



SPECIAL MEETING OF COUNCIL

Monday, April 19, 2021 at 10:00 AM
Fraser River Presentation Theatre
4th Floor, 20338 – 65 Avenue, Langley, BC

MINUTES

Clerk's Note: The meeting was conducted with Council members and staff attending electronically as per Ministerial Order 192/2020.

PRESENT: Mayor J. Froese

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

M. Bakken, R. Seifi, S. Ruff, P. Tulumello, and J. Winslade

W. Bauer, S. Little, and K. Stepto

Guest:
Dr. G. McIntosh

A. ADOPTION AND RECEIPT OF AGENDA ITEMS

A.1 Special Council Meeting - April 19, 2021

Moved by Councillor Davis,
Seconded by Councillor Kunst,
That Council adopt the agenda and receive the agenda items of the
Special Council meeting held April 19, 2021.
CARRIED

Councillor Long opposed

Councillor Ferguson entered the meeting at 10:15am

B. ITEMS FOR DISCUSSION

B.1 Council Priorities and Budget Process

Dr. Gordon McIntosh lead an informal discussion on the Council Process Committee, Strategic Priorities, and 2022 Budget Guidance.

COUNCIL PROCESS COMMITTEE TOPICS:

Election and Sign Bylaw – prepare amendments

- High priority

Public Art Policy – proposed amendments

- Medium priority

Procedure Bylaw – amendments provided

- High/medium/low priority

Progressive Affordable Housing – Township role?

- Low priority

Willoughby Neighbourhood Plan – Smart growth

- Low/High

Child Care Action Plan – discussion/direction/province?

- Medium/low priority

Social Sustainability Strategy – direction needed

- Low priority

Other topics for discussion:

CPC Frequency

- Dedicate a day each month – not a Council meeting day
- Staff to bring back a suggested schedule

MEETING RECESSED

The meeting recessed at 11:12pm.

MEETING RECONVENED

The meeting reconvened at 11:20pm.

STRATEGIC PRIORITIES UPDATE:

Now

ASE District – Recommendation

- Still on target

Budget Guidance – debt, service targets

- In progress

COVID Recovery – Community Impact Analysis

- Discuss as emerging issues transpire

Water Policy – Method and Pricing

- Metro Vancouver to provide update in May

Service/policy level review – prebudget

Next

Horne Pit Housing: Options

- In Progress

Equity/Inclusion Framework: Research

- In progress

Township Road Network: Traffic Flow Hotspots

- Ongoing

Art/Amenity Installation Policy

- Referred to CPC

Public Art Reserve

- Referred to CPC

TOL Property: Strategy

- Updated inventory
- Light industrial lands

Service/Policy Level: Essential/Discretionary Review

Later

Future of Farming: Task Force Report

Willoughby Road: Priority Projects/Financing Options

Community Building: Discussion re: diverse values

RCMP Detachment: Discussion re: future

Now candidates for discussion

- Horne Pit Housing – June
- Equity/inclusion/diversity framework – to be referred to CPC
- o Metro/SD/Municipality- define scope to corporate application
- Child Care Action Plan - CPC

- RCMP Detachment – CPC
- Employment Lands/Light Industrial - CPC

Emerging Topics

- TOL staff working from home policy
- Council decorum – procedure bylaw

MEETING RECESSED

The meeting recessed at 12:00pm

MEETING RECONVENED

The meeting reconvened at 12:30pm

BUDGET GUIDANCE

Process

Capital - Start/Completion

- Must be complete by May of each year

Operating - Start/Completion

- Must be complete by May of each year

Completion

- December interim budget?

Session(s) duration

- Have the information in smaller, manageable pieces
 - o Capital
 - o Core
 - o Discretionary
- Receive the information earlier
- Budget amendments – iterative, envelopes
- Earlier projections
- Earlier council input/direction – principles, philosophy, strategic view, assumptions
- Early list of Council ideas
- Revised model – construction vs. de-construction

Public Engagement

- May to June

Overarching Guidance

New Programs – Staff or Council initiated

New Staff – growth or new service related

User Fees – targets & range?

