Township of Langley

Est. 1873

# RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE

May 8, 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**

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## A. APPROVAL AND RECEIPT OF AGENDA ITEMS

**1. Recreation, Culture, and Parks Advisory Committee – May 8, 2024**

Recommendation that Recreation, Culture, and Parks Advisory Committee approve the agenda and receive the agenda items of the May 8, 2024 meeting.

## B. ADOPTION OF MINUTES

1-4 **1. Recreation, Culture, and Parks Advisory Committee – April 10, 2024**

Recommendation that Recreation, Culture, and Parks Advisory Committee adopt the Minutes of the April 10, 2024 meeting.

## C. DELEGATIONS AND PRESENTATIONS

**1. Seniors Programs and Services**

## D. REPORTS

**1. Co-Chairperson's Report**

## E. CORRESPONDENCE

Page

## F. WORK PROGRAM

5-11 **1. Terms of Reference Review**

Revised draft provided for Committee endorsement.

**2. BCRPA Conference**

Report from S. Cook

**3. Firefighters vs. RCMP Water Battle**

Update from working group

## G. COUNCIL REFERRALS

## H. OTHER BUSINESS AND ITEMS FOR INFORMATION

## I. NEXT MEETING

**Date**: June 12, 2024, Parks Tour
**Location**: TBD
**Time**: TBD

## J. TERMINATE

Township of Langley

Est. 1873

# RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE

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

## MINUTES

**Present:**
G. Abreo, Community Co-Chair
Councillor M. vanPopta, Council Co-Chair

A. Bayona, E. Barbour, S. Cook, G. Sarhan, and T. Taylor

**Guests:**
L. Desantis, Recreation Programmer
J. Morrison, Recreation Programmer

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

### ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES OF THE COAST SALISH PEOPLES

G. Abreo acknowledged the Traditional Territories of the Coast Salish Peoples.

## A. APPROVAL AND RECEIPT OF AGENDA ITEMS

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

Moved by S. Cook,
Seconded by T. Taylor,
That the Recreation, Culture, and Parks Advisory Committee approve the agenda and receive the agenda items of the April 10, 2024 meeting.
**CARRIED**

## B. ADOPTION OF MINUTES

### 1. Recreation, Culture, and Parks Advisory Committee – March 13, 2024

Moved by T. Taylor,
Seconded by S. Cook,
That the Recreation, Culture, and Parks Advisory Committee adopt the Minutes of the March 13, 2024 meeting.
**CARRIED**

## C. DELEGATIONS AND PRESENTATIONS

### 1. Youth Programs and Services

L. Desantis and J. Morrison provide a presentation regarding youth programs and services in the Township of Langley. They noted that youth programming is pivotal in fostering the comprehensive growth of young individuals, providing a wide array of advantages such as:

- Social skill development
- Physical health and wellness
- Exposure to diversity
- Leadership and personal development
- Civic engagement and community service
- Life and career skill development

Some new programs offered in 2024 include:

- Babysitter training
- Basketball - Learn to Play
- Badminton – Learn to Play
- Dodgeball
- Babysitter training and cooking camp
- Teen yoga flow
- Lifeguard Info Sessions

Youth Week runs May 1 - 7 and is a provincial celebration of youth held annually the first week of May. It is a week of fun filled interaction and a celebration intended to build a strong connection between youth and their communities. Each day, a new program is offered such as Paint and Pancakes, Snack and Swim, Pizza and Swim, and Youth Pickleball.

Individuals aged 12 and older are welcome to volunteer with the Recreation division. Encouraging youth to volunteer not only enriches programs but also fosters community engagement. Additionally, these volunteer hours can be used towards fulfilling graduation credit requirements.

## D. REPORTS

### 1. Co-Chairperson's Report

No report.

## E. CORRESPONDENCE

## F. WORK PROGRAM

### 1. Terms of Reference Review

The committee reviewed the Terms of Reference and provided some suggestions for changes and edits. Staff will incorporate the amendments and present the edited version to the committee at the May meeting, before forwarding to Council for endorsement.

### 2. Fees and Charges

Staff provided a brief update on the Fees and Charges Bylaw for 2024. Some of the changes that will impact recreation include:

- 3% increase for all fees and charges.
- The Youth Pass will become a Child and Youth Pass.
- The Super Senior age is lowered from 80 to 70.
- Annual Pass for a child is $149, a youth is $199, a Super Senior is $99, and a Family Pass is $995.

Council has further requested to staff to prepare a report regarding swim lesson priority for Township residents, differential pricing for Township residents, and a School's Out Pass for the summer for Township students.

