen by a learner

Clinical Human Resource	*FTEs being Requested*	*Attachment Target*
FP	*18 over 4 yrs.*	*22,500*
NP	*8 over 4 yrs.*	*6,850*[6]
RN	*2.0*[7]	*0*
MOA/Unit Clerk	*2.0*[8]	
Cultural Coordinator	*0.5*[9]	

Change Management Initiatives:

Attachment Process [initiate Y1]

attachment, culturally safe, communication

Outcome: Attachment service that provides consistent service

- Develop community level public facing communication materials
- Scope and hire Attachment MOA/Unit Clerk roles
- Scope and hire Maternity RN
- Work with Healthlink to develop Langley's Attachment Registry and data sharing agreement
- Develop and test process for tracking, confirming, and inputting patients for attachment
- Develop and test process for transitioning patients between PCPs
- Develop and test Attachment Health Fair model for possible use for other priority populations
- Develop and implement evaluation tools to measure quantitative & qualitative attachment

Recruitment & Retention [initiate Y1]

attachment, comprehensive access

Outcome: A consistent methodology of ensuring there is not a net loss of PCPs in Langley and an expansion of primary care to meet projected population growth of 15%

- Develop marketing materials to promote practicing in Langley & update postings
- Work with PSP to develop manuals that support retirement process and transition of patients
- Work with PSP to develop manuals that support new to practice
- Work with First Nations to develop role and hire Indigenous Cultural Coordinator
- Develop and implement evaluation tools for qualitative measurement of recruitment

[6] Attachment target reflects that some attachments will support priority populations

[7] FHA hired Maternity RN working within the FHA Maternity Clinic

[8] 1.0 FTE MOA supports attachment mechanism and 1.0fte FHA Unit Clerk working in FH Maternity Clinic supporting Dyad attachments

[9] Supports First Nations attachment to PMHs trained in culturally safe care and trauma informed practices

Locum Pool to strengthen PCPs ability to maintain PMH [initiate Y2]

attachment, comprehensive, access

Outcome: PCPs have relief from practice to offset burnout and loss of patient care hours, new to practice can test placement to solidifying recruitment, and retiring PCPs can continue to support colleagues

- Develop and test process of providing a locum to relieve PCPs
- Develop and test establishing a network new to practice/retiring PCPs who are interested in locums
- Develop communications and channels for recruitment of locums
- Develop and implement evaluation tools for quantitative and qualitative measurement of recruitment, utilization, strengthening PMH

Teaching Network [initiate Y1]

attachment/access/communication/comprehensive care

Outcome: PCPs have relief from practice to offset burnout, new to practice can test placement to solidifying recruitment, and retiring PCPs can continue to support colleagues

- Identify and recruit PMHs (clinics) to join existing teaching network
- Identify and recruit PCPs that provide a spectrum of primary care (maternity, in-patient, long-term care, etc.)
- Develop tools and education that support teaching
- Work with UBC/SFU to expand current allocation of family practice residents through the SMH program
- Work with UBC/SFU to expand offers of Nurse Practitioner residencies
- Work with UBC/SFU to expand offers of medical student rotations
- Work with FNHA to support Cultural Safety training and Trauma Informed Practice education
- In partnership with PSP develop processes, tools, and education for PMH MOAs to support adaptation of learners to practices
- Develop and implement evaluation tools for quantitative and qualitative measurement of learners, teachers, and connections to recruitment

Resource	Description	Budget or FTE
Project Manager	Develop & manage Attachment Change Management Initiatives	0.25 FTE
Communications Coordinator	Support communications development	0.25FTE
Project Coordinator	Support PM with reports, process mapping, meetings, etc.,	0.25 FTE
Evaluator	Develop and implement evaluation framework for Attachment & its related change management initiatives	0.33 FTE

EXTENDED HOURS & ACCESS

To provide the population of Langley's PCNs access to Primary Care Services and effective linkages to SCSPs.

Goal: Populations served by Langley's PCNs will have appropriate access to primary care services between 9am and 9pm and access to primary care information 24/7. Transitions to SCSPs for priority populations (MHSU, Frail Elderly) when appropriate will be timely and effective by providing appropriate reporting for PCPs to ensure continuity.

Services:

811 Extended Hours [initiate Y1]

Extended hours, same day access, virtual care, attachment

- Using 811 physician services, offer after-hours access (5pm-9pm) for attached patients in Langley, and expansion of 811 GPSC pilot for 24/7 coverage for urgent care for participating GPs/NPs.
- Ensure urgent access follow up at PMHs for those needing it.
- Utilize Healthlink/811 navigation to support health system navigation
- Utilize Healthlink/811 team-based care supports such as after-hours nursing and pharmacists to support after hours care
- Utilize Healthlink Primary Care websites to provide the population of Langley with information on the PCNs services and their navigation

Virtual Clinic [initiate Y3]

Extended hours, same day access, virtual care, attachment

- Expand after-hours access to include weekends and unattached patients
- Host clinic on virtual technology to increase access, minimize capital needs, and maximize PCP flexibility
- Utilize PCN community wide EMR for integration of care and support *Attachment Service*
- Supported by network of Langley PCN PCPs call group[10]
- Predicated on increased capacity with TBC
- Will be housed within the CHC once established

Clinical Human Resource	*FTEs being Requested*	*Attachment Target*
FP		
NP		
RN		
MOA	*0.5*	

Change Management Initiatives:

Mental Health Service Integration [initiate Y1]

Comprehensive care, same day access, attachment

[10] No new PCPs will be allocated to this service as the service provides interim care and urgent access until attachment.

Outcome: Improved access and integration of Primary care with MHSU SCSP and Community MH services.

- Evaluate system gaps that limit access to psychiatry assessments and care
- Develop and test processes or services to address the gaps
- Develop and test processes and improved systems for community MH access and transitions of care including appropriate referrals, communication between providers and methods of access
- Evaluate MHSU data to support the development of appropriate PCN services that can better support MH patient population and linkages to SCSPs
- Develop and implement evaluation tools to measure quantitative & qualitative access, patient and provider satisfaction and utilization of new processes and services

Frail Seniors Service Integration [initiate Y1]

Comprehensive care, same day access, attachment

Outcome: Improved access and integration of Primary care with Frail Elderly SCSPs and Community senior services.

- Evaluate system gaps that limit access to Home Health, Geriatric Assessments and Community based programming
- Develop and test processes or services to address the gaps
- Develop and test processes and improved systems for community access and transitions of care including appropriate referrals, communication between providers and methods of access
- Evaluate Home Health data to support the development of appropriate PCN services that can better support frail/elderly patient population and linkages to SCSPs
- Develop and implement evaluation tools to measure quantitative & qualitative access, patient and provider satisfaction and utilization of new processes and services

811 Extended Hours [initiate Y1]

Extended hours, same day access, virtual care, attachment

Outcome: Consistent and sustainable 811 physician service model

- Develop agreements and PCP service delivery models with Healthlink
- Recruit and organize call group to support service delivery
- Develop PCN websites in partnership with Healthlink
- Develop PCN communications to support Healthlink utilization
- Develop and implement evaluation tools to measure quantitative & qualitative access, patient and provider satisfaction and utilization with Healthlink

Virtual Care Clinic [Y2]

Extended hours, same day access, virtual care, attachment

Outcome: Consistent and sustainable Virtual Care Clinic

- Develop service model and processes
- Implement processes for utilization of virtual technology
- Implement processes for utilization of PCN EMR
- Scope and hire MOA
- Scope and recruit PCP call group
- Develop and test compensation framework
- Develop and implement evaluation tools to measure quantitative & qualitative access, patient and provider satisfaction and utilization

Resource	Description	Budget or FTE
Project Manager	1.0 FTE Develop & manage Afterhours & Virtual Initiatives 1.0 FTE Develop & manage Priority Population service integration	1.50 FTE
Communications Coordinator	Support communications development	0.25 FTE
Project Coordinator	Support PM with reports, process mapping, meetings, etc.,	0.75 FTE
Evaluator	Develop and implement evaluation framework for Access & its related change management initiatives	0.33 FTE

TEAM BASED CARE

To provide the population of Langley's PCNs access to comprehensive Primary Care Services.

Goal: Residents of Langley's PCNs will have appropriate access to comprehensive services that support prevention, mental health, and social prescription.

Services:

Virtual Referral Nurse [initiate Y1]

Comprehensive, virtual, same day access, communication

- Provide a hub service that triages referrals to virtual interprofessional teams of allied health (AHPs) aligned with PCN needs
- Intake referrals and documentation processed in PCN community wide EMR
- Would provide a single point of contact for PMHs with all PCN services such as AHP, Langley CHC, Foundry and SCSP access.
- Service will begin with the existing Clinical Counselor service and rapid Psychiatry Consult program
- Supported by MOA to manage PMH relationships, process referrals and documentation
- Linked to *Attachment Service, Virtual Allied Health Service, Virtual Clinic,* and *811 Extended Hours Service* as integrated PCN hub

Virtual Allied Health Services [initiate Y2]

Comprehensive, virtual, same day access, communication

- Allied health aligned with each PCN priority population needs
- Provide virtual consults and care in a team-based care framework
- Document in PCN community wide EMR
- Intake and triage are managed by *Virtual Referral Nurse Service*

Langley Community Health Centre [initiate Y3]

Comprehensive, coordinated, attachment, same day access, communication, culturally safe, virtual

- In partnership with 8 Langley NGOs, offer centralized access to primary care team-based care.
- Priority populations would include frail/elderly, seniors, mental health, indigenous, new immigrants, and street entrenched
- NGOs would provide their specialized allied health for priority populations as part of social prescription model
- All AHPs would document in PCN community wide EMR
- Primary care services will be provided by specialized NPs for priority populations and linked to PMHs for attachment using *Attachment Service*
- Services would be offered in-person, virtually and in community settings
- Space would be available to support group medical visits (in-person & virtually)
- CHC would be hub for *Referral Nurse*, *Attachment Service*, *Cultural Coordinator, Virtual Clinic, and Virtual Allied Health Service*

Clinical Human Resource	*FTEs being Requested*	*Attachment Target*
FP	*3.0*	*2100*
NP	*4.0*	*2600*[11]
RN	*5.0*[12]	*500*
MOA *Clinical Counsellors* *Psychologists* *Social Work* *Physiotherapist* *Clinical Pharmacist*	*1.0* *6.0 (2/PCN)* *1.0* *3.0* *2.0* *1.0*	
Cultural Coordinator	*0.5*	
Elder	*1.0*	

Change Management:

Virtual Referral Nurse Development [initiate Y1]

Comprehensive, virtual, same day access, communication

Outcome: Establish and sustain virtual referral nurse service to triage referrals

- Scope and hire RN role
- Scope and hire MOA role
- Develop and test processes and service model
- Develop and test linkages to community and SCSP services
- Develop and initiate communications for PMHs, PCPs and Public
- Build relationships with partner referral partners
- Work with DTO to identify, develop and test EMR (compatible for future use)
- Work with DTO to identify, develop and test virtual tools
- Develop process for documentation

[11] Attachment number reflects modified attachment for priority populations

[12] 1.0 FTE psych nurse

- Work with PSP to implement referral workflow in PMHs
- Develop and implement evaluation tools to measure quantitative & qualitative access, patient and provider satisfaction and utilization

Virtual Allied Health Services Development [initiate Y1]

Comprehensive, virtual, same day access, communication

Outcome: Establish and sustain virtual team-based care service.

- Scope and hire AHPs
- Provide UPBCPD Team Based Care education series for PCPs and AHPs
- Develop and test process for referrals
- Implement EMR and virtual tools
- Develop process for documentation & sharing
- Develop process for referral communication cycle
- Build relationships between Team and PCPs & PMHs
- Develop and implement evaluation tools to measure quantitative & qualitative access, patient and provider satisfaction and utilization

Langley Community Health Centre [initiate Y1]

Comprehensive, coordinated, attachment, same day access, communication, culturally safe, virtual

Outcome: Establish CHC as hub of team-based care for PCNs and priority populations.

- Develop a model for a CHC that spans across existing and willing NGOs leveraging existing NGO allied health based on their services and expertise
- Develop a process and test the use of additional NPs willing to work with vulnerable populations to support attachment
- Recruit, hire and place NPs with willing PMHs and in coordination with NGOs
- Develop and test process for ongoing attachment of vulnerable populations using *Attachment Service*
- Develop supports and linkages to CHC for PCPs who attach vulnerable populations from CHC including but not limited to first nations, immigrants, homeless, substance use, and palliative care
- Implement EMR and virtual services
- Develop governance and accountability structures for CHC to be hub of PCNs in Langley
- Work with patient Voices network in developing patient experience models
- Develop and implement evaluation tools to measure quantitative & qualitative access, patient and provider satisfaction and utilization

Networked Call Groups [initiate Y1]

Comprehensive, Communication

Outcome: Integrated simplified call management system to relieve PCP administrative burden of call

- Work with DTO to source technology to support integrated call sign-up & management
- Test and implement technology across all call groups
- Develop education and processes to support implementation across PCPs
- Develop communications

- Develop evaluation tools to measure quantitative & qualitative utilization, provider satisfaction and impact

MOA Network [initiate Y1]

Comprehensive, Communication, Access

Outcome: Sustainable MOA Network

- Develop and implement systems that support an MOA network
- Develop and implement a MOA locum pool program
- Develop and implement identified education supports for MOAs such as de-escalation, cultural safety, and trauma informed practice
- Work with PSP to develop and implement recruitment and HR best practices manuals for PMHs
- Work with DTO and PSP on EMR education and peer led EMR support networks
- Develop evaluation tools to measure quantitative & qualitative utilization

Resource	Description	Budget or FTE
Project Manager	1.0 FTE Develop & Initiate Referral Nurse, Team-based Care and Networks 1.0 FTE Develop & Initiate CHC & PCN Hub	1.0 FTE
Communications Coordinator	Support communications development	0.25 FTE
Project Coordinator	1.0 FTE per PM to support with reports, process mapping, meetings, etc.,	0.50 FTE
Evaluator	Develop and implement evaluation frameworks & related change management initiatives	0.33 FTE

Township of Langley
Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	FEBRUARY 13, 2023 - REGULAR MEETING	**REPORT:**	23-22
FROM:	ENGINEERING DIVISION	**FILE:**	1855-35
SUBJECT:	UNION OF BRITISH COLUMBIA MUNICIPALITIES DISASTER RISK REDUCTION PROGRAM GRANT SUBMISSION		

RECOMMENDATION:

That Council approve submission of a grant application for 56 Avenue and 24200 Block Slope Stability Project to the Union of British Columbia Municipalities Disaster Risk Reduction program for funding of up to $1,000,000 to make available previously approved Township funding if successful.

EXECUTIVE SUMMARY:

The Union of British Columbia Municipalities (UBCM) offers the Disaster Risk Reduction – Climate Adaptation program for initiatives that reduce the future risk of climate change as well as address flooding infrastructure improvements and slope failure repairs.

The 56 Avenue and 24200 Block Slope Stability Project, pre-approved by Council on December 12, 2022, is to complete urgent slope repair works with an estimated cost of $1,000,000. If the grant application is approved, it is anticipated to cover 100% of the required project costs, which will allow the current approved funding envelope to be utilized for other capital priorities.

PURPOSE:

To seek Council's approval for grant funding submission to the Union of British Columbia Municipalities Disaster Risk Reduction – Climate Adaptation program.

BACKGROUND/HISTORY:

UBCM offers the Disaster Risk Reduction – Climate Adaptation (DRRCA) program for projects which reduce risks from future disasters due to natural hazards and climate related risk by supporting planning and small-scale structural activities. Grant submissions are due by February 24, 2023.

Municipalities may submit one small scale project per intake. Proposed projects must demonstrate that they will reduce or eliminate long-term risk and the potential impact of future disasters. This funding is intended to assist communities in rebuilding in a better, stronger, and safer way to become more resilient overall. Eligible projects include flood protection works, daylighting or opening buried watercourses, floodplain restoration, slope stabilization projects, and wetland restoration.

DISCUSSION/ANALYSIS:

Staff have identified the 56 Avenue and 24200 Block Slope Stability Project as meeting all of the requirements of the DRRCA.

The December 12, 2022 Council Report Item E.2: "2023 Budget Pre-approval Request – 56 Avenue and 242 Block Slope Stability" indicated that geotechnical engineering recommended that the slope be stabilized as soon as possible by drilling 10 m long soil anchors into the downslope for a length of approximately 150 m, and shotcrete encapsulating the existing downslope side retaining wall. $1,000,000 was requested and pre-approved by Council to complete these works as a part of the 2023 Capital Budget.

Under the DRRCA, should funding be awarded, eligible expenditures begin from when an application was submitted. As such, with the project anticipated to be tendered in the next two months, all works would be considered eligible with no impact to the project delivery schedule.

Financial Implications:

If successful in the funding application, the Township will receive $1,000,000 in funding. This will allow for current approved funding to be utilized for other capital priorities.

Respectfully submitted,

Ryan Chapman
MANAGER, ADMINISTRATIVE SERVICES
for
ENGINEERING DIVISION

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

CONCURRENCES	
Division / Department	**Name**
FINANCE DIVISION	S. Ruff

Township of Langley
Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	FEBRUARY 13, 2023 - REGULAR MEETING	**REPORT:**	23-20
FROM:	ENGINEERING DIVISION	**FILE:**	5400-11
SUBJECT:	POLICY REVISION - SNOW AND ICE CONTROL		

RECOMMENDATIONS:

That Council adopt the updated Township of Langley Snow and Ice Control Council Policy 05-102 presented as Attachment A to this report to reflect the revisions requested by Council; and

That Council pre-approve $2,100,000 in 2023 Transportation Capital funding and direct staff to include $560,000 Transportation Operating funding as part of the 2023 budget and annualize the remaining $1,120,000 in the 2024 Transportation Operating budget to allow for the implementation of sidewalk clearing in select areas as identified in the revised policy to begin in the 2023/2024 winter season.

EXECUTIVE SUMMARY:

At its Regular Meeting on January 16, 2023, Council referred report 23-02 Improvements to Snow and Ice Control Policy back to staff to address concerns raised. Accordingly, staff have further revised the Snow and Ice Control Council Policy No. 05-102 (Attachment A) to:

- clarify property owners' responsibilities and timing for clearing snow and ice from sidewalks (Section 5.1);
- provide for education and enforcement (Section 5.3 – 5.4); and
- prioritize sidewalk areas for response (Section 5.5 – 5.11).

To undertake improved sidewalk snow and ice control services, staff recommend seven crews consisting of 14 new regular full-time employees complete with vehicles, equipment, and materials. The cost to implement the expanded service is estimated at $2,100,000 in capital costs and an annual operating cost of $1,680,000.

It is possible to phase the operating costs as a winter season spans two fiscal years. Therefore, it is recommended to include $560,000 in the 2023 Transportation Operating budget and annualize the remaining $1,120,000 in the 2024 Transportation Operating budget. Whereas the capital funding is urgently required to mitigate supply chain delays in receiving the necessary vehicles and equipment for the 2023/2024 winter season, a capital budget pre-approval would be appropriate in this circumstance.

PURPOSE:

This report is provided in response to Council direction and aims to provide information regarding proposed revisions to the Snow and Ice Control Council Policy No. 05-102.

BACKGROUND/HISTORY:

At the January 16, 2023 Regular Meeting, Council Report 23-02 Improvements to Snow and Ice Control Policy was referred to staff to address concerns raised by Council.

DISCUSSION/ANALYSIS:

This report and the previous report presents a structure of seven crews to respond to seven communities during winter conditions and are required to provide for an increased level of service to sidewalks as contemplated in a revised Snow and Ice Control Council Policy No. 05-102 (the Policy). Utilizing internal forces typically provides for ideal scheduling and flexibility around resource deployment and operational deviations. Throughout the year when not clearing sidewalks, these employees would work on various public works operations, maintenance, and construction programs.

Staff have further revised the Policy to clarify property owners' responsibilities and timing for clearing snow and ice from sidewalks; provide for education and enforcement; and prioritize sidewalks for response. A copy of the Policy is included as Attachment A.

Section 5.1 of the Policy describes the responsibilities of property owners and occupiers for clearing snow and ice from sidewalks, pursuant to Section 509 of the Township of Langley Highway and Traffic Bylaw 2010 No. 4758, as amended. Specifically, residential properties are required to remove snow and ice fronting their property within 24 hours of first accumulation; industrial, commercial, and institutional properties are required to remove snow and ice fronting and abutting their properties by 10:00am.

Section 5.3 and 5.4 was added which requires the Township to provide education and enforcement around the snow and ice program. Staff will develop an education campaign aimed to inform businesses and the public of the workings and impacts of the Township's snow and ice control program, and owner and occupier's responsibilities set out in the Highway and Traffic Bylaw and the Policy. Additionally, this section specifically states that properties along high-volume pedestrian routes will be fined if education and warnings fail to bring them into compliance.

Sections 5.5 to 5.11 were added to the Policy to establish levels of service for high-volume pedestrian traffic areas under the responsibility of the Township, on a priority basis. These high-volume routes have been designated as First and Second Priority dependent upon features such as routes to transit stops, schools, and sloped areas. All other sidewalk areas under Township jurisdiction will be designated as Third Priority.

Financial Implications:

The required capital and ongoing annual operating cost to improve the Township's snow and ice control program for sidewalks is summarized below.

Table 1: Cost – Sidewalk Snow and Ice Crews with Equipment

Resource	Capital	Operating
OMW x 2* (new regular full-time)	-	$182,000
Medium Dump Truck	$150,000	$26,000
Trailer	$15,000	$3,000
Snow Clearing Equipment	$135,000	$14,000
Materials	-	$15,000
Subtotal	$300,000	$240,000
TOTAL FOR 7 CREWS	**$2,100,000**	**$1,680,000**

**includes 80 hours per position of double time overtime*

The Township typically responds to winter conditions between November and March which spans two fiscal years. With that in mind the necessary operating budget request can be divided over two budget years for Council's consideration. Staff recommend $560,000 in Transportation Operating addition to the base 2023 budget with the remaining $1,120,000 being annualized in 2024.

The capital request is required in full to implement the improvements and should be pre-approved to mitigate supply chain delays in receiving the necessary vehicles and equipment. Failure to obtain the vehicles and equipment in time for the 2023/2024 winter season would affect the successful implementation of the improved sidewalk clearing program.

Respectfully submitted,

Aaron Ruhl
MANAGER, ENGINEERING OPERATIONS
for
ENGINEERING DIVISION

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

CONCURRENCES	
Division / Department	**Name**
FINANCE DIVISION	S. Ruff

ATTACHMENT A Revised Snow and Ice Control Council Policy 05-102

Township of Langley
Est. 1873

ATTACHMENT A

COUNCIL POLICY

Subject: Snow and Ice Control – Roadways and Sidewalks

Policy No:	**05-102**
	05-732
Previous Policy No:	**1998-09-21**
Approved by Council:	**2007-10-29**
Revised by Council:	**2008-12-08**
Revised by Council:	**2009-10-26**
Revised by Council:	**2016-05-30**
Revised by Council:	

1. Purpose

1.1. To define parameters under which snow and ice are cleared from Township of Langley roadways and sidewalk areas.

2. Background

2.1. Policy as adopted 1975/03/17 provided for establishment of a priority system for clearing of snow from collector roads, fire halls, school bus routes, etc. By resolution on 1997/09/25 Township Council adopted a policy that addressed the issues more specifically.

3. Related Policy

3.1. Highway and Traffic Bylaw 2010 No. 4758, as amended.
3.2. Snow and Ice Control – Parks and Trails Policy No. 05-118
3.3. Fees and Charges Bylaw 2007 No. 4616, as amended

4. Roadways

4.1. Sanding/Salting and Snow Plowing operations are conducted according to the following priorities:

4.1.1 First Priority: Arterial roads, major collector roads, bus routes, hilly areas and school zones (regardless of road classification) are given first priority. Sanding and plowing are carried out around the clock as long as poor conditions exist.

4.1.2. Second Priority: Industrial and commercial roads and secondary through roads in residential areas. These residential roads are located between the arterial or major collector road grids. They are typically over 200 meters in length and connect local traffic with either an arterial or major collector roadway. Work on Second priority routes is performed on regular weekdays only; minimal overtime is permitted to extend the normal workday.

4.1.3. Third Priority: All remaining residential roads. A “condition based” level of service exists on all Third priority routes. Conditions will be assessed by appointed Road Supervisors only after First and Second

priority roads have been completed. When snow accumulations exceed 250 mm as measured by a Road Supervisor, in the centre of the travelled portion of the road, one pass with a snow plow may be made to create more even travel surface. Compacted snow is the level of service provided and no de-icing material will be applied. Third priority work is performed during normal working hours only.

4.2. First and Second priority routes are defined and established as those roads and streets shown on the "Township of Langley – Sanding, Salting and Plowing Map", as amended from time to time.

4.3. First priority routes are maintained until the conditions are under control; only then are resources re-directed onto Second priority routes.

4.4. Once conditions are under control on Second priority routes resources may be re-directed to Third priority routes.

4.5. As soon as conditions deteriorate on any of the higher priority routes, resources are moved back to those routes.

4.6. Sanding/salting operations commence as conditions dictate, i.e.: black ice, commencement of snow falls and other slippery conditions. Sanding/salting on Third priority roads will only be done at intersections and only when conditions warrant.

4.7. Snow plowing occurs when the snow depth exceeds 10 cm (4 inches) and the storm is continuing.

4.8. Road surfaces are to be maintained in good winter condition, which does not mean "bare pavement," through continued use of assigned personnel and equipment and subject to availability of resources.

4.9. Snow removal from roads is undertaken in commercial areas only and only under conditions where snow windrows interfere with parking, and only after all priority road clearing is complete.

4.10. Township equipment used for snow and ice removal of public roadways may be used for snow removal at municipal facilities when no longer required for the public roadway maintenance.

5. Sidewalks

5.1. Snow removal from sidewalks is the responsibility of property owners and occupiers. Pursuant to the Highway and Traffic Bylaw, property owners or occupiers:

5.1.1.1. zoned as urban residential, multiple family residential or residential mobile home park, shall remove snow and ice from the sidewalks fronting their property within 24 hours of first accumulation of snow and ice; or

5.1.1.2. zoned as commercial, industrial, or institutional, shall

remove snow and ice from the sidewalks and walkways fronting or abutting their property by 10:00am.

5.2. Township roadway snow clearing operations will impact driveways and sidewalks, the Township will not lift plows to avoid driveways, nor send crews afterwards to clear driveways.

5.3. The Township will make efforts to educate owners and occupiers of property of their responsibilities and the Township's snow and ice control program.

5.4. On high volume pedestrian routes where education fails to bring properties into compliance, progressive enforcement including and up to fines, as outlined in the Fees and Charges Bylaw, will be undertaken by the Bylaw Enforcement department.

5.5. The Township shall be responsible for designated sidewalk areas with high volume pedestrian traffic outside of industrial, commercial, and institutional zoned areas, and lacking residential property frontage such as routes to transit stops, schools, sloped areas, and for other unique situations identified by Council or staff from time to time, on a priority basis and subject to resource availability.

5.5.1. Areas maintained include sidewalks, bus stops, multi-use paths, and walkways

5.5.2. First Priority Sidewalks: High pedestrian traffic sidewalk areas that are a main thoroughfare to a school or bus stop location, hilly areas, or known icy locations. Salting/sanding and snow clearing is carried out during regular work hours; overtime is permitted when conditions warrant an afterhours response.

5.5.3. Second Priority Sidewalks: High pedestrian traffic sidewalk areas that are not a main thoroughfare to a school or bus stop location. Salting/sanding and snow clearing is carried out during regular work hours; minimal overtime is permitted to extend the normal workday.

5.5.4. Third Priority Sidewalks: All remaining sidewalk areas. Salting/sanding and snow clearing will only be completed after First and Second Priority areas have been completed and is only performed during regular work hours.

5.6. First and Second priority routes are defined and established as those sidewalk areas shown on the "Township of Langley – Sidewalk Area Snow and Ice Control Maps", as amended from time to time.

5.7. First priority routes are maintained until the conditions are under control; only then are resources redirected onto Second priority routes.

5.8. Once conditions are under control on Second priority routes resources may be redirected to Third priority routes.

5.9. As soon as conditions deteriorate on any of the higher priority routes, resources are moved back to those routes.

5.10. Sanding/salting operations commence as conditions dictate, i.e.: black ice, commencement of snow falls and other slippery conditions.

5.11. Sidewalk area surfaces are to be maintained in good winter condition, which does not mean “bare pavement,” through continued use of assigned personnel and equipment and subject to availability of resources.

Township of Langley
Est. 1873

REPORT TO
MAYOR AND COUNCIL

PRESENTED:	FEBRUARY 13, 2023 - REGULAR MEETING	**REPORT:**	23-21
FROM:	ENGINEERING DIVISION	**FILE:**	SO002235
SUBJECT:	SOIL DEPOSIT APPLICATION FOR 27575 – 8 AVENUE		

RECOMMENDATION:

That Council direct staff to not refer soil deposit application for 27575 – 8 Avenue to the Agricultural Land Commission and direct staff not to process the application further.

EXECUTIVE SUMMARY:

On July 20, 2022, the Township of Langley received an application from Justin Armstrong (Agent) to deposit 212,000 m^3 or approximately 30,300 single truckloads of soil at 27575 – 8 Avenue which is in the Agricultural Land Reserve (ALR). The purpose of the application is to fill a former gravel pit to create a more usable agricultural land for blueberry operations.

Given that the application volume exceeded 600 m^3, the Township mailed an information package and ballot papers to surrounding property owners within 1 km of the subject property to obtain community input on the application and a public information session was held on January 17, 2023 pursuant to Council Policy No. 05-008, included as Attachment A. The session was attended by two individuals, both of whom do not reside within the 1 km mailout radius.

Pursuant to the Policy, the notification process was completed by regular mail on November 21, 2022, providing a 60-day response period. The results of the mailout and ballot process are outlined in the table below. The corresponding mailout map is included as Attachment B.

Item	Total	Percentage
Number of ballots mailed out	33	100%
Number of ballot responses received	7	21%
Number of property owners not responding	26	79%
Number in support	**4**	**57%**
Number not in support	3	43%

Section 9.3 of the Policy provides direction that generally applications will be supported by Council when more than 67% of surrounding property owners respond in support of the application. As the level of support for this application was 57%, the recommendation is that staff be directed to not refer the application to the Agricultural Land Commission (ALC) and not to process the application further. Section 9.3 does provide the option for Council to direct staff to refer the application to the ALC despite receiving less than 67% support from respondents.

PURPOSE:

This report provides Council information with respect to an application for soil deposition at 27575 – 8 Avenue and makes recommendation with respect to Council's consideration of the application.

BACKGROUND/HISTORY:

On July 20, 2022, the Township of Langley received an application along with a site plan and professional reports from Justin Armstrong (Agent) to deposit 212,000 m^3 or approximately 30,300 single truckloads of soil at 27575 – 8 Avenue which is in the ALR. The purpose of the application would be to fill the former gravel pit into more usable agricultural land for blueberry operations.

A detailed site plan was provided and is included as Attachment C. The professional reports include a Soil and Agricultural Capability Assessment Report by Riddell Soil Consultants and a Geotechnical Site Assessment Report by GeoWest Engineering. These reports are included as Attachments D and E respectively. The proposed deposit will raise the land between 3 m and 10 m and will tie into the existing road height along 8 Avenue.

There is a Class 'B' Watercourse running along the east property line and through the centre portion of the property. The proposal allows for a 3 m setback from top of bank with the proposed deposition. Erosion and sediment control measures will be in place including silt fencing, construction of an interceptor swale, two sediment ponds and upstream water quality monitoring. The drainage plan for the site has been included as Attachment F.

The proposed entry point for trucks to access the properties is via 8 Avenue, westbound from Abbotsford. Trucks are proposed to exit back onto 8 Avenue, turning north onto 264 Street and onto Highway 1.

DISCUSSION/ANALYSIS:

The property at 27575 – 8 Avenue is zoned RU-2 and is located in the ALR. As the property is in the ALR, a Fill Use Application has been submitted to the ALC and the Township received the fee payable in the amount of $750. Volume fees and a security deposit will be applicable should the application be authorized by Council to proceed and the ALC approves the Fill Use Application. The non-refundable volume fee is $212,000 ($1/m^3). The refundable security deposit in the amount of $1,060,000 ($5/m^3) is required to cover potential damage to municipal infrastructure.

The public was notified by advertising the application in the local newspapers and the Township's website. The property owner installed the required soil deposit application sign at the property. A public information session was held on January 17, 2023, and there were two attendees. Both attendees do not reside within the 1 km mailout radius.

Pursuant to the Policy, the neighbour notification process was completed by regular mail on November 21, 2022, providing a 60-day response period.

The results of the mailout are as follows:

Item	Total	Percentage
Number of ballots mailed out	33	100%
Number of ballot responses received	7	21%
Number of property owners not responding	26	79%
Number in support	**4**	**57%**
Number not in support	3	43%

Section 9.3 of the Policy provides direction that generally applications will be supported by Council when more than 67% of surrounding property owners respond in support of the application. As the level of support for this application was 57%, the recommendation is that staff be directed not to refer the application to the ALC and not to process the application further. Section 9.3 does provide the option for Council to direct staff to refer the application to the ALC despite reaching less than 67% support from the respondents.

Respectfully submitted,

Richard Welfing
MANAGER, ENGINEERING SERVICES
for
ENGINEERING DIVISION

ATTACHMENT A	Council Policy 05-008
ATTACHMENT B	Mail Out Map
ATTACHMENT C	Site Plan
ATTACHMENT D	Agricultural Capability Assessment Report
ATTACHMENT E	Geotechnical Site Assessment Report
ATTACHMENT F	Drainage Plan

Township of Langley
Est. 1873

COUNCIL POLICY

ATTACHMENT A

Subject: Soil Deposit and Removal

Policy No:	**05-008**
Previous Policy No:	**05-782**
Approved by Council:	**2015-01-26**
Revised by Council:	**2016-05-30**
Revised by Council:	**2019-02-11**

1. Purpose

1.1. The purpose of this policy is to set out how, while ensuring procedural fairness for both the Applicant and the public:

(a) members of the public will be notified about an Application;

(b) the public's views about an Application will be collected and considered;

(c) an Application will be considered; and

(d) an Application will be dealt with after such consideration.

2. Background

2.1. This policy repeals Soil Deposit and Removal Policy 05-779 in its entirety and replaces it with a new policy which reflects the current needs of the Township and its residents with respect to the Application.

3. Related Policies

3.1. None.

4. Definitions

4.1. In this Policy:

(a) "**Act**" means the *Agricultural Land Commission Act*, SBC 2002, c 36, as amended or replaced from time to time;

(b) "**ALC**" means the Agricultural Land Commission;

(c) **"ALR"** means land designated as an agricultural land reserve under the Act and includes an agricultural land reserve under a former Act;

(d) "**Applicant**" means a person who submits an Application to the Township;

(e) "**Application**" has the meaning ascribed to it in section 5.1;

(f) "**Bylaw**" means the Soil Deposit and Removal Bylaw 2013 No. 4975, as amended or replaced from time to time;

(g) **"Council"** means the Council of the Corporation of the Township of Langley;

(h) **"Engineer"** means the person appointed by Council to the position of General Manager of Engineering, his or her designates, and Township employees acting under his or her direction;

(i) "**Other Material**" includes but is not limited to Wood Waste, construction and demolition waste, masonry rubble, concrete, asphalt, glass, unchipped lumber, drywall, biological waste, organic waste, fertilizers, manure, composts, mulches, soil conditioners, including any materials listed in Schedule D of the Township of Langley Solid Waste Management Bylaw 2016 No. 5200, as amended or replaced from time to time, but does not include Soil;

(j) "**Permit**" means the written authority granted by the Engineer pursuant to the Bylaw for the deposit of Soil or Other material or removal of Soil;

(k) "**Petition**" means the form attached to this Policy in Schedule "A";

(l) "**Soil**" means clay, peat, silt, sand, gravel, cobbles, boulders, or other substance of which land is naturally composed, down to and including bedrock, but does not include Other Material;

(m) "**Subject Property**" means the property upon which an Applicant intends to deposit Soil or Other Material, or the property from which an Applicant intends to remove soil, pursuant to a Permit;

(n) "**Surrounding Property Owner**" means the registered owner of a property located in the Township of Langley and within a distance of 1km from the boundary of the Subject Property, and to a minimum of five properties measured along both sides of the road or roads on which the Subject Property is located, except a property which is exempt from taxation pursuant to section 220 of the *Community Charter*, SBC 2003, c 323, as amended or replaced from time to time;

(o) **"Township"** means the Corporation of the Township of Langley;

(p) **"Township of Langley"** means the geographic area subject to regulation by the Township; and

(q) "**Wood Waste**" means wood residue in shredded form, and includes sawdust, hog fuel, bark, chips, slabs, shavings, trimmings, edgings, or other such waste which is the result of any manufacturing process

involved in the production of lumber or other wood products, but does not include any materials listed in Schedule D of the Township of Langley Solid Waste Management Bylaw 2016 No. 5200, as amended or replaced from time to time.

5. Application

5.1. This Policy applies to:

(a) applications for a Permit to deposit or remove more than 600 cubic metres of Soil; and

(b) applications for a Permit to deposit or remove 600 cubic metres or less of Soil where the Engineer has determined that this Policy applies;

(c) applications for a Permit to deposit Other Material of any amount where the Engineer has determined that this Policy applies;

(each defined as an "**Application**").

5.2. For certainty, this Policy does not apply where a Permit is not required under the Bylaw or where the deposit or removal is permitted under the Act or regulations to the Act without approval by the Township.

6. Notification of the Public About An Application

6.1. Forthwith after receipt of a request by the Township to do so, an Applicant will, at its sole cost and expense, place a sign on the Subject Property in a form and substance acceptable to the Engineer and which is entirely visible from the road from which the Soil or Other Material is expected to be delivered to; or from which the Soil is expected to be removed from.

6.2. Forthwith after receipt of an Application, the Township shall, at the Applicant's sole cost and expense:

(a) mail a notification letter about the Application, an information package, and a Petition to each Surrounding Property Owner.

(b) publish notice of the Application on the Township's website; and

(c) publish notice of the Application in local newspaper(s) to the acceptance of the Municipal Engineer.

6.3. Prior to any of the Applications listed below in this Section 6.3 being finally considered by Council or the Engineer, as applicable, the Township shall, at the Applicant's sole cost and expense, hold a public meeting at an appropriate location and in a manner determined by the Engineer for:

(a) an Application for a Permit to deposit or remove more than 10,000 cubic metres of Soil;

(b) an Application for a Permit to deposit Other Material, if required by the Engineer; or

(c) any other Application for a Permit to deposit or remove Soil, if required by Council or the Engineer.

7. The Public's Views About an Application

7.1. If a Surrounding Property Owner wishes to notify the Township of their views about an Application, the Surrounding Property Owner must mail a signed Petition to the Township or return a signed Petition to the Township's offices in person within sixty (60) calendar days of the date of the Petition.

7.2. Any person who wishes to notify the Township of their views about an Application may submit written comments about the Application to the Engineer within sixty (60) calendar days of the publication of the notice referred to in Section 6.2(b).

7.3. After completion of the sixty (60) day period specified in Section 7.1, the Engineer shall calculate and publish in a report to Council:

(a) the number of Surrounding Property Owners who voted in favour of the Application on the Petition;

(b) the number of Surrounding Property Owners who voted against the Application on the Petition;

(c) the number of Surrounding Property Owners who did not return a signed Petition to the Township within the period specified in Section 7.1; and

(d) the number of responses received from the Owners of other properties not owned by the Surrounding Property Owners.

7.4. For certainty, a Surrounding Property Owner who does not return a signed Petition to the Township within the period specified in Section 7.1 will not be counted as having voted either for or against the Application on the Petition.

7.5. Unless required to do so by law, the Township will not disclose any personal information (including, but not limited to, the name or address) about Surrounding Property Owners or other members of the public who notify the Township of their views about an Application.

8. Referral to Council

8.1. Forthwith following the later of sixty (60) calendar days after the date of the Petition mail out referred to in Section 6.2(a), sixty (60) calendar days after the

publication of the notice referred to in Section 6.2(b) and thirty (30) days after the date of the public meeting held pursuant to Section 6.3, the Engineer will:

(a) refer the Application to Council for consideration at an open Council meeting;

(b) mail a notification letter to each Surrounding Property Owner, the Applicant, and to each member of the public who submitted written comments pursuant to Sections 7.2 and 6.3, as applicable, setting out the place where the open Council meeting will be held, the date on which it will be held, and the time at which it will be held; and

(c) provide Council with a written report setting out the numbers described in Sections 7.3 and summarizing the comments received by the Township pursuant to Sections 7.2 and 6.3, as applicable, as well as any other information that the Engineer considers relevant to the Application.

8.2. Prior to the open Council meeting referred to in Section 8.1, the Applicant may submit written submissions about the Application to the Engineer, which the Engineer may provide to Council for consideration, in advance of the open Council meeting where the Application will be considered.

9. Consideration of an Application by Council

9.1. After considering the Application, Council may, but is not obligated to, adopt one of the following resolutions:

(a) if the Subject Property for the Application is located within the ALR:

(i) a resolution that the Application be referred to the ALC for approval, subject to any conditions Council deems advisable;

(ii) a resolution that the Application not be referred to the ALC for approval and not be further processed under the Bylaw; or

(iii) a resolution that the Applicant, Township staff or other specified persons be invited to provide further submissions with respect to the Application;

(b) if the Subject Property for the Application is not located within the ALR:

(i) a resolution that the Application be further processed under the Bylaw;

(ii) a resolution that the Application not be further processed under the Bylaw; or

(iii) a resolution that the Applicant, Township staff or other specified persons be invited to provide further submissions with respect to the Application.

9.2. Where Council has adopted a resolution described in Section 9.1(a)(iii) or Section 9.1(b)(iii), Council may, after consideration of any further submissions with respect to the Application, adopt any one of the resolutions described in Section 9.1.

9.3. Generally, Council will only adopt a resolution described in Section 9.1(a)(i) or Section 9.1(b)(i) if at least 67% of the Surrounding Property Owners who voted, voted in favour of the Application on the Petition for the Application. However, Council has an obligation to consider each Application individually on its merits. To this end, Council may adopt a resolution described in Section 9.1(a)(i) or Section 9.1(b)(i) if less than 67% of the Surrounding Property Owners who voted, voted in favour of the Application on the Petition for the Application, if Council considers that there are reasons which would merit a departure from the above general rule.

10. After an Application Has Been Considered by Council

10.1. After Council adopts a resolution described in Section 9.1 with respect to an Application:

(a) the Township will notify the Applicant of the resolution in writing;

(b) if the resolution is one described in Section 9.1(a)(i), the Township will forthwith refer the Application to the ALC for approval; and

(c) if the resolution is one described in Section 9.1(a)(ii) or Section 9.1(b)(ii), the Township will not process the Application further and the Applicant will not be entitled to submit an Application on the same or similar scope and basis as the Application which was rejected by Council for a period of two (2) years after the date upon which publication notification of the Application was provided under Section 6.2(b).

10.2. For certainty, while a resolution of Council pursuant to Section 9.1 and, with respect to Applications for a Subject Property located in the ALR, ALC approval, are prerequisites to the issuance of a Permit, all requirements of the Bylaw must also be satisfied before a Permit will be issued.

11. Amended Applications

11.1. If an Applicant amends its Application to:

(a) increase the amount of Soil or Other Material to be deposited or soil removed from the Subject Property by more than 10%, or

(b) materially alter the location upon the Subject Property where the Soil or Other Material is to be deposited or Soil removed,

at any time during the processing of an Application by the Township, or after an Application has been referred to the ALC for approval, then the procedures outlined in Sections 6 through 10 of this Policy must be repeated with respect to the amended Application, at the Applicant's sole cost and expense.

SCHEDULE A

Policy No: 05-009

"DATE"

Re: Proposed Deposit/Removal of Soil at _____ Avenue/Street,

Langley, BC (the "Property")

The owner of the above noted Property has applied to deposit/remove soil on/from the Property (the "**Application**"). Details with respect to the Application may be obtained from the Township by contacting [designated Township contact] at [phone number].

Pursuant to the Township's Soil Deposit and Removal Policy (tol.ca/soils) the Township is writing to surrounding property owners of the Property to determine the level of support for the Application.

Please take a moment to complete the enclosed petition. We would like a response either way to confirm your decision. Property owners who do not return a signed petition to the Township will not be counted as having voted either for or against the Application. Only the registered owners of the property should vote and if the property is owned by more than one person, a majority of the registered owners must sign the enclosed petition. Please return your response within sixty (60) days of the date of this letter in the pre-stamped envelope provided. Your name, address and petition vote will not be disclosed unless required by law.

If you have any questions concerning the Application, please contact [designated Township contact] at [phone number].

Yours truly,

PETITION

Re: Application to Deposit/Remove Soil on/from _____, Langley, BC (the "Application")

FOLIO	CIVIC ADDRESS/LEGAL DESCRIPTION	NAME AND ADDRESS OF OWNER(S)

☐ I/we support the Application

☐ I/we do not support the Application

_____

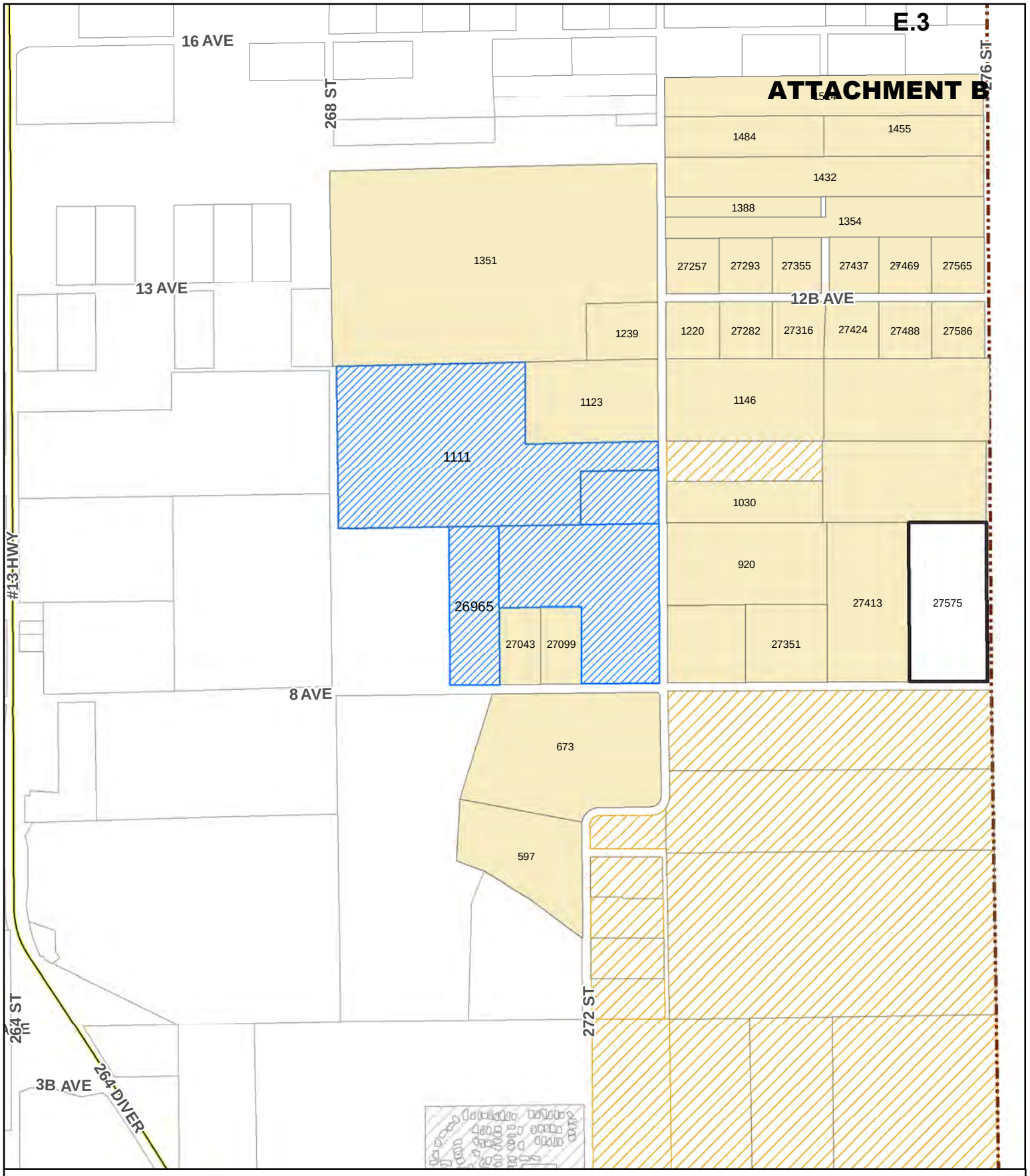
(Owner) Sign and print name

_____

(Owner) Sign and print name

Any personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Supervisor, Information, Privacy, and Records Management, Township of Langley, 20338 – 65 Avenue, Langley, BC V2Y 3J1 foi@tol.ca 604.532.7396

ATTACHMENT B



Township of Langley BC
Est. 1873

SO2235 Properties Balloted (1 Km)

- Township Owned Properties
- Metro Vancouver Owned Properties
- Proposed Soil Work
- Properties Balloted
- Municipal Boundary

Disclaimer: The data provided has been compiled from various sources and is not warranted as to its accuracy or sufficiency by the Township of Langley. The user of this information is responsible for confirming its accuracy and sufficiency.

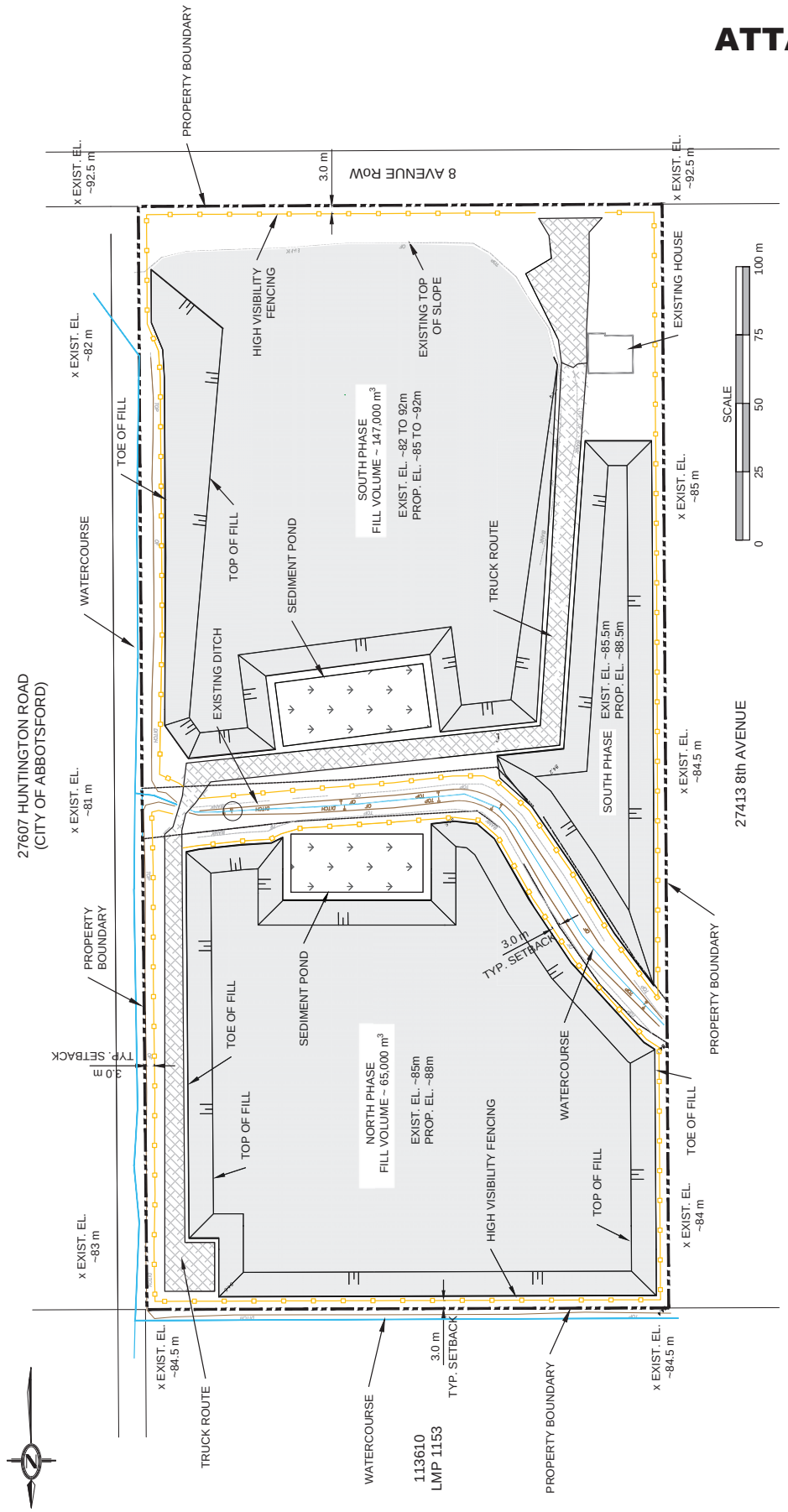
0 100 200 Meters

Printed Date: Tuesday, August 09, 2022

Surrounding Properties are within 1 km of of the boundary of the Subject Property

Path: N:\Maps\Standard Maps\Engineering\Soils\SO2235\SO2235.mxd

ATTACHMENT C



PROPOSED FILL PLAN
27575 8th AVENUE, LANGLEY, BC

ATTACHMENT D

RIDDELL
SOIL CONSULTANTS LTD

SOIL AND AGRICULTURAL CAPABILITY ASSESSMENT

FOR

27575 – 8 AVENUE, TOWNSHIP OF LANGLEY

(Project No. 2021-050)

Prepared

For

AES INC.

July, 2021

#2, 20812 – 70 Avenue
Langley, BC V2Y 0G1

778 350-2886
riddellsoilconsultants@gmail.com

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1.0 INTRODUCTION

Riddell Soil Consultants Ltd. was retained by AES Inc. to conduct a soil survey to determine the existing agricultural capability of lands used for cropping at 27575-8th Ave. in the Township of Langley and make recommendations for soil management and handling. The investigation was focused on approximately 5.75 ha. of land currently or historically being used for agricultural production (Figure 1). Results of this study are to be used to support an application to the Agricultural Land Commission (ALC) and Township of Langley (TOL) to place fill on agricultural lands.

The study area is located on a former gravel pit. The two southern fields located east and west of the on-site access road are currently in blueberry production (Figure 1). The northern field located north of the on-site access road and drainage ditch is currently growing weeds (Figure 1).

2.0 METHODS

The soil survey was done on July 15, 2021. Five soil pits were excavated to a depth of 1 m, or depth of refusal, using a shovel and hand auger. Sites were selected based on landscape, vegetation and land use. The soil inspection density was 0.9 sites per hectare. This meets the criteria of SIL 1 based on the Soil Inventory Methods of BC which requires at least one soil pit in each delineation and a density of one site per 1 to 5 ha (Resource Inventory Committee 1995).

Soil profiles were described according to the Canadian System of Soil Classification (Soil Classification Working Group 1998). Depth, texture, color, structure, consistence and coarse fragment content (gravel, stones and cobbles) were provided for each horizon in the soil profile description forms (Appendix A). Photographs of the soil pits are included in Appendix B. Coarse fragment contents for stones and cobbles were understood to be zero if not recorded in the soil inspection form. The presence or absence of salts, carbonates and mottles was also noted for each horizon. Field pH was measured for the upper two soil horizons using a Hellige-Truog kit.

Soil samples were taken from each soil horizon using a stainless steel sampling knife. The sampling knife was cleaned in between horizons and inspection sites. Soil samples were placed in plastic bags supplied by Element Labs and stored in coolers with ice packs. Soil samples were transported to Element Labs in Surrey on the day of soil sampling.

Soil samples from the surface horizon were analyzed for soil texture, organic matter content, nitrogen, phosphorus, potassium, sulphate and pH. Soil nitrogen (nitrate and ammonium) was measured from KCL extracts. The remaining soil nutrients were measured using the the Modified Kelowna Soil Test. Soil pH was measured in a 1:2 solution of Calcium Chloride (Appendix C).

Soil samples from the C horizon were analyzed for pH, EC, soluble cations (Calcium, Magnesium, Sodium and Potassium), soluble anions (sulphate and chloride) and saturation percent from a saturation extract (Appendix C).

Existing Soil Survey and Agricultural Land Capability information for the Subject Property were taken from the BC Soil Information Finder tool (**https://www2.gov.bc.ca/gov/content/environment/air-land-water/land/soil/soil-information-finder**). Site specific calculations of Agricultural Land Capability were done using the Land Capability Classification for British Columbia (Kenk and Cotic 1983).

Information for the climate capability for Agriculture in the Abbotsford area was interpreted from a BC Ministry of Environment document titled "Climatic Capability Classification for Agriculture in British Columbia" (BC Ministry of Environment 1981). Site specific precipitation data was taken from the Canadian Climate Normals (1981-2010) for the Abbotsford Weather Station (https://climate.weather.gc.ca/climate_normals/results_1981_2010_e.html?stnID=702&autofwd=1). A peak daily evapotranspiration rate of 3.6 mm/day for the Abbotsford area was taken from Table 3.1 in Chapter 3 of the BC Irrigation Management Guide (BC Ministry of Agriculture, Food and Fisheries 2005). A conservative estimate of May to September (153 days) evapotranspiration was calculated to be 551 mm based on this peak rate. Long term growing season average evapotranspiration estimates for

Abbotsford area range from 535 mm (https://farmwest.com/climate/calculators/evapotranspiration/) to 404 mm (BC Ministry of Environment 1981). A conservative estimate was used due to the effects of climate change.

Calculations for Available Soil Water Capacity (ASWC) and Soil Moisture Deficit (SMD) are shown in Appendix D. The adverse Climate Restriction rating of 2A for the Abbotsford area was taken from the Climatic Capability Classification for Agriculture in British Columbia publication (BC Environment 1981).

3.0 RESULTS

3.1 EXISTING SOIL SURVEY AND AGRICULTURAL LAND CAPABILITY INFORMATION

The soil map unit covering the Study Area was mapped as 70% Columbia ((CL) and 30% Abbotsford (AD) soils (Lutterming 1981)(Figure 2). Columbia soils are Orthic Humo-Ferric Podzols developed on gravelly glaciofluvial deposits. The average coarse fragment content is approximately 30 % and pH in the mineral soil horizons generally ranges from 5.0 to 5.5 (Lutterming 1981). The surface texture is sandy loam.

Abbotsford soils are Orthic Humo-Ferric Podzols developed on a veneer (< 1 m) of silty aeolian material overlying gravelly glaciofluvial deposits (Lutterming 1981). The average coarse fragment content is approximately 15% and the pH in the mineral soil horizons generally ranges from 5.0 to 5.5 (Lutterming 1981). The surface texture is silt loam.

Based on the information noted above, the agricultural land capability classification unit covering the Study Area was mapped as 70% Class 4AP and 30% Class 3AP (Figure 3). Agricultural lands with a Class 3 capability rating have limitations that moderately restrict the range of crops or require moderately intensive management practices (Kenk and Cotic 1983). Agricultural lands with a Class 4 capability rating have limitations that require special management practices or severely limit the range of crops (Kenk and Cotic 1983).

The soil moisture deficiency limitation (A) applies to situations where crops are adversely affected by droughtiness caused by either low soil moisture holding capacity in the soil or lack of rainfall (Kenk and Cotic 1983). Class 3A soils have a Soil Moisture Deficit (SMD) ranging from 116 to 190 mm and Available Water Storage Capacity (AWSC) ranging from 45-60 mm. Class 4A soils have a SMD ranging from 191 to 265 mm and AWSC ranging from 25-44 mm.

The stoniness limitation (P) applies to situations where there are enough coarse fragments in the soil to hinder tillage, planting and/or harvesting operations (Kenk and Cotic 1983). Class 3P soils have a total coarse fragment content of 11 to 20% which causes a significant interference with cultivation. Class 4P soils have a total coarse fragment content of 21 to 40% which causes a serious handicap to cultivation. In areas which are climatically suitable for growing tree fruits and grapes, a CLASS 4 level stoniness limitation may not be a significant limitation to these crops (Kenk and Cotic 1983).

3.2 FIELD STUDY RESULTS

3.2.1 Soil Classification

The study area is located in a former gravel pit. The soils have been heavily disturbed by aggregate mining and subsequent earth-moving activities to convert the land use back to agriculture. The parent material at Sites MR1, MR3 and MR4 is gravelly, glaciofluvial deposits, consistent with the Columbia soils mapped in the study area (Appendix A). There is a thin veneer (15 to 27 cm) of silt loam material overlying the glaciofluvial deposits at MR3 and MR4 (Appendix A). It is not known if the origin of the SiL deposits is aeolian, as mapped in the Abbotsford soil series, or anthropogenic related to gravel pit reclamation.

The parent material at Sites MR2 and MR5 is fill material (Appendix A). The disturbed material at Site MR2 is glaciofluvial in origin and is gravelly. The disturbed material at Site MR 5 appears to be till in origin and is also gravelly and stony.

Soils were classified as either Brunisolic or Regosolic because of the recent nature of the disturbance. Natural soil profile development appears to be very limited. Soil series names were not assigned to the profiles because of the disturbed landscape.

3.2.2 Soil Moisture Deficiency Rating (A)

The unimproved soil moisture deficiency ratings based on the AWSC ranged from 2A to 4A (Table 1). Soil textures for the surface horizon were determined from lab analyses and soil textures for the subsoil horizon were determined from hand texturing in the field. The 2A ratings were found at site MR 3 where there was a 27 cm layer of Silt loam material overlying the sandy, gravelly deposits and Site MR5 where the disturbed material was Loam to Clay loam in texture. The 3A and 4A ratings were found where there were thin layers of sandy loam or silt loam overlying the sandy, gravelly material.

Unimproved moisture deficiency ratings based on the SMD were 3A at all Sites (Table 1). The Improved Moisture Deficiency Rating, based on irrigation, ranges from 1 to 3A (Table 1).

Table 1. Available Soil Moisture Capacity (ASWC), Soil Moisture Deficit (SMD) and Unimproved and Improved Moisture Deficiency Ratings (A).

Site	Available Soil Moisture Capacity (ASWC)	Unimproved Moisture Deficiency Rating (A)	Soil Moisture Deficit (SMD)	Unimproved Moisture Deficiency Rating (A)	Improved Moisture Deficiency Rating (A)
MR1	37	4A	175	3A	3A
MR2	39	4A	173	3A	3A
MR3	66	2A	146	3A	1
MR4	45	3A	167	3A	2A
MR5	62	2A	150	3A	1

3.2.3 Stoniness Limitation (P)

The unimproved and improved Stoniness limitations were 4P for all sites based on field estimates of coarse fragment content in each horizon (Table 2).

Table 2. Unimproved and Improved Stoniness Limitations (P).

Site	Most Restricting Total Coarse Fragment Layer in Upper 50 cm (%)	Unimproved Stoniness Rating (P)	Improved Stoniness Rating (P)
MR1	40	4P	4P
MR2	40	4P	4P
MR3	35	4P	4P
MR4	40	4P	4P
MR5	30	4P	4P

3.2.4 Adverse Climate (C), Structure (D), Erosion (E), Innundation (I), Soil Depth (R), Topography (T) and Excess Water (W) Limitations.

The Adverse Climate Rating for the Abbotsford area is 2A based on the Climatic Capability Classification for Agriculture in British Columbia publication (BC Environment 1981) (Table 3). The Structure limitation was rated 2D at all sites because of the presence of high coarse fragments within 50 to 75 cm of ground surface. The Erosion limitation was rated 2E at Sites MR1, MR3 and MR 4 because the ground surface was level with slopes of approximately 0.5 %. The Erosion limitation was rated 3E at Sites MR2 and MR5 because the slopes ranged from 3% (MR2) to 11% (MR5). The Inundation limitation was rated 2I at all sites because of the possibility of brief inundation during the growing season or the possibility of winter flooding causing a high water table. The Soil Depth limitation was rated 1 because the depth to solid bedrock was greater than 1 m. The Topographic limitation was rated 1 at Sites MR1, MR2, MR3 and MR4 because the slopes were simple and less than 5%. The topographic limitation at Site MR5 was rated 3T because the slope was simple and the steepness ranged from 11 to 15%. The Excess Water limitation was rated 2W because of the potential occurrence of excess water during winter months adversely affecting deep-rooted perennial crops.

Table 3. Adverse Climate (A), Structure (D), Erosion (E), Inundation (I), Soil Depth (R), Topography (T) and Excess Water Limitations.

Site	Adverse Climate Limitation (C)	Structure Limitation (D)	Erosion Limitation (E)	Inundation Limitation (I)	Soil Depth Limitation (R)	Topographic Limitation (T)	Excess Water Limitation (W)
MR1	2A	2D	2E	2I	1	1	2W
MR2	2A	2D	3E	2I	1	1	2W
MR3	2A	2D	2E	2I	1	1	2W
MR4	2A	2D	2E	2I	1	1	2W
MR5	2A	2D	3E	2I	1	3T	2W

3.2.5 Soil Fertility (F) Limitations

The Soil Fertility limitation was rated 3F for Sites MR1, MR2, MR3 and MR4 because low plant available nitrogen levels indicated moderate nutrient imbalances (Table 4). The fertility status does not restrict the range of crops but moderate additions of fertilizer would be required. The Soil Fertility limitation was rated 2F for Site MR5 because plant available nitrogen levels were slightly higher (Table 4)

Table 4. Organic Matter (%), pH, Plant Available Nitrogen, Phosphate and Potassium Levels (ppm) and Fertility Limitations (Based on Surface Horizon).

Site	Organic Matter (%)	pH (1:2 Soil:CaCL2)	Plant Available Nitrogen (Nitrate + Ammonium) (ppm)	Plant Available Phosphate (ppm)	Plant Available Potassium (ppm)	Fertility Limitation (F)
MR1	4.5	5.2	5.0	240	180	3F
MR2	5.4	6.3	9.6	41	159	3F
MR3	3.8	5.5	0	68	125	3F
MR4	3.9	5.1	2	90	150	3F
MR5	8.0	6.0	16.7	59	265	2F

3.2.6 Soil Salinity (N) Limitations

The Salinity rating is 1 at all Sites because the soil Electrical Conductivity (EC) levels were well below 2 dS/m (Table 5).

Table 5. Soil Electrical Conductivity (EC), Sodium Adsorption Ratio (SAR), pH and Salinity Ratings (Based on C Horizon).

Site	Electrical Conductivity (EC) (dS/m)	Sodium Adsorption Ratio (SAR)	pH	Salinity Rating
MR1	0.13	0.2	6.1	1
MR2	0.18	0.3	6.2	1
MR3	0.14	0.1	6.1	1
MR4	0.08	0.3	6.2	1
MR5	0.12	0.2	6.2	1

3.2.7 Agricultural Capability Rating Based on Field Investigation

The unimproved and improved Agricultural Capability Rating for the fields west of the road and north of the on-site access road is 4P (Figure 4). Land in this Class has limitations that require special management practices or severely restrict the range of crops due to high levels of coarse fragments in the soil profile. The unimproved and improved Agricultural Capability Rating for the field east of the road is 4AP (Figure 4). Land in this Class has limitations that require special management practices or severely restrict the range of crops due to high levels of coarse fragments in the soil profile and low Available Soil Water Holding Capacity.

3.2.8 Surface Soil Quality

The average organic matter content and pH of the surface soil currently occupying the agricultural lands on the subject property are 5.1% and 5.6, respectively. The average sand, silt and clay content of the surface soil is 50%, 40% and 10%, respectively (Loam texture). The average coarse fragment content of

the surface soil is 25%. The coarse fragments are dominantly gravel-sized. The average depth of the surface soil horizon is approximately 23 cm.

3.2.9 Soil Management/Handling Recommendations

The surface of the placed-fill should be contoured to maintain or improve existing surface drainage patterns. The re-contoured landscape should incorporate landforms which support the erosion and sediment control plan for the project. The re-contoured landscape should also maintain existing subsurface drainage conditions.

The upper 75 cm of the fill material must be of an adequate quality to maintain an Agricultural Capability Rating of 4 or better and should be inspected and tested by a Professional Agrologist prior to placement. The upper 50 to 75 cm of the re-contoured fill surface should be de-compacted using a ripper or paratiller prior to topsoil placement.

Approximately 25 cm of loam-textured topsoil should be placed on the re-contoured fill surface. The topsoil should have a minimum organic matter content of 5% and a pH in the 5.0 to 6.0 range. The topsoil must have a coarse fragment content of less than 25% gravel and not have stone or cobble sized coarse fragments. Topsoil sourced for placement may have to be amended to meet these requirements. Topsoil to be placed on the fill surface should be inspected and tested by a Professional Agrologist prior to placement. Topsoil depth, structure, coarse fragment content and consistence on the re-contoured landscape should be documented by a Professional Agrologist. Additional tillage to reduce topsoil compaction might be required based on soil structure and consistence conditions documented post-placement.

Measures to protect the placed topsoil against water and wind erosion will be outlined in the erosion and sediment control plan for the project.

4.0 CONCLUSIONS

The Agricultural Land Capability Classification for the fields within the Study Area at 27575 - 8th Ave in the Township of Langley ranges from 4P to 4AP. Lands in these Classes have severe limitations that requires special management practices or severely restrict the range of crops due to high levels of coarse fragments or low Available Soil Water Holding Capacity.

Soil handling and management on the re-contoured fill landscape must ensure the Agricultural Land Capability Classification of the soil is Class 4 or better. The quality of the upper 75 cm of fill and 25 cm of topsoil placed on the re-contoured landscape must be sufficient to maintain an Agricultural Land Capability Classification of Class 4 or better. The current surface soil on the property has an average texture of loam and an average organic matter content of 5%. The pH of the surface soil currently on the property ranges from 5.0 to 6.0 and averaged coarse fragment content is 25%. Subsoil and topsoil placed on the upper meter of the re-countoured fill landscape must be inspected and tested by a Professional Agrologist prior to placement.

The re-contoured landscape should maintain current surface and subsurface drainage patterns and support the sediment and erosion control plan for the project. Measures to protect the placed topsoil against wind and water erosion will be outlined in the sediment and erosion control plan for the project.

5.0 DISCLAIMER

Riddell Soil Consultants Ltd. supervised and carried out the work described in this report. The report is based on and limited by circumstances and conditions referred to throughout the report and on information available at the time of the site investigation. Riddell Soil Consultants Ltd. has exercised reasonable skill, care and diligence to assess the information acquired during the preparation of this letter report. Riddell Soil Consultants Ltd. believes this information is accurate but cannot guarantee or warrant its accuracy or completeness. Information provided by others was believed to be accurate but cannot be guaranteed.

This report is prepared for the sole benefit of AES Inc. The report may not be relied upon by any other person or entity without the express written consent of Riddell Soil Consultants Ltd. and AES Inc. Any uses which a third party makes of this report, or any reliance on decisions made based on it, are the responsibility of such third parties. Riddell Soil Consultants Ltd. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

6.0 CLOSURE

We trust the information provided herein satisfies your present requirements. Please call if you any questions or comments.

RIDDELL SOIL CONSULTANTS LTD.



Murray Riddell, M.Sc., P. Ag.

7.0 REFERENCES

BC Ministry of Agriculture, Food and Fisheries. 2005. BC Irrigation Management Guide. Chapter 3-Climate. Ed. Ted W. van der Gulik, P. Eng.

BC Ministry of Environment 1981. Climatic Capability Classification for Agriculture in British Columbia. Prepared by Climatology Unit-Air Studies Branch. Victoria, BC.

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Canadian Climate Normals (1981-20210) https://climate.weather.gc.ca/climate_normals/results_1981_2010_e.html?stnID=702&autofwd=1

Farmwest Web Site https://farmwest.com/climate/calculators/evapotranspiration

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Lutterming, H.A. 1981. Soils of the Langley-Vancouver Map Area. Report No. 15 British Columbia Soil Survey. Volume 6-Technical Data-Soil Profile Descriptions and Anaylytical Data. Kelowna, BC.

Resource Inventory Committee. 1995 Soil Inventory Methods for British Columbia, 61 pp. plus appendicies.

Soil Classification Working Group 1998. The Canadian System of Soil Classification 3rd Ed. Agriculture and Agri-Food Canada Publication 1646, 187 pp.

FIGURES

1. Site Location Plan

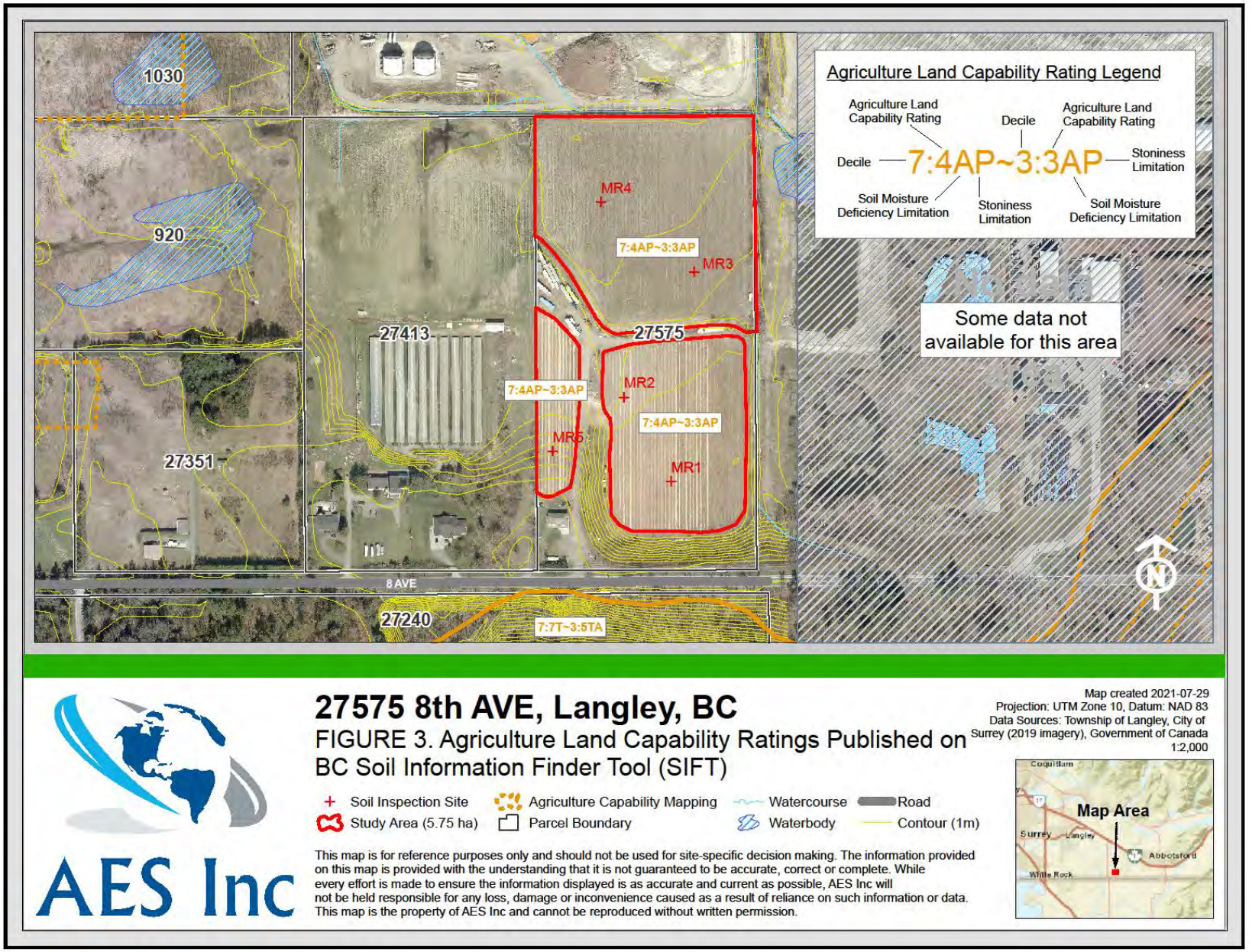
2. Soil Survey Information from BC Soil Information Finder Tool

3. Agricultural Land Capability Ratings
   (Published on BC Soil Information Finder Tool)

4. Agricultural Land Capability Ratings based on Field Study


1030
920
27413
27351
27575
MR4
MR3
MR2
MR5
MR1
8 AVE
27240
Some data not available for this area
N
27575 8th AVE, Langley, BC
FIGURE 1. Site Location Plan
Soil Inspection Site
Study Area (5.75 ha)
Parcel Boundary
Watercourse
Waterbody
Road
Contour (1m)
This map is for reference purposes only and should not be used for site-specific decision making. The information provided on this map is provided with the understanding that it is not guaranteed to be accurate, correct or complete. While every effort is made to ensure the information displayed is as accurate and current as possible, AES Inc will not be held responsible for any loss, damage or inconvenience caused as a result of reliance on such information or data. This map is the property of AES Inc and cannot be reproduced without written permission.
Map created 2021-07-29
Projection: UTM Zone 10, Datum: NAD 83
Data Sources: Township of Langley, City of Surrey (2019 imagery), Government of Canada
1:2,000
Coquitlam
Map Area
Surrey
Langley
Abbotsford
White Rock
AES Inc


OPEN WATER
1030
OPEN WATER
920
OPEN WATER
MR4
70% COLUMBIA (CL)
30% ABBOTSFORD (AD)
MR3
27413
27575
70% COLUMBIA (CL)
30% ABBOTSFORD (AD)
MR2
MR6
70% COLUMBIA (CL)
30% ABBOTSFORD (AD)
MR1
27351
Some data not available for this area
8 AVE
27240
100% COLUMBIA (CL)
N
AES Inc
27575 8th AVE, Langley, BC
FIGURE 2. Soil Survey Information from BC Soil Information Finder Tool (SIFT)
Soil Inspection Site
Soil Survey
Watercourse
Road
Study Area (5.75 ha)
Parcel Boundary
Waterbody
Contour (1m)
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Map created 2021-07-29
Projection: UTM Zone 10, Datum: NAD 83
Data Sources: Township of Langley, City of Surrey (2019 imagery), Government of Canada
1:2,000
Coquitlam
Map Area
Surrey
Langley
Abbotsford
White Rock


1030
920
27413
27351
27575
27240
8 AVE
MR4
MR3
MR2
MR5
MR1
7:4AP~3:3AP
7:4AP~3:3AP
7:4AP~3:3AP
7:7T~3:5TA
Agriculture Land Capability Rating Legend
Agriculture Land Capability Rating
Decile
Agriculture Land Capability Rating
Decile
7:4AP~3:3AP
Stoniness Limitation
Soil Moisture Deficiency Limitation
Stoniness Limitation
Soil Moisture Deficiency Limitation
Some data not available for this area
N
27575 8th AVE, Langley, BC
FIGURE 3. Agriculture Land Capability Ratings Published on BC Soil Information Finder Tool (SIFT)
Soil Inspection Site
Agriculture Capability Mapping
Watercourse
Road
Study Area (5.75 ha)
Parcel Boundary
Waterbody
Contour (1m)
Map created 2021-07-29
Projection: UTM Zone 10, Datum: NAD 83
Data Sources: Township of Langley, City of Surrey (2019 imagery), Government of Canada
1:2,000
Coquitlam
Map Area
Surrey
Langley
Abbotsford
White Rock
AES Inc
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1030
920
27413
27351
27575
8 AVE
27240
MR4
4P
MR3
MR2
4AP
MR5
MR1
Agriculture Land Capability Rating Legend
Agriculture Land Capability Rating
4AP
Stoniness Limitation
Soil Moisture Deficiency Limitation
Some data not available for this area
N
AES Inc
27575 8th AVE, Langley, BC
FIGURE 4. Agriculture Land Cabability Ratings Based on Field Study
Soil Inspection Site
Parcel Boundary
Waterbody
Contour (1m)
Study Area (5.75 ha)
Watercourse
Road
This map is for reference purposes only and should not be used for site-specific decision making. The information provided on this map is provided with the understanding that it is not guaranteed to be accurate, correct or complete. While every effort is made to ensure the information displayed is as accurate and current as possible, AES Inc will not be held responsible for any loss, damage or inconvenience caused as a result of reliance on such information or data. This map is the property of AES Inc and cannot be reproduced without written permission.
Map created 2021-07-29
Projection: UTM Zone 10, Datum: NAD 83
Data Sources: Township of Langley, City of Surrey (2019 imagery), Government of Canada
1:2,000
Coquitlam
Map Area
Surrey
Langley
Abbotsford
White Rock

APPENDIX A

SOIL PROFILE DESCRIPTION FORMS

SOIL INSPECTION FORM

PROJECT NO. 2021-050

SITE ID: MR1 EASTING: 539421 NORTHING: 5429562 DATE: July 15, 2021

SURFACE EXPRESSION: Level SLOPE POSITION: Level SLOPE CLASSES: 1 (0-0.5) SLOPE LENGTH: 4 (100-500)

SLOPE %: 0.5 ASPECT: 338 SURFACE STONINESS: S4 LAND USE: Crop

SITE INFORMATION:

Horizon	Depth		Moist	Color	Coarse Fragments			Texture	Structure			Const	Salts	Carbs	Mottles				pH
	UL	LL			%	Shape	Type		Grade	Class	Kind		f,c,a	n,w-e	Abun	Size	Cont	Color	
Bm	0	33	d	7.5YR 3/3	40	R	G	SL	w	m	sb	fr	-	-	-	-	-	-	5.0
C	33	85	d	7.5YR 2.5/2	20	R	G	LS			sg	l	-	-	-	-	-	-	5.0
IIC	85	100	d	2.5Y 3/2	70	R	G	LS			sg	l	-	-	-	-	-	-	-

PARENT MATERIAL 1: GLFL TEXTURE: MC

PARENT MATERIAL 2: GLFL TEXTURE: VC SITE DRAINAGE: Well

NOTES:

- blueberries
- Field pH determined using Hellige Truog kit
- Classified as a young Orthic Dystric Brunisol
-
-
-
- Refusal at 100 cm on coarse fragments
- Lab texture for Bm is SL (66% S, 26% Si, 8% C)
- Lab pH for Bm is 5.2 (CaCl2)
-
-
-

SOIL INSPECTION FORM

PROJECT NO. 2021-050

SITE ID: MR2 EASTING: 539380 NORTHING: 5429635 DATE: July 15, 2021

SURFACE EXPRESSION: Ridged SLOPE POSITION: Crest SLOPE CLASSES: 3 (2-5) SLOPE LENGTH: 2 (25-50)

SLOPE %: 3 ASPECT: 90 and 360 SURFACE STONINESS: S4 LAND USE: Crop

SITE INFORMATION:

	Depth				Coarse Fragments				Structure				Salts	Carbs	Mottles				
Horizon	UL	LL	Moist	Color	%	Shape	Type	Texture	Grade	Class	Kind	Const	f,c,a	n,w-e	Ab	Sz	Ct	Color	pH
C1	0	27	d	10YR 3/2 + 10YR 5/4	15	R	G	SL	w	m	sb	fm	-	-	-	-	-	-	6.5
C2	27	76	d	2.5Y 4/3	40	R	G	S			sg	l	-	-	-	-	-	-	5.5

PARENT MATERIAL 1: ANTH TEXTURE: MC SITE DRAINAGE: Well

NOTES:

- Refusal at 76 cm on coarse fragments
- Lab texture in C1 is SL (54%S, 38%Si, 8% C)
- Classified as a Regosol
- Lab pH in C is 6.3 (CaCl2)
-
-
- Field pH determined using Hellige Truog kit
- Soil is disturbed as evidenced by severe admixing in C1
- blueberries
-
-
-

SOIL INSPECTION FORM

PROJECT NO. 2021-050

SITE ID: MR3 EASTING: 539441 NORTHING: 5429743 DATE: July 15, 2021

SURFACE EXPRESSION: Level SLOPE POSITION: Level SLOPE CLASSES: 2 (0.5-2) SLOPE LENGTH: 4 (100-500)

SLOPE %: 0.5 ASPECT: N/A SURFACE STONINESS: S4 LAND USE: Crop

SITE INFORMATION:

	Depth				Coarse Fragments				Structure				Salts	Carbs	Mottles				
Horizon	UL	LL	Moist	Color	%	Shape	Type	Texture	Grade	Class	Kind	Const	f,c,a	n,w-e	Abun	Size	Cont	Color	pH
Bm	0	27	d	10YR 6/4	10	R	G	SiL	m	m	gr	fr	-	-		-	-	-	5.5
C1	27	59	m	7.5YR 3/4	35	R	G	SL-LS			ma	fr	-	-	-	-	-	-	5.5
C2	59	80	m	10YR 3/4	80	R	G	S			sg	l	-	-	-	-	-	-	

PARENT MATERIAL 1: GLFL TEXTURE: MC SITE DRAINAGE: Well

NOTES:

- Refusal at 80 cm on coarse fragments
- SiL deposit on surface could be aeolian in origin?
- Classified as a young Orthic Dystric Brunisol
- Lab texture in Bm is SiL (36%S, 52%Si, 12% C)
- Field ph determined using Hellige-Truog kit
- Click here to enter text.
- Glaciofluvial deposit with increasing sand and gravel content with depth
- SiL deposit on surface could also be deposited during gravel pit reclamation
- weeds
- Lab pH in Bm is 5.5 (CaCl2)
-
-

SOIL INSPECTION FORM

PROJECT NO. 2021-050

SITE ID: MR4 EASTING: 539360 NORTHING: 5429804 DATE: July 15, 2021

SURFACE EXPRESSION: Level SLOPE POSITION: Level SLOPE CLASSES: 2 (0.5-2) SLOPE LENGTH: 4 (100-500)

SLOPE %: 0.5 ASPECT: N/A SURFACE STONINESS: S4 LAND USE: Crop

SITE INFORMATION:

Horizon	Depth		Moist	Color	Coarrse Fragments			Texture				Const	Salts	Carbs	Mottles				pH
	UL	LL			%	Shape	Type		Grade	Class	Kind		f,c,a	n,w-e	Abun	Size	Cont	Color	
Bm	0	15	d	7.5YR 4/4	25	R	G	SiL	m	m	gr	fr	-	-	-	-	-	-	5.0
C1	15	64	d	7.5YR 4/3	40	R	G	SL-LS	w	m	sb	fr	-	-	-	-	-	-	5.5
C2	64	80	m	7.5YR 3/3	70	R	G	S			sg	l	-	-	-	-	-	-	-

PARENT MATERIAL 1: GLFL TEXTURE: MC SITE DRAINAGE: Well

NOTES:

- Refusal at 80 cm on coarse fragments
- Lab texture in Bm is L (44% S, 46%Si, 10%C)
- Lab texture in C1 is SL (65%S, 27% Si, 8%C)
- Loam deposit on surface could be as a result of gravel pit reclamation
-
-
- Field pH determined using Hellige-Truog kit
- Lab pH in Bm is 5.1 (CaCl2)
- Glaciofluvial deposit with increasing sand and gravel content with depth
- Classified as a young Orthic Dystric Brunisol
-
-

SOIL INSPECTION FORM

PROJECT NO. 2021-050

SITE ID: MR5 EASTING: 539318 NORTHING: 5429588 DATE: July 15, 2021

SURFACE EXPRESSION: Inclined SLOPE POSITION: Mid SLOPE CLASSES: 5 (9-15) SLOPE LENGTH: 3 (50-100)

SLOPE %: 12 ASPECT: 343 SURFACE STONINESS: S4 LAND USE: Crop

SITE INFORMATION:

Horizon	Depth		Moist	Color	Coarse Fragments			Texture	Structure			Const	Salts	Carbs	Mottles				pH
	UL	LL			%	Shape	Type		Grade	Class	Kind		f,c,a	n,w-e	Abun	Size	Cont	Color	
Bm	0	15	d	10YR 4/3	15	R	G	L	m	f	gr	fr	-	-	-	-	-	-	5.5
C	15	78	m	10YR 3/3	15	R	G	L-CL	m	m	sb	fm	-	-	-	-	-	-	6.0
Ck	78	100	w	2.5Y 3/2	10	A	G	CL			ma	st	-	m	-	-	-	-	-
Bm					15	R	S												
C					10	R	S												

PARENT MATERIAL 1: ANTH TEXTURE: ME SITE DRAINAGE: Well

NOTES:

- Disturbed till fill material for 78 cm
- Debris (wood and concrete) throughout soil pit
- Calcareous below 78 cm
- Lab texture in Bm is L (48% S, 36% Si, 16% C)
- blueberries
- Gravel and stone size coarse fragments in Bm and C
- Blue clay beyond 1 m
- Native till at 78 cm?
- Field pH determined using Hellige-Truog kit
- Lab pH in Bm is 6.0 (CaCl2)
- Classified as a young Eutric Brunisol
- Seepage at 1m

APPENDIX B

PHOTOGRAPHS OF SOIL PITS



Soil Pit – 1



Soil Pit – 2



Soil Pit – 3



Soil Pit – 4



Soil Pit – 5

APPENDIX C

LABORATORY DATA

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Project Information

Project ID: AES-21
Project Name: 275-15-6th Ave
Project Location:
Legal Location:
PO/AFE:
Prov. Acct. Code:
Quote #: 32842

Invoice To

Company: Ruddell Soil Consultants Ltd
Address: #2, 20312-72 Ave
Langley, BC, V2Y 2G1
Attention: Murray Ruddell
Phone:
Cell: 778 359 2886
Email: ruddellsoilconsultants@gmail.com
Government Project: Yes / (No)
SOFA:
Agreement #:

Report To

Company:
Address:
Attention: SAME
Phone:
Cell:
Fax:
Email 1:
Email 2:
Copy of Invoice: YES / NO

Additional Rep... Co...

