

MINUTES OF ELECTORAL AREA I (Youbou/Meade Creek) PARKS COMMISSION MEETING

DATE: January 13, 2009

TIME: 7:00pm

MINUTES of the Electoral Area I Parks Commission Meeting held on the above noted date and time at Youbou Lanes, Youbou, BC. Called to order by chair at 7:08pm.

PRESENT:

Chairperson: Marcia Stewart

Vice-Chairperson: Sheny Gregory

Members: Dan Nickel, Wayne Palliser, Gerald Thom

ALSO PRESENT:

Director: Klaus Kuhn

Alternate Director:

Secretary: Tara Daly

Guests:

ABSENT: Alternate Director Alex Marshall

ACCEPTANCE OF AGENDA

*It was Moved and Seconded to accept the agenda with additions of:
Trees for Tomorrow and Arbutus Park under New Business*

MOTION CARRIED

ACCEPTANCE OF MINUTES

*It was Moved and Seconded that the minutes of December 9, 2008 be accepted with corrections of:
rephrasing of Land Purchase
meetings to be held on the second Tuesday not the third Tuesday
spelling correction of 'twenty-one'*

MOTION CARRIED

BUSINESS ARISING

- **Woodland Shores** ~ Logging trucks seen on property are the owners cleaning up around the Boy Scout Camp; vehicles on the beach has been referred to Environmental division
- **Nantree Park** ~ clarification on 'deer fencing': is a square-pane wire fence six or eight feet high
- **Arbutus Park** ~ currently waiting for snow to melt for proper identification of missing dock; Director Kuhn will investigate further with Brian Farquhar
- **Maintenance** ~ M. Stewart noted the contractor is already responsible for picking up garbage during the off-season; the contract includes one day per week from October to March; B. Farquhar was informed so that further payments would not be made

CORRESPONDENCE

- letter of introduction from Ryan Dias, Parks Operations Superintendent; Ryan Lendrum is Parks Planning

DIRECTOR'S REPORT

- going through a structural change at CVRD; John Elzinga is manager of Island Savings Centre and Linda Backlund is manager of Cowichan Lake Recreation; Director Kuhn has concerns about the process of appointing rather than posting these positions and also with perceived centralization of

business; changes to the delivery of facility maintenance is also concerning as the desire is to encourage local employment

- **Maintenance Contract** ~ is probably overwhelming to a small operator but the various clauses must be included to cover all aspects; discussions have happened between Director Morrison (Area F), the Town Council, and Director Kuhn with regards to Cowichan Lake Recreation maintenance overseen by municipal crew rather than contractor; it was noted that Joe Fernandez, Town administrator has been in contact with Ryan Dias about the contract – Director Kuhn will contact R. Dias for an update
- **further discussion** included the Area I Parks Commission asking to be involved with reviewing tenders for the Maintenance Contract and personally contacting local people about applying for the position
- **noted changes and/or clarifications in the Maintenance Contract** ~
 - currently a local person opens and closes the gate and washrooms at Mile 77 Park for a fee of \$150 per month; Little League Park should be included
 - pet waste dispensers need to be installed and stocked in all parks
 - what is a 'Playground Inspectors Certificate'?
 - questioning 'no mark-up on materials' for any extras the contractor purchases
 - non-payment clause reads that a contractor brought in to complete work by the old contractor would receive a higher rate that the old contractor would be required to pay to the new contractor (applies to successful candidate to adhering to the contract)
 - procedure for dismissal isn't clear (page 25)
 - length of contract (page 11): 'on-call' should be changed to 'one day per week'; would second off-season phase be included in contract?
 - Sunset Park isn't mentioned
 - page 15 'wash & clean' should also include playground equipment
 - page 16 remove 'boat' under repair, don't feel it should be maintenance contractor's responsibility
 - page 17 At this time there are persons in place (Robert at Mile 77 Park and Jennifer at 'Youbou Welcomes You' sign) – wondering if this should somehow be reflected in the contract wording
 - EXTEND deadline to February 15, 2009

