



REGULAR MEETING OF PARKS & RECREATION COMMITTEE

**Wednesday, February 28, 2018, 6:00 p.m.
Century House (Fir Room)
620 8th Street**

MINUTES

MEMBERS PRESENT:

Councillor Jaimie McEvoy	- Chair, City Council Member (arrived at 6:22 p.m.)
Aran Armutlu	- Community Member
Shawna Barkley	- Community Member
Brynn Bourke	- Community Member
John Davies	- Community Member
Andrew Hull	- Community Member
Vince Kreiser	- Community Member
Ronnie Nicolosora	- Community Member

MEMBER REGRETS:

Karim Hachlaf	- School Board Representative
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STAFF PRESENT:

Dean Gibson	- Director of Parks and Recreation
Jason Haight	- Manager of Business Operations
Erika Mashig	- Parks & Open Space Planner
Debbie Johnstone	- Committee Clerk

The meeting was called to order at 6:05 p.m.

Procedural Note: John Davies assumed the Role of Acting Chair

1.0 HOUSEKEEPING

1.1 Oath of Office

Debbie Johnstone, Committee Clerk, administered the Oath of Office to the Committee members.

Procedural Note: Item 1.2 was addressed prior to Item 1.1

1.2 Committee Orientation

Debbie Johnstone, Committee Clerk, provided the Commission with a brief Committee Orientation. The following items were addressed:

- Role of Advisory Committee and Terms of Reference;
- Orientation Package Overview;
- Committee Attendance & Quorum;
- Meeting Conduct: Rules of Order, Motions, Discussion, Voting; and,
- City Policies & Freedom of Information.

Procedural Note: Councillor McEvoy entered the meeting at 6:22 p.m. and assumed the role of Chair.

1.3 Appointment of Vice-Chair

MOVED and SECONDED

THAT John Davies be selected as the Vice-Chair for the 2018 Parks & Recreation Committee Term.

CARRIED.

All members of the Committee present voted in favour of the motion.

1.4 2018/19 Parks & Recreation Committee Meeting Schedule

Dean Gibson, Director of Parks & Recreation, provided an overview of the following items:

- Schedule
- Meeting locations
- Meal arrangements

2.0 ADDITIONS / DELETIONS TO THE AGENDA

There were no additions.

3.0 ADOPTION OF MINUTES

3.1 Adoption of the Minutes of January 31, 2018

MOVED AND SECONDED

THAT the January 31, 2018 Parks & Recreation Committee meeting minutes be amended as follows:

Page Three:

- *“Discussion ensued, and the Committee suggested that while the proposed aquatic facility meets a number of requirements outlined by the HCMA...”*
- *The second point of the bottom paragraph should read “The current ‘tot’ pool is not reflected in the new design”*
- *The fourth point should read “The proposed pool would not accommodate long course competitive swimming, in particular regional, provincial and national competitions...”*

Page Four:

- *Remove the sentence “The Committee agreed that the proposal is adequate in meeting the needs of the community with regards to the fitness centre” and,*

THAT the minutes be adopted as amended.

CARRIED.

All members of the Committee present voted in favour of the motion.

4.0 PRESENTATIONS

4.1 Recreation Management Software (Perfect Mind) Overview

Dean Gibson, Director of Parks and Recreation, provided an overview of the implementation of the Perfect Mind System, noting that the system has been active since Tuesday, February 20th, 2018.

Jason Haight, Manager of Business Operations, reported that the Perfect Mind software would be the first cloud-based application to be implemented in the City. Mr. Haight provided the Committee with a tutorial on how to use the system through the City’s website.

In response to questions from the Committee, Mr. Haight provided the following information:

- Overall, staff have adjusted well with the implementation of the Perfect Mind System;

- ‘Super Users’ have been made available to City facilities in an effort to offer assistance to staff;
- Perfect Mind is a dynamic software system, and staff would be continuously monitoring changes in functionality;
- The preferred browsers for the software would be Firefox or Google Chrome. Internet Explorer is not an ideal browser, as it is the least stable and least secure, and can be prone to glitches when interfacing with other applications;
- Program registration would be available for the community online, in person, and over the phone;
- With respect to drop-in services, the new system offers a fast and easy way to see what programs are being offered in various locations in the City;
- A limited number of drop-in programs would provide options to reserve space or equipment, such as bikes for spin classes. Reservations for drop-in classes would be limited to a certain percentage, to ensure that drop-in space would still be available;
- Facility booking options allow customers to book spaces, contingent on staff approval; and,
- Information regarding room capacity and availability would be available for public viewing.

Discussion ensued, with the Committee noting the following:

- Enquires were made regarding the possibility of having the system interface with other Civic Facilities, such as the Vagabond Players, Century House or the Massey Theatre. It was suggested that promoting these facilities through the Perfect Mind platform could help market and communicate additional city events;
- Internet Explorer is a popular browser, which could create challenges for those trying to access the system;
- Using an on-line booking system for facility or room bookings could require additional staff monitoring with respect to delinquent accounts or previous damages;
- On-line rental bookings for picnic shelters would be helpful and well used throughout the community; and,
- It was noted that program popularity should be monitored with respect to registration so that facilities can accommodate accordingly.

The Committee noted that implementing new programming software can be challenging for staff, and members extended their gratitude to the entire Parks Department for their continued work on this process.

5.0 UNFINISHED BUSINESS

There were no items.

