

NO: R002

COUNCIL DATE: January 30, 2019

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## REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **January 25, 2019**

FROM: **General Manager, Corporate Services  
General Manager, Parks, Recreation & Culture**

FILE: **8140-01**

SUBJECT: **Parks, Recreation & Culture Committee**

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## RECOMMENDATION

The Corporate Services Department and the Parks, Recreation & Culture Department recommend that Council:

1. Receive this report for information;
2. Dissolve the Culture Development Advisory Committee (“CDAC”), Diversity Advisory Committee (“DAC”), Parks, Recreation & Sport Tourism Committee (“PRST”), Public Art Advisory Committee (“PAAC”), and Seniors Advisory Committee (“SAC”); and
3. Support the establishment of the Parks, Recreation & Culture Committee (“PRCC”) by the Mayor as a Standing Committee for a period of one year commencing February 1, 2019 and appoint Councillor Guerra as Chair, and Councillor Annis, Councillor Elford and Councillor Patton as members.

## INTENT

The purpose of this report is to dissolve the above noted committees, address comments made by Council regarding the Committee structure at its Regular Meeting of December 3, 2018 and provide clarity on the benefits of the PRCC and seek Council’s support to establish the PRCC.

## BACKGROUND

At the December 3, 2018 Regular Council meeting, Council received Corporate Report R238; 2018 (attached to this report as Appendix "I"). Council referred recommendations #2 and #3 from R238; 2018 back to staff for review, expressing concerns with dissolving the above noted Select Committees in general and that the agenda for the PRCC could become burdensome. All other recommendations within Corporate Report R238; 2018 were approved by Council.

Staff propose that the PRCC be established by the Mayor as a Standing Committee that will combine the work previously accomplished by the following Select Committees:

- CDAC (established April 23, 2012);
- DAC (established December 4, 2006);
- PRSTC (established May 29, 2009);
- PAAC (established December 15, 2014); and
- SAC (established September 10, 2012).

The above noted Select Committees were established at various times over the past several years to respond to the desire of previous Councils and community interests. Each committee's membership consists of two members of Council and various members of the community. At regular committee meetings, committee members receive presentations from both staff and delegations from the community. As each committee has significant interest in programs and services delivered by the Parks, Recreation & Culture Department, there is occasional overlap of content to the committees and lack of clarity as to which committee is best suited to respond to community delegations and interests. With assistance from the Legislative Services Division, staff from the Parks, Recreation & Culture Department support each of the above noted Select Committees.

Prior to 2012, SAC was a Task Force established to address seniors' safety issues. To continue with work previously guided by SAC, staff propose that a Seniors Planning Table (the "Planning Table") be established. The Planning Table will continue to deliver the Focus on Seniors Forums, and various other seminars, workshops and events as they relate to the Age Friendly Strategy. Education and awareness of elder abuse and prevention will also continue. If supported by Council, the Planning Table will be guided by City staff and community partner organizations. The Planning Table model is utilized to enhance coordination of services across the City related to a number of services areas such as children and youth. Regular updates on the various Planning Tables will be provided to the PRCC.

## **DISCUSSION**

### **PRCC**

During the one-year committee appointment, PRCC members will have the opportunity to become more familiar with existing programs and services, identify gaps and overlaps in service, develop an understanding of the Parks, Recreation & Culture Strategic Plan 2018-2027 and provide recommendations around the future structure for Select Committees related to the PRCC responsibilities.

The Social Policy Advisory Committee will continue to address community issues related to diversity. Programs, services and special events related to diversity that are delivered by the Parks, Recreation & Culture Department, such as the Fusion Festival, will be referred to the PRCC.

Previously, recommendations for public art design were discussed through a panel (made up of staff, residents, art experts and other stakeholders) and were brought forward to the PAAC. With the establishment of the PRCC, this process will remain largely unchanged. Recommendations for public art design will still be discussed through a panel and recommendations will be brought

forward to the PRCC for endorsement. Should PRCC endorse the recommendation, Council's approval of the concept would be sought through a corporate report.

