

**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, 12007 Harris Road, Pitt Meadows, British Columbia, on Thursday, January 17, 2013 at 7:00 p.m.

COMMISSIONERS PRESENT

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

STAFF MEMBERS PRESENT

Kelly Swift	GM: Community Development, Parks & Recreation Services
David Boag	Director of Parks and Facilities
Don Cramb	Senior Recreation Manager Pitt Meadows Area
Wendy McCormick	Director of Recreation
Tony Cotroneo	Recreation Manager Youth/Neighbourhood
Kathryn Baird	Recreation Coordinator Volunteer/Special Events
Dave Speers	Recreation Coordinator
Tracy Camire	Committee Clerk

COMMISSIONERS ABSENT

Commissioner Gwen O'Connell	City of Pitt Meadows, Councillor
Commissioner Don Mitchell, Chair	Member at Large, Maple Ridge

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

1. Welcome & Introductions

Kelly Swift introduced Shannon Roberts as the new City of Pitt Meadows' Member at Large. Introductions of the Commission were made.

2. **Appointment of the Chairperson**

Kelly Swift reviewed the process for appointing the Chair and Vice-Chair for the Commission. Ms. Swift noted that Don Mitchell is interested in the role of Chair and that, Alanna Carmichael and Garrett MacDonald are interested in the role of Vice-Chair. Ms. Swift asked if any other Commission members are interested in the role of Chair and Vice-Chair.

Kelly Swift nominated Don Mitchell for the role of the Chair and Garrett MacDonald for the role of Vice-Chair. There were no other nominations for the role of Chair or Vice-Chair.

R13-001 It was moved and seconded

That Don Mitchell be appointed for the role of Chair and Garrett MacDonald be appointed for the role of Vice-Chair for the 2013 term.

CARRIED

Please note that Garrett MacDonald assumed the role of Chair.

3. **Adoption of the Agenda**

R13-002 It was moved and seconded

That the Agenda for January 17, 2013 be adopted with the following additions;

- **Item 6.4 will become item 7.2 and**
- **Add Item 6.4 Proposed Intergenerational Garden Public Consultation Process**

CARRIED

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

R13-003 It was moved and seconded

That the Minutes of the Maple Ridge and Pitt Meadows Parks & Leisure Services Commission Regular Meeting of November 8, 2012 be adopted as circulated.

CARRIED

5. **Delegations**

5.1 Community Events Update, Kathryn Baird

Kathryn Baird provided an update on the Community Events that took place in 2012. Ms. Baird reviewed the process that takes place to assist groups with their events and noted that a review took place for the festival funding support program.

Ms. Baird noted that the deadline to submit an application for first intake funding is February 10, 2013 and a sub-committee will be formed to review the festival applications and decide where the funding will go.

5.2 Pitt Meadows Family Recreation Retrofit Update - Don Cramb

Don Cramb provided an update on the Pitt Meadows Family Recreation Retrofit to the Commission.

6. Decision Items

6.1 Festival Sub-Committee Formation

Sue Wheeler, Director of Community Services, reviewed the Festival Support Sub-Committee Formation report dated January 17, 2013 with the Commission.

R13-004 It was moved and seconded

That a sub-committee including three members of the Parks and Leisure Services Commission and two staff members be formed to review festival support applications for 2013 and develop recommendations for consideration and approval by the Commission.

CARRIED

R13-005 It was moved and seconded

That Alanna Carmichael, Dave Rempel, and Shannon Roberts form the Festival Sub-Committee to work with staff on the first intake of funding requests.

CARRIED

Commissioner Deb Walters questioned the criteria around commercial (BIA, Farmer's Market, etc.) entities applying for funding and Kelly Swift clarified that when a reference is made to commercial it is meant "for profit" organization and both the BIA and Farmer's Market are "not for profit" organizations.

6.2 Ridge Meadows Seniors Society Agreement Addendum (PM Seniors Centre)

Tony Cotroneo reviewed the Ridge Meadows Seniors Society Fee for Service Agreement Addendum report dated January 17, 2013 with the Commission.

Kelly Swift noted that the cleaning responsibilities have been removed from the agreement as it is already part of the agreement between the City of Pitt Meadows and the Cleaning Contractor.

Please note that Kathryn Baird and Don Cramb left the meeting at 7:33 p.m.

