



RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE

January 10, 2018, at 7:00pm
Salmon River Committee Room
4th Floor, 20338 – 65 Avenue, Langley, BC

A G E N D A

Introduction of New Member

Welcome and introduction of new members.

Code of Ethics Signing (pg. 1-6)

Signing of the “*Code of Ethics, Confidentiality, and Conflict of Interest for Council Members and Appointees*”.

Photograph of 2018 Recreation, Culture, and Parks Advisory Committee

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A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Recreation, Culture, and Parks Advisory Committee - January 10, 2018

Recommendation that Recreation, Culture, and Parks Advisory Committee approve the agenda and receive the agenda items of the January 10, 2018 meeting.

B. ADOPTION OF MINUTES

7-9

1. Recreation, Culture, and Parks Advisory Committee - November 8, 2017

Recommendation that Recreation, Culture, and Parks Advisory Committee adopt the Minutes of the November 8, 2017 meeting.

C. DELEGATIONS AND PRESENTATIONS

D. REPORTS

1. Council Co-Chairperson’s Report

Report by Councillor Whitmarsh

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E. CORRESPONDENCE

Elections

Election of Co-Chair for the year 2018.
(Bylaw 4700 – 8.1)

F. WORK PROGRAM

10-13

1. 2017 Final Report

Advisory Committee to review and endorse 2017 Final Report.

2. Draft 2018 Work Program

Advisory Committee to discuss the draft 2018 Work Program. Co-chairs shall ask for motion to adopt or motion to defer until February meeting.

3. Community Liaisons

a) Pool Advisory Group and Langley Outdoor Advisory Group

Advisory Committee to appoint members to serve as Community Liaisons on the Pool Advisory Group and Langley Outdoor Sports Advisory Group.

b) Museum Advisory Group community appointments

Advisory Committee to review and endorse the community members, and to further ask Council to appoint them to the Museum Advisory Group (information regarding community members to be provided on table).

4. Langley Awards Task Force

Update from Nominations Committee of the Langley Awards Task Force.

5. Langley Walk Task Force

Update from the Task Force and recruitment of additional member(s) to sit on a task force responsible for the organization and delivery of this annual event.

G. COUNCIL REFERRALS

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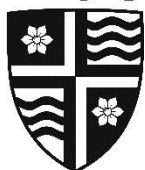
H. **OTHER BUSINESS AND ITEMS FOR INFORMATION**

1. **2018 Meeting Schedule** (to be provided on table)
2. **2018 Membership List** (to be provided on table)

N. **NEXT MEETING**

Date: February 14, 2018
Location: Salmon River Committee Room
4th Floor, 20338 – 65 Avenue
Time: 7:00 pm

O. **TERMINATE**



COUNCIL POLICY

**Subject: Code of Ethics, Conduct,
Confidentiality, and Conflict of
Interest for Council Members
and Appointees**

Policy No:
Approved by Council:
Revised by Council:

01-025
2011-11-07
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 the 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 or 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:

Township of
Langley



Est. 1873

RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE

November 8, 2017, at 7:00pm
Salmon River Committee Room
4th Floor, 20338 – 65 Avenue, Langley, BC

MINUTES

Present:

E. Erickson (Co-Chair)
Councillor B. Whitmarsh (Alternate Co-Chair)

Present:

R. Camparmo, D. Gendron, J. Kusack, M. Jackstien, and J. Wilkins

School Board Representative:

R. Wallace

Staff:

C. Blair, Director - Parks and Recreation
A. Neufeld, Manager - Park Administration
K. Stepto, Recording Secretary

A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Recreation, Culture, and Parks Advisory Committee - November 8, 2017

Moved by J. Wilkins,
Seconded by J. Kusack,
That the Recreation, Culture, and Parks Advisory Committee approve the
agenda and receive the agenda items of the November 8, 2017 meeting.
CARRIED

B. ADOPTION OF MINUTES

1. Recreation, Culture, and Parks Advisory Committee – October 11, 2017

Moved by R. Camparmo,
Seconded by M. Jackstien,
That the Recreation, Culture, and Parks Advisory Committee adopt the Minutes
of the October 11, 2017 meeting.
CARRIED