Similarly, the Cultural Grants Program selection process will remain unchanged. Currently, a team of City staff comprised of representatives from the Finance Department, Parks, Recreation & Culture Department, Surrey Libraries, and the Economic Development Division, together with one member of the CDAC, evaluates the grant requests. Based on their evaluation, staff seek Council's approval through a corporate report. Given that the establishment of the PRCC will replace the CDAC, a member of the PRCC will be invited to participate in the Cultural Grants Program selection process.

The PRCC will be supported by staff from the Parks, Recreation & Culture Department and other City staff at the request of the committee. Community partners, subject matter experts or other guests may be invited to meetings to provide information related to culture, diversity, public art, parks, recreation, sport tourism and seniors. Delegation requests will be directed to Legislative Services and, if approved by the committee, delegations will be invited to speak at regular open meetings of the committee. The PRCC will generally meet monthly, by the call of the Chair.

The draft Terms of Reference ("ToR"), attached as Appendix "II", outlines the PRCC's responsibilities and will be reviewed by the PRCC at its first meeting.

### **Legal Services Review**

Legal Services has reviewed this report and has no concerns.

### **SUSTAINABILITY CONSIDERATIONS**

The recommendations of this report support the objectives of the City's Sustainability Charter 2.0. In particular, the recommendation related to the Sustainability Charter 2.0 themes of Inclusion, Built Environment and Neighbourhoods, Public Safety, Ecosystems, Education and Culture, Health and Wellness and Infrastructure. Specifically, the recommendations support the following Strategic Directions ("SD") and Desired Outcomes ("DO"):

- Diversity and Accessibility- DO1: Surrey welcomes, includes, embraces and values the diversity of people who live here.
- Community Pride and Engagement DO23: Numerous active local clubs, groups and agencies contribute to the community's well-being.
- Education & Culture DO9: Surrey supports and celebrates its diverse artists, cultures and community heritage through inclusive festivals, programming and events.
- Neighbourhoods and Urban Design DO1: Surrey is comprised of distinct, diverse and compact neighbourhoods and Town Centres, with an engaging public realm.
- Neighbourhoods and Urban Design SD6: Provide a range of community amenities including culture, recreation, health, and educational facilities in each Town Centre.
- Community Safety and Emergency Services SD3: Ensure programs, policies and initiatives exist along the public safety continuum, and support the entire community.
- Natural Areas, Biodiversity and Urban Forest DO3: All development enhances, or minimizes the impacts on Surrey's lush tree canopy and natural environment, and avoids encroachment into natural areas, habitat features and parks.

- Learning DO3: Surrey has a culture of learning, with a broad range of diverse learning opportunities available and accessible to meet the needs of all residents.  
Health Services and Programs DO1: Surrey has a full range of high quality, community-based health and social services and programs that address health and wellness.

## CONCLUSION

Supporting the establishment of the PRCC as a Standing Committee will allow Council to conduct City business in relation to parks, recreation, culture, public art, diversity, seniors and sport tourism through the establishment of a Parks, Recreation & Culture Committee.

Rob Costanzo  
General Manager,  
Corporate Services

Laurie Cavan  
General Manager,  
Parks, Recreation & Culture

LC/RAC

Appendix "I": Corporate Report R238; 2019 Council Committee Appointments  
Appendix "II": Parks, Recreation & Culture Committee Draft Terms of Reference



## CORPORATE REPORT

NO: R238

COUNCIL DATE: December 3, 2018

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### REGULAR COUNCIL

TO: Mayor & Council  
DATE: November 29, 2018

FROM: General Manager, Corporate Services  
General Manager, Parks, Recreation & Culture  
FILE: 8140-01

SUBJECT: 2019 Council Committee Appointments

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### RECOMMENDATION

It is recommended by the Corporate Services and Parks, Recreation & Culture Departments that Council:

1. Receive this report for information;
2. Dissolve the Culture Development Advisory ("CDAC"), Diversity Advisory ("DAC"), Public Art Advisory ("PAAC"), Parks, Recreation & Sport Tourism ("PRST") and Seniors Advisory Committees ("SAC");
3. Support the establishment of the Parks, Recreation & Culture Committee ("PRCC") by the Mayor as a Standing Committee for a period of 1 year commencing January 1, 2019 and that the PRCC membership be comprised of the Mayor and all members of Council;
4. Endorse the appointments for the following Select Committees:
  - a) Councillor Hundial as Chair of the Agriculture and Food Security Advisory Committee,
  - b) Councillor Pettigrew as Chair of the Environmental Sustainability Advisory Committee; and
  - c) Councillor Locke as Chair of the Social Policy Advisory Committee;
5. Endorse the appointments for the following Statutory Committees:
  - a) Councillor Annis as Chair of the Surrey Heritage Advisory Commission;
  - b) Councillor Hundial as Member of the Library Board; and
  - c) Councillor Elford and Councillor Locke as Members and Councillor Hundial as Chair of the Parcel Tax Roll Review Panel;
6. Endorse the following Community Liaison appointments:
  - a) Councillor Guerra as Community Liaison for the Surrey Memorial Hospital Foundation;
  - b) Councillor Guerra as Community Liaison for the Fraser Health Municipal Government Advisory Committee;

- c) Councillor Elford as Community Liaison for the Lower Fraser Valley Association (Cloverdale Rodeo Board); and
  - d) Councillor Patton as Community Liaison for the Peace Arch Hospital Foundation;
7. Establish the Public Engagement Task Force for a period of 1 year and appoint Councillor Guerra as Chair;
  8. Establish the Truck Parking Task Force for a period of 1 year and appoint Councillor Nagra as Chair; and
  9. Authorize the City Clerk to advertise soliciting applications for current members seeking re-appointment and community members seeking appointment to the Select and Statutory Committees.

## INTENT

The purpose of this report is to seek Council's endorsement of the newly proposed PRCC, establish Council's appointment to the various Committees and to authorize the City Clerk to commence the application process for the appointment of community members to the various Select and Statutory Committees as further described in this report.

## BACKGROUND

### Standing Committees – Mayor Appointed

Section 141 (1) of the *Community Charter* states that "The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees." A Standing Committee can be comprised entirely of Council members. Each Standing Committee varies as to its Terms of Reference ("ToR"), number of members, and meeting dates.

### PRCC Standing Committee

It is proposed that the PRCC will be established by the Mayor as a Standing Committee that will combine the work previously completed by the following Committees:

- Culture Development Advisory Committee;
- Diversity Advisory Committee;
- Public Art Advisory Committee;
- Parks, Recreation & Sport Tourism Committee; and
- Seniors Advisory Committee.

## DISCUSSION

### PRCC

The PRCC will be established for a 1 year period commencing January 1, 2019 and will be comprised of Mayor & Council. The PRCC will be supported by staff from the Parks, Recreation & Culture Department and other City staff at the request of the Committee. Community partners, subject

matter experts or other guests may be invited to meetings at the call of the Chair to provide information related to culture, diversity, public art, parks, recreation, sport tourism and seniors. Delegation requests will be directed to the Clerk's Office and approved by the Committee to be received at regular open meetings. The PRCC will generally meet monthly, by the call of the Chair.

A ToR and Work Plan will be developed for the PRCC as soon as possible.

### **Select Committees – Council Appointed**

Section 142 (1) of the *Community Charter* states that "A Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council."

Council adopts ToR's for each Select Committee which provides the terms and conditions for the committee including its mandate, term, composition, as well as its procedures.

Surrey's Select Committees are established by Council and are typically comprised of Council members (Chair and Vice-Chair) and residents. Their mandate is to provide information and make recommendations to Council on issues of concern to the public and the City of Surrey. Select Committees meet as determined by the Committee's specific ToR.

Typically, each Select Committee follows a Work Plan that is based on the Committee's mandate. Council, staff and Committee members identify tasks to be included in the Select Committee's Work Plan. This plan is created yearly and adopted by Council at the beginning of the year.