1) Name:
Email:
2) Name:
Email:

Sample Collected by

Sampled by: Murray Ruddell
Company: Ruddell Soil Consultants Ltd
I authorize Element to proceed with the work indicated on this form.
Signature:
Date and Time: July 15/2024 2:00 PM

RUSH Priority

- ☐ Same Day (200%)
- ☐ Next Day/1am (150%)
- ☐ Three or four Days (125%)
- ☐ 5 or 7 Days (Regular TAT)

Date Required:

When "ASAP" is requested, TAT is set at 1 business day. RUSH priority will be given and turn around time is met. Please contact the lab prior to submitting RUSH samples. If "ASAP" samples require RUSH, please indicate in the Special Instructions.

Report Results

- ☑ Excel
- ☐ Digital
- ☐ Online
- ☑ PDF
- ☐ Fax
- ☐ Fax2

Requirements

- ☐ HCDWQ
- ☐ SPIGSC
- ☐ AB Tier 1
- ☐ JCCSR
- Other (list below)

Special Instructions/Comments (please add any contact information, including phone number, if different from above).

	Sample ID	Sample Description	Depth start	Depth end	Date/Time sampled	Matrix	Sampling method	Number of Containers	WCHH Hold Processed?	Enter tests above (✓ relevant samples below)
1	MR 1	Bm	0	33	July 15/2024	Soil	Grab	1		✓ ✓ ✓ ✓ ✓
2	MR 1	C	33	85	"	"	"	"		✓
3	MR 2	C1	0	27	"	"	"	"		✓ ✓ ✓ ✓
4	MR 2	C2	27	76	"	"	"	"		✓
5	MR 3	Bm	0	27	"	"	"	"		✓ ✓ ✓ ✓
6	MR 3	C1	27	59	"	"	"	"		✓
7	MR 4	Bm	0	15	"	"	"	"		✓ ✓ ✓ ✓
8	MR 4	C1	15	64	"	"	"	"		✓
9	MR 5	Bm	0	15	"	"	"	"		✓ ✓ ✓ ✓
10	MR 5	C	15	78	"	"	"	"		✓
11										
12										
13										
14										
15										

Please indicate any potentially hazardous samples

Submission of this form acknowledges acceptance of Element's Standard Terms and Conditions (https://www.element.com/terms/terms-and-conditions)

Page 1 of 1 Control #
ED 123-08

Indicate LSD or all Below Here

Temp received: 7.0 °C
Date/Time Temp Taken:
Delivery Method:
Waybill:
Received by:

E.3

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Report Transmission Cover Page

Bill To: Riddell Soil Consultants Ltd.
2, 20812 70th Avenue
Langley, BC, Canada
V2Y 0G1
Attn: Murray Riddell
Sampled By: Murray Riddell
Company: Riddell Soil Consultants Ltd.

Project ID: AES - #1
Project Name:
Project Location: 27575-8th Ave.
LSD:
P.O.: 1506328
Proj. Acct. code:

Lot ID: **1506328**
Control Number:
Date Received: Jul 15, 2021
Date Reported: Jul 22, 2021
Report Number: 2642143

Contact	Company	Address
Murray Riddell	**Riddell Soil Consultants Ltd.**	2, 20812 70th Avenue Langley, BC V2Y 0G1 Phone: (778) 350-2886 Fax: Email: riddell.soil.consultants@gmail.com

Delivery	Format	Deliverables
Email - Single Report	PDF	Invoice
Email - Single Report	PDF	Test Report

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Analytical Report

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Attn: Murray Riddell
Sampled By: Murray Riddell
Company: Riddell Soil Consultants Ltd.

Project ID: AES - #1
Project Name:
Project Location: 27575-8th Ave.
LSD:
P.O.: 1506328
Proj. Acct. code:

Lot ID: **1506328**
Control Number:
Date Received: Jul 15, 2021
Date Reported: Jul 22, 2021
Report Number: 2642143

Reference Number	1506328-1	1506328-3	1506328-5
Sample Date	Jul 15, 2021	Jul 15, 2021	Jul 15, 2021
Sample Time	NA	NA	NA
Sample Location			
Sample Description	MR1 / BM / 0-33	MR2 / C1 / 0-27	MR3 / BM / 0-27
Matrix	Soil	Soil	Soil

Analyte		Units	Results	Results	Results	Nominal Detection Limit
Aggregate Organic Constituents						
Organic Matter	LOI	%	4.5	5.4	3.8	0.1
Available Nutrients						
Nitrate - N	Available	µg/g	5	8	<2	2
Phosphorus	Available	µg/g	240	41	68	5
Potassium	Available	µg/g	180	159	125	25
Sulfate-S	Available	mg/kg	4	79	<1	1
Ammonium - N	Available-dry basis	mg/kg	<0.3	1.6	<0.3	0.3
Physical and Aggregate Properties						
Texture			Sandy Loam	Sandy Loam	Silt Loam	
Sand	50 µm - 2 mm	% by weight	66	54	36	0.1
Silt	2 µm - 50 µm	% by weight	26	38	52	0.1
Clay	<2 µm	% by weight	8	8	12	0.1
Soil Acidity						
pH	1:2 Soil:CaCl2 sol.	pH	5.2	6.3	5.5	

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Project ID: AES - #1
Project Name:
Project Location: 27575-8th Ave.
LSD:
P.O.: 1506328
Proj. Acct. code:

Lot ID: **1506328**
Control Number:
Date Received: Jul 15, 2021
Date Reported: Jul 22, 2021
Report Number: 2642143

Reference Number	1506328-2	1506328-4	1506328-6
Sample Date	Jul 15, 2021	Jul 15, 2021	Jul 15, 2021
Sample Time	NA	NA	NA
Sample Location			
Sample Description	MR1 / C / 33-85	MR2 / C2 / 27-76	MR3 / C1 / 27-59
Matrix	Soil	Soil	Soil

Analyte		Units	Results	Results	Results	Nominal Detection Limit
Salinity						
pH	Saturated Paste	pH	6.1	6.2	6.1	
Electrical Conductivity	Saturated Paste	dS/m	0.13	0.18	0.14	0.01
SAR	Saturated Paste		0.2	0.3	0.1	
% Saturation		%	34	29	42	
Calcium	Saturated Paste	meq/L	0.89	1.10	1.04	0.01
Calcium	Saturated Paste	mg/kg	6.0	6.4	8.7	
Magnesium	Saturated Paste	meq/L	0.15	0.24	0.17	0.02
Magnesium	Saturated Paste	mg/kg	0.6	0.8	0.9	
Sodium	Saturated Paste	meq/L	0.11	0.23	0.09	0.04
Sodium	Saturated Paste	mg/kg	<1	2	<1	
Potassium	Saturated Paste	meq/L	0.17	0.08	0.10	0.03
Potassium	Saturated Paste	mg/kg	2	<1	2	
Chloride	Saturated Paste	meq/L	0.26	0.31	0.27	0.06
Chloride	Saturated Paste	mg/kg	3	3	4	
Sulfate (SO4)	Saturated Paste	meq/L	0.21	0.75	0.12	0.06
Sulfate (SO4)	Saturated Paste	mg/kg	3.5	10.4	2.5	
Sulfate-S	Saturated Paste	meq/L	0.21	0.75	0.12	0.06
Sulfate-S	Saturated Paste	mg/kg	1.2	3.5	0.8	
TGR	Saturated Paste	T/ac	<0.1	<0.1	<0.1	

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Project ID: AES - #1
Project Name:
Project Location: 27575-8th Ave.
LSD:
P.O.: 1506328
Proj. Acct. code:

Lot ID: **1506328**
Control Number:
Date Received: Jul 15, 2021
Date Reported: Jul 22, 2021
Report Number: 2642143

Reference Number	1506328-7	1506328-8	1506328-9
Sample Date	Jul 15, 2021	Jul 15, 2021	Jul 15, 2021
Sample Time	NA	NA	NA
Sample Location			
Sample Description	MR4 / BM / 0-15	MR4 / C1 / 15-64	MR5 / BM / 0-15
Matrix	Soil	Soil	Soil

Analyte		Units	Results	Results	Results	Nominal Detection Limit
Physical and Aggregate Properties						
Texture			Loam	Sandy Loam	Loam	
Sand	50 µm - 2 mm	% by weight	44	65	48	0.1
Silt	2 µm - 50 µm	% by weight	46	27	36	0.1
Clay	<2 µm	% by weight	10	8	16	0.1

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Project ID: AES - #1
Project Name:
Project Location: 27575-8th Ave.
LSD:
P.O.: 1506328
Proj. Acct. code:

Lot ID: **1506328**
Control Number:
Date Received: Jul 15, 2021
Date Reported: Jul 22, 2021
Report Number: 2642143

Reference Number	1506328-7	1506328-9
Sample Date	Jul 15, 2021	Jul 15, 2021
Sample Time	NA	NA
Sample Location		
Sample Description	MR4 / BM / 0-15	MR5 / BM / 0-15
Matrix	Soil	Soil

Analyte		Units	Results	Results	Results	Nominal Detection Limit
Aggregate Organic Constituents						
Organic Matter	LOI	%	3.9	8.0		0.1
Available Nutrients						
Nitrate - N	Available	µg/g	2	10		2
Phosphorus	Available	µg/g	90	59		5
Potassium	Available	µg/g	150	265		25
Sulfate-S	Available	mg/kg	<1	46		1
Ammonium - N	Available-dry basis	mg/kg	<0.3	6.7		0.3

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Company: Riddell Soil Consultants Ltd.

Project ID: AES - #1
Project Name:
Project Location: 27575-8th Ave.
LSD:
P.O.: 1506328
Proj. Acct. code:

Lot ID: **1506328**
Control Number:
Date Received: Jul 15, 2021
Date Reported: Jul 22, 2021
Report Number: 2642143

Reference Number	1506328-7	1506328-9	1506328-10
Sample Date	Jul 15, 2021	Jul 15, 2021	Jul 15, 2021
Sample Time	NA	NA	NA
Sample Location			
Sample Description	MR4 / BM / 0-15	MR5 / BM / 0-15	MR5 / C / 15-78
Matrix	Soil	Soil	Soil

Analyte		Units	Results	Results	Results	Nominal Detection Limit
Soil Acidity						
pH	1:2 Soil:CaCl2 sol.	pH	5.1	6.0	5.8	

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Company: Riddell Soil Consultants Ltd.

Project ID: AES - #1
Project Name:
Project Location: 27575-8th Ave.
LSD:
P.O.: 1506328
Proj. Acct. code:

Lot ID: **1506328**
Control Number:
Date Received: Jul 15, 2021
Date Reported: Jul 22, 2021
Report Number: 2642143

Reference Number		1506328-8	1506328-10
Sample Date		Jul 15, 2021	Jul 15, 2021
Sample Time		NA	NA
Sample Location			
Sample Description		MR4 / C1 / 15-64	MR5 / C / 15-78
Matrix		Soil	Soil

Analyte		Units	Results	Results	Results	Nominal Detection Limit
Salinity						
pH	Saturated Paste	pH	6.2	6.2		
Electrical Conductivity	Saturated Paste	dS/m	0.08	0.12		0.01
SAR	Saturated Paste		0.3	0.2		
% Saturation		%	41	59		
Calcium	Saturated Paste	meq/L	0.49	0.89		0.01
Calcium	Saturated Paste	mg/kg	4.0	10.5		
Magnesium	Saturated Paste	meq/L	0.14	0.16		0.02
Magnesium	Saturated Paste	mg/kg	0.7	1.2		
Sodium	Saturated Paste	meq/L	0.17	0.11		0.04
Sodium	Saturated Paste	mg/kg	2	2		
Potassium	Saturated Paste	meq/L	0.07	0.09		0.03
Potassium	Saturated Paste	mg/kg	1	2		
Chloride	Saturated Paste	meq/L	0.19	0.18		0.06
Chloride	Saturated Paste	mg/kg	3	4		
Sulfate (SO4)	Saturated Paste	meq/L	0.20	0.34		0.06
Sulfate (SO4)	Saturated Paste	mg/kg	3.9	9.6		
Sulfate-S	Saturated Paste	meq/L	0.20	0.34		0.06
Sulfate-S	Saturated Paste	mg/kg	1.3	3.2		
TGR	Saturated Paste	T/ac	<0.1	<0.1		

Approved by:



Max Hewitt
Operations Manager

Data have been validated by Analytical Quality Control and Element's Integrated Data Validation System (IDVS).
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Methodology and Notes

Bill To: Riddell Soil Consultants Ltd.
2, 20812 70th Avenue
Langley, BC, Canada
V2Y 0G1
Attn: Murray Riddell
Sampled By: Murray Riddell
Company: Riddell Soil Consultants Ltd.

Project ID: AES - #1
Project Name:
Project Location: 27575-8th Ave.
LSD:
P.O.: 1506328
Proj. Acct. code:

Lot ID: **1506328**
Control Number:
Date Received: Jul 15, 2021
Date Reported: Jul 22, 2021
Report Number: 2642143

Method of Analysis

Method Name	Reference		Method	Date Analysis Started	Location
Ammonium-N (Extractable) in Soil	Carter	*	Extraction of NO3-N and NH4-N with 2.0 M KCl, 6.2	Jul 19, 2021	Element Edmonton - Roper Road
Nutrients in General Soil	Comm. Soil Sci. Pl. Anal.	*	Modified Kelowna Soil Test, Vol 26, 1995	Jul 19, 2021	Element Edmonton - Roper Road
Organic Matter by Ignition	McKeague	*	Loss on Ignition (LOI), 3.8	Jul 19, 2021	Element Edmonton - Roper Road
Particle Size Analysis - GS	Carter	*	Hydrometer Method, 55.3	Jul 19, 2021	Element Edmonton - Roper Road
pH by CaCl2 (1:2 ratio) in soil	McKeague	*	pH in 0.01M Calcium Chloride, 3.11	Jul 19, 2021	Element Edmonton - Roper Road
Saturated Paste in General Soil	Carter	*	Electrical Conductivity and Soluble Ions, Chapter 15	Jul 20, 2021	Element Edmonton - Roper Road
Sulfate in General Soil	McKeague	*	Sulfate Extractable by 0.1M CaCl2, 4.47	Jul 19, 2021	Element Edmonton - Roper Road

** Reference Method Modified*

References

Carter — Soil Sampling and Methods of Analysis.
Comm. Soil Sci. Pl. — Communications in Soil Science and Plant Analysis
McKeague — Manual on Soil Sampling and Methods of Analysis

Please direct any inquiries regarding this report to our Client Services group.
Results relate only to samples as submitted.
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APPENDIX D

AVAILABLE SOIL WATER CAPACITY (ASWC)

AND

SOIL MOISTURE DEFICIT (SMD)

CALCULATIONS

Hori-zon	Depth	Texture	% Gravels	% Stones	% Rocks	% Coarse Fragments	Percent of Soil Excluding Coarse Fragments	Water storage capacity texture adjustment factor	Available Soil Mositure Not Corrected For Coarse Fragments (mm)	Available Soil Moisture Corrected For Coarse Fragments (mm)	Total AWSC in upper 50 cm Corrected For Coarse Fragments (mm)	Rating	Climatic Moisture Deficit (CMD) (Pptn -Evt) (mm)	Soil Moisture Deficit	Rating
MR1															
Bm	33	SL	40	0	0	0.4	0.6	1.2	39.6	23.76	37.36	4A	212	174.64	3A
C	17	LS	20	0	0	0.2	0.8	1	17	13.6					
MR2															
C1	27	SL	15	0	0	0.15	0.85	1.2	32.4	27.54	38.58	4A	212	173.42	3A
C2	23	SL	40	0	0	0.4	0.6	0.8	18.4	11.04					
MR3															
Bm	27	SiL	10	0	0	0.1	0.9	2.1	56.7	51.03	65.98	2A	212	146.02	3A
C1	23	LS	35	0	0	0.35	0.65	1	23	14.95					
MR4															
Bm	15	SiL	25	0	0	0.25	0.75	2.1	31.5	23.625	44.625	3A	212	167.375	3A
C1	35	LS	40	0	0	0.4	0.6	1	35	21					
MR5															
Bm	15	L	15	15	0	0.3	0.7	1.7	25.5	17.85	62.475	2A	212	149.525	3A
C	35	L	15	10	0	0.25	0.75	1.7	59.5	44.625					

GeoWest Engineering Ltd.
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ATTACHMENT E

July 23, 2021

GeoWest File: GA21-1189-00

Fraser Pacific Enterprises Inc.
32386 Fletcher Avenue
Mission, BC V2V 5T1

c/o

Armstrong Environmental Services Inc.
#172 – 8737 – 212 Street
Langley, BC V1M 2C8

Attention: Mr. Jim Armstrong
Via email: jarmstro0151@gmail.com

Project: **Proposed Placement of Fill**
27575 8th Avenue, Langley, BC

Subject: **Geotechnical Site Assessment Report**

Dear Sir,

1. INTRODUCTION

In general accordance with our proposal P21-1307-00 dated June 1, 2021, GeoWest Engineering Ltd. (GeoWest) has prepared this geotechnical site assessment report in connection with the proposed placement of fill at the above-referenced address (the site). Our scope of work for this project did not include assessment of the site soil or groundwater with respect to environmental considerations, or assessment/recommendations for any off-site road or utility works that may be required for the proposed developments. Authorization to proceed with the scope of work discussed in the proposal was received from Fraser Pacific Enterprises Inc. (the Client) on June 23, 2021.

2. SITE AND PROJECT DESCRIPTION

The subject site is located on the north side of 8th Avenue, approximately 700 m east of the intersection with 272 Street. The site location is shown on the attached Figure 1. According to information available on the Township of Langley's (ToL) GIS, the site has a total area of about 18.5 acres. The ground surface in the northern and central portions of the site is relatively flat with elevations ranging from 82 to 85 m. An approximately 8 to 10 m high slope along the south side of the site extends up towards the south property line from an elevation of 82 m to an elevation of 92 m along 8th Avenue.

A ditch intersects the central portion of the site in the general northwest to southeast direction. Ditches also extend along the north and east sides of the site.

The site is bordered by 8th Avenue to the south, light industrial/commercial property to the east, a landfill to the north, and a rural residential property/farm to the west. At the time of our field work in June 2021, a single-family residence was located in the southwest corner of the site. The south portion of the site was occupied by a blueberry field. The northern portion of the site was generally vegetated with grass and brush.

No drawings showing the proposed developments at the site were available when this report was prepared. However, based on information provided to us we understand that up to about 2 m of fill is proposed to be placed in the north and central portions of the site and up to about 10 m of fill is proposed to be placed along the south property line in anticipation of future widening of 8th Avenue. We also understand that the completed fill area is planned to be used as agricultural land. Possible future industrial development is also being considered.

3. SUBSURFACE INVESTIGATION

To assess the soil conditions on site, on July 2, 2021, GeoWest advanced seven auger holes (AH21-01 to AH21-07) using a truck-mounted drill rig equipped with solid stem continuous flight augers at the approximate locations shown on the attached Figure 2. The auger holes extended to depths of about 4.6 to 9.1 m below existing grades. Soil logs with description of the conditions observed at the auger holes are attached to this report.

Dynamic Cone Penetration Tests (DCPTs) were advanced at auger holes AH21-01, AH21-03, AH21-05 and AH21-07. This test is commonly used by local geotechnical practitioners and involves advancing a steel cone with the same diameter as a Standard Penetration Test (SPT) split-spoon sampler into the ground using an automatic trip hammer with a weight of 63 kg and a free-fall drop of 750 mm (the same driving energy as the SPT). The number of blows required for each 305 mm interval of depth of advancement of the cone is recorded. The DCPT provides a general 1:1 correlation with Standard Penetration Test (SPT) N-values for assessing the *in-situ* relative density of sandy soil within about 7 to 9 m of the ground surface. DCPTs extended to the same depth as the adjacent auger holes, except at AH21-07 where the DCPT was terminated at a depth of 5.5 m in very dense soil. The recorded DCPT blow counts are graphically shown on the relevant soil logs.

The field work was conducted under the full-time review of a member of our geotechnical staff, who logged the soil and groundwater conditions encountered at the auger holes and collected representative disturbed soil samples from the auger flights for visual classification and moisture content determination purposes. The moisture contents of the soil samples are illustrated on the soil logs. The auger holes were closed in conformance with provincial groundwater protection requirements immediately upon completion of logging and sampling the soils.

4. FINDINGS

4.1 Review of Aerial Imagery

Review of aerial imagery on the ToL's GIS indicates that a previous house, located in the southwest corner of the site, was demolished between 2005 and 2008. The existing house was constructed between 2008 and 2010. From 1994 (the oldest available photos) to 2004 to site was grass-covered. It is inferred that the site has been used for growing blueberries from 2004/2005 to 2020 (the newest available photos). The existing ditch intersecting the central portion of the site appeared on the photos between 2001 and 2004.

4.2 Surficial Geology

The Geological Survey of Canada map covering the project site (Map 1485A) describes the soils as Pleistocene age Sumas Drift (Sa) "recessional channel and floodplain deposits laid down by proglacial streams; gravel and sand up to 40 m thick, normal range of thickness 5-25 m".

The above referenced soils were observed at the auger hole locations. As well, stiff to very stiff silts consistent with the Fort Langley Formation (FLc) which underlies the Sumas Drift in this area were also observed.

4.3 Soil and Groundwater Conditions

The soil logs should be referred to for the specific soil conditions at each auger hole location. The soil logs attached to this report provide description of the soil conditions encountered at discrete locations. Actual soil conditions remote from the auger hole locations may vary. Contractors should make their own interpretation of the soil logs and the site conditions for the purposes of bidding and performing work at the site.

The following soil layers were encountered in the auger holes:

- Fill was encountered in AH21-07 to a depth of 1.2 m. The fill was comprised of dense sand and gravel to gravelly sand.
- Organic silt was encountered in AH21-04 and extended to a depth of 0.15 m.
- Sandy silt to silty sand was encountered in AH21-01 to AH21-05 and extended to depths of 0.5 to 1.5 m. The sandy silt/silty sand was firm to very stiff but generally firm to stiff. The moisture content of tested samples ranged from 10 to 21%.
- Gravelly sand, sand and gravel, sand. Compact to very dense granular deposits were encountered in all auger holes and extended to depths of 2.3 to 9.1 m. Auger holes AH21-01 and AH21-07 were terminated in gravelly sand to sand. The moisture content of tested samples ranged from 2 to 18%.
- Silt with trace to some clay was the lowermost layer in auger holes AH21-02 to AH21-06. This deposit was typically very stiff with moisture content ranging from 12 to 22%.

Groundwater was encountered during drilling in all auger holes except in auger hole AH21-03. The depth of groundwater ranged from 1.5 m in AH21-05 to 4 m in AH21-06. The depth to groundwater likely varies on a seasonal basis and is influenced by the water levels in the existing ditches. Surface ponding in topographically low areas also likely occurs during and following periods of sustained precipitation.

5. CONCLUSIONS AND RECOMMENDATIONS

The auger holes indicate that the natural site soils generally comprise a surficial layer of firm to stiff sandy silt underlain by competent granular/fine grained soil. The site is judged suitable for proposed placement of fill provided that recommendations in this report are followed.

The type of fill used to raise the grade and compaction effort will depend on the planned future use of the site. Fine-grained soils and lower compaction effort are suitable for agricultural use where the settlement can be tolerated. Reduced lift thickness, appropriate mineral structural fills, and increased compaction effort to

achieve the required compaction will be required for the future industrial use of the site and for the proposed widening of 8th Avenue.

Site preparation and placement of fill along 8th Avenue should be conducted during dry weather to minimize the potential for erosion and impact to the road. Widening works along 8th Avenue should be conducted in coordination with the Township of Langley.

5.1 Site Preparation

Site preparation in the areas of fill placement should comprise the removal of blueberry plants and any other vegetation, topsoil, unsuitable fill and any deleterious matter to expose the underlying sandy silt or granular soil. Vegetation, topsoil and unsuitable soft soil should also be stripped from the existing embankment along 8th Avenue prior to placement of any fill.

Proof compaction of loose granular soil exposed after stripping should be completed with a large vibratory drum compactor in the presence of the Geotechnical Engineer where the site is planned to be used for future industrial use. Any soft or loose areas encountered during the proof compaction should be recompacted or be excavated and grade reinstated with fill as defined in Section 5.2. It is anticipated that conventional excavation equipment can be used for site preparation.

For temporary construction vehicle access where the exposed subgrade is comprised of sandy silt to silt, we recommend that temporary roads be constructed using a minimum of 300 mm of compacted 75 mm minus crushed gravel or similar imported fill reviewed and approved by a Geotechnical Engineer prior to use. The stripped subgrade should be graded to existing ditches and temporary swales at the perimeter of the stripped areas to limit the potential for ponding of surface water, which could result in softening of the stripped subgrade.

5.2 Fill Placement

The fill to raise the site grades for agricultural use should be free of topsoil, organics, construction debris and other deleterious matter. Silt, sandy silt, silty sand, clayey silt to silty clay are considered suitable materials; however, these fine-grained soils are moisture-sensitive and may require moisture conditioning during placement and compaction. The fill should be placed in maximum 0.6 m thick loose lifts and track-packed with large excavators and dozers to an equivalent of 92 percent of material's Standard Proctor maximum dry density (SPD) prior to placement of next lift of fill. An agrologist should be retained to provide the recommendations for the top layer of soil to be used as growing medium.

Fine-grained soil described above can also be used as fill to raise the grade for the future industrial use of the site and for widening of 8th Avenue provided the fill is compacted with vibratory equipment to not less than 100 percent of the material's Standard Proctor maximum dry density (SPD). The loose lift thickness should be a maximum of 300 mm when compaction is conducted using self-propelled drum vibratory rollers. The use of fine-grained soils as fill may be limited to warmer and dryer months of the year as increased compaction effort will be needed to achieve the required compaction in wet weather. In very wet or prolonged wet weather conditions the use of the placement and compaction of these soils is not likely to be possible. Any wet fill should be allowed to dry before pacing additional lifts over it. Sheepsfoot rollers will be required for compaction of the fine-grained soil.

Alternatively, the fill can comprise imported engineered fill consisting of well-graded granular material containing less than 8 percent fines (material passing the 0.075 mm sieve) by weight, such as 75 mm minus pit

run sand and gravel, or a Geotechnical Engineer approved equivalent. If the fill placement will proceed during the fall/winter months, we recommend that the fines content of the engineered fill be limited to 5 percent.

Engineered fill should be placed over Geotechnical Engineer approved subgrade in discrete lifts and should be compacted with vibratory equipment to not less than 100 percent of the material's Standard Proctor maximum dry density (SPD) where the fil will be supporting roads and buildings. The loose lift thickness should a maximum of 300 mm when compaction is conducted using a smooth drum vibratory roller.

The fill should be graded to existing ditches and temporary swales at the perimeter of the fill areas to limit the potential for ponding of surface water which can result in disturbance and deterioration of the newly placed fills.

We recommend a setback of 1 m for the toe of the new fill as measured to the top of existing ditches. The environmental requirements may govern the setback from the top of existing ditches.

5.3 Permanent Fill Slopes

For agricultural use of site, we recommend that the permanent fill slopes constructed using fine-grained soil not be steeper than 3.5H:1V (horizontal: vertical). The inclination of the permanent fill slopes can be steepened to 2H:1V where engineered fill is used.

We recommend the following for widening of 8th Avenue:

1. The fill should be placed in horizontal lifts, regardless of the pre-existing site topography.
2. The fill should be placed in lifts no greater than 300 mm in thickness and be compacted with vibratory equipment to not less than 100 percent of its SPD. The lift thickness should not be increased without prior written approval from the Geotechnical Engineer.
3. The fill should be stepped into the adjoining existing slope when constructing a lateral extension to the existing embankment. The steps should be not more than 1 m in height and have a horizontal length of not less than 1.5 times the height of the adjacent step. The recommended stepping will create a staggered transition between the pre-existing slope and the fill that will provide stability along the interface between the existing slope face and the new fill slope extension.
4. The constructed fill slope should be over-built at least 300 mm beyond its final position and then trimmed back to the final position after compaction.
5. The placement and compaction of the fill slopes should be reviewed by the Geotechnical Engineer as they are developed.

The fill slopes should be vegetated immediately following construction. Temporary erosion control of permanent fill slopes can be achieved using Geotechnical Engineer approved proprietary erosion control mats. Alternatively, hydraulic seeding using an appropriate seed mix for the site exposure and climate, fertilizer, mulch, and tackifier may be considered for temporary erosion protection.

5.4 Geotechnical Engineering Review

During site preparation and construction, a Geotechnical Engineer should be provided with the opportunity to review the following:

- Stripped subgrade prior to the placement of any fill;
- Soils considered for fill and imported engineered fill; and
- Placement and compaction of fill.

A Geotechnical Engineer should be retained to conduct an additional geotechnical site assessment and provide recommendations for design development if future industrial use of the site is proposed. This may include additional subsurface investigation to confirm the suitability of previously placed fill to support the proposed development.

6. CLOSURE

This geotechnical site assessment report has been prepared by GeoWest Engineering Ltd. exclusively for Fraser Pacific Enterprises Inc. c/o Armstrong Environmental Services Inc. The opinions and recommendations provided in this report reflect our judgment in light of the information that has been provided to us at the time that it was prepared.

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The attached Terms of Reference are an integral part of this geotechnical site assessment report.

We trust the information provided in this report meets your immediate requirements. If you have any questions or require further information, please contact the undersigned.

GeoWest Engineering Ltd.



2021-07-23

Per: Dejan Jovanovic, P.Eng.
Principal, Senior Geotechnical Engineer

Reviewed by:
John Carter, M.Eng., P.Eng.
Principal, Senior Geotechnical Engineer

DJ/icw

Attachments: Terms of Reference
Figures 1 and 2
Soil Logs

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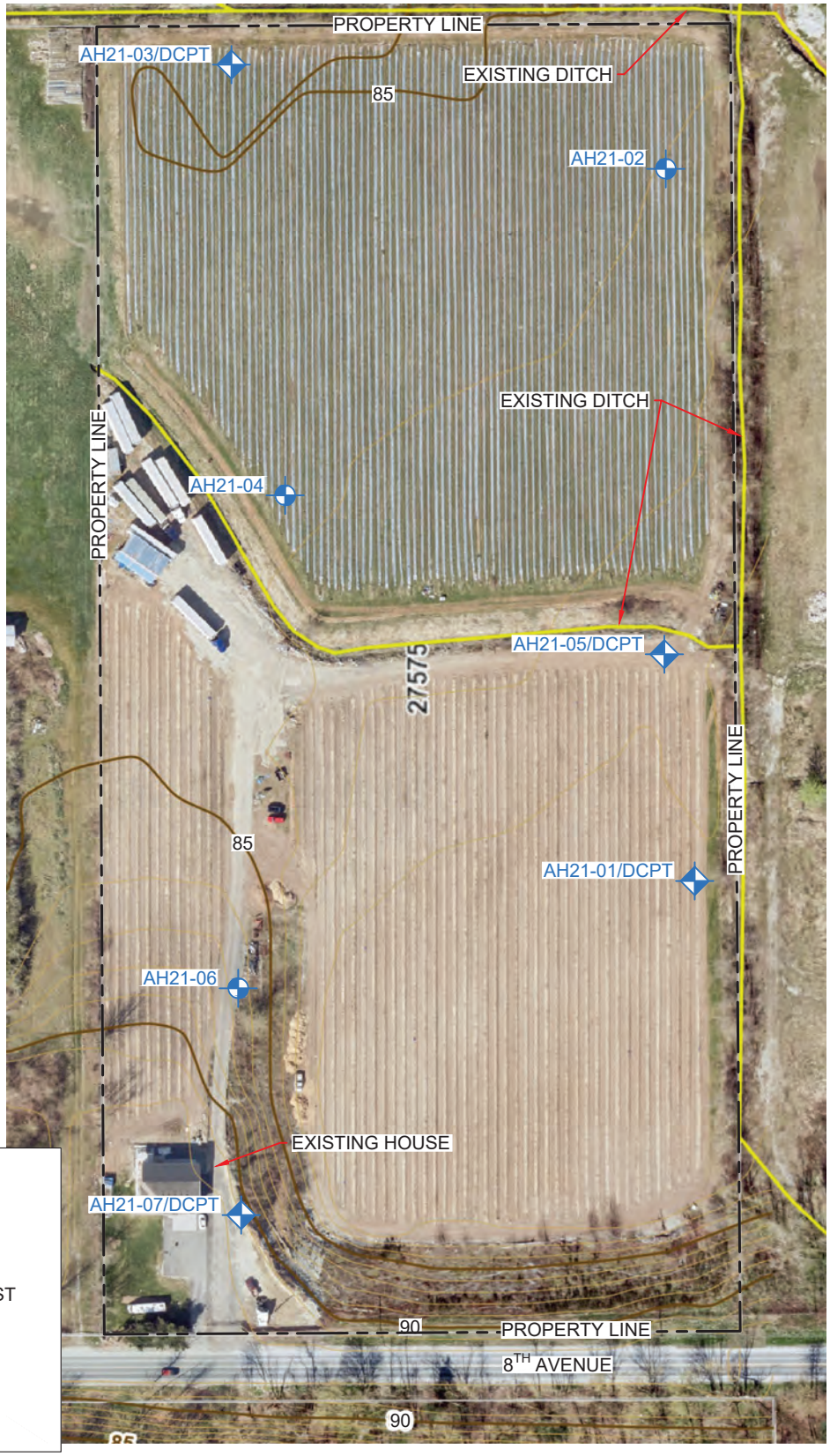
FIGURES



ADAPTED FROM: TOL WEBMAP	TITLE: **SITE LOCATION MAP**		DESIGN: DJ	DATE: JUL 2021
PROJECT/DWG. NO:	PROJECT: PROPOSED FILL PLACEMENT	GeoWest ENGINEERING	CHECK: DJ	SCALE: NTS
DATE:			DRAWN: KM	FILE NO: GA21-1189-00
This drawing is the sole property of GeoWest Engineering Ltd. and cannot be used or duplicated in any way without the expressed written consent of GeoWest. The general contractor shall verify all dimensions and report any discrepancies to GeoWest.	ADDRESS: 27575 8th AVENUE, LANGLEY		FIG. NO: 1	
	CLIENT: FRASER PACIFIC ENTERPRISES INC C/O AEC			

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NORTH



LEGEND

- 2021 GEOWEST AUGER HOLE
- 2021 GEOWEST AUGER HOLE AND DYNAMIC CONE PENETRATION TEST

NOTES:
1. AUGERHOLE LOCATIONS ARE NOT SURVEYED AND ARE APPROXIMATE.
2. IMAGE AND CONTOURS FROM TOWNSHIP OF LANGLEY WEBMAP.

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		REVIEW: DJ	SCALE: 1:2,000
PROJECT: PROPOSED FILL PLACEMENT		DRAWN: KM	FILE NO: GA21-1189-00
ADDRESS: 27575 8th AVENUE, LANGLEY		REVISION:	FIGURE NO: 2
CLIENT: FRASER PACIFIC ENTERPRISES INC C/O AEC			

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SOIL LOGS

AH21-01

Pg 1 of 1

Project No: GA21-1189-00

GeoWest Engineering Ltd
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Geotechnical Services
Fraser Pacific Enterprises
27575 8th Avenue
Township of Langley, BC

Depth (m)	Depth (ft)	Description	C	N	Type/ Sample #	Water Level
		Brown, firm to stiff, sandy SILT, trace gravel, trace rootlets.			AU1	
		Brown to grey, compact to very dense, gravelly coarse-grained SAND, trace silt, gravel subrounded to rounded			AU2	
					AU3	P1 ▼ Jul 2 2021
		-Compact 4.0 to 4.2m			AU4	
		Bottom of hole at 4.6 metres				

Elevation (m) (ft) (Approx.)

10 20 30 40 50 60 70 80 90

C: Condition of Sample
Good
Disturbed
No Recovery

Type: Type of Sampler
SPT : 2 in. standard
ST : Shelby
G : Grab
AU: Auger Flight

N: Number of Blows
WH : Weight of Hammer
WR : Weight of Rod
Standard Penetration Test : ASTM D1586
Hammer Type:

DYNAMIC CONE PENETRATION TEST

Plastic Limit (%) ▶ Moisture Content (%) ◀ Liquid Limit (%)

▼ Ground Water Level
⋈ Shear strength in kPa (Torvane)
PP Pocket Penetrometer (compressive strength in kPa)
✕ Shear strength in kPa (Unconfined)
⊗ Shear strength in kPa (Field vane)
⊠ Remolded strength in kPa
■ Percent Passing # 200 sieve

Drill Method: Solid Stem Auger / DCPT
Date Drilled: 7/2/2021
Logged by: KM
Checked by: DJ

SOIL CLASSIFICATION IN ACCORDANCE WITH THE CANADIAN FOUNDATION ENGINEERING MANUAL 4TH EDITION 2006.

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Geotechnical Services
Fraser Pacific Enterprises
27575 8th Avenue
Township of Langley, BC

AH21-02
Pg 1 of 1
Project No: GA21-1189-00

Depth (m) (ft) (Approx.)	Description	C	N	Type/ Sample #	Water Level
0	Brown, firm to stiff, sandy SILT, trace gravel.			AU1	
2	Brown to grey, loose to compact, SAND and GRAVEL, trace to some silt			AU2	
4				AU3	
6	Grey, compact, coarse SAND, some gravel, wet.				
2				AU4	
8	-wet at 2.4m.				P1 Jul 2 2021
10	Brown to grey, compact to dense, gravelly SAND to sand and gravel, trace cobbles				
12					
4				AU5	
14	Brown grey to grey, stiff to very stiff, SILT, trace sand and gravel.			AU6	
16					
18				AU7	
6					
20	Bottom of hole at 6.1 metres				
22					
24					
8					
26					
28					
30					
32					

Elevation (m) (ft) (Approx.)

10 20 30 40 50 60 70 80 90

C: Condition of Sample
Good
Disturbed
No Recovery

Type: Type of Sampler
SPT : 2 in. standard
ST : Shelby
G : Grab
AU: Auger Flight

N: Number of Blows
WH : Weight of Hammer
WR : Weight of Rod
Standard Penetration Test : ASTM D1586
Hammer Type:
DYNAMIC CONE PENETRATION TEST

Plastic Limit (%) — Moisture Content (%) — Liquid Limit (%)
Ground Water Level
Shear strength in kPa (Torvane)
PP Pocket Penetrometer (compressive strength in kPa)
Shear strength in kPa (Unconfined)
Shear strength in kPa (Field vane)
Remolded strength in kPa
Percent Passing # 200 sieve

Drill Method: Solid Stem Auger
Date Drilled: 7/2/2021
Logged by: KM
Checked by: DJ

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AH21-03

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Abbotsford, BC V2S 7P1

Geotechnical Services
Fraser Pacific Enterprises
27575 8th Avenue
Township of Langley, BC

Project No: GA21-1189-00

Depth (m) (ft) (Approx.)	Description	C	N	Type/ Sample #	Water Level	Elevation (m) (ft) (Approx.)
0	Brown, firm, sandy SILT, trace gravel, some organics.			AU1		
2	Brown-grey, compact to very dense, gravelly SAND.			AU2		
4						
6	Brown-grey, dense SAND, some silt, some gravel; moist.			AU3		
8	Grey, stiff to very stiff, SILT, some clay to clayey, trace sand			AU4		
10						
12						
14						
16	Bottom of hole at 4.6 metres					
18						
20						
22						
24						
26						
28						
30						
32						

10 20 30 40 50 60 70 80 90

C: Condition of Sample
Good
Disturbed
No Recovery

Type: Type of Sampler
SPT : 2 in. standard
ST : Shelby
G : Grab
AU: Auger Flight

N: Number of Blows
WH : Weight of Hammer
WR : Weight of Rod
Standard Penetration Test : ASTM D1586
Hammer Type:
DYNAMIC CONE PENETRATION TEST

Plastic Limit (%) Liquid Limit (%)
Moisture Content (%)
Ground Water Level
Shear strength in kPa (Torvane)
PP Pocket Penetrometer (compressive strength in kPa)
Shear strength in kPa (Unconfined)
Shear strength in kPa (Field vane)
Remolded strength in kPa
Percent Passing # 200 sieve

Drill Method: Solid Stem Auger / DCPT
Date Drilled: 7/2/2021
Logged by: KM
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Geotechnical Services
Fraser Pacific Enterprises
27575 8th Avenue
Township of Langley, BC

Project No: GA21-1189-00

Depth (m) (ft) (Approx.)	Description	C	N	Type/ Sample #	Water Level	Elevation (m) (ft) (Approx.)
0	Brown, soft, organic SILT.					
0.5	Brown, firm to stiff, sandy SILT, trace gravel.			AU1		
2	Brown-grey, compact, coarse-grained SAND and GRAVEL, gravel subrounded to rounded.			AU2		
4	Brown silty, compact to dense, gravelly, SAND.			AU3		
6	Brown-grey, dense, gravelly SAND, trace to some silt. -wet at 2.0m.			AU4	P1 Jul 2 2021	
8	Coarse-grained, compact to dense SAND and GRAVEL; gravel subrounded to rounded,					
10	Brown-grey to grey, stiff to very stiff, SILT, trace clay and sand.			AU5		
12				AU6		
14				AU7		
15	Bottom of hole at 4.6 metres					

10 20 30 40 50 60 70 80 90

C: Condition of Sample
Good
Disturbed
No Recovery

Type: Type of Sampler
SPT : 2 in. standard
ST : Shelby
G : Grab
AU: Auger Flight

N: Number of Blows
WH : Weight of Hammer
WR : Weight of Rod
Standard Penetration Test : ASTM D1586
Hammer Type:
DYNAMIC CONE PENETRATION TEST

Plastic Limit (%) — Liquid Limit (%)
Moisture Content (%)
Ground Water Level
Shear strength in kPa (Torvane)
PP Pocket Penetrometer (compressive strength in kPa)
Shear strength in kPa (Unconfined)
Shear strength in kPa (Field vane)
Remolded strength in kPa
Percent Passing # 200 sieve

Drill Method: Solid Stem Auger
Date Drilled: 7/2/2021
Logged by: KM
Checked by: DJ

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AH21-05

Pg 1 of 1

Project No: GA21-1189-00

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27575 8th Avenue
Township of Langley, BC

Depth (m) (ft) (Approx.)	Description	C	N	Type/ Sample #	Water Level	Elevation (m) (ft) (Approx.)
0	Brown, compact, silty SAND; dry.					
2	Brown, stiff to very stiff, SILT, some sand and gravel.			AU1		
4					P1 Jul 2 2021	
6	Brown to grey, compact, gravelly, coarse-grained SAND; wet					
2 8				AU2		
	Brown-grey, very stiff to hard, SILT, trace to some clay, trace sand and gravel.			AU3		
10						
12				AU4		
4	Brown, compact, Sand lense at 3.8m.					
14	black organic SILT, wood fibres present at 4.3m.			AU5		
	Bottom of hole at 4.6 metres					
16						
18						
6 20						
22						
24						
8 26						
28						
30						
32						

10 20 30 40 50 60 70 80 90

C: Condition of Sample
Good
Disturbed
No Recovery

Type: Type of Sampler
SPT : 2 in. standard
ST : Shelby
G : Grab
AU: Auger Flight

N: Number of Blows
WH : Weight of Hammer
WR : Weight of Rod
Standard Penetration Test : ASTM D1586
Hammer Type:
DYNAMIC CONE PENETRATION TEST

Plastic Limit (%) — Moisture Content (%) — Liquid Limit (%)
Ground Water Level
Shear strength in kPa (Torvane)
PP Pocket Penetrometer (compressive strength in kPa)
Shear strength in kPa (Unconfined)
Shear strength in kPa (Field vane)
Remolded strength in kPa
Percent Passing # 200 sieve

Drill Method: Solid Stem Auger / DCPT
Date Drilled: 7/2/2021
Logged by: KM
Checked by: DJ

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Geotechnical Services
Fraser Pacific Enterprises
27575 8th Avenue
Township of Langley, BC

AH21-06
Pg 1 of 1
Project No: GA21-1189-00

Depth (m) (ft) (Approx.)	Description	C	N	Type/ Sample #	Water Level	Elevation (m) (ft) (Approx.)
0	Brown-grey, compact, medium to coarse-grained SAND and GRAVEL, trace silt, gravel subrounded to rounded.					
1.2 (4)				AU1		
1.8 (6)	Grey, compact to dense, medium-grained SAND, trace gravel					
2.4 (8)	Brown-grey, compact to dense, coarse-grained SAND and GRAVEL, trace to some silt, moist, gravel subrounded to rounded.			AU2		
3.0 (10)				AU3		
3.7 (12)				AU4	▼P1 Jul 2 2021	
4.3 (14)	-wet at 4.0m.					
4.9 (16)	Brown-grey, compact, medium to coarse-greained SAND, some rounded gravel.					
5.5 (18)				AU5		
6.1 (20)						
6.7 (22)						
7.3 (24)						
7.6 (25)	Brown-grey, stiff SILT, some sand, trace to some clay.			AU6		
8.0 (26)	Bottom of hole at 7.6 metres					
8.5 (28)						
9.1 (30)						
9.8 (32)						

10 20 30 40 50 60 70 80 90

C: Condition of Sample
Good
Disturbed
No Recovery

Type: Type of Sampler
SPT : 2 in. standard
ST : Shelby
G : Grab
AU: Auger Flight

N: Number of Blows
WH : Weight of Hammer
WR : Weight of Rod
Standard Penetration Test : ASTM D1586
Hammer Type:
DYNAMIC CONE PENETRATION TEST

Plastic Limit (%) ▶ Moisture Content (%) ◀ Liquid Limit (%)
▼ Ground Water Level
⋈ Shear strength in kPa (Torvane)
PP Pocket Penetrometer (compressive strength in kPa)
✕ Shear strength in kPa (Unconfined)
⊗ Shear strength in kPa (Field vane)
⊠ Remolded strength in kPa
■ Percent Passing # 200 sieve

Drill Method: Solid Stem Auger
Date Drilled: 7/2/2021
Logged by: KM
Checked by: DJ

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AH21-07

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Abbotsford, BC V2S 7P1

Geotechnical Services
Fraser Pacific Enterprises
27575 8th Avenue
Township of Langley, BC

Project No: GA21-1189-00

Depth (m) (ft) (Approx.)	Description	C	N	Type/ Sample #	Water Level
0	Brown, dense, SAND and GRAVEL to gravelly SAND, some silt to silty, FILL.			AU1	
2	-Reddish mottling from 0.3m to 0.5m.				
	-Black organics at 0.45m			AU2	
4	Tan, dense, gravelly SAND, FILL.				
	Grey to brown, compact to very dense, coarse-grained SAND and GRAVEL to gravelly SAND, trace silt, trace cobbles.				
6				AU3	
2 8	-moist at 2.4m.				
10					P1 Jul 2 2021
12	-wet at 3.4m.			AU4	
4 14					
16					
18				AU5	
6 20	Brown-grey, compact to dense, coarse-grained SAND, trace silt, trace gravel.				
22					
24					
8 26					
28				AU6	
30	Bottom of hole at 9.1 metres				
32					

Elevation (m) (ft) (Approx.)

10 20 30 40 50 60 70 80 90

C: Condition of Sample
Good
Disturbed
No Recovery

Type: Type of Sampler
SPT : 2 in. standard
ST : Shelby
G : Grab
AU: Auger Flight

N: Number of Blows
WH : Weight of Hammer
WR : Weight of Rod
Standard Penetration Test : ASTM D1586
Hammer Type:

DYNAMIC CONE PENETRATION TEST

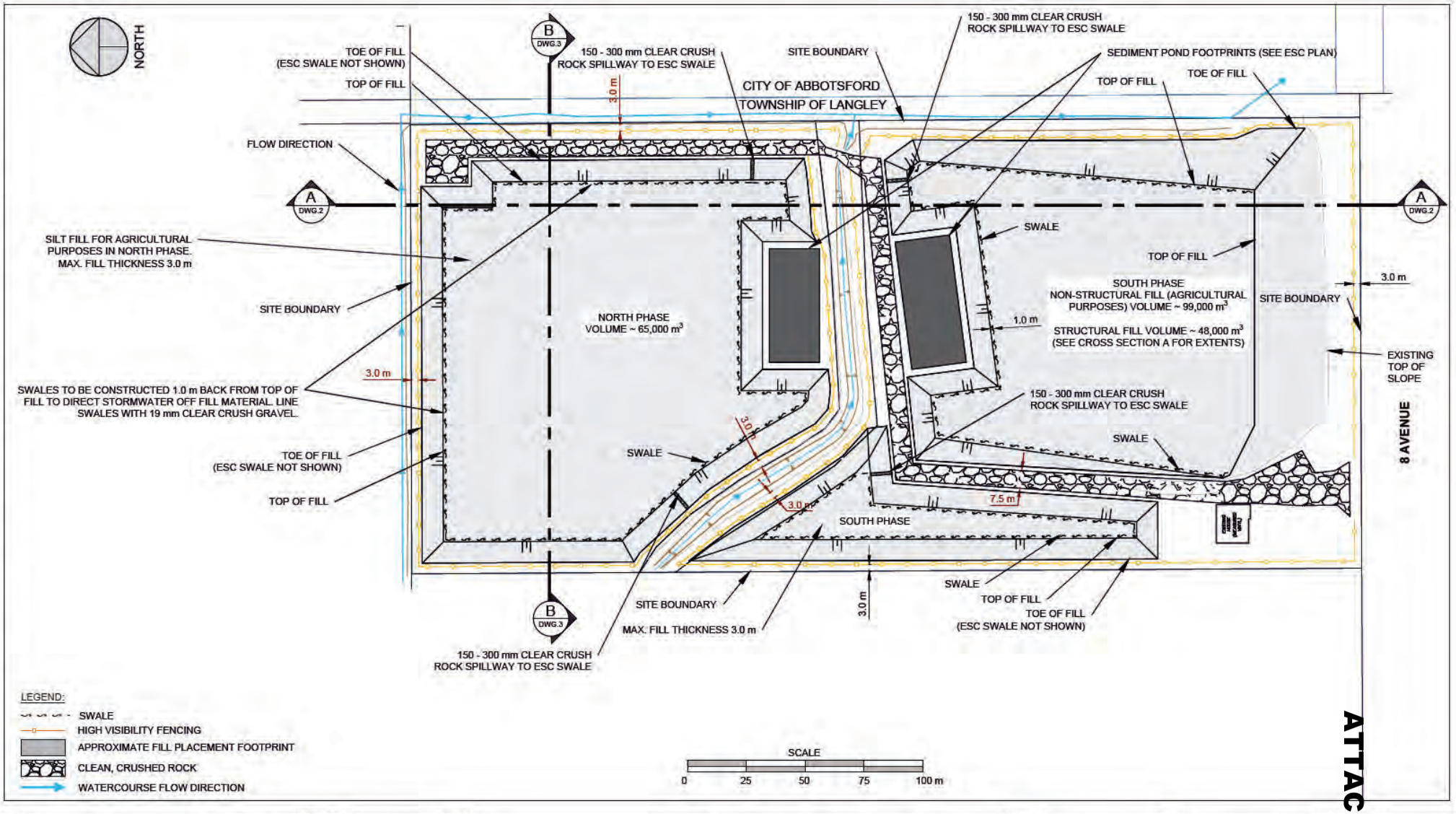
Plastic Limit (%) Liquid Limit (%)
Moisture Content (%)
Ground Water Level
Shear strength in kPa (Torvane)
PP Pocket Penetrometer (compressive strength in kPa)
Shear strength in kPa (Unconfined)
Shear strength in kPa (Field vane)
Remolded strength in kPa
Percent Passing # 200 sieve

Drill Method: Solid Stem Auger / DCPT
Date Drilled: 7/2/2021
Logged by: KM
Checked by: DJ

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REVISIONS					
Revision	Revision Date	Revision Description	Design	Drawn	Check
1	11 JAN 2023	ISSUED PER TOL COMMENTS	ML/DJ	ZM	DJ
0	9 MAR 2022	ISSUED FOR PERMIT	ML/DJ	ML	DJ
A	04 FEB 2022	PRELIMINARY DRAFT FOR REVIEW	ML/DJ	ML	-

ADAPTED FROM: HAGEN LAND SURVEYING / GEOSOURCE
PROJECT/DWG. NO: 21035_1
DATE: 11 AUGUST 2021

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TITLE: **FILL PLAN**
PROJECT: FILL SITE
ADDRESS: 27575 8 AVENUE, LANGLEY, BC
CLIENT: AES INC

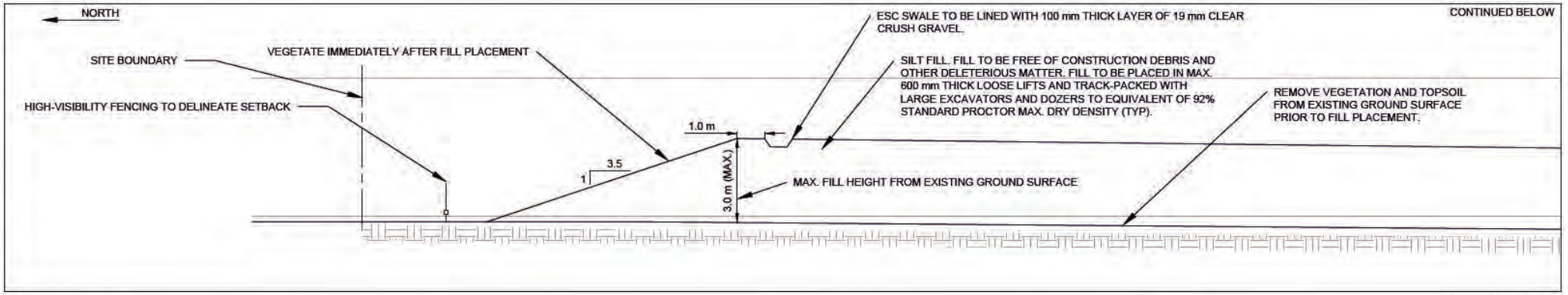
DESIGN BY: GeoWest ENGINEERING
EGBC PERMIT TO PRACTICE NO. 1000607

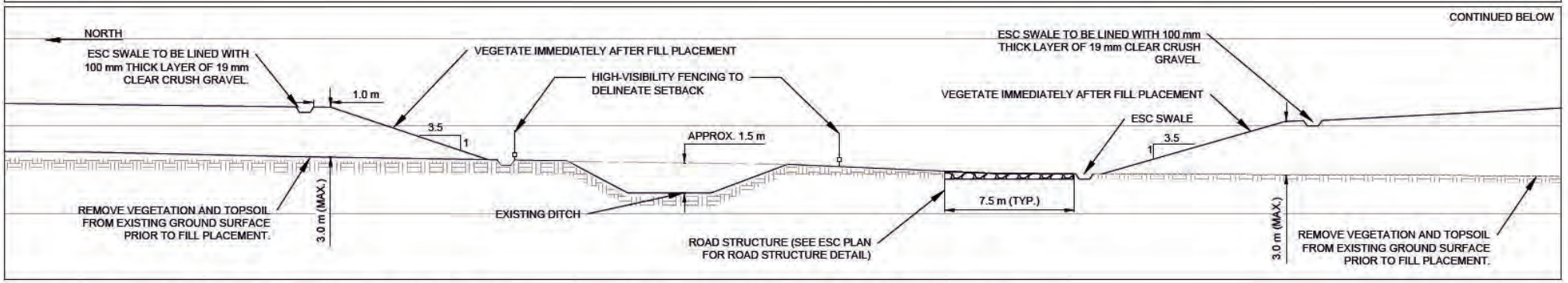
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2023-01-12

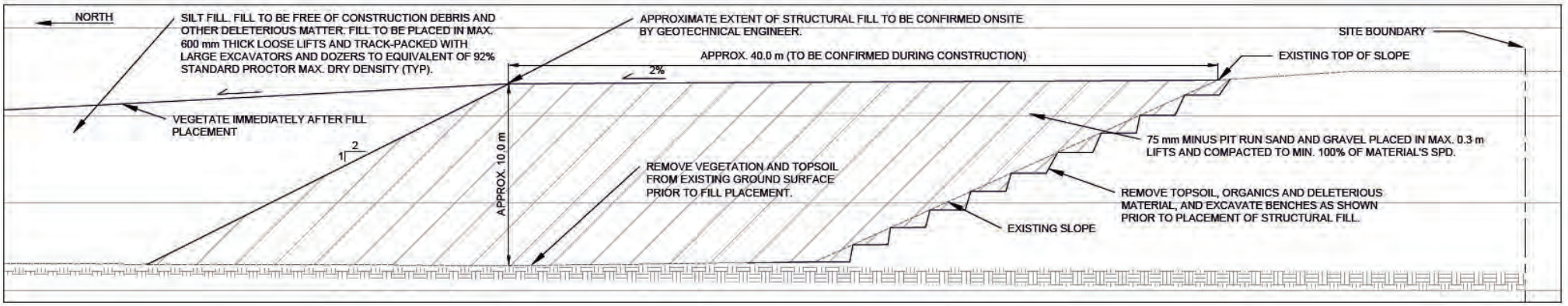
DESIGN: ML/DJ
DRAWN: ML
CHECK: DJ
DWG. NO: 1
DATE: MAR 2022
SCALE: NTS
GEOWEST FILE: GA21-1189-01

FILE PATH: C:\Users\DejanJovanovic\GeoWest\GeoWest - Projects\Projects\2021\GA21-1189-01 AES, ESC & Fill Plan Drawings_27575 8th Ave, Lgy\Drawings\Fill Plans\Rev 3 - Reissued per Tol. Comments F.E NAME:GA21-1189-01 8th Ave Fill Plan Dwgs 1-5 Rev 3 2023-01-10

ATTACHMENT F
E.3
E.3 Page 79

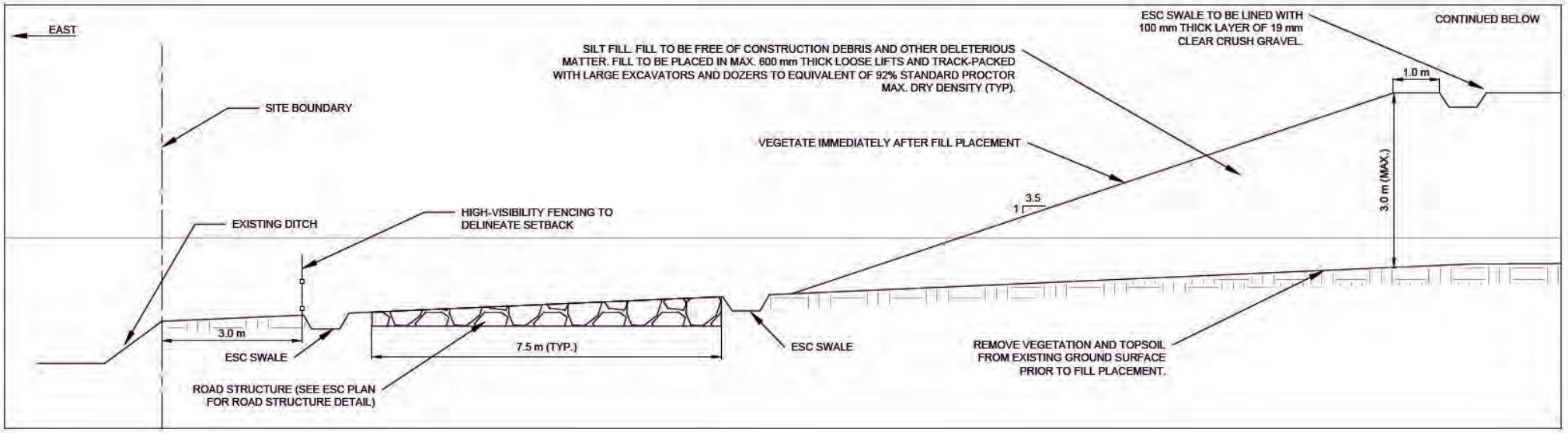


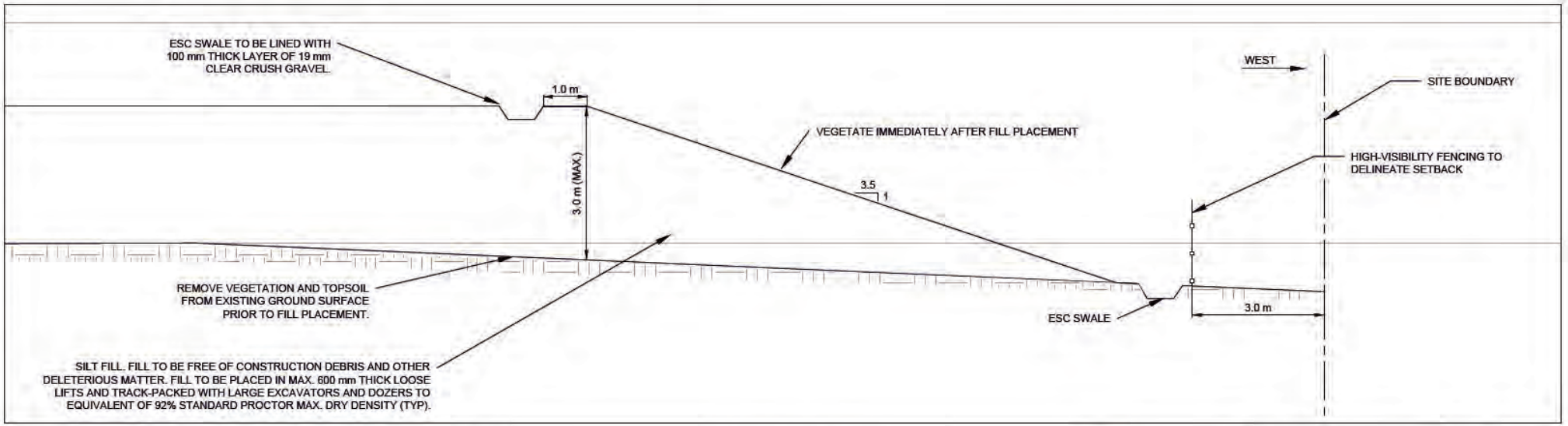




REVISIONS						ADAPTED FROM:	TITLE:	DESIGN BY:	SEAL:	DESIGN:	DATE:
						-	**CROSS SECTION A**	GeoWest ENGINEERING	PROFESSIONAL ENGINEER PROVINCE OF BRITISH COLUMBIA D. JOVANOVIC # 30153	ML/DJ	MAR 2022
						PROJECT/DWG. NO: -				DRAWN: ML	SCALE: -
						DATE: -	PROJECT: FILL SITE			CHECK: DJ	GEOWEST FILE: GA21-1189-01
3.	11 JAN 2023	ISSUED PER TOL COMMENTS	ML/DJ	ZM	DJ	This drawing is the sole property of GeoWest Engineering Ltd. and cannot be used or duplicated in any way without the expressed written consent of GeoWest. The general contractor shall verify all dimensions and report any discrepancies to GeoWest.	ADDRESS: 27575 8 AVENUE, LANGLEY, BC			DWG. NO: 2	
2.	9 MAR 2022	ISSUED FOR PERMIT	ML/DJ	ML	DJ		CLIENT: AES INC				
1.	04 FEB 2022	PRELIMINARY DRAFT FOR REVIEW	ML/DJ	ML	-			EGBC PERMIT TO PRACTICE NO. 1000607	2023-01-12		
Revision	Revision Date	Revision Description	Design	Drawn	Check						

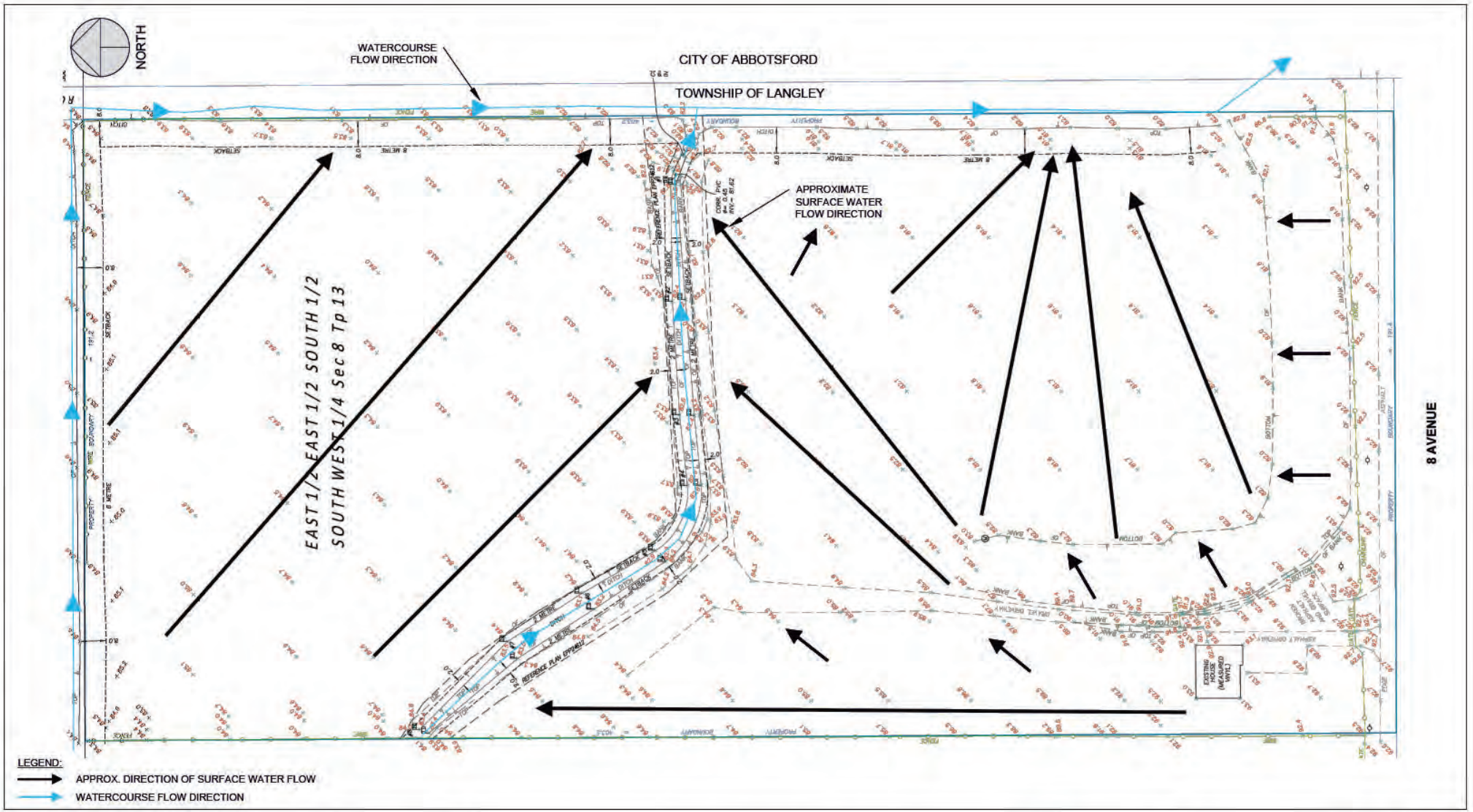
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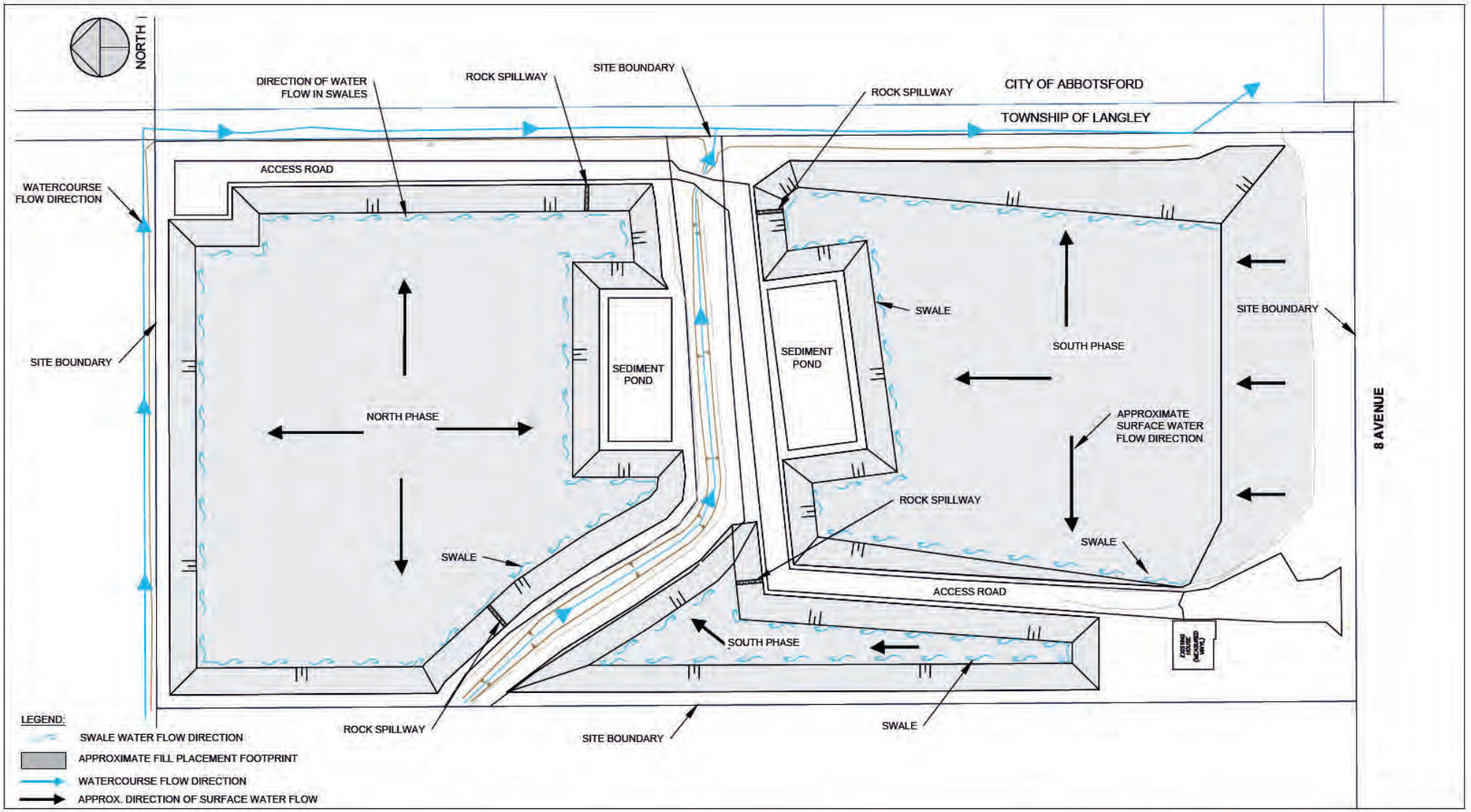
REVISIONS						ADAPTED FROM:	TITLE:	DESIGN BY:	SEAL:	DESIGN:	DATE:
						-	**CROSS SECTION B**	GeoWest ENGINEERING	PROFESSIONAL ENGINEER PROVINCE OF BRITISH COLUMBIA D. JOVANOVIC # 30153	ML/DJ	MAR 2022
						PROJECT/DWG. NO: -				DRAWN: ML	SCALE: -
						DATE: -	PROJECT: FILL SITE			CHECK: DJ	GEOWEST FILE: GA21-1199-01
3.	11 JAN 2023	ISSUED PER TOL COMMENTS	ML/DJ	ZM	DJ	This drawing is the sole property of GeoWest Engineering Ltd. and cannot be used or duplicated in any way without the expressed written consent of GeoWest. The general contractor shall verify all dimensions and report any discrepancies to GeoWest.	ADDRESS: 27575 8 AVENUE, LANGLEY, BC			DWG. NO: 3	
2.	9 MAR 2022	ISSUED FOR PERMIT	ML/DJ	ML	DJ		CLIENT: AES INC				
1.	04 FEB 2022	PRELIMINARY DRAFT FOR REVIEW	ML/DJ	ML	-			EGBC PERMIT TO PRACTICE NO. 1000607	2023-01-12		
Revision	Revision Date	Revision Description	Design	Drawn	Check						

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REVISIONS						ADAPTED FROM:	TITLE:	DESIGN BY:	SEAL:	DESIGN:	DATE:
						HAGEN LAND SURVEYING / GEOSOURCE	**PRE-FILL DRAINAGE PATHS**	GeoWest ENGINEERING	PROFESSIONAL ENGINEER PROVINCE OF BRITISH COLUMBIA D. JOVANOVIC # 30153	ML/DJ	MAR 2022
						PROJECT/DWG. NO: 21035_1				DRAWN: ML	SCALE: NTS
						DATE: 11 AUGUST 2021	PROJECT: FILL SITE			CHECK: DJ	GEOWEST FILE: GA21-1189-01
3.	11 JAN 2023	ISSUED PER TOL COMMENTS	ML/DJ	ZM	DJ	This drawing is the sole property of GeoWest Engineering Ltd. and cannot be used or duplicated in any way without the expressed written consent of GeoWest. The general contractor shall verify all dimensions and report any discrepancies to GeoWest.	ADDRESS: 27575 8 AVENUE, LANGLEY, BC			DWG. NO: 4	
2.	9 MAR 2022	ISSUED FOR PERMIT	ML/DJ	ML	DJ		CLIENT: AES INC				
1.	04 FEB 2022	PRELIMINARY DRAFT FOR REVIEW	ML/DJ	ML	-			EGBC PERMIT TO PRACTICE NO. 1000607	2023-01-12		
Revision	Revision Date	Revision Description	Design	Drawn	Check						

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REVISIONS						ADAPTED FROM:	TITLE:	DESIGN BY:	SEAL:	DESIGN:	DATE:
						HAGEN LAND SURVEYING / GEOSOURCE	**POST FILL DRAINAGE PATHS**	GeoWest ENGINEERING	PROFESSIONAL ENGINEER PROVINCE OF BRITISH COLUMBIA D. JOVANOVIC # 30153	ML/DJ	MAR 2022
						PROJECT/DWG. NO: 21035_1				DRAWN: ML	SCALE: NTS
						DATE: 11 AUGUST 2021	PROJECT: FILL SITE			CHECK: DJ	GEOWEST FILE: GA21-1189-01
3	11 JAN 2023	ISSUED PER TOL COMMENTS	ML/DJ	ZM	DJ	This drawing is the sole property of GeoWest Engineering Ltd. and cannot be used or duplicated in any way without the expressed written consent of GeoWest. The general contractor shall verify all dimensions and report any discrepancies to GeoWest.	ADDRESS: 27575 8 AVENUE, LANGLEY, BC			DWG. NO: 5	
2	9 MAR 2022	ISSUED FOR PERMIT	ML/DJ	ML	DJ		CLIENT: AES INC	EGBC PERMIT TO PRACTICE NO. 1000607	2023-01-12		
1	04 FEB 2022	PRELIMINARY DRAFT FOR REVIEW	ML/DJ	ML	-						
Revision	Revision Date	Revision Description	Design	Drawn	Check						

FILE PATH: C:\Users\DejanJovanovic\GeoWest\GeoWest - Projects\Projects\2021\GA21-1189-01 AES, ESC & Fill Plan Drawings_27575 8th Ave, Lgy\Drawings\Fill Plans\Rev 3 - Reissued per Tol. Comments FILE NAME\GA21-1189-01 8th Ave Fill Plan Dwgs 1-5 Rev 3 2023-01-10

Township of Langley
Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	FEBRUARY 13, 2023 - REGULAR MEETING	**REPORT:**	23-23
FROM:	MUNICIPAL ADMINISTRATION DIVISION	**FILE:**	6440-01
SUBJECT:	WILLOUGHBY GREENWAY AMENITY POLICY		

RECOMMENDATION:

That Council approve the Willoughby Greenway Amenity Policy, presented substantially in the form provided as Attachment A to this report, and rescind:

- 208 Street Area Greenway Amenity Policy No. 07-226 (2013);
- Carvolth Greenway Amenity Policy No. 02-227 (2013);
- Central Gordon Estate Greenway Amenity Policy No. 07-225 (2012);
- Jericho Greenway Amenity Policy No. 07-224 (2011);
- Latimer Greenway Amenity Policy No. 07-228 (2015);
- Smith Amenity Zoning Policy No. 07-232 (2017);
- Williams Amenity Zoning Policy No. 07-233 (2018); and
- Yorkson Greenway Amenity Policy No. 07-223 (2007).

