Township of Langley

Est. 1873

RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE

January 10, 2024 at 7:00pm
Salmon River Committee Room
4th Floor, 20338-65 Avenue, Langley, BC

A G E N D A

ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES OF THE COAST SALISH PEOPLES

Welcome

Welcome and Introduction by Council Co-Chair

Code of Ethics Signing (pg. 1-6)

Members to sign the "Code of Ethics, Confidentiality, and Conflict of Interest for Council Members and Appointees".

Election

Election of Community Co-Chair for the year 2024.
(Bylaw 4700 – 8.1)

Clerk's Note: Advisory Committees are to hold an election at its first meeting of the year to select a community representative Co-Chair or the election can be deferred to the following month.

RCPAC Photo

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A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Recreation, Culture, and Parks Advisory Committee – January 10, 2024

Recommendation that Recreation, Culture, and Parks Advisory Committee approve the agenda and receive the agenda items of the January 10, 2024 meeting.

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B. ADOPTION OF MINUTES

7-9 **1. Recreation, Culture, and Parks Advisory Committee – December 13, 2023**

Recommendation that Recreation, Culture, and Parks Advisory Committee adopt the Minutes of the December 13, 2023 meeting.

C. DELEGATIONS AND PRESENTATIONS

D. REPORTS

1. Council Co-Chairperson's Report

E. CORRESPONDENCE

F. WORK PROGRAM

10-11 **1. Draft 2024 Work Program**

The Advisory Committee will discuss the draft 2024 Work Program. Co-chairs shall ask for motion to adopt or motion to defer until February meeting.

2. Community Liaisons

a) Langley Outdoor Sports Advisory Group - Meets 1-3 times per year if there are topics requiring discussion.
b) Langley Community Awards Selection Committee – meets prior to Volunteer Appreciation Event to evaluate submitted nominations

Advisory Committee members to consider serving as a Community Liaison on the Langley Outdoor Sports Advisory Group or the Langley Community Awards Selection Committee. Appointments to be made at the January meeting.

3. Museum Advisory Group

a) RCPAC Liaison
Advisory Committee to appoint a member to be the liaison on the Museum Advisory Group. This groups meets on the 4th Thursday of the month from 7:00-9:00pm, January to June and September to December.

G. COUNCIL REFERRALS

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H. OTHER BUSINESS AND ITEMS FOR INFORMATION

12 **1. 2024 Meeting Schedule**

2. 2024 Membership List

To be provided on table.

I. NEXT MEETING

Date: February 14, 2024
Location: Salmon River Committee Room
4th Floor, 20338-65 Avenue, Langley, BC
Time: 7:00 pm

J. MOTION TO RESOLVE INTO CLOSED MEETING

Recommendation that the Recreation, Culture, and Parks Advisory Committee now resolve into a Closed Meeting for discussion of the following item, in accordance with and as identified under Section 90 of the Community Charter:

Item A.1 - Section 90 (1) (n) Consideration; and
Item B.1 - Section 90 (1) (a) Personnel.

K. TERMINATE

Township of Langley

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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:

_____ _____

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RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE

December 13, 2023 at 7:00pm
Salmon River Committee Room
4th Floor, 20338-65 Avenue, Langley, BC

MINUTES

Present:
Councillor M. vanPopta (Council Co-Chair)

G. Abreo, S Cook, R. Jhaj, T. Taylor, and R. Thandi

Staff:
R. Stare, Director, Recreation
K. Stepto, Recording Secretary

ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES OF THE COAST SALISH PEOPLES

Councillor vanPopta acknowledged the Traditional Territories of the Coast Salish Peoples.

A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Recreation, Culture, and Parks Advisory Committee – December 13, 2023

Moved by T. Taylor,
Seconded by R. Jhaj,
That Recreation, Culture, and Parks Advisory Committee approve the agenda and receive the agenda items of the December 13, 2023 meeting.
CARRIED

B. ADOPTION OF MINUTES

1. Recreation, Culture, and Parks Advisory Committee – October 11, 2023

Moved by T. Taylor,
Seconded by R. Jhaj,
That Recreation, Culture, and Parks Advisory Committee adopt the Minutes of the October 11, 2023 meeting.
CARRIED

C. DELEGATIONS AND PRESENTATIONS

1. Cultural Programs Update

Item deferred.

D. REPORTS

1. Co-Chairperson's Report

Councillor vanPopta commented on the many new initiatives and projects that are under way in the recreation area one year into the Council term.

E. CORRESPONDENCE

F. WORK PROGRAM

1. 2023 RCPAC Year End Report

Councillor vanPopta reviewed the Year End Report with the committee and highlighted the key accomplishments.

MOTION
Moved by G. Abreo,
Seconded by R. Jhaj,
That the Recreation, Culture, and Parks Advisory Committee receive and endorse the Recreation, Culture, and Parks Committee 2023 Annual Report, as amended, and ask staff to forward it to Council for information.
CARRIED

G. COUNCIL REFERRALS

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

I. NEXT MEETING

Date: January 10, 2024
Location: Salmon River Committee Room
4th Floor, 20338-65 Avenue, Langley, BC
Time: 7:00pm

J. TERMINATE

Moved by T. Taylor,
Seconded by S. Cook,
That the meeting terminate at 7:30pm.
CARRIED

CERTIFIED CORRECT:

Community Representative Co-Chair

Council Representative Co-Chair

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A Action Required
D Delegation
P Presentation
R Report
R/F Review / Feedback
U Staff/Rep Update

Recreation, Culture, and Parks Advisory Committee 2024 Work Program

General Committee Work

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov	Dec
Orientation		P								
Election of Community Co-Chair	A									
2024 Final Report										A
Work Program *Approve and appoint liaison roles*	R&F A									
Conferences *BCRPA 2024 annual conference. Selection of 1 member to attend and to provide report to committee.*			R/F	A	U					
Fees and Charges *Staff update re: 2024/2025 fees and charges*				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			
Cultural Programs									P U	
Library Services *FVRL annual update*								P U		
Langley Walk *First Sunday in May*				U						
Firefighters vs. RCMP Water Battle				U	U					

DRAFT

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A Action Required
D Delegation
P Presentation
R Report
R/F Review / Feedback
U Staff/Rep Update

Recreation, Culture, and Parks Advisory Committee 2024 Work Program

Annual Task Forces

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
Langley Awards *Appointment of 3 representatives and subsequent updates* *Pete Swensson Outstanding Community Youth* *Eric Flowerdew Volunteer of the Year* *John & Muriel Arnason Volunteers of the Year* ***Selection Task Force*** *Staff: C. Naples* *Committee Representatives:*	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* *Committee Representative:*	A	Updates to be provided following meetings.							
Museum Advisory Group *Staff: R.Schmidt* *Committee Representative:*	A	Updates to be provided following meetings.							

DRAFT

RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE
MEETING SCHEDULE FOR 2024

January 10, 2024

February 14, 2024

March 13, 2024

April 10, 2024

May 8, 2024

June 12, 2024

September 11, 2024

October 9, 2024

November 13, 2024

December 11, 2024