Taxation – range?

Debt Management – New & retiring

Core = essential and important

Council Principles

- Collaborative approach – Council/staff
- Capital – current and/or future population, ongoing O&M
- User pay – rationale, costs analysis, consequences
- Debt – pay off target, management strategy, threshold, on/off book in a year
- Reserves – status, sustainability
- Property tax starting point
- Project/Program status – still needed?
- Use of prior year surplus and carry forwards
- Detailed departmental review (2 per year)
- Society reviews – transparency
- Public consultation methods
- Public Awareness – value for money
- Economic growth modeling – new tax base
- Assessment Averaging
- Mill Rate for high density development
- TOL growth rate – operational impact
- New Council Budget Process Policy
- Equipment – paper or real end of life
- Collaborative approach
- Clear service menu – essential, discretionary & No - if yes, how is it funded?
- Grants – reliance
- Annual projected maintenance fees

Assumptions – foundational considerations

COVID – recovery & impact

Cost of Living

Growth Factor – new development

Economic Model – forecasts

Council Assumptions

- COLA/MCI %
- Discretionary services identified
- Increased building costs
- Increased METRO cost transfer
- Emerging recreation demand
- New residents – expectations – rural/urban values
- Not full recreation cost recovery
- Strong building activity – new recovery, development
- Service demand increases
- Less/no government subsidies – operations/capital
- Need to be competitive with other municipalities
- Less business \$ capacity
- Slow COVID economic recovery - uncertainty
- Green fund opportunities

MEETING RECESSED

The meeting recessed at 2:12pm.

MEETING RECONVENED

The meeting reconvened at 2:36pm.

Product – assembly and presentation of information

Overall Format – department or service based

Strategic Priorities – alignment/prerequisite

Projected surpluses

Services – essential, important, and discretionary

Consequences – yes/no decisions- positive/negative

Fiscal Impact – short to longer term or ongoing – O & M

Background Information

Executive Summary – critical decision-making information

Presentations – suggestions

Longer Term Financial Plan

Staffing Impact – work program implications

Economic model

Areas of Interest
Service Menu

Revenue Options - targets

Alternative revenues – levies,

Service levels alternatives – targets

Service delivery options

Cost Containment – targets

MOTION

Moved by Councillor Richter,
Seconded by Councillor Kunst,
That Dr. McIntosh facilitate the July pre-budget session.
CARRIED

Councillor Woodward opposed

C. OTHER BUSINESS

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

C.1 Setting Property Tax Increase

That the TOL Council set by resolution the acceptable property tax increase for the next year prior to the commencement of the budget process for that year.

C.2 Cost of Living Plus 1% Tax Increase

That the annual TOL property tax increase be set at no more than the current cost of living plus 1% unless exceptional circumstances warrant a change from this and such a change is fully justified by a detailed business case.

C.3 TOL Priority Projects

That TOL staff be directed to live within the Council-set tax increase for each year and to stop requiring TOL Council members to pick and choose which projects to add and delete each year. It is staff's responsibility as the paid experts to determine which projects should go forward.

C.4 Annual Debt Servicing Costs

That TOL Council set a firm limit on annual debt servicing costs and that this limit be adhered to for the term of the Council; and further that these costs be annually and separately reported out to the public as part of the budget process.

C.5 5-10 Years Debt-Free Plan

That TOL Council adopt a plan for being debt-free within 5-10 years for every major borrowing the Township incurs and that this plan be reviewed annually as a separate budget item and reported out to the public as a clear budget item.

C.6 Climate Action Plan - Budget

That the detailed costs of the "Climate Action Plan" be forecasted in each budget and that compensating costs be cut out of each budget to pay for these costs since the strategy document was approved but not funded.

C.7 TOL Vehicles - Budget

That the lifespan of TOL vehicles be extended to reduce/limit annual vehicle replacement costs to an acceptable and reasonable level.