EXECUTIVE SUMMARY:

At the November 14, 2022 Regular Meeting, Council directed staff to complete a consolidation of greenway amenity policies in Willoughby into one policy. The updated Willoughby Greenway Amenity Policy (GAP) consolidates existing amenities, clarifies terminology, and deals with housekeeping amendments.

The total cost to provide amenities in each GAP has been combined to create a total cost to provide amenities for the consolidated area of the updated Willoughby GAP. Developing properties currently pay a different amount per acre depending on the applicable Neighbourhood Plan and associated GAP. The updated Willoughby GAP results in a single contribution per square metre/acre/hectare for developing properties throughout the consolidated area, simplifying development application processing.

PURPOSE:

This report responds to Council's direction for staff to complete a consolidation of all greenway amenity policies in Willoughby.

BACKGROUND/HISTORY:

There are currently eight greenway amenity policies (GAPs) and amenity zoning policies (AZPs) in effect, all within the Willoughby Community Plan area:

- 208 Street Area Greenway Amenity Policy No. 07-226 (2013);
- Carvolth Greenway Amenity Policy No. 02-227 (2013);
- Central Gordon Estate Greenway Amenity Policy No. 07-225 (2012);
- Jericho Greenway Amenity Policy No. 07-224 (2011);
- Latimer Greenway Amenity Policy No. 07-228 (2015);
- Smith Amenity Zoning Policy No. 07-232 (2017);
- Williams Amenity Zoning Policy No. 07-233 (2018); and
- Yorkson Greenway Amenity Policy No. 07-223 (2007).

The Yorkson GAP was the first to be adopted in 2007. Subsequent GAPs and AZPs have been adopted alongside new Neighbourhood Plans (NPs). NPs determine the amenity package whereas GAPs and AZPs determine the cost, land, and contribution framework for providing the amenity package. The descriptive terminology regarding these policies has changed over time and has commonly been referred to as GAPs.

At its Regular Meeting on November 14, 2022, Council directed staff to update the GAPs as follows:

> *Complete a consolidation of multiple greenway amenity policies within the Willoughby Community Plan replaced by one clear and consistent Council Policy adjusted as needed to ultimately complete the amenities outlined therein.*

DISCUSSION/ANALYSIS:

GAPs are currently neighbourhood-specific because they were adopted alongside NPs. Although each GAP attempted to be somewhat equitable between neighbourhoods, the differences in amenity contributions have increased significantly with the increase of land prices. It is logical to consolidate existing GAPs at this time, considering the Willoughby NPs are all complete and applicable amenity packages have been determined.

In contrast to amenities funded by Community Amenity Contributions (CAC), which benefit all residents of the Township, those provided by the GAPs are more community-specific and of greater benefit to those living in Willoughby. The original intent to provide the amenities indicated in specific NPs will not be affected and will continue. The consolidation of the GAPs into one Willoughby GAP will simply provide a consistent amenity contribution amount no matter where in Willoughby a development is occurring.

The authority for the GAPs, as with CACs, comes from Section 482 of the Local Government Act whereby local governments can require amenities in exchange for additional density. In effect, CACs and GAPs are synonymous. Capital costs funded through new development reflect the portion of the amenity costs being collected based on principles of nexus and proportionality as outlined in the Provincial Guide to CAC Best Practices. Nexus is the principle that demands a direct and clear relationship between the amenity being funded and new growth. Proportionality ensures that new development contributes a proportional share of amenities to the remaining growth capacity expected to occur within the Township.

The amenity costs are shared amongst all developing properties regardless of whether amenities are located on a developing property. This is also in line with the principle of proportionality,

whereby all developing properties generate similar impacts, and thus should share the costs of amenities. Where land or improved land are provided, a rebate based on the costs of land and improvements in the applicable GAP are provided from the reserve fund on a first-in-first-out basis.

The cost implications of consolidation are marginal for properties throughout most neighbourhoods as shown in Table 1 below. The largest impact is for properties in the 208 Street Area GAP area, where the contribution will increase by 82%. The consolidation will result in a range of cost implications for properties in other areas ranging from a 9% decrease in Williams to an 11% increase in Smith.

The 208 Street Area GAP was adopted concurrently with the 208 Street Density Review, which was an amendment to the Northeast Gordon Estate (NEGE) NP. The NEGE NP was adopted by Council in 2006 and the 208 Street Area GAP was adopted by Council in 2013. The current 208 Street Area GAP contributes $150,514 per acre, whereas the average for the other GAPs is $274,168. The GAP contribution is substantially lower in the 208 Street Area GAP because the identified amenity package is substantially smaller compared to the land area of developing properties than is the case for the other GAPs.

Table 1: Comparison of Current GAPs and Consolidated Updated Willoughby GAP

GAPs	Per Acre	Per Hectare	Per Square Metre	Difference (%)
208 St Area	$150,513.52	$371,925.53	$37.19	+82%
Carvolth	$293,574.21	$725,434.77	$72.54	-7%
Central Gordon Estate	$260,684.43	$644,162.69	$64.42	+5%
Jericho	$253,210.66	$625,694.66	$62.57	+8%
Latimer	$283,278.14	$699,992.72	$70.00	-3%
Smith	$247,405.84	$611,350.70	$61.14	+11%
Williams	$299,430.97	$739,907.09	$73.99	-9%
Yorkson	$274,591.24	$678,527.01	$67.85	-0.2%
Consolidation / Proposed	$274,224.38	$677,620.49	$67.79	N/A

The Difference (%) column is the proportional difference of existing GAP contribution amounts and the updated GAP contribution amount.

Housekeeping Amendment

The amenity packages for four GAPs include public art installations at multiple locations. There are currently three different costs associated with public art installations depending on the GAP: $100,000, $150,000, and $200,000. Throughout implementation of GAPs, including the installation of public art, it has become apparent that costs are typically $200,000 regardless of the location in Willoughby. The updated GAP changes public art costs to $200,000 per installation. The resulting contribution increase is $307.75 per acre.

Table 2: Current Versus Proposed Public Art (PA) Costing and the Result on GAP Contribution Per Acre

GAP	Current PA Cost(/unit)	Units	Current Total Cost	Proposed PA Cost (/unit)	Proposed Total Cost	Difference	GAP Contribution Impact
208	$200,000	2	$400,000	$200,000	$400,000	$0	N/A
Carvolth	$100,000	2	$200,000	$200,000	$400,000	$200,000	
Latimer	$150,000	6	$900,000	$200,000	$1,200,000	$300,000	
Smith	$200,000	4	$800,000	$200,000	$800,000	$0	
Total	N/A	14	$2,300,000	N/A	$2,800,000	$500,000	$307.75/acre

Conclusion:

Consolidating multiple GAPs into a single GAP will simplify the development process by providing a more universal approach. In addition, the updated GAP consolidates similar amenities that may have been referenced by different names.

Respectfully submitted,

Aaron Penner
COMMUNITY AND POLICY PLANNER
for
MUNICIPAL ADMINISTRATION DIVISION

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

CONCURRENCES	
Division / Department	**Name**
FINANCE DIVISION	S. Ruff
COMMUNITY DEVELOPMENT DIVISION	S. Richardson

ATTACHMENT A Willoughby Greenway Amenity Policy

ATTACHMENT A

Township of Langley
Est. 1873

COUNCIL POLICY

Subject: Willoughby Greenway Amenity

Policy No:
Approved by Council:
Revised by Council:

1. Purpose

1.1 To provide a means of providing amenities in the Willoughby Community Plan area pursuant to the Local Government Act.

2. Background

2.1 The Willoughby Community requires the provision and construction of various amenities including enhanced sidewalks, public art, heritage features, and a variety of park and greenway typologies. Amenity zoning provisions of the Local Government Act may be used to acquire and construct the amenities. The Willoughby Greenway Amenity Policy (GAP) consolidates a number of similar policies at the neighbourhood level, while maintaining the same basket of amenities in the community as a whole. The neighbourhood-level policies were rescinded when the Willoughby GAP was approved by Council on (date) 2023.

3. Related Policy

3.1 Willoughby Community Plan

4. Policy

4.1 The Willoughby Community Plan requires the provision and construction of various amenities including enhanced sidewalks, public art, heritage features, and a variety of park and greenway typologies (“Amenities”) as shown in Schedule A.

4.2 All developing properties in that portion of the Willoughby Community Plan shown on the attached schedule, excluding those properties being developed for public school (“Development Area” as shown in Schedule B), will benefit from the Amenities.

4.3 The Township has determined that an equitable sharing of the cost of the Amenities in the Development Area will be $67.76 per m^2 of Developable Land plus applicable sales or similar taxes (“Amenity Cost”), calculated as shown in Schedule C. For the purposes of this Policy, “Developable Land” means the gross area of a parcel excluding streamside protection areas,

the area below the top of bank and land to be used for greenways and parks. Detention Pond lands are included within the definition of "Developable Land".

4.4 The Amenity Cost can be provided by means of land with improvements constructed thereon ("Improved Land"), cash plus land without improvements constructed thereon ("Unimproved Land") and cash alone.

4.5 Section 482 of the Local Government Act provides for the establishment of different density regulations for a zone, one generally applicable for the zone and the other applicable if conditions, including those relating to the conservation or provision of amenities, and the number, kind, and extent of amenities are met.

4.6 Where Council proposes to rezone a property within the Development Area pursuant to Section 482 it may choose to include the Amenity Cost as an amenity for the purposes of that bylaw.

4.7 Where the Amenity Cost is determined to be an amenity for the purposes of a bylaw adopted pursuant to Section 482 and the developer wishes to take advantage of the higher density set out in the bylaw referred to in Section 4.6 by providing the amenities, including the Amenity Cost, the Amenity Cost will be referenced in rezoning bylaws and may be provided as follows:

a) where the property being developed contains an amenitiy or amenities idendified in Section 4.13, subject to 4.7(b), provide the Amenity Cost by way of Improved Land plus cash;

b) where the property being developed contains an amenity or amenities identified in Section 4.13 and the General Manager of Community Development of the Township, or their designate, determines that the construction of the improvements would be premature, the developer shall provide the Amenity Cost by way of cash plus Unimproved Land; and

c) where the property being developed does not contain an amenity or amenities identified in Section 4.13, the developer shall provide the Amenity Cost by way of cash only.

4.8 The Amenity Cost payable in respect of any development shall be reduced by the value of the Improved Land provided as part of that development.

4.9 Where the value of the Improved Land exceeds the Amenity Cost, the difference shall be returned to the developer as a rebate. Contributions to the public art component of the Amenity Cost will not be included in the rebate.

4.10 Rebates shall be paid only when there are sufficient funds available based on a first-in first-out basis and shall be paid out at the collected rate.

4.11 Where the Amenity Cost includes Unimproved Land (including a wildlife habitat patch) the value of the Unimproved Land shall be deemed to be $4,000,000 per acre (2023 deemed cost).

4.12 Amenity costs collected will be placed in an interest-bearing Reserve Fund.

4.13 Where the Amenity Cost includes Improved Land, the value of the Improved Land shall be deemed to be the value of the Unimproved Land plus the costs outlined in Table 1. Amenities where the cost is per unit are based on pre-determined size of the amenity.

Table 1: Cost of individual amenities

	Amenity	**Amount**	**Per Unit**
1	200 Street Greenway	$ 828.00	lineal metre
2	199 Street Greenway (6.0 metre width)	$ 725.00	lineal metre
3	200 Street Greenway fronting Commercial only	$ 690.00	lineal metre
4	202B and 68 Avenue amenity	$ 300.00	square metre
5	202B and 72 Avenue amenity	$ 100.00	square metre
6	Street Greenway with Wall	$ 850.00	lineal metre
7	212 Street Greenway	$ 850.00	lineal metre
8	216 Street Greenway	$ 593.17	lineal metre
9	Blue Link / Art Walk	$ 2,888.00	lineal metre
10	Carvolth Commons	$ 336.91	square metre
11	Creek Greenway	$ 654.83	lineal metre
12	Dog Off-Leash Park	$ 49.41	square metre
13	Ecological Greenway	$ 704.83	lineal metre
14	Enhanced sidewalk	$ 365.67	lineal metre
15	Freeway Buffer	$ 1,412.50	lineal metre
16	Heritage (Smith)	$ 100,000.00	unit
17	Heritage (Latimer)	$ 200,000.00	unit
18	Integrated Open Space	$ 349.85	square metre
19	Living Wall[1]	$ 540,000.00	unit
20	Multi-Use Trail Linkages	$ 450.00	lineal metre
21	Neighbourhood Forested Mews (approx 2.07 Ac. In ROWs)	$ 672.17	lineal metre
22	Landmark Amenity (212 St and 80 Ave; west side)[2]	$ 242,599.00	unit
23	Landmark Amenity (N. of 212 St / 80 Ave) including public art[3]	$ 471,409.00	unit
24	Landmark Amenity (at 216 interchange) including public art[4]	$ 585,040.00	unit
25	Off-Street Recreational Greenway (6 m width)	$ 676.50	lineal metre

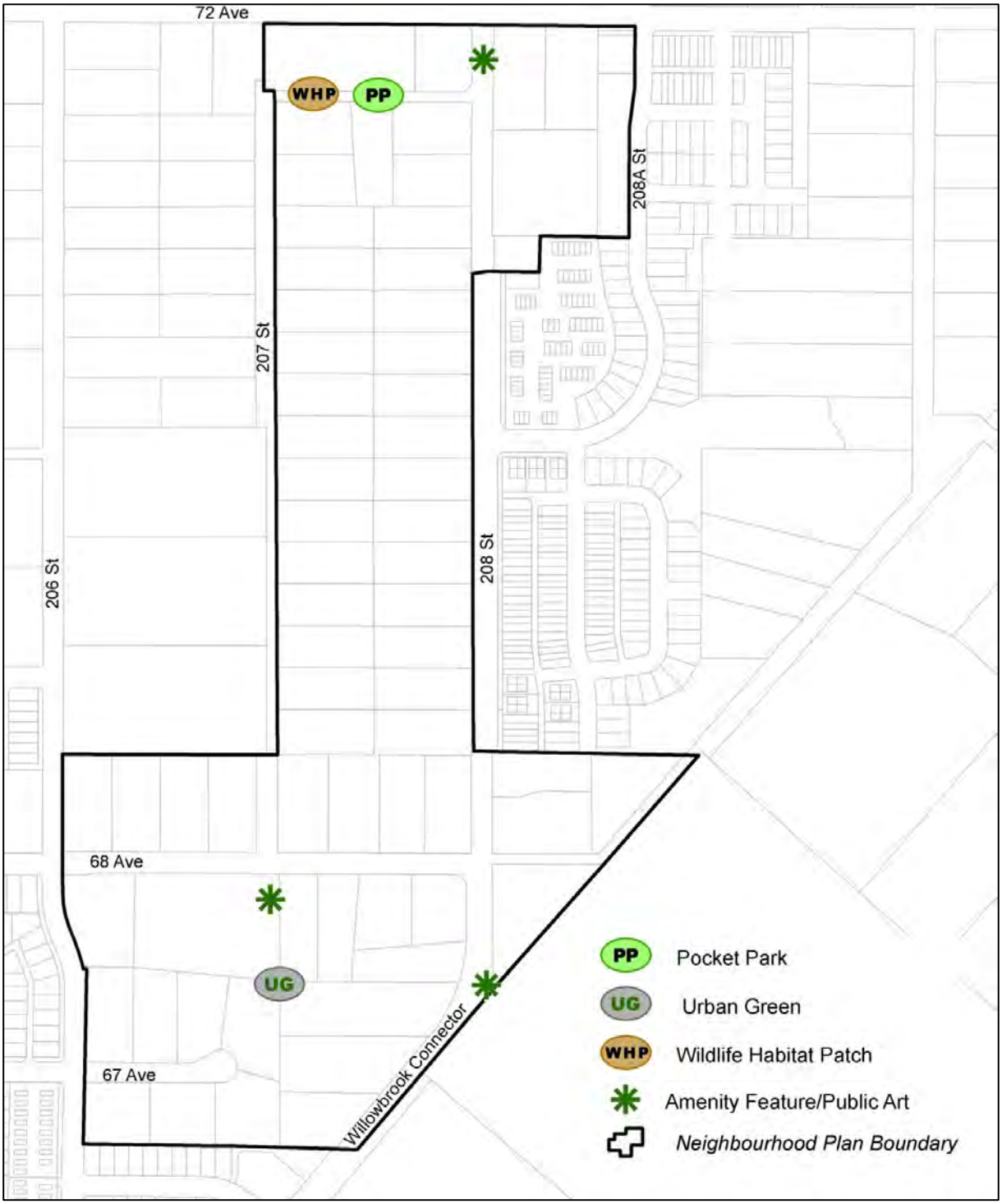
26	Off-Street Recreational Greenway Buffer (10 m)	$	796.50	lineal metre
27	Plaza	$	200.00	square metre
28	Pocket Park	$	66.89	square metre
31	Public Art	$	200,000.00	unit
32	Recreational Greenway	$	796.50	lineal metre
33	Street Greenway	$	695.67	lineal metre
34	Urban Green	$	366.00	square metre
35	Urban Pocket Parks	$	36.16	square metre
36	Wildlife Habitat Patch (1,563m^2 additional outside of ROW) (includes path)	$	124,418.33	unit
37	Williams View Park	$	406,520.00	unit

(1) Assuming 232.25 m^2 wall area, up to a maximum credit of $540,000 per location
(2) Assuming 0.95 acre total area: 0.45 acre in the Williams Neighbourhood Plan area and 0.5 acre in the Yorkson Neighbourhood Plan area
(3) Assuming 0.5 acre total area
(4) Assuming 0.5 acre total area

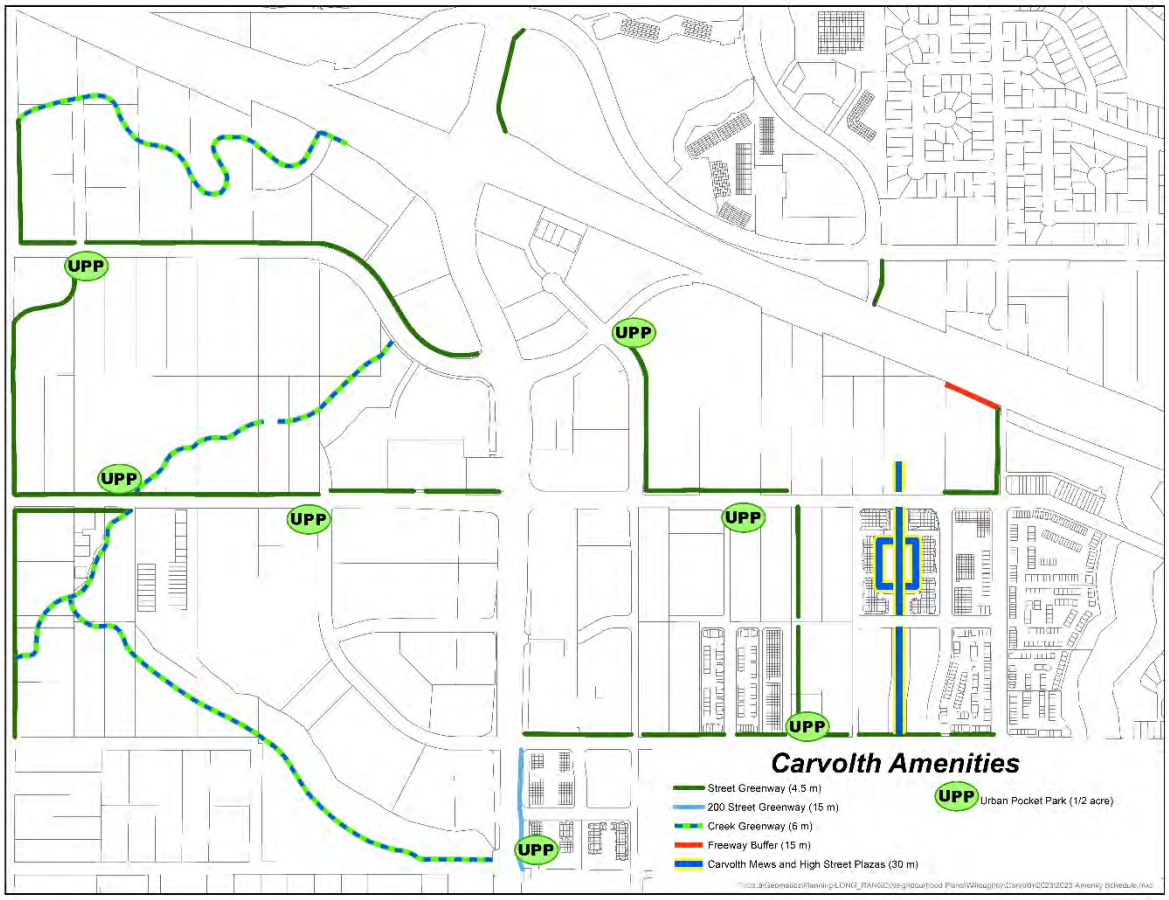
4.14 Nothing in this policy will fetter the discretion of the Council of the Township to exercise its legislative powers and functions.

Schedule A
Willoughby Amenities

Map 1: Willoughby Amenities (208 Street Density Review Area)



Map 2: Willoughby Amenities (Carvolth Neighbourhood Plan area)

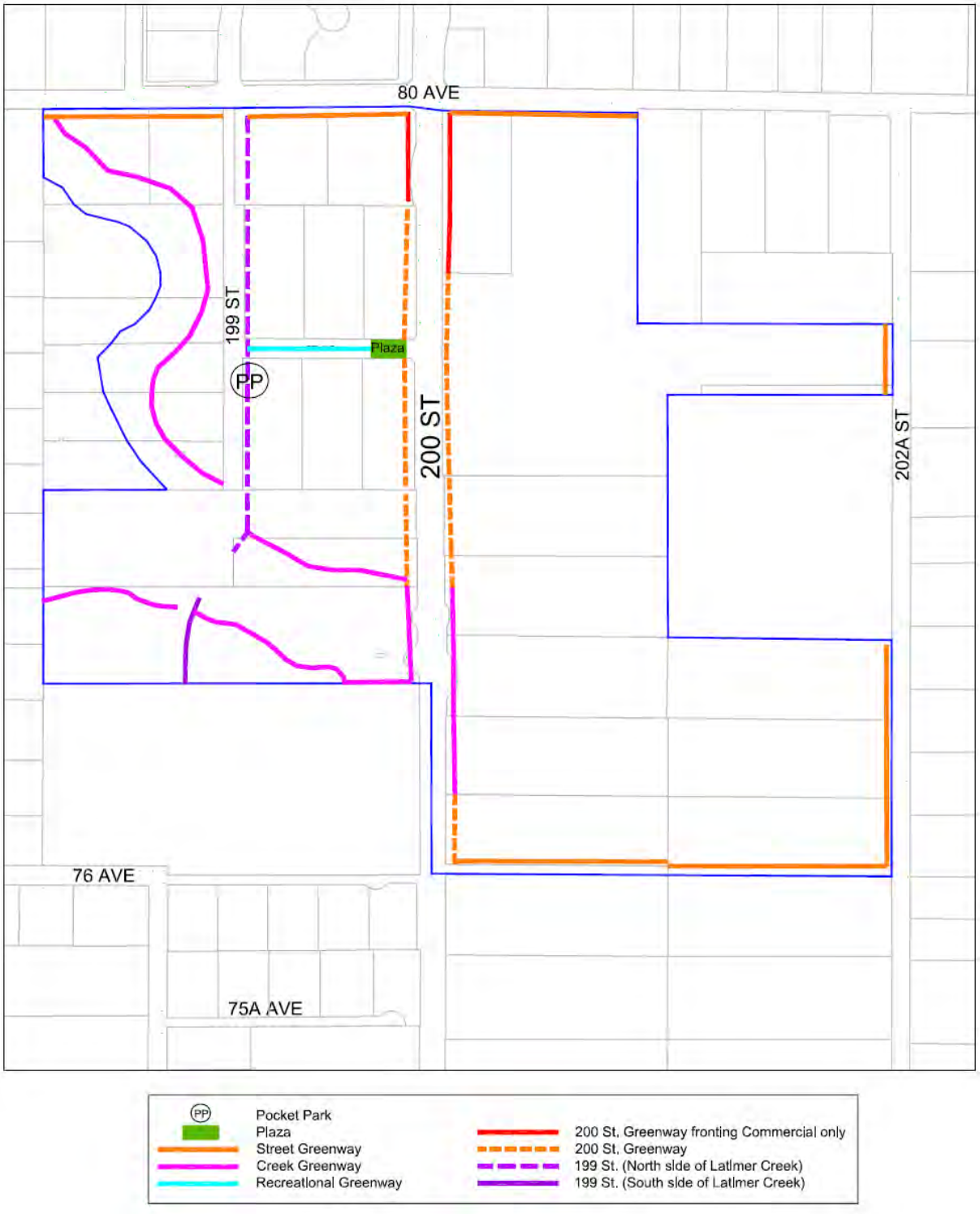


Public Art should be located in the plaza at 200 Street and 88 Avenue and in Carvolth Commons.

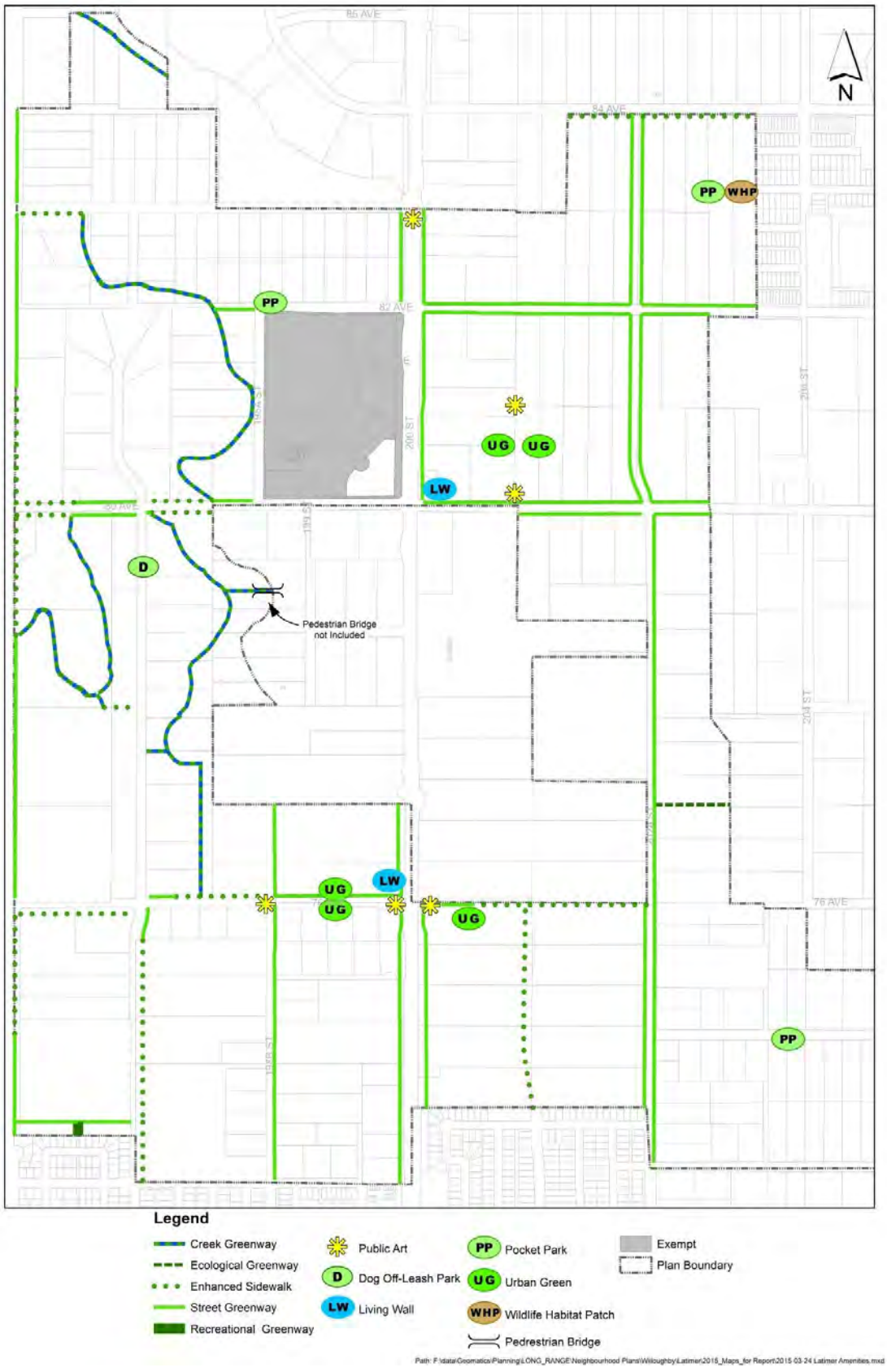
Map 3: Willoughby Amenities (Central Gordon Estate Neighbourhood Plan area)



Map 4: Willoughby Amenities (Jericho Neighbourhood Plan area)



Map 5: Willoughby Amenities (Latimer Neighbourhood Plan area)



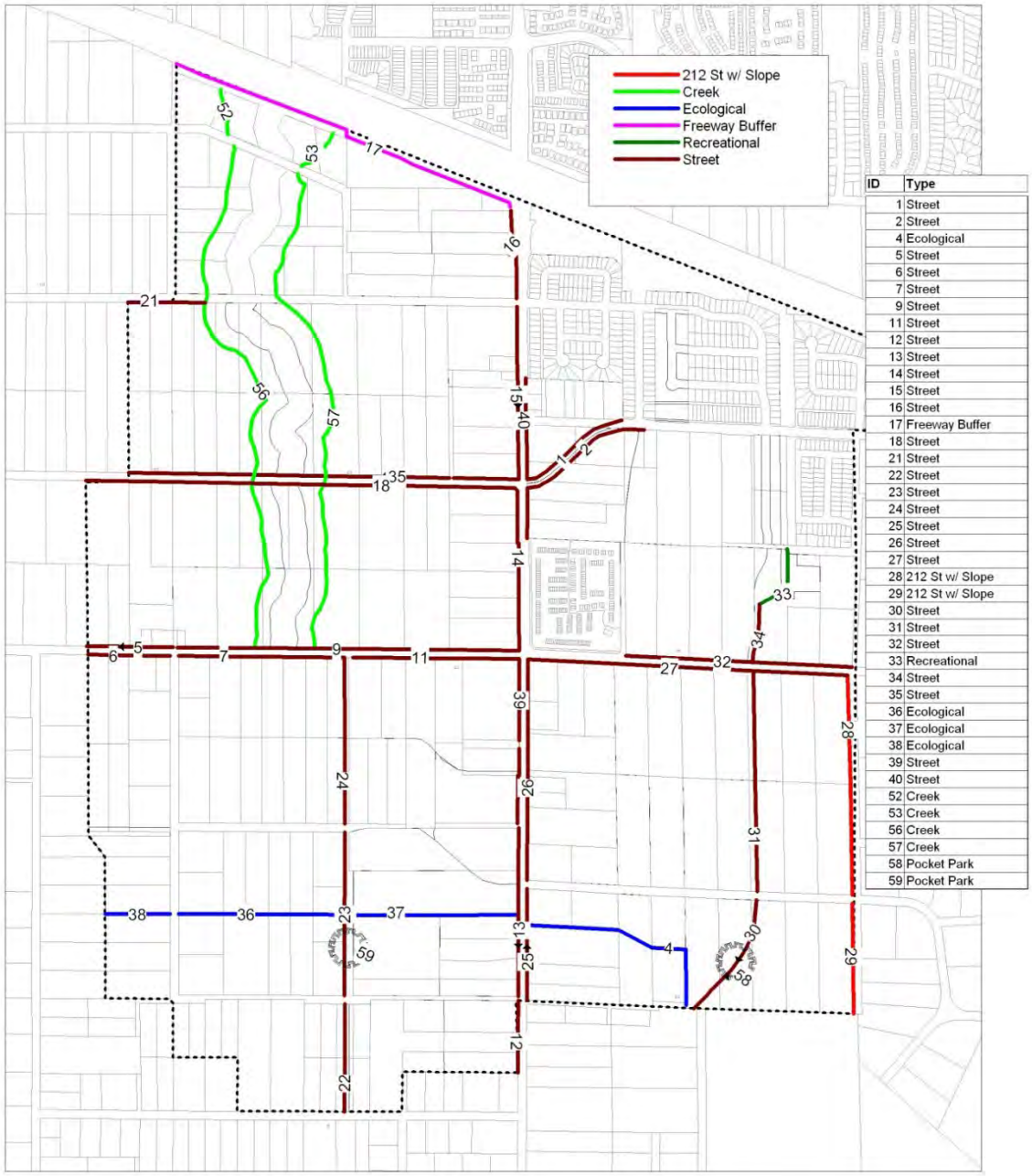
Map 6: Willoughby Amenities (Smith Neighbourhood Plan area)



Map 7: Willoughby Amenities (Williams Neighbourhood Plan area)



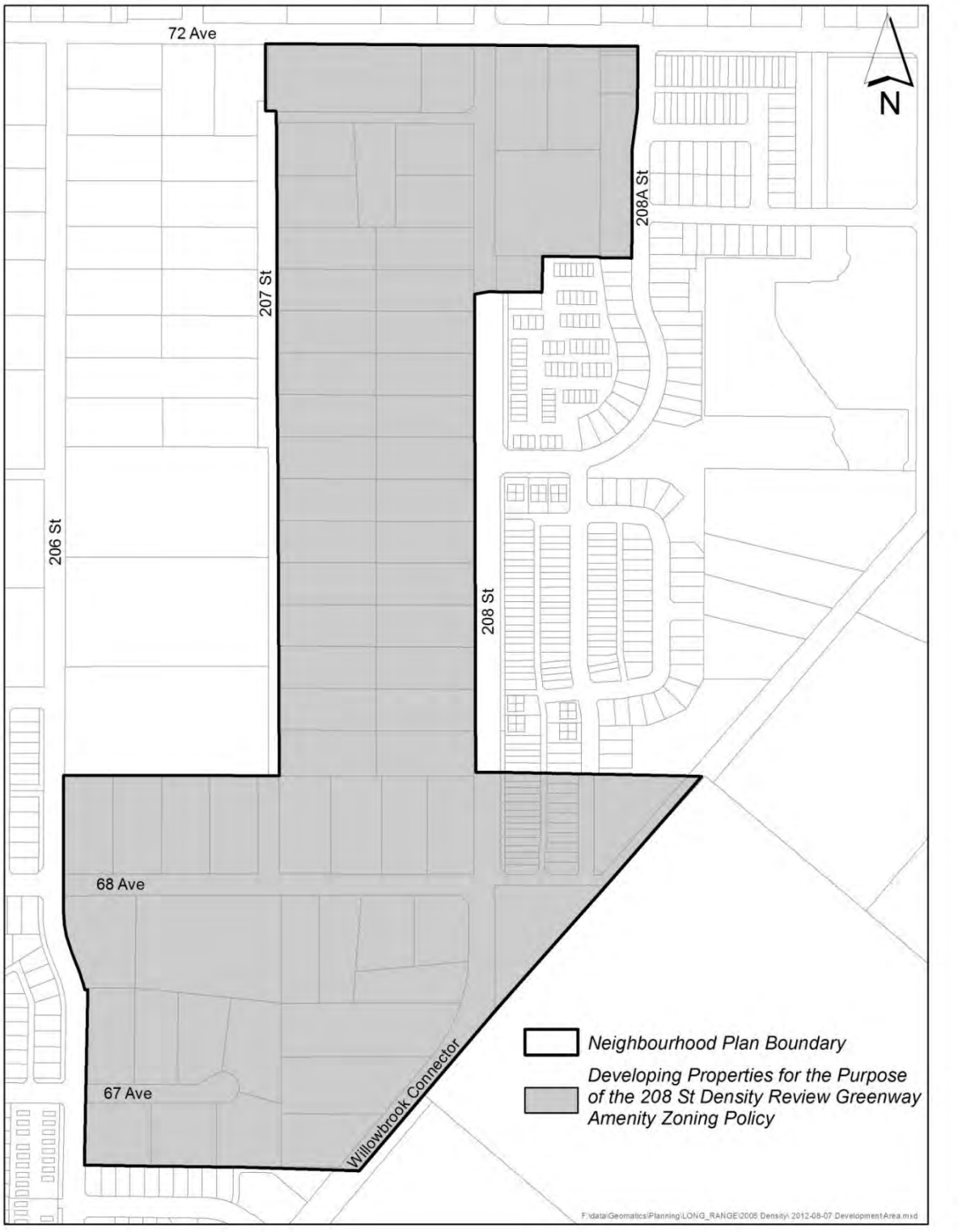
Map 8: Willoughby Amenities (Yorkson Neighbourhood Plan area)



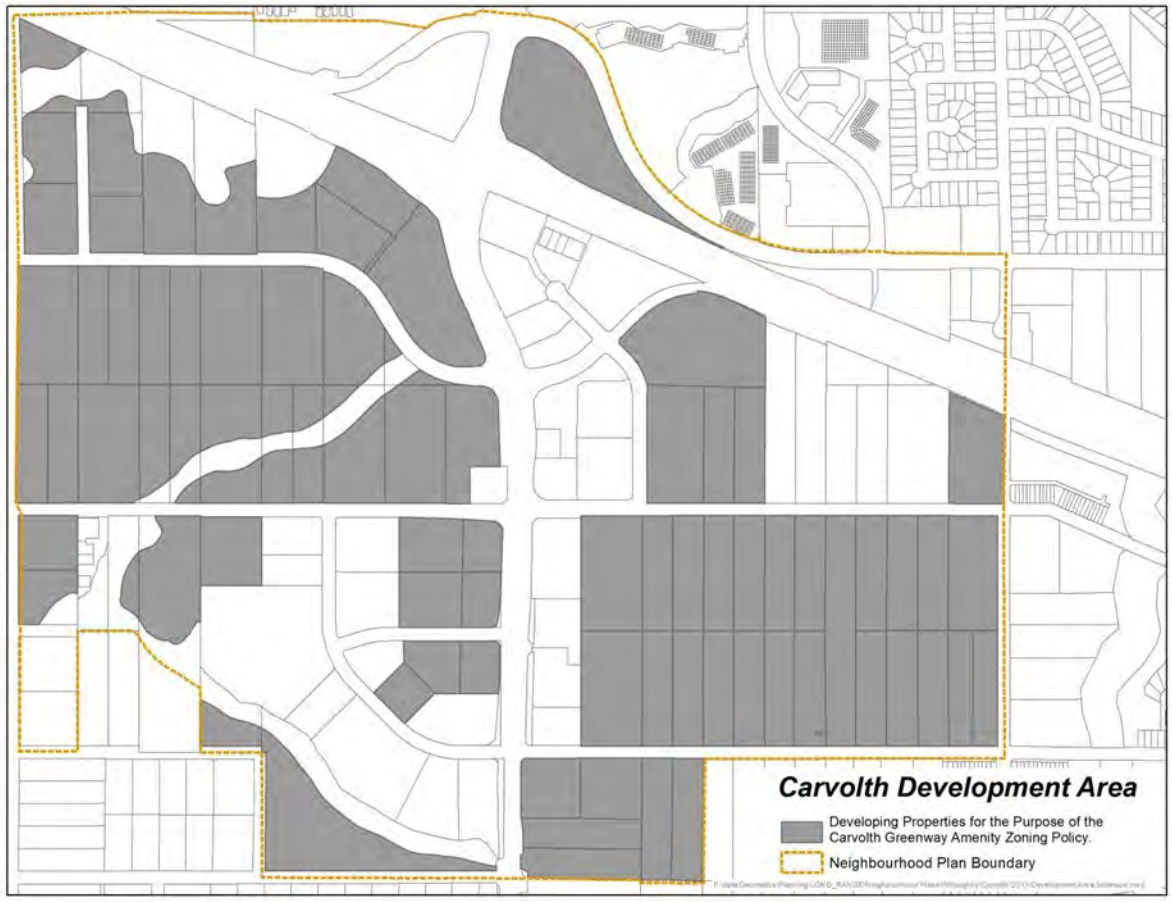
ID	Type
1	Street
2	Street
4	Ecological
5	Street
6	Street
7	Street
9	Street
11	Street
12	Street
13	Street
14	Street
15	Street
16	Street
17	Freeway Buffer
18	Street
21	Street
22	Street
23	Street
24	Street
25	Street
26	Street
27	Street
28	212 St w/ Slope
29	212 St w/ Slope
30	Street
31	Street
32	Street
33	Recreational
34	Street
35	Street
36	Ecological
37	Ecological
38	Ecological
39	Street
40	Street
52	Creek
53	Creek
56	Creek
57	Creek
58	Pocket Park
59	Pocket Park

Schedule B
Willouby Development Area

Map 9: Willoughby Development Area (208 Street Density Review area)



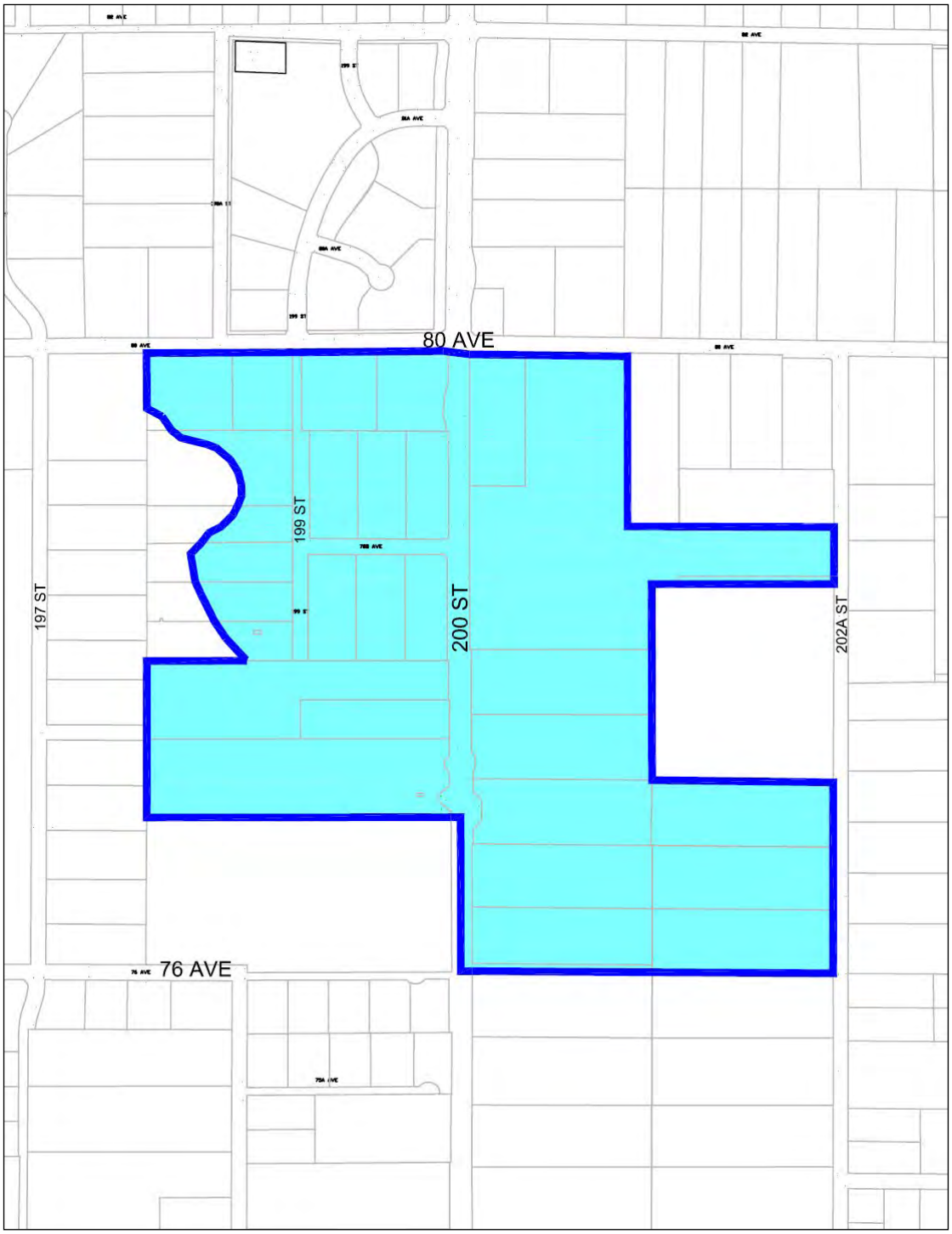
Map 10*:* Willoughby Development Area (Carvolth Neighbourhood Plan area)



Map 11*:* Willoughby Development Area (Central Gordon Neighbourhood Plan area)



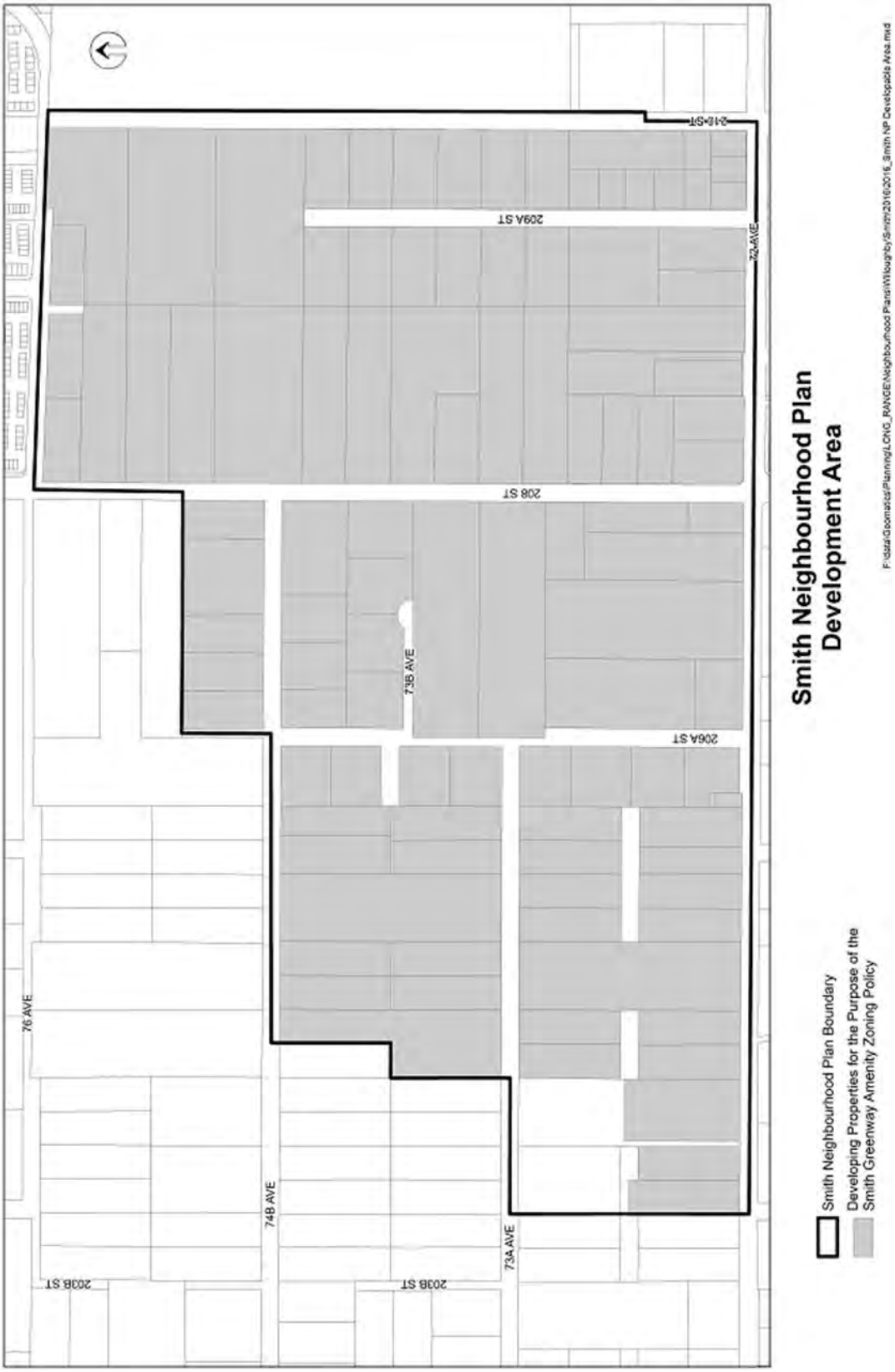
Map 12: Willoughby Development Area (Jericho Neighbourhood Plan area)



Map 13: Willoughby Development Area (Latimer Neighbourhood Plan area)



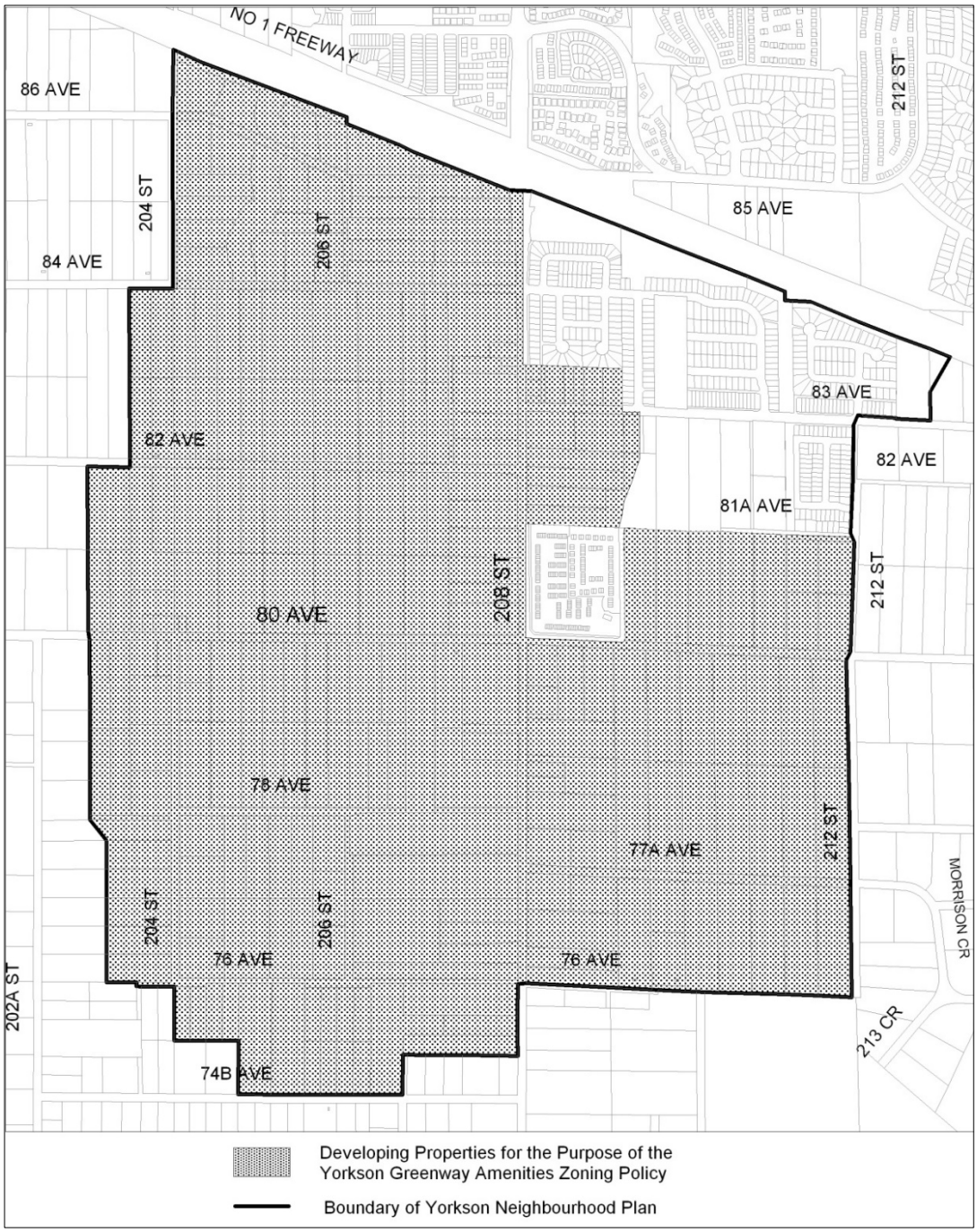
Map 14: Willoughby Development Area (Smith Neighbourhood Plan area)



Map 15: Willoughby Development Area (Williams Neighbourhood Plan area)



Map 16: Willoughby Development Area (Yorkson Neighbourhood Plan area)



Schedule C
Willoughby Amenity Cost

Table 2: Willoughby Total Amenity Cost Calculation

NP Specific/NP Universal	Amenity	Approximate Area (acres)[1]	Construction Cost	Land Cost	Total Cost
Universal	200 St Greenway (15 m width)	7.8	$2,086,746.81	$31,205,782.30	$33,292,529.11
Jericho	199 St GW (North side of Latimer Creek)	0.57	$278,737.00	$2,280,000.00	$2,558,737.00
Jericho	200 St Greenway fronting Commercial only	0.29	$179,957.00	$1,160,000.00	$1,339,957.00
CGE	202B & 68 Ave amenity	0.025	$607,200.00	$100,000.00	$707,200.00
CGE	202B and 72 Ave amenity	0.012	$40,000.00	$48,000.00	$88,000.00
Smith	212 St Connector Greenway with wall	0.43	$329,893.50	$1,725,537.00	$2,055,431.00
Yorkson	212 St Greenway	2.58	$755,254.45	$10,309,489.79	$11,064,744.24
Williams	216 St Greenway at (6 m land, 10 m construction)	0.85	$451,521.00	$3,385,618.98	$3,837,139.98
Smith	Blue Link / Art Walk		$689,510.00		$689,510.00
Carvolth	Carvolth Commons	1.3	$1,772,517.00	$5,200,000.00	$6,972,517.00
Carvolth	Creek Greenway (6 m)	1.99	$7,983,123.53	$0.00	$7,983,123.53
Latimer	Dog Off-Leash Park	1	$200,000.00	$4,000,000.00	$4,200,000.00
General	Ecological Greenway	11.74	$1,116,462.88	$46,966,594.55	$48,083,057.44
Williams	Enhanced sidewalk (1 m extra road ROW width)		$291,436.33		$291,436.33
Universal	Enhanced sidewalk[2]		$2,094,917.49		$2,094,917.49
Universal	Freeway Buffer	5.18	$1,972,248.32	$20,700,993.23	$22,673,241.55
Universal	Heritage		$900,000.00		$900,000.00
Carvolth	Integrated Open Space	2.3	$3,256,439.00	$9,200,000.00	$12,456,439.00
Latimer	Living Wall		$1,080,000.00		$1,080,000.00
Jericho	Multi-Use Trail Linkages		$20,000.00		$20,000.00
Williams	Neighbourhood Forested Mews (approx 2.07 Ac. In ROWs)		$196,945.81		$196,945.81
Williams	Neighbourhood Landmark Amenity Area (212 and 80; West side) (total area 0.45 acres)(private land area 0.11) (pub art incl)[3]	0.11	$242,599.00	$550,400.00	$792,999.00
Williams	Neighbourhood Landmark Amenity Area (North of 212 St and 80 Ave) (pub art incl) (0.5 acres total area)		$471,409.00		$471,409.00
Williams	Neighbourhood Landmark Amenity Area at 216 Interchange (pub art incl)		$585,040.00		$585,040.00

NP Specific/NP Universal	Amenity	Approximate Area (acres)[1]	Construction Cost	Land Cost	Total Cost
Williams	Off-Street Recreational Greenway (6 metre width)	0.18	$80,273.49	$703,691.62	$783,965.11
Williams	Off-Street Recreational Greenway Buffer (10m)	0.51	$162,860.36	$2,020,953.79	$2,183,814.15
Jericho	Plaza	0.2	$161,880.00	$0.00	$161,880.00
Universal	Pocket Park	10.776	$2,568,784.74	$43,104,000.00	$45,672,784.74
Universal	Public Art	0	$3,200,000.00	$0.00	$3,200,000.00
Universal	Recreational Greenway	0.56	$241,733.38	$1,201,126.74	$1,442,860.12
Smith	Smith View Park Assist (1 acre)		$500,000.00		$500,000.00
Universal	Street Greenway (8.5 m construction, 4.5 m land)	37.95	$20,154,618.41	$151,795,611.03	$171,950,229.44
Universal	Urban Green	1.5	$2,222,410.05	$6,000,000	$8,222,410.05
Carvolth	Urban Pocket Park existing detention pond)		$73,170.00		$73,170.00
Carvolth	Urban Pocket Parks	3	$439,019.00	$12,000,000.00	$12,439,019.00
Universal	Wildlife Habitat Patch (1 acre)	3.078	$0.00	$12,313,180.13	$12,313,180.13
Williams	Wildlife Habitat Patch (1,563 m^2 additional outside of ROW) (includes path)	0.39	$124,418.33	$1,544,848.04	$1,669,266.37
Williams	Williams View Park	5.02	$406,520.00	$20,080,000.00	$20,486,520.00
	Total	99.34	$57,937,645.88	$387,595,827.20	$445,533,473.59

(1) The actual size of an amenity may be larger than amounts shown in this column
(2) Enhanced sidewalks have 2 m buffer between curb and sidewalk, 3 m wide concrete sidewalk, and 1 m wide buffer between property line and sidewalk
(3) The total size of this Landmark Amenity is 0.95 acres: 0.45 acres in the Williams Neighbourhood Plan area and 0.5 acres in the Yorkson Neighbourhood Plan area

Net Development Area = 1624.70 acres = 657.50 hectares = 6,574,970.48 m^2

Amenity Cost = $445,533,473.59 / 6,574,970.48 = $$67.76 per m^2 or $677,620.49 per hectare or $274,224.38 per acre

Township of Langley

Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	FEBRUARY 13, 2023 - REGULAR MEETING	**REPORT:**	23-19
FROM:	COMMUNITY DEVELOPMENT DIVISION	**FILE:**	08-26-0203
SUBJECT:	REZONING APPLICATION NO. 100567 AND DEVELOPMENT PERMIT APPLICATION NO. 101076 (1121282 BC LTD. / UNIBUILD CONSTRUCTION MANAGEMENT LTD. / 20145 – 84 AVENUE)		

PROPOSAL:

Application to rezone approximately 0.9 ha (2.3 ac) of land located at 20145 – 84 Avenue to Comprehensive Development Zone CD-136 and issue a Development Permit to facilitate development of 127 apartment units and 42 townhouse units.

RECOMMENDATION SUMMARY:

That Council give first, second and third reading to Bylaw No. 5826 subject to 11 development prerequisites and that Council authorize issuance (at time of final reading of Bylaw No. 5826) of Development Permit No. 101076.

RATIONALE:

The proposed development complies with the overall objectives of the Willoughby Community Plan and Carvolth Neighbourhood Plan.

RECOMMENDATIONS:

That Council give first, second and third reading to Township of Langley Zoning Bylaw 1987 No. 2500 Amendment (1121282 BC Ltd.) Bylaw No. 5826 rezoning approximately 0.9 ha (2.3 ac) of land located at 20145 – 84 Avenue to Comprehensive Development Zone CD-136 to facilitate the development of 127 apartment units and 42 townhouse units, subject to the following development prerequisites being satisfied to the acceptance of the Township of Langley prior to final reading:

1. A Servicing Agreement being entered into with the Township to secure required road and utility upgrades and extensions in accordance with the Township's Subdivision and Development Servicing Bylaw;
2. Provision of road dedications, widenings, and necessary traffic improvements for 84 Avenue, the lane between 84 Avenue and 85 Avenue, and 85 Avenue, in accordance with the Township's Master Transportation Plan, Subdivision and Development Servicing Bylaw and the Carvolth Neighbourhood Plan;
3. Submission of an erosion and sediment control plan in accordance with the Erosion and Sediment Control Bylaw;
4. Dedication and construction of a 4.5 m wide street greenway on the north side of 84 Avenue, including final acceptance of the greenway landscape design plans, sidewalk/trail alignment, signage, landscape details and security;

5. Provision of a final tree management plan incorporating tree retention, replacement, protection details, and security in compliance with Subdivision and Development Servicing Bylaw (Schedule I - Tree Protection);
6. Compliance with Age Friendly Amenity Area requirements;
7. Registration of restrictive covenants:
    a. identifying the units (minimum 5% of townhouse units, 10% apartment units) required in accordance with the Schedule 2 – Adaptable Housing Requirements for the Township's Official Community Plan;
    b. prohibiting the development of secondary suites within individual townhouse units;
    c. prohibiting reliance on street parking;
8. Registration of statutory rights-of-way securing pedestrian connections:
    a. Mid-block crossing;
    b. Internal lane sidewalk;
9. Approval of the rezoning bylaw by the Ministry of Transportation and Infrastructure;
10. Compliance with the Community Amenity Contributions Policy, and the requirements of the Carvolth Greenway Amenity Policy, and the Township's 5% Neighbourhood Park Land Acquisition Policy;
11. Payment of applicable Neighbourhood Planning Administration fees, supplemental Rezoning fees, Development Engineering and Green Infrastructure Services administration fees, Development Works Agreement (DWA) and Latecomer charges; and

That Council at time of final reading of Rezoning Bylaw No. 5826 authorize issuance of Development Permit No. 101076 subject to the following conditions:

a. Building plans being in substantial compliance with Schedule "A";
b. Landscape plans being in substantial compliance with Schedule "B" and in compliance with the Township's Street Trees and Boulevard Plantings Policy and Age Friendly Amenity Area requirements;
c. Provision of a final tree management plan incorporating tree retention, replacement and protection details in compliance with the Township's Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection);
d. All signage being in substantial compliance with Schedule "A" and the Township's Sign Bylaw;
e. Rooftop mechanical equipment to be screened from view by compatible architectural treatments in substantial compliance with Schedule "A"; and
f. All refuse areas to be located in an enclosure and screened.

Although not part of the development permit requirements, the applicant is advised that prior to issuance of a building permit, the following items will need to be finalized:

a. Issuance of Energy Conservation and Greenhouse Gas Reduction Development Permit No. 101155 if applicable;
b. Payment of supplemental Development Permit application fees, applicable Development Cost Charges, and Building Permit administration fees;
c. Landscaping and boulevard treatment being secured by letter of credit at the Building Permit stage;

d. Tree retention, replacement and protection in compliance with the Township's Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection) being secured by letter of credit, including payment of associated administrative fees;
e. Written confirmation from owner and landscape architect or arborist that the tree protection fencing identified in the tree management plan is in place; and
f. Submission of a site specific on-site servicing and stormwater management plan in accordance with the Subdivision and Development Servicing Bylaw, and an erosion and sediment control plan in accordance with the Erosion and Sediment Control Bylaw.

EXECUTIVE SUMMARY:

Unibuild Construction Management Ltd. has applied on behalf of 1121282 BC Ltd. to rezone the subject site to Comprehensive Development Zone CD-136 to facilitate the development of 127 apartment units and 42 townhouse units.

A development permit (Attachment G) is being processed in conjunction with the rezoning application to provide Council the opportunity to review the form and character of the proposed development.

As the proposal is consistent with and supports the overall objectives of the Willoughby Community Plan and Carvolth Neighbourhood Plan (NP), staff recommend that Council consider the rezoning request subject to the completion of 11 development prerequisites. Staff also recommend that Council authorize issuance (at time of final reading of Bylaw No. 5826) of Development Permit No. 101076.

PURPOSE:

The purpose of this report is to advise and make recommendations to Council with respect to Rezoning Bylaw No. 5826 and Development Permit No. 101076.

REFERENCE:

Owner:	1121282 BC Ltd. 17915 – 94 Avenue Surrey, BC V4N 4A1
Agent:	Unibuild Construction Management Ltd. 202, 8433 – 132 Street Surrey, BC V3W 4N8
Legal Description:	Lot 58 Section 26 Township 8 NWD Plan 62363
Location:	20145 – 84 Avenue
Area:	0.9 ha (2.3 ac)
Existing Zoning:	Suburban Residential Zone SR-2
Proposed Zoning:	Comprehensive Development Zone CD-136
Willoughby Community Plan:	Transit Village
Carvolth Neighbourhood Plan:	Medium Density Residential (maximum 1.7 FSR) / Buffer/Greenway

DISCUSSION / ANALYSIS:

- The Carvolth NP aims to create a retail high street within the Transit Village and to provide a range of housing opportunities within walking distance of the Carvolth Transit Exchange.
- The proposed 127 apartment units in a 6-storey building on the northerly portion of the site and 42 townhouse units in five 3-storey buildings on the southerly portion are consistent with the site's Medium Density Residential designation.
- The proposal is to rezone 0.9 ha (2.3 ac) to Comprehensive Development CD-136 Zone. The applicant has applied for a concurrent Development Permit application.
- The site is comprised of one suburban residential lot with a single family house.

Adjacent Uses:

	Existing Use	Neighbourhood Plan Designation	Existing Zoning
North:	Site is currently under construction for 472 rental apartment units (ToL Project No. 08-26-0206)	High Density Residential on the southern portion and High Street Mixed Use on the northern portion of the lot in the Carvolth NP	Comprehensive Development Zone CD-140
South:	84 Avenue, beyond which is a 153 unit townhouse complex	Eastern portion of the property designated Rowhouse Townhouse in the Latimer NP and the western portion	Comprehensive Development Zone CD-119

		designated as Townhouse Residential in Carvolth NP	
East:	A property containing a 42 unit townhouse complex	Townhouse Residential in the Carvolth NP	Comprehensive Development Zone CD-134
West:	A property under application for a 300 unit apartment project (ToL Project No. 08-26-0227)	Medium Density Residential in the Carvolth NP	Suburban Residential SR-2

Zoning Amendment:

- Bylaw No. 5826 proposes to rezone the site to a new Comprehensive Development Zone CD-136 to facilitate development of 127 apartment units in a 6-storey building and 42 townhouse units in five 3-storey buildings.
- The proposed density of 1.7 Floor Space Ratio (FSR) is consistent with the Carvolth Plan's Medium Density designation.
- The project complies with the provisions of the site's proposed Comprehensive Development Zone CD-136 zoning in terms of siting, site coverage, height, use, and density.

Development Permit:

The subject property is located in Development Permit Area "M" in the Carvolth Neighbourhood Plan. Proposed Development Permit No. 101076 (Attachment G) includes renderings, site plans, building elevations, and tree and landscaping plans.

Community Amenity Contributions:

The Community Amenity Contributions (CAC) Policy applies to the subject rezoning and specifies target contribution amounts based on unit types. Based on current rates, the CAC calculation for this proposal is as follows:

	Unit Count	**Rate per unit**	**Total**
Low Rise Apartments	127	$7,770	$986,790
Townhouses	42	$10,088	$423,696
			$1,410,486

Tree Protection / Replacement:

The applicant has submitted tree management plans indicating the following:

Significant Trees on Site	**Replacement Trees Required**	**Replacement Trees Provided**	**Street Trees Provided**	**Total Trees Post Development**
38 (0 retained)	70	44 (remaining 26 trees secured for tree planting on public lands)	14 (8 street, 6 greenway)	58

The landscape plans propose extensive plantings of trees, shrubs, and groundcovers within the site and within road boulevards. Finalization of landscaping details has been included as a development prerequisite.

Policy Considerations:

The proposed rezoning and development permit application to facilitate the development of 127 apartment units and 42 townhouse units is consistent with the overall goals and objectives of the Willoughby Community Plan and Carvolth Neighbourhood Plan. Staff recommend that Council give first, second and third reading (subject to 11 development prerequisites) and authorize issuance (at time of final reading of Bylaw No. 5826) of accompanying Development Permit No. 101076.

Respectfully submitted,

Ruby Sandher
DEVELOPMENT PLANNER
for
COMMUNITY DEVELOPMENT DIVISION

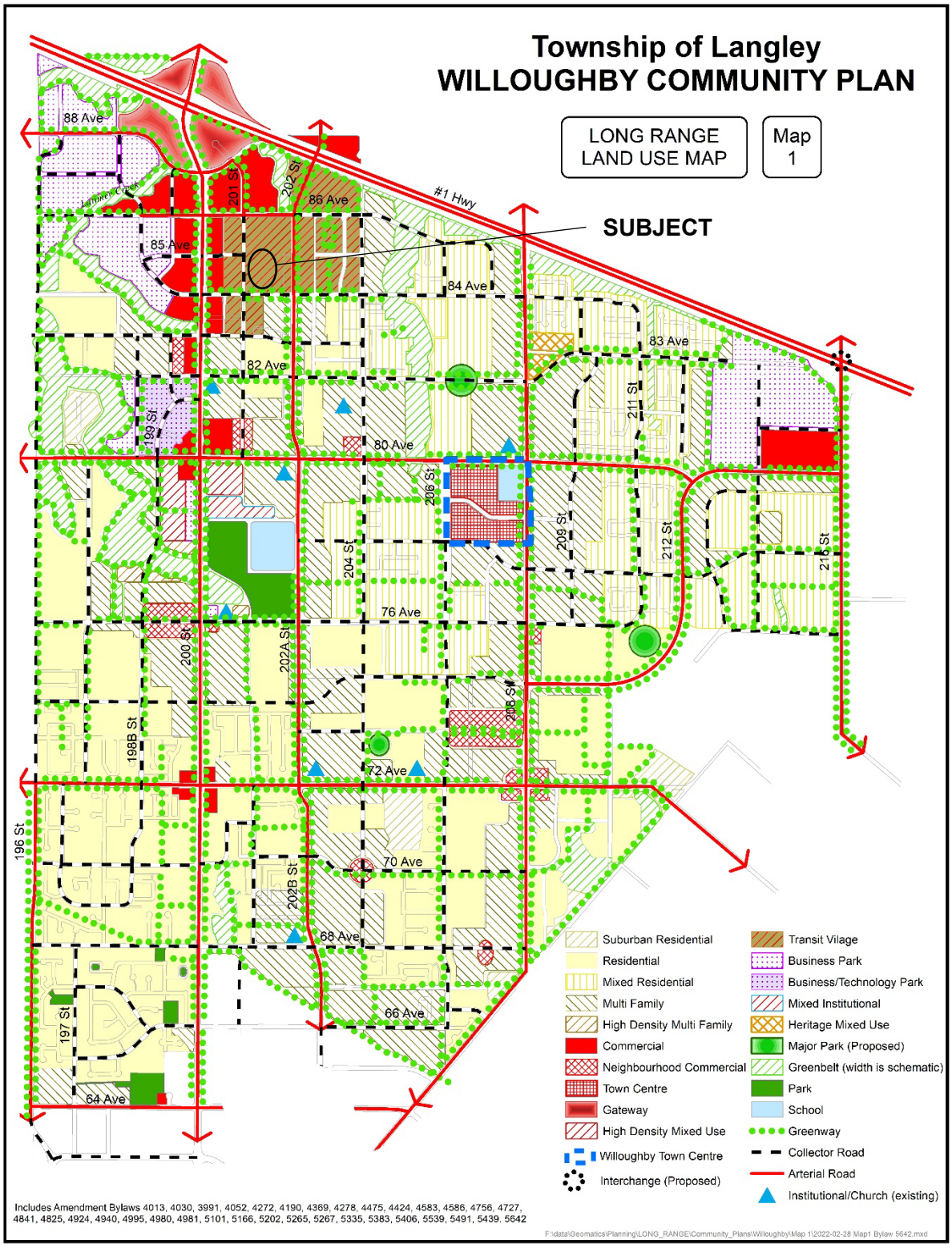
ATTACHMENT A	Aerial Context Map
ATTACHMENT B	Willoughby Community Plan Map
ATTACHMENT C	Carvolth Neighbourhood Plan Map
ATTACHMENT D	Zoning Bylaw No. 2500 Map
ATTACHMENT E	Renderings Submitted by Applicant
ATTACHMENT F	Site Plan Submitted by Applicant
ATTACHMENT G	Development Permit No.101076
ATTACHMENT H	School District 35 Comments

ATTACHMENT A

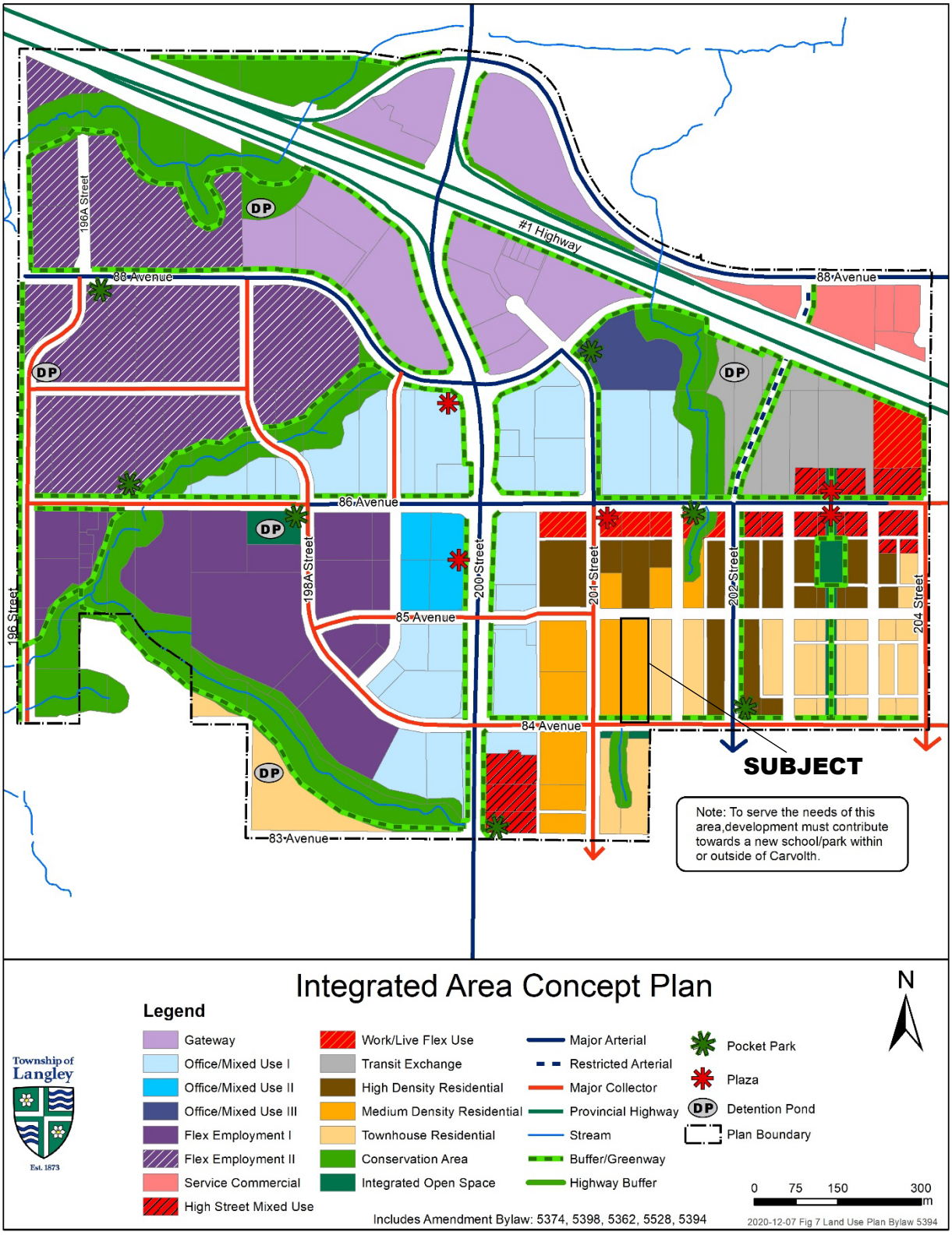


AERIAL CONTEXT MAP

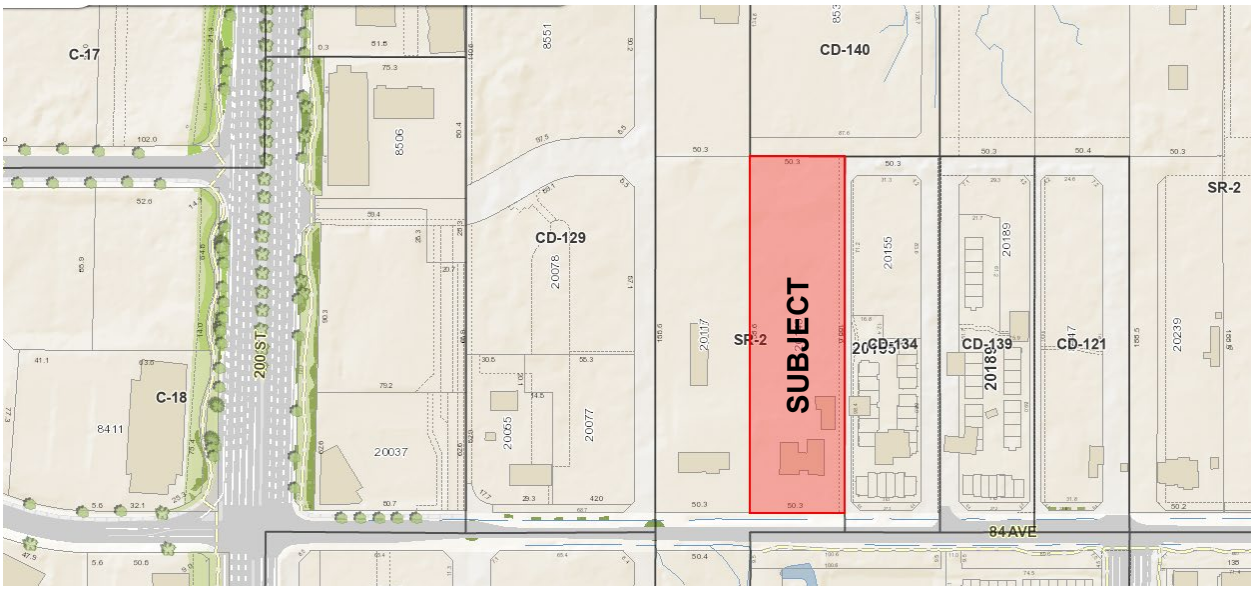
ATTACHMENT B



ATTACHMENT C



ATTACHMENT D



ZONING BYLAW NO. 2500 MAP

ATTACHMENT E

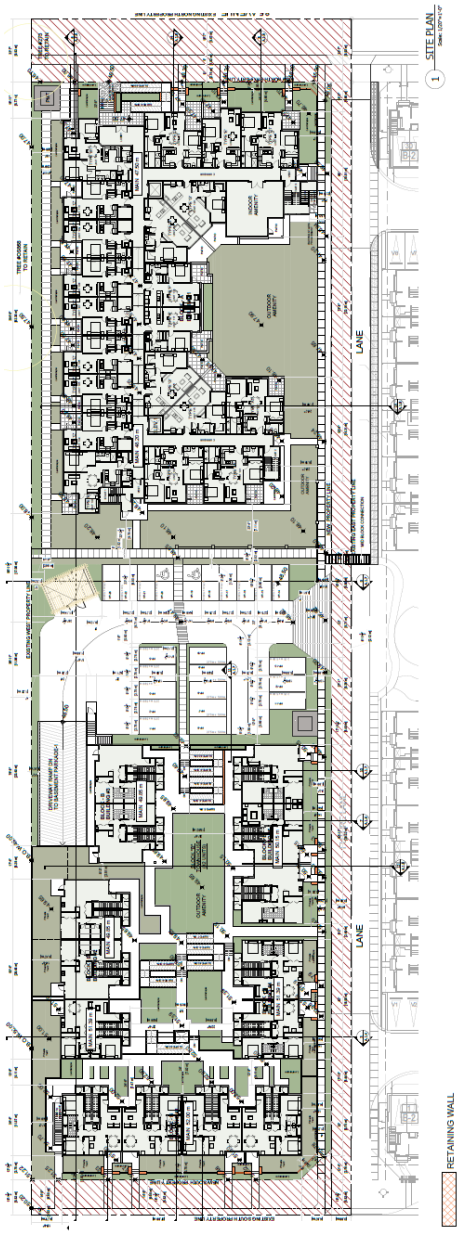




RENDERINGS - SUBMITTED BY APPLICANT

ATTACHMENT F

85 AVENUE



84 AVENUE

SITE PLAN – SUBMITTED BY APPLICANT

THE CORPORATION OF THE TOWNSHIP OF LANGLEY **ATTACHMENT G**

Development Permit No. 101076

This Permit is issued this _____day of _____, 2023 to

1. Name: 1121282 BC Ltd.

   Address: 17915 – 94 Avenue
   Surrey, BC V4N 4A1

2. This permit applies to and only to those lands within the Municipality described as follows and to any and all buildings, structures and other development thereon:

   LEGAL DESCRIPTION: Lot 58 Section 26 Township 8 NWD Plan 62363

   CIVIC ADDRESS: 20145 – 84 Avenue

3. This Permit is issued subject to compliance with all of the Bylaws of the Municipality of Langley applicable thereto, except as specifically varied or supplemented by this permit as follows:
   a. Building plans being in substantial compliance with Schedule “A”;
   b. Landscape plans being in substantial compliance with Schedule “B” and in compliance with the Township’s Street Trees and Boulevard Plantings Policy and Age Friendly Amenity Area requirements;
   c. Provision of a final tree management plan incorporating tree retention, replacement and protection details in compliance with the Township’s Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection);
   d. All signage being in substantial compliance with Schedule “A” and the Township’s Sign Bylaw;
   e. Rooftop mechanical equipment to be screened from view by compatible architectural treatments in substantial compliance with Schedule “A”; and
   f. All refuse areas to be located in an enclosure and screened;

   Although not part of the Development Permit requirements, the applicant is advised that prior to issuance of a building permit, the following items will need to be finalized:
   a. Issuance of Energy Conservation and Greenhouse Gas Reduction Development Permit No. 101155 if applicable;
   b. Payment of supplemental Development Permit application fees, applicable Development Cost Charges, and Building Permit administration fees;
   c. Landscaping and boulevard treatment being secured by letter of credit at the Building Permit stage;
   d. Tree retention, replacement and protection in compliance with the Township’s Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection) being secured by letter of credit, including payment of associated administrative fees;
   e. Written confirmation from owner and landscape architect or arborist that the tree protection fencing identified in the tree management plan is in place; and
   f. Submission of a site specific on-site servicing and stormwater management plan in accordance with the Subdivision and Development Servicing Bylaw, and an erosion and sediment control plan in accordance with the Erosion and Sediment Control Bylaw.

