RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE

March 12, 2025 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

Page

A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Recreation, Culture, and Parks Advisory Committee – March 12, 2025

Recommendation that Recreation, Culture, and Parks Advisory Committee approve the agenda and receive the agenda items of the March 12, 2025 meeting.

B. ADOPTION OF MINUTES

1-10 **1. Recreation, Culture, and Parks Advisory Committee – February 12, 2025**

Recommendation that the Recreation, Culture, and Parks Advisory Committee adopt the Minutes of the February 12, 2025 meeting.

C. DELEGATIONS AND PRESENTATIONS

1. 2025 Special Events Plan

2. Parks Projects

D. REPORTS

1. Co-Chairperson's Report

2. Museum Advisory Group Report

E. CORRESPONDENCE

Page

F. WORK PROGRAM

1. 2025 Work Program

Approved 2025 Work Plan included with item B.1 for information.

2. Langley Awards

Update from Task Force.

G. COUNCIL REFERRALS

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

11-17

1. RCPAC Terms of Reference

Attached for information.

2. Township of Langley Accessibility Plan

At the April meeting, Township staff will provide a presentation and seek feedback from the committee regarding the Township's Accessibility Plan.

I. NEXT MEETING

Date: April 9, 2025
Location: Salmon River Committee Room
4th Floor, 20338-65 Avenue, Langley, BC
Time: 7:00 pm

J. TERMINATE

RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE

February 12, 2025 at 7:00pm
Salmon River Committee Room
4th Floor, 20338-65 Avenue, Langley, BC

MINUTES

Present:
S. Cook. Community Co-Chair
Councillor T. Baillie, Council Co-Chair
Councill M. Pratt, Council Co-Chair

E. Barbour, A. Castro, J. Clegg, E. Hacker, G. Sarhan, and N. Tiessen

Staff:
K. Young, Deputy Director, Recreation, Arts, and Culture
K. Stepto, Recording Secretary

ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES OF THE COAST SALISH PEOPLES

S. Cook acknowledged the Traditional Territories of the Coast Salish Peoples.

A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Recreation, Culture, and Parks Advisory Committee – February 12, 2025

Moved by J. Clegg,
Seconded by A. Castro,
tat the Recreation, Culture, and Parks Advisory Committee approve the agenda and receive the agenda items of the February 12, 2025 meeting.
CARRIED

B. ADOPTION OF MINUTES

1. Recreation, Culture, and Parks Advisory Committee – January 15, 2025

Moved by A. Castro,
Seconded by E. Hacker,
That the Recreation, Culture, and Parks Advisory Committee adopt the Minutes of the January 15, 2025 meeting.
CARRIED

C. DELEGATIONS AND PRESENTATIONS

D. REPORTS

1. Co-Chairperson's Report

S. Cook reported that she attended the opening of salishan Place which was very informative and encouraging.

Councillor Baillie reported that Toque Tuesday was a very successful event which raised money and awareness for homelessness. The Vancouver Giants collected 1,000 pairs of socks to donate to the cause.

2. Museum Advisory Group Report

E. Hacker reported that the Curator of Education Programs attended their meeting to present the different programs that will be provided to school-aged children at the museum. Elementary school field trips will begin soon.

E. CORRESPONDENCE

1. Aldergrove Community Centre Track

Email received from Y. Trost regarding changing the Aldergrove Community Centre walking track to a multi-use track, including staff's reply. K. Young commented that the indoor track was designed as a walking track due to safety concerns. The track is narrow and is used by a variety of users and is used as a walkway to the primary arena washrooms and upper lobby with access to the elevator. It is also used as an entrance to the accessible seating for those in wheelchairs.

There are only two other facilities in the Lower Mainland that have a similar multi-use arena concourse style track – both also only allow walking. All other tracks in the lower mainland are closed style tracks, which allow for running in the outer-most lane as that is the only activity happening in that space.

Staff are continuing to communicate with the resident to discuss alternate solutions.

F. WORK PROGRAM

1. Draft 2025 Work Program

The committee discussed the draft 2025 Work Plan. There was a consensus that the committee would like the opportunity to provide input into the design phase of parks and recreation facilities. As there are often open houses presented for the public to provide input, the committee would like the information brought to the RCPAC meetings as well, if possible.

