Township of Langley

Est. 1873

RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE

March 9, 2022 at 7:00pm
Langley Regional Airport
#300, 5385-216 Street
Langley, BC

A G E N D A

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A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Recreation, Culture, and Parks Advisory Committee – March 9, 2022

Recommendation that the Recreation, Culture, and Parks Advisory Committee approve the agenda and receive the agenda items of the March 9, 2022 meeting.

B. ADOPTION OF MINUTES

1-6

1. Recreation, Culture, and Parks Advisory Committee – February 9, 2022

Recommendation that the Recreation, Culture, and Parks Advisory Committee adopt the Minutes of the February 9, 2022 meeting.

C. DELEGATIONS AND PRESENTATIONS

D. REPORTS

1. Co-Chairperson's Report

E. CORRESPONDENCE

F. WORK PROGRAM

1. Public Art

Update from staff.

2. Langley Awards

Update from Task Force.

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F. WORK PROGRAM

3. BCRPA 2022 Annual Conference

April 27, 2022 – Virtual and
May 4-5, 2022 – in Whistler

Committee members to select one or two members to attend conference and provide a report to the committee.

G. COUNCIL REFERRALS

7-12 1. The following item was referred to the RCPAC for comment at the February 28 Regular Council Meeting:

Community Donations Policy Update
Report 22-14
File ENG 1030-01

Moved by Councillor Long,
Seconded by Councillor Whitmarsh,
That Council adopt revisions to Policy No. 06-303 presented as Attachment A to this report.

REFERRAL
Moved by Councillor Richter,
Seconded by Councillor Woodward,
That this motion be referred to the Recreation, Culture, and Parks Advisory Committee for comment.
CARRIED

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

1. "Table 35" Meeting Update

As discussed at the February meeting regarding youth activities, School Trustee, David Tod, to provide update.

N. NEXT MEETING

Date: April 13, 2022
Location: Langley Regional Airport
#300, 5385-216 Street
Time: 7:00 pm

O. TERMINATE

Township of Langley
Est. 1873

RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE

February 9, 2022 at 7:00pm
Via Zoom

MINUTES

Present:
Councillor E. Woodward (Council Co-Chair)
Councillor K. Richter (Council Co-Chair)

A. Bayona, S. Cameron, R. Cashato, M. Chang, S. Cook, R. Jhaj, D. Kang, N. Killeen, and R. Thandi

School Board Representative:
D. Tod

Staff:
R. Stare, Acting Director, Recreation
K. Stepto, Recording Secretary
P. Tulumello, Director, Arts, Culture, and Community Initiatives

Election
S. Cameron and D. Kang put their names forward, prior to the meeting, for the position of Community Co-Chair. S. Cameron withdrew his name as he felt the position should go to D. Kang who has been on the committee for a few years.

D. Kang was elected as Community Co-Chair, by acclamation, and assumed the role for the remainder of the meeting.

A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Recreation, Culture, and Parks Advisory Committee – February 9, 2022

Moved by R. Cashato,
Seconded by S. Cameron,
That the Recreation, Culture, and Parks Advisory Committee approve the agenda and receive the agenda items of the February 9, 2022 meeting.
CARRIED

B. ADOPTION OF MINUTES

1. Recreation, Culture, and Parks Advisory Committee – January 12, 2022

Moved by R. Cashato,
Seconded by S. Cook,
That the Recreation, Culture, and Parks Advisory Committee adopt the Minutes of the January 12, 2022 meeting.
CARRIED

C. DELEGATIONS AND PRESENTATIONS

D. REPORTS

1. Co-Chairperson's Report

Councillor Woodward reported that the draft 2022 budget will be presented to the public for input with a 3% tax increase. He noted that some revisions were made to the budget process for Council to be able to direct staff to work with a 3% increase.

E. CORRESPONDENCE

F. WORK PROGRAM

1. Draft 2022 Work Program

The committee discussed the draft 2022 Work Plan. A question was raised about the removal of the Fort Langley outdoor pool and how this committee can have input into the design of the new park. It was suggested to discuss this further after Council has debated a Notice of Motion regarding the park that is going to Council at the February 28 meeting. It was further suggested that the RCPAC should have formal representation in any future processes or consideration of aquatic facilities in Fort Langley

COUNCIL
Moved by R. Cashato,
Seconded by A. Bayona,
Whereas the Recreation Culture and Parks Advisory Committee Terms of Reference, Section 9, indicates that the committee may support the work of other interest groups by appointing a liaison(s) to ensure timely two-way communication of mutual interest and benefit:

Therefore, be it resolved that the Recreation, Culture, and Parks Advisory Committee request that Council appoint a representative from the RCPAC to any future process or consideration of aquatic facilities in Fort Langley.
CARRIED

F. WORK PROGRAM

Discussion ensued regarding having a presentation regarding Adult Recreation Programs added to the Work Plan.