C. DELEGATIONS AND PRESENTATIONS

1. 2018 Proposed Parks Capital Budget Program

A. Neufeld presented the 2018 proposed Parks Capital Projects.

D. REPORTS

1. Co-Chairperson's Report

E. Erickson reported that he called members of the committee to confirm their willingness to be on the Langley Awards Nominating Committee:

M. Jackstien
K. Ludlam
K. Medos

He further reported that he attended the AGM for the Langley Outdoor Sport Advisory Group where they discussed the number of meetings per year (4), and the number of projects they will be monitoring

E. CORRESPONDENCE

F. WORK PROGRAM

1. Langley Awards Task Force

The following individuals volunteered to be on the Langley Awards Selection Committee:

J. Wilkins
R. Camparmo
J. Kusack

2. Pool Advisory Group Update

No update. Next meeting is at the end of November.

3. Trail Advisory Group Update

A. Neufeld presented the Meeting Notes from the Trail Advisory Group meeting held on August 15, 2017. He reported that 12-15 people attend the meetings where they share information about current trail projects and ask for input on maintenance needs etc. The next meeting will be held on November 14, 2017 at 7:00pm in the Operations Centre meeting room.

G. COUNCIL REFERRALS

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

1. Christmas Social

Lelam Arts and Cultural Café – 5:30 – 8:00pm

2. Christmas in Williams Park

A. Neufeld noted that volunteers are needed for set-up, public greeters, and take-down for the event to be held December 1-15, 2017.

N. NEXT MEETING

Date: December 13, 2017
Location: Lelam Arts and Cultural Café
100-23285 Billy Brow Road, Fort Langley
Time: 5:30pm

O. TERMINATE

Moved by R. Camparmo,
Seconded by J. Wilkins,
That the meeting terminate at 8:16pm.
CARRIED

CERTIFIED CORRECT:

Community Representative Co-Chair

Council Representative Co-Chair

Township of
Langley



Est. 1873

RECREATION, CULTURE, and PARKS ADVISORY COMMITTEE

Final Report – 2017 Work Plan

Submitted by:

Earl Erickson and Councillor Blair Whitmarsh, 2017 Co-Chairs

The Recreation, Culture, and Parks Advisory Committee had a very productive year as a result of its 2017 work plan. The Advisory Committee performed its role well, as defined in its Terms of Reference:

- **Provide advice** to Council and/or the Division on budgets, policies, priorities, service levels, issues and plans;
- **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;
- **Incubate** good ideas, develop creative solutions and initiate change in the area of budgets, policies, priorities, service levels, issues and plans;
- **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.

The 2017 Advisory Committee was comprised of the following seven (7) voting members:

Mr. Remi Camparmo
Mr. Earl Erickson
Ms. Diane Gendron
Ms. Jamie Kusack
Mr. Michael Jackstien
Ms. Kate Ludlam
Mr. Jonathan Wilkins

The 2017 Advisory Committee was comprised of the following 3 non voting members:

School Trustee Rosemary Wallace (non-voting)
Councillor Blair Whitmarsh (Municipal Rep and Co-Chair, non-voting)
Councillor Michelle Sparrow (Municipal Rep alternate)

The following items were listed in the Council approved 2017 Work Plan for the Advisory Committee. A status update is provided for each.

Advisory Committee Orientation

An orientation was provided by Legislative Services for all members. This included a review of the Council Advisory Committee Establishment Bylaw 2008 No. 4700.

Election of Co-Chair

Earl Erickson was elected as Co-Chair for 2017. Councillor Sparrow served as Council Co-Chair.

Establish 2017 Work Plan

At its January 11 meeting, the Advisory Committee established its work plan for the year. The work plan was approved by Council at its January 30 Regular Afternoon Meeting.

2017 Capital Budget Program

Al Neufeld, Manager, Parks Design and Development, provided a presentation highlighting significant Capital projects planned for 2017.