4. The land described herein shall be developed strictly in accordance with the terms, conditions and provisions of this Permit and any plans and specifications attached as a Schedule to this Permit which shall form a part hereof.

   This Permit is not a Building Permit.

   All developments forming part of this Development Permit shall be substantially commenced within two years after the date the Development Permit is issued.

   This permit shall have the force and effect of a restrictive covenant running with the land and shall come into force on the date of an authorizing resolution passed by Council.

   It is understood and agreed that the Municipality has made no representations, covenants, warranties, guarantees, promises or agreement (verbal or otherwise) with the developer other than those in this Permit.

   This Permit shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

AUTHORIZING RESOLUTION PASSED BY COUNCIL THIS ____ DAY OF _____ 2023.

PROPERTY DESCRIPTION

CIVIC ADDRESS:

20145 - 84 AVE., TOWNSHIP OF LANGLEY, B.C.

LEGAL DESCRIPTION:

LT 58, SEC. 26, TWP 8, NWD, PL NWP62363

ZONING SYNOPSIS

ZONE:

EXISTING: SR-2
PROPOSED: CD

EXISTING LOT AREA:	101 930 S.F. (9 473.05 S.M.)
	OR 2.34 AC. (0.946 Ha.)
DEDICATIONS:	13 141 S.F. (1 221.28 S.M.)
NET LOT AREA:	88 789 S.F. (8 251.76 S.M.)

F.S.R. CALCULATIONS

FLOOR AREA: REFER TO TABULATED FLOOR AREAS

PERMITTED: 88 789 S.F. X 1.7 = 150 941.30 S.F. (14 028 S.M.)

PROVIDED:
PROPOSED 127 UNIT APARTMENT:
106 824 S.F. (9 927.88 S.M.)

PROPOSED 42 UNITS STACKED TOWNHOUSE:
44 100 S.F. (4 098.51 S.M.)

TOTAL 150 924 S.F. (14 026.39 S.M.)

SITE COVERAGE:

1ST FLOOR (APARTMENT)

SUITES	14 874.36
COMMON	2 560.50
AMENITY	803.00
	32 385.86 S.F.

1ST FLOOR (STACKED TOWNHOUSE) 14 148.00 S.F.

32 385.86 S.F.

$\frac{32\,385.86}{88\,789}$ = 36.47 %

SETBACKS: APARTMENT

	REQUIRED	PROVIDED
YARD		
FRONT (NORTH 85 AVE.)	13.25' (4.04 M)	13.25' (4.04 M)
SIDE (EAST - FUTURE LANE)	16.00' (4.88 M)	16.00' (4.88 M)
SIDE (WEST)	16.00' (4.88 M)	16.00' (4.88 M)

SETBACKS: STACKED TOWNHOUSE

	REQUIRED	PROVIDED
YARD		
FRONT (SOUTH 84 AVE.)	9.33' (2.84 M)	9.33' (2.84 M)
SIDE (EAST - FUTURE LANE)	14.67' (4.47 M)	14.67' (4.47 M)
SIDE (WEST)	14.67' (4.47 M)	14.67' (4.47 M)

OUTDOOR AMENITY AREA:

APARTMENT: REQUIRED : 127 UNITS x 4 S.M. / UNIT = 508 S.M. (5 466.08 S.F.)
PROVIDED : 530 S.M. (5 702.80 S.F.)

TOWNHOUSE: REQUIRED: 42 UNITS x 8 S.M. / UNIT = 336 S.M. (3 615.36 S.F.)
PROVIDED: = 395 S.M. (4 250.20 S.F.)

ADAPTABLE HOUSING:

REQUIRED : 42 STACKED TOWNHOUSES x 5% = 2 UNITS
127 APT. UNITS x 10% = 13 UNITS
TOTAL = 15 UNITS

PROVIDED: 2 TOWNHOUSES UNITS
13 APT. UNITS
TOTAL = 15 UNITS

BIKE STORAGE:

APARTMENT: REQUIRED: 1.25 PER DWELLING UNIT = 1.25 X 127 UNIT = 158.75

TOWNHOUSE: REQUIRED: 1.25 PER DWELLING UNIT = 1.25 X 42 UNITS = 52.50

TOTAL REQUIRED: ---------- 211.25

PROVIDED: ---------- 228 TOTAL

LOCKERS:

PROVIDED 130 LOCKERS (APARTMENT)

PARKING REQUIRED:

REQUIRED:

RESIDENTIAL: 127 APARTMENT UNITS x 1.5 STALLS / UNIT = 190.5 SAY 191 STALLS
(INCLUDING VISITOR= 191 x 10% = 19.1 SAY 19 STALLS MINIMUM)

42 STACKED TOWNHOUSE UNITS x 2.2 STALLS / UNIT = 92.4 = 92 STALLS
(INCLUDING VISITORS - 42 x 0.2 = 8.4 = 8 STALLS)

TOTAL PARKING REQUIRED = 282.9 STALLS SAY 283 STALLS

PARKING PROVIDED:

TOWNHOUSE	STANDARD	SMALL PARKING	H/C ACCESSIBLE	TOTAL
TOWHOUSE RESIDENTS (BASEMENT)	92 STALLS	-	3 STALLS	95 STALLS
VISITORS (SURFACE)	8 STALLS	-	-	8 STALLS
SUB-TOTAL (TOWNHOUSE)	100 STALLS		3 STALLS	103 STALLS

APARTMENT	STANDARD	SMALL PARKING	H/C ACCESSIBLE	TOTAL
APARTMENT RESIDENTS (BASEMENT)	195 STALLS	9	8 STALLS	212 STALLS
VISITORS (SURFACE)	15 STALLS	-	-	15 STALLS
SUB-TOTAL (APARTMENT)	210 STALLS	9	8 STALLS	227 STALLS

SUMMARY:

RESIDENTS (TOWNHOUSE & APARTMENTS) : 307 STALLS
AT BASEMENT

VISITORS (SURFACE) : 23 STALLS

GRAND TOTAL PROVIDED : 330 STALLS

SMALL CAR RATIO:

$\frac{9}{330}$ = 2.7%

FLOOR AREA: STACKED TOWNHOUSE

FLOOR	TYPE 'A' - TOWNHOUSE ONE STOREY 2-BEDROOM 1 010 SF	TYPE 'B' - TOWNHOUSE TWO STOREY 2-BEDROOM 1 070 SF	
1ST	14 14 140	N/A	14 140
2ND		28	
3RD		29 960	29 960
SUB-TOTAL	14 14 140	28 29 960	42 44 100 S.F.

FLOOR AREA SUMMARY TABLE: PROPOSED 127 UNIT - APARTMENT

FLOOR	TYPE 'A1' 2-BEDROOM 824.76 SF	TYPE 'A2' 2-BEDROOM 844.82 SF	TYPE 'B1' 2-BEDROOM 839.30 SF	TYPE 'B2' 2-BEDROOM 872.46 SF	TYPE 'C' 1-BEDROOM 634.83 SF	TYPE 'D1' 2-BEDROOM 802.44 SF	TYPE 'D2' 2-BEDROOM 839.33 SF	TYPE 'E' 1-BEDROOM 578.89 SF	TYPE 'F' 1-BEDROOM 625.33 SF	TYPE 'G' 1-BEDROOM 710.81 SF	TYPE 'H 3-BEDROOM 1 313.96 SF	TYPE 'I' 3-BEDROOM 1 145.75 SF	TYPE 'J' 1-BEDROOM 683.75 SF	TYPE 'K' 1-BEDROOM 736.10 SF	TYPE 'L' 1-BEDROOM 704.52 SF	TOTAL SUITE AREA	TOTAL COMMON AREA	TOTAL
1ST	3 2 474.28	—	2 1 678.60	—	7 4 443.81	2 1 604.88	—	1 578.89	2 1 250.66	4 2 843.24	—	—	—	—	—	14 874.36	2 560.50	21 17 434.86
2ND	3 2 474.28	1 844.82	—	2 1 744.92	7 4 443.81	1 802.44	1 839.33	1 578.89	2 1 250.66	4 2 843.24	—	—	—	—	—	15 822.39	2 339.00	22 18 161.39
3RD	3 2 474.28	1 844.82	—	2 1 744.92	7 4 443.81	1 802.44	1 839.33	1 578.89	2 1 250.66	4 2 843.24	—	—	—	—	—	15 822.39	2 559.00	22 18 381.39
4TH	3 2 474.28	1 844.82	—	2 1 744.92	7 4 443.81	1 802.44	1 839.33	1 578.89	2 1 250.66	4 2 843.24	—	—	—	—	—	15 822.39	2 559.00	22 18 381.39
5TH	—	—	—	—	7 4 443.81	1 802.44	—	—	2 1 250.66	3 2 132.43	1 1 313.96	1 1 145.18	2 1 367.50	2 1 472.20	1 704.52	14 632.70	2 600.15	20 17 232.85
6TH	—	—	—	—	7 4 443.81	1 802.44	—	—	2 1 250.66	3 2 132.43	1 1 313.96	1 1 145.18	2 1 367.50	2 1 472.20	1 704.52	14 632.70	2 600.15	20 17 232.85
SUB-TOTAL	12 9 897.12	3 2 534.46	2 1 678.60	6 5 234.76	42 26 662.86	7 5 617.08	3 2 517.99	4 2 315.56	12 7 503.96	22 15 637.82	2 2 627.92	2 2 290.36	4 2 735.00	4 2 944.40	2 1 409.04	91 606.93	15 217.80	127 106 824.73 S.F.

TOTAL FLOOR AREA → 106 824.73 S.F. (9 927.95 S.M.)

FIRST FLOOR AMENITY AREA OF 803.17 S.F. (74.64 S.M.) IS NOT INCLUDED

FLA.T ARCHITECTURE
Unit 209 - 6321 King George Blvd
Surrey BC, V3X 1G1
www.flatarchitecture.ca
contact@flatarchitecture.ca
Ph: 604-503-4484

PROJECT INFO:
MULYTI FAMILY
RESIDENTIAL DEVP.
20145,84 AVE, LANGLEY, BC

CLIENT :

DATE 2021.04.29
DRAWN BY J.G.
SCALE AS NOTED
PROJECT NO. 18-217

NO.	BY	DESCRIPTION	DATE
01		REV.	

THESE PLANS COMPLY WITH BCBC 2018

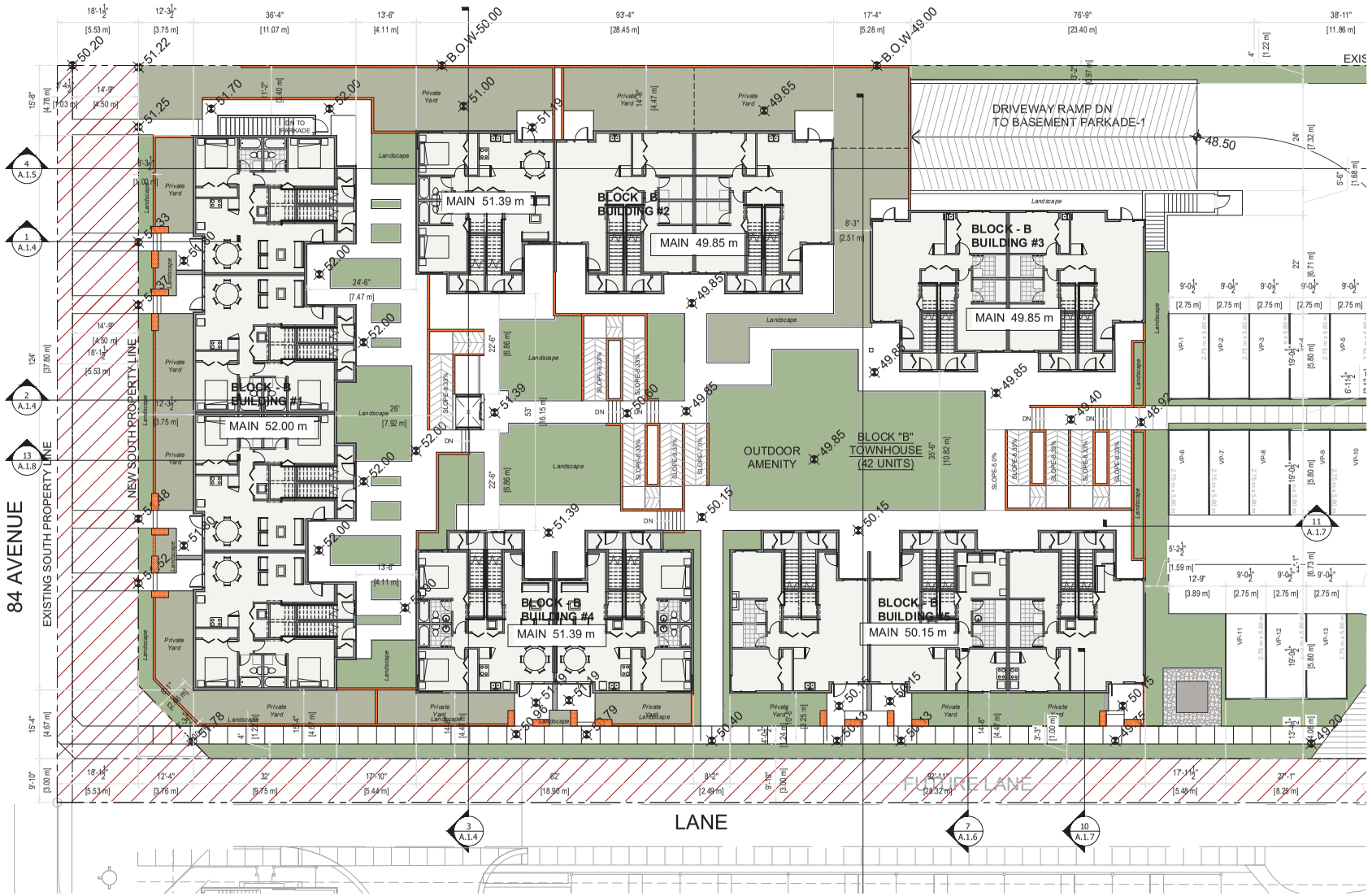
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SCHEDULE A

PROJECT DATA

A.1.0


FLAT. ARCHITECTURE INC.
Unit 209- 6321 King George Blvd
Surrey BC V3X 1G1
www.flatarchitecture.ca
contact@flatarchitecture.ca
Ph: 604-503-4484
PROJECT INFO:
MULYTI FAMILY
RESIDENTIAL DEVP.
20145,84 AVE, LANGLEY, BC
CLIENT :
DATE 2021.04.29
DRAWN BY J.G.
SCALE AS NOTED
PROJECT NO. 18-217
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SITE PLAN
A.1.1
SE PLANS COMPLY WITH BCBC 2018
NORTH
85 AVENUE
EXISTING NORTH PROPERTY LINE
84 AVENUE
EXISTING SOUTH PROPERTY LINE
NEW SOUTH PROPERTY LINE
EXISTING WEST PROPERTY LINE
EXISTING EAST PROPERTY LINE
NEW PROPERTY LINE
LANE
INDOOR AMENITY
OUTDOOR AMENITY
DRIVEWAY RAMP DN TO BASEMENT PARKADE-1
BLOCK 'B' TOWNHOUSE (42 UNITS)
TREE #OS868 TO RETAIN
TREE #275 TO RETAIN
1 SITE PLAN Scale: 1/20"=1'-0"
RETAINING WALL
BLOCK 'A'-APARTMENT BUILDING
BLOCK 'B' - BUILDING # 5
BLOCK 'B' - BUILDING #1
BLOCK 'B'-BUILDING #1
2 STREETSCAPE(ALONG NEW LANE) Scale: 1/20"=1'-0"



RETAINING WALL

1 SITE PLAN
Scale: 3/32"=1'-0"

FLAT ARCHITECTURE
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Ph: 604-503-4484

PROJECT INFO:
MULYTI FAMILY RESIDENTIAL DEVP.
20145,84 AVE, LANGLEY, BC

CLIENT :

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SCALE AS NOTED
PROJECT NO: 18-217

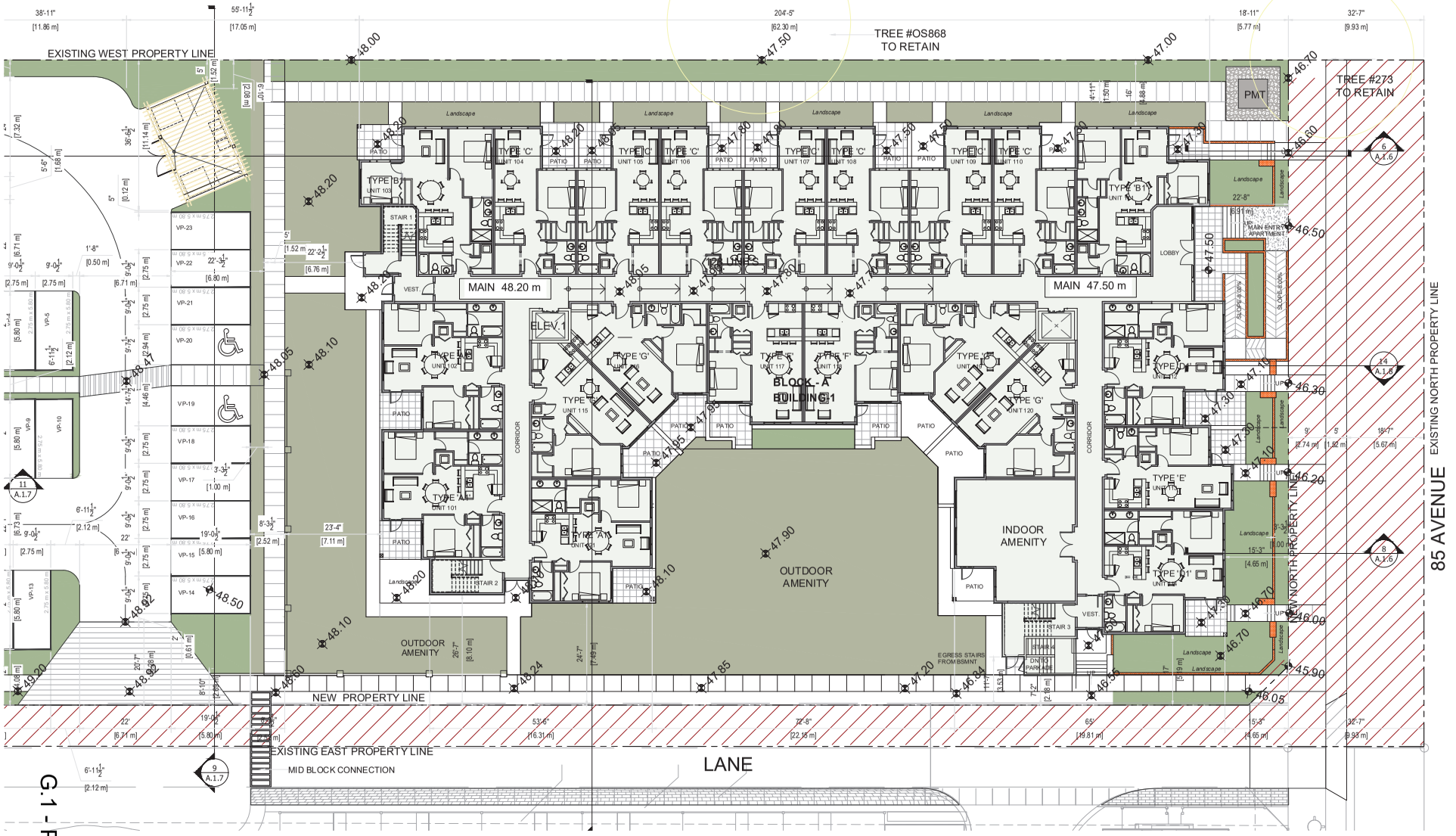
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SE PLANS COMPLY WITH BCBC 2018

SITE PLAN

A.1.2



1 SITE PLAN
Scale: 3/32"=1'-0"

FLAT ARCHITECTURE
Unit 209- 6321 King George Blvd
Surrey BC, V3X 1G1
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contact@flatarchitecture.ca
Ph: 604-503-4484

PROJECT INFO:
MULYTI FAMILY
RESIDENTIAL DEVP.
20145,84 AVE, LANGLEY, BC

CLIENT :

DATE 2021.04.29
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SCALE AS NOTED
PROJECT NO: 18-217

NO	DESCRIPTION	BY	DATE
01			
02			

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SITE PLAN

A.1.3

THESE PLANS COMPLY WITH BCBC 2018

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A.1.4

SECTIONS

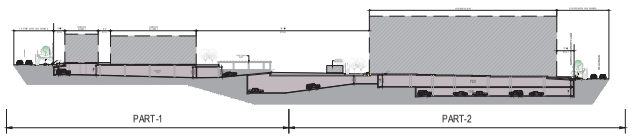
REV	DESCRIPTION	BY	DATE
01			
02			

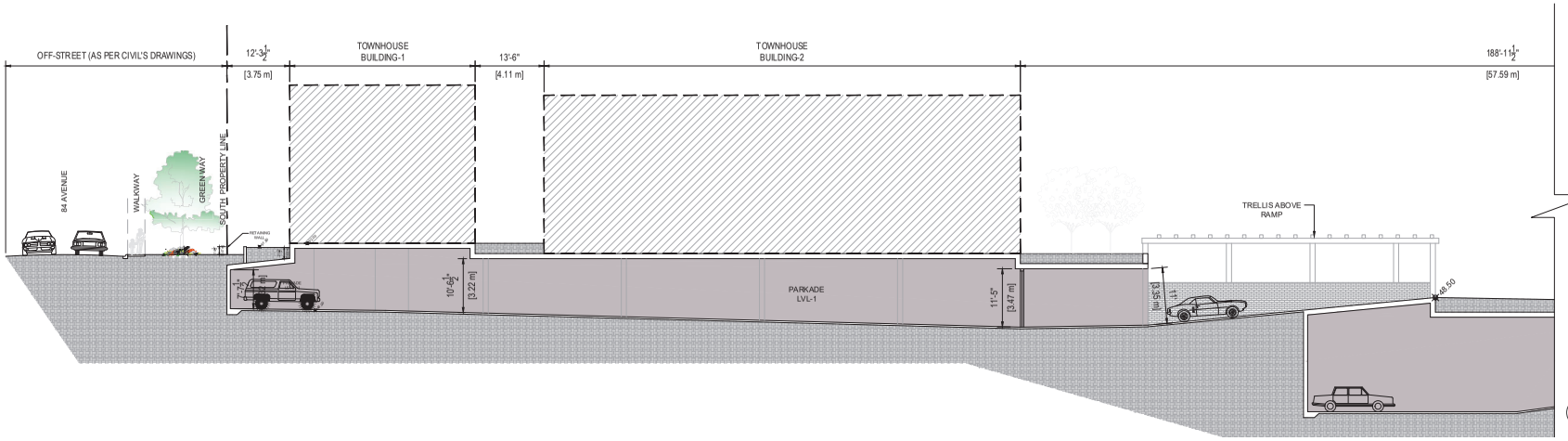
PROJECTNO 18217
DRAWNBY J.G.
DATE 2021.04.29
SCALE AS NOTED

PROJECT INFO:
MULTI FAMILY
RESIDENTIAL DEVP.
20145,84 AVE, LANGLEY, BC

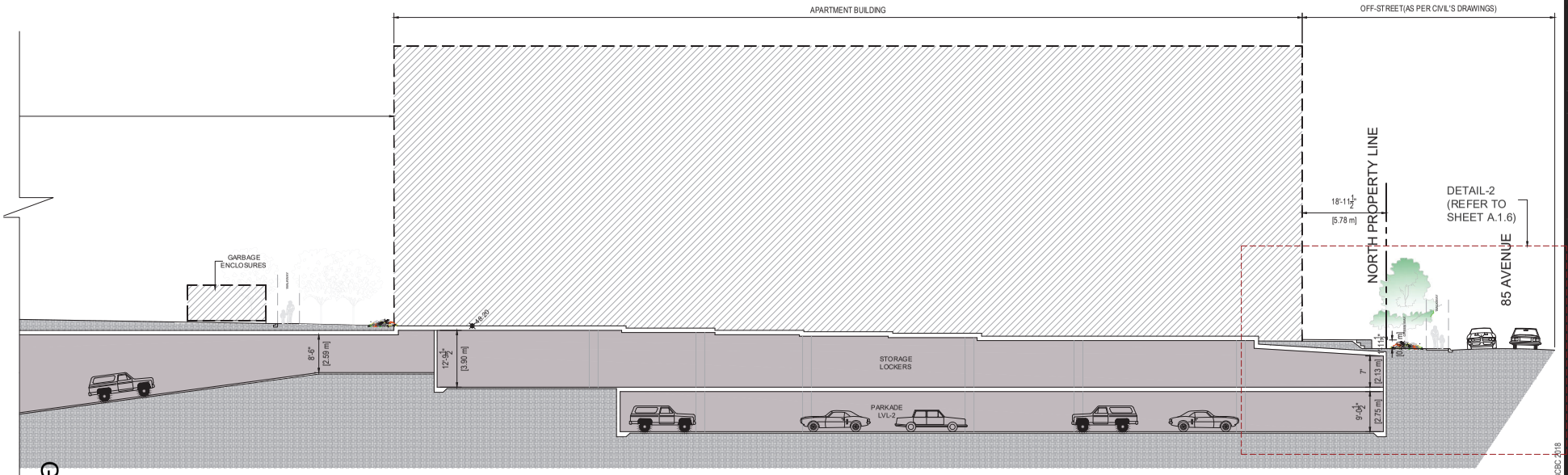
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Unit 209- 6321 King George Blvd
Surrey BC, V3X 1G1
www.flatarchitecture.ca
contact@flatarchitecture.ca
Ph: 604-503-4484





4 SECTION 4-4(PART-1)
Scale: 3/32"=1'-0"



5 SECTION 4-4(PART-2)
Scale: 3/32"=1'-0"

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DATE	DRAWN BY
2021.04.29	J.G.
SCALE	PROJECT NO.
AS NOTED	18-217

REV	DESCRIPTION	BY	DATE
02			
01			

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SITE SECTIONS

A.1.5

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A.1.6 SITE SECTIONS

REV	DESCRIPTION	BY	DATE
01			
02			

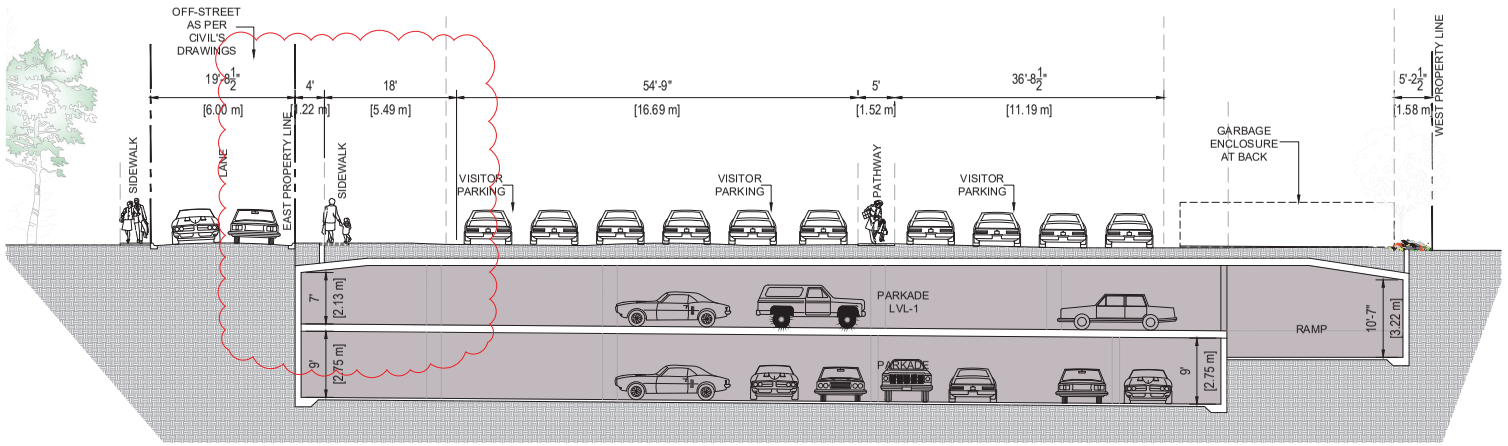
PROJECT NO. 18217
DRAWN BY J.G.
DATE 2021.04.29
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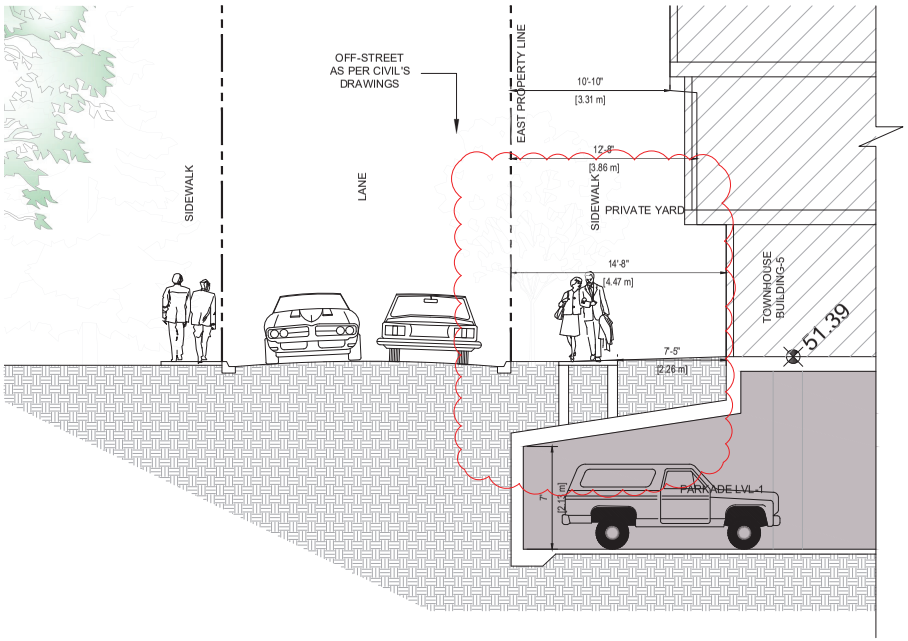
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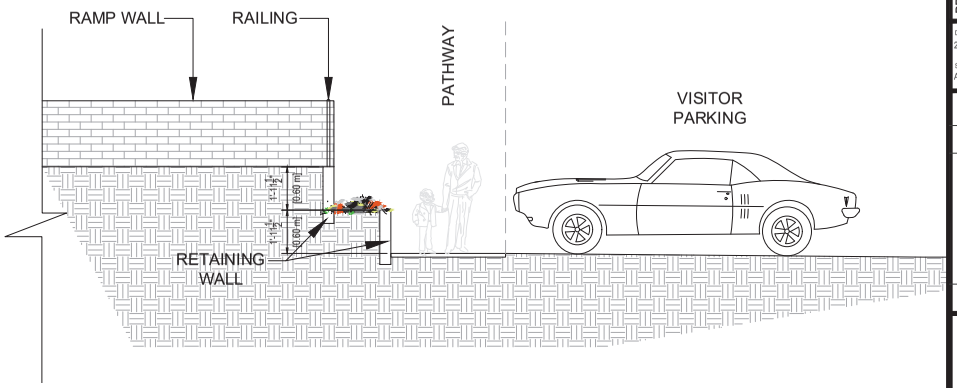
THESE PLANS COMPLY WITH BCBC 2018



9 SECTION 6-6
Scale: 1/4"=1'-0"



10 SECTION 7-7
Scale: 1/4"=1'-0"



11 SECTION 8-8
Scale: 3/8"=1'-0"

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SCALE	PROJECT NO.
AS NOTED	18-217

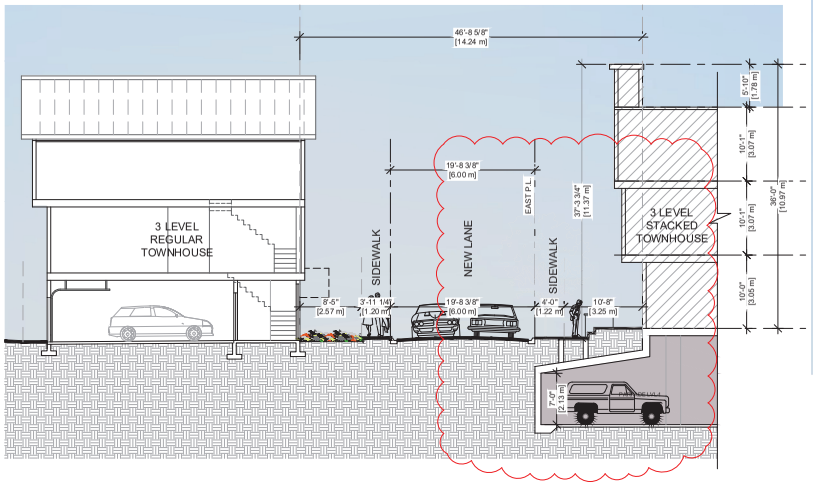
NO.	DESCRIPTION	BY	DATE
02			
01			

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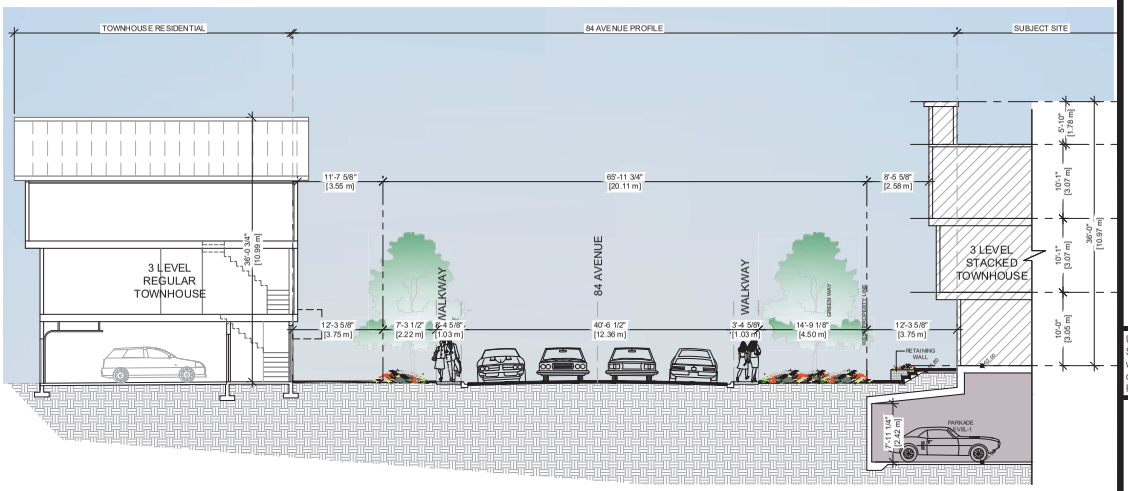
SITE SECTIONS

A.1.7



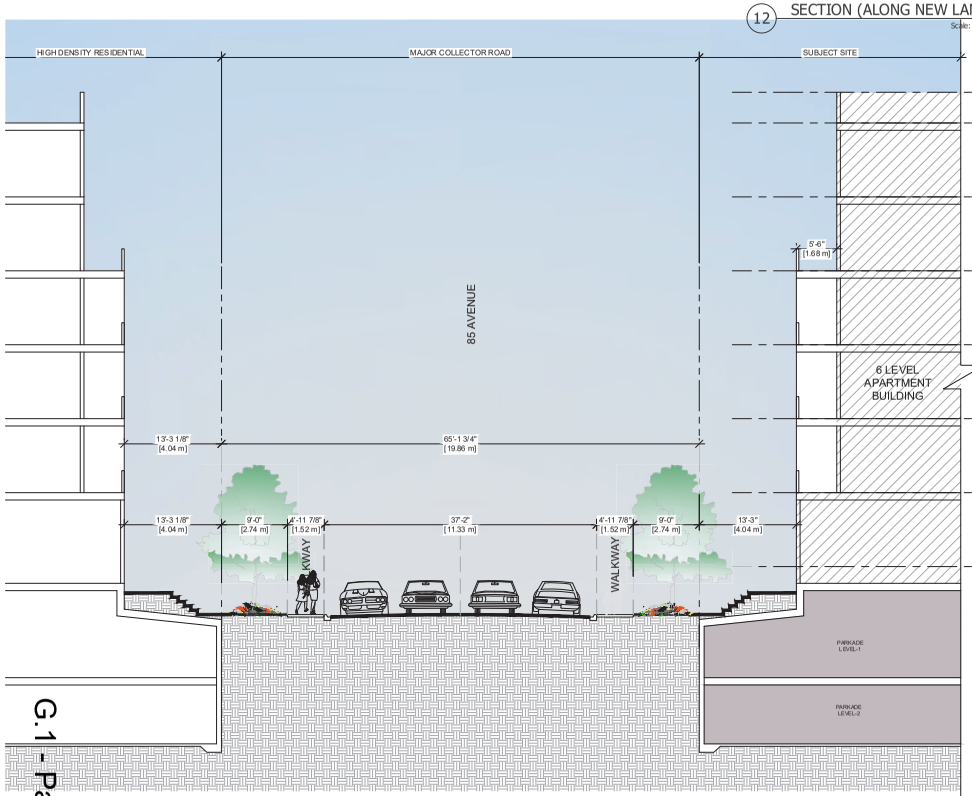
12 SECTION (ALONG NEW LANE)

Scale: 1/8"=1'-0"



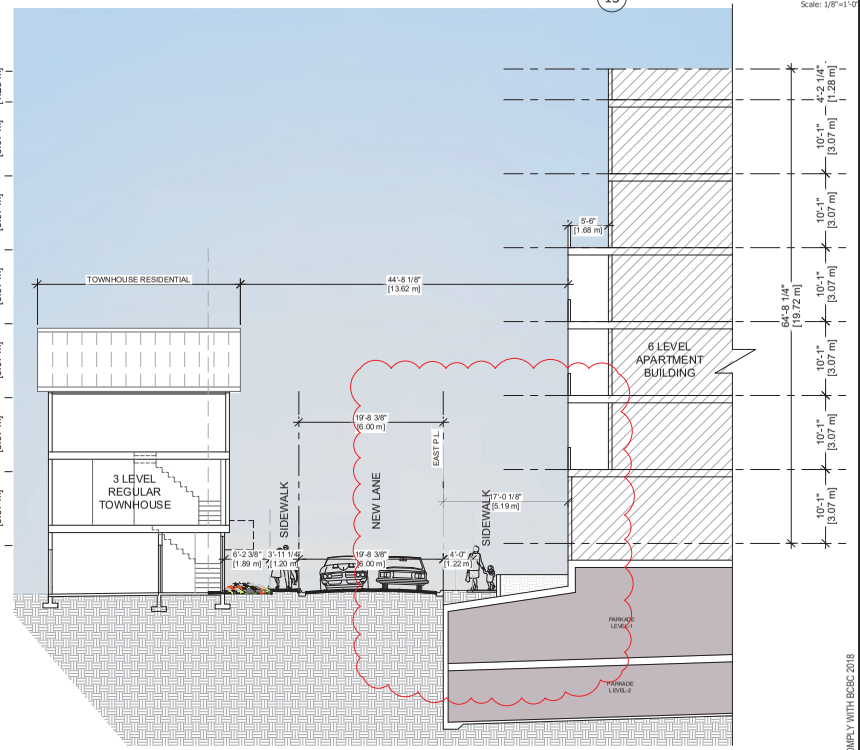
13 SECTION (ALONG 84 AVENUE)

Scale: 1/8"=1'-0"



14 SECTION (ALONG 85 AVENUE)

Scale: 1/8"=1'-0"



15 SECTION (ALONG NEW LANE)

Scale: 1/8"=1'-0"

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SCALE	PROJECT NO.
AS NOTED	18-217

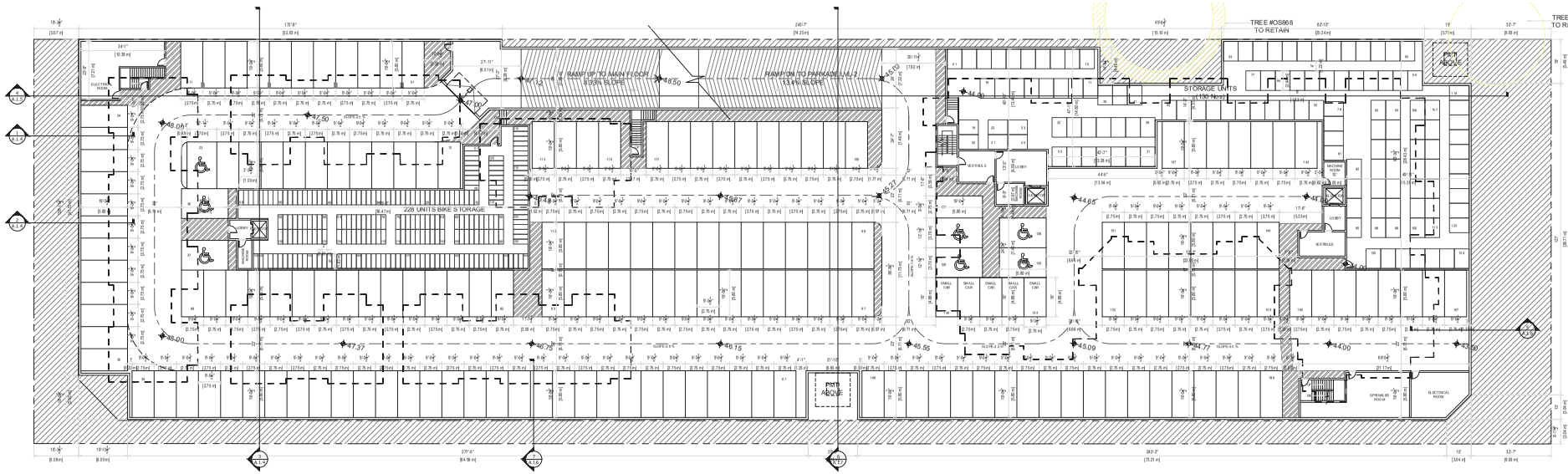
REV	DESCRIPTION	BY	DATE
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02			

THESE PLANS COMPLY WITH BCBC 2018

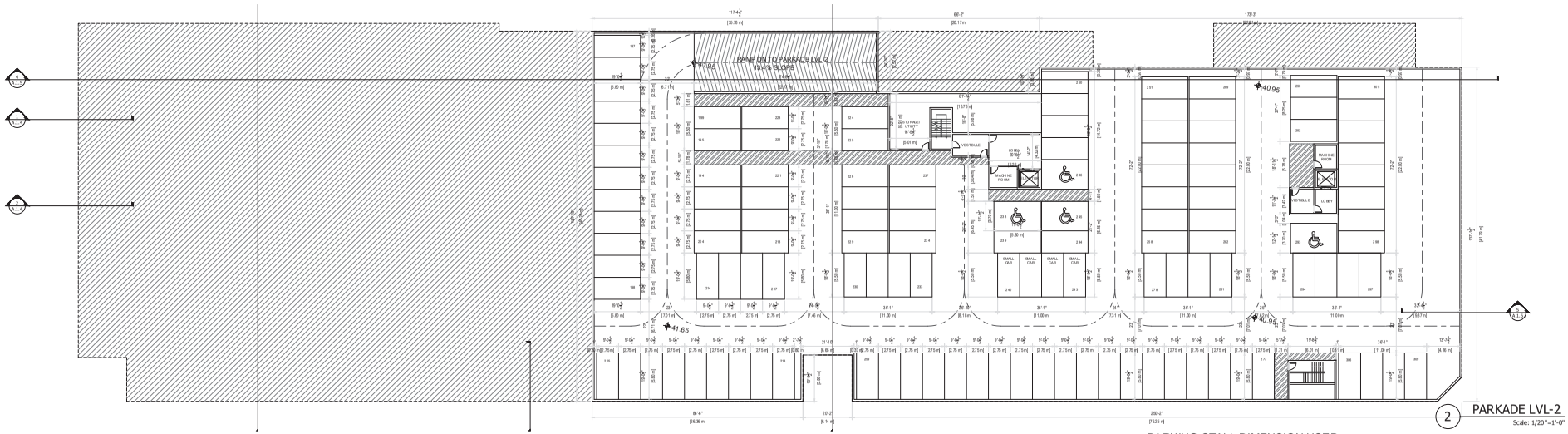
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STREET DEFINITION

A.1.8

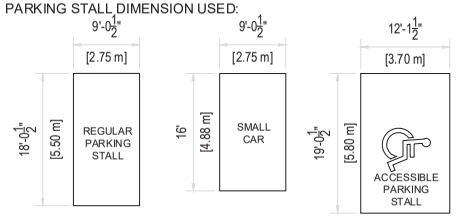


1 PARKADE LVL-1
Scale: 1/20"=1'-0"



2 PARKADE LVL-2
Scale: 1/20"=1'-0"

PARKING STALL DIMENSION USED:



NOTE:ALL THE PARKING STALLS DIMENSIONS ARE AS PER THE ZONING BYLAW.

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NO.	DESCRIPTION	BY	DATE
01			
02			

H.LIDEN

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PARKADE LVL-1

A.2.0



1 NORTH ELEVATION(FACING 84 AVENUE)
Scale: 1/8"=1'-0"



2 WEST ELEVATION
Scale: 1/8"=1'-0"

MATERIAL LEGEND:

1. FIBRE CEMENT PANEL James Hardie Panel-"Arctic White"
2. FIBRE CEMENT PANEL James Hardie Panel-"Iron Gray"
3. 6" HORIZONTAL SIDING-James Hardie -"Boothbay Blue"
4. THIN BRICKS-Endicott- "Manganese Ironspot"
5. METAL SIDING- Longboard 6" V-Groove Planks-Light Cherry
6. ALUMINUM & GLASS GUARDRAIL SYSTEM - "Black"
7. EXTERIOR STEEL DOOR W/VIEW LITE,PAINTED-Benjamin Moore "AF-565 Mysterious"
8. WOOD FASCIA - To Match Iron Gray(12" x 2")
9. SEALED DOUBLE GLAZED P.V.C WINDOW (BLACK FRAME)
10. SEALED DOUBLE GLAZED PATIO/BALCONY DOOR W/ TRANSOM
11. EXPOSED CONCRETE
12. BRICK VENEER SOLDIER COURSE(Manganese Ironspot)
13. BARGE BOARDS- HARDIE PAINTED- ANCHOR GRAY(BM#2126-30)
14. 4" HARDIE TRIMS-Extra White (4" x 1/2")-Typical for all
15. WOOD FASCIA - To Match Extra White (12" x 2")
16. GLAZING- Spandrel Glazing Panels
17. RETAINING WALLS- THIN BRICKS-Endicott- "Manganese Ironspot"
18. WOOD POST-CEDAR FINISH

KEY PLAN

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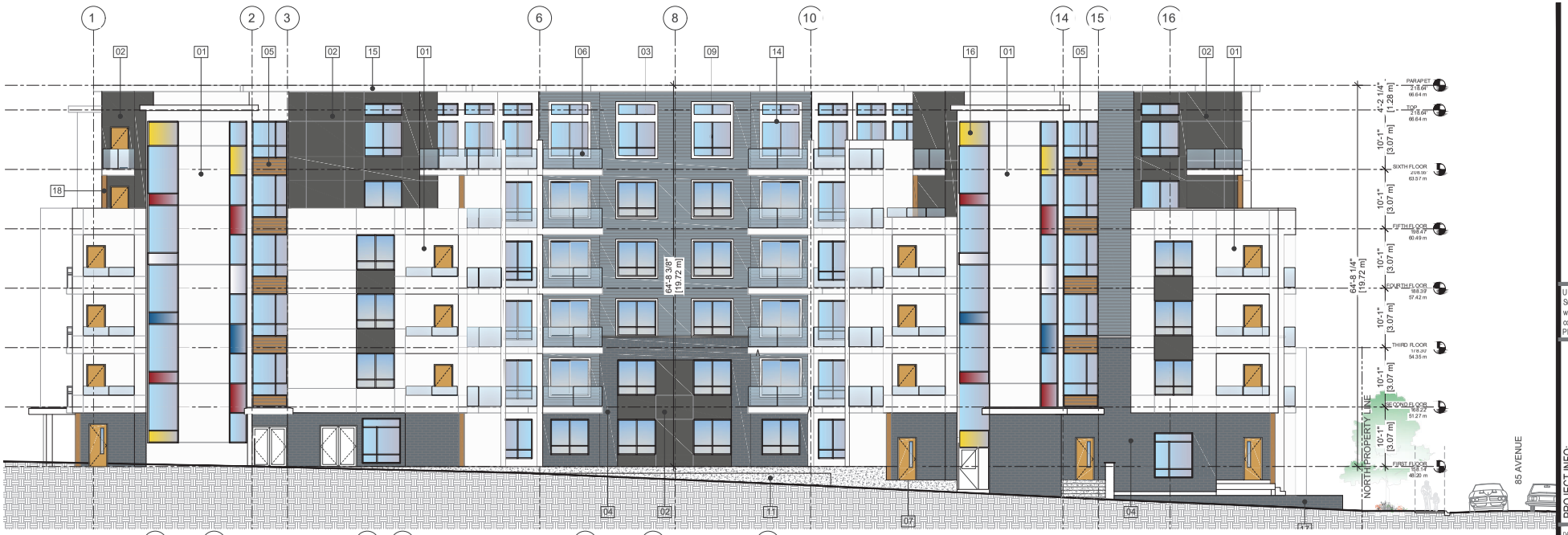
NO.	DESCRIPTION	DATE
02		
01		

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THESE PLANS COMPLY WITH BCBC 2018

APARTMENT BUILDING
ELEVATIONS

A.3.1



1 EAST ELEVATION(FACING NEW LANE)

Scale: 1/8"=1'-0"



2 SOUTH ELEVATION

Scale: 1/8"=1'-0"

MATERIAL LEGEND:

1. FIBRE CEMENT PANEL James Hardie Panel-"Arctic White"
2. FIBRE CEMENT PANEL James Hardie Panel-"Iron Gray"
3. 6" HORIZONTAL SIDING-James Hardie -"Boothbay Blue"
4. THIN BRICKS-Endicott- "Manganese Ironspot"
5. METAL SIDING- Longboard 6" V-Groove Planks-Light Cherry
6. ALUMINUM & GLASS GUARDRAIL SYSTEM - "Black"
7. EXTERIOR STEEL DOOR W/VIEW LITE,PAINTED-Benjamin Moore "AF-565 Mysterious"
8. WOOD FASCIA - To Match Iron Gray(12" x 2")
9. SEALED DOUBLE GLAZED P.V.C WINDOW (BLACK FRAME)
10. SEALED DOUBLE GLAZED PATIO/BALCONY DOOR W/ TRANSOM
11. EXPOSED CONCRETE
12. BRICK VENEER SOLDIER COURSE(Manganese Ironspot)
13. BARGE BOARDS- HARDIE PAINTED- ANCHOR GRAY(BM#2126-30)
14. 4" HARDIE TRIMS-Extra White (4" x 1/2")-Typical for all
15. WOOD FASCIA - To Match Extra White (12" x 2")
16. GLAZING- Spandrel Glazing Panels
17. RETAINING WALLS- THIN BRICKS-Endicott- "Manganese Ironspot"
18. WOOD POST-CEDAR FINISH

KEY PLAN

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APARTMENT ELEVATIONS

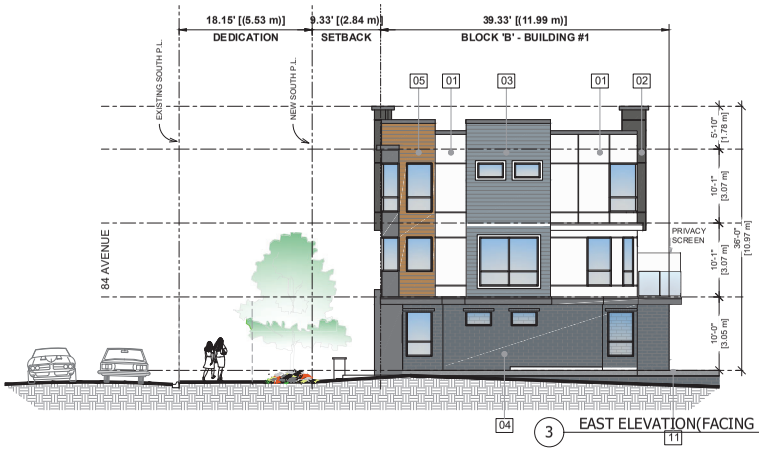
A.3.2



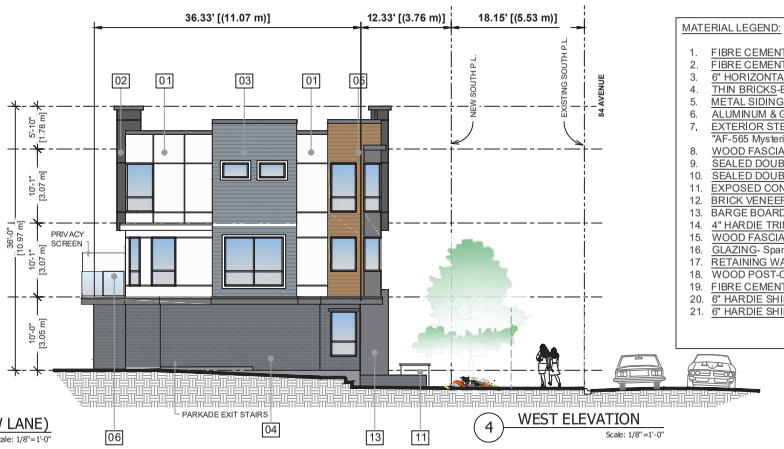
1 NORTH ELEVATION
Scale: 1/8"=1'-0"



2 SOUTH ELEVATION(FACING 85 AVE)
Scale: 1/8"=1'-0"



3 EAST ELEVATION(FACING NEW LANE)
Scale: 1/8"=1'-0"



4 WEST ELEVATION
Scale: 1/8"=1'-0"

MATERIAL LEGEND:

1. FIBRE CEMENT PANEL James Hardie Panel-"Arctic White"
2. FIBRE CEMENT PANEL James Hardie Panel-"Iron Gray"
3. 6" HORIZONTAL SIDING-James Hardie -"Boothbay Blue"
4. THIN BRICKS-Endicott- "Manganese Ironspot"
5. METAL SIDING- Longboard 6" V-Groove Planks-Light Cherry
6. ALUMINUM & GLASS GUARDRAIL SYSTEM - "Black"
7. EXTERIOR STEEL DOOR W/VIEW LITE,PAINTED-Benjamin Moore "AF-565 Mysterious"
8. WOOD FASCIA - To Match Iron Gray(12" x 2")
9. SEALED DOUBLE GLAZED P.V.C WINDOW (BLACK FRAME)
10. SEALED DOUBLE GLAZED PATIO/BALCONY DOOR W/ TRANSOM
11. EXPOSED CONCRETE
12. BRICK VENEER SOLDIER COURSE(Manganese Ironspot)
13. BARGE BOARDS- HARDIE PAINTED- ANCHOR GRAY(BM#2126-30)
14. 4" HARDIE TRIMS-Extra White (4" x 1/2")-Typical for all
15. WOOD FASCIA - To Match Extra White (12" x 2")
16. GLAZING- Spandrel Glazing Panels
17. RETAINING WALLS- THIN BRICKS-Endicott- "Manganese Ironspot"
18. WOOD POST-CEDAR FINISH
19. FIBRE CEMENT PANEL- Benjamin Moore(Anchor Gray 2126-30)
20. 6" HARDIE SHINGLES-James Hardie -"Arctic White"
21. 6" HARDIE SHINGLES-James Hardie -"Iron Gray"

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PROJECT INFO:
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CLIENT :

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SCALE	PROJECT NO.
AS NOTED	18-217

NO.	DESCRIPTION	DATE
02		
01		

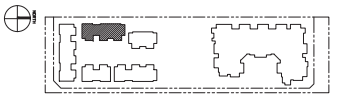
THESE PLANS COMPLY WITH BCBC 2018
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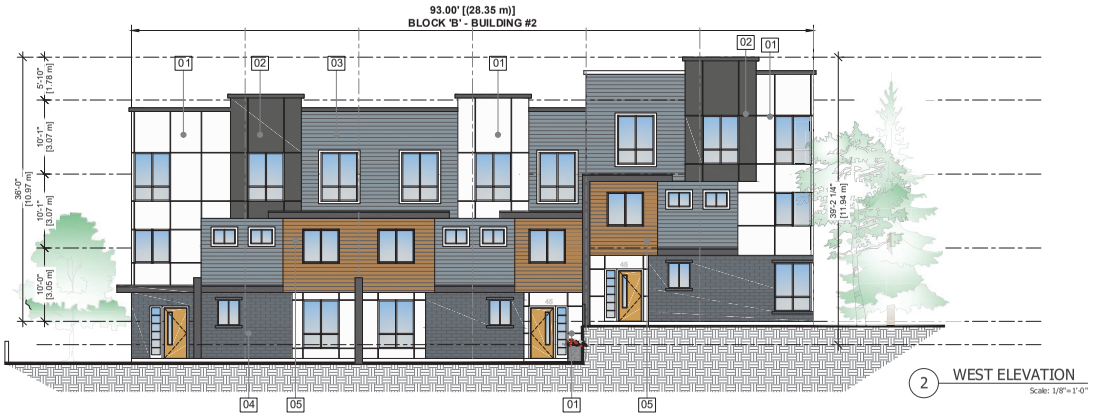
BLDG-1 ELEVATIONS

A.3.3

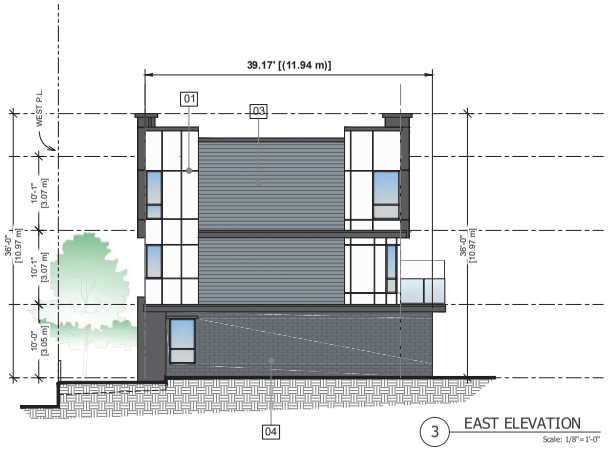


1 EAST ELEVATION
Scale: 1/8"=1'-0"

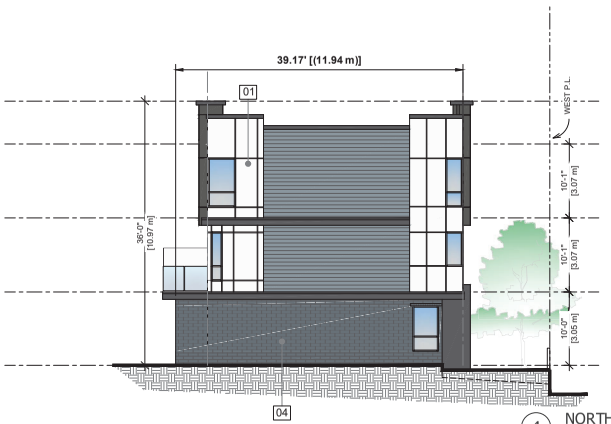




2 WEST ELEVATION
Scale: 1/8"=1'-0"



3 EAST ELEVATION
Scale: 1/8"=1'-0"



4 NORTH ELEVATION
Scale: 1/8"=1'-0"

MATERIAL LEGEND:

1. FIBRE CEMENT PANEL James Hardie Panel-"Arctic White"
2. FIBRE CEMENT PANEL James Hardie Panel-"Iron Gray"
3. 6" HORIZONTAL SIDING-James Hardie -"Boothbay Blue"
4. THIN BRICKS-Endicott- "Manganese Ironspot"
5. METAL SIDING- Longboard 6" V-Groove Planks-Light Cherry
6. ALUMINUM & GLASS GUARDRAIL SYSTEM - "Black"
7. EXTERIOR STEEL DOOR W/VIEW LITE,PAINTED-Benjamin Moore "AF-565 Mysterious"
8. WOOD FASCIA - To Match Iron Gray(12" x 2")
9. SEALED DOUBLE GLAZED P.V.C WINDOW (BLACK FRAME)
10. SEALED DOUBLE GLAZED PATIO/BALCONY DOOR W/ TRANSOM
11. EXPOSED CONCRETE
12. BRICK VENEER SOLDIER COURSE(Manganese Ironspot)
13. BARGE BOARDS- HARDIE PAINTED- ANCHOR GRAY(BM#2126-30)
14. 4" HARDIE TRIMS-Extra White (4" x 1/2")-Typical for all

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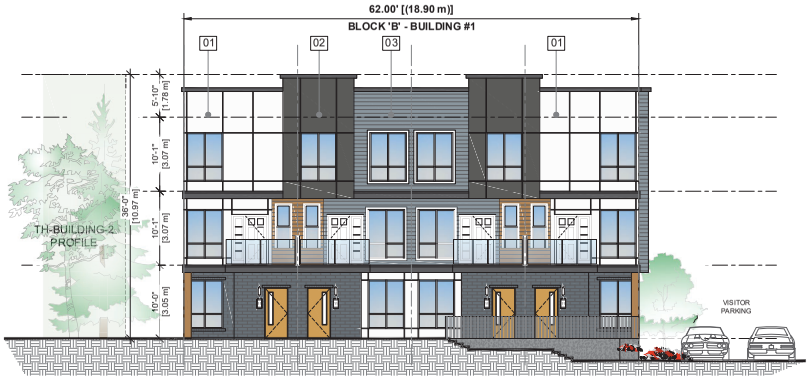
NO#	DESCRIPTION	BY	DATE
02			
01			

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BLDG-2 ELEVATIONS

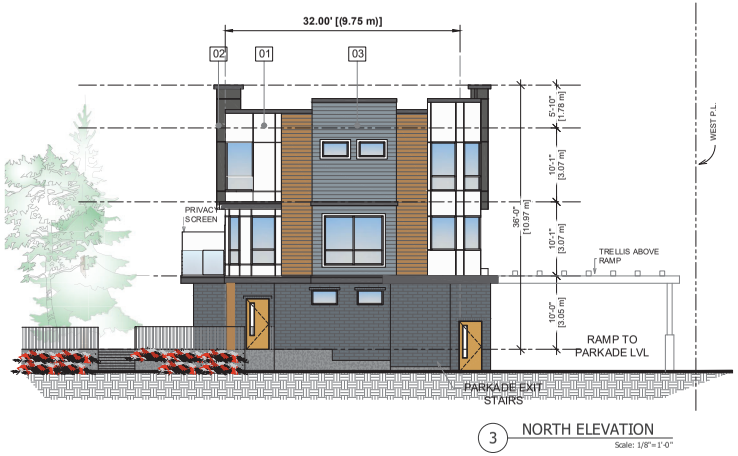
A.3.4



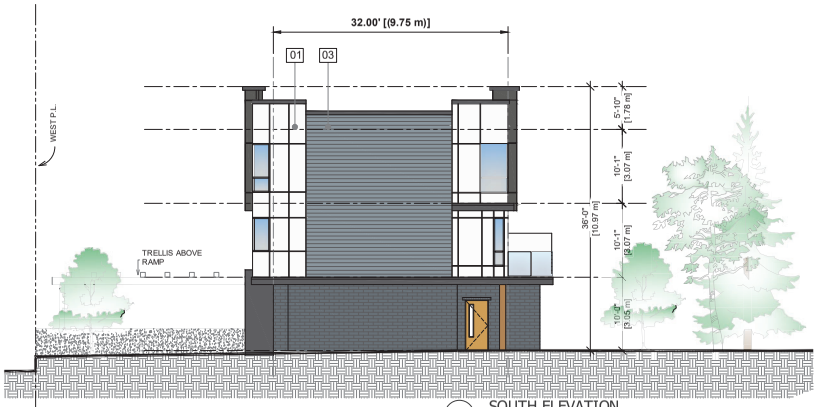
1 EAST ELEVATION
Scale: 1/8"=1'-0"



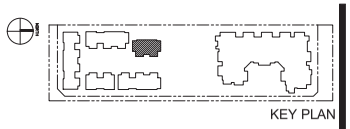
2 WEST ELEVATION
Scale: 1/8"=1'-0"



3 NORTH ELEVATION
Scale: 1/8"=1'-0"



4 SOUTH ELEVATION
Scale: 1/8"=1'-0"



MATERIAL LEGEND:

1. FIBRE CEMENT PANEL James Hardie Panel-"Arctic White"
2. FIBRE CEMENT PANEL James Hardie Panel-"Iron Gray"
3. 6" HORIZONTAL SIDING-James Hardie -"Boothbay Blue"
4. THIN BRICKS-Endicott- "Manganese Ironspot"
5. METAL SIDING- Longboard 6" V-Groove Planks-Light Cherry
6. ALUMINUM & GLASS GUARDRAIL SYSTEM - "Black"
7. EXTERIOR STEEL DOOR W/VIEW LITE,PAINTED-Benjamin Moore "AF-565 Mysterious"
8. WOOD FASCIA - To Match Iron Gray(12" x 2")
9. SEALED DOUBLE GLAZED P.V.C WINDOW (BLACK FRAME)
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14. 4" HARDIE TRIMS-Extra White (4" x 1/2")-Typical for all

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PROJECT INFO:
MULYTI FAMILY RESIDENTIAL DEVP.
20145,84 AVE, LANGLEY, BC

CLIENT :

DATE	DRAWN BY
2021.04.29	J.G.
SCALE	PROJECT NO.
AS NOTED	18-217

NO.	DESCRIPTION	BY	DATE
02			
01			

THESE PLANS COMPLY WITH BCBC 2018

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BLDG-3 ELEVATIONS

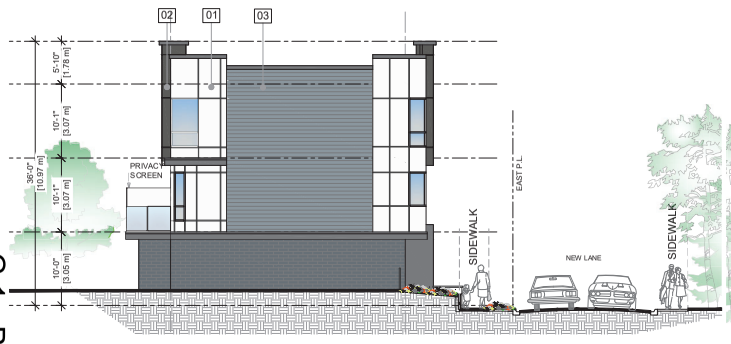
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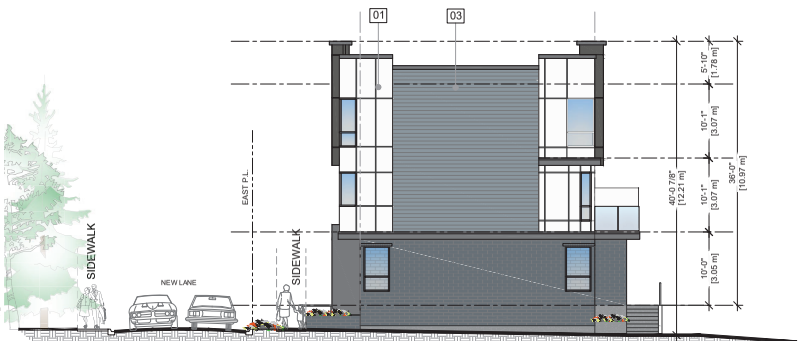
1 WEST ELEVATION
Scale: 1/8"=1'-0"



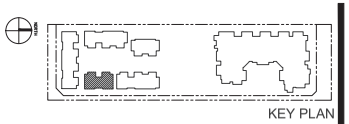
2 EAST ELEVATION(FACING NEW LANE)
Scale: 1/8"=1'-0"



3 SOUTH ELEVATION
Scale: 1/8"=1'-0"



4 NORTH ELEVATION
Scale: 1/8"=1'-0"



MATERIAL LEGEND:

1. FIBRE CEMENT PANEL James Hardie Panel-"Arctic White"
2. FIBRE CEMENT PANEL James Hardie Panel-"Iron Gray"
3. 6" HORIZONTAL SIDING-James Hardie -"Boothbay Blue"
4. THIN BRICKS-Endicott- "Manganese Ironspot"
5. METAL SIDING- Longboard 6" V-Groove Planks-Light Cherry
6. ALUMINUM & GLASS GUARDRAIL SYSTEM - "Black"
7. EXTERIOR STEEL DOOR W/VIEW LITE,PAINTED-Benjamin Moore "AF-565 Mysterious"
8. WOOD FASCIA - To Match Iron Gray(12" x 2")
9. SEALED DOUBLE GLAZED P.V.C WINDOW (BLACK FRAME)
10. SEALED DOUBLE GLAZED PATIO/BALCONY DOOR W/ TRANSOM
11. EXPOSED CONCRETE
12. BRICK VENEER SOLDIER COURSE(Manganese Ironspot)
13. BARGE BOARDS- HARDIE PAINTED- ANCHOR GRAY(BM#2126-30)
14. 4" HARDIE TRIMS-Extra White (4" x 1/2")-Typical for all

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MULYTI FAMILY
RESIDENTIAL DEVP.
20145,84 AVE, LANGLEY, BC

CLIENT :

DATE 2021.04.29
DRAWN BY J.G.
SCALE AS NOTED
PROJECT NO. 18-217

REV	DESCRIPTION	DATE
02		
01		
		BY

THESE PLANS COMPLY WITH BCBC 2018
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BLDG-4 ELEVATIONS

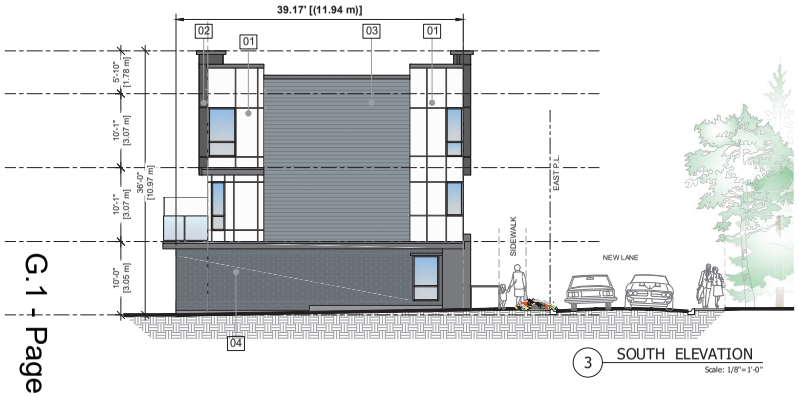
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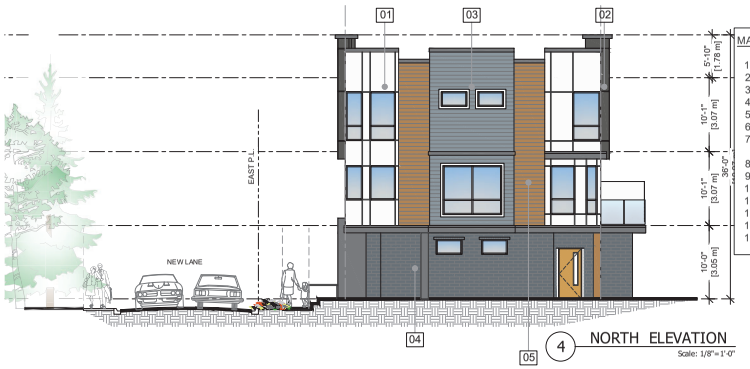
1 WEST ELEVATION
Scale: 1/8"=1'-0"



2 EAST ELEVATION(FACING NEW LANE)
Scale: 1/8"=1'-0"



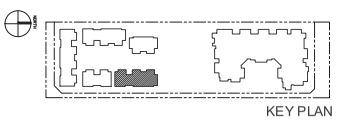
3 SOUTH ELEVATION
Scale: 1/8"=1'-0"



4 NORTH ELEVATION
Scale: 1/8"=1'-0"

MATERIAL LEGEND:

1. FIBRE CEMENT PANEL James Hardie Panel-"Arctic White"
2. FIBRE CEMENT PANEL James Hardie Panel-"Iron Gray"
3. 6" HORIZONTAL SIDING-James Hardie -"Boothbay Blue"
4. THIN BRICKS-Endicott- "Manganese Ironspot"
5. METAL SIDING- Longboard 6" V-Groove Planks-Light Cherry
6. ALUMINUM & GLASS GUARDRAIL SYSTEM - "Black"
7. EXTERIOR STEEL DOOR W/VIEW LITE,PAINTED-Benjamin Moore "AF-565 Mysterious"
8. WOOD FASCIA - To Match Iron Gray (12" x 2")
9. SEALED DOUBLE GLAZED P.V.C WINDOW (BLACK FRAME)
10. SEALED DOUBLE GLAZED PATIO/BALCONY DOOR W/ TRANSOM
11. EXPOSED CONCRETE
12. BRICK VENEER SOLDIER COURSE(Manganese Ironspot)
13. BARGE BOARDS- HARDIE PAINTED- ANCHOR GRAY(BM#2126-30)
14. 4" HARDIE TRIMS-Extra White (4" x 1/2")-Typical for all



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PROJECT INFO:
UNIT-364 & 371 TENANT IMP. AT
8158 128th ST. SURREY, BC

CLIENT : 1315008 BC LTD.

DATE 09 SEP 2022
DRAWN BY J.G
SCALE As Noted
PROJECT NO. TI-2022-01

NO	DESCRIPTION	CITY SUBMISSION	BY	DATE
01		JG		

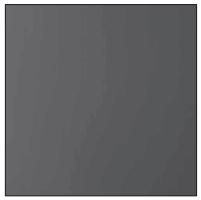
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BLDG-5 ELEVATIONS

A.3.7



01.
FIBRE CEMENT PANEL
JAMES HARDIE
'ARCTIC WHITE'



02.
FIBRE CEMENT PANEL
JAMES HARDIE
'IRON GRAY'



03.
6" HORIZONTAL SIDING
JAMES HARDIE
'BOOTHBAY BLUE'



04.
THIN BRICKS
ENDICOTT BRICKS
'MANGANESE IRONSPOT'



05.
METAL SIDING
LONGBOARD 6" GROOVE
'LIGHT CHERRY'



06.
ALUMINUM & GLASS GUARDRAIL SYSTEM -
"Black"



07.
EXTERIOR STEEL DOOR W/VIEW LITE,PAINTED-Benjamin Moore"AF-565 Mysterious"



08.
WOOD FASCIA - To Match Iron Gray(12" x 2")



09. SEALED DOUBLE GLAZED P.V.C WINDOW (BLACK FRAME)

10. SEALED DOUBLE GLAZED PATIO/BALCONY DOOR W/ TRANSOM

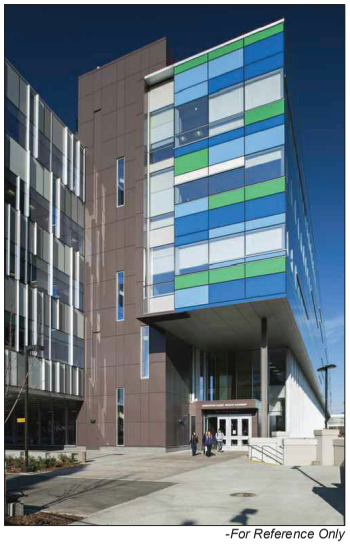


13.
BARGE BOARDS- HARDIE PAINTED- ANCHOR GRAY(BM#2126-30)



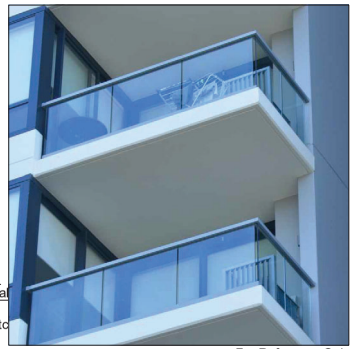
14. 4" HARDIE TRIMS-Extra White (4" x 1/2")-Typical for al

15. WOOD FASCIA - To Matc Extra White (12" x 2")



16.
GLAZING- Spandrel Glazing Panels

-For Reference Only

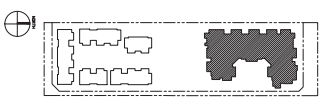


06.
ALUMINUM & GLASS GUARDRAIL SYSTEM - "Black"

-For Reference Only



05.
METAL SIDING
LONGBOARD 6" GROOVE
'LIGHT CHERRY'



KEY PLAN

MATERIAL LEGEND:

1. FIBRE CEMENT PANEL James Hardie Panel-"Arctic White"
2. FIBRE CEMENT PANEL James Hardie Panel-"Iron Gray"
3. 6" HORIZONTAL SIDING-James Hardie -"Boothbay Blue"
4. THIN BRICKS-Endicott- "Manganese Ironspot"
5. METAL SIDING- Longboard 6" V-Groove Planks-Light Cherry
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15. WOOD FASCIA - To Match Extra White (12" x 2")
16. GLAZING- Spandrel Glazing Panels
17. RETAINING WALLS- THIN BRICKS-Endicott- "Manganese Ironspot"
18. WOOD POST-CEDAR FINISH



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PROJECT INFO:
MULYTI FAMILY
RESIDENTIAL DEVP.
20145,84 AVE, LANGLEY, BC

CLIENT :

DATE 2021.04.29
DRAWN BY J.G.
SCALE AS NOTED
PROJECT NO. 18-217

NO.	REV.	DESCRIPTION	BY	DATE
01				

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APARTMENT
COLOR SCHEME

A.3.1

01.
FIBRE CEMENT PANEL
JAMES HARDIE
'ARCTIC WHITE'

02.
FIBRE CEMENT PANEL
JAMES HARDIE
'IRON GRAY'

03.
6" HORIZONTAL SIDING
JAMES HARDIE
'BOOTHBAY BLUE'

04.
THIN BRICKS
ENDICOTT BRICKS
'MANGANESE IRONSPOT'

05.
METAL SIDING
LONGBOARD 6" GROOVE
'LIGHT CHERRY'

06.
ALUMINUM & GLASS GUARDRAIL SYSTEM -
"Black"

07.
EXTERIOR STEEL DOOR W/VIEW LITE,PAINTED-Benjamin Moore"AF-565 Mysterious"

08.
WOOD FASCIA - To Match Iron Gray(12" x 2")

09. SEALED DOUBLE GLAZED P.V.C WINDOW (BLACK FRAME)

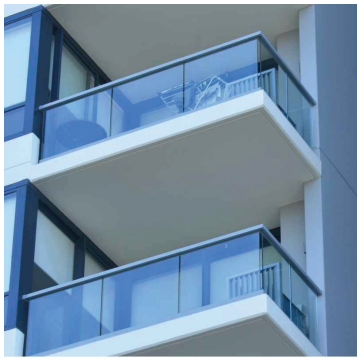
10. SEALED DOUBLE GLAZED PATIO/BALCONY DOOR W/ TRANSOM

13.
BARGE BOARDS- HARDIE PAINTED- ANCHOR GRAY(BM#2126-30)

14. 4" HARDIE TRIMS-Extra White (4" x 1/2")-Typical for all

15. WOOD FASCIA - To Match Extra White (12" x 2")

20.
6" HARDIE SHINGLES
'ARCTIC WHITE'



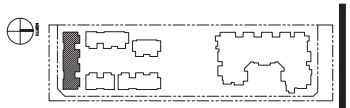
-For Reference Only



05.
METAL SIDING
LONGBOARD 6" GROOVE
'LIGHT CHERRY'



21.
6" HARDIE SHINGLES
'BOOTHBAY BLUE'



KEY PLAN

MATERIAL LEGEND:

1. FIBRE CEMENT PANEL James Hardie Panel-"Arctic White"
2. FIBRE CEMENT PANEL James Hardie Panel-"Iron Gray"
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14. 4" HARDIE TRIMS-Extra White (4" x 1/2")-Typical for all
15. WOOD FASCIA - To Match Extra White (12" x 2")
16. GLAZING- Spandrel Glazing Panels
17. RETAINING WALLS- THIN BRICKS-Endicott- "Manganese Ironspot"
18. WOOD POST-CEDAR FINISH
19. FIBRE CEMENT PANEL- Benjamin Moore(Anchor Gray 2126-30)
20. 6" HARDIE SHINGLES-James Hardie -"Arctic White"
21. 6" HARDIE SHINGLES-James Hardie -"Iron Gray"



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PROJECT INFO:
MULYTI FAMILY
RESIDENTIAL DEVP.
20145,84 AVE, LANGLEY, BC

CLIENT :

DATE 2021.04.29
DRAWN BY J.G.
SCALE AS NOTED
PROJECT NO. 18-217

NO	DESCRIPTION	BY	DATE
01			
02			

THESE PLANS COMPLY WITH BCBC 2018

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TOWNHOUSE Color Scheme

A.3.9

THESE PLANS COMPLY WITH BCBC 2018

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A.P.1

RENDERINGS

G.1

REV	DESCRIPTION	BY	DATE
01			
02			

PROJECT NO. 18-217

DRAWN BY J.G.