6.0 REPORTS

6.1 Mercer Skate Park Relocation Update

Erika Mashig, Parks & Open Space Planner, provided a PowerPoint presentation regarding the relocation of Mercer Skate Park. Ms. Mashig reported that Council has directed staff to further explore the Queen's Park location for the Skate Park, including how the park could fit onto the site, and what features should be included. Consultation for this project has been ongoing, with a public open house, and conversations taking place with the Youth Advisory Committee, the Parks and Recreation Committee, Queen's Park Resident's Association, Queen's Park stakeholders, and the New Westminster skateboarding community.

With respect to potential layouts for the New West Skate Park, Ms. Mashig summarized an on-table handout regarding the three potential layouts for the park.

In response to questions from the Committee, the following information was provided:

- It was noted that Option "A" would be the optimal footprint for the site, as it preserves all of the existing trees in the area;
- An Acoustic Engineer has been consulted regarding concerns with noise in the area;
- The report provided by the Acoustic Engineer indicated that sound would be heard within the Bernie Legge theatre; however, with updating to the weather-stripping and doors to the theatre the noise level would be mitigated;
- The topography and earthwork of the site could create a physical separation between the skate park and the entrance area of the theatre;
- Consultation with the skate community would take place regarding the design of the skate park, regardless of the selected location;
- Layout options for the park were established prior to the acoustic study; however, following review of this study it has been determined that upgrades to the theatre would be more beneficial for sound issues rather than increasing the distance of the park from the theatre;
- Concerns regarding sightlines and safety have been expressed by representatives of the Queen's Park Resident's association;
- The skate community has not expressed concerns regarding the condition of the site with respect to fallen tree branches etc.; and,

- Plans for the High School replacement project indicate there would not be space available there for the development of the skate park.

Discussion ensued, and the Committee provided the following comments:

- Separation between the skate park and the Bernie Legge Theatre could be designed to encourage attendants to better utilize the front entrance;
- Theatre enhancements to benefit the acoustics of the Theatre was encouraged;
- It was suggested that the use of the skate park be limited so as to minimize potential conflict during theatre event times;
- Option “B” could be considered, as safety issues could arise from hanging tree branches and debris;
- It was suggested that the position of Option “C” could be shifted slightly to save the two existing trees;
- Implementing an emergency phone and a defibrillator close to the site was encouraged; and,
- Concerns were expressed regarding the distance between the Queen’s Park skate park location and the high school. It was suggested that a closer location to the high school be considered if possible.

Ms. Mashig reported that the City was unable to find a site that could accommodate the footprint of the skate park in closer proximity to the High School. Implementing ‘skate spots’ throughout the City was considered; however, feedback from the community was that a destination skate park was preferred.

Dean Gibson, Director of Parks and Recreation, clarified that if the suggested site is not supported, other locations within Queen’s Park would be considered.

6.2 Queensborough Off Leash Dog Area Relocation Update

Dean Gibson, Director of Parks and Recreation, reported that several months of consultation and engagement had taken place with regard to the Queensborough Off Leash Dog area relocation.

Erika Mashig, Parks & Open Space Planner, summarized the on-table handout, providing the following additional information:

- Community consultation responses were split between a preference of one large, centrally located dog park, or two smaller areas at either end of Queensborough;
- A feasibility review of the Stanley Street Greenway location has indicated several potential challenges for the site;

- The northern portion of Ryall Park BMX track is currently under-utilized, and if selected could have some interesting agility related opportunities for the dog park; and,
- Flyers have been distributed at the Queensborough Community Centre, to promote additional community feedback on this site.

The Committee provided the following comments:

- Consultation with the BMX community was suggested;
- Implementing a small dog park in areas near apartments and condos in Queensborough could be considered;
- The Port Royal site would be limited in its size, and could be small for an all dog location;
- The current dog park in Queensborough is an all dog park; and,
- Implementing an “L” design for the park could better accommodate both small and large dogs.

In response to questions from the Committee, Mr. Gibson reported that the northern portion of the BMX track appears to not be used, as there is no wear and tear on the track itself. Additionally, provincial land on the east end of Queensborough is frequented by cyclists, which suggests that this is the preferred location in the neighbourhood.

Procedural Note: Erica Mashig exited the meeting at 8.30 p.m.

6.3 Livability in Brow of the Hill

Dean Gibson, Director of Parks & Recreation, summarized a presentation that had been provided to Council by members of the Brow of the Hill Resident’s Association. The following information was provided:

- The points made in the presentation suggest a deficiency in open space, parks and the perception of low visibility of street trees;
- A challenge faced by the City is how to prioritize time and resources, and this issue hasn’t been captured in recent years as other issues have taken priority;
- The availability of developable land in the Brow of the Hill area has been identified as a large barrier with respect to creating greenspace;
- One suggestion from the Brow of the Hill Resident’s Association delegates was to repurpose street ends to create ‘pocket park’ areas, which could be considered by the City;
- Initially, modest interventions could be considered for the area to help move things in the right direction; and,

- Council had recommended that this presentation be discussed with the Parks and Recreation Committee and at the Mayor's Taskforce on Livability and Public Realm.

7.0 CORRESPONDENCE

7.1 British Columbia Recreation & Parks Association Membership Opportunity

Dean Gibson, Director of Parks & Recreation, reported that membership opportunities for the British Columbia Recreation & Parks Association are extended to members of the Parks and Recreation Committee. Members interested in this opportunity were encouraged to contact Mr. Gibson for additional information.

8.0 NEW BUSINESS

There were no items.

9.0 NEXT MEETING

Wednesday, April 18, 2018 6:00 p.m. Location: TBA

9.0 ADJOURNMENT

ON MOTION, the meeting was adjourned at 8:42 p.m.

Certified Correct,

ORIGINAL SIGNED

Councillor Jaimie McEvoy
Chair

ORIGINAL SIGNED

Debbie Johnstone
Committee Clerk