Aldergrove Credit Union Community Centre

Advisory Committee received an update regarding the status of this project.

BCRPA or Other Symposium

The Committee discussed sending a committee member to the British Columbia Recreation and Parks Association (BCRPA) conference in Kelowna from April 5-7, or the BC Museums Association Conference in Victoria from October 3-6. The Committee chose BCRPA and Earl Erickson was selected to attend as the Committee's representative.

Christmas in Williams Park

Staff updated the Committee regarding Christmas in Williams Park, and the potential for Committee members to assist with the event.

Fees and Charges

Staff provided an update and requested input from the Advisory Committee regarding the 2017-2018 proposed fees and charges prior to the bylaw amendment going to Council.

Joint Committee Meeting

On May 9, 2017, the Committee participated in a joint meeting with the City of Surrey and toured the Surrey Arts Centre.

Library Services Update

Fraser Valley Regional Library staff provided an annual update regarding library services delivery in the Township.

Parks Regulations Bylaw

Staff provided a presentation on the revised Open Space Regulation Bylaw for the Committee's information.

Parks Tour

The Advisory Committee participated in a Parks Tour in June. The Tour focused on relevant Recreation, Culture and Parks projects throughout the Township, including the new Willoughby Community Park Amphitheatre, Derek Doubleday Arboretum Literary Circle, Murrayville Outdoor

Activity Park, Aldergrove Athletic Park, Aldergrove Credit Union Community Centre, Williams Park, Willoughby Trails / Arbour Ribbon, and Yorkson Community Park.

Public Art Policy

The draft Public Art Policy was reviewed with the Committee prior to its presentation to Council.

Seniors Programs and Services

At its May meeting, the Committee received a staff presentation regarding seniors programs and services in the Township, including Seniors Week (June 5 – 9, 2017).

Youth Programs and Services

At the March Committee meeting, staff provided a presentation regarding youth programs and services in the Township.

ANNUAL TASK FORCES:

The following annual task forces were formed.

Langley Awards

The Advisory Committee appointed members to sit on a task force responsible for inviting nominations, developing selection criteria, and selecting the annual recipients of:

- Pete Swensson “Outstanding Community Youth” Award
- Eric Flowerdew “Volunteer of the Year” Award
- John & Muriel Arnason “Volunteers of the Year” Award

Staff Representative: Leeann Virtue

RCPAC Representatives: E. Erickson, D. Gendron, J. Kusack, K. Ludlam, M. Jackstien, and J. Wilkins

The Langley Awards Celebration took place on Thursday, April 6, 2017, and the Award Winners were as follows:

Eric Flowerdew Volunteer Award: Alice Johnson

John and Muriel Arnason Award: Brenda and Wayne Singbeil

Pete Swensson Outstanding Community Youth Award: Virginia Nikkel

Langley Walk

The Advisory Committee appointed members to sit on a task force responsible for the organization and delivery of this annual event, which was held on Sunday, May 7, 2017.

Staff Representative: Barb Andersen

RCPAC Representatives: D. Gendron and R. Wallace

Community Liaisons

Members of the Advisory Committee were selected to serve as community liaisons for the following Committees / Groups. Each role also had a staff member assigned to it as well. It was expected that Advisory Committee members would become as knowledgeable as possible about one or more of these areas of focus, and become a point of contact between the community and the Advisory Committee for any issues of relevance. In most of these focus areas – the Advisory Committee member was able to report back regularly with insights about their area of liaison.

Pool Advisory Group: Earl Erickson

Museum Advisory Group: Kate Ludlam

Langley Outdoor Sport Advisory Group: Remi Camparmo

Conclusion

The Committee had a successful and rewarding year, using its work plan that had been established in January. The diversity of the members allowed the Committee to engage in meaningful discussion regarding the huge breadth of subject areas discussed during the year.

The Advisory Committee looks forward to another productive year in 2018, and their continued involvement in the role of representing the community and serving Township of Langley Council.

Erickson and Councillor Blair Whitmarsh, Co-Chairs
Recreation, Culture, and Parks Advisory Committee