

**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 Blaney Room at the Maple Ridge Municipal Hall, 11995 Haney Place, Maple Ridge, British Columbia, on Thursday, June 13, 2013 at 7:00 pm.

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**COMMISSIONERS PRESENT**

Commissioner Don Mitchell, Chair  
Commissioner Al Hogarth  
Commissioner Corisa Bell  
Commissioner David Murray  
Commissioner Deb Walters  
Commissioner Ernie Daykin  
Commissioner Gwen O'Connell  
Commissioner Mike Murray  
Commissioner Shannon Roberts  
Commissioner Tyler Shymkiw

Member at Large, Maple Ridge  
District of Maple Ridge, Councillor  
District of Maple Ridge, Councillor  
City of Pitt Meadows, Councillor  
City of Pitt Meadows, Mayor  
District of Maple Ridge, Mayor  
City of Pitt Meadows, Councillor  
School District No. 42, Board of Education, Chair  
Member at Large, Pitt Meadows  
Member at Large, Maple Ridge

**STAFF MEMBERS PRESENT**

Kelly Swift  
  
David Boag  
Wendy McCormick  
Sue Wheeler  
Joanne Georgelin  
Christa Balatti  
Meghan MacMillan

General Manager: Community Development, Parks & Recreation Services  
Director of Parks and Facilities  
Director of Recreation  
Director of Recreation  
Committee Clerk  
Recreation Manager  
Youth Programmer

**COMMISSIONERS ABSENT**

Commissioner Garrett MacDonald, Vice-Chair  
Commissioner Alanna Carmichael  
Commissioner Dave Rempel  
Commissioner Doug Bing  
Commissioner Eleanor Palis

Member at Large, Pitt Meadows  
Member at Large, Maple Ridge  
School District No. 42, Board of Education, Trustee  
City of Pitt Meadows, Councillor  
School District No. 42, Board of Education, Trustee

**1. Welcome & Introductions**

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

**2. Adoption of the Agenda**

R13-050 It was moved and seconded

**That the Agenda for June 13, 2013 be adopted with the following additions:**

- 4.0 – A Pitt Meadows Day video presentation
- 4.3 – Noreen Wood and Brad Jennings from the Whonnock Community Association

**CARRIED**

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

R13-051 It was moved and seconded

**That the Minutes of the Maple Ridge and Pitt Meadows Parks & Leisure Services Commission Regular Meeting of May 16, 2013 be adopted with the following correction:**

- Commissioner Al Hogarth left the meeting at 8:06pm.

**CARRIED**

**4. Delegations**

**4.0 Pitt Meadows Day Video**

Kelly Swift presented a video on Pitt Meadows Day produced by a former youth volunteer, Jesse. Holland, who later went on to become a youth staff member then started his own video production company call Epic Media.

**4.1 Ms. Christa Balatti – Children’s Services and Grade 5 Active Pass**

Christa Balatti presented an overview of the Grade 5 active pass program which was implemented in September 2012. Some highlights included;

- 571 passes issued to grade 5 students.
- Meetings with school principals helped the success of the program,
- A survey will go out to program participants.
- Research is underway regarding extending this program to grade 6.
- Updates on survey results and research will be returning to Commission in the fall.

Ms. Balatti then presented an overview of the new summer programs being offered by Children’s Services and the upcoming physical literacy campaign to be included in the Fall Arts & Recreation Guide.

Ms. Balatti announced that the Sports Expo will take place this Sunday at the Pitt Meadows Arena.

**4.2 Ms. Meghan MacMillan, BCRPA Conference Presentation**

Kelly Swift introduced Meghan MacMillan, a programmer with Youth Services as a recent attendee to the BCRPA conference. Ms. Swift mentioned that in addition to Ms. MacMillan’s presentation, she has received notes from other BCRPA attendees and would forward them to Commission.

Ms. MacMillan presented a PowerPoint of her experiences from the BCRPA conference.

Action item: Kelly Swift will craft a letter from to the BCRPA to compliment them on the quality of the conference.

- 4.3 *Noreen Wood & Brad Jennings - Whonnock Community Association*  
Wendy McCormick introduced Noreen Wood and Brad Jennings from the Whonnock Community Association.

Noreen Wood gave an overview of the process the Whonnock Community Association has gone through and where they are at now including handing over management of the Whonnock Lake Centre to the District of Maple Ridge and further explaining how the Whonnock Association's volunteer base had dropped too much for them to continue the management of Whonnock Lake Centre on their own. Ms. Wood went on to further explain that all association members are very positive with this change and are now feeling more empowered to focus their attention on initiatives within the association.

**5. *Decision Items:***

- 5.1 *Festival Support Recommendations – Second intake*  
Commissioner Shannon Roberts reported on the second intake of festival applications for 2013.

R13-052 It was moved and seconded

**That the festival support allocation recommendations for events taking place between December 1, 2013 and April 30, 2014 be approved as noted in the summary developed by the Parks and Leisure Services Commission Festival Support Sub-Committee, attached to the 2013-06-13 report; and**

**That the new event funding allocation recommendation be approved as presented in the attachment to this report.**

**CARRIED**

R13-053 It was moved and seconded

**That the Commission give a one time in-kind support grant up to five thousand dollars to the Blue Grass Festival for their inaugural year in Maple Ridge.**

**CARRIED**

- 5.2 *Amateur Radio Club Lease Renewal*  
Wendy McCormick gave an overview of the renewal lease for the Amateur Radio Club, who has been operating out the Pitt Meadows Recreation Hall since 2002. Ms. McCormick further explained that both Maple Ridge and Pitt Meadows Emergency Social Services would rely on the Amateur Radio Club in the event of a communication fail during a crisis. David Boag pointed out that the club also has space at both the Maple Ridge Fire Hall 1 and Pitt Meadows Fire Halls in the event of this crisis situation.

