



SENIORS ADVISORY COMMITTEE

Wednesday, January 17, 2018 at 7:00pm
Salmon River Committee Room
4th Floor, 20338 – 65 Avenue, Langley, BC

A G E N D A

Election

Election of Co-Chair for the year 2018.
(Bylaw 4700 – 8.1)

Code of Ethics Signing

Signing of the “*Code of Ethics, Confidentiality, and Conflict of Interest for Council*”
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A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Seniors Advisory Committee – January 17, 2018

Recommendation that Seniors Advisory Committee approve the agenda and receive the agenda items of the January 17, 2018 meeting.

B. ADOPTION OF MINUTES

7-9

1. Seniors Advisory Committee – December 18, 2017

Recommendation that Seniors Advisory Committee adopt the Minutes of the December 18, 2017 meeting.

C. DELEGATIONS AND PRESENTATIONS

D. REPORTS

1. Co-Chair Reports

E. CORRESPONDENCE

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F. WORK PROGRAM

1. 2018 Work Program

Discussion regarding the 2018 Work Plan.

2. Social Sustainability Task Force

Discussion on the general composition of and appointment process for the Task Force.

G. COUNCIL REFERRALS

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

10-12

1. Terms of Reference

Seniors Advisory Committee Terms of Reference provided for review.

2. 2018 Meeting Schedule

To be provided on table.

3. 2018 Membership List

To be provided on table.

4. SAC Picture

N. NEXT MEETING

Date: February 14, 2018

Location: Salmon River Committee Room
4th Floor, 20338 – 65 Avenue

Time: 7:00 pm

O. TERMINATE



COUNCIL POLICY

**Subject: Code of Ethics, Conduct,
Confidentiality, and Conflict of
Interest for Council Members
and Appointees**

Policy No:
Approved by Council:
Revised by Council:

01-025
2011-11-07
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 the 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 or 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:



SENIORS ADVISORY COMMITTEE

Monday, December 18, 2017 at 6:35pm
Salmon River Committee Room
4th Floor, 20338 – 65 Avenue, Langley, BC

MINUTES

Present:

Councillor A. Quaale (Co-Chair)
Councillor C. Fox (Alternate Co-Chair)
K. Reddington (Co-Chair)

S. Baker, C. Kaliciak, J. Megahy, C. Munnaalall, and B. Stack

Staff:

P. Ward, Strategic/Social Planner
K. Stepto, Recording Secretary

A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Seniors Advisory Committee – December 18, 2017

The agenda of the December 18, 2017 meeting was approved by unanimous consent.

B. ADOPTION OF MINUTES

1. Seniors Advisory Committee – November 15, 2017

The Minutes of the November 15, 2017 meeting were adopted by unanimous consent.

C. DELEGATIONS AND PRESENTATIONS

D. REPORTS

1. Co-Chair's Reports

K. Reddington facilitated a discussion on the role of the Seniors Advisory Committee (SAC) with regards to the preparation of the Social Sustainability Strategy. Several committee members raised a concern that the SAC may lose its focus on seniors' issues.

D. REPORTS

Councillor Quaale noted that the Social Sustainability Strategy will consider many issues that impact seniors, such as housing and health and wellness. The SAC could help provide an age-friendly lens to the Strategy.

P. Ward noted that the Terms of Reference for the Social Sustainability Strategy state that all Township Advisory Committees will be advised of and invited to participate in the process. The Terms of Reference further state that the SAC will help establish a Social Sustainability Task Force (SSTF) to provide guidance and input for the Strategy. As the SSTF is non-voting, there will not be any recommendations or reports from the SSTF that will require the SAC's approval.

Discussion ensued and it was noted that the establishment of the SSTF would not dominate the SAC's 2018 work plan. The committee agreed to take on the establishment of the SSTF and will allocate time at the January and February 2018 meetings to this task.

E. CORRESPONDENCE

F. WORK PROGRAM

1. 2017 Annual Report

The Advisory Committee reviewed the 2017 Annual Report. The following items were discussed as possible 2018 work plan items:

- Dementia
- Housing
- Isolation
- Other emerging issues and Council referrals

Preliminarily, the committee decided to focus on:

- The Social Sustainability Task Force; and
- The need to raise awareness and take action against seniors' isolation and dementia.

The 2018 work plan will be further discussed at the January meeting.

MOTION

Moved by B. Stack,

Seconded by C. Kaliciak,

That the Seniors Advisory Committee endorse the 2017 Annual Report, as amended, and ask staff to forward it to Council.