Accessibility and adaptive signage in parks were raised. Committee member, A. Castor, provided information regarding "Forever Kind Communication Boards"

F. WORK PROGRAM

(FKCB) which she developed as an inclusive, communication tool. By integrating sign language, numbers, and universal symbols, the FKCB ensures children of all abilities can express themselves and engage with peers in meaningful ways. The goal of placing communication boards in park environments is to raise awareness about neurodiversity and empower children who rely on alternative communication methods to feel seen and included. Please see further information in Attachment A.

COUNCIL
Moved by A. Castro,
Seconded by N. Tiessen,
That the Recreation, Culture, and Parks Advisory Committee recommends that Council ask staff to explore the feasibility of including Inclusive Communication Boards in Township parks.
CARRIED

Further discussion ensued regarding receiving presentations from staff for the following:

- Township of Langley events
- Capital projects and parks/trails
- Transportation and Mobility Strategy
- Facilities

Action: Staff to reach out to the respective departments to inquire about the possibility of receiving a presentation and when.

MOTION
Moved by J. Clegg,
Seconded by E. Hacker,
That the Recreation, Culture, and Parks Advisory Committee endorse the draft 2025 Work Plan, as amended.
CARRIED

COUNCIL
Moved by G. Sarhan,
Seconded by E. Hacker,
That the Recreation, Culture, and Parks Advisory Committee recommends that Council approve the Recreation, Culture, and Parks Advisory Committee draft 2025 Work Plan, as amended, presented as Attachment B.
CARRIED

2. Community Liaisons

Staff provided an update regarding the status of the Langley Outdoor Sports Advisory Group and the Trail Advisory Group.

Trail Advisory Group:

- Stopped meeting during Covid and have not met since.
- If this group was to be re-instated, an update to the Terms of Reference with a defined purpose would need to occur.

F. WORK PROGRAM

Langley Outdoor Sports Association Group:

- Stopped meeting during Covid and have not met since.
- This group discussed allocation and parks maintenance issues.
- It was good to have a representative from each of the different groups at the table to discuss issues etc.
- The committee felt it would be good to survey the past participants to see if they feel it would be beneficial to start this group again.

COUNCIL
Moved by J. Clegg,
Seconded by G. Sarhan,
That the Recreation, Culture, and Parks Advisory Committee recommends that Council ask staff to survey the groups who participated on the Langley Outdoor Sports Advisory Group as to their interest and feasibility of re-starting this group.
CARRIED

G. COUNCIL REFERRALS

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

1. RCPAC Terms of Reference

Action: to be included in next month's agenda package for information

I. NEXT MEETING

Date: March 12, 2025
Location: Salmon River Committee Room
4th Floor, 20338-65 Avenue, Langley, BC
Time: 7:00 pm

J. TERMINATE

Moved by E. Barbour,
Seconded by A. Castro,
That the meeting terminate at 8:42pm.
CARRIED

CERTIFIED CORRECT:

Community Representative Co-Chair

Council Representative Co-Chair

Forever Kind Communication Board Bio

The idea for the Forever Kind Communication Board grew from a mother's desire to create an inclusive tool that fosters connection, awareness, and kindness. This innovative adaptation of the Picture Exchange Communication (PEC) system is thoughtfully designed with diversity in mind. By integrating sign language, numbers, and universal symbols, the Forever Kind Communication Board ensures that children of all abilities can express themselves and engage with peers in meaningful ways.

Parks and schools are essential spaces for community, play, and belonging. By placing communication boards in these environments, the goal is to raise awareness about neurodiversity and empower children who rely on alternative communication methods to feel seen and included. These boards provide a gateway for connection, helping to create a shared language that bridges gaps in communication and fosters mutual understanding.

This project is more than just a tool—it's a mission to create a kinder, more inclusive world. A world where every child, regardless of their abilities, feels valued, heard, and understood.

Through a partnership with MJY Fabrications and Forever Kind Learning Inc., this initiative aspires to spark meaningful conversations about inclusion and to build bridges of understanding that will ripple throughout communities. Together, we can lay the foundation for a future where kindness and inclusivity flourish.

About the Communication Board:

- **Mission Statement:** To empower children of all abilities by providing tools for meaningful communication and connection.
- **Core Features:**
    - Picture Exchange Communication (PEC) System
    - Integrated sign language visuals/Braille
    - Numbers and universal symbols for diverse communication needs

Why It Matters:

- Fosters inclusivity in public spaces like parks and schools.
- Empowers children using alternative & inclusive communication methods.
- Encourages peer-to-peer interaction, kindness and mutual understanding.