DATE 2021.04.29

SCALE AS NOTED

PROJECT INFO:
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RENDERINGS

A.P.2

REV	DESCRIPTION	BY	DATE
01			
02			

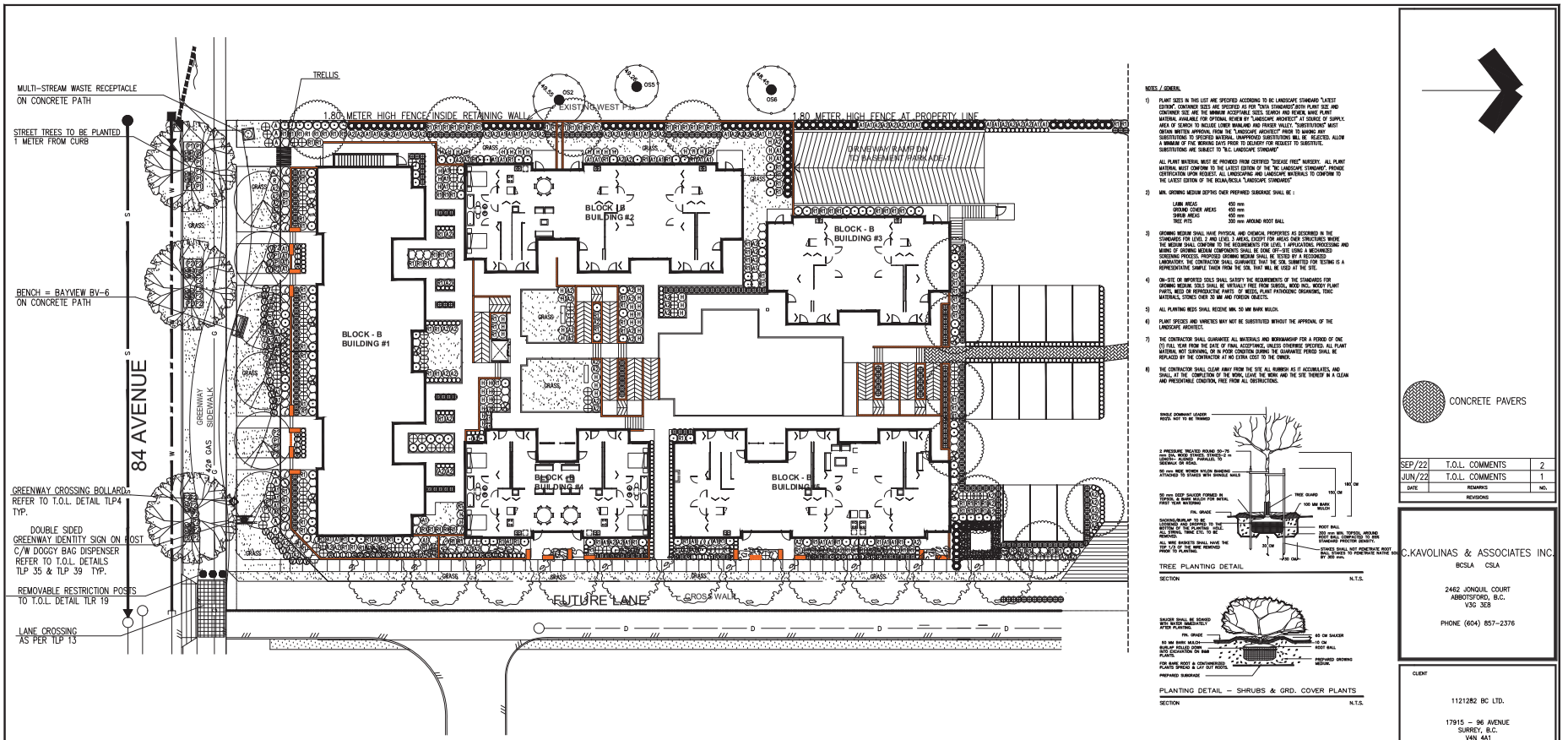
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FLAT ARCHITECTURE



NOTES / GENERAL

1) PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO BC LANDSCAPE STANDARD "LATEST EDITION", CONTAINER SIZES ARE SPECIFIED AS PER "CNTA STANDARDS",BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. SEARCH AND REVIEW, MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY "LANDSCAPE ARCHITECT" AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. "SUBSTITUTIONS" MUST OBTAIN WRITTEN APPROVAL FROM THE "LANDSCAPE ARCHITECT" PRIOR TO MAKING ANY SUBSTITUTIONS TO SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE WORKING DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO "B.C. LANDSCAPE STANDARD"

ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED "DISEASE FREE" NURSERY. ALL PLANT MATERIAL MUST CONFORM TO THE LATEST EDITION OF THE "BC LANDSCAPE STANDARD". PROVIDE CERTIFICATION UPON REQUEST. ALL LANDSCAPING AND LANDSCAPE MATERIALS TO CONFORM TO THE LATEST EDITION OF THE BCSLA/BCNLA "LANDSCAPE STANDARDS"

2) MIN. GROWING MEDIUM DEPTHS OVER PREPARED SUBGRADE SHALL BE :

LAWN AREAS	450 mm
GROUND COVER AREAS	450 mm
SHRUB AREAS	450 mm
TREE PITS	300 mm AROUND ROOT BALL

3) GROWING MEDIUM SHALL HAVE PHYSICAL AND CHEMICAL PROPERTIES AS DESCRIBED IN THE STANDARDS FOR LEVEL 2 AND LEVEL 3 AREAS, EXCEPT FOR AREAS OVER STRUCTURES WHERE THE MEDIUM SHALL CONFORM TO THE REQUIREMENTS FOR LEVEL 1 APPLICATIONS. PROCESSING AND MIXING OF GROWING MEDIUM COMPONENTS SHALL BE DONE OFF-SITE USING A MECHANIZED SCREENING PROCESS. PROPOSED GROWING MEDIUM SHALL BE TESTED BY A RECOGNIZED LABORATORY. THE CONTRACTOR SHALL GUARANTEE THAT THE SOIL SUBMITTED FOR TESTING IS A REPRESENTATIVE SAMPLE TAKEN FROM THE SOIL THAT WILL BE USED AT THE SITE.

4) ON-SITE OR IMPORTED SOILS SHALL SATISFY THE REQUIREMENTS OF THE STANDARDS FOR GROWING MEDIUM. SOILS SHALL BE VIRTUALLY FREE FROM SUBSOIL, WOOD INCL. WOODY PLANT PARTS, WEED OR REPRODUCTIVE PARTS OF WEEDS, PLANT PATHOGENIC ORGANISMS, TOXIC MATERIALS, STONES OVER 50 MM AND FOREIGN OBJECTS.

5) ALL PLANTING BEDS SHALL RECEIVE MIN. 50 MM BARK MULCH.

6) PLANT SPECIES AND VARIETIES MAY NOT BE SUBSTITUTED WITHOUT THE APPROVAL OF THE LANDSCAPE ARCHITECT.

7) THE CONTRACTOR SHALL GUARANTEE ALL MATERIALS AND WORKMANSHIP FOR A PERIOD OF ONE (1) FULL YEAR FROM THE DATE OF FINAL ACCEPTANCE, UNLESS OTHERWISE SPECIFIED. ALL PLANT MATERIAL NOT SURVIVING, OR IN POOR CONDITION DURING THE GUARANTEE PERIOD SHALL BE REPLACED BY THE CONTRACTOR AT NO EXTRA COST TO THE OWNER.

8) THE CONTRACTOR SHALL CLEAR AWAY FROM THE SITE ALL RUBBISH AS IT ACCUMULATES, AND SHALL, AT THE COMPLETION OF THE WORK, LEAVE THE WORK AND THE SITE THEREOF IN A CLEAN AND PRESENTABLE CONDITION, FREE FROM ALL OBSTRUCTIONS.

TREE PLANTING DETAIL

SECTION N.T.S.

PLANTING DETAIL – SHRUBS & GRD. COVER PLANTS

SECTION N.T.S.

ON-SITE PLANT LIST

KEY	BOTANICAL NAME	COMMON NAME	QTY.	SIZE	SPACING	REMARKS
	SYRINGA RETICULATA 'IVORY SILK'	LILAC TREE	0	6 CM. CAL.	AS SHOWN	B. & B.
	MAGNOLIA x LOEBNERI 'BALLERINA'	MAGNOLIA	0	6 CM. CAL.	AS SHOWN	B. & B.
	PICEA OMORIKA	SERBIAN SPRUCE	10	6 CM. CAL.	AS SHOWN	B. & B.
	ACER PALMATUM 'OSAKAZUKI'	GREEN JAPANESE MAPLE	0	6 CM. CAL.	AS SHOWN	B. & B.
	ACER GRISEUM	PAPERBARK MAPLE	11	6 CM. CAL.	AS SHOWN	B. & B.
⊕	AZALEA JAPONICA 'HINO CRIMSON'	CRIMSON AZALEA	58	#3 POT	85 CM. O.C.	
(AN)	AZALEA NORTHERN LIGHTS 'MANDARIN LIGHTS'	NORTHERN LIGHTS AZALEA	63	#3 POT	90 CM. O.C.	
(AJ)	AZALEA JAPONICA (VARIOUS)	JAPANESE AZALEA	98	#3 POT	90 CM. O.C.	
○	ABELIA 'EDWARD GOWCHER'	EDWARD GOUCHER ABELIA	76	#3 POT	90 CM. O.C.	
○	BUXUS MACROPHYLLA 'WINTER GEM'	ASIAN BOXWOOD	152	#3 POT	45 CM. O.C.	
⊙	HYDRANGEA MACROPHYLLA 'NIKKO BLUE'	HYDRANGEA	109	#3 POT	90 CM. O.C.	
⊗	SPIRAEA NIPPONICA SNOWMOUND	SNOWMOUND SPIRAEA	14	#2 POT	90 CM. O.C.	
(R)	MEDIUM RHODODENDRON (VARIOUS)	RHODODENDRON	180	#3 POT	90 CM. O.C.	
(H)	HOSTA (VARIOUS)	HOSTA	56	#3 POT	90 CM. O.C.	
(S)	SYRINGA VULGARIS 'MICHEL BUCHNER'	LILAC	25	#3 POT	90 CM. O.C.	
●	PRUNUS LAUROCERASUS 'OTTO LUYKEN'	OTTO LUYKEN LAUREL	273	#3 POT	70 CM. O.C.	
●	THUJA OCCIDENTALIS 'SMARAGD'	EMERALD ARBORVITAE	76	1.50 METERS	70 CM. O.C.	
⊙	LAVANDULA ANGUSTIFOLIA 'MUNSTEAD'	LAVENDER	21	#3 POT	60 CM. CAL.	
⊛	RUDBECKIA TRILOBA	BLACK-EYED SUSAN	14	#3 POT	60 CM. CAL.	

OFF-SITE PLANT LIST

KEY	BOTANICAL NAME	COMMON NAME	QTY.	SIZE	SPACING	REMARKS
	AMELANCHIER x GRANDIFLORA 'ROBIN HILL'	ROBIN HILL SERVICEBERRY	6	6 CM. CAL.	AS SHOWN	B. & B.
	ACER RUBRUM 'OCTOBER GLORY'	OCTOBER GLORY MAPLE	3	6 CM. CAL.	AS SHOWN	B. & B.
(P2)	POTENTILLA FRUITICOSA 'GOLDFINGER'	GOLDFINGER POTENTILLA	20	#3 POT	90 CM. O.C.	
(P1)	POTENTILLA FRUITICOSA 'PINK WHISPER'	PINK WHISPER POTENTILLA	14	#3 POT	90 CM. O.C.	
⊛	HEMEROCALLIS AUTUMN RED	DAY LILY	8	#3 POT	90 CM. O.C.	
⊛	HEMEROCALLIS RAJAH	DAY LILY	16	#3 POT	90 CM. O.C.	
⊕	AZALEA JAPONICA 'HINO CRIMSON'	CRIMSON AZALEA	15	#3 POT	85 CM. O.C.	
(AN)	AZALEA NORTHERN LIGHTS 'MANDARIN LIGHTS'	NORTHERN LIGHTS AZALEA	8	#3 POT	90 CM. O.C.	
(AO)	AZALEA NORTHERN LIGHTS 'ORCHID LIGHTS'	NORTHERN LIGHTS AZALEA	10	#3 POT	90 CM. O.C.	
(A)	ABELIA 'EDWARD GOWCHER'	EDWARD GOUCHER ABELIA	11	#3 POT	90 CM. O.C.	
(R)	ROSA MEIDILAND 'PINK'	PINK MEIDILAND ROSE	9	#3 POT	90 CM. O.C.	
(E)	ERICA CARNES 'SPRINGWOOD PINK	HEATHER	23	#3 POT	60 CM. O.C.	
(F)	FRAGARIA CHIORSIS	BEACH STRAWBERRY	9	#1 POT	45 CM. O.C.	

REFER TO ARCHITECT'S DRAWINGS FOR ALL CROSS-SECTIONS

DATE	REMARKS	NO.
SEP/22	T.O.L. COMMENTS	2
JUN/22	T.O.L. COMMENTS	1

REVISIONS

C.KAVOLINAS & ASSOCIATES INC.
BCSLA CSLA
2462 JONQUIL COURT
ABBOTSFORD, B.C.
V3G 3E8
PHONE (604) 857-2376

CLIENT

1121282 BC LTD.
17915 – 96 AVENUE
SURREY, B.C.
V4N 4A1

TITLE

PLAN VIEW

LANDSCAPE PLAN
TOWNHOUSE/CONDO DEVELOPMENT
20145 – 84 AVENUE
LANGLEY, B.C.

T.O.L. #08-26-0203

SCALE	1:200	DATE	APR/22
DRAFT		CHK'D	
ENG.		CHK'D	
APP'D		AS BUILT	

PRINTED

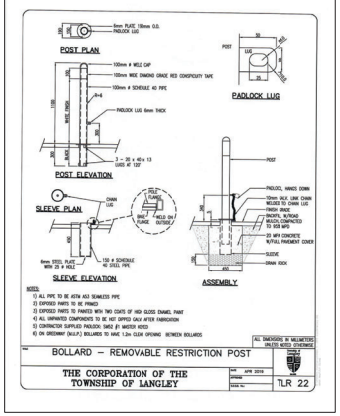
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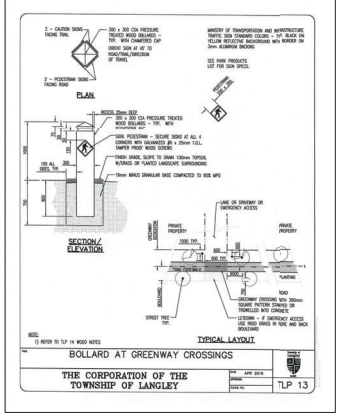
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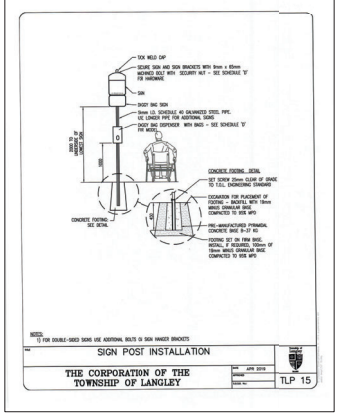
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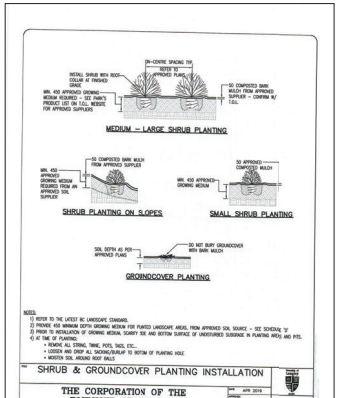
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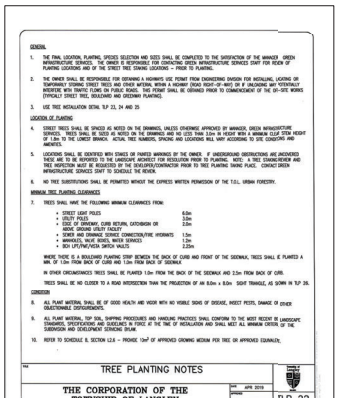
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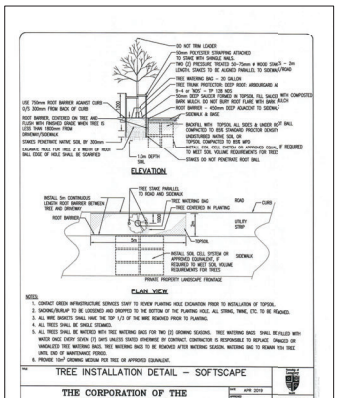












REFER TO CIVIL DRAWINGS FOR CULVERT DETAILS, PREPARED BY COASTLAND ENGINEERING & SURVEYING LTD. (typ.)
REFER TO CIVIL DRAWINGS FOR BIO-SWALE DETAILS AND CROSS-SECTIONS.

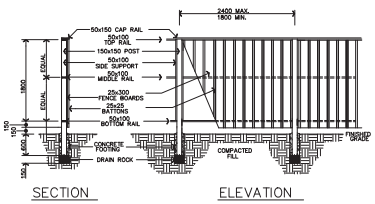
TEMPORARY AUTOMATIC IRRIGATION SYSTEM TO BE INSTALL FOR THE 206 STREET GREENWAY.
AS-BUILT DRAWINGS TO BE PROVIDED TO THE PROJECT LANDSCAPE ARCHITECT. WATER SERVICE CONNECTION TO BE PROVIDED BY T.O.L. ENGINEERING DEPARTMENT.

MAINTAIN TREE PROTECTION BARRIER DURING CLEARING AND SITE CONSTRUCTION.
KEEP AREA WITHIN OR AGAINST PROTECTION BARRIER CLEAR OF BUILDING MATERIALS, LITTER AND STANDING WATER.
DO NOT DISTURB EXISTING GRADES WITHIN TREE PROTECTION AREA FOR PROTECTED RETAINED TREES.
THE DEVELOPER IS RESPONSIBLE FOR MAINTENANCE WITHIN TREE PROTECTION BARRIER. DAMAGED TREES WILL BE REPLACED AT DEVELOPER'S COST.
SCHEDULE IN SUBDIVISION & DEVELOPMENT SERVICING BYLAW PRESCRIBES PENALTIES FOR NON-COMPLIANCE WITH BYLAW.
ANY DISRUPTION OR PLANTING WITHIN THE TREE PROTECTION AREA IS TO BE SUPERVISED BY THE PROJECT ARBOURIST OR LANDSCAPE ARCHITECT. 604-733-4886 604-850-2268
RETAINED TREES TO BE WATERED AT THE DIRECTION OF THE CONSULTING ARBOURIST/LANDSCAPE ARCHITECT.

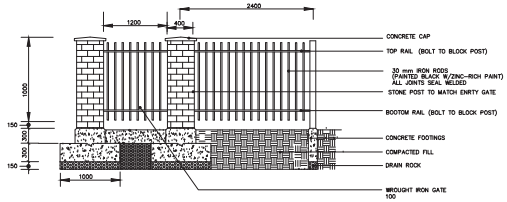
BENCHES ARE BY "WISHBONE SITE FURNISHINGS, IN A SEMI-GLOSS BLACK
GARBAGE RECEPTACLES ARE BY "FRANCIS ANDREW IN A GLOSS BLACK
CONCRETE PADS FOR BENCHES AND RECEPTACLES ARE TO BE 100mm THICK WITH 100mm OF CONCRETE BETWEEN THE EDGE OF CONCRETE AND THE INSTALLATION BOLT.

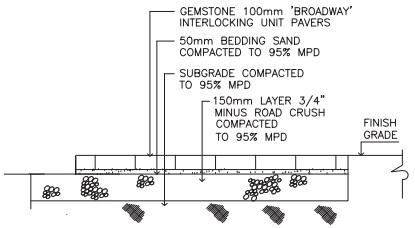
–Concrete Formwork layout to be reviewed and confirmed by Green Infrastructure Services staff (tel. 604-533-6034) PRIOR to installation of concrete.Locations of all benches and trash receptacles, as well
–Layout, materials and construction of municipal greenways shall be to the satisfaction of the Manager, Green Infrastructure Services.

FENCE DETAIL
(DIMENSIONS IN mm)
N.T.S.



STONE/BLOCK – WROUGHT IRON FENCE
TYPICAL DETAIL
(DIMENSIONS IN mm)
N.T.S.





INTERLOCKING PAVER DETAIL
N.T.S.
TYPICAL

DATE	REVISIONS	NO.
SEP/22	T.O.L. COMMENTS	2
JUN/22	T.O.L. COMMENTS	1

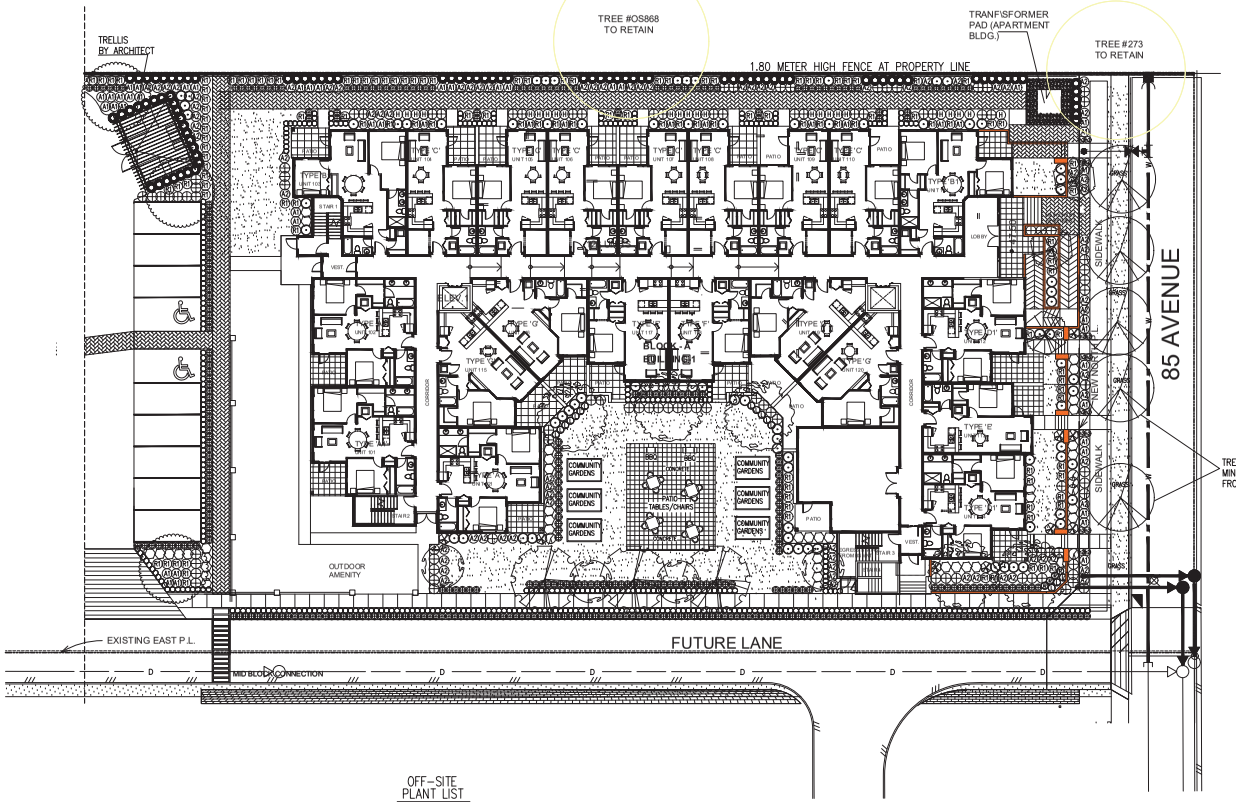
C.KAVOLINAS & ASSOCIATES INC.
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PHONE (604) 857-2376

CLIENT
1121282 BC LTD.
17915 – 96 AVENUE
SURREY, B.C.
V4N 4A1

TITLE
PLAN VIEW
LANDSCAPE DETAILS
TOWNHOUSE/CONDO DEVELOPMENT
20145 – 84 AVENUE
LANGLEY, B.C.
T.O.L. #08-26-0203

SCALE N.T.S.	DATE APR/22
DRAFT	CHK'D
ENG.	CHK'D
APPR'D	AS BUILT

PRINTED
JOB No.
DRAWING No. L-1B 2



NOTES / GENERAL

1) PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO BC LANDSCAPE STANDARD "LATEST EDITION". CONTAINER SIZES ARE SPECIFIED AS PER "DATA STANDARDS" BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. SEARCH AND REVIEW MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY "LANDSCAPE ARCHITECT" AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. "SUBSTITUTIONS" MUST OBTAIN WRITTEN APPROVAL FROM THE "LANDSCAPE ARCHITECT" PRIOR TO MAKING ANY SUBSTITUTIONS TO SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE WORKING DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO "B.C. LANDSCAPE STANDARD"

ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED "DISEASE FREE" NURSERY. ALL PLANT MATERIAL MUST CONFORM TO THE LATEST EDITION OF THE "BC LANDSCAPE STANDARD". PROVIDE CERTIFICATION UPON REQUEST. ALL LANDSCAPING AND LANDSCAPE MATERIALS TO CONFORM TO THE LATEST EDITION OF THE BCLNA/BCSLA "LANDSCAPE STANDARDS"

2) MIN. GROWING MEDIUM DEPTHS OVER PREPARED SUBGRADE SHALL BE :

LAWN AREAS	450 mm
GROUND COVER AREAS	450 mm
SHRUB AREAS	450 mm
TREE PITS	300 mm AROUND ROOT BALL

3) GROWING MEDIUM SHALL HAVE PHYSICAL AND CHEMICAL PROPERTIES AS DESCRIBED IN THE STANDARDS FOR LEVEL 2 AND LEVEL 3 AREAS, EXCEPT FOR AREAS OVER STRUCTURES WHERE THE MEDIUM SHALL CONFORM TO THE REQUIREMENTS FOR LEVEL 1 APPLICATIONS. PROCESSING AND MIXING OF GROWING MEDIUM COMPONENTS SHALL BE DONE OFF-SITE USING A MECHANIZED SCREENING PROCESS. PROPOSED GROWING MEDIUM SHALL BE TESTED BY A RECOGNIZED LABORATORY. THE CONTRACTOR SHALL GUARANTEE THAT THE SOIL SUBMITTED FOR TESTING IS A REPRESENTATIVE SAMPLE TAKEN FROM THE SOIL THAT WILL BE USED AT THE SITE.

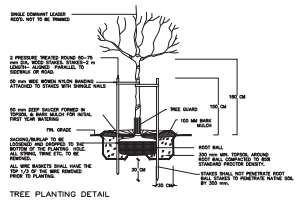
4) ON-SITE OR IMPORTED SOILS SHALL SATISFY THE REQUIREMENTS OF THE STANDARDS FOR GROWING MEDIUM. SOILS SHALL BE VIRTUALLY FREE FROM SUBSOIL, WOOD INCL. WOODY PLANT PARTS, WEED OR REPRODUCTIVE PARTS OF WEEDS, PLANT PATHOGENS, ORGANISMS, TOXIC MATERIALS, STONES OVER 30 MM AND FOREIGN OBJECTS.

5) ALL PLANTING BEDS SHALL RECEIVE MIN. 50 MM BARK MULCH.

6) PLANT SPECIES AND VARIETIES MAY NOT BE SUBSTITUTED WITHOUT THE APPROVAL OF THE LANDSCAPE ARCHITECT.

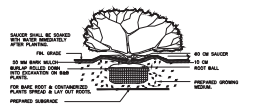
7) THE CONTRACTOR SHALL GUARANTEE ALL MATERIALS AND WORKMANSHIP FOR A PERIOD OF ONE (1) FULL YEAR FROM THE DATE OF FINAL ACCEPTANCE, UNLESS OTHERWISE SPECIFIED. ALL PLANT MATERIAL NOT SURVIVING, OR IN POOR CONDITION DURING THE GUARANTEE PERIOD SHALL BE REPLACED BY THE CONTRACTOR AT NO EXTRA COST TO THE OWNER.

8) THE CONTRACTOR SHALL CLEAR AWAY FROM THE SITE ALL RUBBISH AS IT ACCUMULATES, AND SHALL, AT THE COMPLETION OF THE WORK, LEAVE THE WORK AND THE SITE THEREOF IN A CLEAN AND PRESENTABLE CONDITION, FREE FROM ALL OBSTRUCTIONS.



TREE PLANTING DETAIL

SECTION N.T.S.



PLANTING DETAIL – SHRUBS & GRD. COVER PLANTS

SECTION N.T.S.

CONCRETE PAVERS

DATE	REMARKS	NO.
SEP/22	T.O.L. COMMENTS	2
JUN/22	T.O.L. COMMENTS	1

REVISIONS

C.KAVOLINAS & ASSOCIATES INC.
BCSLA CSLA
2462 JONQUIL COURT
ABBOTSFORD, B.C.
V3G 3E8
PHONE (604) 857-2376

CLIENT

1121282 BC LTD.
17915 – 96 AVENUE
SURREY, B.C.
V4N 4A1

TITLE

PLAN VIEW

LANDSCAPE PLAN
TOWNHOUSE/CONDO DEVELOPMENT
20145 – 84 AVENUE
LANGLEY, B.C.

T.O.L. #08-26-0203

SCALE 1:200	DATE APR/22
DRAFT	CHK'D
ENG.	CHK'D
APPR'D	AS BUILT

PRINTED

JOB No.

DRAWING No. L–2A

2

OFF–SITE PLANT LIST

KEY	BOTANICAL NAME	COMMON NAME	QTY.	SIZE	SPACING	REMARKS
	AMELANCHIER x GRANDIFLORA ROBIN HILL	ROBIN HILL SERVICEBERRY	5	6 CM. CAL.	AS SHOWN	B. & B.

PLANT LIST

KEY	BOTANICAL NAME	COMMON NAME	QTY.	SIZE	SPACING	REMARKS
	SYRINGA RETICULATA 'IVORY SILK'	LILAC TREE	3	6 CM. CAL.	AS SHOWN	B. & B.
	MAGNOLIA x LOEBNERI BALLERINA	MAGNOLIA	4	6 CM. CAL.	AS SHOWN	B. & B.
	PICEA OMORIKA	SERBIAN SPRUCE	5	6 CM. CAL.	AS SHOWN	B. & B.
	ACER PALMATUM OSAKAZUKI	GREEN JAPANESE MAPLE	0	6 CM. CAL.	AS SHOWN	B. & B.
	ACER GRISEUM	PAPERBARK MAPLE	3	6 CM. CAL.	AS SHOWN	B. & B.
⊕	AZALEA JAPONICA 'HINO CRIMSON'	CRIMSON AZALEA	56	#3 POT	85 CM. O.C.	
(AN)	AZALEA NORTHERN LIGHTS 'MANDARIN LIGHTS'	NORTHERN LIGHTS AZALEA	36	#3 POT	90 CM. O.C.	
(AJ)	AZALEA JAPONICA (VARIOUS)	JAPANESE AZALEA	55	#3 POT	90 CM. O.C.	
⬡	ABELIA 'EDWARD GOWCHER'	EDWARD GOUCHER ABELIA	37	#3 POT	90 CM. O.C.	
○	BUXUS MACROPHYLLA 'WINTER GEM'	ASIAN BOXWOOD	348	#3 POT	45 CM. O.C.	
⊙	HYDRANGEA MACROPHYLLA 'NIKKO BLUE'	HYDRANGEA	59	#3 POT	90 CM. O.C.	
⊗	SPIRAEA NIPPONICA SNOWMOUND	SNOWMOUND SPIRAEA	14	#2 POT	90 CM. O.C.	
(RH)	MEDIUM RHODODENDRON (VARIOUS)	RHODODENDRON	104	#3 POT	90 CM. O.C.	
(H)	HOSTA (VARIOUS)	HOSTA	28	#3 POT	90 CM. O.C.	
(V)	SYRINGA VULGARIS 'MICHEL BUCHNER'	LILAC	6	#3 POT	90 CM. O.C.	
⊕	PRUNUS LAUROCERASUS 'OTTO LUYKEN'	OTTO LUYKEN LAUREL	301	#3 POT	70 CM. O.C.	
●	THUJA OCCIDENTALIS 'SMARAGD'	EMERALD ARBORVITAE	77	1.50 METERS	70 CM. O.C.	
(L)	LAVANDUAL ANGUSTIFOLIA 'MUNSTEAD'	LAVENDER	17	#3 POT	60 CM. CAL.	
(R)	RUDBECKIA TRILOBA	BLACK–EYED SUSAN	4	#3 POT	60 CM. CAL.	

OFF–SITE PLANT LIST

KEY	BOTANICAL NAME	COMMON NAME	QTY.	SIZE	SPACING
(H)	HEMEROCALLIS RAJAH	DAY LILY	19	#3 POT	90 CM. O.C.
⊕	AZALEA JAPONICA 'HINO CRIMSON'	CRIMSON AZALEA	13	#3 POT	85 CM. O.C.
(AN)	AZALEA NORTHERN LIGHTS 'MANDARIN LIGHTS'	NORTHERN LIGHTS AZALEA	12	#3 POT	90 CM. O.C.
(AO)	AZALEA NORTHERN LIGHTS 'ORCHID LIGHTS'	NORTHERN LIGHTS AZALEA	14	#3 POT	90 CM. O.C.







REFER TO ARCHITECT'S DRAWINGS FOR ALL CROSS–SECTIONS


85 AVENUE
SIDEWALK
NEW NORTH P.L.
TRANFISFORMER PAD (APARTMENT BLDG.)
TREE #273 TO RETAIN
TREE #OS868 TO RETAIN
TRELLIS BY ARCHITECT
FUTURE LANE
MID BLOCK CONNECTION
EXISTING EAST P.L.
OUTDOOR AMENITY
EGRESS STAIRS FROM B1MNT
BOLLARD LIGHTS
SEP/22 T.O.L. COMMENTS 2
JUN/22 T.O.L. COMMENTS 1
C.KAVOLINAS & ASSOCIATES INC.
BCSLA CSLA
2462 JONQUIL COURT ABBOTSFORD, B.C. V2S 3E8
PHONE (604) 857-2376
1121282 BC LTD.
17915 – 96 AVENUE SURREY, B.C. V4N 4A1
LIGHTING PLAN
TOWNHOUSE/CONDO DEVELOPMENT
20145 – 84 AVENUE LANGLEY, B.C.
T.O.L. #09-26-0203
SCALE 1:150
DRAFT
DES.
APPVD
DATE APR/22
CHK'D
CHK'D
AS BUILT
PRINTED
JOB No.
DRAWING No. L-2

PLANT LIST

KEY	BOTANICAL NAME	COMMON NAME	QTY.	SIZE	SPACING	REMARKS
	ACER GRISEUM	PAPERBARK MAPLE	7	6 CM. CAL.	AS SHOWN	B. & B.
⊕	AZALEA JAPONICA 'HINO CRIMSON'	CRIMSON AZALEA	16	#3 POT	85 CM. O.C.	
(A2)	AZALEA JAPONICA (VARIOUS)	JAPANESE AZALEA	18	#3 POT	90 CM. O.C.	
⬡	ABELIA 'EDWARD GOWCHER'	EDWARD GOUCHER ABELIA	24	#3 POT	90 CM. O.C.	
○	BUXUS MACROPHYLLA 'WINTER GEM'	ASIAN BOXWOOD	46	#3 POT	45 CM. O.C.	
⊙	HYDRANGEA MACROPHYLLA 'NIKKO BLUE'	HYDRANGEA	29	#3 POT	90 CM. O.C.	
(R1)	MEDIUM RHODODENDRON (VARIOUS)	RHODODENDRON	21	#3 POT	90 CM. O.C.	
⊕	PRUNUS LAUROCERASUS 'OTTO LUYKEN'	OTTO LUYKEN LAUREL	18	#3 POT	70 CM. O.C.	
(A1)	AZALEA NORTHERN LIGHTS 'MANDARIN LIGHTS'	NORTHERN LIGHTS AZALEA	22	#3 POT	90 CM. O.C.	

NOTES / GENERAL

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SHRUB AREAS	450 mm
TREE PITS	300 mm AROUND ROOT BALL

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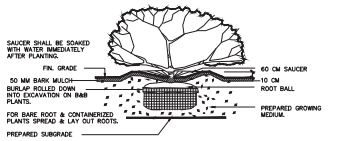
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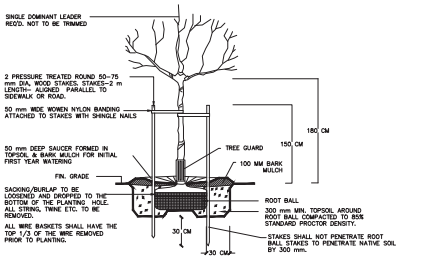
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PLANTING DETAIL – SHRUBS & GRD. COVER PLANTS

SECTION N.T.S.



TREE PLANTING DETAIL

SECTION N.T.S.

SEP/22	T.O.L. COMMENTS	2
JUN/22	T.O.L. COMMENTS	1
DATE	REMARKS	NO.

REVISIONS

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PHONE (604) 857-2376

CLIENT

1121282 BC LTD.

17915 – 96 AVENUE
SURREY, B.C.
V4N 4A1

TITLE

DETAILS

AMENITY AREA 1 & 2
TOWNHOUSE/CONDO
DEVELOPMENT

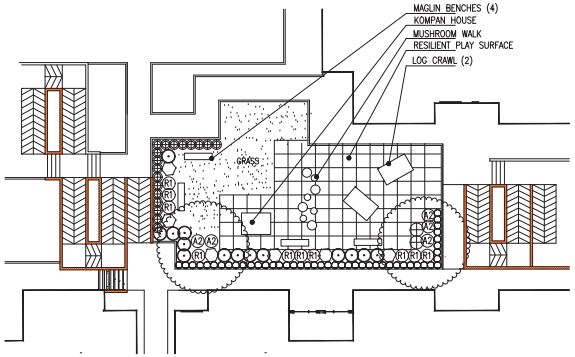
20145 – 84 AVENUE
LANGLEY, B.C.

T.O.L. #08-26-0203

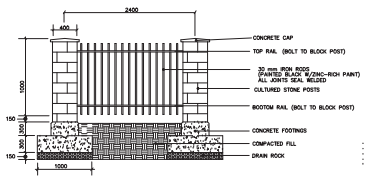
SCALE N.T.S.	DATE APR/22
DRAFT	CHK'D
ENG.	CHK'D
APPR'D	AS BUILT

PRINTED	JOB No.
	DRAWING No. L–3A (2)

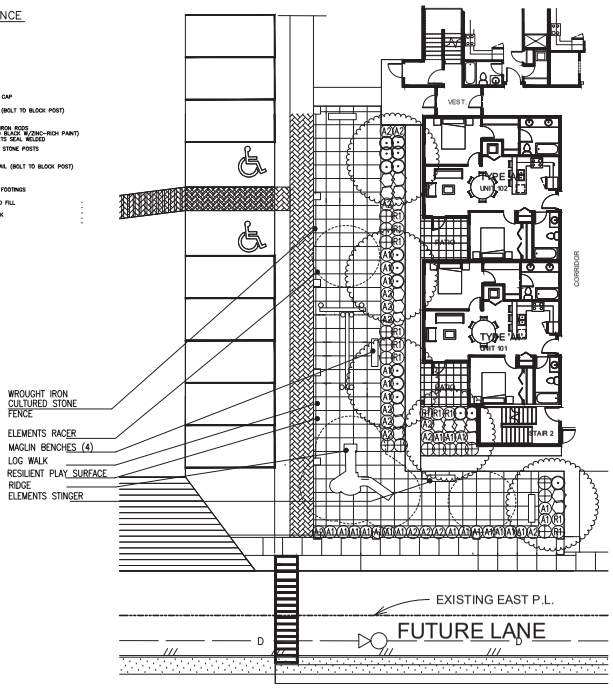
AMENITY
AREA #2
170 m2

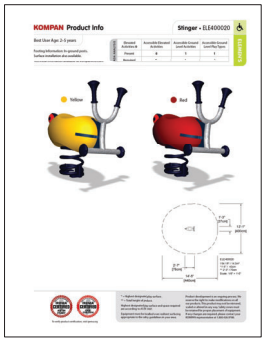


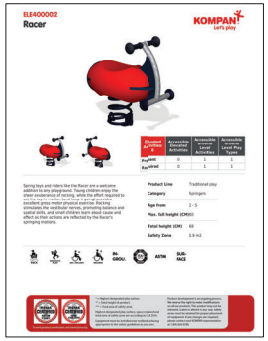
CULTURED STONE/WROUGHT IRON FENCE
TYPICAL DETAIL
(DIMENSIONS IN mm)
N.T.S.

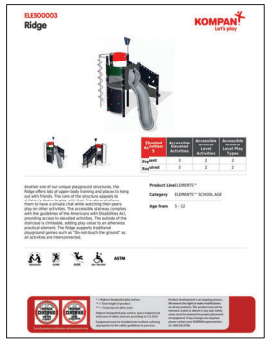


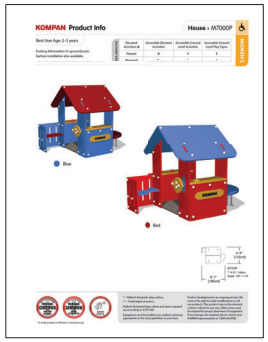
AMENITY
AREA #1
260 m2

















LOG WALK



LOG CRAWL AND MUSHROOM STEPPERS

SEP/22	T.O.L. COMMENTS	2
JUN/22	T.O.L. COMMENTS	1
DATE	REMARKS	NO.

REVISIONS

C.KAVOLINAS & ASSOCIATES INC.
BCSLA CSLA
2462 JONQUIL COURT
ABBOTSFORD, B.C.
V3G 3E8
PHONE (604) 857-2376

CLIENT
1121282 BC LTD.
17915 – 96 AVENUE
SURREY, B.C.
V4N 4A1

TITLE
PLAN VIEW

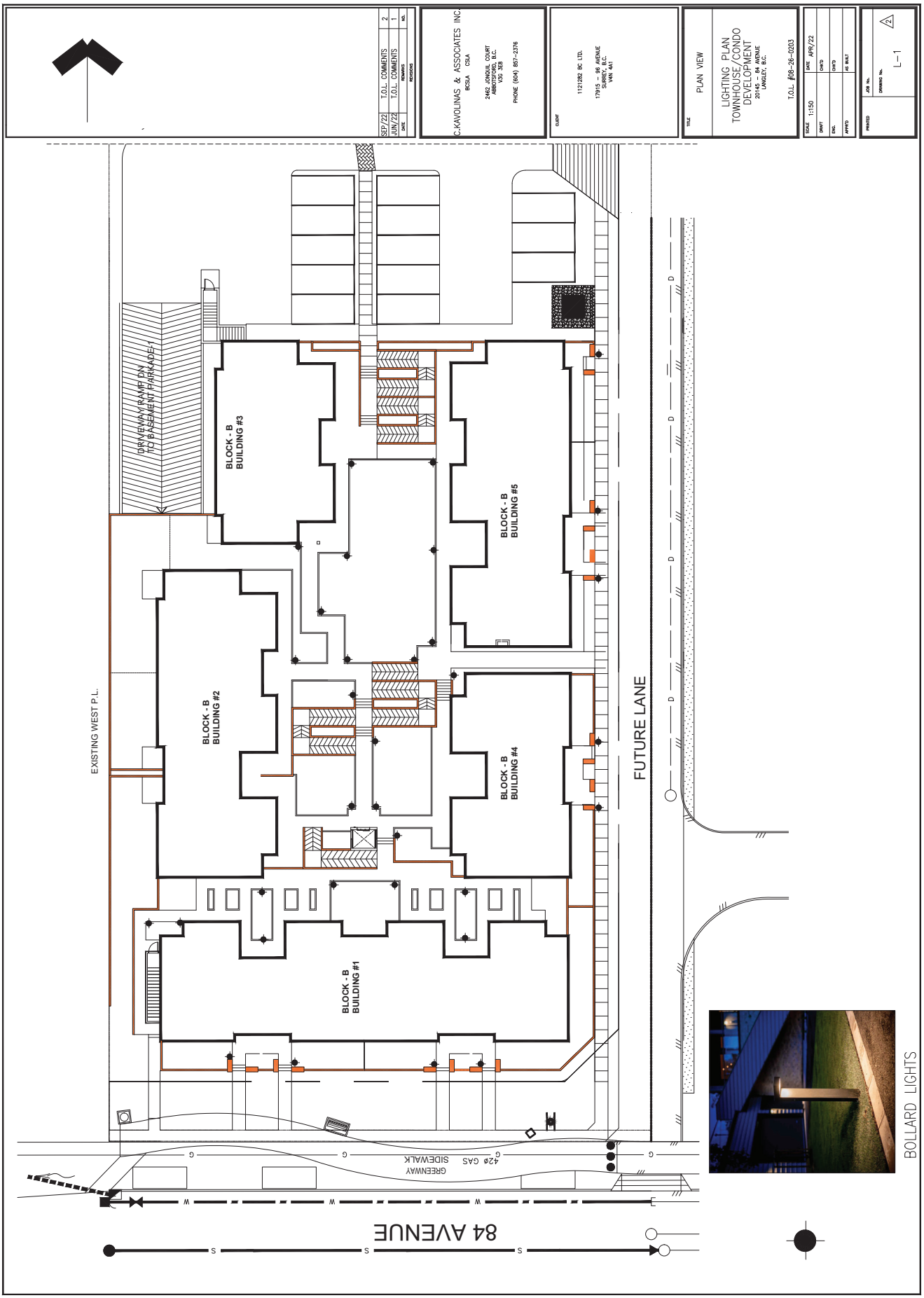
AMENITY AREA 1 & 2
TOWNHOUSE/CONDO
DEVELOPMENT
20145 – 84 AVENUE
LANGLEY, B.C.

T.O.L. #08-26-0203

SCALE	1:150	DATE	APR/22
DRAFT		CHK'D	
ENG.		CHK'D	
APP'D		AS BUILT	

PRINTED	JOB No.	
	DRAWING No.	2
	L-3	

G.1


T.O.L. COMMENTS
T.O.L. COMMENTS
SEP/22
JUN/22
C.KAVOLINAS & ASSOCIATES INC.
BCSLA CSLA
2462 JONQUIL COURT
ABBOTSFORD, B.C.
V2S 3Z8
PHONE (604) 857-2376
1121282 BC LTD.
17915 – 56 AVENUE
SURREY, B.C.
V4N 4A1
PLAN VIEW
LIGHTING PLAN
TOWNHOUSE/CONDO
DEVELOPMENT
20145 – 84 AVENUE
LANGLEY, B.C.
T.O.L. #08-26-0203
SCALE 1:150
DATE APR/22
DRWN
CHK'D
DES.
CHK'D
APPR'D
AS BUILT
PRINTED
JOB No.
DRAWING No.
L-1
BLOCK - B
BUILDING #1
BLOCK - B
BUILDING #2
BLOCK - B
BUILDING #3
BLOCK - B
BUILDING #4
BLOCK - B
BUILDING #5
DRIVEWAY RAMP DN
TO BASEMENT PARKADE
EXISTING WEST P.L.
FUTURE LANE
GREENWAY
SIDEWALK
42ø GAS
84 AVENUE
BOLLARD LIGHTS

ATTACHMENT H

16 January, 2023

Ruby Sandher
Development Planner
Township of Langley
20338 65 Avenue
Langley, BC V2Y 3J1

Re: Development Project 08-26-0203 / 1121282 BC LTD/UNIBUILD CONSTRUCTION

CIVIC: 20145 - 84 Avenue

LEGAL: Lot 58 Section 26 Township 8 NWD Plan 62363

We have reviewed the above proposal.
We calculate the approximate number of students generated by this proposal will be as follows:

Type of Housing	Number of Units	Elementary K-5	Middle 6-8	Secondary 9-12
Townhouses	**42**	**11**	**6**	**8**
Condos	**127**	**4**	**2**	**3**

Given the current school catchments this development would impact Willoughby Elementary School, Yorkson Creek Middle School and R.E. Mountain Secondary School. As you know, while the Langley School District is not responsible for the amount or pace of development we work closely with the Township of Langley in order to advocate to the Ministry of Education for the development of joint sites to benefit our students.

We make every effort to keep students in their catchment schools, but if there is insufficient space in the catchment school we will find them a space at another school in the district.

Please advise if you need any other information.

Yours sincerely,

Brian Iseli, CPA, CMA
Secretary Treasurer

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

TOWNSHIP OF LANGLEY ZONING BYLAW 1987 NO. 2500
AMENDMENT (1121282 BC LTD.) BYLAW NO. 5826

EXPLANATORY NOTE

Bylaw No. 5826 rezones property located at 20145 – 84 Avenue from Suburban Residential Zone SR-2 to Comprehensive Development Zone CD-136 to permit a comprehensive development consisting of 42 townhouse units and 127 apartment units.

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

TOWNSHIP OF LANGLEY ZONING BYLAW 1987 NO. 2500

AMENDMENT (1121282 BC LTD.) BYLAW NO. 5826

A Bylaw to amend Township of Langley Zoning Bylaw 1987 No. 2500

The Municipal Council of the Corporation of the Township of Langley, in Open Meeting Assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "Township of Langley Zoning Bylaw 1987 No. 2500 Amendment (1121282 BC Ltd.) Bylaw No. 5826".

2. The "Township of Langley Zoning Bylaw 1987 No. 2500" as amended is further amended:

   a. Adding to the Table of Contents and Section 104.1 – Zones the words "Comprehensive Development Zone CD-136" after the word "Comprehensive Development Zone CD-135"
   b. Adding to Section 110.1 after the words "CD-135" the words "CD-136 – 5,500 m^2"
   c. Adding after Section 1035 "Comprehensive Development CD-135" the following as Section 1036 "Comprehensive Development Zone

1036 **COMPREHENSIVE DEVELOPMENT ZONE CD-136**

Uses Permitted

1036.1 In the CD-136 Zone only the following *uses* are permitted and all other *uses* are prohibited:
1) *accessory buildings* and *uses*
2) *accessory home occupations* subject to Section 104.3
3) *apartments*
4) *townhouses*

Density

1036.2 The maximum *floor space ratio* of all buildings located on the lands zoned CD-136 shall not exceed 1.7.

Lot Coverage

1036.3 The maximum lot coverage for *buildings* and *structures* shall be 50%.

Siting of Buildings

1036.4 *Buildings* and *structures* shall be sited in accordance with the provisions of a Development Permit.

Height of Buildings and Structures

1036.5 The maximum *apartment height* shall not exceed 6 *storeys*. The maximum *townhouse height* shall not exceed 3 *storeys*.

Siting of Buildings and Structures

1036.6 *Buildings* and *structures* shall be sited in accordance with the provisions of a Development Permit.

Parking and Loading

1036.7 Parking and loading shall be provided in accordance with Section 107.

Subdivision Requirements

1036.8 All lots created by *subdivision* shall comply with Section 110 of this bylaw and the Subdivision and Development Servicing Bylaw 2019 No. 5382 as amended.

Age Friendly Amenity

1036.9 Age Friendly Amenity areas shall be provided in accordance with Section 111.5 and in accordance with the Development Permit.

Landscaping, Screening and Fencing

1036.10 Landscape areas, landscape screens and fencing shall be provided in accordance with the provisions of the Development Permit.

3. The "Township of Langley Zoning Bylaw 1987 No. 2500" as amended is further amended by rezoning the lands described as:

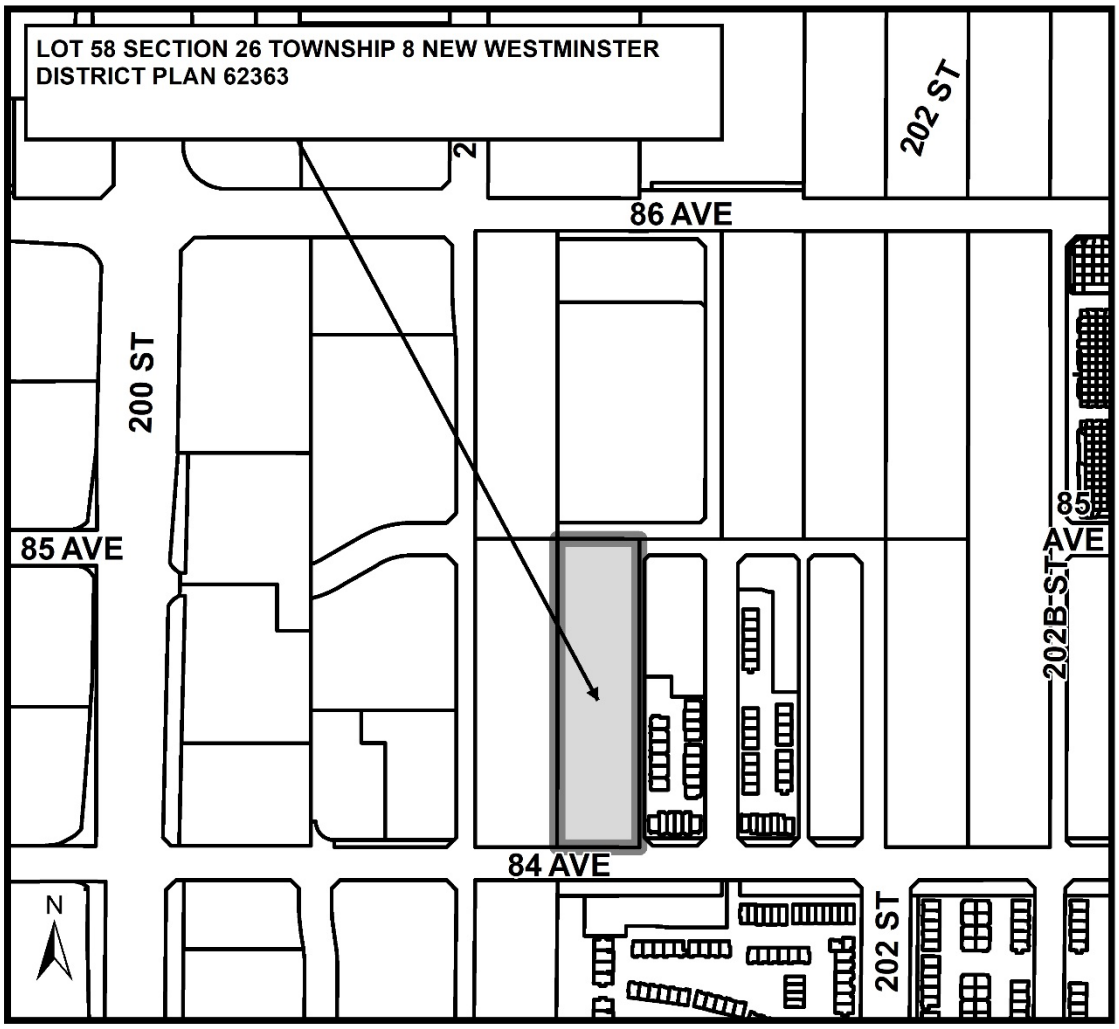
Lot 58 Section 26 Township 8 NWD Plan 62363

as shown delineated on Schedule "A" attached to and forming part of this Bylaw to Schedule "A".

NOTICE WAS ADVERTISED	2 & 9	day of	February	, 2023
READ A FIRST TIME the		day of		, 2023
READ A SECOND TIME the		day of		, 2023
READ A THIRD TIME the		day of		, 2023
RECEIVED THE APPROVAL OF THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE the		day of		, 2023
ADOPTED the		day of		, 2023

_____ Mayor _____ Township Clerk

SCHEDULE 'A'
BYLAW NO. 5826



Township of Langley
Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	FEBRUARY 13, 2023 - REGULAR MEETING	**REPORT:**	23-17
FROM:	ENGINEERING DIVISION	**FILE:**	6300-01
SUBJECT:	TREE PROTECTION BYLAW UPDATE 2023		

RECOMMENDATIONS:

That Council give first, second and third reading to Tree Protection Bylaw 2019 No. 5478 Amendment Bylaw No. 5838;

That Council give first, second and third reading to Fees and Charge Bylaw 2007 No. 4616 Amendment Bylaw No. 5841; and

That Council give first, second and third reading to Bylaw Notice Enforcement Bylaw 2008 No. 4703 Amendment Bylaw No. 5842.

EXECUTIVE SUMMARY:

At its Regular Meeting of January 16, 2023, Council directed staff to bring forward amendments to Tree Protection Bylaw 2019 No. 5478, as amended, as follows:

- Provide for exemptions within building envelopes and for requested driveway locations for Building Permit applications, along with adding additional tree replacement cash-in-lieu options for trees to be removed, if applicable;
- Allowing for full exemption of the Bylaw and by extension the permitting process for dead and dying trees with photographic evidence without application fees or replacement requirements;
- Provide cash-in-lieu options to replace bonding requirements for replacement trees;
- Remove demonstration of ‘undue hardship’ requirements or provide other improvements for Council to consider that will definitively eliminate lengthy, associated permitting delays; and
- Other housekeeping amendments as needed to remove unnecessary prescriptive language.

If the proposed bylaw amendments are adopted by Council, applicants with existing in-stream applications will have the option of proceeding under the requirements at the time of application or under the requirements of the amended Bylaw.

PURPOSE:

The purpose of this report is for Council to consider first, second and third reading of Tree Protection Bylaw 2019 No 5478 Amendment Bylaw No 5838; Fees and Charges Bylaw 2007 No. 4616 Amendment Bylaw No. 5841; and Bylaw Notice Enforcement Bylaw 2008 No. 4703 Amendment Bylaw No, 5842 following Council direction from the January 16, 2023 Meeting.

BACKGROUND/HISTORY:

At the December 5, 2022 Regular Meeting, Council received a delegation from residents expressing concerns with what may be generally categorized as extensive and unreasonable requirements associated with the protection of two trees located within a proposed building envelope which is otherwise compliant with the provisions of the Township's Zoning Bylaw.

At the same meeting, staff provided Council with a presentation outlining some of the challenges associated with Tree Protection Bylaw 2019 No. 5478, as amended (the Bylaw). The presentation outlined challenges associated with amendments that were incorporated into the Bylaw as part of the one-year review in 2021. As reported by staff, the amendments have collectively resulted in the addition of approximately two months on average to the review and approval of a Building Permit application.

At its Regular Meeting on December 12, 2022, staff brought forward a report to Council which Council deferred to the January 16, 2023 Regular Meeting. Council directed staff to amend the Bylaw as indicated in the Executive Summary of this report.

DISCUSSION/ANALYSIS:

The proposed amendments to the Bylaw reflect Council's direction and remove unnecessary prescriptive language in order to streamline processes and mitigate lengthy permitting delays. The following table outlines the updated requirements within the proposed Bylaw amendments:

Description	Application Fee	Permit Fee	Arborist Report	Cash-in-Lieu
Protected tree in imminent failure, dead, dying, damaged, diseased, or in decline beyond expectations of recovery	X	X	X	X
Protected tree within building envelope or driveway location or septic field conflicts	√	√	X	√
Protected tree inappropriate for their species, size, or location	√	√	√	√
Protected tree unlawfully cut, removed, or damaged	√	√	X	√

If the proposed bylaw amendments are adopted by Council, applicants with existing in-stream applications will have the option of proceeding under the requirements at the time of application or under the requirements of the amended Bylaw.

Environmental Implications:

Trees are increasingly being recognized for their role in regulating the climate as well as their benefits to physical and mental well-being. Funds from the proposed cash-in-lieu option support multiple Township plans and strategies including the Sustainability Charter and will be used to expand the tree canopy. Tree planting will occur in public places such as conservation areas, parks, and around new facilities promoting the environmental goals of reducing air pollution, promoting stewardship, and enhancing our environment.

Financial Implications:

The proposed changes to the Bylaw have the intent of continuing to protect healthy trees in the Township while reducing administrative tasks. With the removal of unnecessary prescriptive language and other modifications, as directed by Council, staff can focus on the processing of tree permits, reducing the backlog of applications, and completing other Urban Forestry programs and initiatives which have been impacted due to the staff resources required to process tree removal applications.

Respectfully submitted,

Roeland Zwaag
DIRECTOR, PUBLIC WORKS
for
ENGINEERING DIVISION

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

TREE PROTECTION BYLAW 2019 NO. 5478

AMENDMENT BYLAW NO. 5838

EXPLANATORY NOTE

Bylaw No. 5838 amends Tree Protection Bylaw No. 5478 by providing for exemptions within building envelopes, driveway locations, for dead and dying trees, removing the requirement for replacement trees by providing provisions for cash-in-lieu, and removing the requirement to demonstrate undue hardship.

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

TREE PROTECTION BYLAW 2019 NO. 5478

AMENDMENT BYLAW NO. 5838

The Municipal Council of the Corporation of the Township of Langley, in Open Meeting Assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "Tree Protection Bylaw 2019 No. 5478 Amendment Bylaw No. 5838".

2. The "Tree Protection Bylaw 2019 No. 5478" as amended is further amended by:

   A. Amending Definitions in Section 2 as follows:
      a) In the definition of "Arborist Report", deleting from b) after the words "or *protected trees.*" the words "*Protected trees* are only approved for removal if they are dead, dying, damaged, diseased or in decline beyond expectations of recovery, in *imminent failure*, or have unresolvable conflicts with building or utilities"
      b) Amending the Definition of "Critical Root Zone" by replacing the number "8" with the number "6".
      c) Deleting the definition of "General Manager" in its entirety.
      d) Replacing the definition of "Hedge" with the following:
      "Hedge" means a row of three or more *protected trees*, where the distance between the outside of one trunk and the next is 2 metres or less adjacent to the next tree, that are pruned and maintained for the purpose of forming a continuous dense screen for privacy, fencing and/or boundary definition that is no more than 10 metres in height.
      e) Amending the definition of "Municipality" by adding after the words "Township of Langley" the words "including its staff authorized by Council to carry out the powers and duties outlined in this Bylaw."
      f) Amending the definition of "Protected Tree" by
         i) deleting 'c) a specimen tree;'
         ii) renumbering subsequent clauses d) and e) to c) and d)
         iii) adding to the newly numbered clause c) after the words "ii. osprey", the words "iii. pileated woodpecker;" and renumbering subsequent clauses "iii. and iv." to "iv. and v."
      g) Deleting the definition of "Replacement Tree" in its entirety.
      h) Deleting the definition of "Specimen Tree" in its entirety.
      i) Amending the definition of "Tree Protection Barrier" by replacing the words "Schedule "B"" at the end of the definition with "Schedule "A"".
      j) Deleting the definition of "Undue Hardship" in its entirety.

   B. Throughout the document replacing the words "General Manager" or "General Manager, or his or her duly authorized representative" with the words "Municipality".

   C. In Section 5.1, deleting the last sentence "Without limiting the generality of the foregoing; this section includes *replacement trees.*"

D. In Section 5.3 by adding the words after the words “in Section 6”, the words “and Section 8”.

E. In Section 5.4, deleting sections 5.4 a), c) and d), renumbering existing section 5.4 b to 5.4 a), and 5.4 e) to 5.4 b), and adding new sections c), d), e), f) and g) as follows:

c) Where the *Owner* submits an application for tree removal supported by photographic evidence that the tree(s) are dead, dying, damaged, diseased or in decline beyond expectations of recovery;

d) Where the *Owner* submits an application for tree removal for a *protected tree* in *imminent failure;*

e) Where the *Owner* submits an application for tree removal related to a building permit application permitted by Zoning Bylaw 1987 No 2500 as amended or replaced from time to time, or amended by an approved Board of Variance application, and where the building envelope or septic field layout, location, or shape will impact the viability of the *protected tree*;

f) Where the *Owner* submits an application for tree removal related to a driveway application permitted by the Highway and Traffic Bylaw 2020 No 4758, as amended or replaced from time to time, where the driveway layout, location, or shape will impact the viability of the *protected tree*; or

g) Where the *protected tree*, by virtue of its size and species, is inappropriate for its location, supported by an *Arborist report* which documents the reasons that the protected tree, by virtue of its size, species, and location is inappropriate, all to the satisfaction of the *Municipality*.

F. By deleting Section 5.5 in its entirety.

G. In Section 6.1 f) add the word *“tree”* after the word “the” at the beginning of the section.

H. In Section 7.3 deleting the words “no less than 72 hours prior to and”.

I. Replacing Section 8.1 in its entirety with the following:

8.1 Every application for a *permit* shall be made in writing to the *Municipality* and shall include:

a) a non-refundable application fee in the amount set in the Fees and Charges Bylaw 2007 No. 4616, as amended or replaced from time to time;

b) a tree cutting plan drawn to approximate scale identifying:

A. the boundaries of the subject *parcel*;

B. any abutting streets, lanes or public access rights of way;

C. the location of existing buildings and structures;

D. the location, species and *dbh* of those *protected trees* proposed to be *cut or removed*;

E. the location, species and *dbh* of those *protected trees* proposed to be retained and protected; and

F. the location of significant topographic and hydrographic features and other pertinent site information;

c) the street location and legal description;

d) the consent in writing of the registered owner of the property, if different from the applicant, authorizing the applicant to act as the owner's agent;

e) the methods proposed for control of drainage and erosion impacts during and after the *protected tree cutting or removal*;

f) the proposed methods for disposal of wood waste and other debris;

g) the proposed methods of noise and dust control during the *protected tree cutting or removal* operation;

h) the proposed completion dates for *protected tree cutting or removal*;

i) the following documents, plans and information relating to the proposed cutting *or removal* of a *protected tree*:

i In *imminent failure,* dead, dying, damaged, diseased, or in decline beyond expectations of recovery:

A. photographic evidence*;*

ii *inappropriate* for its species, size, or location:

A. an *Arborist report*;

j) Upon submission and review of any application that requires an *Arborist report,* the *Municipality* may ask for further and specific information as deemed necessary and at their sole discretion, in order to evaluate the *Arborist Report* and/or the rationale for proposed removal of any *protected tree* or *protected trees* for its species, size and location*;* and

k) the *Municipality* may also request, as applicable:

i a *report* prepared by a professional engineer, professional biologist or certified arborist with experience in, as the circumstances require, geotechnical engineering, hydrology or tree management, certifying that the proposed *cutting or removal* of the *protected tree* will not create an adverse impact including flooding, erosion, land slip or contamination of a *stream*;

ii *where* the site of the tree *cutting or removal* is on a *parcel* adjacent to or containing any part of a *stream*, a survey plan prepared by a BC Land Surveyor or professional engineer showing the top-of-bank of such *stream*; and

iii any applicable Federal or Provincial submissions for approvals, including a Bird Nesting Survey if removing a *protected tree* between March 15 and August 31 as per the Wildlife Act (British Columbia) and its regulations.

J. In Section 9 by:

a) Replacing Section 9.1 in its entirety with the following:
9.1 As a condition of issuing a *permit* issued under Sections 5.4 e), and f) of this bylaw, it is required that a cash-in-lieu payment, as outlined in Fees and Charges Bylaw 2007 No 4616 as amended or replaced from time to time, shall be paid to the *Municipality* to fulfil the replacement tree requirement at a future date on a Municipally owned property, in a location

designated by the Municipality. The number of replacement trees to be provided by cash-in-lieu shall be as follows:

a) *Protected trees* with a *dbh* of between 20 and 30 centimetres is 1 to 1; and
b) *Protected trees* with a *dbh* of between 31 centimetres or greater is 2 to 1.
If a *protected tree* or *protected trees* located on any *parcel* from part of a *hedge*, the *Municipality* may require that less than one replacement tree be provided for each *protected tree* that is cut.

b) Deleting Sections 9.2 through 9.7 in their entirety

K. In Section 12.1 by deleting the words “and replacement”.

L. In Section 13.1 c) by replacing the words “Schedule “B”” with the words “Schedule “A””.

M. In Section 14.2
   a) by adding to the end of 14.2 a), after the words ‘or a building permit;” the word “or”
   b) by deleting b) “when *replacement trees* have been planted as required by this bylaw; or”
   c) by renumbering existing section c) to b).

N. By deleting Section 14.4 in its entirety.

O. In Section 15.1 replacing the words “Schedule “C” with the words “Schedule B”.

P. In Section 19.2, after the words “by this bylaw”, by deleting the words “or more than one (1) *protected tree* is not replaced or maintained in accordance with a *permit* issued under this bylaw,”.

Q. By adding the following words in Section 19.7, after the words “of such requirement from *Municipality,* shall” the words “provide a cash-in-lieu payment as outlined in Fees and Charges Bylaw 2007 No. 4616 as amended or replaced from time to time, for a minimum of four (4) trees for each *protected tree* unlawfully cut, removed, or damaged, or other such number of trees as determined by the *Municipality.*

R. By deleting Section 19.7 a) and b) in their entirety.

S. By deleting Schedule A to Bylaw No. 5478 in its entirety

T. By renaming “Schedule B to Bylaw No. 5478” to “Schedule A to Bylaw No. 5478” and adding the following after the words “8. Retained trees to be watered to ensure tree health.”
   “9. Where the critical root zone of a tree is within 4m from any excavation, demolition, construction, fill, or engineering works proposed on a lot, the Owner shall install a tree protection barrier around the critical root zone.
   10. Where the critical root zone of a tree on an adjacent lot is within 4m from any excavation, demolition, construction, fill, or engineering works proposed on a

lot, the Owner shall install a tree protection barrier around the critical root zone to the property line of the Owner's lot."

U. By renaming "Schedule C to Bylaw No. 5478" to "Schedule B to Bylaw No. 5478".

READ A FIRST TIME the	day of	, 2023
READ A SECOND TIME the	day of	, 2023
READ A THIRD TIME the	day of	, 2023
ADOPTED the	day of	, 2023

_____ Mayor _____ Township Clerk

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

FEES AND CHARGES BYLAW 2007 NO. 4616

AMENDMENT BYLAW NO. 5841

EXPLANATORY NOTE

Bylaw No. 5841 amends Fees and Charges Bylaw 2007 No. 4616 by amending Section 15 Tree Protection to provide no fee or cash-in-lieu requirements for trees in imminent failure, dead, dying, diseased or in decline beyond expectations of recovery, to specify cash-in-lieu requirements for replacement trees, and to remove the requirement for security deposits for replacement trees.

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

FEES AND CHARGES BYLAW 2007 NO. 4616

AMENDMENT BYLAW NO. 5841

The Municipal Council of the Corporation of the Township of Langley, in Open Meeting Assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "Fees and Charges Bylaw 2007 No. 4616 Amendment Bylaw No. 5841".

2. The "Fees and Charges Bylaw 2007 No. 4616" as amended is further amended by:

   A. Replacing the table in Schedule 15. Tree Protection with the following:

TREE PROTECTION Fee Type	**Description**	**Fees & Charges without tax**
Tree Protection Application Fee	Protected tree cut or remove application fee (non-refundable)	$150.00
Tree Protection Application Fee to cut or remove a protected tree in imminent failure or a tree that is dead, dying, damaged, diseased or in decline beyond expectations of recovery	Protected tree in imminent failure, dead, dying, damaged, diseased, or in decline beyond expectations of recovery	No Fee
Cash-In-Lieu Fee for removed trees (per tree)	Imminent Failure	No Fee
	Dead, Dying, Damaged, Diseased, In Decline Beyond Expectations of Recovery	No Fee
	Building Envelope, Driveway or Septic Field Conflicts, trees that are inappropriate for their species, size or location, or protected trees removed without a permit	$500
	Hedges	to be determined by Municipality
Permit to cut or remove protected tree(s)	Protected tree cut or remove fee (per tree).	$100.00
Permit to cut or remove protected tree in imminent failure or a tree that is dead, dying, damaged, diseased or in decline beyond expectations of recovery	Protected tree cut or remove fee (per tree).	No Fee
Renewal, extension or modification of an issued permit	Protected tree cut or remove permit renewal, extension or modification fee (per tree)	$100.00
Re-Inspection Fee	Re-Inspection Fee for bylaw compliance (each occurrence)	$160.00

READ A FIRST TIME the	day of	, 2023
READ A SECOND TIME the	day of	, 2023
READ A THIRD TIME the	day of	, 2023
ADOPTED the	day of	, 2023

_____ Mayor _____ Township Clerk

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

BYLAW NOTICE ENFORCEMENT BYLAW 2008 NO. 4703

AMENDMENT BYLAW NO. 5842

EXPLANATORY NOTE

Bylaw No. 5842 updates the Bylaw Notice Enforcement Bylaw 2008 No. 4703 to update provisions relating to the amended Tree Protection Bylaw 2019 No. 5478.

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

BYLAW NOTICE ENFORCEMENT BYLAW 2008 NO. 4703

AMENDMENT BYLAW NO. 5842

The Municipal Council of the Corporation of the Township of Langley, in Open Meeting Assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Bylaw Notice Enforcement Bylaw 2008 No. 4703 Amendment Bylaw No. 5842”.

2. The “Bylaw Notice Enforcement Bylaw 2008 No. 4703” as amended is further amended by:

   A. Amending the Township of Langley Tree Protection Bylaw 2019 No. 5478 table on page 55 as follows:
      a. Deleting the words ‘for 72 hours’ in the fourth bullet; and
      b. Deleting the fifth bullet in its entirety for the Offence, Bylaw Section and Fine, for “Failure to plant and maintain protected trees in accordance with sound horticultural and arboricultural practices 9.2 $500”.

READ A FIRST TIME the	day of	, 2023
READ A SECOND TIME the	day of	, 2023
READ A THIRD TIME the	day of	, 2023
ADOPTED the	day of	, 2023

_____ Mayor _____ Township Clerk

Township of Langley
Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	FEBRUARY 13, 2023 - REGULAR MEETING	**REPORT:**	23-24
FROM:	COMMUNITY DEVELOPMENT DIVISION	**FILE:**	BA000021
SUBJECT:	INITIAL DEVELOPMENT APPLICATION PROCEDURE IMPROVEMENTS		

RECOMMENDATIONS:

That Council give first, second and third reading to Development Application Procedures Bylaw No. 5760, Subdivision and Development Servicing Bylaw 2019 No. 5382 and Development Permit Delegation Bylaw 2016 No. 5246 Amendment Bylaw No. 5839; and

That Council adopt the Development Application Procedures Council Policy presented as Attachment A to this report.

EXECUTIVE SUMMARY:

Based on Council's direction at the December 5, 2022 Regular Meeting, this report brings forward amendments to the Township's Development Application Procedures Bylaw, Subdivision and Development Servicing Bylaw and Development Permit Delegation Bylaw as well as an accompanying Policy to implement initial development application procedure improvements.

PURPOSE:

This report provides information and recommendations to amend and update development application procedures pursuant to Council direction.

BACKGROUND/HISTORY:

Based on Council direction, this report brings forward for Council's consideration proposed bylaw amendments and accompanying Policy with staff comments pursuant to the December 5, 2022 resolution.

DISCUSSION/ANALYSIS:

The following table provides the December 5, 2022 resolution components with associated staff comment. Specific comment on how the item is achieved is provided in relation to proposed Bylaw No. 5839, which advances amendments to the Township's Development Application Procedures Bylaw, Subdivision and Development Servicing Bylaw and Development Permit Delegation Bylaw respectively, as well as a new accompanying Policy.

