

**District of Maple Ridge
and the
City of Pitt Meadows**

MAPLE RIDGE and PITT MEADOWS PARKS & LEISURE SERVICES
COMMISSION **REGULAR** MEETING

The Minutes of the Regular Meeting of the Maple Ridge and Pitt Meadows Parks & Leisure Services Commission, held in the Meadows Room at the Pitt Meadows Municipal Hall, 1199, Maple Ridge, British Columbia, on Thursday, May 16, 2013 at 7:00 p.m.

COMMISSIONERS PRESENT

Commissioner Don Mitchell, Chair	Member at Large, Maple Ridge
Commissioner Garrett MacDonald, Vice-Chair	Member at Large, Pitt Meadows
Commissioner Al Hogarth	District of Maple Ridge, Councillor
Commissioner Alanna Carmichael	Member at Large, Maple Ridge
Commissioner Corisa Bell	District of Maple Ridge, Councillor
Commissioner Dave Rempel	School District No. 42, Board of Education, Trustee
Commissioner Deb Walters	City of Pitt Meadows, Mayor
Commissioner Doug Bing	City of Pitt Meadows, Councillor
Commissioner Eleanor Palis	School District No. 42, Board of Education,
Trustee	
Commissioner Ernie Daykin	District of Maple Ridge, Mayor
Commissioner Gwen O'Connell	City of Pit Meadows, Councillor
Commissioner Mike Murray	School District No. 42, Board of Education, Trustee
Commissioner Shannon Roberts	Member at Large, Pitt Meadows
Commissioner Tyler Shymkiw	Member at Large, Maple Ridge

STAFF MEMBERS PRESENT

Kelly Swift	General Manager: Community Development, Parks & Recreation Services
David Boag	Director of Parks and Facilities
Bruce McLeod	Manager Parks Planning & Development
Wendy McCormick	Director of Recreation
Danielle Pope	Manager of Business Operations
Tony Cotroneo	Recreation Manager Youth/Neighbourhood
Dave Speers	Recreation Coordinator
Joanne Georgelin	Committee Clerk

GUESTS

Mr. Barry Ward
Miss Ward

COMMISSIONERS ABSENT

Commissioner Ian Brown	Member at Large, Maple Ridge
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1. Welcome & Introductions

There being a quorum present, Don Mitchell called the meeting to order at 7:00 pm.

2. Adoption of the Agenda

R13-038 It was moved and seconded

That the Agenda for May 16, 2013 be adopted with the following change:

- **4.1 a - Eagle Park Presentation - David Boag**

CARRIED

3. Minutes of the Maple Ridge and Pitt Meadows Parks & Leisure Services Commission Regular Meeting

R13-039 It was moved and seconded

That the Minutes of the Maple Ridge and Pitt Meadows Parks & Leisure Services Commission Regular Meeting of April 11, 2013 be adopted as circulated .

CARRIED

4. Delegations

4.1 Mr. Barry Ward and Miss Ward, Tree Removal in Eagle Park

Miss Ward gave an overview of their residential location in relation to Eagle Park and the trees in question which her family would like moved.

4.1 a David Boag, Director of Parks & Facilities provided an overview of accommodations already completed by Parks staff at Eagle Park.

R13-040 It was moved and seconded

To proceed with moving one tree at Eagle Park as previously proposed by David Boag to the Ward family.

CARRIED

Please note Mr. and Miss Ward left the room at 7:30 pm.

4.2 Mr. Dave Speers, Neighbourhood Champions Program

Dave Speers, Neighbourhood Development Coordinator reviewed the Neighbourhood Champions Program report dated May 16, 2013.

Mr. Speers brought attention to the offering of new youth-oriented seed grants, in addition to the 2nd annual Neighbourhood Development Forum happening on May 25 at the new Pitt Meadows Seniors Centre.

5. Decision Items

5.1 Neighbourhood Matching Fund

Dave Speers, Neighbourhood Development Coordinator reviewed the proposed one year Matching Fund project.

Mr. Speers indicated that at the end of the one year pilot project, a report will be submitted to the Commission on the outcome of the Matching Fund project.

R13-041 It was moved and seconded

That a one year pilot of the Neighbourhood Matching Fund program be endorsed, and staff be directed to implement this program based on the criteria and guidelines submitted with this staff report dated 2013-05-16.

**CARRIE
D**

Please note that Dave Speers, Tony Cotroneo and Commissioner Al Hogarth left the meeting at 8:06 pm.

5.2 Dog Bags in Parks

David Boag reviewed the Dog Bags in Parks report dated May 16, 2013. Attention was brought to the annual costs associated in providing dog bags.

Commission members discussed various options including; the discontinuation of bag distribution immediately or over a three year period. Commission members all felt there needed to be an education component introduced to phase out the dog bags.

Action Item: Parks staff will bring back a report that outlines a process to phase out the distribution of dog bags for Commission's consideration.