MOTION
Moved by A. Bayona,
Seconded by R. Cashato,
That a presentation from staff regarding Adult Programs and Services be added to the 2022 Work Plan
CARRIED

MOTION
Moved by S. Cameron,
Seconded by A. Bayone,
That the Recreation, Culture, and Parks Advisory Committee endorse the 2022 Work Program, as amended.
CARRIED

COUNCIL
Moved by N. Killeen,
Seconded by R. Jhaj,
That the Recreation, Culture, and Parks Advisory Committee recommends that Council endorse the 2022 Work Program, presented as Attachment A.
CARRIED

2. Community Liaisons

Committee members were asked to consider being a Community Liaison for the Langley Outdoor Sports Advisory Group and the Langley Community Awards Selection Committee.

The following members volunteered to serve as Community Liaisons:

Langley Outdoor Sports Advisory Group – S. Cameron

Langley Community Awards Selection Committee – D. Kang, R. Cashato, S. Cook, and N. Killeen.

3. BCRPA 2022 Annual Conference

The BCRPA Conference will take place virtually on April 27, 2022 and in Whistler from May 4-5, 2022. Committee members were asked to select one member to attend the conference and provide a report to the committee. A. Bayona, S. Cook, and D. Kang expressed interested in attending.

Action: Staff to look into the potential of sending two delegates to the conference and will report back at the March meeting.

G. COUNCIL REFERRALS

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

1. **Youth Activities Discussion**

The committee had a discussion about activities offered for youth.

The committee discussed using surveys with youth to engage about activities. The committee discussed the $20 summer youth pass that was proposed to Council in December 2019 that was never implemented due to COVID.

D. Tod commented that he will report back to the committee at the March meeting after the “Table 35” meeting that focuses on youth topics.

I. NEXT MEETING

Date: March 9, 2022
Location: TBD
Time: 7:00 pm

J. TERMINATE

Moved by R. Cashato,
Seconded by S. Cameron,
That the meeting terminate at 8:43pm.
CARRIED

CERTIFIED CORRECT:

_____ _____

Community Representative Co-Chair Council Representative Co-Chair

General Committee Work

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
Orientation	P								
Election of Co-Chair		A							
2022 Final Report	A								
Work Program *Approve and appoint liaison roles*	R&F	A							
Capital Budget *Staff presentation 2022/23 budget highlights*				P					U
Conferences *BCRPA 2022 annual conference (virtual). Selection of 1 member to attend and to provide report to committee.*		R/F	A						
Fees and Charges *Staff update re proposed 2022/2023 fees and charges*				U					
Facility Allocation Policy						U			

Projects, Programs and Events

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
Youth Programs and Services *Youth week, first week in May*				P R/F					
Seniors Programs and Services *Seniors week, second week in June*					P R/F				
Adult Programs and Services							P R/F		
Parks Tour						P			
Canada Day Events				U			U		
Public Art			U						
Cultural Programs									P U
Library Services *FVRL annual update*								P U	
Langley Walk *First Sunday in May*				U					
Heritage Centre Update						P U			

Annual Task Forces

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
Langley Awards *Pete Swensson Outstanding Community Youth* *Eric Flowerdew Volunteer of the Year* *John & Muriel Arnason Volunteers of the Year* ***Selection Task Force*** *Staff: S. Regehr* *Committee Representatives: Rachele Cashato, Shannon Cook, Dave Kang, and Nolan Killeen*		A	U	U					

Community Liaisons

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
ADHOC Groups *Appointment of representatives and subsequent updates* ***Langley Outdoor Sports Advisory Group (LOSAG)*** *Staff: T. Bucker, S. Johnson* *Committee Representative: Scott Cameron*		A			U				U
Museum Advisory Group *Appointment of representatives and subsequent updates* *Staff: A. Pedersen* *Committee Representatives: Ana Bayona and Nolan Killeen*	A							U	R/F A

Township of Langley

Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	FEBRUARY 28 – REGULAR MEETING	**REPORT:**	22-14
FROM:	ENGINEERING DIVISION	**FILE:**	1030-01
SUBJECT:	COMMUNITY DONATIONS POLICY UPDATE		

RECOMMENDATION:

That Council adopt revisions to Policy No. 06-303 presented as Attachment A to this report.