Item A. Prepare and report to Council with draft amendments to the Development Application Procedures Bylaw with new, explicit and clearly outlined minimal development application processes and requirements that:	**Staff Comment**
1. includes a replacement of Section 4.2, removing delegation of sole authority over the application requirements process to the General Manager, replaced with specific provisions as outlined therein and by new Council Policy only as amended by Council when needed, from time to time;	▪ Bylaw 5839 Sec. 2 (1) provides the amendment ▪ Proposed Policy Schedule A provides amended application requirements
2. do not extend beyond high-level conceptual site planning with only the minimum required of Applicants for public input and Council consideration confirming basic road access and parking, building location(s), site surveys and significant tree schedules;	▪ Proposed Policy Schedule A provides amended application requirements ▪ Proposed Policy Sec. 4.2 provides intent
3. eliminates any and all requirements and review of detailed landscape plans, bonding requirements, integrated site design concepts and any other detailed site servicing engineering or other requirements outlined within the Administration Zoning Bylaw that can be deferred until Final Adoption and/or Building Permit(s), as applicable, within substantial compliance of Council approvals in principle;	▪ Bylaw 5839 Sec. 3 (2) eliminates the ISDC as an application requirement ▪ Bylaw 5839 Sec. 3 (1) amends the ISDC requirement to after approval in principle ▪ Proposed Policy Schedule A provides amended application requirements including Required Items Details I – 'Conceptual landscape layout and materials' ▪ Subdivision and Development Servicing Bylaw No. 5382 outlines off-site servicing details (and bonding) for Council endorsed development prerequisites post Council approval in principle (third reading) and Building Permit stage
4. only require simple elevation(s) with the minimum of 3D rendering(s) required to outline for the public and Council the intended general appearance of structure(s) for a Development Permit;	▪ Proposed Policy Schedule A provides amended application requirements including Required Items Details H – 'Minimum of representative elevation(s) and 3D rendering(s) required to outline for

	the public and Council the intended general appearance of structure(s) for a Development Permit'
5. no longer require the Integrated Site Design Concept (ISDC) until after an approval in principle and the commencement of preparations for construction; and confirm that it no longer need be signed by consultants;	▪ Bylaw 5839 Sec. 3 (1) amends the ISDC requirement to after approval in principle (third reading) and removes the requirement to be signed by consultants
6. requires Signage to be erected within 30 days of an accepted Application and removed from the subject property within 30 days of an approval in principle, not "finalization";	▪ Bylaw 5839 Sec. 2 (4) provides the amendment
7. explicitly eliminates referrals of development applications to any and all external entities or other organizations unless otherwise specifically required by Provincial or Federal legislation; and that all application items that can be legally determined by the Township of Langley to be from hereon so locally adjudicated;	▪ Bylaw 5839 Sec. 2 (2) and (3) provides the amendment
8. may include other amendments and reforms as suggested by staff to achieve Council consideration of all Applications subject to Part 3 with significantly reduced, minimal processing timelines for the benefit of the public interest, staff, development industry consultants and the reduction of any unnecessary financial burden to Applicants resulting from lengthy processing delays.	▪ Ongoing considerations especially in light of Item E.1 (Provincial or Federal jurisdiction)
Item B: Create a new Council Policy (or Policies) referenced within the Development Application Procedures Bylaw that:	**Staff Comment**
1. outlines the streamlined requirements for reports to Council for development Applications with standardized reporting requirements to be amended by Council when needed, from time to time;	▪ Proposed Policy Schedule B provides a template based on a land use model that can be amended by Council when needed
2. includes a required notification to Council of all new development Applications within two weeks of receipt by Development Services, with summaries of the application along with any requested bylaw amendments or variances and other important considerations for Council to be aware of, maximizing online options and opportunities to satisfy this requirement with minimal additional overhead to staff.	▪ Proposed Policy Sec. 6.1 provides the Policy language ▪ Information Technology (IT) staff are actively working to build automated notifications ▪ As an interim option staff can forward all new development Applications within two weeks of receipt via Council Distribution

Item C: Prepare and report to Council with draft amendments to the Development Permit Delegation Bylaw to:	**Staff Comment**
1. delegate approval authority to staff for Development Permits for industrial properties within Gloucester Industrial Estates, the Aldergrove Community Plan and the Rural Community Plan;	▪ Bylaw 5839 Sec. 4 (1) (c) provides the amendment
2. delegate approval authority to staff for Development Permits for residential developments without commercial or industrial components and residential densities of less than 25 Units Per Acre, or the functional ratio-based equivalent, with an appropriate notification to Council prior to its issuance.	▪ Bylaw 5839 Sec. 4 (1) (b) provides the amendment ▪ Proposed Policy Sec. 6.2 provides for Council notification
3. Amendment: That item C.3 be added that states that when three or more Council members flag an application early in the process, that it is to be approved by Council at a regular Council meeting.	▪ Bylaw 5839 Sec. 4 (2) provides the amendment ▪ Bylaw 5839 Sec. 4. (3) is amended to four days at the request of Legislative Services
Item D (unlabeled): That Council hereby directs staff to report to Council with the projected timeliness, additional funding, draft bylaw amendments or new Council Policies as they may be required:	**Staff Comment**
1. to confirm Council's commitment to public access to all public development application documents for its consideration within three weeks of an accepted Application, well before Council consideration is contemplated;	▪ IT staff are recommending the purchase of an additional module for the Township's existing property management system designed for presenting public development application documents to the public for a cost of $31,000
2. to provide for automated public notification of new development Applications for those members of the public that desire to be so notified;	▪ IT staff are actively working on appropriate tools for automated public notification of new development applications
3. to implement more effective and meaningful online public access to public development Application information and revisions from initial Application to finalization;	▪ IT staff are recommending the use of the same module recommended in D.1 for more effective and meaningful online public access to public development application information
4. to implement more effective ongoing public consultation and feedback mechanisms to Council and staff separate from emails, in-person information meetings, targeted referrals, or public hearings later on in the Council consideration and approval	▪ Staff are working with IT, Communications, and other internal departments on identifying additional feedback mechanisms

process;	
5. for staff to simultaneously suggest any additional recommendations for Council to consider that improve and streamline public consultation to more effectively address items of the public interest or an affected interest in property in a timely fashion earlier in the Application review process.	▪ Staff, IT, Communications, and other internal departments will develop further recommendations for long term engagement and communication options in consideration of Items D. 1-4
Item E (unlabeled): That Council hereby directs staff to separately report to Council with summaries, on a priority basis as soon as practical, on:	**Staff Comment**
1. any and all items of a minor or major nature considered to be within Provincial or Federal jurisdiction that are delaying or otherwise complicating or delaying staff processing, Council consideration and commencement of construction of residential housing developments.	▪ Staff will provide a separate Report to Council pertaining to this item

Policy Considerations:

The proposed bylaw amendments and associated Policy support sustainability goals to 'build corporate and community capacity' and 'develop livable and vibrant communities.' The proposed amendments leverage interdepartmental strengths to provide additional and timely information to Council and the public as well as explore additional opportunities for improvement.

Respectfully submitted,

Stephen Richardson
DIRECTOR, DEVELOPMENT SERVICES
for
COMMUNITY DEVELOPMENT DIVISION

ATTACHMENT A Development Application Procedures Council Policy

Township of Langley
Est. 1873

ATTACHMENT A

COUNCIL POLICY

Subject: Development Application Procedures

Policy No: 07-xxx
Approved by Council:
Revised by Council:

1. Purpose

1.1 To provide administrative guidelines for Development Application Procedures.

1.2 This policy is intended to guide applicants and Township staff as part of the application process but it is not intended to fetter Council's discretion when dealing with individual applications, each of which will be evaluated on its own merits.

2. Background

2.1 N/A

3. Related Bylaws

3.1 Development Application Procedures Bylaw No. 5760, Subdivision and Development Servicing Bylaw 2019 No. 5382 and Development Permit Delegation Bylaw 2016 No. 5246.

4. Development Application Requirements

4.1 Schedule A outlines the applicable forms for applications (referenced in Sec. 4.2 of Development Application Procedures Bylaw No. 5760) including determining all necessary supporting documentation and attachments.

4.2 Site Plan information (Schedule A – Required Items Details G Rezoning) not to extend beyond high-level conceptual site planning with only the minimum required of applicants for public input and Council consideration confirming basic road access and parking, building location(s), site surveys and significant tree schedules.

4.3 Landscape Plan(s) information (Schedule A – Required Items Details I Landscape Plan(s)) is to provide basic conceptual information demonstrating Zoning Bylaw compliance with detailed design after Council consideration and approval in principle meaning third reading of a rezoning bylaw.

5. Reporting Requirements

5.1 Schedule B outlines a landuse model template Report to Council information content referenced in Part 6 – Review by the Community Development Division of Development Application Procedures Bylaw No. 5760.

6. Council Notification

6.1 Council shall be notified of all new development applications with summaries of the application along with any requested bylaw amendments or variances and other important considerations for Council to be aware of.

6.2 Council shall be notified of all development permit issuance.

DEVELOPMENT APPLICATION REQUIREMENTS

SCHEDULE A

Items listed are required at application submission. Missing items will result in refusal of the application. Additional information may be required after application submission, to facilitate further processing of the application.

ALL REPORTS AND DRAWINGS MUST BE LEGIBLE

	APPLICATION TYPE	REQUIRED ITEMS *(see reverse for details)*
1.	Agricultural Land Commission - see application requirements on ALC website (alc.gov.bc.ca)	
	• Non-Farm Use, Subdivision	C
2.	Development Permit	
	• Residential (single family)	A,B,C,J,Q,R
	• Commercial, Industrial, Institutional, Multi-Family Residential	A,B,C,D,E,F,G,H,I,J,Q,R
	• GHG	A,B,C,J,K
	• Streamside	A,B,C,H,J,N,Q
3.	Development Variance Permit	A,B,C,G,J
4.	Official Community Plan, Community Plan, or Neighbourhood Plan Amendment	A,B,C,J
5.	Zoning Bylaw Amendment	A,B,C,J
6.	Rezoning	
	• Industrial, Commercial, Institutional, Multi-Family Residential	A,B,C,D,E,F,G,H,J,Q,R
	• Residential - Non-ALR 5 Lots or under	A,B,C,D,F,G,J ,Q,R,
	• Residential - Non-ALR over 5 Lots	A,B,C,D,E,F,G,J,Q,R,
	• Within the Agricultural Land Reserve	A,B,C,G,J,L,Q,R
7.	Subdivision	
	• Within the Agricultural Land Reserve	A,B,C,G,L,Q,R
	• Non-ALR 5 Lots or under	A,B,C,D,F,G,Q,R
	• Non-ALR over 5 Lots	A,B,C,D,E,F,G,Q,R
	• Strata Conversion	A,B,C,G,J,Q,R
8.	Temporary Use Permit	A,B,C,D,E,F,G,H,I,J,R,Q
9.	Telecommunications Tower	A,B,C,J,O,P
10.	Liquor Licence or Cannabis Retail Endorsement	A,B,C,G,J,M
11.	Heritage Revitalization Agreement or Heritage Alteration Permit	A,B,C,D,E,F,G,H,I,J,Q,R
12.	Land Use Contract Amendment/Discharge	A,B,C,J,Q

Applicant Name: _____

Applicant Signature: _____ Date: _____

TOL Use Only

Received by: _____ Date: _____

Township of Langley Est. 1873

REQUIRED ITEMS DETAILS

Important Note: Hard copies requested below are in addition to digital copies required to be submitted through the Development Application Submission Portal: tol.ca/developmentapplication

Unless otherwise noted, required documents must be **no older than 6 months**.

Please deliver physical submissions to the second level drop box at the Township Civic Facility (20338 65 Avenue).

A.	**Fully completed Development Application Form** • Including signatures of authorization by all property owners.
B.	**Title Search** • No older than 30 days. • If property is owned by a company, include a BC Company Summary search (available from the Land Title Office); and a letter on company letterhead to confirm the applicant's authority to sign on the company's behalf.
C.	**Application Fee**
D.	**Tree Survey** • Must be prepared and sealed by a registered BC Land Surveyor. • 1:500 (or suitable) scale of the development application site, showing the surveyed locations of all significant trees on the development site. • Significant trees must be labeled with their tag number, spot elevation at the base of the tree, and common and scientific names. • Background information to be shown on the tree survey includes all existing lot lines, rights of way, easements, watercourses, top of bank, and covenant areas.
E.	**Tree Evaluation Report** • Must be prepared by an arborist or landscape architect. • Significant trees are to be identified by their tag number, described in detail, and assessed for overall health. • Recommendations are made by the arborist as to the suitability of each tree for retention.
F.	**Fully completed Tree Summary Schedule** • To be completed by an arborist or landscape architect.
G.	**Site Plan** • One (1) copy drawn to scale in metric & one (1) copy 11x17.
H.	**Building Elevation(s)** • One (1) copy drawn to scale in metric & one (1) copy 11x17. • Minimum of representative elevation(s) and 3D rendering(s) required to outline for the public and Council the intended general appearance of structure(s) for a Development Permit
I.	**Landscape Plan(s)** • Conceptual landscape layout and materials • Two (2) copies, drawn to scale in metric & one (1) copy 11x17.
J.	**Letter of Intent detailing the proposal** • For commercial / industrial / institutional development permit applications indicate the name / type of business and number of employees. • For liquor applications, include the existing (if applicable) and proposed hours of operation and occupant load(s).
K.	**GHG Report prepared by qualified professional**
L.	**Agricultural Land Commission approval letter**
M.	**Provincial Liquor & Cannabis Regulation Branch application** • Including all supporting documentation required through LCRB, and a detailed floor plan.
N.	**Report prepared by Qualified Environmental Professional** • Two (2) copies.
O.	**Tower Design Plans**
P.	**Copies of returned co-location offer letters**
Q.	**Site Disclosure Statement** (provincial requirement) - Forms and information can be found HERE.
R.	**Familiarize yourself** with the BC Archaeology Branch Property Owner Brochure found HERE.

AFTER REVIEW, INSERT INITIAL IN APPROPRIATE COLUMN; CLERK'S OFFICE REQUIRES REPORT AND ATTACHMENTS | BUDGET FUNDS: YES/NO | FINANCE INITIAL: | AUTHOR | MGR | DIR | DCL | ADM

SCHEDULE B

Township of Langley
Est. 1873

REPORT TO
MAYOR AND COUNCIL

PRESENTED: DATE – REGULAR MEETING
FROM: COMMUNITY DEVELOPMENT DIVISION
SUBJECT: xx FOLDER NUMBER(S) xx
(xx PROJECT NAME xx / xx ADDRESSES xx)

REPORT: 23-
FILE: xx-xx-xxxx

PROPOSAL:

RECOMMENDATION SUMMARY:

RATIONALE:

RECOMMENDATIONS:

EXECUTIVE SUMMARY:

PURPOSE:

REFERENCE:

BACKGROUND/HISTORY:

DISCUSSION/ANALYSIS:

Adjacent Uses:

Community / Neighbourhood Plan Amendment:

Zoning Amendment:

Development Permit:

Community Amenity Contributions:

Tree Protection / Replacement:

Policy Considerations:

Respectfully submitted,

Name of Author
TITLE OF AUTHOR
for
NAME OF DIVISION

ATTACHMENT A	Aerial Context Map
ATTACHMENT B	Community Plan Map
ATTACHMENT C	Neighbourhood Plan Map
ATTACHMENT D	Zoning Bylaw No. 2500 Map
ATTACHMENT E	Renderings Submitted by Applicant

ATTACHMENT F	Site Plan Submitted by Applicant
ATTACHMENT G	Development Permit

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 5760, SUBDIVISION AND DEVELOPMENT SERVICING BYLAW 2019 NO. 5382 AND DEVELOPMENT PERMIT DELEGATION BYLAW 2016 NO. 5246 AMENDMENT BYLAW NO. 5839

EXPLANATORY NOTE

Bylaw No. 5839 amends Development Application Procedures Bylaw No. 5760, Subdivision and Development Servicing Bylaw 2019 No. 5382, and Development Permit Delegation Bylaw 2016 No. 5246 to streamline the development application review and approval process.

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 5760,
SUBDIVISION AND DEVELOPMENT SERVICING BYLAW 2019 NO. 5382 AND
DEVELOPMENT PERMIT DELEGATION BYLAW 2016 NO. 5246
AMENDMENT BYLAW NO. 5839

The Municipal Council of the Corporation of the Township of Langley, in Open Meeting Assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "Township of Langley Development Application Procedures Bylaw No. 5760, Subdivision and Development Servicing Bylaw 2019 No. 5382, and Development Permit Delegation Bylaw 2016 No. 5246 Amendment Bylaw No. 5839".

2. The "Development Application Procedures Bylaw No. 5760" as amended is further amended by:

   (1) Amending Section 4.2 to read as follows: "Council Policy outlines the applicable forms for applications listed under Part 3, including determining all necessary supporting documentation and attachments, reporting requirements and Council application notification"
   (2) Amending Section 6.1 (a) to read as follows: "forward the application to other departments in the Township and to outside agencies for advice and recommendations as required by Provincial or Federal legislation"
   (3) Amending Section 6.2 to read: "Upon receipt of an application submitted in accordance with Sections 3.2 (b) or 3.3, forward the application to other departments in the Township and to outside agencies for advice and recommendations as required by Provincial or Federal legislation"
   (4) Amending Section 8.6 by inserting "(a) erected within 30 days of an accepted Application; and not less than;"
   (5) Amending Section 8.6 (e) to read "(f) removed from the subject property within 30 days of an approval in principle meaning third reading of a rezoning bylaw"

3. The "Subdivision and Development Servicing Bylaw 2019 No. 5382" as amended is further amended by:

   (1) Amending Schedule I 1. Definitions to read:

   "Integrated Site Design Concept" (ISDC) means a plan prepared by an Architect, Engineer, Landscape Architect or Planner, registered with the applicable provincial professional organization. The scale of the plan must match the scale of the Tree Survey. The primary purpose of the ISDC is to integrate Significant Trees deemed suitable for retention, as identified in a Tree Survey and Tree Evaluation Report, into an applicant's preliminary site Development plans. The ISDC must show existing topographic elevations, the location of significant trees to be removed and retained, proposed conceptual elevations of major development components, proposed (ultimate) site grading within 10 metres of all proposed retained trees, the proposed location of all underground servicing

mainlines, the proposed location of buildings, driveways, roadways, landscaped areas and detention/siltation ponds with required grade changes. The siting of all development related components must utilize techniques designed to maximize the retention, long term health and survival of Significant Trees identified for retention. An ISDC is only required after an approval in principle meaning third reading of a rezoning bylaw application or prior to development related permit approval.

(2) Deleting Schedule I Section 6.1 a)

4. The "Development Permit Delegation Bylaw 2016 No. 5246" is further amended by:

(1) Amending Section 3.1 (3) to read as follows: "issue a Specified Development Permit for the following types of development in a CIMR Development Permit Area or in an Intensive Residential Development Permit Area for:

a. building improvements with a construction value which is equal to or less than $500,000;
b. residential developments without commercial or industrial components with a density equal to or less than 25 units per acre or 1.2 Floor Space Ratio;
c. industrial developments within the Gloucester, Aldergrove, and Rural Community Plan areas as defined in Langley Official Community Plan Bylaw 1979 No. 1842; and
d. free-standing signs."

(2) Adding Section 3.4 to read:

Where a minimum of three members of Council provide written indication to the Township Clerk within 14 days of an accepted application that an application pursuant to Sec. 3.1 (3) b) and c) should have Council consideration, the application shall be forwarded to Council for consideration.

(3) Amending Section 4.4 to read:

At least 4 days before the Reconsideration Meeting, the Delegated Official named in the Request for Reconsideration shall provide Council with a report setting out, at the level of detail the Delegated Official considers appropriate, the rationale for their decision.

READ A FIRST TIME the	day of	, 2023
READ A SECOND TIME the	day of	, 2023
READ A THIRD TIME the	day of	, 2023
ADOPTED the	day of	, 2023

_____ Mayor _____ Township Clerk

Township of Langley

Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	FEBRUARY 13, 2023 - REGULAR MEETING	**REPORT:**	23-18
FROM:	PROTECTIVE SERVICES DIVISION	**FILE:**	7130-01
SUBJECT:	TOWNSHIP OF LANGLEY EMERGENCY PROGRAM BYLAW UPDATE		

RECOMMENDATION:

That Council give first, second and third reading to "The Township of Langley Emergency Program Bylaw No. 5845".

PURPOSE:

To repeal "Township of Langley Emergency Program Bylaw 2009 No. 4748" and adopt "The Township of Langley Emergency Program Bylaw No. 5845".

DISCUSSION/ANALYSIS:

A bylaw update is needed to reflect the revised regulatory structure to reference the Township of Langley independently and remove references to other parties.

Due to the number of amendments required, it was determined to be clearer to repeal the existing bylaw and adopt a new bylaw.

Respectfully submitted,

Bruce Ferguson
ACTING FIRE CHIEF
for
PROTECTIVE SERVICES - FIRE

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

TOWNSHIP OF LANGLEY EMERGENCY PROGRAM BYLAW NO. 5845

EXPLANATORY NOTE

Bylaw No. 5845 updates the Township of Langley Emergency Program to allow Council to prepare or cause to be prepared, local emergency plans respecting preparation for response to and recovery from emergencies and disaster, pursuant to the Provincial legislation.

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

TOWNSHIP OF LANGLEY EMERGENCY PROGRAM BYLAW NO. 5845

PART 1 – TITLE

SECTION 1 – TITLE

1. This Bylaw may be cited for all purposes as "The Township of Langley Emergency Program Bylaw No. 5845".

PART 2 – LANGLEY EMERGENCY PROGRAM

SECTION 2 – INTERPRETATION

2.1 In this bylaw unless the context requires otherwise:

a) "Act" means the Emergency Program Act, R.S.B.C. 1996, chapter 111 as amended from time to time.

b) "Administrator" means the Chief Administrative Officer of the Township and his or her designate.

c) "Building" means any structure used or intended for supporting or sheltering any use or occupancy;

d) "Charter" means the Community Charter, *S.B.C. 2003, c. 26* as amended from time to time.

e) "Council" means the Council for the Township;

f) "Declaration" refers to a Declaration of a State of Local Emergency and means a resolution of the Council or an Order by the Mayor that an Emergency or Disaster exists or is imminent, pursuant to Section 12(1) of the Emergency Program Act, R.S.B.C. 1996 Chapter 111;

g) "Director" means the person who is responsible for the implementation of the Emergency plan and for operation of the Emergency Operations Centre (EOC) in times of a Disaster or an Emergency, including but not limited to the Administrator.

h) "Disaster" means a calamity that:

i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and

ii) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property or the environment;

i) “Emergency” means a present or imminent event or circumstance that:

   i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and

   ii) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property, and the environment;

j) “Emergency Management” means an organized strategy and program based on the principles of preparedness, mitigation, response and recovery;

k) “Emergency Management BC (EMBC)” means the provincial agency responsible for carrying out the powers and duties vested in it by the Act and the Minister responsible for EMBC.

l) “Emergency Operations Centre (EOC)” means a centralized facility or location where designated staff members gather to facilitate coordinated activities to respond to or recover from a Disaster or an Emergency. Staffing may include subject matter experts from supporting agencies.

m) “Emergency Plan” means the written guidelines for protocols, roles and responsibilities in response to an Emergency or Disaster;

n) “Emergency Planning Coordinator” means that person so appointed by the Township and has the responsibility for developing and coordinating community plans for preparedness, mitigation, response and recovery in conjunction with emergency responders, other municipal departments, community agencies and his or her designate;

o) “Emergency Social Services (ESS) Program” is a program supported by the Provincial Emergency Program allowing for the provision of emergency food, clothing and lodging for citizens up to the first 72 hours after an emergency or disaster. The Township of Langley Emergency Program coordinates the administration for this program and submits to PEP for cost reimbursement of activation activities.

p) “Emergency Social Services Director” means that person so appointed by the Emergency Planning Coordinator;

q) “Fire Chief” means the person appointed by the Township to be responsible for providing fire and rescue services and his or her designate.

r) “Incident Command System” means a comprehensive and standardized management scheme that ensures a coordinated and organized local and provincial response and recovery to any and all Disasters and Emergencies, including but not limited to management, operations, planning, logistics, finance and administration.

s) “Township of Langley Emergency Program” means the organization, plans and procedures established for response and recovery to Emergencies and Disasters within the Township;

t) “Mayor” means the person elected as Mayor of the Township of Langley and his or her designate;

u) “Order” means a written statement or instruction, bearing the printed name and title of the issuer and the date of the issuance.

v) “Township” means the Corporation of the Township of Langley

w) “Volunteer Services” means activities supported by emergency preparedness trained volunteers within the Emergency Social Services (ESS) Program.

1.2 The words defined in the Act will have the same meaning in this bylaw.

1.3 In case of conflict between this bylaw and the Act, the Act will take precedence.

SECTION 3 - ADMINISTRATION

3.1 There shall be an Emergency Planning Committee which will meet not less than every six months. The Emergency Planning Coordinator will be the chairperson of the committee. The committee will consist of, but not limited to, the following members or their designate:
(a) Emergency Planning Coordinator
(c) Township Fire Chief.

3.2 Subject to the approval of the Township, the Emergency Planning Committee may:

(a) Negotiate agreements with other governments or agencies for the purpose of mutual aid or for the formation of joint organizations,

(b) Negotiate with individuals, bodies, or corporations other than governments for the employment of their members within the emergency program according to their qualifications,

(c) Make, and amend, rules for regulating its own practices and procedures.

3.3 The Emergency Planning Committee shall be responsible for the submission of estimates of expenditures to the Township for the annual cost of maintenance and operation of the Township of Langley Emergency Program.

3.4 The Emergency Planning Committee shall maintain the Township of Langley Emergency Plan within which defines roles and responsibilities to deal with Emergencies and Disasters. The Emergency Plan, including minor amendments, such as names, addresses and telephone numbers shall be maintained under the direction of the Emergency Program Coordinator.

SECTION 4 - DUTIES AND RESPONSIBILITIES

4.1 In the event of an Emergency or Disaster or a Declaration of a State of Local Emergency, the Township may authorize the expenditure of general operating funds to meet the needs of the situation.

4.2 The Emergency Planning Committee shall be responsible for performing the annual review and coordinating the annual updating of the Emergency Plan, as prepared by the Emergency Planning Coordinator.

4.3 Heads of departments/services identified in the Township Emergency Plan shall prepare detailed departmental roles, responsibilities and procedures containing information and direction specific to their departments/services. These will be supplementary to those contained in the Township Emergency Plan.

4.4 The Emergency Planning Coordinator shall:

(a) Act in the capacity of EOC Liaison officer in the Emergency Operations Centre (as defined in the Emergency Plan) during an "Emergency" or "Disaster", including assisting and advising members of the Emergency Operations Centre;

(b) Under a Provincially Declared State of Emergency, act as the liaison between the Director of the Provincial Emergency Program or such other person as the Minister may appoint under Section 10(2) of the Emergency Program Act, R.S.B.C. 1996 c.111 and the Township for the coordination and implementation of necessary plans or response;

(c) Have the authority to implement the Township Emergency Plan if, in his or her opinion, an emergency exists or appears imminent or a Disaster has occurred or threatens in:
   i) all or any part of the Township or
   ii) any other municipality or electoral area, if the local government having responsibility for that jurisdictional area has requested assistance;

(d) Maintain and update the Township Emergency Plan;

(e) Be responsible for day to day management of the Township Emergency Program which includes coordination of staff and volunteers, public education and coordination with external organizations in Emergency Management;

(f) Select and process candidates for Federal and Provincial emergency management and other training courses;

(g) Maintain information on potential manmade or natural hazards and the impact on the Township;

(h) Coordinate provision of equipment and tools utilized by the Langley Emergency Program Volunteer Services;

i) Conduct studies and exercises to ensure the Township Emergency Program is effective and in a state of readiness;

(j) Appoint and review in conjunction with the Emergency Planning Committee the performance of the Emergency Social Services Program and its volunteers, and

(k) Act as the point of contact with the Provincial Emergency Program and other agencies concerned with emergency planning and operations.

SECTION 5 - DECLARATION OF A STATE OF LOCAL EMERGENCY

5.1 Notwithstanding any other provisions of this bylaw, the Act, or the Charter, the Mayor or Council may, when satisfied that an Emergency or Disaster exists or is imminent in the Township, declare a State of Local Emergency.

5.2 A Declaration of a State of Local Emergency must identify the nature of the Emergency or Disaster and the part of the Township in which it exists or is imminent, and the declaration shall be made:
(a) by bylaw, or resolution, if made by Council, or
(b) by Order, if made by the Mayor.

5.3 Upon a Declaration of a State of Local Emergency being made, the Township shall:
(a) forward a copy of the declaration to the Attorney General, and
(b) cause the details of the declaration to be published to the population of the affected area of the Township.

5.4 The Council or Mayor must, when of the opinion that an Emergency no longer exists in the part of the Township in relation to which a Declaration of a State of Local Emergency was made,

(a) Cancel the Declaration in relation to that part:
i) by bylaw or resolution, if the cancellation is effected by the Council, or
ii) by Order, if the cancellation is effected by the Mayor, and

(b) Promptly notify the Attorney General of the cancellation.

SECTION 6 - RESPONSE TO A DISASTER OR AN EMERGENCY –

6.1 The following places are designated as Emergency Operations Centres:
(a) Fire Hall No.6, located at 22170 50 Avenue in the Township; and
(b) any location in the Township of Langley identified by the Director of the Emergency Operations Centre.

6.2 Any location in the Township which is involved with a Disaster or an Emergency shall fall under the principals and direction of this Bylaw (such as Site location or Reception Centre).

6.3 In time of a Disaster or an Emergency, the following persons may activate the Emergency Plan and the Emergency Operations Centre:
(a) the Administrator;
(b) the Fire Chief; or
(c) the Emergency Planning Coordinator.

6.4 The Administrator assumes the role of EOC Director.

6.5 The EOC Director has the authority and responsibility for the following:
(a) Activating of the Township of Langley Emergency Plan;
(b) Advising and informing the Township Council as to status of the Disaster or Emergency;
(c) Establishing operational response priorities;
(d) Coordinating the planning and response activities within the EOC, between EOC and sites away from the EOC, and between the EOC and other applicable agencies, organizations or levels of government;
(e) Making decisions in the best interests of the Township without regard to municipal boundaries;
(f) Deploying Township resources;
(g) Authorizing the expenditure of general operating funds to deal with the Disaster or Emergency.

6.6 Pursuant to section 18 of the Act, employees, and others designated, who are working under the direction of or in the EOC will not be held personally liable.

SECTION 7 - LIABILITY

7.1 No person, including, without limitation, the Mayor, other members of the Council, employees of the Township of Langley, its volunteers, its Police or Fire Departments, or other person appointed or authorized or required to carry out measures relating to an Emergency or Disaster is liable for any loss, cost, expense, damage or injury to persons or property that results from:

(a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this bylaw, the Emergency Plan or the Act unless, in doing or omitting to do the act, the person was grossly negligent; or

(b) any acts done or omitted to be done by one or more of the persons who were, under this bylaw, the Township Emergency Plan or the Act, appointed, authorized or required by the person to do the act, unless in appointing, authorizing or requiring those persons to do the act, the person was not acting in good faith.

SECTION 8 - COMPENSATION FOR LOSS

8.1 Despite Section 7 above, if as a result of the acquisition or use of a person's real property by, or under the direction or authority of the Township under a declaration, the person suffers a loss of or to that property, the Township shall compensate that person for such loss in accordance with the Regulation made under the Act.

8.2 Despite Section 7 above, if a person suffers a loss of or to any real or personal property as a result of the implementation of the Emergency Plan or any other action taken by, or under the direction or authority of the Township under a declaration, the Township may compensate that person for such loss in accordance with the Regulations made under the Act.

8.3 If any dispute arises concerning the amount of compensation payable under sections 8.1 or 8.2 above, the matter shall be submitted for determination by one or three arbitrators appointed under the Commercial Arbitration Act R.S.B.C. 1986, Chapter 3, as amended. The person to be compensated shall deliver a notice setting out his or her choice as to whether there shall be one or three arbitrators to the Minister responsible for the Emergency Program Act. The Commercial Arbitration Act shall apply to such dispute.

SECTION 9 - ENACTMENT AND REPEAL

9.1 Bylaw No. 5845, cited as the "Township of Langley Emergency Program Bylaw No. 5845 is hereby enacted at 12:00am, July 11, 2023.

9.2 Bylaw 2009 No. 4748, cited as the "Township of Langley Emergency Program Bylaw 2009 No. 4748" is hereby repealed at 12:00am, July 11, 2023.

READ A FIRST TIME the	day of	, 2023
READ A SECOND TIME the	day of	, 2023
READ A THIRD TIME the	day of	, 2023
ADOPTED the	day of	, 2023

_____ Mayor _____ Township Clerk

Township of Langley
Est. 1873

HERITAGE ADVISORY COMMITTEE

Wednesday, February 1, 2023 at 7:00pm
Salmon River Committee Room
4th Floor, 20338-65 Avenue, Langley, BC

MINUTES

Present:
R. Genberg, Community Co-Chair
Councillor B. Martens, Council Co-Chair

R. Ardron, M. Gill, B. Mason, F. Pepin, and T. Quiring

Staff:
S. Mikicich, Manager, Heritage Planning
R. Schmidt, Manger, Arts and Culture
K. Stepto, Recording Secretary

Welcome

S. Mikicich welcomed everyone and round-table introductions took place.

Code of Ethics Signing

Members signed the *"Code of Ethics, Confidentiality, and Conflict of Interest for Council Members and Appointees".*

Election of the Community Co-Chair

T. Quiring nominated R. Genberg to be Community Co-Chair for 2023.
M. Gill seconded the nomination.

R. Genberg was elected Community Co-Chair for 2023, by acclamation, and assumed the position of Chair.

A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Heritage Advisory Committee
February 1, 2023

Moved by T. Quiring,
Seconded by R. Ardron,
That the Heritage Advisory Committee approve the agenda and receive the agenda items of the February 1, 2023 meeting.
CARRIED

B. ADOPTION OF MINUTES

1. Heritage Advisory Committee July 6, 2022

Moved by F. Pepin,
Seconded by T. Quiring,
That the Heritage Advisory Committee adopt the minutes of the July 6, 2022 meeting.
CARRIED

C. DELEGATIONS AND PRESENTATIONS

D. REPORTS

1. Council Co-Chair Report

No report.

2. Heritage Planner's Report

S. Mikicich provided an overview of the Heritage Advisory Committee (HAC), and an update on HAC's three (3) task forces and the review of the Heritage Building Incentive Program. The following information was provided:

HAC Role and Mandate:

Makes recommendations on matters related to identification, preservation, and recognition of community heritage assets, and undertakes or supports heritage activities authorized by Council that contribute to promotion, appreciation, understanding, and advancement of heritage conservation in the Township of Langley.

Heritage Review Panel (HRP) Role and Mandate:

The HRP is a subcommittee of the HAC that acts as a "special purpose resource group".

The Panel provides:

- Advice and guidance in the preservation, rehabilitation, and restoration of heritage assets;
- Comment on development proposals that impact heritage sites, resources, Heritage Conservation Areas, and the Milner Development Permit Area:
- Technical input on applications to the Heritage Building Incentive Program and makes recommendations to the HAC in the awarding of grants; and

D. REPORTS

- Comment on matters referred to the HAC by Council related to heritage buildings and design at the Committee's request.

Task Forces:

On May 30, 2022, Council approved the establishment of, and Terms of Reference, for the following three (3) Task Forces:

1. Rural Heritage
    a. To support public awareness and appreciation of Langley's rural heritage and its importance to the identify of this community; and
    b. To articulate the "threats" to rural heritage, and understand the challenges for the conservation of old farmhouses, barns, outbuildings, etc.
2. Heritage Information, Education, and Awareness
    a. Assist in developing an education and communications strategy for heritage planning and conservation in the Township of Langley;
        i. Consider current levels of public awareness and understanding of Langley's historic places and municipal support of heritage conservation; and
        ii. Review and assess the Township's existing heritage information and communication tools and methods.
3. Heritage Strategy Task Force
    a. To assist in framing a comprehensive review and update of the Township of Langley's 2012 Heritage Strategy.

Heritage Building Incentive Program:

- Established in 2006 with an annual budget of $20,000;
- To support the preservation, restoration or rehabilitation of Langley's heritage resources;
- To date, 48 grants have been awarded for a total value of $273,677;
- 20 benefitting properties;
- In 2022, staff undertook a review of the grant program with input from the HRP;
- Draft recommendations for program improvements will be finalized with the HRP and presented to HAC for consideration in early 2023.

3. Museum Manager's Report

R. Schmidt reported that the Langley Centennial Museum closed in November 2022 and that staff are working behind the scenes to complete Condition Reports on the entire collection (approximately 24,000 pieces). Construction continues on the new museum with the goal of opening later in 2023.

4. Heritage Review Panel

No report.

D. REPORTS

5. Douglas Day 2023 Planning Committee Report

R. Genberg reported that plans are underway for the 2023 event to be held in November and that the Soroptimists will be helping with the dinner this year. Bouquets and boutonnières will no longer be provided in order to put that money towards the cost of the meal which has risen to $50 per plate.

6. Museum Advisory Group Report

No report.

E. CORRESPONDENCE

F. 2023 WORK PROGRAM

1. Review and Prioritization of the 2023 Work Plan

S. Mikicich provided a draft 2023 Work Plan based on the Committee's mandate. The plan was divided into two (2) sections:

Ongoing Committee Work:

1. Documenting Heritage Sites;
2. Heritage Register Recognition Program;
3. Heritage Building Incentive Program;
4. Impacts of Development on Heritage Sites and Areas;
5. Consider or inquire into matters as requested by Council;
6. Committee Liaison to Museum Advisory Committee; and
7. Committee Liaison to Douglas Day Planning Committee.

New and Continuing Projects:

8. Review of Heritage Building Incentive Program;
9. Langley's Rural Heritage;
10. Heritage Information, Education, and Awareness; and
11. Heritage Strategy Update.

A final draft of the 2023 Work Plan will be presented at the March meeting for endorsement.

MOTION
Moved by T. Quiring,
Seconded by M. Gill,
That the work of the Heritage Strategy Task Force be continued by staff with the support of the full Heritage Advisory Committee, now that it has resumed regular Advisory Committee meetings, for completion by the end of 2023.
CARRIED

F. 2023 WORK PROGRAM

MOTION
Moved by T. Quiring,
Seconded by M. Gill,
That the mandate for the following HAC Task Forces be extended for 180 days, starting March 1, 2023, so that they may complete the work outlined in their respective Terms of Reference, and report back to HAC by September 2023:

a) Rural Heritage Task Force, and

b) Heritage Information, Education and Awareness Task Force

CARRIED

COUNCIL
Moved by R. Genberg,
Seconded by T. Quiring,
That the Heritage Advisory Committee recommends that Council approve the following Heritage Advisory Committee Task Forces be extended for 180 days, starting March 1, 2023, so that they may complete the work outlined in their respective Terms of Reference, and report back to HAC by September 2023:

a) Rural Heritage Task Force

b) Heritage Information, Education and Awareness Task Force

CARRIED

2. Committee Liaison Appointments

Museum Advisory Group

F. Pepin stated he was willing to serve again as the committee liaison to the Museum Advisory Group in 2023.

MOTION
Moved by R. Genberg,
Seconded by R. Ardron,
That the Heritage Advisory Committee endorse the appointment of F. Pepin as the committee liaison to the Museum Advisory Group for the year 2023.
CARRIED

Douglas Day Planning Committee

R. Genberg stated she was willing to serve again as the committee liaison to the Douglas Day Planning Committee for 2023.

F. 2023 WORK PROGRAM

MOTION
Moved by T. Quiring,
Seconded by M. Gill,
That the Heritage Advisory Committee endorse the appointment of R. Genberg as the committee liaison to the Douglas Day Planning Committee for the year 2023.
CARRIED

G. COUNCIL REFERRALS

1. Old Yale Road

The following motion from the January 16, 2023 Council Meeting was referred to the committee for comment:

Whereas:

1. Urban sections of Old Yale Road at Five Corners in Murrayville towards the City of Langley municipal boundary have been in chronically poor condition outlined as “so badly deteriorated” that it “either requires full construction or removal of most of the through traffic currently using it” within Report to Council 01-34 dated February 12, 2001, over 20 years ago;

2. Three options of Conservation, Commemoration or Reconstruction were presented to the public for its input at an open house held on November 26, 2015; and

3. Subsequent Councils have not addressed this issue over many years while the road continues to deteriorate, requires ongoing maintenance and remains as a connection between Fraser Highway and Five Corners without resolution;

Therefore, be it resolved that Council hereby directs staff to:

A. Report to Council with updated estimated costs for the three options presented in 2015, and/or with other options that may be appropriate for Council to consider;

B. Conduct a public open house within the 3rd quarter of 2023 to solicit public feedback on the options endorsed by a previous Council in 2015; and

C. Include resolution of Old Yale Road within the 2024 capital budget for Council to consider commencement and completion within 2024, if so funded and approved by Council.

CARRIED

The Committee received the referral for information. They will be invited to attend the public feedback opportunity in the third quarter of 2023.

G. COUNCIL REFERRALS

Staff will provide further information at the March meeting regarding the three (3) options provided to the public in 2015: conservation, commemoration, or reconstruction.

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

1. Langley Heritage Society Update

F. Pepin reported that the CN Station will be open to full capacity starting the long weekend in May. A lot of work has been completed on signage and the displays while they were shut down due to COVID-19 restrictions.

He further reported that plans are underway for Heritage Day and the Heritage Fair.

2. Alder Grove Heritage Society Update

T. Quiring reported that the Society is reviewing a new Strategic Plan which will look at priorities for infrastructure, the archives, and the Society itself. A budget has been established and donations have been received for moving Shortreed Cabin. 84 Grade Two students will be coming to the Museum for a field trip. Research requests have been received from the Langley Farmers' Institute and the Langley Environmental Partnership. The Museum will resume its regular hours of 12:00 to 4:00pm on Sundays and members of Council will be invited to come see the Museum.

3. 2023 Meeting Schedule

Provided in the agenda package for information.

4. 2023 Membership List

Provided on table for information.

5. HAC Photo

Deferred to next meeting when more members can be present.

6. Celebration of life – Maureen Pepin

A Celebration of Life for Maureen Pepin will take place on March 11, 2023 at 11:00am at the Langley Golf Centre.

I. NEXT MEETING

Date: Wednesday, March 1, 2022
Location: Salmon River Committee Room
4th Floor, 20338-65 Avenue, Langley, BC
Time: 7:00pm

J. TERMINATE

Moved by T. Quiring,
Seconded by R. Ardron,
That the meeting terminate at 8:42pm.
CARRIED

CERTIFIED CORRECT:

Community Representative Co-Chair

Council Representative Co-Chair

JOINT SCHOOL DISTRICT NO. 35 / MUNICIPAL LIAISON COMMITTEE

Wednesday, February 1, 2023
School District No. 35 (Langley)
Langley School District – Learning Hub
8:30am

MINUTES

PRESENT:

School District No. 35:

Trustee Sarb Rai (Chair)
Joel Neufeld, Trustee
Mal Gill, Superintendent
Brian Iseli, Secretary-Treasurer
Judy Swanson, Executive Assistant

Township of Langley:

Mayor Eric Woodward
Councillor Tim Baillie
Mark Bakken, CAO
Jason Winslade, Municipal Administration and Community Services

A. CALL TO ORDER

The meeting was called to order at 8:30 am.

B. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Joint School District No. 35 Municipal Liaison Committee Feb 1, 2023

Moved by: Mayor Woodward
Seconded by: Trustee Neufeld

That the Joint School District No. 35 Municipal Liaison Committee approve the agenda for this meeting as amended with the addition of Item 5: Brookswood Neighbourhood Plan.

CARRIED

C. ADOPTION OF MINUTES

1. Joint School District No. 35 Municipal Liaison Committee May 11, 2022

Moved by: Mayor Woodward

That the Joint School District No. 35 Municipal Liaison Committee accept the Minutes of the May 11, 2022 meeting.

ACCEPTED

D. ITEMS FOR DISCUSSION

1. Discussion about bringing DIAD to Langley Schools – Councillor Baillie

Councillor Tim Baille spoke about DIAD – an awareness program that encourages drivers to "drop it and drive" which began when parents/teachers were observed to driving onto school grounds while holding a coffee. DIAD provides access to a team of TIRF (Traffic Injury Research Foundation) researchers who are knowledgeable about a broad range of road safety issues, and who can share the latest research findings and evidence-based programs and policies. Please see the DIAD website for more information.

This program is mostly focused on highschools to educate students and is being offered to the Langley School District at no cost. Superintendent Mal Gill will look into this program further.

2. High School and Middle School in Smith NP – Mayor Woodward

Mayor Eric Woodward asked for an update on where things are at with funding for the secondary school.
Secretary-Treasurer Brian Iseli is still waiting for the Ministry to approve the District project definition report. The earliest this would happen is in March when we receive our capital plan response letter from the Ministry. The business case will then start after that time. It will be some time yet until we get funding and are ready to make an announcement.
Mr. Bakken asks if School District can lay out a timeline of the status of the project? Mr. Iseli responded that it would be very difficult to lay out a timeline until the Ministry approves the funding.

3. Additional Elementary School for Willoughby – Mayor Woodward

Mayor Woodward notes that the Township may need another elementary school in the area and would like to be proactive in finding a spot for a school before TOL develops land in the area with the Township looking at higher densification.

Mr. Bakken requests information on how many students typically come out of a high rise building. Mr. Iseli says that there are only about 7 or 8 kids in 100 units historically but says we may start to see in increase in higher density housing due to the cost of housing.

There was discussion on different types of school buildings as have been built in Vancouver with multi-level schools and housing above the schools. Mr. Iseli will request information from VSB.

4. Ponder Park and the Langley Environmental Awareness Program – Trustee Joel Neufeld

Trustee Joel Neufeld presented that Langley Environmental Awareness Program staff would love to use Ponder Park as a "home base" park. They have identified key needs and wants to help make the park safer and more functional for the outdoor program.

Mayor Woodward will look into this and will follow up with Ponder Park. An official request from the School District would help. LEPS may be willing to be partner as well. Township may be able to assist LEPS in requesting a grant.

5. Brookswood Neighbourhood Plan – Trustee Rai

Mayor Woodward states that the Township plans to have the neighbourhood plans adopted for Brookswood/Fernridge area by July 2023. Mayor Woodward says that the Township will not be proceeding with development without a plan for schools and parks in the area and would like to consider school requirements prior to adopting a plan for Brookswood.

An update will be brought to the next meeting.
It was requested that Mr. Jason Chu join the next meeting.

E. NEXT MEETING

Date: May 3, 2023

Location: Township, Salmon River Room

Time: 8:30am

F. ADJOURNMENT

The Joint School District No. 35 Municipal Liaison Committee Meeting was adjourned at 10:15 am.

CERTIFIED TRUE AND CORRECT:

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Co-Chair	Co-Chair

Township of Langley

Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	JANUARY 16, 2023 - REGULAR MEETING	**REPORT:**	23-08
FROM:	CORPORATE ADMINISTRATION DIVISION	**FILE:**	0530-01
SUBJECT:	COUNCIL CODE OF CONDUCT REQUIREMENT		

RECOMMENDATIONS:

That Council receive the "Council Code of Conduct Requirement" report; and

That Council provide staff with direction on the Council Code of Conduct requirement options.

EXECUTIVE SUMMARY:

Section 113.1 of the Community Charter legislates that a Local Government Council must discuss whether to establish a Code of Conduct, or if a Code of Conduct has been established, Council must discuss if the existing Code should be reviewed. The legislation further directs that this be done within the first six months of the Council term.

To aid in Council's discussion, staff has provided four options that will fulfill the requirement. Alternatively, Council may wish to provide other options that will meet with the *Community Charter* requirement. A potential motion for each of the proposed alternatives is listed below:

1. That Council adopt the amended Council Policy 01-025 and that the policy be retitled "Code of Confidentiality, Conflict of Interest, and Ethics and Conduct for Council Members and Appointees" as provided as Attachment A.

2. That Council adopt the Council, Committee, and Task Force Code of Conduct as provided as Attachment B.

3. That Council direct staff to facilitate the selection of an independent expert, as a contract position, to aid Council in the development of a Code of Conduct Bylaw, related Council Policy updates and the creation of an Ethics Commissioner position; and

   That Council direct staff to bring forward the necessary bylaws and policies related to the Code of Conduct Bylaw and the creation of an Ethics Commissioner's Office at a future Council meeting.

4. That Council not create or modify current Township policies to include a Code of Conduct for Council members as it is unnecessary for the following reasons:

    - *Note: As per section 113.1 of the Community Charter, Council must provide reasons for its decision*;

    That Council direct staff to provide a draft statement to a future Council meeting that includes the above reasons for Council's potential adoption as per section 113.1 of the *Community Charter*.

PURPOSE:

This report is written to aid Council in meeting the *Community Charter* requirement that within the first six months of a Council term a Council will discuss creating a Code of Conduct. Further, it provides Council the opportunity to discuss the alternative of not incorporating a Code of Conduct, should Council determine a Code of Conduct is unnecessary.

BACKGROUND/HISTORY:

On June 13, 2022, the *Community Charter* (*the Charter*) was amended to include a requirement for Local Governments to discuss, or discuss and adopt, a Code of Conduct for Council members. Sections 113.1 and 113.2 read:

Requirement to consider code of conduct

113.1 (1) Within 6 months after its first regular council meeting following a general local election, a council must decide
(a) whether to establish a code of conduct for council members, or
(b) if a code of conduct for council members has already been established, whether it should be reviewed.

(2) Before making a decision under subsection (1), the council must
(a) consider the prescribed principles for code of conduct,
(b) consider the other prescribed matters, if any, and
(c) comply with the prescribed requirements, if any, including requirements respecting public notice or consultation.

(3) If the council decides, under subsection (1), not to establish a code of conduct or review an existing code of conduct, it must make available to the public, on request, a statement respecting the reasons for its decision.

Reconsideration of decision respecting code of conduct

113.2 (1) If a council decides, under section 113.1, not to establish a code of conduct or review an existing code of conduct, the council must reconsider that decision before January 1 of the year of the next general local election.

(2) In a reconsideration under subsection (1), the council must
(a) consider the prescribed principles for codes of conduct,
(b) consider the other prescribed matters, if any, and
(c) comply with the prescribed requirements, if any, including requirements respecting public notice or consultation.

(3) If the council confirms the decision that is the subject of the reconsideration, the council must make available to the public, on request, a statement respecting its reasons for confirming the decision.

All Local Governments governed by the *Community Charter* have six months following the Inaugural meeting to discuss a Code of Conduct for Council. Council's may adopt a Code of Conduct, discuss a current Code of Conduct and determine if the Code is adequate or should be revised, or provide a statement that can be made available upon request that includes the reasons Council determined a Code of Conduct was unnecessary. For the Township of Langley, the discussion must occur and conclude prior to April 7, 2023.

DISCUSSION/ANALYSIS:

Various resources have been provided to local governments via a working group formed by the Province of BC, the Union of BC Municipalities, and the Local Government Management Association. The resources have been created to aid local governments in preparing a code of conduct should the Council currently not have a code of conduct and determine one should be created. The Companion Guide "Getting Started on a Code of Conduct for Your Council /

Board" (Attachment C) and the "Forging the Path to Responsible Conduct" (Attachment D) documents have been attached for Council's information.

In reviewing possibilities staff have investigated four potential options that Council may wish to consider.

Amending a Council Policy to Include the Concepts in the Model Code of Conduct

Staff began by reviewing Council Policy 01-025, *Code of Ethics, Conduct, Confidentiality, and Conflict of Interest for Council Members and Appointees* (Attachment E). In reviewing the current policy, staff observed that the policy applies to both Council and Council Appointees to Committees and Task Forces (Appointees) with the exception of the Code of Conduct section. The Code of Conduct section of the policy applies only to Appointees. Staff also reviewed the Model Code of Conduct provided by the Working Group on Responsible Conduct, a joint initiative between the Union of BC Municipalities, the Local Government Management Association and the Ministry of Municipal Affairs and have confirmed that many of the directions included in the Code of Ethics section of the policy are conducts that are included in the model Code of Conduct developed by the provincial working group.

As the Model Code of Conduct provides a guideline that includes both ethics and conduct, staff used this information and incorporated it into the existing policy to define the responsibilities of Council members and Appointees more clearly. The potential amended policy is included as Attachment A to this report. The amended policy adds the ethics and conducts of the Model Code and the existing language for Confidentiality and Conflict of Interest.

Should Council wish to incorporate the updated ethic and conduct language in Council Policy 01-025, Council may wish to adopt the following motion:

> That Council adopt the amended Council Policy 01-025 and that the policy be retitled "Code of Confidentiality, Conflict of Interest, and Ethics and Conduct for Council Members and Appointees".

Stand Alone Code of Conduct

An alternative to amending a current Township Council Policy is to create a stand-alone Code of Conduct using the Model Code of Conduct provided by the Working Group on Responsible Conduct. Although many of the directions may exist in other Council Policies, including Policy 01-025, Council may wish to have the clear direction and ease of having a Code of Conduct as a single document as Policy 01-025 does not currently include a section including a Code of Conduct for Council members.

Should Council wish to adopt a Code of Conduct as provided by the Work Group, staff has provided the draft Code as Attachment B for Council's consideration and provided a potential motion below:

> That Council adopt the Council, Committee, and Task Force Code of Conduct as provide in Attachment B.

Creation of an Ethics Commissioners Office and a Stand-Alone Code of Ethics and Conduct

Should Council wish a more defined and robust, complete Code of Conduct process, it could be developed on the model used by the City of Surrey. This would include a review of current policies and procedures which include ethics and contact expectations and processes.

In this model, an independent commissioner would be obtained. As part of the development of this office, this person would review the current documents that include ethic and conduct expectations. Once reviewed, the commissioner would report back to Council with proposed updated documents and procedures including those for alleged ethic or conduct violations.

In the Surrey example, the commissioner independently determines if an allegation will be investigated or is unfounded, and if necessary, completes the investigation. Upon completion of the investigation, the information acquired is provided to Council and Council determines if sanctions are required. The potential sanctions that Council may enforce are included as part of a Bylaw.

The model from Surrey is well-development and includes provisions for ongoing training, communication protocols, election activities, conduct respecting lobbyists, and legal costs. It provides arguably an independent review process, while maintaining Council's authority to impose or not impose sanctions. The City of Surrey *Council Code of Conduct Bylaw, 2020, No. 20020* is attached as Attachment F for Council's information.

Should Council wish to direct staff to incorporate a Code of Ethics Commissioner and initiate a review of current policies with the aim of a Code of Conduct Bylaw and amending current policies, Council may wish to adopt the following motion:

> That Council direct staff to facilitate the selection of an independent expert, as a contract position, to aid Council in the development of a Code of Conduct Bylaw, related Council Policy update, and the creation of an Ethics Commissioner position; and
>
> That Council direct staff to bring forward the necessary bylaws and policies related to the Code of Conduct Bylaw and the creation of an Ethics Commissioner's Office to a future Council meeting.

Not Adopting a Council Code of Conduct

Community Charter section 113.1 (3) does contemplate that a Council may not wish to adopt a Code of Conduct. The Charter provides direction allowing a council to meet the legislative requirement while not adopting a Code of Conduct. As many of the concepts in the Model Code of Conduct by the Working Group can be interpreted as currently included in Policy 01-025, Council may not feel a revision is required and no further action is necessary. It is important to note that the current Policy does not include a Code of Conduct section that applies to Council members.

If Council determines a Code of Conduct is not necessary, Council will need to provide reason publicly for the decision. Staff propose that Council make a resolution that includes the reasons that a Code of Conduct is not being enacted and direct staff to include the reasons in a statement as required by the Charter. Council can then approve the statement at a future Council meeting. This statement would then be made available to the public as directed in section 131.1 (3).

Should Council determine a Code of Conduct is unnecessary, Council may wish to adopt the following motion:

> That Council not create or modify current Township policies to include a Code of Conduct for Council members as it is unnecessary for the following reasons:
>
> - *Note: As per section 113.1 of the Community Charter, Council must provide reasons for its decision*;
>
> That Council direct staff to provide a draft statement to a future Council meeting that includes the above reasons for Council's potential adoption as per section 113.1 of the *Community Charter*.

Should Council determine that the Code of Conduct is not required, the Community Charter legislates that Council reconsider this decision prior to the January of the next General Local Election. If a Code of Conduct is not adopted or included in a current Council Policy, staff will schedule the matter on a Council agenda prior the January 1, 2026 for Council discussion.

Legal Implications:

It should be noted that Community Charter does not speak to enforcement of the required Code of Conduct. Council is free to choose the methods of enforcement should Council, or an appointed person or body determine that the Code of Conduct had been breached.

Financial Implications:

Of the four options provided, the creation of an Ethics Commissioner is the only option with new financial implications. If selected, this option would require the retention of a contract position to manage the development of the Office and corresponding bylaw and documentation and an ongoing contractor position of Ethics Commissioner. This option does however provide a formal structure that may reduce costs in future as the remaining options may result in ad hoc legal assistance being required should Council wish a complaint investigated.

The current method of resolving conduct matters is to seek legal assistance for an investigation of the alleged breach of conduct. The ad hock request by Council for legal assistance, interlocks with the remaining three options provided. As this would result in no new processes, it is expected there would be no additional financial implications from the current state.

Respectfully submitted,

Wendy Bauer
TOWNSHIP CLERK
for
CORPORATE ADMINISTRATION DIVISION

ATTACHMENT A	Draft Revised Policy 01-025 - Code of Confidentiality, Conflict of Interest, and Ethics and Conducted for Council Members and Appointees
ATTACHMENT B	Draft Council, Committee, and Task Force Code of Conduct
ATTACHMENT C	Companion Guide Getting Started on a Code of Conduct for your Council / Board
ATTACHMENT D	Forging the Path to Responsible Conduct
ATTACHMENT E	Council Policy 01-025, Code of Ethics, Conduct, Confidentiality, and Conflict of Interest for Council Members and Appointees
ATTACHMENT F	The City of Surrey Council Code of Conduct Bylaw, 2020, No. 20020

Township of Langley
Est. 1873

COUNCIL POLICY

Subject: Code of Confidentiality, Conflict of Interest, and Ethics and Conduct for Council Members and Appointees

Policy No:	**01-025**
Approved by Council:	**2011-11-07**
Revised by Council:	**2016-05-30**
Revised by Council:	

1. Purpose

1.1. The residents and businesses of the Township of Langley (the Township) are entitled to have a fair, honest, and responsible local government that has earned the public's full confidence for integrity. Therefore, the purposes of this Code of Confidentiality, Conflict of Interest, and Ethics and Conduct (the Code) are to ensure that:

1.1.1. all members of Council (Members) and all persons appointed by Council to boards, committees, commissions, panels, or task forces, whether they are members of Council or not (Appointees) carry out their duties with integrity, impartiality and independence;

1.1.2. Members and Appointees treat one another, Township officers and employees, and the public with respect;

1.1.3. the conduct of Members and Appointees in the performance of their duties and responsibilities with the Township is above reproach;

1.1.4. Members and Appointees respect and uphold confidentiality requirements; and

1.1.5. Members and Appointees avoid any conflict of interest.

2. Application of the Code

2.1. The Code is applicable to all Members and Appointees. The bodies to which Council can appoint Appointees are referred to collectively as Committees throughout this Code.

3. Policies

3.1. Confidentiality

3.1.1. Members and Appointees will adhere to the following requirements in relation to confidentiality:

3.1.1.1. unless otherwise authorized by Council or a Committee, keep in confidence any record held in confidence by the Township, until the record is released to the public as lawfully authorized or required;

3.1.1.2. unless otherwise authorized by Council or a Committee, keep in confidence information considered in any part of a Council meeting or Committee meeting that was lawfully closed to the public, until Council or the Committee discusses the information at a meeting that is open to the public; and

3.1.1.3. Members and Appointees will not use confidential information for the personal profit or gain of themselves or others.

3.2. Conflict of Interest

3.2.1. Members and Appointees will adhere to the following requirements in relation to conflicts of interest:

3.2.1.1. be aware of and act in accordance with Division 6 of Part 4 of the *Community Charter* and the Oath of Office; and

3.2.1.2. be aware of and declare, in writing where necessary, any real or perceived conflicts of interest. A conflict of interest exists where:

- a Member or Appointee is a director, member or employee of an organization seeking a benefit from the Township on which the decision making body will make a recommendation or decision; or
- the Member or Appointee has a direct or indirect pecuniary interest in the outcome of deliberations.

3.2.1.3. A conflict of interest does not exist if:

- the pecuniary interest of the Member or Appointee is a pecuniary interest that is sufficiently in common with electors of the Township generally; or
- the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Member or Appointee in relation to the matter;

3.2.1.4. Where a conflict of interest exists, Members and Appointees must not participate in the discussion of the matter or to vote on a question in respect of the matter, must declare to the body that a conflict exists, and must remove themselves from the meeting during consideration of the issue to which the conflict relates. The declaration of a conflict and the

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Member's or Appointee's exit from and return to the meeting will be noted in the minutes; and

3.2.1.5. where in the opinion of Council or a Committee, a Member or Appointee is in a conflict of interest and has not so declared, Council may ask for a review by legal counsel.

3.3. Code of Ethics and Conduct

The responsibility of ethics and conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

To fulfil Members and Appointees obligations and discharge of their duties, Members and Appointees are required to conduct themselves to the highest ethical standards by being an active participant in ensuring that these foundation ethical principles and the standards of conduct set out below, are followed in all dealings with every person, including those with other Members and Appointees, staff, and the public.

Foundations and Standards of Ethics and Conduct

3.3.2.1. Integrity

Integrity is accepted as being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honorable. Integrity is demonstrated by the following conducts:

- Members and Appointees will be truthful, honest and open in all dealings, including those with other Members and Appointees, staff, and the public;
- Members and Appointees will ensure that their actions are consistent with the shared principles and values collectively agreed to by Members;
- Members and Appointees will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community;
- Members and Appointees will direct their minds to the merits of the decision before them, in consideration of the consequences of those decisions;
- Members and Appointees will behave in a manner that promotes public confidence in all of their dealings;
- Members and Appointee will not use public resources that are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes; and
- Members and Appointees will not accept any gift, money, property, position or favour of any kind whether

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to be received at the present or in the future, from any person except as follows:

- where such a gift or favour is authorized by law;
- where such contributions are lawful campaign contributions; and
- where such gifts or favours are received as an incident of the protocol, social obligation, or common business hospitality that accompany the duties and responsibilities of the member, and then only in compliance with applicable laws.

3.3.2.2 Respect

Respect is having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspective, wishes and rights of others and an understanding of the role of the local government. Respect is demonstrated though the following conduct:

- Members and Appointees will treat every person with dignity, understanding and respect;
- Members and Appointees will show consideration for every person's values, beliefs, experiences, and contributions to discussions;
- Members and Appointees will demonstrate awareness of their own conduct, and consider how their words or actions may be, or may be perceived as, offensive or demeaning;
- Members and Appointees will not engage in behaviour that is indecent, insulting, or abusive. This behavior includes verbal slurs such as racist remarks, unwanted physical contact, or other aggressive actions that are harmful or threatening;
- Members and Appointees will adhere to the structure of government as establish in the Township. In this structure, the Council determines the policies of the Township with the advice, information, and analysis provided by Committees, staff and the public; and
- Members and Appointees, therefore, will not interfere with the administrative function of the Township or with the professional duties of Township staff, not will they impair the ability of staff to implement Council policy decisions.

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3.3.2.3 Accountability

Accountability is an obligation and willingness to accept responsibility or to account for one's actions. Conduct under this principle is demonstrated when Council Appointees individually or collectively accept responsibility for their actions. Accountability is demonstrated through the following conduct:

- Members and Appointees will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective members;
- Members and Appointees will listen to and consider the opinions and needs of the community in all decisions-making and allow for appropriation opportunities for discourse and feedback; and
- Members and Appointees will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

3.3.2.4 Leadership and Collaboration

Leadership and Collaboration is the ability to lead, listen to and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when Council encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others. Leadership and Collaboration is demonstrated through the following conduct:

- Members and Appointees will behave in a manner that building public trust and confidence in the local government, including considering the different interests of the public who make up the community;
- Members and Appointees will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledge its rationale, when articulating their opinions on a decision;
- Members and Appointees recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspective on relevant issues;
- As leaders of their communities, Members and Appointees will calmly face challenges, and provide considered direction on issues they face as part of

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their roles and responsibilities while empowering their collages and staff to do the same;

- Members and Appointees will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and then the public; and
- Members and Appointees will recognize the importance of the role of the chair of meetings and treat that person with respect at all times.

3.3.3. Conduct – Committee Appointees

3.3.3.1. Expressing Personal Opinions or Beliefs

In some circumstances and within certain programs, advisory committee members or board members may be required or requested to provide an opinion in regard to the nature of a program or service. It is extremely important that committee or board members use judgment before expressing specific opinions. Township advisory committee members and board members should refrain from expressing their personal convictions and ideals, such as religious or any other personal beliefs or philosophies, to fellow committee or board members or to the public.

3.3.3.2. Representation to the Media

It is extremely important that only Council members or designated staff speak to the media in relation to Township issues. If at any time, advisory committee or board members are approached or contacted by a media representative, the member should contact the staff member coordinating the committee or board.

3.3.3.3. Comments

Advisory committee and board members will refrain from providing comments, either written or in an electronic format, to members of Council that do not advance or enhance the purpose of the committee/board.

4. Implementation of the Code

4.1. This Code is intended to be self-enforcing. Members and Appointees should view the Code as a set of guidelines that expresses the standards of conduct expected of them. Implementation is most effective when Members and Appointees are thoroughly familiar with the Code and embrace its provisions.

4.2. Members and Appointees will be requested to sign the Statement, attached as Appendix A, affirming they have read and understood the Township of Langley Code.

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5. Compliance and Enforcement

5.1. Members and Appointees themselves have the primary responsibility to ensure that the standards and requirements in this Code are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the Township of Langley.

5.2. Council may impose sanctions on Members and Appointees whose conduct does not comply with the Township's Code. Council may:

5.2.1. impose a motion of censure on a Member;

5.2.2. rescind the appointment of an Appointee to a Committee;

5.2.3. take action under s. 117(2) of the *Community Charter* or under the *Offence Act*; or

5.2.4. control the Member's or Appointee's access to areas of the Township property or to officers and employees, including by phone or email.

5.3. To ensure procedural and administrative fairness, a Member or Appointee who is alleged to have violated any provision of the Code shall have a minimum of one week or the time between two consecutive regular Council meetings, whichever is greater, to prepare his or her case, with legal counsel if the Member or Appointee so chooses, to respond to these allegations. Before considering a sanction, Council must ensure that a member has:

- received a written copy of the case against them;
- a minimum of one week or the time between two consecutive regular Council meetings, whichever is greater, to prepare a defense against any allegations; and
- a fair opportunity to be heard.

6. Violation Not Cause to Challenge a Decision

6.1. A violation of this Code shall not be considered a basis for challenging the validity of a Council or a Committee decision.

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APPENDIX A:
MEMBER STATEMENT

Council of the Township of Langley and Council Appointees to Boards, Committees, Commissions and Task Forces

As a Member of the Township of Langley Council or an Appointee of a Township Committee or Board, I agree to uphold the Code of Confidentiality, Conflict of Interest, and Ethics and Conduct for Council Members and Appointees adopted by the Township.

- I shall not engage in behavior or matters that are a conflict of interest for myself.
- I shall not disclose confidential information or use such information for profit or gain for myself or others.
- I will uphold the ethics of:
    - Integrity;
    - Respect;
    - Accountability; and
    - Leadership and Collaboration.
- I will engage in conducts that demonstrate the ethics as outlined in, but not limited to this Policy and the Code.

I affirm that I have read and understood the Township of Langley Code of Confidentiality, Conflict of Interest, and Ethics and Conduct for Council Members and Appointees.

Signature: _____ Date: _____

Name (please print): Office / Committee:

_____ _____

Township of Langley
Est. 1873

COUNCIL, COMMITTEE, AND TASK FORCE CODE OF CONDUCT

Adopted by Council:

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1. INTRODUCTION

As local elected officials, and Council appointees of Committees and Task Forces we recognize that responsible conduct is essential to providing good governance for the Township of Langley.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

To fulfill our obligation and discharge our duties, we are required to conduct ourselves to the highest ethical standard by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all dealings with every person, including those with other members, staff, and the public.

2. HOW TO APPLY AND INTERPRET THIS CODE OF CONDUCT

This Code of Conduct applies to the Council, Committee and Task Force members of the Township of Langley. It is each member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Members must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all appliable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law and other legal obligations which apply to members individually or as a collective council.

3. FOUNDATIONAL PRICIPLES OF RESPONSIBLE CONDUCT

a. **Integrity** – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honorable.

b. **Respect** – means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspective, wishes and rights of others and an understanding of the role of the local government.

c. **Accountability** – means an obligation and willingness to accept responsibility or to account for one's actions. Conduct under this principle is demonstrated when Council members individually or collectively accept responsibility for their actions.

d. **Leadership and Collaboration** – means ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when Council encourages individuals to work together in pursuit of collective objectives by leading, listening to. And positively influencing others.

4. STANDARDS OF CONDUCT

a. **Integrity**: Integrity is demonstration by the following conducts:

- Members will be truthful, honest, and open in all dealings, including those with other Council members, staff and the public.
- Members will ensure that their actions are consistent with the sharded principles and values collectively agreed to by Council.
- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decision before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
- Members will behave in a manner that promotes public confidence in all of their dealings.

b. **Respect**: Respect is demonstrated though the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, experiences, and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be, or may be perceived as, offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting, or abusive. This behavior includes verbal slurs such as racist remarks, unwanted physical contact, or other aggressive actions that are harmful or threatening.

c. **Accountability**: Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council.
- Members will listen to and consider the opinions and needs of the community in all decisions-making and allow for appropriate opportunities for discourse and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

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d. Leadership and Collaboration: Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government, including considering the different interests of the public who make up the community.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspective on relevant issues.
- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the district roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and then public.
- Members will recognize the importance of the role of the chair of meetings and treat that person with respect at all times.

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COMPANION GUIDE

Getting Started on a Code of Conduct for Your Council / Board

August 2018; updated April 2021

Produced by the Working Group on Responsible Conduct

What is Responsible Conduct?

Responsible conduct is grounded in conducting oneself according to principles such as honesty and integrity, and in a way that furthers a local government's ability to provide good governance to their community

Introduction

The Working Group on Responsible Conduct has developed a model Code of Conduct that can be used as a starting point by local government councils/boards to develop their own customized Code of Conduct.

This companion guide provides discussion questions, things to keep in mind, and other helpful tips and resources to facilitate a council/board's conversation in developing their own Code of Conduct. This guide is also useful for councils/boards that already have a Code of Conduct in place, but may want to review or refresh it.

What is a Code of Conduct?

A Code of Conduct is a written document that sets shared expectations for conduct or behaviour. A council/board can adopt a Code of Conduct to establish expectations for how members should conduct themselves while carrying out their responsibilities, and in their work as a collective decision-making body for their community.

Responsible conduct of elected officials is not optional; it is essential to good governance. A Code of Conduct is one tool that can be used by a local government council/board to promote or further responsible conduct. Information about complimentary tools can be found in "*Forging the Path to Responsible Conduct in Your Local Government"* (see *"List of Resources & Helpful Links"* section in this guide).

Before you get Started

Before you discuss the content of your Code of Conduct, it is important to ensure that all council/board members understand the purpose of embarking on the development of a Code of Conduct, have clear expectations about what the Code of Conduct will/will not do, and that there is consensus on the process for developing it.

Keep in mind...

before thinking about the content of your Code of Conduct, ensure that everyone is on the same page about what you want to achieve and how you want to get there. Agreeing on the objectives and the process upfront will help make the Code of Conduct more meaningful and successful

Ensuring that everyone is on the same page before diving into the details of your Code of Conduct will help make the development process easier and the Code of Conduct more meaningful. Ask yourselves:

- Q Why is developing a Code of Conduct important to us?
- Q What are our key objectives in developing a Code of Conduct?
- Q Do we each understand the role of a Code of Conduct (i.e. that it is in addition to, not instead of, legal rules and local government policies)?
- Q What kind of process do we want to undertake to develop our Code of Conduct? Do we want to do this ourselves, with staff or get assistance from a facilitator or other consultant?
- Q Would we benefit from training or education about responsible conduct or Codes of Conduct generally before we get started on developing our own?
- Q Should our staff check in with other local governments that have already developed a Code of Conduct?

★ TIP: It may take multiple sessions and a variety of approaches to develop a Code of Conduct that works for you – don't feel you have to get it done in one sitting or using any one particular method.

Setting the Scope

Developing a Code of Conduct requires consideration about its scope, including who it applies to and in what capacity. For example, the model Code of Conduct prepared by the Working Group on Responsible Conduct is intended to apply to local elected officials.

Keep in mind...

that elected officials must always conduct themselves in accordance with the law – this includes rules set out in local government legislation and other legislation, such as human rights rules. Ensure that your Code of Conduct is consistent with existing laws and policies

When thinking about the scope and application of your Code of Conduct, ask yourselves:

- Q Other than the elected members of your council/board, will the Code of Conduct apply to anyone else over which the local government has authority (e.g. senior staff)? If it includes staff, how will that work with existing policies and laws (e.g. employment contracts, collective agreements, workplace laws/policies)?
- Q Will the Code of Conduct apply to any or all of your local government committees and/or commissions? If so, are there specific considerations, limitations or criteria on how the Code of Conduct will apply to these bodies?
- Q Will the Code of Conduct apply to elected members in carrying out all of their roles and responsibilities in all circumstances (e.g. when an elected official sits on an advisory committee with members of the public and others not covered by a council/board's Code of Conduct)?

★ TIP: Make sure the scope of your Code of Conduct aligns with the objectives you initially identified for developing a Code of Conduct. The broader the scope of the Code of Conduct, the more difficult it may be to implement and put into practice.

Thinking about Principles & Values

The model Code of Conduct developed by the Working Group on Responsible Conduct is built on four key foundational principles -- *integrity, respect, accountability,* and *leadership and collaboration*. At a minimum, every Code of Conduct should incorporate these four principles, but your council/board may want to build on these principles and provide more context regarding the values and objectives underlying the Code of Conduct. Ask yourselves:

Keep in mind...

that a Code of Conduct does not need to be complex or elaborate – it simply needs to spell out the standards your council/board feels are important to be commonly understood

- Q Are there additional principles that are fundamentally important to our council/board (e.g. openness; impartiality; transparency; equity)? If so, what are they and how are they defined? Should they be included in our Code of Conduct?
- Q Are there particular values that are important to us that should be explicitly articulated as value statements in our Code of Conduct (e.g. "we practice high standards of ethical behaviour and conduct our decision-making in an open and transparent way to inspire trust"; "we strive for continuous improvement"; "we believe that different lived experiences, diverse ideas and conflicting views help us make better decisions for the community")?
- Q Are there principles in our Code of Conduct that we want to include in other policies or procedures to ensure our expectations for conduct are consistent (e.g. ensure any principles set out in the procedure bylaw are consistent with principles set out in the Code of Conduct)?

★ TIP: Use clear, concise language that can be easily understood by everyone at all levels of the organization, as well as the public.

Setting Standards of Conduct

The model Code of Conduct developed by the Working Group on Responsible Conduct sets out a range of standards of conduct that reflect the four key foundational principles. Because these are broadly applicable, they are necessarily written as general statements.

Your council/board can customize by adding other standards, expanding on the ones provided or by providing specific statements or examples of expected behaviour. Ask yourselves:

Q Are there specific behaviours that should be identified and encouraged under our Code of Conduct? For example:

- members should listen courteously and attentively to all discussions at the council/board meeting, and focus on the business at hand
- members must make every effort to show up to all meetings on time and well prepared to take an active role in the business at hand
- members should always consider the **impact** that their choice of language may have on other individuals, regardless of the members's intent

Q Are there specific behaviors that should be identified and discouraged under our Code of Conduct? For instance:

- members must not interrupt each other during a meeting, including by talking over another person
- members must not engage in specific physical actions or language, such as shaking a fist, eye rolling, turning their back to people who are speaking, making faces, pointing aggressively, using curse words, using racist, sexist, trans/gender phobic or ageist slurs, or making comments about a person's appearance
- members must stop talking and pay attention when the chair is talking or seeking order

★ TIP: No Code of Conduct will capture every situation that may arise. Consider which standards of conduct matter the most to your council/board now and incorporate additional standards as needed.

★ TIP: Look at other published Codes of Conduct for ideas you feel may be appropriate for your council/board's Code of Conduct (see *"List of Resources & Helpful Links"* section of this guide.

★ TIP: Ensure that your standards of conduct are clear and easy to intepret (e.g. any member should be able to see whether they are or are not meeting the standard).

Keep in mind...

that it is important to balance rules about appropriate conduct (including language, communication and other physical actions) with the importance of open discourse that is necessary for governing bodies

Keep in mind...

that achieving consensus at the council/board table about the content of the Code of Conduct may be challenging, but having these difficult conversations is an important part of developing a meaningful Code of Conduct

Incorporating other Provisions

Local governments may choose to include additional provisions in their Code of Conduct, such as ones related to supporting compliance and enforcement. Such provisions are not required; articulating an enforcement process within a Code of Conduct is a relatively new practice in BC and there are still uncertainties. At the same time, depending on a council's or board's shared understanding of the purpose of its Code of Conduct, provisions related to informal resolution, administratively-fair formal processes and sanctions may be considered useful. Ask yourselves:

- Q What measures do we have in place for continuous improvement at our council or board, to foster responsible conduct, maintain good governance and resolve conduct issues informally? In other words, are we putting sufficient effort into prevention and informal resolution of conduct issues? If we don't have anything in place, what should we consider to help prevent and informally address less-than-responsible conduct?
- Q Are there provisions to support compliance that we could include in our Code of Conduct that are consistent with our shared understanding of the purpose of our Code? (e.g. requirements for members to acknowledge they understand and will abide by Code of Conduct; requirement that members endeavor to resolve interpersonal disputes in good faith; articulate informal resolution processes and/or formal enforcement processes and sanctions)?
- Q What expert advice (e.g. legal) do we need to develop administratively fair formal enforcement processes and appropriate sanctions? Do we have the resources and capacity to follow through on such enforcement processes if they are needed (e.g. to ensure independent impartial investigation of a complaint)?
- Q Does everyone understand what sanctions can/cannot be included in a Code of Conduct? What do we have in place to improve the post-sanction environment (e.g. to repair relationships among council and board members)? How will we move forward constructively as a collective?

★ TIP: Review "*Forging the Path to Responsible Conduct in Your Local Government*" if considering additional provisions related to enforcement(see *"List of Resources & Helpful Links"* section in this guide).

Keep in mind...

there may be stereotypes, faulty assumptions or misinformation behind some conduct issues; what equity training, education or other actions will be needed to support prevention?

Keep in mind...

that local governments **cannot** impose disqualification from office as a sanction for a Code of Conduct breach

Incorporating other Policies

Local governments are likely to have a range of existing policies on a number of topics, from communications to information management to human resources. A Code of Conduct may be a useful place to connect to some of these policies. Ask yourselves:

- Q What existing policies do we already have that could be referenced in our Code of Conduct (e.g. respectful workplace policy; use of social media; handling of information; gifts and personal benefits)?
- Q Are there any existing policies that need to be updated to reflect or reference the Code of Conduct?

★ TIP: You do not need to replicate all of your organization's existing policies in a Code of Conduct. Key policies can simply be referenced where appropriate, throughout your Code of Conduct.

Keep in mind...

that if it is challenging to achieve consensus at adoption or any other stage of the development process – don't be afraid to seek out a facilitator or another consultant

Adopting and Publishing your Code of Conduct

Once you have come to a consensus on the content of your Code of Conduct, ask yourselves:

- Q How will we try to ensure that all members are comfortable with a Code of Conduct that is adopted? What can we do if some members disagree with the Code of Conduct?
- Q Should each council/board member formally commit to the Code of Conduct in some way? What would this look like (e.g. each member signs the document)?
- Q How are we going to communicate or present the Code of Conduct to staff, the public and others? Should it be on our website? How else can we make it known?

★ TIP: Make sure your Code of Conduct is easily accessible by everyone in the organization, as well as the public.

Keep in mind...

that making your Code of Conduct accessible, transparent and available to the public will help build public confidence and demonstrate a commitment to good governance

Putting the Code of Conduct into Action

Finding ways to integrate the Code of Conduct into your ongoing governance will help ensure that it remains a relevant and effective 'living' document. Consider how you will maintain, use and keep your Code by Conduct 'alive' and meaningful by asking yourselves:

- Q How will we use and refer to the Code of Conduct (e.g. by including it in every agenda package? Displaying it on the wall? Framing it on every member's desk?)?
- Q Should there be education or any other supports for our council/board members or employees about the Code of Conduct (e.g. at a set time such as the start of every term)? How will new members be oriented to it (e.g. after a by-election)?
- Q How do we know that that the Code of Conduct is working for us? How will we review and evaluate the Code of Conduct (e.g. when/how often should we review it? Should there be a set process for reviews? How will changes be incorporated)?

★ TIP: It may be useful to establish a process for feedback on the Code of Conduct to ensure that when a review happens, all of the relevant feedback is readily available and can be considered.

Keep in mind...

that your Code of Conduct is not 'set in stone'; it can be and should be revisited and reviewed regularly

List of Resources & Helpful Links

Working Group on Responsible Conduct Resources

Model Code of Conduct
http://www.ubcm.ca/assets/Resolutions~and~Policy/Policy/Governance/Working~Group~on~Responsible~Conduct/MODEL_CODE_OF_CONDUCT_Aug2018_FINAL.pdf

Responsible Conduct of Local Elected Officials Website (Policy Paper; Foundational Principles Brochure)
https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/conduct-of-locally-elected-officials/responsible-conduct

Responsible Conduct of Local Elected Officials – Consultation Paper (March 2017)
http://www.ubcm.ca/assets/Resolutions~and~Policy/Policy/Governance/Working~Group~on~Responsible~Conduct/ResponsibleConductLocalGovtElectedOfficials_Consultation_Paper_March302017.pdf

Forging the Path to Responsible Conduct in Your Local Government (April 2021)
https://www.ubcm.ca/assets/Resolutions~and~Policy/Policy/Governance/Working~Group~on~Responsible~Conduct/Forging%20the%20Path%20to%20Responsible%20Conduct.pdf

Examples of Local Government Codes of Conduct (BC)

City of Abbotsford
https://municipal.qp.gov.bc.ca/civix/document/id/coa/coaother/c00708

District of Sparwood
https://sparwood.civicweb.net/document/67075

District of Saanich
https://www.saanich.ca/assets/Local~Government/Documents/Bylaws~and~Policies/Council~Policies/code-of-conduct.pdf

City of Surrey
https://www.surrey.ca/sites/default/files/bylaws/BYL_reg_20020.pdf

District of North Cowichan
https://www.northcowichan.ca/assets/Municipal~Hall/Policies/Council_Policy_Standards_of_Conduct.pdf

City of Prince George
https://www.princegeorge.ca/City%20Hall/Documents/Mayor%20and%20Council/Council_Code_of_Conduct.pdf

District of North Vancouver
http://app.dnv.org/OpenDocument/Default.aspx?docNum=2611131

Regional District of Okanagan Similkameen
https://www.rdos.bc.ca/assets/BOARD/Policies/Code-of-Ethics-Policy.pdf

Regional District of Central Okanagan
https://www.regionaldistrict.com/media/201242/Code_of_Conduct.pdf

District of Sooke
https://sooke.civicweb.net/document/11215

Thompson-Nicola Regional District
https://tnrd.civicweb.net/document/148611

Resources about Roles and Responsibilities

Town of Smithers (orientation manual)
https://www.smithers.ca/uploads/2018_Elected_Officials_Orientation_Handbook_(with_attachments_links).pdf

Resources about Social Media Policies

Social Media Resource Guide (Alberta Urban Municipalities Association)
https://www.auma.ca/sites/default/files/Advocacy/Programs_Initiatives/citizen_engagement/social_media_resource_guide.pdf
[*Note: page 26 pertains to Elected Officials and Social Media Policy*]

Islands Trust (sample policy)
http://www.islandstrust.bc.ca/connect/social-media-guidelines/

District of Sparwood (sample policy)
https://sparwood.civicweb.net/filepro/document/45294/Social%20Media%20Policy.pdf

City of Guelph (sample policy)
http://guelph.ca/news/social-media/social-media-principles-and-guidelines-for-elected-officials/

Resources about Harassment / Human Rights

City of Vancouver: Human Rights & Harassment policy
https://policy.vancouver.ca/AE00205.pdf

City of Richmond: Respectful Workplace Policy
https://www.richmond.ca/__shared/assets/Respectful_Workplace_Policy22820.pdf

District of Sooke: Anti-bullying Policy
https://sooke.civicweb.net/document/11213

Resources about Privacy & how Information is Handled

Privacy Management (Office of the Information & Privacy Commissioner)
https://www.oipc.bc.ca/guidance-documents/1545

District of Saanich (sample privacy management policy)
http://www.saanich.ca/assets/Local~Government/Documents/Bylaws~and~Policies/privacy-management-may-2017.pdf

Resources about Procedure Bylaws

Procedure Bylaw Guide: For BC's Local Governments
https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/procedure_bylaw_guide_for_bc_local_governments_december_2020.pdf

Produced by the Working Group on Responsible Conduct

The *Working Group on Responsible Conduct* is a joint initiative between the Union of BC Municipalities, the Local Government Management Association, and the Ministry of Municipal Affairs. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.