### 3. Canada Day Events

Staff provided a memo to the committee which noted that two events are being planned for 2024. The first event is a larger daytime celebration at McLeod Athletic Park that consists of a local artisan vendor, food and beverage trucks, live entertainment, and a kid's zone. Additionally, an evening drone light show will take place at the Langley Events Centre.

All celebration details can be found on the Township website at tol.ca/canadaday.

### 4. Langley Walk

Staff provided the Township News Release to the committee regarding the Langley Walk which will take place on May 5, 2024 at the Walnut Grove Community Park. The pre-walk warmup begins at 12:30pm followed by the 5km walk at 1:00pm.

### 5. Langley Awards

Members of the Task Force commented on some of the criteria being too restrictive regarding timelines etc. and suggested that there should be provisions for extenuating circumstances. Staff will discuss this with the event planning staff.

### 5. Firefighters vs. RCMP Water Battle

T. Taylor provided the following information regarding the Water Battle:

## F. WORK PROGRAM

- The event will take place on July 11, 2024 from 6:00 – 8:00pm at the Philip Jackman Spray Park.
- Township Events staff will take on the organizing of this event for future years.
- The event will be titled “Community Waterfight” to encourage more community groups to participate.
- The firefighter volunteers are in place.
- The event will include five food trucks, two inflatables, and entertainment.
- The RCMP and Fire Department will be asked to provide an obstacle course.

## G. COUNCIL REFERRALS

## H. OTHER BUSINESS AND ITEMS FOR INFORMATION

## I. NEXT MEETING

**Date**: May 8, 2024
**Location**: Salmon River Committee Room
4th Floor, 20338-65 Avenue, Langley, BC
**Time**: 7:00 pm

## J. TERMINATE

Moved by A. Bayona,
Seconded by T. Taylor,
That the meeting terminate at 8:38pm.
**CARRIED**

**CERTIFIED CORRECT:**

Community Representative Co-Chair

Council Representative Co-Chair

Township of Langley
Est. 1873

# TERMS OF REFERENCE

**RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE (RCPAC)**

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|---|---|
| **Approved by Council:** | 09/29/2008 |
| **Amended:** | 09/30/2013 |
| **Amended:** | |

## 1.0 ESTABLISHMENT

The RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE (the "Committee") is established pursuant to the Advisory Committee Establishment Bylaw 2008 No. 4700 (the "Bylaw"), 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 Provide advice to Council and/or the Division on budgets, policies, priorities, service levels, issues and plans;

2.2 Represent all segments of the community by providing a conduit between the community and Council. It may coordinate and encourage public participation in decisions regarding budgets, policies, priorities, service levels, issues and plans;

2.3 Incubate good ideas, develop creative solutions and initiate change in the area of budgets, policies, priorities, service levels, issues and plans;

2.4 Advocate the understanding of the value of recreation, culture, and parks to the public and Council to assist in decisions regarding budgets, policies, priorities, service levels, issues and plans.

## 3.0 MANDATE

The Recreation, Culture, and Parks Advisory Committee is an advisory body established to focus on public leisure services in Langley and to assist the Corporation to deliver services which best meet the needs of Langley citizens. It will respond to requests by the citizens, the Recreation, Culture, and Parks Division, and Council for analysis, comment and advice. It will also take the initiative of providing advice on matters it believes are important. Without limiting the generality of the foregoing, the

Committee will get involved in matters of public policy, service levels, and establishing priorities. It will also deal with specific issues or problems that might arise. It may cause plans to be developed and participate in the planning process. It may have input to annual budgets.

## 4.0 COMPOSITION AND STRUCTURE

### 4.1 Community Representatives

Council is requested to consider Langley's diversity and appoint applicants who possess knowledge, experience or interest in areas of recreation and sport, arts and culture, parks and environment, marketing and business services with a broad range of public interest.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Who Speaks for the Committee?

The Co-Chair will generally speak on behalf of the Committee. All committee members will be clear when they communicate on leisure service matters about whether they are speaking as an individual or attempting to interpret a Committee decision or position.

### 5.2 Delegations

For groups or individuals who wish to appear as a delegation:

5.2.1 Staff attempts to deal with issue, thereby reducing the need to appear at the Committee.

5.2.2. If required, group or individual is referred to the Committee (Committee gets background note from staff and the group's submission).

5.2.3 If a group is still unsatisfied, Council is its last resort.

This will be the preferred process (although an individual or group may request to appear as a delegation to Council at any time).