COWICHAN LAKE RECREATION

- L. Backlund will be working out of the Cowichan Lake Sports Arena but plans on being in the Youbou office of Thursday afternoons from 2:30 to 6:30pm

CHAIRPERSON'S REPORT

- covered under other areas

COWICHAN VALLEY REGIONAL DISTRICT

- **B. Farquhar** reports the missing dock from Arbutus Park has been referred to Planning and By-laws
- **R. Dias and R. Lendrum** have done a check of drains and structure within the parks and everything is okay; the bridge at Mile 77 Park is being checked weekly for stability
- **Woodland Shores** (Wayne Hopkins) is hoping for parks build out by Spring 2009 and wishes to have a follow-up site visit with the Parks Commission to review the proposed drawings before building starts; the participants in the site visit would be B. Farquhar, R. Dias, R. Lendrum, Director Kuhn, and Parks Commission

OLD BUSINESS

- **Font Board** ~ some concerns by constituents with the position, vandalism, and perceived money waste;

size will be 12' X 4' with backlight, aluminium and lexan finish, screened front covering message area, changes will be done manually not electronically; to be placed between existing posts from Creekside sign and will be made convenient for changing messages; Parks Commission asks for a quote that includes everything plus installation and notes that it must stay within the \$10 000 received from the Economic Development Commission; completion date will be the end of April 2009

- **Little League Park** ~ no quotes as of yet, R. Dias wants to consult with an irrigation specialist before proceeding; suggested that a fee of \$300 per team be charged for use of field – S. Gregory (ball team member) noted the team already pays \$300 to play in the league which covers insurance, Centennial Field is free and, if they play on School Field, there is a charge
- **Mile 77 Park** ~ trees are waiting to be planted, snow has to disappear; Tanya Soroka, Parks Planning Director, notes that anyone wishing to donate native trees is welcome to do so; M. Stewart will send out an email to Commission Members when the plantings are being done for anyone who wishes to donate or attend
- **Community Events** ~ M. Stewart spoke with L. Backlund about having activities put on by the Parks Commission included in the Playbook (quarterly advertising by CLR); 'Programs in the Parks' – April 26th at 1pm at Marble Bay Park will be a hike with S. Gregory overseeing; May 24th at 1pm at Price Park and Swordfern Park will be a plant identification followed by hot chocolate with M. Stewart overseeing; June 14th at 11:30am at Mile 77 Park will be a picnic; registration would be the responsibility of Commission Members (S. Gregory and M. Stewart); T. Daly will do an ad with information and email to Commission Members for the next meeting, information must be into L. Backlund by February 20th, further discussion included contacting schools, Guides, Brownies, Scouts and posters around the area

NEW BUSINESS

- **CAPITAL PROJECTS: Little League Park** ~ outfield levelling and irrigation, **Arbutus Park** ~ irrigation and electrical upgrade (October 2006 quote was \$6 572 for irrigation) ~ QUOTES NEED FOR FEBRUARY 10, 2007 MEETING
- **Info column for Gazette** ~ M. Stewart will write about the proposed Community Events, the AGM, and the Maintenance Contract
- **Ball Game Schedule** ~ games on Tuesday, Thursday, and Friday from May 1st to the middle of July plus a tournament
- **Annual General Meeting** on March 29, 2009 at 1pm in the Community Hall; T. Daly will contact Ken Abbott, chairperson of the Youbou Fire Commission
- **Get together** for Area I Commissions and spouses was discussed, Director Kuhn will investigate further
- **Charging fees for outside groups at Arbutus Park** – discussion held in conjunction with proposed fees for locals using the parks; Director Kuhn will look into
- **Trees for Tomorrow** – M. Stewart will put in submission as time frame is short (January 16, 2009)

ADJOURNMENT

It was Moved and Seconded that the meeting be adjourned at 10:05pm.

MOTION CARRIED

NEXT MEETING

Next meeting on February 10, 2009 at 7:00pm at Youbou Lanes

/s/ Tara Daly
Secretary