Forging the Path to RESPONSIBLE CONDUCT

In Your Local Government



WORKING GROUP ON RESPONSIBLE CONDUCT

APRIL 2021

UBCM Union of BC Municipalities

LGMA

BRITISH COLUMBIA

THANK YOU TO ALL PROJECT PARTICIPANTS

The Working Group on Responsible Conduct is a joint initiative of the B.C. Ministry of Municipal Affairs, the Local Government Management Association of British Columbia, and the Union of British Columbia Municipalities.

We sincerely appreciate the valuable contributions of all those who assisted the Working Group on Responsible Conduct in developing this guide, *Forging the Path to Responsible Conduct in Your Local Government*.

The project greatly benefited from the support and involvement of these participants, including B.C. local government elected and staff officials, and the legal experts who advise them. These individuals, through their willingness to share their experiences, were absolutely central in showing us how leading local governments can manage conduct issues within the current B.C context. They are truly forging the path to responsible conduct in their communities. It is our hope that in passing on the wisdom built through those experiences, the guide will provide others with practical ideas to allow them to to do the same.



INTRODUCTION

About this Guide

How local government elected officials conduct themselves matters. Conduct is central to governance and when conduct issues emerge, especially if allowed to fester, good governance can be impaired and public trust eroded. Yet dealing with conduct issues can sometimes be overwhelming and governing in the face of them enormously challenging.

The guide presents practical ways to help prevent conduct issues and to deal with them if they do arise. The guide does not represent legal advice, nor is it a substitute for that advice.

Guide Development

This guide was developed by the Working Group on Responsible Conduct (WGRC), a joint initiative by the Union of British Columbia Municipalities, the Local Government Management Association of British Columbia (LGMA), and the B.C. Ministry of Municipal Affairs. The staff-level Working Group undertakes collaborative research and policy work on the issue of responsible conduct of local government elected officials.

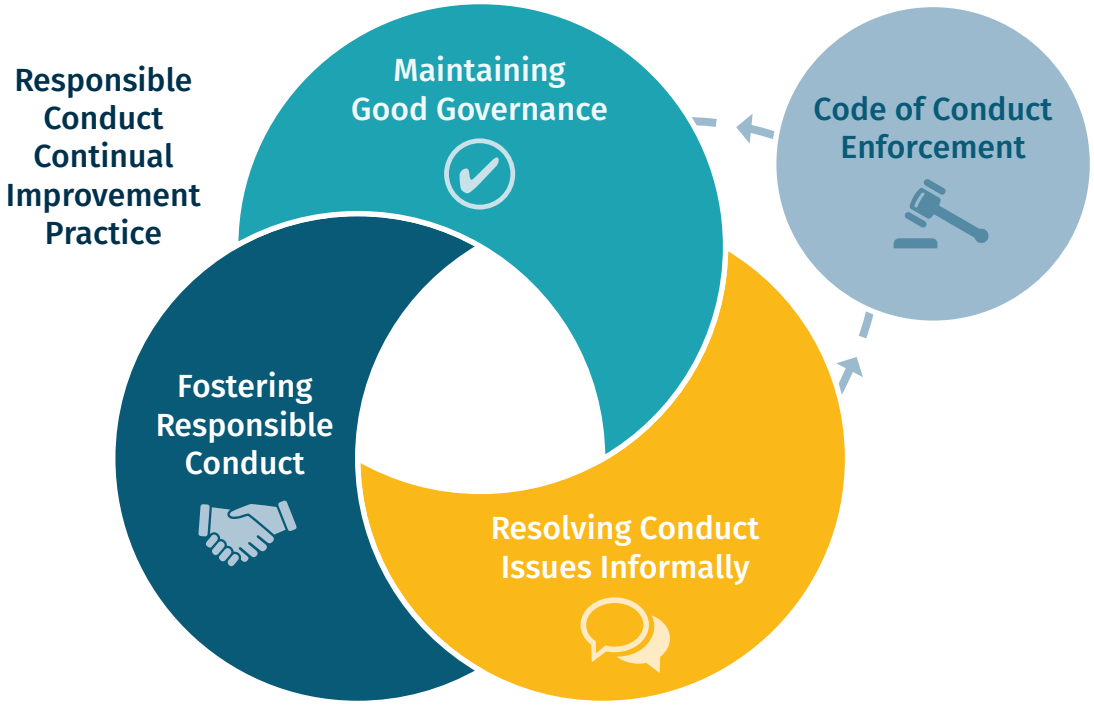
This guide builds on, and should be read in conjunction with, three previous WGRC publications: *Foundational Principles of Responsible Conduct for BC's Local Governments* along with *Getting Started on a Code of Conduct for Your Council/Board: Model Code of Conduct* and its *Companion Guide*.

The guide was informed by WGRC research, a review of a sample of B.C. local government codes of conduct that include enforcement provisions, and discussions with local government elected and staff officials and legal experts experienced in responsible conduct matters.

Our key take-away from those discussions was: **It's worth putting a lot of effort into prevention and informal resolution of conduct issues. There are enforcement processes if that doesn't work, but in practice, local governments are finding more success with informal methods.**

Watch for highlighted leading practice tips and quotes from trusted advisers that came to the WGRC during our research.

All resources noted in the chapters are linked in Chapter 6, Resources.



Guide Organization

The guide is organized around two central concepts:

- A continuous improvement practice to foster responsible conduct, maintain good governance, and resolve conduct issues informally; and
- Where it is needed, code of conduct enforcement.

The three continuous improvement topics do not represent a linear process, with a local government moving sequentially through each; instead, they are intertwined with activities in each undertaken iteratively, shaping an organizational culture of trust and respect, where participants work effectively together and councils and boards govern well.

There is a well-established body of practice in these areas, and the guide draws on this to provide examples, leading practice tips and links to further information and resources.

With these measures in place, conduct issues can be avoided, or managed early on, reducing the need for enforcement of a code of conduct. However, even within this context, there may occasionally be a need for a local government to enforce its code of conduct.

Articulating an enforcement process within a code of conduct is a relatively new practice in B.C. The guide draws on examples from leading local governments that have included enforcement in their codes to highlight both current practice and things a local government may wish to consider as it begins to design its own enforcement process.

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CHAPTER 1

Fostering Responsible Conduct

What Kind of Conduct is Problematic and Why?

Some expectations of good conduct will be clear to most, often because these are set out in law: things like a person not voting on something if they have a financial interest in it, keeping confidential information confidential, not discriminating against a person,[1] and not making slanderous statements.

Other behaviours – like respecting others at meetings or not criticizing colleagues, staff or members of the public on social media – may be less obvious to some; perhaps council or board members don't even agree on what conduct they expect of each other in these areas. For example, some may think that there is nothing wrong with dismissing or belittling another in a debate because they have different backgrounds, experiences, or cultural values than you, or because their politics or points of view on a matter are different than yours.

Some may think that shouting at the chair is an acceptable tactic to get their point across, or that intimidating staff when they won't give you what you want is a way to get things done. However, all of these kinds of conduct can be destructive.

Even subtle actions can become pervasive, escalate over time, erode relationships and impair the ability of the local government to fulfill its most basic responsibilities to make collective decisions in the interests of the community. Electors have entrusted elected officials, acting collectively as the local government's governing body, to govern in the public interest; any conduct that gets in the way of that is a problem.



1 The B.C. Human Rights Code prohibits certain activities and conduct that discriminate against a person or group or class of persons because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons. See Chapter 6, Resources for a link to the legislation.

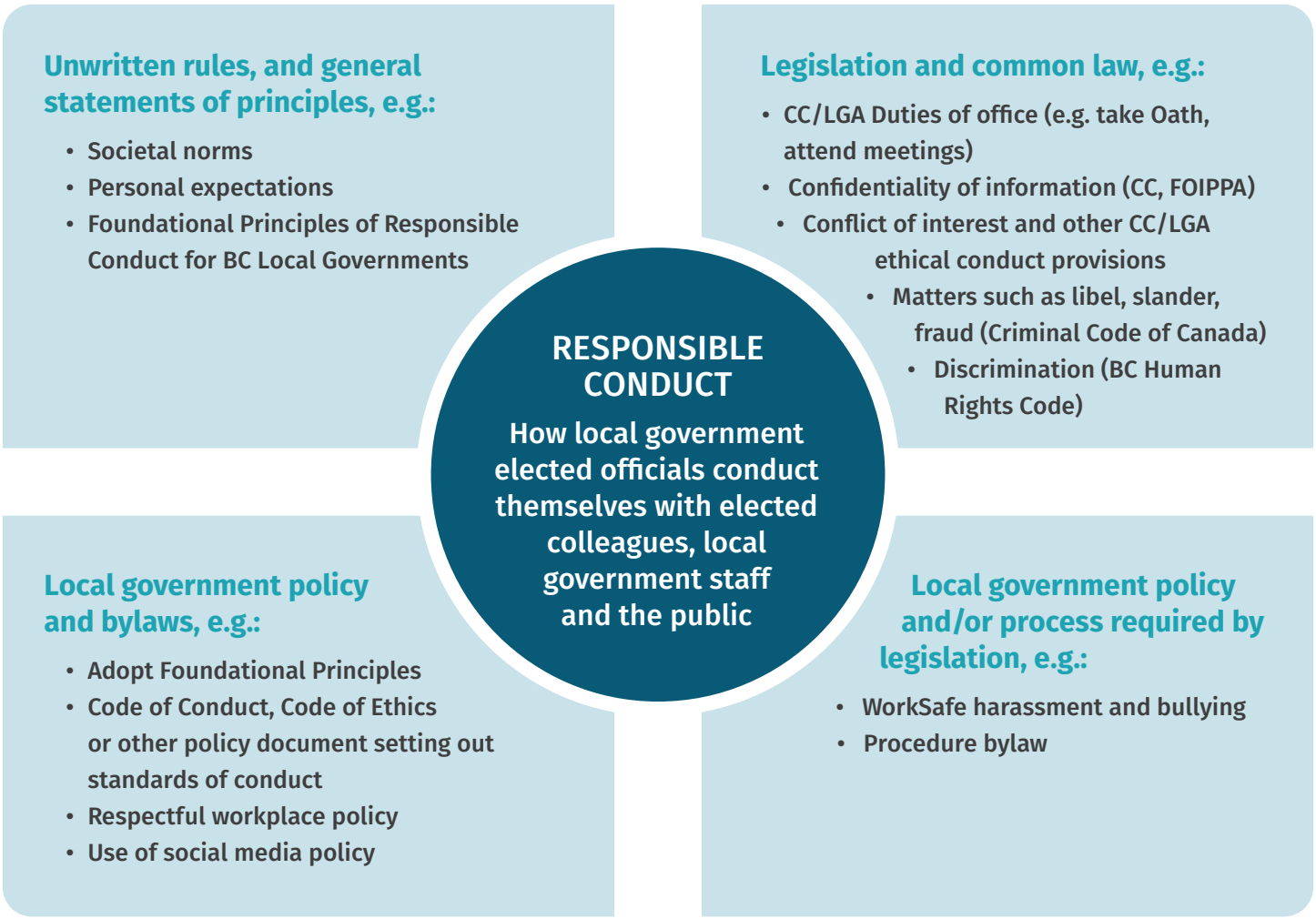
What is Responsible Conduct?

In the context of this guide, responsible conduct refers to how local government elected officials conduct themselves with their elected colleagues, with staff and with the public. It is grounded in conducting oneself according to principles such as integrity, accountability, respect, and leadership and collaboration, in a way that furthers a local government's ability to provide good governance to its community.

As illustrated in the graphic, conduct expectations can take the form of unwritten norms, written principles, or local, provincial or federal policy or law.

Much of this guide is focused on local government policy and bylaws, such as a local government code of conduct because:

- Preventing conduct issues is difficult when relying on unwritten rules or general statements of principle developed by others and not endorsed by the local government; and
- Considerable guidance is provided elsewhere for conduct that is governed by federal or provincial law; this guide touches on that aspect but directs the reader to external resources for more information.



How Can We Build Responsible Conduct in Our Local Government?

Adopt a Code of Conduct or Other Conduct Policy

Avoiding conduct issues when rules are unwritten is hard because people don't know what is acceptable. Building a shared understanding of expected conduct and setting that out in a code of conduct will make expectations clearer and is a good way to prevent issues.

Codes of conduct provide conduct standards that supplement conduct already required legislatively (e.g., conflict of interest rules, confidentiality requirements, prohibitions on discrimination) or through policy (e.g., council/board-staff relations) to ensure that the full range of expected conduct is clear. Existing legislation and/or local government policies will need to be considered as a local government develops its code to ensure the code is not inconsistent with existing conduct requirements.

Many codes also include details about how alleged contraventions will be dealt with. This can be a preventative measure because it adds clarity about how an individual elected official will be held accountable for their conduct.

Adoption of a code of conduct is strongly recommended – as is the inclusion of an enforcement process to address alleged contraventions, and a range of sanctions that may be imposed by the Council or Board if a contravention is determined. Ideally, initiate discussions towards adoption of the code before conduct issues emerge.

If you already have a code, use Chapter 4, Essentials of Code of Conduct Enforcement, to support development of an enforcement process. If you haven't yet adopted a code, start with two previous WGRC publications (*Model Code of Conduct* and its *Companion Guide*). Both are linked in Chapter 6, Resources.

Align Policies, Procedures and Practices

Procedure bylaws are an important tool in supporting conduct in meetings and Council and Board decision-making. *The Procedure Guide: For B.C.'s Local Governments* by the LGMA and B.C. Ministry of Municipal Affairs aims to help local governments proactively consider and change their procedure bylaw to help address challenging situations and to support responsible conduct.

Local governments have many other policy and procedural tools that can be used to support responsible conduct, including such things as (see links to samples in Chapter 6, Resources):

- Oath of office
- Social media policies
- Information-sharing practices
- Conduct expectations for members of the public
- Checklists and educational tools

LEADING PRACTICE TIPS

It's easiest to have discussions about creating a code of conduct before conduct issues emerge. If your Council or Board is struggling to have those discussions, try starting incrementally and adopting the WGRC's Foundational Principles of Responsible Conduct as a statement of the Council/Board's commitment to those principles.

LEADING PRACTICE TIPS

Try a visual or verbal reminder of expected conduct at meetings, like printing the WGRC's Foundational Principles of Responsible Conduct on a placemat for every Council or Board member's place at the table or stating the oath of office at the beginning of every meeting.

Elected Official Leadership, Knowledge-sharing, Skills Development and Support

Leadership development can play a significant role in maintaining responsible conduct and good governance.

For example, respectful dialogue at a Council or Board meeting is more likely when all members understand that decisions are made collectively and not by the mayor/chair, electoral area director, or any other individual elected official. Additionally, trust and respect can be improved through understanding one's role and how it fits with the roles of others, building cultural humility,[2] communicating in a way that respects people's inherent dignity, and developing an appreciation of the value of different perspectives.

Building a clear understanding about conduct rules and expectations early in a term – including those that are legislated (e.g., conflict of interest) and those that are established through codes of conduct – can be a key factor in elected officials meeting those expectations. In addition, compliance can be improved and conduct issues avoided if a local government provides its elected officials with trusted advice in response to their concerns about how they can comply with conduct rules.

Similarly, skill development in areas like effective communication, chairing a meeting, dispute resolution, and strategic thinking can support both good governance and responsible conduct. Leadership and skill development should be a priority for Councils and Boards as well as for both newly elected and veteran elected officials across B.C.

> For participants in the decision-making process, shared power and decision-making puts a premium on leadership skills that help one's fellow leaders find common ground.
>
> *(From the Institute for Local Government webpage article Decision Making in the Collective Interest)*

2 "Cultural humility is a process of self-reflection to understand personal and systemic biases and to develop and maintain respectful processes and relationships based on mutual trust. Cultural humility involves humbly acknowledging oneself as a learner when it comes to understanding another's experience." First Nations Health Authority. See Chapter 6, Resources for links and more information.

LEADING PRACTICE TIPS

Participate in the Local Government Leadership Academy's Annual Forum, which enables elected officials to learn formally from speakers, and informally through networking with colleagues from around the province. Relationships forged here can have ongoing benefit, as elected officials find they are not alone, and gain confidence to share ideas and seek advice from others who understand the challenges they may be facing.

Consider additional education, including:

- Scenario-based training where participants work through difficult situations or areas of conflict and practice skills to effectively deal with them;
- Training to increase understanding of the history and experiences of people who make up the community and avoid stereotypes and discrimination;
- Confidential coaching or mentoring for individual members of the Council or Board; or
- Pre-election candidate orientation, so individuals considering running for office know what they're getting into.

Consider developing a process to involve your Council or Board in determining their leadership and skills development priorities.

FOOD FOR THOUGHT

- How well are we prepared to deal with conduct issues if they begin to emerge?
- Do we have a code of conduct? If not, why not?
- Does our code include a process to address alleged contraventions? If not, why not?
- What issues are emerging that aren't dealt with under our code? Do we have policies to deal with them (e.g., social media policy)? Can we strengthen compliance by referring to these policies in our code?
- Have we allocated funding for elected officials' leadership development, skills building and support in our budget? Do elected officials know this is available? How do we know what support and skills building are important to members individually and collectively?
- Where can our elected officials go if they have questions about their conduct or to get advice about how they can comply with conduct rules? Does that advice include both legislated rules like conflict of interest and duty to respect confidentiality, as well as our code of conduct?

CLICK HERE for links to resources referenced in this chapter.

CHAPTER 2

Maintaining Good Governance

Working Together Before, During, After – and Despite – Conduct issues

A Council or Board is entrusted by electors to govern in the best interests of the community and it can only do this as a collective. Individual members cannot independently govern or make decisions affecting their community, but they can participate and contribute towards collective decision-making, and collaborative good governance responsibilities.

Given this, Boards and Councils need to find ways to work together; to effectively cooperate, collaborate, and make decisions, regardless of things like conduct issues, strained relationships or conflicting views.

> "We need to stop pretending that good governance is an accident; if you're not doing this proactively, you'll be doing it reactively."
>
> *(A B.C. local government consultant, facilitator and lawyer)*

Whose Job is it Anyway?

Everyone has a role to play in responsible conduct and good governance.

- **Every elected official** is accountable for their own conduct and must make sure they are always acting ethically and responsibly.
- **The mayor or chair** provides leadership and can lead by example, maintain order at meetings and propose policy changes, but they cannot, on their own, ensure the Council or Board operates as it should.
- **All Council or Board members** influence how the collective works, and in the interest of serving their community, all can take steps to work effectively together, including speaking up when problems arise.
- **Staff** provide professional advice to the Council or Board and carry out its decisions in an effective, efficient and non-partisan manner. The relationship between elected and staff officials is intertwined, so it is vital for both to understand and respect one another's roles. Developing effective lines of communication, and trustful, respectful relationships between elected and staff officials supports good governance, even under challenging circumstances. The CAO is your one employee and your ally to help elected officials be successful.

"Local officials are grappling with difficult policy challenges... A goal is to create a culture of tolerance for differing points of view that credits everyone with having the best interests of the community in mind."

(From the Institute for Local Government document Tips for Promoting Civility in Public Meetings)

Enhance Collaboration: Embrace Diverse Ideas and Conflicting Views

Councils and Boards that welcome healthy debate, diverse ideas and conflicting views make better decisions. Different lived experiences and fresh perspectives can provide valuable insights, uncover opportunities and bring out solutions that hadn't previously been considered but are better for the community.

Productive conflict[3] – that is, conflict that leads to productive results, such as better decisions – can be a significant positive influence on good governance. Productive conflict is an open exchange of conflicting or differing ideas in which parties feel equally heard, respected and unafraid to voice dissenting opinions as they work toward a mutually comfortable solution.

On the other hand, unproductive conflict – characterized by frequent, unresolved arguments – can leave individuals feeling angry and frustrated, bringing about conduct issues and making good governance more difficult.

LEADING PRACTICE TIPS

Provide a way for elected officials to build informal relationships beyond the Council or Board table (it can be as easy as sharing a meal together).

The next time a contentious issue is under discussion, try a "no rebuttal round table session" where every member has an opportunity to state their position on the issue and explain its impact from their perspective, and no member can rebut someone else's statement (when it is their turn, they must speak only to their personal perspectives).

(Details of this process, including its successes, are provided in the Enhancing Collaboration in British Columbia's Regional Districts report, found in Chapter 6, Resources.)

3 From *Unproductive Conflict vs. Productive Conflict*. See Chapter 6, Resources for link and details.

Individual strategies for productive conflict include:

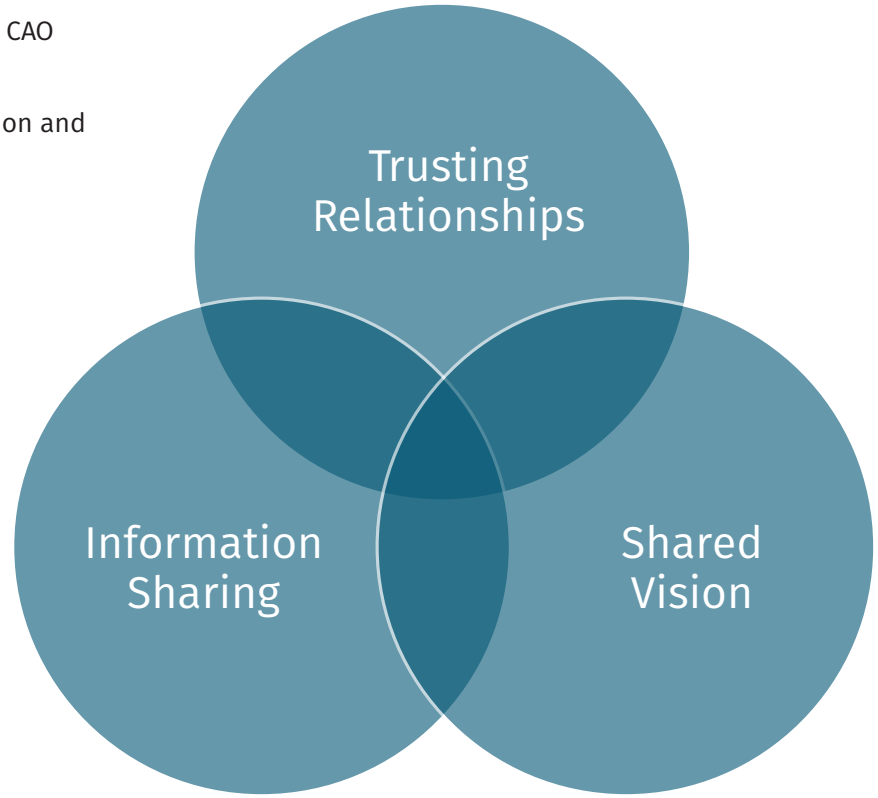
- Separating the person from the issue;
- Moving the discussion from positions to interests; and
- Seeking win-win scenarios, where solutions can meet key mutual interests.

Developing these skills can be a catalyst to move from unproductive conflict, with parties entrenched in their positions, to a place where conflicting views become a pathway to better solutions.

Focusing on trusting relationships, strong information sharing practices and a shared vision can equip a local government to ensure conflict remains productive and improve collaboration. For example:[4]

- Organizing information seminars on complex issues;
- Maintaining a strong chair/mayor and CAO leadership team; and
- Preventing the spread of misinformation and establishing a common set of facts.

> "Regional issues may be more obscure than in a municipality and it is important to give all directors, from municipalities and electoral areas, the support they need to appreciate their role in creating a regional vision."
>
> *(A B.C. regional district CAO)*



4 Examples from *Enhancing Collaboration in British Columbia's Regional Districts*. See Chapter 6, Resources for link and details.

Contain Conduct Issues: Use Policy/ Procedural Tools to Manage Meetings and Conduct, and Support Good Governance

Simply having policy and procedural tools in place are not enough; they will only be effective in managing conduct if they are used.

If the procedure bylaw supports responsible conduct or a code of conduct is in place, the mayor or chair can remind an elected official of their obligation to comply in real time when a conduct incident occurs at a meeting. Alternately, Councillors or Directors can raise a point of order in relation to the conduct.

If policy levers are not sufficient to support responsible conduct and good governance, any Council or Board member can propose an agenda item for a future meeting to discuss adoption or amendment of the needed policy.

Some examples that illustrate the range of policy levers that could be engaged are shown in the 'Align Policies, Procedures and Practices' section in the previous chapter.

"You might not be able to change behaviour, but you can change the local government's practices and system framework around it."

(A B.C. local government legal advisor)

LEADING PRACTICE TIPS

Using a procedure bylaw that specifically addresses conduct expectations, in combination with handbooks like *Robert's Rules of Order*, and *Local Government Act* and *Community Charter* provisions like the ability to expel someone acting improperly from a meeting, can be powerful tools to help contain conduct issues that arise during a meeting.

Developing a checklist for the Council or Board to evaluate its own effectiveness can be a good starting point for a check-in discussion. See Chapter 6, Resources for some sample checklists that can be customized.

Council/Board Check-ins: Find Ways to Work More Effectively Together

A Council or Board discussion – or check-in – about how to work together more effectively can provide a useful forum to identify and address areas of concern, including conduct, conflict, or collective 'blind-spots' that get in the way of effective discussion and decision-making. This can help to build trusting relationships as well as identify policy or procedural changes to overcome systemic barriers, and/or learning topics that could support both the collective and its individual participants to become more effective.

When negative conflict or conduct issues are present, these check-ins can help to clear the air, de-escalate unproductive conflict, improve communication, and help the Council or Board refocus on improving working relationships and removing barriers to its effectiveness.

These discussions can be challenging to start if a Council or Board is facing significant stress. Consider initiating them early in the term when tensions aren't high, and continue them on a regular basis after that.

Alternatively, some of the discussion can be woven into other processes, such as those in the graphic. Successes from these early discussions will reinforce the benefit of open dialogue aimed at improving relationships, and may help to create a willingness to participate in future dedicated check-ins.

Success of a dedicated check-in may depend on ensuring elected officials feel comfortable exploring their perspectives on barriers to their collective success without fear of reprisal, so that they can consider new approaches when current patterns of engaging with each other are not working.

In addition to considering external professional facilitation, Councils and Boards may wish to consider undertaking these sessions in the absence of the public, which can help to facilitate the open, honest discussion that will be needed to explore these issues.[5]



5 If you are discussing these matters in the absence of the public, make sure you don't also move towards making decisions, which you would need to do in an open meeting. See Chapter 6, Resources for useful resources from the Ministry of Municipal Affairs and the B.C. Ombudsperson.

LEADING PRACTICE TIPS

If you're getting stuck finding ways to work better together, especially if interpersonal dynamics are regularly getting in the way of making decisions, an external professional might be able to help. The combination of professional expertise and independence from the organization provides an opportunity for these professionals to bring new perspectives to the table and suggest approaches that may not have been considered before.

FOOD FOR THOUGHT

- Is our Council or Board governing well? If we were to get a grade on that, what would it be? What's getting in the way? Do we regularly have discussions about this? Have we made provision for regular check-ins and getting some outside help if we need it?
- What enhancements could be made to our policies or procedures to avoid conduct issues? Do we have specific issues that seem to be evolving that should be a priority (e.g., release of confidential information)? What can we put in place that would resolve these issues (e.g., does everyone understand their legal obligations, are there changes to our information-sharing practices that could help, and is this something the Council/Board should discuss in a check-in)?
- What kinds of things are causing tension at the Council/Board table (e.g., whether something discussed in a closed meeting should have been in an open meeting; whether or not a member is in a conflict of interest in a particular matter; lack of respect because of such things as different political views, backgrounds, experience, age, gender identity or sexual orientation)? Would training and leadership development help? Is additional information needed, either generally or on a case-by-case basis? Are there tips or tools that could be developed to support members? Is this something the Council/Board should discuss in a check-in?
- As an individual, self-awareness is key. Ask yourself: Am I part of the problem? Am I contributing to dysfunction or to good governance? Do I make assumptions about other Council or Board members without trying to understand their experiences or perspectives? What steps can I take to help the Board or Council work better together? What support do I need to do that? How can I help to ensure our conflict is productive?

> "If local governments did less in closed meetings, there would be fewer conduct issues."
>
> *(A B.C. local government legal advisor)*

CLICK HERE for links to resources referenced in this chapter.

CHAPTER 3

Resolving Conduct Issues Informally

When and Why to Consider an Informal Approach

Conduct issues can often be managed through prevention and good governance measures. Unfortunately, there are times where the issues are particularly significant or entrenched, and instead escalate or become more pervasive. In these cases, local governments may wish to consider taking additional steps to address the conduct issue.

Two approaches are available, and they are not mutually exclusive. Informal approaches are aimed at resolving conduct issues, through productive discussion toward mutually satisfactory solutions. Enforcement processes are aimed at determining whether there was a conduct contravention, and deciding on sanctions if a contravention is found.

Informal resolution can lead to better outcomes than enforcement processes because informal resolution tends to be:

- More effective in finding solutions that are satisfactory to all parties;
- Quicker, leaving less time for the problematic conduct to remain unchecked and less time for relationships to erode further;
- Less divisive since parties are brought together to work towards solutions that work for all, helping to rebuild trust and repair relationships (whereas in enforcement processes, parties oppose each other to prove or disprove a contravention); and
- Less legalistic, cumbersome and complex, which can also mean they are considerably less costly.

> "I have yet to see an enforcement process where the elected official accepted the findings, so we need to make every effort to manage things before it gets to that."
>
> *(A B.C. CAO, mid-sized municipality)*

Given these advantages, many local governments are finding that in most circumstances it is well worth pursuing informal approaches to the fullest extent possible to see if they can resolve the conduct issues. In general, they are only considering enforcement processes if those informal resolution efforts are not successful.

However, despite its potential for positive outcomes, informal resolution is not appropriate for all circumstances.

Local governments will want to consider specific circumstances carefully before deciding on a course of action (and seek appropriate legal advice before proceeding). Consider the following examples.

When conduct issues impact employees:
Local governments are responsible for the safety of their employees at work. If a complaint relates to matters covered by legislated provisions to address workplace bullying and harassment, the complaint must be dealt with in accordance with the *Workers Compensation Act* and Occupational Health and Safety policies established by WorkSafeBC.

There may also be other laws, local government policies, or employment arrangements that will govern how to respond when an employee indicates they have been subjected to unsafe working conditions or inappropriate behaviour.

When conduct represents actual or threatened significant or imminent harm to persons, property or the local government:
In these situations, local governments will need to consider how best to preserve safety and security within their community. In addition to legal advice, local governments may need to consult with law enforcement.

"It's important to remember that trust is built around understanding and respect, not necessarily agreement."

(From the Institute for Local Government document Attributes of Exceptional Councils)

How to Pursue an Informal Approach

Informal resolution focuses on involved parties working out their differences to come to a mutually acceptable resolution that restores responsible conduct. Fairness is key, and local governments will want to consider fairness elements appropriate to the circumstances, which may be different than what is appropriate for enforcement (e.g., there may not be a need to provide parties an opportunity to be represented in informal discussions). Fairness supports informal discussions since people will be more willing to work towards solutions if they are being treated fairly. In addition, it is important to ensure that informal resolution does not jeopardize subsequent enforcement processes should they be needed. Providing an appropriate standard of fairness in informal discussions will help to meet that objective.

LEADING PRACTICE TIPS

Consider fairness training or coaching for all Council or Board members to raise awareness of the need for fair process in everything they do. This can lead to fewer conduct issues in the first place, and support informal resolution discussions if issues do arise, potentially avoiding the need for all parties to default to legal positions in the early stages of those discussions.

Who is involved in these conversations, and how the process unfolds, will depend on the situation and in part, who is willing and able to work through the issues.

The following are some common approaches; local governments should consider their own unique circumstances in deciding what methods to try.

When You Demonstrated Poor Conduct

All elected officials are accountable for their conduct and the vast majority are responsible, but lapses do occur: someone snipes in the heat of the moment that their colleague is too young, or too old, or too new to this country to have views on a topic; someone hits send on a social media post when they're still angry; someone picks on a staff member because they don't like a report's recommendations; someone takes a colleague's comment out of context in a way it was never intended. Sometimes, that someone is you.

Many elected officials find themselves in these situations; what distinguishes them is how they deal with them. Owning your part in a misunderstanding or admitting you've made a mistake or acted inappropriately is not a sign of weakness; it is a sign of strength and it is a quality common to exceptional leaders. It's also a way to build trust and respect and to repair relationships – valuable activities in one's quest to serve the community and get things done.

When faced with these situations, consider sitting down with the individual impacted by your conduct. It's a good opportunity to clear the air, to make an apology if that's in order, and to get to know each other's perspectives and experiences. It also allows you both to work through the issue and decide what else is needed to avoid further incidents and to move on.

Depending on how wide the impact, consider whether to have this conversation with the full Council or Board, and/or whether a public apology is appropriate.

> "In more than six years as the Ombudsman for British Columbia, I have witnessed, again and again, how one action can make a difference in a small but meaningful way. I have observed that a sincerely offered apology will often satisfy a person who has a complaint... An apology can restore self-respect and dignity. An apology acknowledges that a mistake has been made and that the offending party will not repeat the action in question. It can help re-establish trust and assurance that the offending action was not the person's fault."
>
> (*From the BC Ombudsperson special report The Power of an Apology: Removing the Legal Barriers*)

LEADING PRACTICE TIPS

If you're immersed in a conduct issue, try finding a personal sounding board – a confidante with whom you can test how your behaviour stacks up and who can give ideas about how you can resolve the issue. An elected official from another local government can be particularly helpful because they can understand what you're going through and may even have faced something similar, but can offer an impartial perspective because they are not directly involved in your situation.

When You Are on the Receiving End of Poor Conduct

An elected official impacted by the conduct of a colleague might consider meeting with them if they are willing. This can help to defuse the situation, understand other points of view, discover common ground and jointly problem solve ways to work better together. It is important to avoid accusations, so it may be prudent to prepare for the conversation by considering how best to share perspectives and find mutual interests, and by thinking about what might be needed to set things right.

Involvement of Another Person in Individual Discussions

Sometimes the two elected officials aren't able to resolve the issues themselves and having a facilitator can help. Choosing the right person depends on the situation. Typical choices include:

- The mayor or chair or their deputy;
- An official who provides advice or support in relation to conduct; or
- An independent third party with experience in dispute resolution.

The choice will depend on the nature and significance of the conduct issue, who has the needed skills, and whether all parties see the facilitator as neutral.

Many local governments avoid involving the CAO or other staff in a Council or Board conflict in this way so that staff are not seen as "taking sides," which may cause considerable damage to elected official and staff relations.

If initial facilitated discussions aren't successful, the local government may wish to consider additional efforts to reach resolution, including negotiation and/or mediation.

Where an Individual's Conduct Impacts All Members

Sometimes the conduct at issue is not directed towards an individual, but to all or part of the Council or Board. For this, the mayor or chair, or their deputy, could initiate a discussion with the elected official whose conduct is at issue. These discussions are similar to those noted above, and could be aimed at gaining a mutual understanding of the various perspectives, identifying solutions to avoid further incident, and perhaps exploring new ways to work more effectively together. Depending on the nature and significance of the conduct, consider a facilitator for these discussions (e.g., an independent third party).

TIPS FOR THESE DISCUSSIONS

Regardless of who initiates or is involved in the conversation, there are a number of elements that can help make the discussions successful, such as:

- Ensure all discussions treat people fairly; be respectful, honest and accountable; be clear about what brought you to the discussion and what you would like to achieve; and give people an opportunity to respond;
- Have the conversation in private, and keep the discussion confidential;
- Try to start from a place of neutrality, aiming to gain an understanding of individual perspectives, intentions and impacts, and reflect on and challenge your own inherent stereotypes, assumptions and perspectives;
- Try not to judge; separate the problem from the person, actively listen, ask questions, seek clarification, and build on your understanding;
- Remain open to views about what you or others could have done differently;
- Seek common ground/mutual interests and use these as a basis for joint problem-solving to find solutions that everyone can accept; and
- Recognize that resolution may take some time and potentially a series of discussions; don't try and do this all at once as people need time to think through issues and discover solutions, and they may need time to work through complex emotions that the discussions reveal.

"Individuals sometimes ignore rules, and toxic personalities sometimes create challenges... difficult personalities on the Council create a challenging and uncomfortable environment for the Council itself... In the end, the Council must manage its own behavior and seek compliance from its own members."

(From the Public Management article Preparing Councils for their Work by Julia Novak and John Nalbandian, August 2009, pg. 27)

Where the Conduct Issues are Systemic or Widespread

Some types of conduct lend themselves to discussions with the full Council or Board and informal resolution would begin there (e.g., certain elected officials are repeatedly interrupted, bullied or belittled by others; conduct is markedly different in closed meetings than in open ones; grandstanding becomes an issue when the public is particularly engaged and vocal at the Council or Board meeting).

In other cases, informal resolution that begins with individual discussions noted above reveals underlying causes that need to be discussed by the full Council or Board, and informal resolution would then move to these more broadly-based discussions.

This presents an opportunity for the Council or Board to engage in continuous improvement with broader discussions about how to work more effectively together.

This could involve processes discussed in Chapter 1, Fostering Responsible Conduct and Chapter 2, Maintaining Good Governance, and it is well-suited to discussion as part of a Council or Board's next check-in.

Full Council/Board discussion is appropriate whenever the conduct or its root causes indicate underlying systemic challenges, because those challenges need to be addressed in order to satisfactorily resolve the conduct issue and to avoid future incidents. Councils and Boards that find a way to identify systemic issues (e.g., preconceptions about things like gender identity, economic status, ability, race or age; lack of a common set of facts on matters discussed; gaps in a shared understanding of conduct expectations), speak about them openly and safely, and jointly develop solutions (e.g., leadership development, enhanced policy alignment) may find that conduct issues can be resolved, unproductive conflict and friction reduced, and more effective trusting working relationships established.

Professional Advice from Staff

While ultimately it is up to elected officials to restore responsible conduct of their members, senior staff can provide key support to that process. For example, they are well-positioned to:

- Provide advice about approaches to resolve conduct issues, including resolution at an individual level and potential structural, system or policy realignment;
- Provide process and technical support to individual elected officials on informal resolution and/or enforcement processes;
- Provide advice on how to ensure informal resolution processes are fair to all participants and where expert fairness advice may be needed; and
- Provide advice about when to involve a facilitator in discussions and the skills that will be important to the success of that role, and/or what other external support or advice could be considered (e.g., legal advice; involvement of law enforcement).

FOOD FOR THOUGHT

- Is there anything in this situation that should prevent it from being considered for an informal resolution process?
- Who is best positioned to initiate a conversation or to facilitate one if needed?
- What support could the local government offer to elected officials who have conduct questions or concerns, or who want to better understand the process to try and deal with issues informally?
- What is being done to support relationship-building? What can be done to ensure all voices are heard? If these were enhanced, might it be easier for elected officials to sort out conduct issues informally? Are there lessons to be learned from this process that could apply more generally to elected officials' relationships, and/or to changes needed in the local government's policies and procedures?
- At an individual level: What triggers a change in my conduct? How can I manage that? What subconscious assumptions might be influencing my conduct? What support do I need to make a change or to sort out a conduct issue with my colleagues?

CLICK HERE for links to resources referenced in this chapter.

CHAPTER 4

Essentials of Code of Conduct Enforcement

When to Consider Enforcement

In most cases local governments find it is worth exerting considerable effort towards informal resolution, and considering enforcement only if those efforts prove unsuccessful. Conduct is often about relationships, and with the collective governance model of local governments, good working relations are critical to good governance. Informal resolution can help to maintain relationships. Enforcement processes – being lengthy, protracted affairs that sometimes pit colleagues against each other – can serve to erode relationships as well as public trust in the process and the local government.

For this reason, local governments generally find informal resolution more effective, and are more satisfied with its outcomes (see Chapter 3, 'Resolving Conduct Issues Informally' for details). If informal resolution is not attainable, local governments may wish to consider enforcement.

A local government can hold its elected officials accountable for their conduct through an enforcement process articulated within its code of conduct, so long as that process is fair. This chapter focuses on characteristics of these code of conduct enforcement processes, and what to consider in their development, but first, it points to enforcement approaches outside of a code of conduct that may be applicable.



Overview of Other Enforcement Approaches

Specific Statutory Processes

Various federal or provincial laws provide specific accountability or enforcement processes for certain conduct matters, for example:

- **Incidents and complaints regarding bullying and harassment of an employee and/or other conduct that affects employees:** Local governments are responsible for the safety of their employees at work. If a complaint relates to matters covered by legislated provisions to address workplace bullying and harassment, the complaint **must** be dealt with in accordance with the *Workers Compensation Act* and Occupational Health and Safety policies established by WorkSafeBC. There may also be other laws, local government policies or employment arrangements that will govern how to respond when an employee indicates they have been subjected to unsafe working conditions or inappropriate behaviour.
- **Application to court for a declaration of disqualification and forfeiture of financial gain for contraventions of conflict of interest and other ethical conduct requirements:** The *Community Charter, Local Government Act* and related legislation provide rules for conflicts of interest, inside influence, outside influence, gifts, contracts and insider information. Contraventions result in disqualifications and may result in forfeiture of any financial gain that resulted. Electors or the local government may apply to the Supreme Court for a declaration of disqualification and for an order to forfeit financial gain.
- **Prosecution of an offence:** Some contraventions of legal requirements are offences which may, at the discretion of the provincial Crown Counsel, be prosecuted in court, and convictions may result in fines and/or imprisonment (e.g., unauthorized disclosure of personal information under the *Freedom of Information and Protection of Privacy Act*, and unauthorized disclosure of certain confidential information under the *Community Charter, Local Government Act* and related statutes).

LEADING PRACTICE TIPS

This list is not exhaustive. There are numerous other federal or provincial laws that provide enforcement processes (e.g., Court-based prosecutions under the Criminal Code of Canada for contravention of laws related to libel or slander; Human Rights Tribunal determination of discrimination complaints under the BC Human Rights Code). Local governments will want to familiarize themselves with all applicable legislation before initiating a local government enforcement process.

Local Government Process to Decide on a Specific Alleged Conduct Contravention and Impose Related Sanctions

The courts have found that a local government has an ability to control conduct of its members in some circumstances, and local governments have relied on this to impose sanctions for contraventions on a case-by-case basis.

These case-by-case processes are similar to enforcement processes articulated within a code of conduct: both can result in sanctions; both must be undertaken using a high standard of fairness; and both are complex from a legal perspective.

However, an important distinction between them relates to whether the process is established in advance (as it is for processes articulated within a code of conduct), or whether it is developed each time it is needed (as it is for case-by-case processes).

LEADING PRACTICE TIPS

Before getting into a situation where misconduct of a Council or Board member becomes an issue, develop a code of conduct to set standards of conduct, and include within the code the process that will be used to deal with alleged contraventions.

An enforcement process articulated within a code of conduct has several advantages over a case-by-case enforcement process, as illustrated in the graphic, and is strongly recommended.

ADVANTAGES OF CODE OF CONDUCT ENFORCEMENT

ENHANCED CERTAINTY AND TRANSPARENCY IN THE PROCESS	IMPROVED COMPLIANCE	ADMINISTRATIVE EFFICIENCIES	ENHANCED FAIRNESS
• Everyone understands the process by which officials will be held accountable for their conduct • Improved public confidence	• Those who are subject to a code may be more likely to comply if there are known consequences for contraventions	• Once the process is developed, using it for a subsequent contravention allegations will eliminate the need to “reinvent the wheel” each time an allegation is made	• Consistent use of the same process helps to ensure everyone is treated fairly • Can help to overcome perceptions of bias in decisions about the process itself

Obtaining Legal, Law Enforcement and Other Advice About Enforcement Processes

Conduct enforcement is a complex and evolving area of law; while this guide is intended to help support local government decision-making in relation to conduct matters, it does not provide legal advice, and it is not a substitute for that advice.

Code of conduct enforcement does not replace other enforcement approaches that may be available or required, such as those described above. As a local government begins to explore what enforcement processes are available for a particular conduct contravention, it may want to consider discussing the matter with their legal advisors and, in some circumstances, with law enforcement or other agencies (e.g., WorkSafe BC for matters in which the conduct affects an employee; Office of the Human Rights Commissioner for matters that may be discriminatory).

Code of conduct enforcement is a complex process and its outcomes can be significant, so it is important for local governments to give considerable thought to how to ensure its process is sound. Articulating an enforcement process within a code of conduct is also a relatively new practice in B.C. and largely untested in the courts, which represents some legal uncertainties. These factors give rise to a critical need to seek legal advice on details of the process as it is being designed and when it is implemented.

This guide should not be used as a template for designing a code enforcement process, because some elements (e.g., what is an appropriate standard of fairness; what would comply with open and closed meeting rules; how to ensure that informal processes do not jeopardize a subsequent enforcement process; what complaints can be dismissed; what sanctions may be imposed) can vary considerably depending on specific circumstances. The considerations and current practice set out in the guide are intended to support a local government's initial thinking about these processes and as a starting point for it to have an informed discussion with its legal advisors about how to design an enforcement process that will meet its unique circumstances and needs.

Code of Conduct Enforcement: Overarching Considerations

Ensuring a Fair Process

Code of conduct enforcement processes have two stages: determining if there has been a contravention (e.g., taking complaints; conducting investigations; making determinations), and if so, making decisions on what, if any, sanctions to impose (e.g., recommendations from investigation and/or a Council/Board decision on sanctions). Fair process in both of these stages is critical.

A local government is obligated to ensure its decision processes are fair, particularly where the decision affects the interests of a specific individual.

Given the significance of these processes to elected officials, local governments need to consider how they can meet a high standard of fairness, including finding ways to ensure throughout the process that:

- The person affected by a decision is able to participate in the process before the decision is made (e.g., is notified of allegations, findings and recommendations and provided all documents and information that will be relied on by decision-makers, is provided with an opportunity to respond and sufficient time to prepare, and is given an opportunity to be represented by legal counsel at the appropriate stage);
- The decision-makers are open-minded (i.e., they have neither a conflict of interest nor a predetermined bias); and
- The decision is based on relevant evidence and, where applicable, the justification for the decision is given to the person(s) affected by it.

LEADING PRACTICE TIPS

Build timelines into the various steps of your enforcement process. This will enhance fairness, and can avoid eroding relationships further as the process drags on.

Build an informal resolution component into your code of conduct enforcement process.

Consider carefully managing the extent to which staff are involved in enforcement processes. Given the nature of these processes, critical staff-elected official working relationships can be significantly affected.

Consider specifically referring to legislated confidentiality requirements in your code of conduct, so members know how they will be held accountable for contraventions of those provisions.

Ensuring the Investigator has Sufficient Independence, Expertise and Authority

It can be extremely challenging to ensure the person conducting an investigation is free from bias or the perception of bias when investigating a colleague (i.e., where a Council/Board or one of its committees is investigating the conduct of a Council/Board member) or when there is an employer/employee relationship (e.g., where a CAO is investigating the conduct of a Council or Board member).

In order to remove this perception of bias, improve fairness, and enhance public trust in the process, investigations are most often assigned to an independent third party.

Balancing Transparency and Confidentiality

Local government legislation provides rules around what must be dealt with in open meetings, and what may or must be dealt with in closed meetings. The *Freedom of Information and Protection of Privacy Act* provide rights of access to certain records, as well as a requirement to protect personal information. A local government will need to ensure compliance with these laws as it develops and implements its enforcement processes.

Within these legislated parameters, there may be some discretion for local governments to make choices about whether to conduct some parts of the enforcement process in open or not. Where there is sufficient discretion, local governments may wish to consider where confidentiality is needed to support a fair process, where transparency is needed to enhance public confidence in the process, and how to balance these two objectives in each step of the process and overall.

For example, to protect the privacy of the individuals involved and ensure investigations are free from bias, most local governments maintain confidentiality throughout the complaint and investigation processes (e.g., notifying only those involved and requiring them to maintain confidentiality). Once the investigation is complete, and if it finds there was a contravention, the balance can sometimes shift towards transparency by providing for consideration of, and decisions on, investigators' reports and sanctions in an open Council or Board meeting. This is typically because the legislation requires this (i.e., the subject matter does not meet the criteria for discussion in a closed meeting) and/or the local government considers the public interest is best served by making these decisions transparently.

Matters of Cost, Capacity, Efficiency and Effectiveness

Decisions around process will have an impact on financial and human resource capacity. For example, decisions about who can make a complaint (e.g., elected officials, staff or the public) can significantly affect the volume of complaints and investigations. This will affect resources that will need to be dedicated to the enforcement process, since investigations can be time consuming and require people with highly specialized skills.

These considerations can help to sharpen the focus on various design elements and implementation strategies, not just for enforcement but for all elements of building and restoring responsible conduct. In addition, they may encourage reconsideration of alternative measures (e.g., prevention activities or informal resolution of conduct issues) that may have been previously discarded because of their associated costs (yet may be much less costly – both financially and in relationship impacts – than code of conduct enforcement).



Code of Conduct Enforcement: Process Steps, Current Practice and Considerations

The inclusion of details of how alleged contraventions will be addressed is a recent trend in B.C. local government codes of conduct. Where processes are articulated, they tend to consist of a number of distinct steps, within which there are both some common elements and some variation.

The following tables are snapshots of these provisions taken from a small sample of current B.C. codes. Readers are cautioned that this does not represent the full extent of existing practice, but rather an overview intended to be generally representative of the range of enforcement approaches articulated currently in B.C. codes of conduct.

As noted earlier, including enforcement provisions in codes of conduct is an emerging area still largely untested in the courts.

The examples provided here are not provided as templates but rather as a starting point; each local government needs to consider its own circumstances and seek its own legal advice as it develops its processes and sanctions.

It is critical that local governments exercise a high standard of fairness in these processes. Some jurisdictions choose to articulate this extensively in their code in order to provide clarity and certainty, while others do not articulate this in their code, but instead provide fair process as a matter of practice, allowing some flexibility to adapt to specific circumstances. Do not assume that codes that lack explicit fair process provisions mean that the jurisdiction is not practicing fair process. The choice is not whether or not to provide a fair process, but rather how and where to define it.

INITIATION: What triggers the process?

How is the enforcement process initiated and who can make a complaint?	The process is typically initiated by a complaint, and complaints are allowed from any member of the Council or Board. In some cases, committee members and/or staff may also make a complaint, and in a few cases, complaints are accepted from "any person," which would include all of the above as well as members of the public.
How is the complaint made, and what must it contain?	Typically, the complaint must be in writing, and most require these to be signed and dated by the complainant. There are varying degrees of specificity in the detail to be provided, with some codes saying nothing about this, and others requiring more specifics (e.g., detailed description of the conduct, witnesses and supporting documents).
To whom is the complaint made?	Most are delivered to the mayor/chair and/or a staff official (e.g. CAO), with provision that if the mayor/chair is involved, delivery is to the acting mayor/chair. In a few cases, delivery is to mayor and Council/chair and Board, and in some cases, complaints go to an investigator if one has been appointed.

Considerations:

- **Fair process/cost and capacity:** Fairness would dictate that at a minimum, anyone subject to a code of conduct should be allowed to make a complaint. From a public trust perspective, consideration could be given to allowing complaints from anyone impacted by the conduct (e.g., members of the public who are impacted by the erosion of good governance resulting from the conduct). The volume, and perhaps the complexity, of complaints tends to increase as the number of potential complainants increases, which will have cost and capacity impacts.
- **Fair process:** Consider timelines for making a complaint. Existing practice examples: some codes don't explicitly provide a deadline, while others tie a deadline to the breach (e.g., as soon as possible after, or within six months).
- **Fair process:** Consider how much detail to require in a complaint. Part of a fair process is enabling the respondent to respond, which would be difficult without sufficient detail as to the allegation. To be clear about process, consider explicitly stating that the respondent is to be provided notice of the allegations and an opportunity to respond before a decision to proceed to an investigation is made, perhaps with some deadlines. Existing practice examples: some codes do not provide this explicitly, while others do and provide deadlines (e.g. must respond within 14 days of notification).
- **Confidentiality/transparency:** Consider measures to ensure confidentiality until an investigation of the allegations is complete.

INFORMAL RESOLUTION: What informal resolution processes are available?

When does informal resolution occur and how is it triggered?	Most codes explicitly provide for informal resolution. Some create an informal complaint process, and encourage complainants and respondents to try informal resolution before a formal complaint is made. Some other codes encourage an attempt at informal resolution after a formal complaint has been submitted and before the complaint review process; in these cases, the CAO and/or mayor/chair become involved in that informal resolution step.
What is the informal resolution process?	Some codes that provide for informal resolution are silent as to the process. However, most others call for the complainant to address the issue directly with the respondent to encourage compliance, and/or to request the assistance of the mayor/chair to attempt to resolve the issue. In one case, a senior staff official could be called on to assist the complainant in that process, and third-party mediation is an option if these steps aren't successful in reaching resolution.
What are the timelines and fair process provisions?	There is no deadline for informal resolution where it occurs prior to receiving a formal complaint, because the de facto deadline is when a formal complaint is made. Most codes that encourage informal resolution after a formal complaint is made set a 30-day deadline to attempt informal resolution prior to an investigator being appointed. Most do not have specific fair process or transparency/confidentiality provisions for this informal stage. However, in some cases, there are specific provisions for confidentiality, and where mediation is part of the process, legal or other representation for the complainant and respondent are offered for that part of the process.

Considerations:

- **Cost/capacity/efficiency/effectiveness**: Local governments may want to consider encouraging informal resolution because that can be less costly and lead to better outcomes than investigation and sanction processes (see Chapter 3, Resolving Conduct Issues Informally).
- **Confidentiality/transparency:** Consider measures to keep informal resolution processes confidential.

APPOINTMENT OF INVESTIGATOR: Who is appointed to investigate and how are appointments made?

Who is the investigator, who makes the appointment, and on what basis?	In the majority of cases, the investigator is an independent third party, typically appointed by either the mayor/chair, the person acting in their place, or jointly by the mayor/chair and CAO. Exceptions include when the code assigns investigator duties to a position (e.g., senior staff official), or when the investigator is defined as the Council/Board or an individual or body appointed by the Council/Board. In cases where a senior staff official is assigned in the code as investigator, the code also provides for that individual to appoint an independent third party to investigate instead of the senior staff official.
What duties does the investigator perform?	Typically, investigators undertake the complaint review process, investigation and reporting of findings. In at least one case, a senior staff official is responsible for the complaint review process, and the investigator is appointed only after the complaint review process is complete, if needed. In one case, the investigator is assigned a broader range of responsibilities.[6]
What are the timelines and fair process provisions?	Several jurisdictions require the investigator be appointed within 30 days of receipt of a formal complaint (unless the matter is resolved informally within that time frame). See "Who is the Investigator" above for fair process provisions.

Considerations:

- **Fair process/investigator independence, expertise and authority:** Choosing an investigator who is free from bias is critical. This would indicate a need to appoint an independent third party, and/or ensure other mechanisms are in place to protect investigator independence. Assigning an investigation to a senior staff position, such as a CAO, is not recommended for most investigations as it would be very difficult to achieve the needed level of independence, and because the investigation could harm the staff-Council/Board relationship, compromising both the ability of the Council/Board to provide good governance and the CAO's ability to effectively perform their duties. Providing for input from the complainant and respondent on the choice of investigator can help ensure all parties agree the investigator is unbiased and qualified; this effect can be enhanced by provisions that refer to the need for investigators to have professional skills/expertise.
- **Confidentiality/transparency:** The choice of who appoints the investigator (e.g., Council/Board, mayor/chair and/or CAO) may impact when complaint information becomes public, since Council/Board decisions may need to be made in an open meeting.

6 City of Surrey Bylaw 20018 creates an Ethics Commissioner position and assigns a number of roles to the position, including providing advice and delivering training. See link in Chapter 6, Resources.

COMPLAINT-REVIEW PROCESS: How are complaints initially dealt with and by whom?

What is the complaint review process and who carries it out?	If informal resolution is not reached, complaints undergo an initial assessment and are either dismissed or proceed to investigation. Almost always, the investigator is responsible for the initial assessment, although in at least one code of conduct, this role is assigned to a senior staff official.
On what basis can a complaint be dismissed?	Reasons that a complaint may be dismissed are usually provided, but there is some variation on the grounds for dismissal. Many refer to complaints that are frivolous, vexatious and/or not made in good faith. Several also mention complaints that are unfounded, based on insufficient grounds, unlikely to succeed and/or beyond the jurisdiction of the code or other conduct policy.
What is the process if a complaint is dismissed?	Many do not provide a specific process. Where one is provided, there is a requirement to inform the complainant and, in at least one code of conduct, the Council or Board.
What are the timelines and fair process provisions?	Codes don't typically set timelines for this step. Some codes provide that the respondent must be notified and given an opportunity to provide an initial response prior to the complaint review process; of these, a few provide deadlines for the initial response (e.g., within 14 days of notification).

Considerations:

- **Cost, capacity, efficiency, effectiveness:** Local governments will want to consider some form of complaint-review process, to ensure that investigations aren't required when not warranted by the nature of the complaint.
- **Fair process:** Both fair process and public trust can be enhanced by being clear about the types of complaints that can be dismissed, while providing some discretion for investigators to make decisions based on their professional judgement and specific circumstance. Local governments may also want to consider whether to provide some deterrents for vexatious complaints (see Other Enforcement-Related Provisions table).
- **Confidentiality/transparency:** For complaints that are dismissed, local governments will want to consider how to treat the involved parties fairly when making decisions about whether or not to provide notification about the complaint and the reasons it has been dismissed, and the extent of that notification. For complaints that proceed to investigation, fair process would require notification to both the complainant and respondent, and opportunities for the respondent to respond during the investigation (see the Investigation table below).

INVESTIGATION: How are complaints investigated?

What is the purpose of the investigation and how is it conducted?	Investigations tend to be described quite generally (e.g., independent, impartial investigation of complaint; determine the facts, review relevant documents, conduct interviews), which provides considerable room for investigators to use their professional judgement to adapt the investigative process to meet the circumstances. Specific provisions relate to fair process, described below.
What are the timelines?	Some codes do not provide timelines. Where they are provided, timelines can refer to when the investigation begins (e.g., within 10 days, or as quickly as possible), when updates are provided (e.g., updates within 90 days after investigator's appointment) and/or when the investigation finishes (e.g., within 30 days, with extensions possible).
What are the fair process provisions?	Codes typically provide for confidential investigations and require participants to respect that confidentiality. All codes have investigation fair process provisions, that are either general (e.g., investigate in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice), or more specific (e.g., complainant and respondent are provided notice, and relevant documents, respondents must be given opportunity to respond, and participants may be represented (including legal counsel).

Considerations:

- **Fair process:** Whether or not specific provisions are included in the code, participants must be afforded fair process. Local governments will need to consider how they will provide key fairness elements, like:
  - How respondents will be able to effectively participate, including how and when they will be provided with relevant documents, how and when they can respond (ensuring they are given sufficient time to prepare that response); and when are respondents and potentially others given an opportunity to be represented and by whom; and
  - How to ensure the decision is based on relevant information (e.g., considerations around things like documentation of evidence, findings and decisions).

  In addition, local governments will want to consider how much of this to detail within their code. More detail helps to ensure processes are consistently applied and things don't get missed, but may make the process less flexible and more difficult to adapt to emerging circumstances.

- **Confidentiality/transparency:** Considerations typically relate to how to ensure allegations and evidence remain confidential during the investigation process.

REPORTING FINDINGS: How are investigation findings and recommendations reported and to whom?

What must be in the investigator's report?	Reports must provide investigation findings. In some cases, there is a specific requirement to include findings as to whether there has been a contravention, and/or recommendations on resolution of the complaint.
Can sanctions be recommended if there has been a contravention?	There are two approaches: specific authority for the recommendations of sanctions from among a list of potential sanctions in the code; OR no specific mention of the ability to recommend sanctions, even though the code lists potential sanctions.
Can additional recommendations be made in the report?	A number of codes specifically allow any recommendation an investigator deems appropriate and also specifically provide for a recommendation that the complaint be dismissed.
To whom is the report delivered?	There are two general approaches, with some slight variation: to the Council/Board, with some also provided to a staff official; OR to the mayor/chair (with provision for the acting mayor/chair if that person is involved) with most also being provided to a staff official.
What are the timelines and fair process provisions?	There are few timelines for reporting (see Investigation table above for details). In many cases, there are explicit provisions for reports to be provided to both the complainants and respondents. A few state that the report to the mayor/chair is confidential, and in one case, there is explicit provision that if there is insufficient evidence in an investigation, the investigator reports that finding but there is to be no permanent record of the complaint.

Considerations:

- **Fair process:** Consider how and when the complainant and respondent are informed of the findings of the investigation. Consider whether different approaches are needed if no contravention has been found as opposed to if the findings indicate a contravention.
- **Confidentiality/transparency:** Consider whether the investigator's report is provided confidentially or not. The choice of who receives the investigator's report may impact the extent to which the report is confidential, since if the report is delivered to the Council/Board, this may be in an open meeting. Where reports are not confidential, consider whether some information must be severed to comply with legislated privacy rules. Consider whether different approaches are needed if no contravention has been found as opposed to if the findings indicate a contravention.

FINAL RESOLUTION: What actions can be taken once findings have been reported and by whom?

If the investigator's report goes to mayor/chair, does it also go to Council or Board?	Some codes require the mayor/chair to provide the report, or a summary of it, to the Council/Board, others allow that person to decide whether it should go to the Council/Board, and the remainder do not give direction to the mayor/chair as to whether or not the report should be provided to the Council/Board.
What happens if the investigation finds a contravention?	Some codes state that the decision about whether there was a contravention rests with the Council/Board. Others are less explicit, stating only that the investigator's report must state whether there has been a contravention.
If there was a contravention, who imposes sanctions and what are the parameters around that?	**In no case can an investigator impose sanctions. That decision rests with the Council/Board.** Codes describe what sanctions may be imposed, and in many cases, a Council/Board can choose from among those provided. In some cases, the only sanctions that can be imposed are some or all of those recommended by the investigator. In at least one case, the Council/Board is directed to consider specified factors (e.g., nature or impact of the conduct).
What are the timelines and fair process provisions?	Some codes do not articulate fair process. Others do, including: notification to the respondent prior to Council/Board consideration, stating that the respondent is entitled to respond and given time to prepare response (e.g., two weeks), stating that the respondent is entitled to be represented, including by legal counsel (some have indemnification; see 'Other Enforcement-related Provisions' table below). Some codes provide for Council/Board consideration in open meetings, while others provide for closed meetings for this.

Considerations:

- **Fair process:** Whether or not specific provisions are included in the code, participants must be afforded fair process. Local governments will need to consider how they will provide key fairness elements and how much to detail this within their code. **Refer to the fair process discussion in the 'Investigation' table above, which is relevant for this step also.** In addition, consider how to ensure an unbiased decision on sanctions. Some local governments find that limiting Council/Board discretion (e.g. may only impose sanctions recommended by investigator, or must consider specific factors) can help to reduce the potential for bias and/or ensure the decision is based on relevant information.
- **Confidentiality/transparency:** Consider relevant meeting rules and the nature of the matter. If these matters are dealt with in open meetings, consider whether some personal information should be severed; if dealt with in closed meetings, consider when and how the respondent is informed of decisions, and when and to what extent information is made available to the public (as a void of information can ultimately be filled by misinformation). Consider also whether different approaches are needed if no contravention has been found as opposed to if the findings indicate a contravention.

OTHER ENFORCEMENT-RELATED PROVISIONS: A sample of other key enforcement provisions that may be included in a code.

What enforcement provisions are there for different groups that are subject to a code?	Many codes apply only to members of the Council/Board; some also include committee members and/or staff. Where these other groups are included, codes tend to modify enforcement provisions (e.g., who deals with complaints and how this is done; what sanctions may be imposed) for each group.
Do codes provide for reimbursement of legal costs for a person involved in an enforcement process?	Some codes make provisions for reimbursement of a respondent's legal costs under certain circumstances, and with certain limits (e.g., if the person did not act in a dishonest, grossly negligent or malicious way; for the first occurrence, but not subsequently unless agreed in advance; upon request; only reasonable costs are reimbursed, sometimes with specified dollar limits).
What are the responsibilities of persons subject to the code?	Most codes require that members refrain from discussing allegations at open meetings until after investigations and Council/Board decisions on them. Some codes require that members endeavour to resolve disputes in good faith, cooperate with informal resolution and/or not obstruct the Council/Board in investigations. Some also require that members not act or threaten reprisal/retaliation against involved persons (i.e., complainant, respondent, witness, staff). In at least one case, for complaints that are vexatious, malicious or in bad faith, complainants are subject to disciplinary action, including sanctions in the code.

Considerations:

- **When code applies to committee members and/or staff:** All processes must be fair, and all will need to consider the confidentiality/transparency balance, but how these are applied is often different for each group. There may also be different legal or contractual requirements that would guide enforcement processes that must be considered (particularly with respect to staff).
- **Reimbursement:** Fairness can be enhanced by providing clear policy in the code, rather than dealing with reimbursement of legal costs on a case-by-case basis. In considering the potential to offer reimbursement of legal costs and limitations around that, local governments may wish to consider whether their indemnification policy could inadvertently act as a deterrent to trying to work things out informally.
- **Responsibilities:** Local governments may wish to consider whether the fairness and/or effectiveness of their enforcement processes could be enhanced by provisions such as these.

Sanctions

As described in the 'Final Resolution' table above, if the findings of an investigation indicate that there has been a conduct contravention, a Council or Board may consider what, if any, sanctions to impose.

As with other elements of a code of conduct enforcement process, legal advice is recommended as sanctions are being designed and when they are imposed.

Current Practice for Sanctions

Codes of conduct that provide details of an enforcement process also typically set out a range of sanctions that the Council or Board could impose for contraventions.

Sanctions are stated specifically, generally, or as a combination of these. For example, some codes say that the Council/Board "may impose sanctions" and follow this with a few examples, while others provide a specific list of sanctions, sometimes followed with a general provision for "any other sanction considered appropriate" by the investigator in some cases and the Council/Board in others.

Some codes also provide overarching statements that sanctions may only be imposed if they do not prevent the member from fulfilling their legislated duties of elected office.

Specific sanctions included in a sampling of B.C. codes of conduct are:

- Request letter of apology
- Mandatory education, training, coaching or counselling
- Suspension/removal from some or all committees or other bodies
- Public censure
- Letter of reprimand or formal warning
- Publication of reprimand or request for apology and member's response
- Suspension or removal as deputy/acting mayor/chair
- Restrictions on representing the local government or attending events or conferences
- Limits on travel/expenses beyond those in corporate policies
- Limiting access to certain local government facilities
- Requirement to return local government property provided for convenience
- Restrictions on how documents are provided to the member
- Reduction in compensation (in accordance with remuneration bylaw)[7]
- Written pledge promising to comply

Readers are cautioned that this listing merely presents a compilation of sanctions currently included within B.C. local government codes of conduct. They should be considered in the context of evolving law and the legal uncertainty that is discussed above. Given this, legal advice is advised on sanctions as well as other elements of a code of conduct enforcement process.

7 This sanction is provided for in the District of North Cowichan's code of conduct, and it is specifically linked to its Council remuneraton bylaw. See Chapter 6, Resources for link.

Considerations When Imposing Sanctions

- **Fair process:** Fairness can be enhanced and the potential for bias reduced by providing direction to the Council or Board about what it must consider in making sanction decisions, or limiting Council/Board discretion to only imposing some or all of the sanctions recommended by the third-party investigator.
- **Effectiveness:** While sanctions can be imposed as a way of distancing the Council or Board from the member's conduct (e.g., public rebuke) or to penalize the member for the contravention (e.g., reduction in remuneration, imposing limits on travel or suspension of committee appointments), local governments may also wish to consider how sanctions may be used to support a return to responsible conduct and to prevent conduct issues in the future. For example, providing coaching, skills building or training can help to avoid conduct issues that stem from a misunderstanding about roles and responsibilities, from cultural assumptions or from frustration with not being able to get one's point across at a meeting. Additionally, restricting how documents are provided to the member can help to prevent a recurrence of a contravention of a duty of confidentiality.
- **Legal risk:** Sanctions are not specifically mentioned in B.C. local government legislation but local governments have been found by the courts to have the ability to manage conduct; this may include the ability to sanction in cases of the misconduct of a Council or Board member. The edges of that authority – in terms of what specific sanctions may be imposed – aren't yet clear, but some key questions to think about in imposing sanctions are set out in this graphic. Ensuring that each question can be answered with a "yes" may mean that the legal risk related to the proposed sanction is lower.

Could the sanction fall within the local government's legislated powers?

(e.g. CC/LGA fundamental and included powers; power to rescind appointments.)

If the sanction were imposed, would the elected official still be capable of fulfilling their duties of office?

(e.g., a suspension or disqualification from office would mean the elected official could not fulfill their duties of office; removal from rotation as acting mayor/chair or from a committee would not have that effect.)

Is the sanction consistent with other policies and procedures of the local government?

(e.g., do policies related to compensation allow for reduced remuneration if an elected official is found to have contravened the code of conduct?)

Were processes to determine the contravention and impose sanctions procedurally fair, with due regard to natural justice?

(e.g. notice, opportunity to be heard, open-minded decision-making, and consideration of relevant facts?)

How to Improve the Post-sanction Environment

Disqualification is not a sanction that can be imposed by a local government. Consequently, an elected official found to be in contravention of a code of conduct will continue to be a Council or Board member. By the time formal complaints are made, relationships among Council or Board members may be very strained, and the investigation and sanction process will likely further damage these relationships.

Finding effective ways to work together will become even more important, and local governments may wish to consider what specific support could be provided to the elected official found to be in contravention, and to the collective to facilitate them working effectively together again. In addition, consideration may be given to whether policy or procedure changes could support a return to responsible conduct. Local governments may also wish to consider whether to give the investigator an ability to make these types of restorative and support recommendations, which could help to move away from a singular focus on sanctions.



FOOD FOR THOUGHT

- Is informal resolution something that would be suitable for the conduct issue at hand? If so, have we attempted that? If not, why not?
- What enforcement processes and sanctions does our code of conduct include? Are they sufficient?
- Do we have a process in place to review our code of conduct and what it covers? What can we learn from what we have just gone through for any future situations?
- Does our code refer to legislated conduct rules? If so, is it clear about which enforcement processes refer to what code provisions? (e.g., court-based processes for conflict of interest, WorkSafe BC processes for bullying and harassment involving an employee, code of conduct enforcement for all others).
- Have we done everything we can to make sure investigations and decisions are free from bias and administratively fair, and that the entire enforcement process reduces the potential for the process to be used for purely political purposes?
- Are we providing the same standard of fairness to everyone?

"Justice Crawford sounded one important note of caution on the right of an elected council to take action regarding a council member's misconduct. The power to decide whether a council member's conduct falls below the expected standard of conduct must be exercised with great care and discretion:

> 'Far too easily, this could turn into an abuse of process for cheap political gain, and any council that sets out in this direction must be careful in what it is doing.'"

(From the Young Anderson paper Controlling Councillor Conduct)

CLICK HERE for links to resources referenced in this chapter.

CHAPTER 5

Conclusion

Forging the Path to Responsible Conduct

Local governments are finding that putting sustained effort towards fostering responsible conduct and resolving conduct issues informally is an effective way to avoid lengthy, divisive enforcement processes, and is also necessary to sustain and maintain good governance.

Key success factors include:

- Initiating discussions towards adoption of a code of conduct before conduct issues emerge;
- Adopting a code of conduct, including details of the enforcement process to be used to address alleged contraventions of the code and the range of sanctions that may be imposed by the Council or Board if a contravention is determined;
- Building supporting structures, including policy alignment, and supporting elected official leadership and skills development;
- Finding ways to work effectively together and to build trustful, respectful working relationships, through such means as regular Council or Board check-ins; and
- Not allowing conduct issues to fester, but rather taking steps to resolve them informally early on and identify and address their underlying causes (e.g., preconceptions, mistrust, misinformation) in order to avoid future conduct issues.

> "The time to adopt a code of conduct is not when you're in the middle of a crisis – it's when things are going well, and when it can be aspirational."
>
> (A B.C. regional district CAO)

When enforcement processes are needed, local governments are well served by having articulated their process within their code of conduct in advance. Key factors to consider include ensuring a high standard of fairness throughout the process (e.g., the person affected by the decision is able to participate in the process before the decision is made, the decision-maker is open-minded, and the decision is based on relevant information).

Subsequent to enforcement processes, local government have found a need to take a renewed interest in improving working relationships among the Council or Board that tend to have further eroded during the enforcement process. Efforts towards continuous improvement in fostering responsible conduct and maintaining good governance are helpful – in particular, rebuilding respectful and trustful relationships.

CHAPTER 6

Resources

Click the name of the resource in dark blue to link to the website.

Please note: the following links were up-to-date at time of publication. If the links do not work, most of these resources can be found by conducting a web search using the name and organization listed below.

Chapter 1: Fostering Responsible Conduct

Featured Resources

- Working Group on Responsible Conduct materials:
  - ***Foundational Principles of Responsible Conduct for BC Local Governments*** describes key principles to guide elected officials' conduct.
  - ***Getting Started on a Model Code of Conduct for Your Council/Board: Model Code of Conduct*** and its ***Companion Guide*** provide a model code that local governments can modify to meet their needs, and describes things to think about when developing a code; the Companion Guide provides links to numerous resources, including several B.C. local government codes of conduct.
  - The Ministry of Municipal Affairs and Local Government Management Association publication ***Procedure Bylaw Guide: For B.C.'s Local Governments*** explains legislative requirements, provides best practices, and sets out questions to consider in developing procedure bylaw amendments.
- Other local government resources:
  - Oath of office: **City of Kelowna**
  - Social media policies: **District of Saanich Code of Conduct, s.6**
  - Information-sharing practices: District of North Vancouver policy **Staff Handling of Individual Council Member Requests for Information** (see Corporate Administration tab)
  - Conduct expectations for the public: **District of North Cowichan Public Input and Meeting Conduct Policy** and **Respectful Places Bylaw**
  - Checklists and educational tools: **District of Sparwood Code of Conduct Quick Reference Guide to Accepting and Disclosing Gifts**

Click the name of the resource in dark blue to link to the website.

Other Resources

- **B.C. Human Rights Code**
- **Local Government Leadership Academy website**
- **Local Government Management Association resources webpage**
- Institute for Local Government (California) publications:
  - **Developing a Local Agency Ethics Code: A Process-oriented Guide**
  - **Ethics Code Menu/Worksheet**
- Province of B.C. video **Roles and Responsibilities of a Locally Elected Official**
- Province of B.C. video **Characteristics of Effective Locally Elected Officials**

Chapter 2: Maintaining Good Governance

Featured Resources

- ***Enhancing Collaboration in British Columbia's Regional Districts*** (2014, by Jennie Aitken of the University of Victoria in collaboration with the Ministry of Community, Sport & Cultural Development, Union of B.C. Municipalities and LGMA) is a research study with findings that show what can support collaboration, and it provides a number of recommendations in relation to this; a **checklist** summarizes these recommendations.
- **Local Government External Resource Database** provides areas of speciality and contact information for professionals who work with local governments on governance and other critical issues.
- The Province of B.C.'s short videos **What Contributes to Effective Local Government Decision-making** and **Roles and Responsibilities of a Locally Elected Official** focus on key elements related to effective governance.
- **Sample customizable self-evaluation checklists for Councils and Boards**.
- **B.C. Ombudsperson Complaint Handling Guide** and **First Nations Health Authority** provide information on treating people with dignity and respect and building cultural humility.

Other Resources

- Ministry of Municipal Affairs webpage **Local Government Open Meeting Rules**
- B.C. Ombudsperson special report ***Open Meetings: Best Practices Guide for Local Governments***
- Candice Martin presentation on Prezi.com **Unproductive Conflict vs. Productive Conflict**
- Institute for Local Government (California) publications:
  - **Leadership & Governance: Tips for Success**
  - **Tips for Promoting Civility in Public Meetings**
  - **Understanding the Role of the Chair**
  - **Working Together to Achieve Ones' Goals**
  - **Dealing with Bumps in the Road**

Click the name of the resource in dark blue to link to the website.

Chapter 3: Resolving Conduct Issues Informally

Featured Resources

- B.C. Ombudsperson report ***The Power of an Apology: Removing the Legal Barriers*** and **Quick Tips on Apologies**
- *Public Management* article **Preparing Councils for their Work**, Julia Novak and John Nalbandian (August 2009, pg. 27)
- **Local Government External Resource Database** provides areas of speciality and contact information for professionals who work with local governments on governance and other critical issues.
- Institute for Local Government (California) publication ***Dealing with Bumps in the Road*** provides strategies for dealing with elected official and staff relationship challenges, which may also be useful when taking informal steps to resolve conduct issues among elected officials informally.

Resources

- ***Getting to Yes: Negotiating an Agreement Without Giving In***; Roger Fisher and William Ury, with Bruce Patton, Editor
- Institute for Local Government (California) publication: ***Attributes of Exceptional Councils***

Chapter 4: Essentials of Code of Conduct Enforcement

Featured Resources

- ***Getting Started on a Model Code of Conduct for Your Council/Board: Model Code of Conduct*** and its ***Companion Guide*** – of particular interest to enforcement are links to several B.C. local government codes of conduct, many of which articulate enforcement provisions, located within the *Companion Guide*.
- **City of Surrey Bylaw 20018** creates an Ethics Commissioner position and assigns a number of roles to the position, including providing advice and delivering training.
- District of North Cowichan's code of conduct provides for a sanction to reduce remuneration, noted in its **Council remuneration bylaw**.

Other Resources

- B.C. Ombudsperson resources ***Fairness in Practice Guide***, along with ***Fairness by Design*** and **Quick Tips: Essentials of Procedural Fairness**
- Young Anderson report ***Controlling Councillor Conduct*** by Barry Williamson, 2013.
- B.C. Ministry of Municipal Affairs webpage **Ethical Standards for Locally Elected Officials**
- Union of British Columbia Municipalities fact sheet **Conflict of Interest**
- WorkSafe BC's **bullying and harassment resource toolkit** along with ***A Handbook on Addressing Workplace Bullying and Harassment***
- **B.C.'s Office of the Human Rights Commissioner** and **B.C. Human Rights Tribunal** websites provide links to information and resources about the Human Rights Code, prohibited discrimination and how to file a complaint with the Human Rights Tribunal.

WORKING GROUP ON RESPONSIBLE CONDUCT

The Working Group on Responsible Conduct is a joint initiative between the Union of BC Municipalities, the Local Government Management Association of British Columbia, and the B.C. Ministry of Municipal Affairs. The group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.

Township of Langley
Est. 1873

COUNCIL POLICY

Subject: Code of Ethics, Conduct, Confidentiality, and Conflict of Interest for Council Members and Appointees

Policy No:	**01-025**
Approved by Council:	**2011-11-07**
Revised by Council:	**2016-05-30**

1. Purpose

1.1. The residents and businesses of the Township of Langley (the Township) are entitled to have a fair, honest, and responsible local government that has earned the public's full confidence for integrity. Therefore, the purposes of this Code of Ethics, Conduct, Confidentiality, and Conflict of Interest (the Code) are to ensure that:

1.1.1. all members of Council (Members) and all persons appointed by Council to boards, committees, commissions, panels, or task forces, whether they are members of Council or not (Appointees) carry out their duties with integrity, impartiality and independence

1.1.2. Members and Appointees treat one another, Township officers and employees, and the public with respect

1.1.3. the conduct of Members and Appointees in the performance of their duties and responsibilities with the Township is above reproach

1.1.4. Members and Appointees respect and uphold confidentiality requirements

1.1.5. Members and Appointees avoid any conflict of interest

2. Application of the Code

2.1. The Code is applicable to all Members and Appointees. The bodies to which Council can appoint Appointees are referred to collectively as Committees throughout this Code.

3. Policies

3.1. Code of Ethics

3.1.1. Members and Appointees will adhere to the following Code of Ethics:

3.1.1.1. maintain the highest ideals of honour, integrity, and accountability and discharge public duties in a manner that is fair, honest, professional, and responsible

3.1.1.2. comply with all applicable federal, provincial, and local laws in the performance of public duties. These laws include, but are not limited to, the Local Government Act, Community Charter, Freedom of Information and Protection of Privacy Act, Criminal Code, Human Rights Code, all laws pertaining to financial disclosures and employer responsibilities, and any other relevant Township bylaws and policies

3.1.1.3. base their decisions on the merit and substance of the matter at hand

3.1.1.4. refrain from abusive conduct, personal charge or verbal attacks upon the character or motives of other Members and Appointees, Township officers, and employees, or the public

3.1.1.5. respect and adhere to the structure of government as established in the Township. In this structure, the Council determines the policies of the Township with the advice, information, and analysis provided by Committees, staff, and the public. Members and Appointees, therefore, will not interfere with the administrative functions of the Township or with the professional duties of Township staff, nor will they impair the ability of staff to implement Council policy decisions.