The Commission discussed the hours of operation for the Pitt Meadows Seniors Centre. Mayor Walters requested that the Fee for Service agreement be reviewed after one year.

R13-006 It was moved and seconded

That the Chair and General Manager, Community Development, Parks and Recreation Services be authorized to execute the Ridge Meadows Seniors Society Fee for Service Agreement Addendum.

CARRIED

R13-007 It was moved and seconded

That after one year staff review the Fee for Service Agreement and how it is working in relation to the new Seniors Facility .

CARRIED

6.3 Call for Expression of Interest - Wedding Bookings

Wendy McCormick, Director of Parks & Leisure Services reviewed the Call for Expression of Interest - Wedding Bookings Report dated January 17, 2013 with the Commission.

R13-008 It was moved and seconded

That staff prepare and distribute a Call for Expression of Interest for managing and operating wedding bookings in Maple Ridge and Pitt Meadows Parks and Leisure Facilities.

CARRIED

6.4 Proposed Intergenerational Garden Public Consultation Process

Dave Speers, Neighbourhood Development Coordinator reviewed the Proposed Intergenerational Garden Public Consultation Process report dated January 17, 2013 with the Commission.

R13-009 It was moved and seconded

That use of the property located at 22527 - 121 Avenue, Maple Ridge, BC, Lot #10, Plan 7875 for an Intergenerational Community/School Garden be authorized if endorsed through a neighbourhood consultation process;

And that Parks and Leisure Services staff be authorized to conduct a neighbourhood consultation process regarding the use of the property located at 22527 - 121 Avenue, Maple Ridge, BC, Lot #10, Plan 7875 for the purposes of an Intergenerational Community/School Garden.

CARRIED

7. Discussion Items

7.1 District of Maple Ridge Animal Control Bylaw - Dogs within 5 meters of Playgrounds/Fields

Kelly Swift advised Commission that the topic of dogs not being allowed within five meters of play fields was referred to them by Maple Ridge Council for discussion.

David Boag presented some background information on dogs, playgrounds and athletic fields. Mr. Boag noted that he has been working with both Pitt Meadows and Maple Ridge regarding updating the dog bylaws.

Mr. Boag reviewed several letters and pictures providing examples of holes in sports fields and dogs off leash at sports fields.

David Boag reviewed the process for these bylaws going to the School Board for approval. Mr. Boag also noted that once these bylaws are passed, they will be enforced by both Parks Staff and Bylaws Staff. Mr. Boag also noted that this will need to include an educational program.

R13-010

It was moved and seconded

That the staff recommendation be supported and that dogs not be permitted within 5 metres of the edge of the sports field.

CARRIED

Please note that Tony Cotroneo left the meeting at 8:40 p.m.

7.2 BC Recreation & Parks Association Symposium May 1-3, 2013 (Whistler) Attendance

Kelly Swift advised the Commission that the BC Recreation & Parks Association Symposium is being held in Whistler between May 1 - 3, 2013. Ms. Swift asked Commission to review the conference information that has been sent to them and to let her know if anyone is interested in attending. A decision will be made at the February meeting.

8. Information Items - None

8.1 Whonnock Lake Hall Operating Plan Update

David Boag provided an update on the Whonnock Lake Hall Operating Plan to the Commission. Mr. Boag noted that the Whonnock Lake Association will continue to stay active but they are requesting that the District of Maple Ridge Parks Staff take over the operation of Whonnock Lake Hall. Mr. Boag noted that over the next few months staff will conduct a neighbourhood consultation process to gather information to bring back to the Commission.

David Boag advised the Commission that staff will look at the Master Plan and bring it back to the Commission for review.

9. Commission Liaison Reports

Commissioner Walters reported that the Arts Council schedule has come out and the meetings are being held on Tuesday nights. Commissioner Walters noted that this conflicts with Pitt Meadows and Maple Ridge Council meetings and therefore, there wouldn't be any Council representative at these meetings.

Kelly Swift advised the Commission that she will gather information regarding the Arts Council meetings and report back to the Commission.

10. Staff Liaison Reports

Kelly Swift advised the Commission that the Committee Clerk will be moving on to another position within the District of Maple Ridge. Ms. Swift thanked the Committee Clerk for her work.

11. Question Period - None

12. Adjourned

R13-011 It was moved and seconded

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

CARRIED

The regular meeting adjourned at 8:58 pm

Chairperson

/tc