Staff/Co-Chair ~~will~~ may also designate and invite community groups to come to ~~each~~ a committee meeting to make a brief presentation. This will enhance the communication between community groups and the Committee.

### 5.3 Agenda Setting

The agenda is set by staff and the Co-Chair. Committee members are able to add items to the agenda. A round table discussion should be included at the end of each meeting which allows all members to indicate matters they wish to discuss at upcoming meetings or make any other comments not covered on the agenda.

5.4 Meeting Schedule

The Committee will meet once per month on the second Wednesday. An annual meeting calendar will be published.

The Committee will designate and protect time to deal with issues it believes are important. This time may be at regular meetings or in a workshop setting.

5.5 Liaison with Council

Annually, at the first meeting of the year, a brief orientation~~soon after the~~ shall be held to ensure new members understand the roles and processes of the committee.~~orientation of the Committee~~, ~~a meeting should be held between Council and the Committee to agree on the Committee's workplan/priorities for the upcoming year.~~

For some complex or major motions, the Committee Co-Chair or designate (but not Councillor) may be asked to attend a Council meeting to represent the issue. Annually, the Co-Chair presents a report to Council on the year's activity.

## 6.0 TASK FORCE

The Committee ~~shall~~ shall form ~~at least two~~ an annual Langley Awards Task Force~~s~~. ~~In the case of the Langley Walk Task Force, it shall operate for a period of time in excess of what is permitted in the Bylaw.~~ and may recommend additional task forces, as required.

| | |
|---|---|
| ~~Langley Walk~~ | ~~180 days~~ |
| Langley Awards | 180 days |

## 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.

The presentation of reports and recommendations from the subcommittees to the Committee shall be made by the designated appointee serving on a particular subcommittee. The Committee will consider formal reports and presentations by the subcommittee chair or other designated member of the subcommittee when *proper notice* of such presentations is given. (*Proper Notice* is defined as a written notice to the Co-Chair of the RCP Advisory Committee, with copy to the RCP designated representative serving on the subcommittee, received two weeks prior to the regular meeting of the RCP Advisory Committee.)

Subcommittees must meet regularly and plan for a minimum of nine meetings annually. Subcommittees must establish a regular schedule of meetings considerate of the RCP designated representative's availability. Although subcommittees are allowed to meet without a RCP representative present, it is duty of the subcommittee

chair to keep the representative informed and aware of the meeting's agenda and result.

## 8.0 ESTABLISHMENT of the Museum Advisory Group (Subcommittee)

The Langley Centennial Museum is an operation of the Township of Langley Recreation, Culture, and Parks division and by its accreditation as a public museum in the Province of British Columbia and Canada it is required to meet specific criteria mandated by those levels of government to receive support and funding. It is hereby necessary to establish a Museum Advisory Group to ensure that provincial and federal museum standards are met and that governance by the Township's Council through the Recreation, Culture, and Parks Committee is clear and evident.

### 8.1 Purpose of the Museum Advisory Group

The Museum Advisory Group is established as a subcommittee of the Recreation, Culture, and Parks Advisory Committee to:

8.1.1. Provide advice and guidance in relation to policies governing the museum operations inclusive of but not limited to collections, exhibitions, programs, services, and facilities.

8.1.2 Ensure that the history of the Township and area is recognized, preserved, and shared.

8.1.3 Represent the interests of the wider community making certain that historical research, interpretation and presentation reflect a broad perspective of the facts and knowledge.

### 8.2 Scope of Mandate of the Museum Advisory Group

The Museum Advisory Group is a special purpose group established to provide support and community input into the operations of the Museum in the areas of collection acquisitions/management, exhibitions planning, general events and programs planning, educational programs, community outreach, policy development, and long range planning. The group's duties and responsibilities will include:

8.2.1. The formulation of policies and actions for the Museum, with input from senior museum personnel, for the approval of the Committee and Township Council.

8.2.2 The development of initiatives that ensure the advancement and betterment of the Museum through good stewardship of the community's collection of artifacts, archival materials and other items, materials, and properties of historic significance. To ensure that high standards of museum operations are being met in the areas of education, public programming, exhibitions, facilities and collections.

8.2.3 The encouragement of volunteer participation in the delivery and execution of programs, events and services. (i.e. the Docent educational program)

8.2.4. Providing input and guidance in museum planning and in setting short and long term goals and objectives that are measurable and deliverable within specific time periods.

8.3 Composition of the Museum Advisory Group

With respect to the cultural diversity of the Township of Langley, the composition of the Museum Advisory Group will be considerate of the range of cultural interests in the community.