Community Benefit

The Forever Kind Communication Board directly aligns with values of inclusivity and accessibility by addressing a vital need for effective communication tools in public spaces and schools. Here's how:

1. **Promotes Inclusive Environments**:
    - The board empowers individuals with communication challenges, such as nonverbal or neurodivergent children, to express themselves. This fosters a sense of belonging for families who often feel excluded due to communication barriers.
    - By integrating the board into parks and school planners, Langley City positions itself as a leader in promoting accessibility for all community members.
2. **Enhances Public Spaces**:
    - Parks equipped with the communication board become more welcoming for families with diverse needs, encouraging higher utilization and community engagement.
3. **Strengthens Educational Tools**:
    - Including the board in school planners supports educators and students by providing an accessible tool to promote understanding and interaction in classrooms.
4. **Improves Awareness and Education**:
    - Visible communication boards in public spaces raise awareness about inclusivity and encourage the community to embrace diversity and accessibility.

1. **Engage Parks and Recreation Departments**:
    - Work together to identify a few pilot park locations where the board can be installed. These could be parks with high foot traffic or near schools. **Attached.**

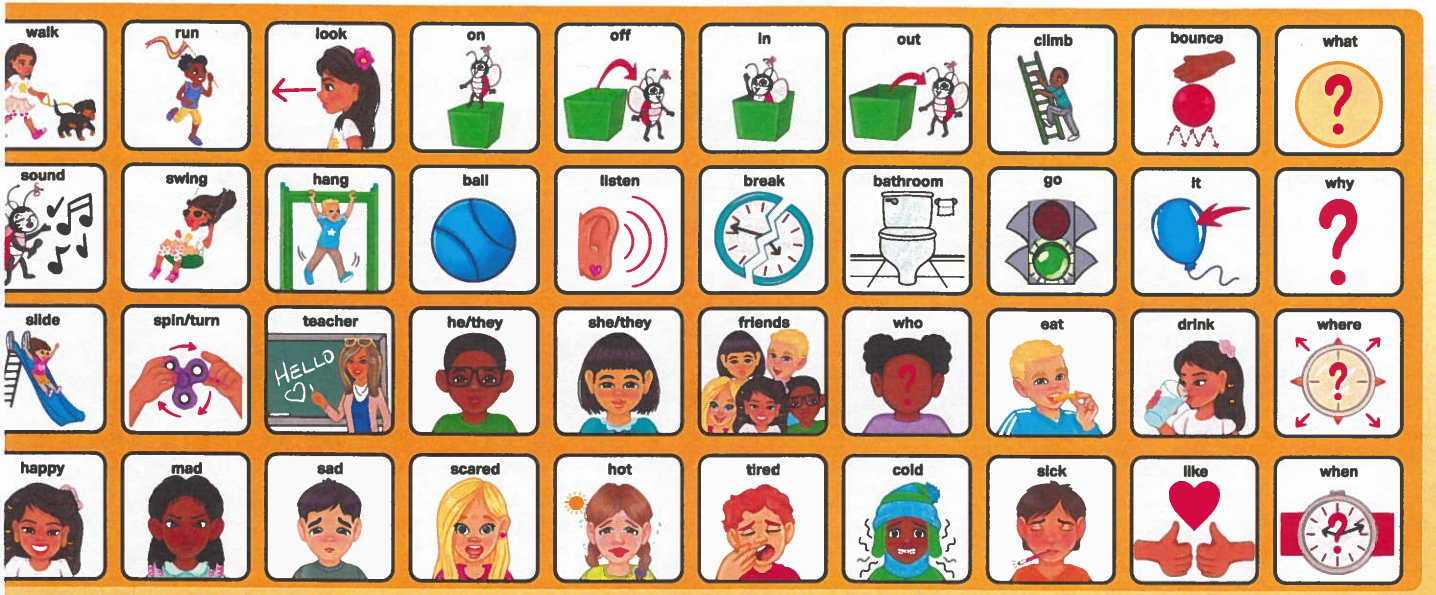
Lead by Example:

- By championing this initiative, we can set a precedent for other communities, showcasing its dedication to building an inclusive and accessible environment.