It is recommended that Council make the following Select Committee appointments:

#### Agriculture and Food Security Advisory Committee – Select Committee

Chair – Councillor Hundial

Other Committee Members – to be appointed by Council following solicitation for membership process.

#### Environmental Sustainability Advisory Committee – Select Committee

Chair – Councillor Pettigrew

Other Committee Members – to be appointed by Council following solicitation for membership process.

#### Social Policy Advisory Committee – Select Committee

Chair – Councillor Locke

Other Committee Members – to be appointed by Council following solicitation for membership process.

A ToR and Work Plan for each Select Committee will be developed and brought forward to Council for endorsement as soon as possible.

## **Statutory Committees**

Statutory Committees are also known as boards, commissions, committees or panels and are established by various legislation and serve at arms-length from Council in cooperation with the municipality.

It is recommended that Council make the following Statutory Committee appointments:

### Surrey Heritage Advisory Commission – Statutory Committee

Chair – Councillor Annis

Other Committee Members – to be appointed by Council following solicitation for membership process.

### Library Board – Statutory Committee

Member – Councillor Hundial

Other Committee Members – to be appointed by Council following solicitation for membership process and recommendations by the Library Board

### Parcel Tax Roll Review Panel – Statutory Committee

Chair – Councillor Hundial

Councillor Elford

Councillor Locke

## **Community Liaisons**

Community Liaisons are public officials that act on behalf of the City to collaborate with corporations, other agencies and the public. Community liaisons serve as an important link between residents and the organizations that provide services in Surrey. Typically, an invitation is extended to the Mayor's Office requesting appointment of a Council member to serve as a liaison to support the local board, foundation or association.

It is recommended that Council make the following Community Liaison appointments:

### Surrey Memorial Hospital Foundation

Community Liaison – Councillor Guerra

### Fraser Health Municipal Government Advisory

Community Liaison – Councillor Guerra

### Lower Fraser Valley Association (Cloverdale Rodeo Board)

Community Liaison – Councillor Elford

### Peace Arch Hospital Foundation

Community Liaison – Councillor Patton

## **Task Forces**

Task Forces are established by Council to pursue specific projects and issues. Task Forces investigate a defined issue during a specific time period, report their findings and make recommendations to Council at the conclusion. Once their work is complete, the Task Force is disbanded. Task Forces meet monthly or as dictated by the project and the Task Force members.

### Public Engagement Task Force: 1-Year Term

Chair – Councillor Guerra

The purpose of the Public Engagement Task Force will be to review global best practices in community engagement with a focus on moving beyond traditional solutions for citizen participation. A ToR and Work Plan will be developed and brought forward for to Council for endorsement as soon as possible.

### Truck Parking Task Force: 1-Year Term

Chair – Councillor Nagra

The purpose of the Truck Parking Task Force is to implement viable solutions for truck parking operations within the City. A ToR and Work Plan will be developed and brought forward for to Council for endorsement as soon as possible.

## **Solicitation for Membership Process**

Upon Council approval, the City Clerk will commence advertising for solicitation of membership for the above noted Select and Statutory Committees. The solicitation encourages both current members to seek re-appointment and community members to seek new-appointment to the Select and Statutory Committees. Following the solicitation of membership, the City Clerk will prepare a summary which will be provided in advance of and to be discussed at a future meeting that provides the following information:

- General Committee Information (including membership, appointment term and chair);
- Number of appointments/ re-appointments required for 2019;
- Current members seeking re-appointments (including attendance records and number of terms served); and
- New applicants seeking appointments (including Surrey residency and whether they have applied to other Committees/Boards/Commissions).

At that meeting, Council will be requested to consider specific Committee appointments based on each of the Select and Statutory Committee ToR's. Following consideration of the applicants and formal appointments at the meeting, staff will contact all of the applicants then prepare a list of successful appointees to be formally announced by the Mayor at a future meeting.

