



Community Advisory Committee Minutes

October 29, 2024, 7:00 PM
Council Chambers & Electronic Meeting

PRESENT: Councillor M. Morley - Chair
Councillor K. Yacucha - Vice-Chair
Councillor C. Harder
C. Foxall
F. Johnson
N. Lehman
M. McDonald
J. Whiteway - remote

ABSENT: R. Plomp

ATTENDING: M. Dillabaugh, Director of Finance
Y. Nielsen, Director of Parks and Facilities
M. Miles, Manager of Legislative Services
W. Schoenefuhs, Parks Planning Coordinator
N. Johnston, Legislative Services Administrative Coordinator

Meeting available by teleconference.

1. CALL TO ORDER

The Chair, Councillor Morley called the meeting to order at 7:00pm.

2. TERRITORIAL ACKNOWLEDGEMENT

Committee member M. McDonald, read the City of Langford's Territorial Acknowledgment.

3. MEETING CONDUCT RULES

M. Miles, Manager of Legislative Services, read the City of Langford's meeting conduct rules.

4. APPROVAL OF THE AGENDA

MOVED BY: HARDER
SECONDED: LEHMAN

THAT the Committee approve the agenda as amended with the addition of a new Item 5 titled " Appointment of the Chair" and that the remaining agenda be renumbered accordingly.

Motion CARRIED.

5. APPOINTMENT OF THE CHAIR

MOVED BY: HARDER
SECONDED: LEHMAN

THAT the motion to establish an alternating Chair and Vice Chair schedule passed at the June 2023 Community Advisory Committee Meeting be rescinded;

AND

THAT the Community Advisory Committee appoint Councillor Yacucha as the Chair and Councillor Morley as the Vice Chair for the remainder of the term.

Motion CARRIED.

Councillor Yacucha assumed the role of the Chair.

6. ADOPTION OF THE MINUTES

6.1 Minutes of the Community Advisory Committee Meeting - August 27, 2024

MOVED BY: JOHNSON
SECONDED: FOXALL

THAT the minutes of the Community Advisory Committee meeting held August 27, 2024, be adopted as circulated.

Motion CARRIED.

7. REPORTS

7.1 Community Gardens Council Policy POL-0174-PARKS - (Proposed New Policy)

The Chair opened the floor to questions and comments from the public.

The Chair opened the floor to questions and comments from the Committee. Y. Nielsen, Director of Parks, Recreation, and Facilities, and W. Schoenefuhs, Parks Planner responded.

MOVED BY: JOHNSON
SECONDED: FOXALL

THAT the Community Advisory Committee recommend that Council approve POL-0174-PARK, Community Gardens Council Policy.

Motion CARRIED.

7.2 Travel Expenditure Policy Refresh - (Proposed Policy Amendment)

The Chair opened the floor to questions and comments from the public.

The Chair opened the floor to questions and comments from the Committee.

M. Dillabaugh, Director of Finance responded.

MOVED BY: HARDER
SECONDED: MORLEY

THAT the Community Advisory Committee meeting recess for ten (10) minutes beginning at 8:00pm

Motion CARRIED.

The meeting resumed at 8:10pm

MOVED BY: JOHNSON
SECONDED: MCDONALD

THAT the Community Advisory Committee recommend that Council approve POL-0042-FIN titled "Council and Staff Reimbursement for Expense" with the following changes:

1. THAT the proposed draft Council and Staff Travel Expense Policy POL-0042-FIN be amended by adding the following statement at the end of Section 4:

Where more than one traveller is travelling for the purposes listed under Section 2, travellers are expected to limit expenses through carpooling, sharing taxis, or other similar modes by combining transportation charges.

2. THAT the proposed draft Council and Staff Travel Expense Policy POL-0042-FIN be amended by replacing the proposed wording in Section 3 (b) in its entirety with the following:

Where meals are provided at no additional cost to the traveller, such as part of an event registration fee or included with the cost of accommodation, no expense claims may be made for equivalent meals. Exceptions may be granted at the discretion of the Chief Financial Officer in limited circumstances.

3. THAT the proposed draft Council and Staff Travel Expense Policy POL-0042-FIN be amended by removing the wording "inclusive of" in Section 4 (a)(ii) and replacing with "including but not limited to".

Prior to consideration of the Main Motion:

Amendment:

MOVED BY: HARDER
SECONDED: MCDONALD

THAT the proposed draft Council and Staff Expense Policy be amended by adding "outside of the Capital Regional District" under Section 4(a)(i) after the word "Hotels".

Motion CARRIED.

On the Main Motion:

THAT the Community Advisory Committee recommend that Council approve the proposed changes to POL-0042-FIN titled "Council and Staff Reimbursement for Expense" with the following amendments:

1. THAT the proposed draft Council and Staff Travel Expense Policy POL-0042-FIN be amended by adding the following statement at the end of Section 4:

Where more than one traveller is travelling for the purposes listed under Section 2, travellers are expected to limit expenses through carpooling, sharing taxis, or other similar modes by combining transportation charges.

2. THAT the proposed draft Council and Staff Travel Expense Policy POL-0042-FIN be amended by replacing the proposed wording in Section 3 (b) in its entirety with the following:

Where meals are provided at no additional cost to the traveller, such as part of an event registration fee or included with the cost of accommodation, no expense claims may be made for equivalent meals. Exceptions may be granted at the discretion of the Chief Financial Officer in limited circumstances.

3. THAT the proposed draft Council and Staff Travel Expense Policy POL-0042-FIN be amended by removing the wording “*inclusive of*” in Section 4 (a)(ii) and replacing with “*including but not limited to*”.

4. THAT the proposed draft Council and Staff Expense Policy be amended by adding “*outside of the Capital Regional District*” under Section 4(a)(i) after the word “*Hotels*”.

Motion CARRIED.

MOVED BY: JOHNSON
SECONDED: MCDONALD

THAT the Community Advisory Committee recommend that Council direct staff to prepare a further amendment to POL-0042-FIN to include dependent care as a qualifying expense.

Motion CARRIED.

8. ADJOURNMENT

MOVED BY: HARDER
SECONDED: JOHNSON

THAT the Community Advisory Committee meeting held October 29, 2024, adjourn at 8:24pm.

Motion CARRIED.

Presiding Council Member

Certified Correct - Corporate Officer