Introducing the Forever Kind Communication Board in select Langley parks can significantly enhance inclusivity and accessibility. Here are some parks that would be ideal for piloting this initiative:

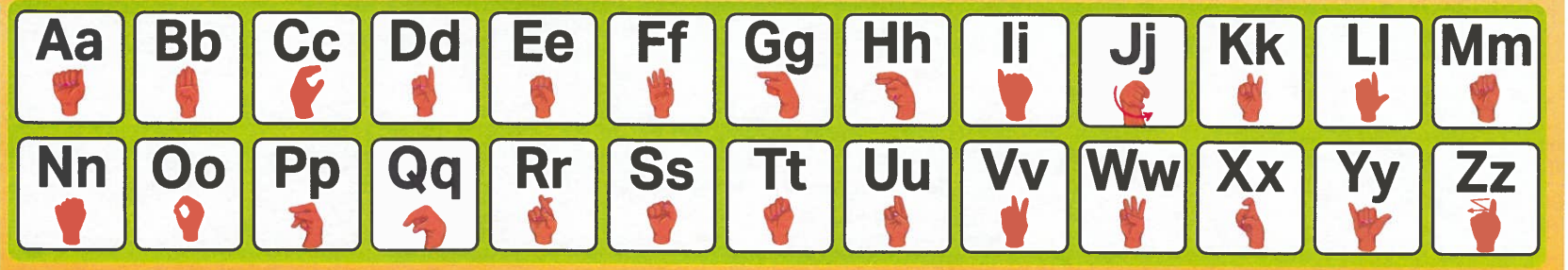
FOREVERKIND.CA
MAKING A DIFFERENCE

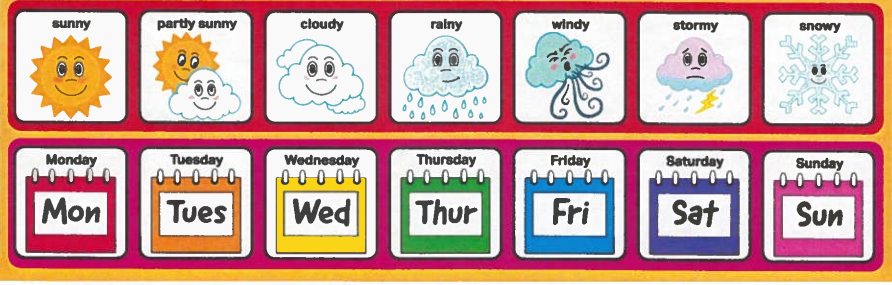
FOREVER KIND COMMUNICATION













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

Recreation, Culture, and Parks Advisory Committee 2025 Work Program

General Committee Work

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
Orientation	P								
Election of Community Co-Chair	A								
2024 Final Report									A
Work Program *Approve and appoint liaison roles*	R/F A	R/F A							
Conference *BCRPA 2025 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					
Terms of Reference Review *Review is every 2 yrs (reviewed in 2024)*									

Projects, Programs and Events

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
Township of Langley Christmas Events	U								
2025 Special Events Plan			P						
Parks Projects			P						
Youth Programs and Services *Youth week, first week in May*				P R/F					
Transportation & Mobility Plan					P R/F				
Seniors Programs and Services *Seniors week, second week in June*					P R/F				
Parks Tour						P			
Langley Walk *First Sunday in May*					U				
Adult Programs and Services							P R/F		
Facility Projects							P		
Cultural Programs									P
Library Services *FVRL annual update*								P	
Summer Events							U		

Township of Langley
Est. 1873

Recreation, Culture, and Parks Advisory Committee 2025 Work Program

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

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: S. Cook, E. Barbour, A Castro*	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: TBD*	A	Not currently meeting – at the February 12, 2025 meeting, the committee put forward a recommendation to Council to aske Parks Staff to conduct survey of Users to determine if it should restart.							
Museum Advisory Group *Staff: R.Schmidt* *Committee Representative: E. Hacker*	A	Updates to be provided following meetings.							

Township of Langley
Est. 1873

TERMS OF REFERENCE

RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE (RCPAC)

Approved by Council:	09/29/2008
Amended:	09/30/2013
Amended:	05/27/2024

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 may also designate and invite community groups to come to 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 shall be held to ensure new members understand the roles and processes of the committee.,

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 form an annual Langley Awards Task Force and may recommend additional task forces, as required.

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.

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.