EXECUTIVE SUMMARY:

The Recreation, Culture and Parks Donation Program Policy No. 06-303 (the Policy), originally adopted by Council in 1998, provides guidance to staff for the installation of donated amenities in public spaces intended to improve community enjoyment.

There have not been any substantive revisions since the adoption of the Policy over twenty years ago, while the donation program has grown and evolved with an increasing number of requests now being received for installation at broader variety of locations throughout the Township. As a result, staff are recommending the adoption of a revised Policy, presented as Attachment A, which reflects experiences gained while aligning with community demand.

In summary, the language in the Policy has generally been updated to remove references to specific divisions and departments to reflect a more current, holistic, and integrated approach. In this light, staff are also recommending a revision to the name of the Policy to better reflect the variety of items being offered for donation, from “Recreation, Culture and Parks Donation Program” to “Community Donations”. Other key updates include:

1. Inclusion of a Policy Background section to provide a contextual framework;
2. Ensuring amenities are installed at locations consistent with all applicable municipal bylaws, including Township’s Highway and Traffic Bylaw, as well as best management practices and Transportation Association of Canada design guidelines; and
3. Allowing for the donation of non-standard items, in consultation with staff.

Purchase and installation of items are funded through donations sufficient to cover related capital cost. Significant donations may include associated maintenance costs that will be submitted through the budget process for Council’s consideration. For other items, minimal upkeep is required, which is typically absorbed through existing operating budgets.

PURPOSE:

The purpose of this report is to obtain Council’s approval of revisions to the Community Donations Policy No. 06-303.

BACKGROUND/HISTORY:

On October 26, 1998, Council approved Recreation, Culture and Parks Donation Program Policy No. 06-303 (the Policy) which provides direction to staff and community stakeholders for donations made to enhance the Township of Langley's recreation, culture and parks and facilities.

Donations may be made for, but are not restricted to, park benches, park picnic tables, water fountains and recreation playground equipment. A summary of donated items, which were installed in 2021, is included in the table below, which represents an average accounting of donations typically received in recent years.

Donated Item	Installed 2021
Park Benches	17
Park Picnic Tables	2
Trees	8

When a donation request is received, staff work with the donor to select an appropriate site, prepare a plaque recognizing the donor, and ensure a donation sufficient to cover purchase and installation of the item is received.

The Policy received minor (housekeeping) revisions in 2016 as part of an omnibus corporate policy update.

DISCUSSION/ANALYSIS:

Since the inception of the Policy, the primary site of installation of donated amenities has been within Township Parks and adjacent to Trails. Staff are now in receipt of requests from the community to expand the donation program to corporate facilities and within Township of Langley road rights-of-way.

The existing Policy was not intended for application in such broad circumstances and situations and does not reflect the current integrated approach in managing and maintaining donated assets. As a result, the Policy language has been updated to remove references to specific divisions and departments in-lieu of a more corporate, holistic approach. Reflecting the varied items that may be donated, staff are also proposing that the policy name be updated from "Recreation, Culture and parks Donation Program" to "Community Donations" Policy.

Road Rights-of-Ways (S 1.1; 4.10)

The installation of donated items, specifically in road rights-of-way bring additional considerations that are typically not present when a donated item is installed in a park or adjacent to a trail such as:

- roadway sightlines;
- pedestrian clearance and sightlines;
- related design guidelines for the specified location; and
- existing permits in place.

As a result, staff are proposing guidance, contained within section 4.10 of the Policy to ensure donated items installed within road rights-of-way locations are consistent with the Township's Highway and Traffic Bylaw 2010 No. 4758 and Transportation Association of Canada design guidelines. Section 1.1 was also updated to ensure the purpose recognizes road rights-of-way.

Policy Background (S 2.1; 2.2)

Staff are proposing the addition of a Policy background, contained in sections 2.1 and 2.2, to provide additional information to stakeholders on the rationale for the Policy.

Recognition Plaques (S 4.4)

Recognition Plaques are not always placed on an item and may be located in the general vicinity of the donated amenity. Staff are proposing the update in 4.4 to reflect the current practice that different amenities have different sized standard plaques that are utilized for donor recognition.

Non-Standard Items (S 4.5)

It is recognized that there may be instances where donors wish to contribute larger donations for non-standard items. As a result, staff are proposing additional guidance, contained within the new section 4.5, to allow for donor recognition that is in line with the donation received. A maintenance cost component may be required that will be submitted through the annual budget process for Council's consideration.

Consultation (S 4.6)

As previously noted, historically, most donated community amenities have been placed within Township parks or adjacent to parks trails. In recognition of the variety of locations that may be requested in the future, staff are proposing updating section 4.6 to include consultation with staff from various departments and divisions as applicable to the items being donated and in relation with site location.