R13-042 It was moved and seconded

That the topic of providing dog waste bags be discussed and provide staff with direction on the current practice of providing dog bags in various park areas in Maple Ridge and Pitt Meadows.

**CARRIE
D**

5.3 Proposed Off-Leash Areas on the Dyke Trail System

David Boag reviewed the Proposed Off-Leash Areas on the Dyke Trail System report dated May 16, 2013.

Recommendations from Commission members included moving dog bag dispensers from sport fields and relocating them to the proposed off-leash dyke areas and a greater effort made to enforcement of on-leash area bylaws.

David Boag advised that there will be a new bylaw going before both councils that will restrict dogs at parks, playgrounds and sport fields stressing the importance of having new areas where residents can go for off-leash options.?

DRAFT

R13-043 It was moved and seconded

That the Commission endorses the recommendation to permit dogs off leash on one or more sections of the dyke trail system and forward this recommendation to Pitt Meadows Council for their consideration :

That:

a) **The section of dyke trail between the Pitt River Bridge and the Pitt Meadows Marina be designated as a permitted dog off leash area,**

And /or

b) **The section of trail between Harris Road (north end) East to the Fenton pump station and (west) from Harris Road (north end) to 100 yards north of the house boat area, be designated as a permitted dog off leash area.**

CARRIE

D

5.4 Fees & Charges Review 2013

Danielle Pope reviewed the Fees & Charges Review report dated May 16, 2013 outlining rate changes and noting greater variation in rate changes due to use of the updated Fees and Charges Policy that Commission endorsed earlier this year.

Kelly Swift reminded Commission that they had agreed to allow staff to phase in changes for groups that had larger increases if needed and that the Rental Rebate Policy remains in effect.

R13-044 It was moved and seconded

That a Fees and Charges Bylaw update be forwarded to both Maple Ridge and Pitt Meadows Councils based on the proposed increases to be implemented January 1, 2014.

**CARRIE
D**

OPPOSED - Commissioner Deb Walters

5.5 Golden Ears Preschool Lease

Danielle Pope reviewed the Golden Ears Preschool Lease reported dated May 16, 2013.

R13-045 It was moved and seconded

That a recommendation be forwarded to Maple Ridge Council that the Corporate Officer be authorized to sign and seal the Golden Ears Preschool Lease Agreement 2013-2016.

**CARRIE
D**

5.6 Award of Contract for Albion Park Playfield Renovation

Bruce McLeod, Manager Parks Planning & Development reviewed the Award Contract for Albion Park Playfield Renovation report dated May 16, 2014.

R13-046 It was moved and seconded

That the Commission Chair and General Manager, Community Development Parks & Recreation Services be authorized to enter into the field renovation agreement with Canadian Lawn Care Services Ltd. for the playfield renovation at Albion Park, as per RPF-PL13-12 for \$395,359.00 plus GST as well as a small contingency in the amount of \$13,203.00.

**CARRIE
D**

5.7 Parks & Leisure Services Purchasing Policy

Kelly Swift explained that this Policy was brought forward as a result of **professional advice that the Commission should have their own policy.** The proposed policy is consistent with current practices based on the District of Maple Ridge Purchasing Policy which has guided staff up until now for all work other than Pitt Meadows Capital Projects which are guided by the City of Pitt Meadows Purchasing Policy.

R13-047 It was moved and seconded

That Commission Purchasing Policy (P-121) be approved.

**CARRIE
D**

Note Danielle Pope left the meeting at 9:17 pm.

6. Discussion Items

6.1 Commission Social Event

Kelly Swift reported that Dave Rempel has offered to host a social event for the Commission on Saturday, August 24. A formal invitation will follow.

Note Bruce McLeod left the meeting at 9:21pm.

7. Information Items

- 7.1 BC Seniors Games Bid Update
- 7.2 Maple Ridge 2012 Citizens Report
- 7.3 Pitt Meadows 2012 Annual Report
- 7.3 Maple Ridge & Pitt Meadows Trails & Outdoor Recreation Guide

R13-048 It was moved and seconded

That the information items be received .

**CARRIE
D**

8. Commission Liaison Reports

Don Mitchell announced that a letter of resignation was received from Commissioner Ian Brown, Maple Ridge Citizen at Large Member.

Congratulations were extended to Doug Bing on his recent election win.

9. Staff Liaison Reports - Nil

10. Question Period - Nil

Dave Rempel asked for an update on the Whonnock Community Association.

Kelly Swift reported that the Whonnock Community Association is hosting their AGM this evening, and that she had received a call from a Whonnock resident asking for information on the WCA Board's request for Parks and Leisure to take **over operation of the Hall. Ms. Swift reported that she provided the caller with background information and that staff will continue to support the board and their members as they work to determine the future operating model for the hall.**

11. Motion to move into Closed

R13-049 It was moved and seconded

That the Parks and Leisure Services Commission move into a Closed Meeting pursuant to 242(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.

**CARRIE
D**

The regular meeting adjourned at 9:28 pm.

Chairperson

/jg

DRAFT