R13-054 It was moved and seconded

**That a recommendation be forwarded to Pitt Meadows Council that the Corporate Officer be authorized to sign and seal the Amateur Radio Club Lease Agreement 2013-2016.**

**CARRIED**

5.3 *Whonnock Community Association Letter of Agreement*

Wendy McCormick gave an overview of the Whonnock Community Association Letter of Agreement recognizing that the association has taken care of operating the facility for the past 25 years and highlighted key events held by the association which would be factored into this agreement. Ms. McCormick went onto further explain how Parks & Leisure Services has taken over the booking requests of Whonnock Hall, and hired a caretaker to take care of the hall beginning July 1<sup>st</sup> who will be responsible for openings, closings, weddings and clean-up. Kelly Swift advised that and she will be coming back to Commission in the fall with an exploration on contracting the wedding services out.

*Please not, Commissioner Mike Murray joined the meeting at 8:30 pm.*

R13-055 It was moved and seconded

**That the Commission Chair and General Manager: Community Development, Parks and Recreation Services be authorized to sign the Whonnock Community Association Letter of Agreement for a five year term commencing July 1, 2013 with the option to renew for an additional five years.**

**CARRIED**

*Please note Noreen Wood, Brad Jennings and Sue Wheeler left the meeting at 8:33pm*

5.4 *Lakeside Preschool Lease*

Wendy McCormick gave an overview of the Lakeside Preschool who operates at Whonnock Lake Centre. Ms. McCormick explained they are being transitioned into their lease agreement and the operator is very pleased with the rate and process proposed.

R13-056 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 Lakeside Pre-school Lease Agreement 2013-2016.**

**CARRIED**

5.5 *Panda Bear Children's Place Lease Renewal*

Wendy McCormick gave an overview of Panda Bear Children's Place, operated out of the Pitt Meadows Heritage Hall 2010. This lease agreement will phase in over the next three years with an incremental increase yearly.

R13-057 It was moved and seconded

**That a recommendation be forwarded to Pitt Meadows Council that the Corporate Officer be authorized to sign and seal the Panda Bear Children's Place Lease Agreement 2013-2016.**

**CARRIED**

5.6 *Operation of Public Skate and Skate Lesson Program Award of Contract*

Christa Balatti gave an overview of the Public Skate program and award of contract. Ms. Balatti explained that two interested parties did bid in this process. The proponent selected is the same provider that has been in place for the past several years.

R13-058 It was moved and seconded

**That the awarding the Operation of Public Skate and Skate Lesson Program contract to North of 49 Enterprises Ltd. be endorsed.**

**CARRIED**

5.7 *Commission Policy Review*

Kelly Swift gave an overview of current commission policy practices.

R13-059 It was moved and seconded

**That the following policies be amended:**

**P079 – Release of In-Camera Decision Items**

**P118 - Recognition for Retiring Parks and Leisure Services Commission Members**

**CARRIED**

**6. Discussion Items**

6.1 *Hammond Stadium Information Meeting*

David Boag gave an update on Bruce McLeod's recent public process at Hammond Stadium which gave the neighbourhood an overview of what would be happen at Hammond Stadium during the upgrade. Mr. Boag stated that home owners along the back fence expressed concern over the removal of the blackberries on the fence as they see them as a source of security, but were happy to learn that security lighting will be installed within the stadium.

**7. Information Items**

7.1 *Maple Ridge Historical Society Annual Report 2012*

R13-060 It was moved and seconded

**That the Maple Ridge Historical Society Annual Report 2012 be received.**

**CARRIED**

**8. Commission Liaison Reports**

Commissioner Mike Murray reported that the school board has adopted new facility rental fees and are working with many daycares that operate within the schools with new lease agreements.

Commissioner Deb Walters reported many visits from school children and had some request an extra garbage container at the skateboard park, along with suggesting recycling bins in all our parks. The school children also suggested the backstop at Harris Road Park south diamond may be unsafe from pop-flies.

**9. Staff Liaison Reports – Nil**

David Boag reported that he has been working with the West Coast Football Club regarding a trailer unit being created that would provide washrooms, showers and a seating area for both teams. Mr. Boag reported that bear-proof garbage cans have arrived and will be rolling out to parks in Maple Ridge and Pitt Meadows shortly.

**10. Question Period - Nil**

Commissioner Tyler Shymkiw asked for an update regarding the glass found at Volker Park recently. Mr. Boag responded that this is the third such incident and RCMP and bylaws have been notified for their assistance.

Commissioner Al Hogarth discussed the Swim Club presentation at Council last night. Ms. Swift updated Commission regarding the transition to the new fees and charges and how some groups, such as the swim club, find it challenging, but she will be speaking with groups to discuss various options available to them for subsidy and to discover what their specific challenges are.

Commissioner Al Hogarth asked if we have a program in place to provide showers for homeless people who may want one. Ms. Swift explained that reduced admissions are available for showers at the Leisure Centre and she will refer a shower program idea on to the Social Planning Advisory Committee.

**11. Motion to adjourn.**

R13-061 It was moved and seconded

**That the regular meeting of the Parks and Leisure Services Commission be adjourned.**

**CARRIED**

The regular meeting adjourned at 9:13 pm.

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Chairperson

/jg