3.1.1.6. not use public resources that are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes

3.1.1.7. not accept any gift, money, property, position or favour of any kind whether to be received at the present or in the future, from any person except as follows:

3.1.1.7.1. where such a gift or favour is authorized by law

3.1.1.7.2. where such contributions are lawful campaign contributions

3.1.1.7.3. where such gifts or favours are received as an incident of the protocol, social obligation, or common business hospitality that accompany the duties and responsibilities of the member, and then only in compliance with applicable laws

3.2. Confidentiality

3.2.1. Members and Appointees will adhere to the following requirements in relation to confidentiality:

3.2.1.1. unless otherwise authorized by Council or a Committee, keep in confidence any record held in confidence by the Township, until

the record is released to the public as lawfully authorized or required

3.2.1.2. unless otherwise authorized by Council or a Committee, keep in confidence information considered in any part of a Council meeting or Committee meeting that was lawfully closed to the public, until Council or the Committee discusses the information at a meeting that is open to the public

3.2.1.3. Members and Appointees will not use confidential information for the personal profit or gain of themselves or others

3.3. Conflict of Interest

3.3.1. Members and Appointees will adhere to the following requirements in relation to conflicts of interest:

3.3.1.1. be aware of and act in accordance with Division 6 of Part 4 of the *Community Charter* and the Oath of Office

3.3.1.2. be aware of and declare, in writing where necessary, any real or perceived conflicts of interest. A conflict of interest exists where:

3.3.1.2.1. a Member or Appointee is a director, member or employee of an organization seeking a benefit from he Township on which the decision making body will make a recommendation or decision

3.3.1.2.2. the Member or Appointee has a direct or indirect pecuniary interest in the outcome of deliberations

A conflict of interest does not exist if:

3.3.1.2.3. the pecuniary interest of the Member or Appointee is a pecuniary interest that is sufficiently in common with electors of the Township generally

3.3.1.2.4. the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Member or Appointee in relation to the matter

3.3.1.2.5. where a conflict of interest exists, Members and Appointees must not participate in the discussion of the matter or to vote on a question in respect of the matter, must declare to the body that a conflict exists, and must remove themselves from the meeting during consideration of the issue to which the conflict relates. The declaration of a conflict and the Member's or Appointee's exit from and return to the meeting will be noted in the minutes

3.3.1.2.6. where in the opinion of Council or a Committee, a Member or Appointee is in a conflict of interest and has not so declared, the body may ask for a review of the matter by the Township Clerk. The matter, if unresolved, may then be referred to legal counsel or to Council for review.

3.4. Code of Conduct – Committee Appointees

3.4.1 Expressing Personal Opinions or Beliefs

In some circumstances and within certain programs, advisory committee members or board members may be required or requested to provide an opinion in regards to the nature of a program or service. It is extremely important that committee or board members use judgment before expressing specific opinions. Township advisory committee members and board members should refrain from expressing their personal convictions and ideals, such as religious or any other personal beliefs or philosophies, to fellow committee or board members or to the public

3.4.2 Representation to the Media

It is extremely important that only Council members or designated staff speak to the media in relation to Township issues. If at any time, advisory committee or board members are approached or contacted by a media representative, the member should contact the staff member coordinating the committee or board.

3.4.3 Comments

Advisory committee and board members will refrain from providing comments, either written or in an electronic format, to members of Council that do not advance or enhance the purpose of the committee/board.

4. Implementation of the Code of Ethics

4.1. This Code is intended to be self-enforcing. Members and Appointees should view the Code as a set of guidelines that expresses the standards of conduct expected of them. Implementation is most effective when Members and Appointees are thoroughly familiar with the Code and embrace its provisions. For this reason, the Code will be provided to candidates for Council and applicants to Committees.

4.2. Members and Appointees will be requested to sign the Statement, attached as Appendix A, affirming they have read and understood the Township of Langley Code. In addition, Council and Committees shall annually review the Code, and Council shall consider recommendations from Committees and update the Code as necessary.

5. Compliance and Enforcement

5.1. Members and Appointees themselves have the primary responsibility to ensure that the standards and requirements in this Code are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the Township of Langley.

5.2. Council may impose sanctions on Members and Appointees whose conduct does not comply with the Township's Code. Council may:

5.2.1. impose a motion of censure on a Member

5.2.2. rescind the appointment of an Appointee to a Committee

5.2.3. take action under s. 117(2) of the *Community Charter* or under the *Offence Act*

5.2.4. control the Member's or Appointee's access to areas of the Township property or to officers and employees, including by phone or email

5.3. To ensure procedural and administrative fairness, a Member or Appointee who is alleged to have violated any provision of the Code shall have a minimum of one week or the time between two consecutive regular Council meetings, whichever is greater, to prepare his or her case, with legal counsel if the Member of Appointee so chooses, to respond to these allegations. Before considering a sanction, Council must ensure that a member has:

5.3.1. received a written copy of the case against him or her

5.3.2. a minimum of one week or the time between two consecutive regular Council meetings, whichever is greater, to prepare a defence against any allegations

5.3.3. a fair opportunity to be heard

6. Violation Not Cause to Challenge a Decision

6.1. A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council or a Committee decision.

APPENDIX A:
MEMBER STATEMENT

Council of the Township of Langley and Council Appointees to Boards, Committees, Commissions and Task Forces

As a Member of the Township of Langley Council or an Appointee of a Township Committee or Board, I agree to uphold the Code of Ethics, Confidentiality and Conflict of Interest adopted by the Township and to conduct myself by the following model of excellence. I will:

- recognize the diversity of backgrounds, interests, and views in our community;
- help create an atmosphere of open and responsive government;
- conduct public affairs with integrity, in a fair, honest, and open manner;
- respect one another and the unique role and contribution each of us has in making the Township a better place to work and live;
- strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just, and fair;
- avoid and discourage conduct which is not in the best interests of the Township;
- avoid any real or perceived conflict of interest and declare at the earliest opportunity, in writing, any interest that is or may be in conflict with the business of the body of the Township in which I am participating;
- respect and uphold confidentiality requirements; and
- treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and understood the Township of Langley Code of Ethics, Confidentiality, and Conflict of Interest.

Signature: _____ Date: _____

Name (please print): Office / Committee:

_____ _____

CITY OF SURREY

Council Code of Conduct Bylaw, 2020, No. 20020

Council Code of Conduct Bylaw, 2020, No. 20020
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CITY OF SURREY

BYLAW NO. 20020

A bylaw to regulate the conduct of Council members

.....

WHEREAS Council Members are keepers of the public trust and must uphold the highest standards of ethical behaviour in order to build and inspire the public's trust and confidence in local government;

AND WHEREAS Council Members are expected to:

(a) make decisions that benefit the community;

(b) act lawfully and within the authorities of the Community Charter, Local Government Act and other applicable enactments; and

(c) be free from undue influence and not act, or appear to act, to gain financial or other benefits for themselves, family, friends or business interests;

AND WHEREAS Council wishes to conduct its business in a transparent, efficient, accountable and respectful fashion;

AND WHEREAS it is to the benefit of the community for Council to conduct its business in accordance with the City's values of community, innovation, integrity, service and teamwork;

AND WHEREAS Council Members intend to demonstrate their leadership in ethical behaviour and to promote the principles of transparency, accountability and civility through their decisions, actions and behaviour;

NOW THEREFORE The Council of the City of Surrey ENACTS AS FOLLOWS:

Definitions

1. In this Bylaw

"Advisory Body" means a committee, task force, commission, board or other body established or appointed by Council or by the Mayor;

"Advisory Body Member" means a person sitting on an Advisory Board, and includes a Council Member appointed to the body;

"Bully and Harass" includes:

(a) any conduct that would be contrary to the City's Respectful Workplace Policy;

(b) any unwelcome or objectionable conduct or comment that would be considered discriminatory under the *Human Rights Code* if the conduct or comment was in respect of any of the following prohibited grounds:

(i) race,
(ii) conviction for an offence,
(iii) colour,
(iv) ancestry,
(v) physical disability,
(vi) place of origin,
(vii) mental disability,
(viii) political belief,
(ix) sex,
(x) religion,
(xi) age,
(xii) marital status,
(xiii) sexual orientation,
(xiv) family status;

(c) Sexual Harassment;

(d) any other unwelcome or objectionable conduct or comment by a Council Member toward another Council Member, an Advisory Board Member, Volunteer or Staff that causes that individual to be humiliated or intimidated, including verbal aggression or insults, making derogatory comments, including questioning the professional competence of an Advisory Board Member, Volunteer or Staff, calling someone derogatory names, hazing or initiation practices, vandalizing personal belongings or spreading malicious and untrue rumours;

"Campaign Period" means the period commencing the first of October immediately preceding a general election and ending on the day of the general election;

"Child" means a person toward whom a Responsible Adult has demonstrated a settled intention to treat as a child of his or her family and includes a child born within or outside marriage, an adopted child, step-child or grandchild;

"City" means the City of Surrey;

"City Business" means any City program, activity, policy, process, project or undertaking;

"City Manager" means the Municipal Officer position of the City manager;

"City Solicitor" means the Municipal Officer position of the City solicitor;

"City Record" includes anything on which information is recorded or stored by graphic, electronic, mechanical or other means in any format, but does not include a computer program or any other mechanism that produces records;

"City Record System" means a system used by the City of Surrey to manage City Records from creation through to disposal or long-term preservation;

"Commissioner" means the City of Surrey Ethics Commissioner;

"Confidential Information" means information or a record that is marked confidential by Council or Staff, that is Personal Information, that could reasonably harm the interests of individuals or organizations including the City if disclosed to persons who are not authorized to access the information, or information or a record to which section 117 of the *Community Charter* applies, including, without limitation, any:

(a) decisions, resolutions or report contents forming part of the agenda for or from an *in-camera* meeting of Council until a Council decision has been made for the information to become public or otherwise released; and

(b) details on Council's in camera deliberations or specific detail on whether an individual Council Member voted for or against a matter;

"Corporate Officer" means the Municipal Officer position of City Clerk that has been designated the corporate officer under section 148 of the *Community Charter*;

"Council Member" means the Mayor or a Councillor;

"Family Member" means a Spouse, a Child, a Responsible Adult, and siblings;

"Lobbying" means any communication with a Council Member by an individual who is paid or who represents a business or financial interest with the goal of trying to influence any legislative action including development decisions, business licence decisions, introduction, passage, defeat, amendment or repeal of a bylaw, motion, resolution, or development approval, zoning bylaw amendment, or termination of a City policy, program, directive, guideline, or the outcome of a decision on any matter before Council, an Advisory Body, or Staff;

"Municipal Officer" means a member of staff designated as an officer under section 146 of the *Community Charter* or a bylaw under that section;

"Personal Information" has the same meaning as in the *Freedom of Information and Protection of Privacy Act;*

"Responsible Adult" means a person who has demonstrated a settled intention to treat a Child as a member of his or her family whether or not that person is the biological parent of the Child;

"Sexual Harassment" is any verbal, written or physical conduct, comment, gesture or contact of a sexual nature that may cause offence or humiliation to a Council Member, Staff, Advisory Body Member, Volunteer or a member of the public or that might reasonably be perceived by Staff, an Advisory Body Member or Volunteer as placing a condition of a sexual nature on employment or on any opportunity for training or promotion, and examples of sexual harassment may include but are not limited to:

(a) unwelcome remarks, questions, jokes, innuendo or taunting, about a person's body or sex, including sexist comments or sexual invitations;

(b) verbal abuse and threats of a sexual nature;

(c) leering, staring or making sexual gestures;

(d) display of pornographic or other sexual materials in the form of degrading pictures, graffiti, cartoons or sayings;

(e) unwanted physical contact such as touching, patting, pinching, hugging;

(f) intimidation, threat or actual physical assault of a sexual nature;

(g) sexual advances with actual or implied work-related consequences;

"Spouse" means a person to whom the person is married or with whom the person is living in a marriage-like relationship, and includes a former spouse;

"Staff" means a Municipal Officer or employee, a contractor, consultant or other service provider;

"Volunteer" means a person serving the City who is a not a Council Member, member of Staff or an Advisory Board Member;

"Workplace" includes, but is not limited to, work sites owned, operated or controlled by the City, including the municipal hall, operations centres, fire hall, parks locations and buildings, construction or maintenance sites, business related social functions, work locations away from the foregoing venues, work related conferences and training sessions, work related travel, telephone conversations, voice mail or electronic messaging.

Interpretation

2. In this Bylaw, a reference to the Mayor, a chair, or Staff includes, in the absence of the Mayor, chair or Staff member, a reference to the person appointed as deputy or appointed to act in the place of that person from time to time.

3. Without limitation, this Bylaw applies in respect of the Workplace and elsewhere, and without limitation applies to the use of social media by a Council Member.

PART 1 – CONDUCT OF ELECTED OFFICIALS

General Conduct

4. A Council Member shall not:

   (a) contravene this Bylaw, as amended or replaced;

   (b) contravene any other City bylaw or policy, as amended or replaced;

   (c) breach their oath sworn upon taking office as a Council Member;

   (d) contravene a law of British Columbia or Canada, including the British Columbia *Human Rights Code* or the *Freedom of Information and Protection of Privacy Act*;

   (e) Bully or Harass another person;

   (f) defame another person;

   (g) abuse their office.

5. A Council Member shall treat other Council Members, Staff, Advisory Body Members, Volunteers, and the public with respect and dignity.

6. A Council Member shall align their conduct with the City's values of integrity, innovation, service, teamwork and community.

Interactions of Council Members with Staff, Volunteers and Advisory Body Members

7. A Council Member shall not issue instructions or directions to Staff regarding City Business except through the City Manager or the appropriate department manager.

8. Before, during or after a procurement process, a Council Member shall not issue instructions or directions to a contractor, tenderer, proponent, consultant or other service provider. Outside of a Council or committee meeting, a Council Member shall not communicate with a tenderer or proponent regarding the subject matter of the procurement.

9. A Council Member shall not interfere with, hinder or obstruct Staff, a Volunteer or an Advisory Board Member in the exercise or performance of their roles, responsibilities, powers, duties or functions.

10. If a Council Member has information about Staff, a Volunteer or an Advisory Board Member that the Council Member wishes to bring to the attention of the City for the purposes of a review or investigation into the conduct or an omission of the individual, the Council Member may only do so by delivering the information in writing to the City Manager. On receipt of such information, the City Manager shall conduct a review or investigation and address the matter in accordance with the City's employment agreements, bylaws and policies and with the applicable employment law or professional responsibility enactments.

Conduct at Council and Advisory Board Meetings

11. A Council Member must act with decorum at Council and Advisory Body meetings in accordance with the *Council Procedure By-law*, No. 15300, as amended or replaced from time to time.

12. Council Members shall make every effort to participate diligently in the activities of Council and Advisory Bodies or other bodies to which they are appointed by the City or by virtue of being an elected official, including intergovernmental meetings. To "participate diligently" means that a Council Member shall not be absent from meetings of Council or Advisory Body meetings, or from those of other bodies to which they are appointed by virtue of their status as a Council Member, without reasonable justification (such as illness of the Council Member, family circumstance, regional government business) for more than four consecutive scheduled meetings, for a period of 60 consecutive days, or on a regular basis.

Improper Use of Influence

13. A Council Member shall only use the influence of their office in the good faith exercise of their official duties.

Election Activities

14. A Council Member shall not participate in any civic events requiring them to perform official ceremonial duties between the last day of the nomination period and the voting day, as defined in the *Local Government Act*, unless authorized by a resolution of Council.

15. A Council Member shall comply with the *Local Government Act* and the *Local Elections Campaign Financing Act* when undertaking election campaign activities and fundraising.

16. A Council Member shall not use the City's employees, property or resources for election campaign or fundraising activities at any point during a term of office, unless those resources are similarly available to all candidates and the fees associated with the use of the employees, property or resources has been paid for with election campaign funds. Without limiting the generality of the foregoing, this prohibition applies to:

    (a) data sets and Personal Information collected and maintained by the City;

    (b) office space; and

    (c) City websites or external websites paid for by the City.

17. A Council Member may include a link on his or her campaign website to the City's website or an external website paid for by the City.

18. During the Campaign Period, a Council Member shall not:

    (a) deliver City funded newsletters or conduct open houses funded by the City;

    (b) distribute mass e-mails from the Council Member's City e-mail address, unless the communication arises from an emergency and the communication is authorized by the City Manager;

    (c) update websites that are either City hosted or paid for by the City;

    (d) use social media and internet resources such as Twitter, Facebook or Instagram in the Council Member's personal name, unless those accounts include a disclaimer that they are not City-funded and do not reflect City policy; nor

    (e) request that City employees work on an election campaign during hours in which the employee receives compensation from the City, unless the work both unavoidably overlaps with the regular duties of the employee and is minor and infrequent, such as coordinating campaign schedules with the Council Member's calendar or redirecting citizens with campaign questions to campaign staff.

19. Council Members and their staff may take unpaid leave from the Council Member's office to work on an election campaign.

Conflicts of Interest

20. A Council Member shall rigorously avoid situations which may result in claims of pecuniary interest, conflict of interest or bias.

21. A Council Member must disclose any conflict of interest in accordance with section 100 of the *Community Charter* and, if conflicted, must refrain from participating in a meeting in accordance with section 101 of the *Community Charter*.

22. In respect of each matter before Council, a Council Member shall:

    (a) assess whether they have a conflict of interest, if necessary, with the advice of the Commissioner; and

    (b) determine whether it is necessary to seek independent legal advice, at their own cost except where the City Manager approves the cost if concerned about the validity of an affected bylaw or resolution, with respect to any situation which may result in a conflict of interest.

23. If a Council Member believes they may have or may reasonably be perceived to have a conflict of interest in respect of a matter in a Council or committee meeting, the Council Member shall:

    (a) notify the Mayor or the Chair of the meeting that the Council Member has a conflict of interest prior to the matter being considered, and the Council Member shall restate the conflict of interest each time the matter arises before Council;

    (b) refrain from discussing the matter with any other Council Member publicly or privately; and

    (c) leave the meeting room if the matter is discussed and not return until discussion has ended or voting on the matter has been concluded.

Conduct Respecting Lobbyists

24. Lobbying is a permitted but regulated activity in the City.

25. A Council Member shall follow the City's rules respecting Lobbying.

26. A Council Member shall report any such violation or attempted violation of the City's rules respecting Lobbying to the Municipal Official responsible for Lobbying or to the Commissioner, unless the Council Member believes in good faith that the violation or attempted violation was inadvertent or insignificant.

Outside Activities and Business Relations

27. A Council Member who engages in another profession, business or occupation concurrently with holding office shall not allow such outside employment to affect the Council Member's integrity, independence or competence. Without restricting the scope of this duty, the following shall be a contravention of this part of the Code of Conduct:

    (a) acting as an officer or director for a business that receives municipal funds in the form of grants or payments for goods or services;

    (b) acting as an officer or director for a business that lobbies the City;

(c) allowing the prospect of future employment by a person other than the City to affect the Council Member's performance of his or her duties to the City;

(d) borrowing money from any person who regularly does business with the City, unless such person is an institution or company who shares are publicly traded and who is regularly in the business of lending money, such as a credit union;

(e) acting as a paid agent before Council or an Advisory Body;

(f) receiving compensation for referrals to a specific business;

(g) receiving compensation that is dependent on the business being awarded a contract with the City;

(h) subject to sections 40 through 43, providing advice for renumeration to any person who is involved in litigation or lobbying against the City, unless the Council Member first gives written notice of the relationship to the Commissioner.

28. A Council Member may obtain advice from the Commissioner on whether a new profession, business or occupation is compatible with their obligations under section 27 of this Bylaw. Provided that the Council Member made full and frank disclosure to the Commissioner at the time they sought advice, the Commissioner's opinion shall be the final determination of whether a Council Member has contravened section 27 of this Bylaw.

Council Members' Use of Municipal Assets and Services

29. A Council Member shall not use, or permit the use of, City land, facilities, equipment, supplies, services, property, employees or other resources for activities other than City Business unless the use or the permission is on the same terms and conditions that the land, facilities, equipment, supplies, services, property, employees or other resources are available to the general public. Accordingly, a Council Member shall not obtain personal gain from the use or sale of City-developed intellectual property, including all discoveries, inventions, know-how, improvements, developments, processes, technology, compositions, designs, techniques, methods, industrial designs, compositions, prototypes, models, literary work, research, drawings, software and trade secrets whether or not capable of patent, industrial design, copyright or trademark protection, or any other type of protection. Council Members acknowledge and do not dispute that all such property that a Council Member may prepare, use or encounter while holding office will be and remains the City's exclusive property.

30. A Council Member shall not request Staff to undertake personal or private work on behalf of the Council Member, nor shall a Council Member accept such work from Staff.

Employment of Council Family Members

31. A Council Member shall not attempt to influence personnel decisions regarding the decision to hire, transfer, promote, demote, discipline, or terminate an Advisory Board Member, a Volunteer or Staff. This prohibition includes giving references to any person applying for a position at the City and forwarding copies of an applicant's resume to any person hiring for any position at the City.

32. A Council Member shall not attempt to obtain a benefit from the City for a Family Member.

Gifts

33. For the purpose of sections 33 through 39 of this Bylaw, a gift or benefit is an item or service of value that is received by a Council Member for their personal use, including, but is not limited to money, gift cards, tickets to events, clothing, jewelry, pens, food or beverages, discounts/rebates on personal purchases, free or subsidized drinks or meals, entertainment, participation in sport and recreation activities, and invitations to social functions.

34. A Council Member must comply with the restrictions on accepting gifts in section 105 of the *Community Charter* and must disclose any permitted gifts over $250 in accordance with section 106 of the *Community Charter*.

35. A gift or benefit provided to a Council Member's Family Member or staff in relation to City Business is deemed to be a gift or benefit to that Council Member.

36. If a Council Member is required to disclose to a Municipal Officer the nature of the gift or benefit, the Council Member shall also include a description of its source, including if the gift is from a corporation, the full names and addresses of at least two individuals who are directors of the corporation; when it was received; and the circumstances under which it was given and accepted.

37. The Municipal Officer shall provide a copy of this disclosure under section 36 to the Commissioner.

38. On receiving the disclosure statement, the Commissioner shall examine it to ascertain whether the receipt of the gift or benefit might, in her or his opinion, create a conflict between a private interest and the public duty of the Council Member. If the Commissioner makes that preliminary determination, the Commissioner shall call upon the Council Member to justify the receipt of the gift or benefit.

39. If the Commissioner considers the receipt was in contravention of this Bylaw or the *Community Charter*, the Commissioner may direct the Council Member to return the gift, reimburse the donor for the value of any gift or benefit already consumed, or forfeit the gift.

Collection and Handling of Information

40. A Council Member shall not release any Confidential Information unless the Council member is specifically authorized to release it by:

    (a) a resolution of Council to use or release the Confidential Information, and then only to the extent of the Council authorization;

    (b) authorized discussion of the Confidential Information at a meeting that is open to the public; or

    (c) lawful authorization under separate legal authority.

41. A Council Member must not discuss or disclose Personal Information of others to any person, except in a manner that complies with the duty to protect Personal Information under the *Freedom of Information and Protection of Privacy Act*.

42. A Council Member shall take reasonable care to prevent unauthorized access to Confidential Information or Personal Information by unauthorized persons. If a Council Member learns of unauthorized access to Confidential Information or Personal Information, the Council Member shall report this information to the City Manager as soon as possible.

43. A Council Member shall comply with the directions of the Corporate Officer respecting the use of the City Record System.

Council Members' Use of Social Media

44. A Council Member shall not publish Confidential Information on social media, unless authorized in accordance with the provisions of section 40 of this Bylaw.

45. A Council Member shall not publish information or an opinion on social media about City Business, unless the publication republishes the information that has been released by the City without alteration or the opinion includes a statement to the effect that the "opinion expressed is my own and does not necessarily reflect the view or opinions of the City of Surrey or other members of Surrey Council".

46. Without limiting any other obligation imposed by this Bylaw, a Council member shall not use or allow the use of their social media account for purposes that include content that:

    (a) Bullies and Harasses another Council Member, an Advisory Board Member, a Volunteer, Staff or a member of the public;

    (b) evidences bias or a reasonable apprehension of bias in relation to a matter that is the subject of a statutory or other public hearing;

    (c) promotes or constitutes illegal activity;

    (d) may compromise the safety or security of the public.

47. A Council Member shall take steps to remove from their social media account any publication by another person of content that violates this Bylaw.

Communication Protocol

48. Council may appoint the spokesperson on City Business. Once a spokesperson has been appointed, a Council Member that is not appointed as the spokesperson shall ensure that inquiries from the public and media on the City's position are directed to the spokesperson. A Council Member communicating their own opinion shall ensure that the communication clearly indicates that it is the Council Member's own position. Nothing in this section prevents Council from appointing multiple spokespersons or changing the appointed spokesperson. Where no spokesperson has been appointed, the Mayor shall act as the spokesperson.

Interactions with the Public and the Media

49. A Council Member shall accurately communicate the decisions of the Council, even if they disagree with the majority decision of Council.

50. When discussing the fact that they did not support a decision, or voted against the decision, or that another Council Member did not support a decision or voted against a decision, a Council Member shall refrain from making disparaging comments about other Council Members or about Council's processes and decisions.

51. Nothing in this Bylaw is intended to affect rights under the *Charter of Rights and Freedoms*.

Orientation and Training Attendance

52. After first being elected, a Council Member shall attend all sessions of orientation training on City Business that are identified as mandatory by the Commissioner unless doing so is not practically possible.

53. A Council Member shall attend any sessions of training on City Business that are identified as mandatory by Council, the City Manager, the City Solicitor, the Corporate Officer or the Commissioner, unless doing so is not practically possible.

PART 2 – PROCESS FOR COMPLAINTS

Individual Steps to Resolution

54. If a Council Member, an Advisory Board Member or Staff considers that they have been subjected to a contravention of this Bylaw by a Council Member and if they are comfortable discussing the matter directly with the Council Member, they may inform the Council Member of the alleged contravention and request an apology and, if applicable, that the contravention cease immediately.

55. If the complainant is unable to discuss the matter directly with the Council Member, or if after discussion the contravention continues, the complainant may inform the City Manager of the allegation. The City Manager may then agree to act as an advisor to aid the complainant or appoint an advisor as the City Manager deems suitable.

56. The advisor acting under section 55 shall assist the complainant, including discussing the alleged contravention with the Council Member to resolve the complaint.

57. If the complainant is not satisfied with the outcome after the advisor has finished assisting the complainant under section 56, the complainant may proceed to Mutual Resolution by filing a written record of the allegation with the Commissioner within 10 days of being informed by the advisor of the outcome.

58. Nothing in this Bylaw precludes the complainant from making reasonable efforts in good faith to address the complaint internally and informally without resort to the Mutual Resolution or Formal Resolution procedures set out in this Bylaw.

59. Nothing in this Bylaw precludes the complainant from taking measures that the complainant is entitled to take under law, including but not limited to filing a human rights complaint, a grievance or other applicable process under a collective agreement, a complaint with WorkSafe BC, or other proceedings, as applicable.

60. Discussions regarding the complainant's concerns are confidential, advisory and informal in nature. The only exception to the Commissioner or an advisor maintaining confidentiality is if they deem the complaint to indicate a possible physical threat to any person. In that case, the advisor must immediately inform the City Solicitor of the complaint and inform the complainant of this requirement to do so. The City Solicitor must then promptly request the Commissioner to initiate an investigation and inform the complainant of this request and may take any additional steps deemed appropriate to deal with the possible physical threat.

Mutual Resolution

61. If the Individual Steps to Resolution process is unsuccessful in resolving the complaint, at the request of the complainant and with the agreement of the Council Member, a third party will be selected under section 62 to act as a mediator to assist the individuals in resolving the complaint through mediation. If the parties cannot agree to resolve the complaint through Mutual Resolution, then the complainant may elect to proceed to Formal Review.

62. The role of the mediator is to help the complainant and the Council Member come to an agreement, and not to advocate a position or impose a decision. The mediator will be selected by agreement of the complainant and the Council Member, with the Commissioner retaining the right to select a mediator if the complainant and the Council Member are unable to agree.

63. Both the complainant and the Council Member may be accompanied by a representative of their choice, including a lawyer or if the complainant is a member of a union, a union representative or a lawyer on behalf of the union, or both. If the complaint is resolved through Mutual Resolution, a written record of the complaint and the resolution will be given to the complainant, the Council Member and the Commissioner. If the mediator has recommendations for the City to consider, the mediator will forward these recommendations to the Commissioner and the City Solicitor. The resolution and recommendations must be kept in confidence by the Commissioner, City Solicitor and the parties, unless the parties agree in writing to disclose the information.

64. If Mutual Resolution is not successful in resolving the complaint, the complainant may pursue other options by confirming in writing his or her election to the Commissioner within ten working days of receiving the mediator's report.

Other Processes

65. Failing Mutual Resolution, a breach of this Bylaw can be determined for the purposes of proceeding with a Council measure under section 74 by way of:

    (a) an admission by the Council Member;

    (b) an agreement with the Council Member;

    (c) a report from a standing or select committee invested with investigation powers under section 134 of the *Community Charter*;

    (d) a Formal Review.

Complaints

66. Any person who has witnessed or experienced conduct by a Council Member which they believe to be in contravention of this Bylaw, or another City policy governing conduct of a Council Member may submit a complaint to the Commissioner in accordance with sections 68 and 69 of this Bylaw.

67. If a Designated Management Employee, as defined in the City's Respectful Workplace Policy, receives a complaint under the Respectful Workplace Policy, the Designated Management Employee may elect to refer the complaint to the Commissioner for resolution pursuant to this Bylaw.

Formal Review

68. After the invocation of the procedures under sections 54 through 63 of this Bylaw, the complainant may elect to proceed with a formal complaint, which must be delivered in writing to the Commissioner in accordance with sections 64 and 69 of this Bylaw. This written complaint shall contain the particulars of the complaint, including the dates on which the conduct that is the subject of the complaint occurred.

69. The complainant must deliver the written complaint within six months of the date of the alleged contravention of this Bylaw, unless the parties have agreed in writing to postpone this deadline in order to pursue another resolution process.

70. Upon receipt of the written complaint, the Commissioner shall:

    (a) take whatever steps the Commissioner considers reasonable with the complainant and the Council Member to resolve the matter informally under sections 54 through 63 within ten working days, if they have not already done so; or

    (b) confirm in writing to the complainant and the Council Member that the City Manager or other advisor has terminated attempts to resolve the matter informally; and then

    (c) begin an investigation within ten working days of the request being filed.

71. In keeping with the principles of procedural fairness, the Commissioner shall:

    (a) confirm receipt of the written complaint to the complainant;

    (b) notify the Council Member of the allegation, provide the Council Member with a copy of this Bylaw and advise the complainant of this notification;

    (c) receive information from any witnesses who the Commissioner believes may have information relevant to the complaint, and this information may be received through written documentation, interviews, or informal hearings;

(d) keep both the complainant and the Council Member aware of any allegations made against them and ensure that they are given a reasonable opportunity to respond; and

(e) inform the complainant and the Council Member that they may be accompanied by a representative, including a lawyer, of their choice during the Formal Review process, including the closed meeting described in sections 84 and 85 of this Bylaw.

72. If the Council Member fails to respond, the Mayor at the request of the Commissioner may compel witnesses under section 134 of the *Community Charter*.

73. The Commissioner shall ensure all details, dates, conversations and meetings are documented. These working records created by the Commissioner are confidential. Once the investigation has been completed, the Commissioner shall prepare a written report and provide a copy of the report to the City Manager and Council. The report must, at a minimum, contain a description of the allegations, a summary of the evidence of the parties and the witnesses, and a determination of whether a contravention occurred. The report may also provide recommendations with respect to the potential outcome.

Council Determination of Measures

74. Council shall decide on the appropriate measures, if any, are warranted by a contravention of this Bylaw and shall take such action as Council considers appropriate in the circumstances, after:

(a) reviewing the report of the Commissioner;

(b) considering the factors described in section 75 and the measures enumerated in section 76; and

(c) conducting a closed meeting in accordance with the process described in sections 84 and 85 of this Bylaw.

75. In determining the appropriate measure, Council shall consider the following factors:

(a) the degree and nature of the conduct;

(b) whether the contravention was a single or repeated act;

(c) whether the Council Member was told that the conduct was unwelcome or offensive, and nonetheless continued the conduct;

(d) the nature of the work relationship of the complainant and the respondent, and whether the Council Member was in a position of authority over the complainant, such that the degree and nature of the conduct was thereby exacerbated by an abuse of power;

(e) the impact of the contravention on the complainant;

(f) the Council Member's acknowledgment of wrongdoing; and

(g) the Council Member's history of other contraventions.

76. Council may impose the following measures after considering the factors described in section 75, including, but not limited to:

(a) an apology from the Council Member in substantially the form set out in Schedule B;

(b) removal of the Council Member from appointments such as chairperson, committees, commissions or Advisory Boards;

(c) motion of censure;

(d) mandatory training on City Business, the *Community Charter*, or this Bylaw;

(e) referral to a prosecutor or police;

(f) any other action recommended by the Commissioner; and

(g) any other measure permitted by the *Community Charter*, the *Local Government Act*, the *Local Elections Campaign Financing Act and the Charter of Rights and Freedoms.*

77. The Council decision under section 74 will be in writing and provided to the complainant and Council Member within ten working days of the closed meeting conducted in accordance with sections 84 and 85 of this Bylaw.

Staff Responsibilities in the Complaint Process

78. If the Commissioner concludes that a contravention has occurred, the City Manager shall consider reasonable action to protect the complainant from any subsequent action or reprisal. The City Manager shall also consider reasonable action to protect the rights of the subject Council Member and to see that no reprisal takes place beyond the measure determined by Council.

79. If the Commissioner finds that the original complaint was initiated in bad faith, with willful misconduct or intent to harm, where the complainant is a Council Member, Council may consider appropriate measures in respect of the complainant and where the complainant is Staff, the City Manager may consider appropriate measures in respect of the complainant.

80. A copy of the Commissioner's report and the Council decision will be retained in a confidential file maintained by the City Manager, except when all or part of the decision is disclosed to the public in accordance with the *Freedom of Information and Protection of Privacy Act*.

81. The Commissioner may proceed with a Formal Review even if the complainant withdraws the complaint.

82. If approved by Council, the City Manager shall consider implementing administrative changes to City policies or procedures recommended by the Commissioner's report.

Fairness Procedures Applicable to Council Determination of Measures

83. Sections 84 and 85 only apply if the complaint is not resolved under sections 54 through 63 of this Bylaw and if Council is considering measures under section 74.

84. The Mayor, or the Corporate Officer if the Mayor is alleged to have contravened this Bylaw, will notify the affected Council Member in writing that Council will be considering their conduct at a closed meeting. The notice and form of resolution where a breach is believed to have been proved are set out in Schedule A. The notice must be delivered at least seven business days in advance of the closed meeting at which Council will consider the measure, if any, that it will impose in accordance with section 74 of this Bylaw. The Corporate Officer will ensure that the matter is placed on the agenda of the closed meeting. At the closed meeting, the affected Council Member may be represented by legal counsel, which may be reimbursed in accordance with section 89 of this Bylaw.

85. The process at the closed meeting may vary depending on the situation, but the following elements will be incorporated:

    (a) Council will read the Commissioner's determination of whether a contravention of this Bylaw occurred;

    (b) the affected Council Member will be provided with reasonable notice in accordance with section 71(b) and given the opportunity to make submissions to Council, with legal counsel if the Council Member desires, which submissions, without limitation, may include explanations for the impugned behavior or suggestions on the measures that Council might impose as a result of the conduct;

    (c) after the affected Council Member has made the submissions to Council, the Council Member will leave the meeting room and those Council Members without a conflict of interest will consider the measures, if any, to impose in accordance with section 76 of this Bylaw; and

    (d) written notice of the decision will be given in accordance with section 77 of this Bylaw.

Mandatory Training

86. If the Commissioner recommends mandatory training for a Council Member, and if Council resolves to accept the recommendation pursuant to section 76(d) of this Bylaw, then the Council Member shall attend the training.

Obstruction

87. It is a contravention of this Bylaw to obstruct the Commissioner in the carrying out of their responsibilities, as for example, by the destruction of documents or the erasing of electronic communications relevant to a complaint.

Legal Fees

88. If a member of Staff is a complainant under this Bylaw, the City Manager may authorize the member of Staff to be reimbursed for legal fees reasonably incurred if the complaint was meritorious and a written request for reimbursement is filed with the City Manager within three months of any final disposition of a complaint under this Bylaw.

89. The City will pay the reasonably incurred legal fees of a Council Member who is subject to a complaint under this Bylaw, provided that:

(a) the Commissioner ultimately does not determine that the Council Member acted with dishonesty, gross negligence, or malicious or willful misconduct; or

(b) in any event, if Council so resolves after considering all the circumstances.

General

90. The Corporate Officer will cause

(a) this Bylaw to be visible and accessible on the City's website, and

(b) electronic copies of this Bylaw to be made available to all Staff and Council Members in easily accessible locations, including the City's intranet.

91. If any portion of this Bylaw is inconsistent with a binding collective agreement with the City or federal or provincial legislation, that portion and only that portion of this Bylaw will have no application to the extent of that inconsistency and all other portions of the Bylaw will continue in full force and effect.

Citation

92. This Bylaw may be cited as the "Council Code of Conduct Bylaw, 2020, No. 20020".

PASSED FIRST READING on the 6th day of April, 2020.

PASSED SECOND READING on the 6th day of April, 2020.

PASSED THIRD READING, as amended, on the 20th day of April, 2020.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 4th day of May, 2020.

_____MAYOR

_____CLERK

SCHEDULE A

NOTICE TO COUNCIL MEMBER OF COUNCIL CONSIDERATION OF
BREACH OF THE COUNCIL MEMBER CONDUCT BYLAW

CONFIDENTIAL

Date

Dear [*Insert Name of Subject Council Member*],

Please be advised that the City of Surrey Ethics Commissioner (the "Commissioner") believes that you may have breached **COUNCIL CODE OF CONDUCT BYLAW, 2020, NO. 20020**. I am placing this matter on the agenda of the Council closed meeting to be held on [*Insert date - must be at least seven business days from date this is delivered to member*].

The reason for the meeting is to consider the Commissioner's report and recommendations, and to consider a resolution in relation to this breach.

Enclosed is a copy of the Resolution that will be considered at the meeting for discussion, debate and a vote. Note that one of the possible ultimate outcomes of the process described in the Resolution is that Council may be considering imposing sanctions flowing from the breach, including removing you from your appointment to committees or other appointments, censuring you, requiring an apology, requiring training, referral to a prosecutor or police, seeking damages, releasing a public statement, or following any other recommendation of the Ethics Commissioner.

I wish to expressly notify you that you may retain legal counsel to represent your interests in this matter. Prior to Council voting at the in-camera meeting to determine which sanction they wish to invoke, if any, you will be provided with the opportunity to address Council regarding the contents of the draft form of resolution and any other documents that Council may have before it.

Following any submissions, you (or your legal counsel) make at the in camera meeting, Council will retreat and consider this matter. We will attempt to decide what measure or measures (if any) are appropriate under the bylaw.

Regarding any Council decisions, we will provide you with written reasons for our decision(s).
Sincerely,
(Mayor)
Encls

SCHEDULE A (Continued)
RESOLUTION (IN CAMERA)

CONFIDENTIAL

Whereas Council has concluded that [*Insert name*] has breached **COUNCIL CODE CONDUCT BYLAW, 2020, NO. 20020**. by [INSERT];

And Whereas [*Insert name*] has been afforded procedural fairness with respect to Council's consideration of this matter, and in particular [*Insert name*] was notified at least seven business days in advance:

(a) that Council would be considering the matter of the breach of and was given a copy of this draft Resolution and any documents that may be considered by Council, including the report and recommendations of the City of Surrey Ethics Commissioner;

(b) that Council may consider, subject to continuing procedural fairness, sanctions including an in-camera motion of censure, removal from any appointment to committee or external entity, referral to law enforcement or a prosecutor, seeking damages, reduction or elimination of remuneration, or public notification of any sanctions;

Whereas [*Insert name*] was expressly informed of their right to retain legal counsel and for their legal counsel to be present at the Council meeting in which this Resolution would be discussed and voted on;

Whereas [*Insert Name*] was given the opportunity to personally, or via their legal counsel, make submissions to the rest of Council regarding their conduct in this matter;

Whereas Council has considered the submissions made by [*Insert Name*] and/or their legal counsel;

Whereas Council has attempted to reach a consensus as to the appropriate measures;

Whereas Council has provided united or separate written reasons so that [*Insert name*] understands the basis for the decision to address the concern that [Insert name] is alleged to have breached the bylaw;

Be it Resolved as follows:

1. That Council shall address what it has concluded to be a breach of **COUNCIL CODE OF CONDUCT BYLAW, 2020, NO. 20020**, by way of (as applicable):

   (a) A motion of censure;
   (b) Removal from [insert name] committee or [Insert outside appointment];

(c) Revocation of appointment to [insert external agency or entity];
(d) Referral to a crown prosecutor;
(e) Public notification of sanctions;
(f) Seeking damages;
(g) Referral to police for an investigation under the Criminal Code or [*Insert provincial statute*];
(h) Mandatory training;
(i) Requirement for apology.

2. That Council will consider pursuing all legal options available with respect to any potential future breaches of the bylaw on the part of [*Insert name*];

3. That the Corporate Officer be directed to publish a media release containing the information concerning this matter that may be released in keeping with the City's obligations pursuant to the *Freedom of Information and Protection of Privacy Act,* substantially with the content of the following: [*Insert wording*].

SCHEDULE B

[DATE]

PERSONAL AND CONFIDENTIAL

[Name of Recipient]
[Title]
City of Surrey
[Address]
[City, Province Postal Code]
Dear [title] [last name]:
Re: Apology [subject]

As you know, on ***[date]***, I ***[Briefly set out the nature of the offending conduct. It is recommended you provide dates, times and a description of the conduct at issue as you understand it]***.
On ***[date]***, you confronted me about my behaviour/conduct and expressed ***[describe briefly the conduct complained of and how it affected the offended person]***.

I acknowledge that my conduct / actions made you feel ***[describe how it affected the offended person]*** and I admit that my ***[actions / conduct]*** were ***[reformulate why your actions were wrong in your own words – ex: offensive, derogatory, belittling, in poor taste, defamatory, wrong, discriminatory, callous, harmful to your reputation etc.]***.

Having reflected on [***your complaint / our conversation/ the decision of Council***], I take full responsibility for my ***[actions / conduct]*** and wish to apologize for the harm that I have caused you. My behaviour was not in keeping with the key principles of our Council's Code of Conduct. In particular, I acknowledge that my conduct was in violation of ***[identify the section(s) of the Code of Conduct breached].***

(ALTERNATIVELY, IF HELD BY COUNCIL TO HAVE BEEN A VIOLATION OF THE CODE OF CONDUCT REPLACE WITH THE BELOW:

In light of Council having concluded that my conduct constituted a violation of the City's Council Code of Conduct, I acknowledge that my conduct / actions made you feel ***[describe how it affected the offended person]*** and I admit that my ***[actions / conduct]*** were ***[reformulate why your actions were wrong in your own words – ex: offensive, derogatory, belittling, in poor taste, defamatory, wrong, discriminatory, callous, harmful to your reputation etc.])***

Going forward, I commit to being more careful in my [***words*** / ***actions]*** and to making better efforts to respect and abide by my obligations set out in the Code of Conduct.

Please accept my heartfelt apology.

Sincerely,

[name]
[title]

For Your Information: British Columbia's ***Apology Act*** provides that an "apology" made by or on behalf of a person in connection with any matter does not constitute an express or implied admission or acknowledgement of fault or liability.

"Apology" is defined as "an expression of sympathy or regret, a statement that one is sorry or any other words or actions indicating contrition or commiseration, whether or not the words or actions admit or imply an admission of fault."

The Act further provides that an apology does not void, impair or otherwise affect any insurance coverage that is available, or that would, but for the apology, be available to the person in connection with the matter.

Evidence of an apology made by or on behalf of a person in connection with any matter is not admissible in any court as evidence of the fault or liability of the person in connection with that matter and must not be taken into account in any determination of fault or liability.

Township of Langley
Est. 1873

COUNCIL POLICY

Subject: Community Amenity Contributions

Policy No:	**07-166**
Approved by Council:	**2018-07-23**
Revised by Council:	**2019-04-15**
	2019-11-18
	2021-10-18
	2022-12-12

1. Purpose

1.1 To provide administrative guidelines for a Community Amenity Contribution (CAC) Program.

2. Background

2.1 Municipalities are required to balance their budgets, which means the demand for new capital infrastructure and improvements must be kept within current fiscal and economic limits. Development Cost Charges (DCC), which are a primary source of funding especially for roads, water, sewer, stormwater systems, and park land acquisition and improvement, do not sufficiently assist in providing all facilities required for new communities.

2.2 CACs are voluntary amenity contributions by the developer as part of a rezoning process.

2.3 CACs are intended to offset the cost of providing community amenities associated with new commercial, industrial and residential development, thereby having a benefit to the community. In the event that CACs are not made to help provide the amenities, it is not necessarily in the public interest for the local government to support a rezoning. It has become common practice for many municipalities in B.C. for developers to propose, or municipalities to seek, amenities from projects that are applying for changes in use or density in order to help address the needs or impacts of new development. In this policy, the amenities are intended to be collected through a fixed rate contribution, based on a set of predetermined amenities.

3. Related Policies

3.1 The Official Community Plan (OCP) provides objectives and policies for the establishment of a community amenity contribution program. Objectives related to CACs aim to:

(a) Ensure that new development pays for the capital costs of providing new infrastructure and facilities to serve that development.

(b) Diversify revenue sources to fund new community infrastructure.

(c) Provide tools and incentives to encourage affordable housing options.

3.2 Specific policies include:

(a) Investigate potential for community amenity charges to cover the costs of facilities and amenities required for development that are not funded by DCCs.

(b) Create incentives to encourage developers to include affordable market rental housing and/or non-market housing in new developments, using community amenity contributions that include affordable housing as a community benefit (new units or cash).

4. Principles

4.1 As the Township of Langley continues to grow, new development should make a fair contribution to new community amenities, affordable housing, and other community needs, in order to meet the needs of a growing community and to contribute to managing growth pressures.

4.2 The Township of Langley will set its targets for CACs such that the cost implications for new development will be reasonable. The level of CACs will be such that there is minimal impact on new development. More specifically, the expectations for CACs are not likely to affect the financial viability of new development projects. The costs will be such that developers and landowners will still see incentives to seek higher density for residential developments.

5. Policy

5.1 The provision of community amenities will be subject to community input, Council prioritization, and available revenue. Where one developer is not expected to provide an entire amenity, the developer may pay the Township cash in lieu, referred to as CACs. The amenities are as follows:

(a) 13% will be Affordable Housing, and therefore 13% of CACs will go into the Affordable Housing Reserve Fund;

(b) 75% of community amenities will be Township-wide enhancements, and therefore 75% of CACs will go into a Community Amenity Contribution Fund to assist in funding of the following amenities:

- Conference and Entertainment Centre
- Recreation Centre in Willowbrook
- Recreation Centre in Brookswood-Fernridge
- Indoor Pool and Community Centre in Yorkson Community Park
- Soccer Campus in the Smith Neighbourhood
- Recreation Facility at the Langley Events Centre for ice and dry floor recreation
- Additional urban parks for urban areas
- Fire Hall in North Willoughby
- Fire Hall in Brookswood-Fernridge;

(c) 5% of community amenities will be enhancements to areas within the Aldergrove Core Area Plan, and therefore 5% of CACs will go into an Aldergrove Community Amenity Fund to assist in funding amenities; and

(d) 7% of nature-based amenities will support the Climate Action Strategy, and therefore 7% will go into a Climate Action Reserve Fund to mitigate environmental impacts originating from development upon the Township of Langley for items related to corporate buildings, habitat preservation, agricultural areas, and transportation infrastructure improvements.

5.2 The Township intends to obtain contributions to civic infrastructure and amenities from new development that involves rezoning. In doing so, the Township will apply the following principles:

(a) New development should make a fair contribution to new community amenities, affordable housing, and other community needs to meet the needs of a growing community and to address some of the impacts of growth.

(b) The Township's community amenities are set out in section 5.1.

(c) The Township will set its targets for amenities (and for cash in lieu of amenities, referred to herein as CACs, where one developer is not expected to provide an entire amenity) such that the cost implications for new development will be reasonable. The extent of Community Amenity Contributions will be such that there is little risk that there will be any impact on the pace of new development in the Township.

(d) The Township will set targets for cash in lieu Community Amenity Contributions it hopes to obtain from new development. The targets as set out in Table 1 may be reviewed by Council from time to time, based on changing community needs, changing priorities, and changing market conditions.

(e) The Township will use phased development agreements or acknowledgement and release letters as the mechanisms to obtain cash in lieu CACs. In site by site negotiations, the Township will seek to obtain a target contribution that makes a meaningful contribution to community amenities while ensuring that land owners still have enough incentive to make land available in the redevelopment market.

(f) For areas within the Urban Containment Boundary (UCB) as per Map 1, where an application includes an increase to the residential density beyond that established in the OCP or development regulations, the target CAC shall be as follows:

	Use	Target Contribution
Urban Areas (within the UCB)	Apartment (12 storeys or less)	$20 per ft^2
	Apartment (13 storeys or more)	$25 per ft^2
	Townhouse / Rowhouse / Duplex	$20,000 per unit
	Single Family	$25,000 per unit

Calculating the contribution per ft^2 is as follows:

1.1.f.1 In areas where apartment density is determined by a maximum floor space ratio (FSR), the contribution per ft^2 will be based on the gross floor area exceeding the base density;

1.1.f.2 In areas where apartment density is determined by a maximum units per acre (UPA), the contribution per ft^2 will be determined as per the standardized conversion rates of UPA to FSR;

1.1.f.3 In cases where proposals seeking an increase above OCP densities convert UPA to FSR as per the standardized UPA to FSR conversion, and the proposed FSR is below the FSR resulting from the standardized UPA to FSR conversion, a per ft^2 target contribution will apply to each additional unit based on the proponent's average unit size.

(g) For areas within the UCB as per Map 1, target rates will be based on a cash contribution proportional to the value being created by the increase in density for major OCP amendments, or development applications where:

1.1.g.1 The lot is currently designated Agriculture, Conservation & Recreation, Industrial, or Mixed Employment; and

1.1.g.2 The proposed density increase is greater than the maximum density allowed in the OCP, or development regulations.

(h) For Rural areas as per Map 1, CACs will be based on a per acre amenity contribution proportionate to the value being created by the increase in density for major OCP Amendments, or development applications where:

1.1.h.1 The lot is currently designated Agriculture, Conservation & Recreation, Industrial, Mixed Employment, or Rural; and

1.1.h.2 The proposed density increase is greater than the maximum density allowed in the OCP, or development regulations.

5.3 EXEMPTIONS

Development that meets the following conditions is exempt from the CAC program:

(a) Any not-for-profit development as defined in the Development Cost Charge Waiver For Affordable and Supportive Housing Bylaw 2019 No. 5462;

(b) Where single family residential subdivisions propose fewer than three lots, the original lot is exempt, after which the CAC program applies to each new lot;

(c) Accessory dwelling units, such as a secondary suite or coach house;

(d) Duplex, triplex and fourplex dwelling units, where only one building is being constructed – only the first dwelling unit is exempt, after which the CAC program applies to each additional dwelling unit;

(e) The development of residential dwellings within the area identified in the Aldergrove Core Area Plan, including mixed-use development, that have received Third Reading from Council prior to July 31, 2024. Effective August 1, 2024 the Aldergrove Core Area will be subject to CACs applicable to Urban (see Map 1).

5.4 COLLECTION OF CACs

(a) Payment of the CAC shall be made to the Township, prior to Council consideration of adoption of the Zoning Bylaw amendment bylaw. At the discretion of the General Manager of Engineering and Community Development, the provision of CACs may be secured through either a Phased Development Agreement or Acknowledgement and Release Letter. If adoption is not given by Council to the Zoning Bylaw amendment bylaw, the CAC (without interest) shall be returned to the applicant by the Township.

(b) Alternatively, payment of the CAC may be made to the Township at the time of issuance of a development permit, or where one is not required, at the time of issuance of a building permit. Where this option is selected by the applicant, an irrevocable letter of credit must be provided to the Township for the full amount of the CAC prior to Council consideration of adoption of the Zoning Bylaw amendment.

5.5 Council may amend the CAC target contribution amounts and any other aspect of this Policy as it deems appropriate in response to changing needs.

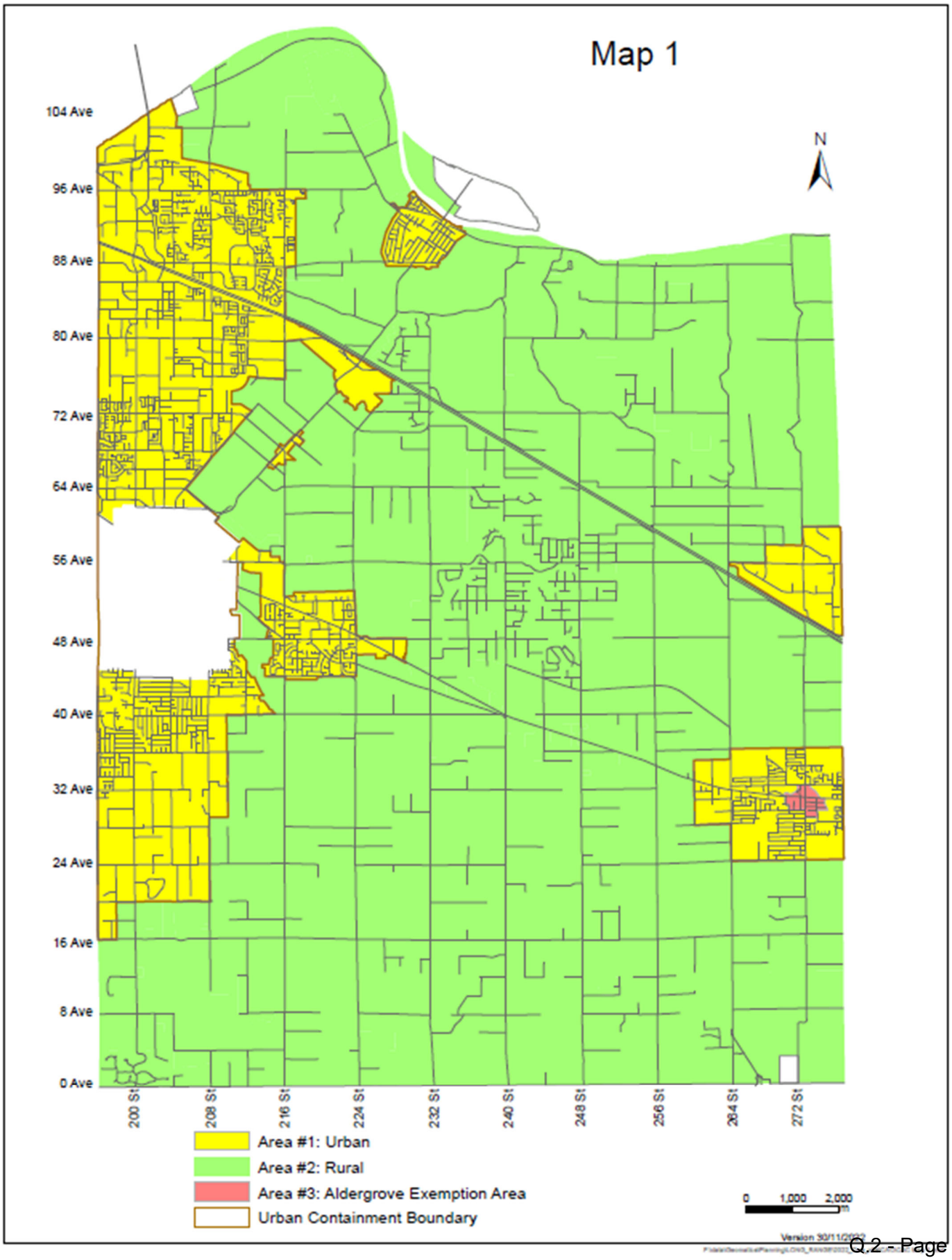
5.6 This Policy is to be administered and monitored by the Community Development Division and the Finance Division.

5.7 This Policy will be reviewed periodically to assess amenities and associated capital costs as required. Timing of the CAC Policy review will be offset so as not to overlap with the periodic review of the Development Cost Charges Bylaw to the extent possible.

Table 1

Timing and Phasing of CAC Target Contribution Amounts	Community Amenity Contributions per Dwelling Unit				
	Single Family*	Townhouse/ Rowhouse/ Duplex[1]	Low Rise Apartment[2]	Mid-High Rise Apartment[3]	Required Amenity Contribution[4]
January 1 to April 30, 2023	$11,854	$10,088	$7,770	$6,504	See section 5.1
After May 1, 2023	$16,900	$14,400	$11,000	$9,500	See section 5.1

*New Single Family – per lot
[1]Townhouse / Rowhouse / Duplex or other ground-oriented dwelling unit
[2]Low Rise Apartment (6 storeys or less)
[3]Mid-High Rise Apartment (7 storeys or more)
[4]Section 5.1 of Council Policy No. 07-166


Map 1
104 Ave
96 Ave
88 Ave
80 Ave
72 Ave
64 Ave
56 Ave
48 Ave
40 Ave
32 Ave
24 Ave
16 Ave
8 Ave
0 Ave
200 St
208 St
216 St
224 St
232 St
240 St
248 St
256 St
264 St
272 St
N
Area #1: Urban
Area #2: Rural
Area #3: Aldergrove Exemption Area
Urban Containment Boundary
0
1,000
2,000
m

Township of Langley

Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	OCTOBER 17, 2016 - REGULAR AFTERNOON MEETING	**REPORT:**	16-104
FROM:	RECREATION, CULTURE, AND PARKS DIVISION	**FILE:**	6125-20
SUBJECT:	FIELDS AT WALNUT GROVE COMMUNITY PARK		

RECOMMENDATIONS:

That the proposed field additions in the amount of $950,000 with recovery of $350,000 from Langley United Soccer Association, at Walnut Grove Community Park be approved and included in the 2017 funded Parks Capital budget; and

That staff pursue additional partnerships with sports field user groups specific to the conversion of existing gravel “all weather” fields into synthetic turf at one or more of the following parks and locations: Noel Booth Park, Aldergrove Athletic Park, Brown Park, and Brookswood Secondary School; and

That staff come back to Council, if additional partnerships can be established specific to any of the remaining six “all weather” fields and that such proposals be referred to the 2017 Parks Capital budget for consideration.

EXECUTIVE SUMMARY:

In 2015, Council requested staff to look at the field configurations at Walnut Grove Community Park with the goal of providing more field opportunities for youth serving sports. Staff has considered the existing field conditions and met with both North Langley Diamond Sports and Langley United Soccer Association to review options for this park. The idea of converting an existing gravel all-weather field at Walnut Grove Community Park to a synthetic turf field was also presented to the Langley Outdoor Sports Advisory Group who endorsed this location as a priority for conversion. The existing sand turf soccer field south and west of the north baseball complex can be better utilized with an overlapped baseball field with the addition of a new backstop. Some drainage improvements to the existing soccer field will allow the field to be used for the maximum number of field usage hours in inclement weather. Adding lights to the existing northwest baseball diamond will improve play at this diamond. The park improvement projects will be included in the proposed 2017 Parks Capital Budget for Council consideration and approval. A funding contribution offer has been received from Langley United Soccer Association towards the synthetic turf field conversion where they would contribute one half of the construction costs with 5 equal payments over 5 years in return for priority use during in-season primetime zones and a reduced field booking rate for 5 years.

PURPOSE:

To provide Council with information on the proposed field additions and improvements at Walnut Grove Community Park for approval and inclusion in the 2017 funded Parks Capital Budget. To provide Council with additional information on the remaining “all weather” fields that could be considered for conversion to synthetic turf, should further funding partnerships be established.

BACKGROUND/HISTORY:

At a meeting of Council, in 2015, the following resolution was passed: “That staff be directed to prepare for Council’s consideration a revised concept plan for Walnut Grove Community Park, including potential redevelopment opportunities for the existing all-weather playing surfaces and re-purposing or enhancements to the existing natural grass playing surfaces, the result of which would provide an overall enhanced strategic use of the park in relation to baseball, fastball and softball youth-serving sport user groups.“ Walnut Grove Community Park was developed starting in 1988. The current configuration of the park includes 6 tennis courts, a water park, two children’s play areas, an indoor batting cage facility, change room washroom building, a community garden area, two picnic shelters, two lighted gravel all-weather fields, 3 baseball diamonds and three sand turf soccer fields. A skateboard park is located adjacent the Walnut Grove Community Centre and a track and soccer field are located on the School District lands associated with Walnut Grove Secondary School. (Attachment A)

DISCUSSION/ANALYSIS:

Staff has considered various options for addressing the needs of both baseball and soccer at Walnut Grove Community Park. The current configuration of Walnut Grove Community Park allows for the addition of a permanent ball diamond immediately south and west of the current cluster of ball diamonds and the conversion of the north all-weather field to a synthetic turf field. The addition of a new baseball backstop will have little effect on the existing sand turf soccer field as various youth focused soccer games and practices can continue on this field during the winter months. This sand based natural turf field currently requires some improvements of the existing storm drainage system which currently fails during heavy rainfall requiring the closure of this field during the winter months. The addition of slit drains will improve the drainage and allow the expected field usage hours on this field. This work is proposed for the 2017 Parks Capital Budget.

North Langley Diamond Sports has provided youth baseball programs at Walnut Grove Community Park for 25 years and is supportive of the proposed changes to the park providing that there is no negative impact to their younger divisions who currently use temporary backstops on the grass and gravel all-weather fields. (Attachment D) The south all-weather field will continue to be available for temporary backstops for younger divisions and the proposed synthetic turf field conversion will provide a more desirable grass playing surface for the younger divisions of baseball. The design for the synthetic turf field will strive to incorporate corner fencing details that can be utilized as a backstop for the younger baseball program setups. Field allocations will continue to be a priority for baseball during the in-season times for baseball. North Langley Diamond Sports have requested that the northwest diamond be fully lit to improve their utilization of this dedicated baseball field. Electrical ducting and sports field lighting foundations currently exist with two of the four poles already installed and functional. Staff will work to incorporate the addition of two more poles of sports lighting to complete the field lighting for the northwest diamond estimated to cost $50,000.

The existing north gravel surfaced all-weather field at Walnut Grove Community Park is under-utilized for soccer as soccer teams give preference to lighted synthetic turf fields for evening practices and weekend games. The existing lighting system and established granular base presents ideal conditions for converting this field to a synthetic turf playing surface. This has been tested at Aldergrove Athletic Park where a similar existing gravel all-weather field was converted to a synthetic turf field at half the cost of building a new synthetic turf field. As many youth soccer players currently travel to Willoughby Community Park for soccer practices and games on the three synthetic turf fields, the addition of a synthetic turf field in Walnut Grove would work well to reducing travel times for soccer player families and better utilize an existing field area of Walnut Grove Community Park. Attachment B shows the proposed field additions at Walnut Grove Community Park.

The idea of converting an existing gravel all-weather field at Walnut Grove Community Park to a synthetic turf field was presented to the Langley Outdoor Sports Advisory Group who endorsed this location as a priority for conversion. Langley United Soccer Association have reviewed this proposal and have agreed that having the existing gravel all-weather field converted to a synthetic turf field would be beneficial to the soccer programs that they offer youth in Langley. Langley United Soccer Association has offered to fund half of the cost of this field conversion with a contribution of $350,000 towards this project. (Attachment C) They have proposed that the amount of one half of the synthetic turf field costs be paid to the Township over a period of 5 years with 5 equal payments to total their contribution. They have also asked that they receive exclusive use for primetime in-season times and that they receive a reduced rate for this field equal to 50% of the current rates for synthetic turf fields for a period of 5 years.

Four other locations offer the same opportunity to convert gravel all-weather fields to synthetic turf surfaces. Each of these locations have the advantage of already being a lighted soccer practice facility with existing base materials that would support the addition of a synthetic turf playing surface. The four other locations include Noel Booth Park, Aldergrove Athletic Park, Brown Park, and Brookswood Secondary School. Funding partnerships can be explored with field sport organizations in Langley who may be interested in securing more practice and playing time on synthetic turf fields. If such funding proposals are secured, staff will report back to Council identifying the opportunities and funding considerations.

Community Implications:

The two field spaces identified for conversion to more intensive sport use are currently used by soccer and baseball. The addition of a synthetic turf field surface and a permanent baseball backstop will not impact other passive park uses currently occurring in the park. Current field uses will be maintained but with the field improvements additional field usage will be accommodated.

Financial Implications:

The proposed field upgrades will be included in the 2017 Parks Capital Budget. The current annual revenue from the gravel all-weather field is approximately $1,600. After conversion to a synthetic turf field the annual revenue, at 2016 rates, is estimated to be approximately $111,000. The proposal for a reduced rate equal to 50% of the current synthetic turf field rate for in-season prime time youth hours would reduce the expected annual revenue to $88,000 for this field. This would be an annual savings to the financial partner of approximately $23,000. In return they would propose to make an annual payment of $70,000 for five years towards the capital costs of the conversion to synthetic turf. At the end of the 5 year term the synthetic turf field would be allocated at the regular rate for synthetic turf.

Cost and Resource Allocations:

The estimated cost to convert the existing gravel all-weather field to a synthetic turf field is $700,000.

The estimated cost to add a permanent baseball backstop and improve the drainage of the existing sand turf soccer field by the addition of slit drains is $200,000. The addition of two light poles to the northwest diamond is estimated to cost $50,000.

In total, the proposed field additions have a cost of $950,000 with recovery of $350,000 from Langley United Soccer Association.

Respectfully submitted,

Al Neufeld
MANAGER, PARKS ADMINISTRATION, DESIGN & DEVELOPMENT
for
RECREATION, CULTURE, AND PARKS DIVISION

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

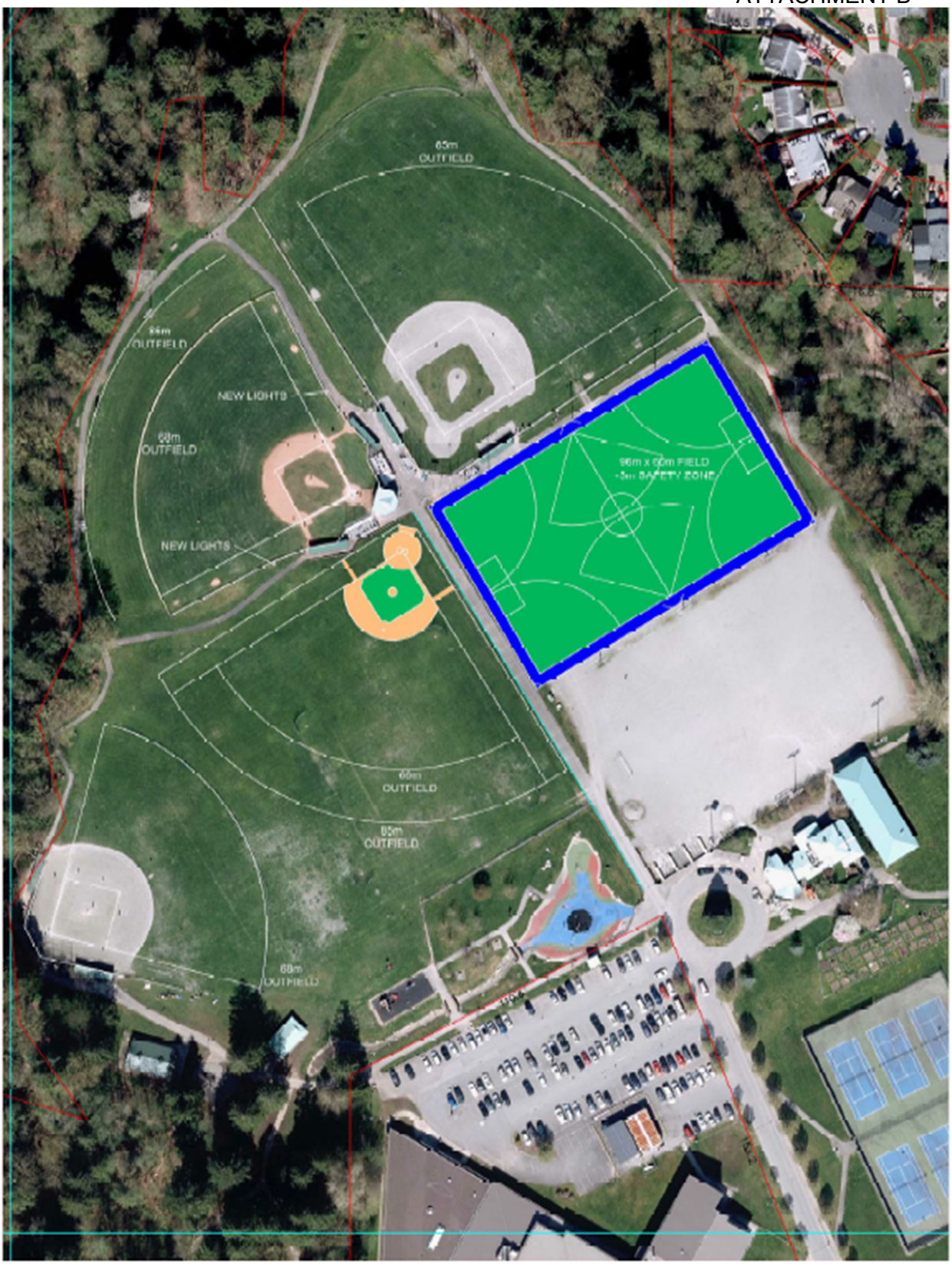
CONCURRENCES	
Division / Department	**Name**
Finance Division	K. Sinclair

ATTACHMENT A Walnut Grove Community Park existing features
ATTACHMENT B Proposed Field modifications
ATTACHMENT C Letter of funding support from LUSA
ATTACHMENT D Letter of support from North Langley Baseball

ATTACHMENT A



ATTACHMENT B



WALNUT GROVE COMMUNITY PARK

ATTACHMENT C

10.06.2016

To: Al Neufeld MBCSLA I
Manager, Parks Administration, Design & Development
Recreation, Culture, and Parks Division I Township of Langley
4700 – 224 Street, Langley, BC V2Z 1N4

RE: *Langley United* - Walnut Grove Community Park all weather conversion

As discussed, LUSA is willing to participate in the proposed improvement project for the Walnut Grove Community Park by coordinating funding for half of the associated costs of converting the identified all weather field to synthetic turf.

Conditions of contribution towards this capital project would include but not be limited to; exclusive access in primetime in-season zones, a non-standardized hourly billing rate for this field to offset the membership investment reflective of 50% of current synthetic turf field rates for a period of 5 years and payment of the contribution towards the project over 5 years of equal payments.

We welcome further discussions and are grateful for the opportunity to participate in such an important community improvement project.

Regards,

Marcel Horn

President
Langley United Soccer Association

ATTACHMENT D

2016 10 06

Al Neufeld
Township of Langley,

As you know the North Langley community has run a youth baseball program for the past 25 years. With the exception of one small diamond in Fort Langley, the Walnut Grove Community Park has been the sole facility for our program. The facility currently consists of;

- Three baseball diamonds (one gravel infield)
- Batting cages
- Grass field (temp backstops for T-ball aged players)
- Gravel all-purpose field (temp backstops for T-ball aged players)

We have sole access to these fields during the baseball season, which runs from the end of March to the first week of August. During the off-season (winter months) the all-purpose field, the grass field and our senior ball diamond are utilized by soccer.

Last fall myself and our previous President, Kelly Parker, met with you to discuss potential changes to the park, which would assist us with continuing to offer a quality program and allow for future growth. During this meeting we had made the following requests;

- The addition of a fourth diamond
- The lighting of our NW (Zarrelli) and senior diamonds
- The addition of a grass infield on the gravel diamond

I have had an opportunity to read the proposal you are willing to submit to Council. I note that it includes the following changes to the park;

- Addition of a fourth diamond on the current grass field
- Addition of a synthetic turf field with lights on half of the current all-purpose field.
- Addition of lights to the NW (Zarrelli) diamond

These changes would without a doubt benefit our program, which has grown by 22% over the last

two years and is predicted to continue to grow in size for the foreseeable future, especially with the population growth occurring in the Willoughby area. I do however want to point out that these improvements would only benefit our program if the field access remained the same. I noticed that your proposal includes a substantial financial contribution from soccer for the construction of the synthetic turf field. Soccer, as you are probably aware, has become an all year round sport, and I would be concerned that given their financial contribution they would expect additional access to that field. If that was to occur we would not be able to provide a playing surface at the park for our younger divisions, who currently use temporary backstops on the grass and gravel all-purpose fields. In order for us to provide programs for all of our age divisions at this facility we would continue to need sole access to the new facilities from the end of March to the first week of August. If we were guaranteed that our access to the facility would remain the same we would be in full support of your proposed changes.

Regards,

Mark Burgess
President
North Langley Baseball

ATTACHMENT E – Revenue Analysis

	YOUTH HOURS		ADULT HOURS	
	TIME	HRS/DAY	TIME	HRS/DAY
Mon-Fri	5P - 9P	4	9P - 11P	2
Sat & Sun	8A - 6P	10	6P - 11P	5
HRS/WK		**40**		**20**

	YOUTH RATES	ADULT RATES
RATE (HRLY)	$31.78	$48.03
ADJ RATE 50%	$15.89	

SEASON	DATES	TOTAL WEEKS	YOUTH HOURS	ADULT HOURS	TOTAL REVENUE	TOTAL ADJUSTED REVENUE	DIFF	Comments
FALL	4 SEPT - 17 DEC	15	600	300	$ 33,477.00	$ 23,943.00	$ 9,534.00	soccer
SHUTDOWN	18 DEC - 1 JAN	2	80	40	*Fields unavailable due to shutdown*			
WINTER	2 JAN - 25 MAR	12	480	240	$ 26,781.60	$ 19,154.40	$ 7,627.20	soccer
SPRING	26 MAR - 30 JUN	14	560	280	$ 31,245.20	$ 31,245.20	$ -	baseball[1]
SUMMER	1 JUL - 3 SEP	9	360	180	$ 20,086.20	$ 14,365.80	$ 5,720.40	soccer
		52	**2,080**	**1,040**	**$ 111,590.00**	**$ 88,708.40**	**$ 22,881.60**	

[1] No rate adjustment for baseball. Rate adjustment only applies to soccer.

Off-Street Bicycle Parking and End of Trip Facilities Requirements

Definitions and General Requirements

#5698 22/11/21

107.12 1) For the purposes of this section the following definitions shall apply:

a) **"Bicycle Space"** means a space to secure one bicycle and must include a device that is anchored to a hard surface.
b) **"Bicycle Storage"** means a secured, enclosed area for *bicycle spaces*.
c) **"Secure Bicycle Parking Area"** means a secure bicycle parking area provided in a separate bicycle room located within a *building*, whether located at or above finished grade, with convenient access to the outside of the *building*, is excluded from the calculation of the *floor area ratio* to a maximum of 170 m^2.
d) **"Counting Rules"** are as follows:
    a. Where *gross floor area* is used as a unit of measurement for the calculation of required parking spaces, it must exclude parking loading/unloading areas, *secure bicycle parking areas*, stairways and mechanical rooms within the *building*;
    b. For the purpose of determining the number of required parking spaces or *bicycle spaces*:
        i. Any fraction less than one-half must be disregarded; and
        ii. Any fraction one-half or greater must be considered equivalent to 1; and
    c. Within *dwelling units* in multiple unit residential *buildings*, where rooms are identified as dens, studies, libraries or other rooms of like character which are a minimum of 9 m^2 in floor area, such rooms must be considered bedrooms for the purpose of determining parking requirements.

All required *bicycle spaces* must:

a) Not interfere with a pedestrian walkway;
b) Be separated from parking spaces or loading/unloading spaces by 2.0 m or a physical barrier; and
c) Be sufficiently illuminated.

Visitor *bicycle spaces* must be located:

a) At finished grade; and
b) Within 30 m of the main entrance to the *building*.

Secure Bicycle Parking Area Requirements

a) All required *bicycle spaces* in a *secure bicycle parking area* must be provided in:
    i. A separate bicycle room located within a *building*; or
    ii. An expanded metal mesh compound within a *building*; or
    iii. Numbered bicycle lockers in a *building* or private parking area; and
b) *Secure bicycle parking area* must be located:
    i. At finished grade, one level below finished grade, or one level above finished grade, with convenient access to the outside; and
    ii. Within 30 m of an entrance to the *building* or within a shared *secure bicycle parking area*.

Mixed-Use Developments

Where two (2) or more *uses* occur on a *lot*, the total number of *bicycle spaces* must be the sum of the *bicycle spaces* required for each individual *use*.

2) Required Bicycle Spaces

Use	Required Bicycle Spaces
a) Residential Uses	
i) *apartments*	6 visitor *bicycle spaces* per multiple unit residential *building*; **plus** 1.2 *bicycle spaces* in a *secure bicycle parking area* per *dwelling unit*
ii) *seniors' housing*	6 visitor *bicycle spaces* per multiple unit residential *building*; **plus** 0.1 *bicycle spaces* in a *secure bicycle parking area* per *dwelling unit*
iii) *assembly uses*, excluding educational uses	6 visitor *bicycle spaces* at each public entrance
b) Institutional Uses	
i) *community care facilities* excluding *seniors' housing*	1 space per 100 beds
ii) educational uses: kindergartens, elementary schools, middle schools and *group children's day care*	4 visitor *bicycle spaces* per classroom; **plus** 0.4 *bicycle spaces* in a *secure bicycle parking area* per 10 students on a maximum attendance period
secondary schools and other higher education	8 visitor *bicycle spaces* per classroom; **plus** 0.6 *bicycle spaces* in a *secure bicycle parking area* per 10 students on a maximum attendance period
iii) government institutional buildings	6 visitor *bicycle spaces* at each public entrance; **plus** 0.06 *bicycle spaces* in a *secure bicycle parking area* per 100 m^2 of the *gross floor area* where *gross floor area* is greater than or equal to 2,000 m^2
iv) recreational uses and facilities including *commercial uses*	6 visitor *bicycle spaces* at each public entrance; **plus** 0.06 *bicycle spaces* in a *secure bicycle parking area* per 100 m^2 of the *gross floor area* where *gross floor area* is greater than or equal to 2,000 m^2
v) *hospitals*	6 visitor *bicycle spaces* at each public entrance; **plus** 0.06 *bicycle spaces* in a *secure bicycle parking area* per 100 m^2 of the *gross floor area* where *gross floor area* is greater than or equal to 2,000 m^2
c) Commercial Uses	
i) Including *hotels* and *motels*, commercial assembly uses (including theatres and funeral homes), bowling alleys, retail stores, service establishments, *personal service uses* and *licensee retail store uses*, office, financial institutions, *restaurants* including *food primary uses* and *brewery* or *distillery* lounge areas, *liquor primary uses*, golf driving ranges and golf courses (including uses accessory to a golf course), and *cannabis retail*	6 visitor *bicycle spaces* at each public entrance; **plus** 0.06 *bicycle spaces* in a *secure bicycle parking area* per 100 m^2 of the *gross floor area* where *gross floor area* is greater than or equal to 2,000 m^2
d) Industrial Uses	1 *bicycle space* per 1,000 m^2 of the *gross floor area* where the *gross floor area* is greater than or equal to 2,000 m^2

3) End of Trip Facilities

a) Where a *secure bicycle parking area* is required for a non-dwelling *use*, a minimum number of clothing lockers equal to 1.4 times the minimum number of secured bicycle parking spaces shall be provided. Lockers shall be a minimum of 45 cm deep, 30 cm wide, and 90 cm in height with respect to no more than 50% of the lockers and 180 cm in height for at least 50% of the lockers.

b) Where a *secure bicycle parking area* is required for a non-dwelling *use*, water closets, wash basins, showers, and grooming station shall be provided as follows:
    a. Additional water closets, wash basins, showers, and grooming stations are not required if on-site facilities are provided as part of an employee fitness centre, provided these facilities meet or exceed the requirement of Sections 107.12 3(b)b and are accessible to all employees in the *building*, before and after work shifts, and are located conveniently in relation to the *secure bicycle parking area*.
    b. The number of water closets, wash basins and showers required shall be as follows:
        i. One (1) water closet for every 10 secure bicycle parking spaces up to 50 spaces and one (1) water closet for every 20 secure bicycle parking spaces above 50
        ii. One (1) wash basin for any development requiring between five (5) and 10 secure bicycle parking spaces, plus one (1) wash basin for every additional 20 secure *bicycle spaces* up to 50 spaces, and one (1) additional wash basin for every 40 secure *bicycle spaces* over 50
        iii. One (1) shower for every 10 secure *bicycle spaces* required up to 50 spaces, and one (1) additional shower for every 20 secure *bicycle spaces* required above 50

c) Where a *secure bicycle parking area* is required, there shall be no less than one (1) grooming station for each shower provided, and each station shall be:
    a. Separate from the wash basin;
    b. Equipped with a mirror and an electrical outlet; and
    c. Equipped with a countertop with a minimum width of 60 cm and minimum depth of 25 cm.