

Minutes of the District of Lantzville Parks and Recreation Commission Meeting held on Thursday, October 19, 2017 at 4:30 pm at the District Office, 2nd Floor – 7192 Lantzville Road, Lantzville, BC

- PRESENT:**
- Members:** Dot Neary, Councillor, Chairperson
Paul Manhas, Member
Julia Ohly, Member
Karen Proctor, Member
Brenda Savage, Member
- Absent:** Liette Masse, Member
Joy Tretick, Member
- Staff:** Trudy Coates, Director of Corporate Administration

The Chairperson called the meeting to order at 4:30 pm.

ADOPTION OF THE AGENDA

MOVED and SECONDED, THAT the Commission adopts the October 19, 2017 meeting agenda, as presented.

CARRIED

PUBLIC INPUT PERIOD – Nil

APPROVAL OF THE MINUTES

MOVED and SECONDED, THAT the Commission approves the September 21, 2017 meeting minutes, as presented.

CARRIED

BUSINESS ARISING – Nil

PRESENTATIONS, DELEGATIONS, PETITIONS – Nil

CORRESPONDENCE – Nil

STATUS OF COMMISSION RECOMMENDATIONS TO COUNCIL/COUNCIL MOTIONS

1. October 2, 2017 Council Motion (from September 21, 2017 Commission recommendation)

The Commission received, for information, the confirmation of the October 2, 2017 Council motion:

THAT Council instructs staff to incorporate into the 2018-2022 Financial Plan, the following projects, in priority order:

Priority	Description	Year	Budget	Funding
1	Copley Ridge Recreation Trail (Woodlot)	2018	4,000	Carry Forward
2	Huddlestone Park Upgrades – playground equipment replacement and addition of Toddler Facilities	2018	142,000	Parks Development Reserve
3	Fernmar Road to Andrea Crescent via Copley Park Trail	2018	5,500	Operating
4	Copley Park Upgrades – playground equipment replacement	2019	80,000	Parks Development Reserve

UNFINISHED BUSINESS

1. Project Updates

a) Copley Ridge Recreation Trail

Staff provided an update on the Copley Ridge Recreation Trail 2017 projects, including:

- Interpretive Signage – The Commission reviewed the draft signs for pileated woodpecker, salal, and dull Oregon grape, and concluded they:
 - appreciate the colour scheme, design and format
 - would like staff to add on the draft pileated woodpecker interpretive sign, reference to ‘content contributed by Aspengrove School students’
 - will submit to staff asap any content suggestions for the next two interpretive signs under development (black bear and cougar).
- Construction – In response to the question at the September meeting about bridge construction locations, staff identified on the trail head map the location of the two new bridges to be constructed in 2017, noting that the larger bridge may be postponed to 2018, and funded through Carry Forward.

b) **Rotary Park Mountain Bike Skills Circuit**

Staff provided an update on the 2017 project to construct a mountain bike skills circuit in Rotary Park noting prep work completed by the District and the plan for late Fall construction (the design and construction crew’s next opening), subject to change based on weather.

2. **Minetown Day September 9, 2017 & September 8, 2018**

J. Ohly provided an update on Minetown Day 2017, highlighting points covered at the October 11, 2017 volunteer group debrief and noting plans for Minetown Day 2018 on September 8, 2018. Staff confirmed that Minetown Day 2017 was delivered under budget, and that a budget status report will be submitted after all bills have been received and processed.

3. **2018 – 2022 Financial Plan**

Staff:

- provided an update on the 2018 – 2022 Financial Plan process, noting the new schedule with Council consideration of Financial Plan Bylaw adoption scheduled for December 2017, after which time staff can proceed in 2018 to work on any 2018 parks and recreation projects approved by Council
- confirmed that the copies of parks and recreation related special request forms submitted to Council were provided for information
- reviewed the updates on the Commission’s October 2017 Draft of the 2017 & Beyond Priority Projects Worksheet, highlighting funding sources for proposed 2018 and 2019 projects and responded to questions about the status of the Parks Development Reserve (estimated balance of \$48,000 remaining after proposed 2018 Huddlestone Park and 2019 Copley Park playground equipment updates, if approved by Council)
- confirmed that there are no funds reserved for the E&N Trail projects and that the 2021 and 2022 proposed projects would be subject to a developer providing funding at that time
- noted questions raised at the Financial Plan meeting about the proposed 2018 \$142,000 Huddlestone Park playground equipment updates, regarding scope of work and public input about equipment design.

Regarding the Huddlestone Park playground equipment design process, the Commission reviewed timing considerations, after Council approval of project in Financial Plan, options for early public input on goals and later input after design options developed, with conclusions provided to staff to order and manage equipment installation. Staff noted that natural wood designs are not recommended due to higher maintenance costs, inspection frequency and liability, and the District’s insurer’s risk management inspector recommends replacement with systems compliant with CSA and playground specifications.

The Commission discussed public process options including newsletter; on-line, paper and in park in person surveys or observations; public meeting; signage in park; story boards for adults and kids for displays; surveying kids using story boards with stickers and/or drawings; and targeting specific groups, such as schools, daycare or toddler groups, Boys & Girls Club, and other users (e.g. park bookings for birthday parties and picnics, Legion, etc.).

The Commission concluded they would like staff to develop a simple questionnaire, members to submit questions to staff, for discussion at the November meeting to enable proceeding with public input after Council approval expected in December. K. Proctor volunteered to coordinate visiting schools to show story boards/survey kids and other members offered to attend.

NEW BUSINESS

1. Parks Booking Process

Staff reported that the current parks booking form is used to prevent conflicts between users wishing to use amenities in the park (gazebo) at the same time, and will be updated by staff this winter to:

- include insurance requirements now in place for special uses
- clarify booking does not provide exclusive park use
- clarify no alcohol permitted
- updating contact information to include email
- require a deposit for use of utility or gate key.

Staff noted a neighbour complaint during the busy season and suggested Commission members may wish to review booking requirements in other municipalities to provide input to staff at the November meeting regarding recommendations for any other conditions or changes, e.g. rental fee or continue as by donation, size, etc...

2. Commission Member Recruitment (One) – Term Expiry

Staff confirmed that one member's term expires December 31, 2017, does not plan on re-applying, and that staff will post in the newspaper, the November Community Update Newsletter, on the bulletin board and District website, the notice for applications for Council consideration for appointment of a new member for a 3-year term starting in January 2018. Staff noted that applications close November 21, 2017 and encouraged members to promote the opportunity to apply.

INTRODUCTION OF LATE ITEMS – Nil

PUBLIC CLARIFICATION/INPUT PERIOD – Nil

MOTION TO CLOSE THE MEETING TO THE PUBLIC – Nil

ADJOURNMENT

MOVED and SECONDED, THAT the Commission adjourns the meeting.

CARRIED

MEETING ADJOURNED: 5:55 pm

Certified Correct:

ORIGINAL SIGNED

Trudy Coates, Director of Corporate Administration

Confirmed this 16th day of November, 2017.

ORIGINAL SIGNED

Dot Neary, Councillor, Chairperson