The Recreation, Culture, and Parks Advisory Committee will review the make-up of the Museum Advisory Group regularly and may recommend to Council a revision of organizations and groups appointing representatives to the Museum Advisory Group based on community demographics and the special interests of the community in relation to the Museum's programs, collections, and services.

The Museum Advisory Group shall be composed of representatives from and appointed by:

- Kwantlen First Nation
- Langley Arts Council
- Township of Langley – Recreation, Culture and Parks Advisory Committee
- Township of Langley – Heritage Advisory Committee

The Museum Advisory Group will also include:

- Up to five members at large appointed by Council from the general community who are representative of the wider demographic spectrum of residents.

The Cultural Services Manager, or other Township of Langley designated staff person, will sit on the Museum Advisory Committee in an ex-officio capacity to provide the committee with expertise with respect to museum standards of operations in the areas of collections, programs, exhibitions and facilities.

Quorum is achieved when all members of the Museum Advisory Group have been properly notified of a meeting and half plus one are in attendance. A simple majority of those in attendance is necessary in all decisions made by the group.

8.4 Appointing Members to the Museum Advisory Group

Recommendations to Council for appointments to the Museum Advisory Group should reflect community demographics and the special interests of the Township of Langley in relation to the Museum's programs, collections, and services. All vacant *Member at Large* positions on the Museum Advisory Group require a formal call for applications. This call for members must be advertised on the Township Page in area newspapers and on the Township website. Consideration of an applicant's request to join the group is to be reviewed by a committee composed of Township cultural services staff, the RCP Advisory Committee appointed representative and one sitting member of the Museum Advisory Group. Thought should be given to appointing a cross section of the population that includes seniors, youth, multicultural diverse individuals, business professionals, and educators.

8.5 Terms of Appointment for members of the Museum Advisory Group

Members of the Museum Advisory Group will be appointed for a two year base term. All appointments begin in the month of January and end in the month of December of the second year of a term. If for any reason an appointed member cannot complete his or her full term, Council may appoint another individual to fill the vacancy for the balance of the term.

No member may serve more than three consecutive terms without a one year sabbatical from the committee.

Upon the establishment and approval of the Museum Advisory Group as a subcommittee of the Committee, the Museum's current slate of members will be presented to Council for reappointment. Notwithstanding some of the *current members* have already served the Museum for a few years and their initial appointments to the group should be considered outside the terms defined herein. Council's initial appointment of these members-at-large (5) should attempt to stagger the length of terms to promote future continuity on the subcommittee. (*Current members* are defined as those individuals serving on the Museum Advisory Group as of 2011-09-04, prior to the establishment of the group as a subcommittee of the Township's Recreation, Culture, and Parks Advisory Committee.

The election of a Museum Advisory Group Chair and Vice Chair is the responsibility of the Museum Advisory Group and is required to be held at the first meeting of a new term. The Chair and Vice Chair are to be elected for a two year term. If for any reason either of the two positions is vacated during the two year term, the Museum Advisory Group may hold a new election to fill the position for the balance of the term.

## 9.0 LIAISON TO OTHER RECREATION, CULTURE, AND PARKS INTEREST GROUPS

The Committee recognizes that there are other individuals and groups in the community with interest in the practices of recreation, culture, and parks. The Recreation, Culture, and Parks Advisory Committee shall support the work of others in these areas by appointing liaison(s) to ensure timely two-way communication of mutual interest and benefit.

These could include, but are not limited to:

- Arts and Culture
- Aquatics
- Community Sport / Arenas
- Sport Tourism
- Parks and Trails
- Senior / Older Adults
- Equestrian
- Access to RCP Services
- Youth
- Children

- Museum
- Active Transportation / Cycling
- Community Development / Chamber of Service
- Community Use of Schools
- Christmas in Williams Park

Liaison roles to be appointed by the February meeting each year and each liaison will have an accompanying staff person for support. This may involve additional community meetings for members of the Committee.

## 10.0 JOINT MEETINGS

The Recreation, Culture, and Parks Advisory Committee recognizes the importance of discussing issues of concern and priority with neighbouring municipalities, external organizations, and community stakeholders.

~~Annually, the Committee should request to meet at least once with a peer committee(s) from one of the Township's neighbouring municipalities to discuss items of relevance and commonality.~~

## 11.0 RELATIONSHIP TO OTHER COUNCIL ADVISORY COMMITTEES

The Recreation, Culture, and Parks Advisory Committee may liaise with other Council Advisory Committees issue by issue.