C.8 Discretionary Reserves

That all the "discretionary" reserves of the Township be amalgamated into one fund and that the total amount of this be clearly reported out each year.

C.9 Budget Timelines

That the entire TOL budget be presented to Council no later than the end of October each year, other than in an election year. In an election year, the budget must be presented to the new Council no later than the end of November so that the new Council's first order of business is the budget for the next year.

C.1 Prior Years Surplus**0**

That "Prior Years Surplus" in each budget be presented to Council as a raw number with no projects attached to it, and that these monies be used in each year by each Council as they see fit to fund their priority projects, not staff's projects.

C.1
1 **Carry Forwards**

That each budget includes a separate and detailed “Carry Forwards” Annual Report that specifies what projects are funded, what projects are not completed, what projects are not even initiated, and the year they were funded so that these funds can be re-allocated to current Council priorities as part of their discretionary funds.

C.1
2 **Departmental Budget Reviews**

That each annual budget contains two (2) complete and detailed “Departmental Budget Reviews” so that each major department in the Township undergoes a detailed Departmental Review which looks at their growth in costs at least once every four (4) years.

C.1
3 **Departmental Budget Reviews Advisory Committee**

That Council appoints an external Advisory Committee of qualified local experts and residents to assist in the detailed annual Departmental Reviews.

C.1
4 **Performance Review - Budget**

That Council annually receives in an open meeting prior to the start of the budget process, a specific performance review, a list of current directors, and a separate budget for every non-profit Society controlled by the Township of Langley including but not limited to:

- 1) Bedford House Rehabilitation Society;
- 2) Langley Facility Society;
- 3) Langley Parks and Recreation Foundation;
- 4) Ten Feet Sports and Entertainment Ltd;
- 5) TOL Facilities and Housing Development Society; and
- 6) University District Housing Society.

These should not be consolidated in a general budget but broken out annually for each society as part of the Township’s budget process.

C.1
5 **Public Consultation - Budget**

That the annual public consultation on the budget must include at least a representative proportion of the taxpayers and be carried out via a statistically significant survey of the tax-paying population prior to budget adoption.

C.1
6 **Assessment Averaging**

That TOL Council strongly lobby the Provincial Government to reform their “Assessment Averaging” requirements to be less cumbersome, to be more efficient, and to stop penalizing long term residents in our community from dramatic annual property tax increases.

C.1
7 **Mill Rate for High Density Development**

That TOL Council strongly lobby the Provincial Government for a new “mill rate” for high density development which is driving much of the increased municipal costs in terms of required and expected municipal services.

C.1
8 **TOL Growth Rate**

That the annual TOL growth rate be set by each Council at the start of its term and in each subsequent budget at a manageable amount to reduce the escalating annual financial pressure on the municipality and its budget due to growth and its required infrastructure costs.

C.1
9 **Budget Process Policy**

That Council direct staff to draft a new TOL Council Budget Process Policy document for Council approval that puts all these requirements, and any others that arise, in place for all staff to follow in all future TOL budgets.

REFERRAL

Moved by Councillor Richter,

Seconded by Councillor Davis,

That these 19 Notices of Motions be referred to the upcoming Management Session with Dr. McIntosh for a report back from staff.

CARRIED

AMENDMENT

Moved by Councillor Richter,

Seconded by Councillor Davis,

That the motion be amended to read as follows:

That these 19 Notices of Motions be referred to staff at their upcoming Management Session with Dr. McIntosh, for information and to help inform their discussion.

CARRIED

Councillor Long opposed

MAIN MOTION, AS AMENDED

The question was called on the Main Motion, as amended, and it was
CARRIED

Councillor Long opposed

MOTION

Moved by Councillor Richter,

Seconded by Councillor Kunst,

That the Equity/inclusion/diversity framework be referred to a future
Council Process Committee meeting.

CARRIED

D. TERMINATE

Moved by Councillor Davis,

Seconded by Councillor Whitmarsh,

That the meeting terminate at 3:42pm.

CARRIED

CERTIFIED CORRECT:

Mayor

Township Clerk