Donation Types (S 4.7)

Staff are proposing updating 4.7 to reflect the wide range of community amenities which the public may wish to donate to the Township. For example, 4.7(c) has been amended from "water fountain" to "Furniture and/or specialized equipment".

Housekeeping Amendments

A number of other housekeeping and process implementation amendments are proposed as outlined in the table below along with a brief rationale. These amendments reflect experience gained following previous implementation and administration of the Policy.

Current Section	Description of Change	Rationale
4.2	Removal of "also" and "parks" and amendment of "it's" to "its"	Maintenance is not confined to Parks; Grammar
4.8	Moved from end of previous section 4.6 to new 4.8	Improved readability
4.8	Amended "will be required to match the amount expended by the Township for the current parks standard of each item" to "should be sufficient to match current standards of like items owned by the Township"	Updated language to reflect current practices
4.9	Replaced "The Recreation, Culture and Parks Division maintains" with "The Township retains"	Amendment to reflect current practice

Additionally, sections were updated as needed to reflect the revisions throughout the Policy.

Financial Implications:

Purchase and installation of donated community amenities are funded by a donation sufficient to cover capital costs. Significant donations may include a maintenance component that will be submitted through the budget process for Council's consideration. For other items, minimal upkeep is required, and any required maintenance is absorbed through existing budgets.

Respectfully submitted,

Roeland Zwaag
DIRECTOR, PUBLIC WORKS
for
ENGINEERING DIVISION

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

CONCURRENCES	
Division / Department	**Name**
ARTS, CULTURE, AND COMMUNITY INITIATIVES	P. Tulumello

ATTACHMENT A Community Donations Policy No. 06-303

Township of Langley
Est. 1873

ATTACHMENT A

COUNCIL POLICY

Subject: Community Donations

Policy No:	**06-303**
Previous Policy No:	**06-018**
Approved by Council:	**1998-10-26**
Revised by Council:	**2016-05-30**

1. Purpose

1.1. To provide a means for individuals, businesses, or organizations to donate to enhance the Township's recreation, culture, parks, amenities, facilities, and road rights-of-way.

2. Background

2.1. The Donation policy provides guidance to staff for application of donated amenities which serve the purpose of community enjoyment.

2.2. The involvement of community members in the development of public spaces through asset donation is desirable for the following reasons:

a. It promotes participation and engagement in public spaces by memorializing special and remarkable people, places, and moments in the Township.

b. It increases the budgetary allocation of funds to offset the cost of providing community amenities associated with public space locations.

3. Related Policy

3.1. N/A

4. Policy

4.1. The donation amount should cover the cost of purchasing the item, the cost of installing the item, and recognition of the donor in the form of a plaque.

4.2. The Township will maintain the item as a part of its regular maintenance program.

4.3. All donations are accepted on the basis that they will be maintained for a minimum of 10 years in their original location, or in an area near their original location, after which the disposition of the gift is at the sole discretion of the Township.

4.4. A plaque will be utilized for recognition for each donated item as recognition. Limitations to the size, design, and number of words on the plaque will be according to parks, facility, and departmental standards.

4.5. Other forms of donor recognition may be considered where the value of the donated item is inordinate and where a donor agreement is established.

a. Significant donations may include a maintenance component that will be submitted through the budget process for Council's consideration.

4.6. Sites for the donated items are chosen in consultation with staff from various departments and divisions as applicable to the items being donated.

4.7. Donations may be made for, but are not restricted to, the following items:

a. Park Benches

b. Picnic Tables

c. Furniture and/or specialized equipment at community centres and facilities

d. Playground fixtures and features (amount established based on the item and location desired, and the site preparation required)

e. Others as discussed with staff on an item-by-Item basis

4.8. The amount of donation received for an item should be sufficient to match current standards of like items owned by the Township

4.9. Donations to the Township for a specific item in no way constitute ownership of the item, the land upon which it is situated, or the surrounding lands. The Township retains the right to use lands adjacent to these donated items as it deems appropriate, or to relocate the item if redevelopment of the area or operational issues warrant a change.

4.10. Sites related to any road right-of-way will be subject to a technical review including, but not limited to:

a. Avoiding restricting driver's sight lines at intersections.

b. Avoiding encroaching on pedestrian walkways or sidewalks, driveways, or property access.

c. Providing adequate clearance from all public or private utility services, fire hydrants, valves, manholes, traffic signals, streetlights, or other such appurtenances.

d. Minimum of 1.5 m back from the face of a road curb, or 1.0 m from the edge of the gravel shoulder where there is no curb.

e. Existing highway use permits.