Each Committee's work plan and ToR will be reviewed at each Committee's first meeting following the appointment of members to review and update as required at the call of the Chair.

## Legal Services Review

Legal Services has reviewed this report and has no concerns.

## SUSTAINABILITY CONSIDERATIONS

The recommendations of this report support the objectives of the City's Sustainability Charter 2.0. In particular, the recommendation related to the Sustainability Charter themes of Inclusion, Built Environment and Neighbourhoods, Public Safety, Ecosystems, Education and Culture, Health and Wellness and Infrastructure. Specifically, the acquisition supports the following Strategic Directions ("SD") and Desired Outcomes ("DO"):

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- Health Services and Programs DO1: Surrey has a full range of high quality, community-based health and social services and programs that address health and wellness.

## CONCLUSION

In conclusion, adoption of the recommendations contained within this report will allow Council to conduct City business in relation to the various Standing, Select and Statutory Committees, Task Forces and Community Liaison positions. Council appointments to these positions will enhance Council's ability to support current and future economic, social and environmental wellbeing of its community.



Rob Costanzo  
General Manager, Corporate Services



Laurie Cavan  
General Manager, Parks, Recreation & Culture

LC:rs/RAC:jhs

**PARKS, RECREATION & CULTURE COMMITTEE**

**DRAFT TERMS OF REFERENCE**

**1. Mandate**

The purpose of the Parks, Recreation & Culture Committee is to provide advice to Council on strategies and activities related to parks, recreation, culture, diversity, inclusion, sport tourism & seniors services in Surrey.

**2. Committee Composition**

The Parks, Recreation & Culture Committee is a standing committee appointed by the Mayor for a period of one-year commencing February 1, 2019. Councillor Guerra is the appointed Chair, and Councillor Annis, Councillor Elford and Councillor Patton are appointed members.

**2. Duties of the Parks, Recreation & Culture Committee**

- Review and advise on the implementation of the Parks, Recreation & Culture Department’s Strategic Plan and other related Council adopted Strategic Plans;
- Provide suggestions on strategies and services to enhance residents awareness of and engagement in Parks, Recreation & Culture services in the City;
- Review and recommend a schedule of annual fees and charges for various Parks, Recreation & Culture and other community services to Council for approval;
- Recognize the important relationship between the City and the community-based Seniors Services Sector, and support these partnerships where possible;
- Review the policies, programs and initiatives of other organizations to establish best practices to better serve Surrey’s diverse population;
- Provide input on strategies and services and identify opportunities that would enhance the capacity, sustainability and programming of not-for-profit and professional organizations in Surrey;
- Review and advise on the implementation of the Public Art Policy (“PAP”) for the City of Surrey;
- Assist staff to identify potential funding resources and develop strategies to overcome barriers to accessing resources from other orders of government and foundations to advance Surrey;
- Review and recommend strategies that attract and retain cultural workers and artists in Surrey, including affordable live – work spaces and other amenities that support the development of their craft and expand Surrey’s creative labour force and enterprise markets; and

- Advise on matters referred to the Committee by Council.

\*For clarity, the scope of this work includes parks, recreation & culture, diversity, sport tourism and seniors' opportunities as well as a broad range of activities undertaken by the City in support of the social well-being of all the City's residents.

### **3. Meetings**

- The Parks, Recreation & Culture Committee will generally meet monthly, by the call of the Chair.
- Minutes of meetings of the Committee will be recorded by the Legislative Services Department and be forwarded by the City Clerk to a Regular Council meeting as information.
- Community partners, subject matter experts or relevant guests may be invited at the call of the Chair.
- Delegation requests will be directed to the City Clerk's Office and if approved by the Committee will be received at regular open meetings.

### **4. Administration**

The following Administrative staff are to attend as necessary, by invitation of the Chair:

- Staff of the Parks, Recreation & Culture Department;
- Staff of the Planning & Development Department;
- Staff of the Investment & Inter-Governmental Relations Department;
- Staff of the Surrey Library; and
- Other staff as required.