CARRIED

G. COUNCIL REFERRALS

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

1. Social Sustainability Task Force

P. Ward presented the draft Expression of Interest communications and form for the Social Sustainability Task Force (SSTF) for the committee's review. He noted that communications regarding the SSTF expression of interest process would begin in the New Year with the goal of having the SSTF established by the SAC in February.

Action: P. Ward to send link to "Expression of Interest" forms for SAC members to distribute through their networks.

2. Thank you

The committee thanked the Co-Chairs for their leadership and guidance this year.

I. NEXT MEETING

Date: January 17, 2018
Location: Salmon River Committee Room
4th Floor, 20338 – 65 Avenue
Time: 7:00 pm

J. TERMINATE

The meeting terminated at 8:56pm.

CERTIFIED CORRECT:

Community Representative Co-Chair

Council Representative Co-Chair



TERMS OF REFERENCE

SENIORS ADVISORY COMMITTEE (SAC)

Approved by Council: Dec. 2012
 Amended: May 2013
 Amended:

1.0 ESTABLISHMENT

The SENIORS ADVISORY COMMITTEE (the “Committee”) is established pursuant to the Advisory Committee Establishment Bylaw 2008 No. 4700, including its amendments, and is an advisory committee subject to the specific scope and mandate outlined in this Bylaw and as supplemented by the provisions of this document.

2.0 PURPOSE

The Committee is established by Council to:

- 2.1 represent the Township of Langley seniors’ perspectives on municipal and other key seniors’ issues (i.e. transportation, affordable housing, parks, cultural, and recreation services, and geographical service delivery)
- 2.2 provide a voice for Township of Langley seniors, exchanging information about current issues and emerging concerns
- 2.3 provide input to Township staff as requested on an ongoing basis
- 2.4 work toward identified goals as outlined in an annual work plan (work plan may include hosting seniors discussion forums, support strategic planning for development of local senior services, public information, etc.)
- 2.5 make recommendations to Council on related matters

3.0 MANDATE

The Committee is interested in raising awareness of seniors needs for services in terms of outdoor spaces and places, transportation, housing, social participation, respect and social inclusion, civic participation and inclusion, communication and information, and community support and health services in the community.

On May 13, 2013, Council designated the Seniors Advisory Committee as the “Age-Friendly Advisory Steering Committee”, as per the Age-Friendly Status requirements.

4.0 COMPOSITION AND STRUCTURE

4.1 Community Representatives

In making its appointments to the Seniors Advisory Committee, Council is requested to consider Langley's geographic diversity and public interest, and appoint applicants who possess knowledge and expertise in these areas.

4.2 Duration of Appointments

Terms will be two years duration. Appointments made after the date of adoption of Council Advisory Committee Establishment Bylaw 2008 No. 4700 Amendment Bylaw 2012 No. 4905 will serve as year one in the calculation of service for all Committee appointees, and it is recommended that when the first appointments are made in January 2013 that half of the appointees be appointed to serve a one-year term and half be appointed to serve a two-year term to ensure coverage.

4.3 Remuneration

A member may be reimbursed for incidental and out of pocket expenses incurred for work on behalf of and approved by the Committee upon prior approval of Council.

5.0 ROLES AND RESPONSIBILITIES

5.1 Responsibilities of Committee Members

5.1.1 Co-Chairs

Council Advisory Committees will be co-chaired by the Council representative appointed to the Committee (non-voting) and a community member appointee (voting) as elected by the Committee. The Co-Chairs facilitate the meetings of the Committee and work with staff on related tasks between meetings. The Co-Chairs will consult with staff and Committee members to appoint liaison representatives to support the work of affiliated committees. The Co-Chairs speak for community participation, infrastructure, and environment issues, and represent the views of the Committee in any external liaisons and Township meetings.

5.1.2 Committee Members

Committee members work together to contribute community knowledge, expertise, and advice in matters related to Township of Langley seniors.

6.0 MEETINGS

6.1 Staff Support

The General Manager, Engineering and Community Development, or designate shall attend and support Committee meetings.

7.0 SUBCOMMITTEES

When and as required by other levels of government, and in maintenance of professional standards, accreditations or best practices Council may consider and allow the formation of subcommittees with specific expertise and oversight. As these subcommittees are not ad hoc or task force specific, the establishment of a subcommittee must be by a resolution of Township Council on a yearly basis.

8.0 TASK FORCES

The Committee may establish a task force for a specific purpose with duration of up to a maximum of 90 days to undertake special projects which may require extended consultation, review and planning, subject to prior approval by Council.