



Parks, Recreation & Culture Advisory Committee
Minutes for Committee Meeting
Wednesday, February 15, 2017 at 7pm
Frank Jameson Community Centre

COMMITTEE MEMBERS PRESENT:

Tim Richards
Gord Horth
Tim Godau
Tara Pollock

Jim Allair
Roger Kimmerly
Councillor Duck Paterson

STAFF PRESENT:

Clayton Postings
Julie Tierney

INTRODUCTIONS

C. Postings welcomed committee members to the Parks, Recreation and Culture Advisory Committee (PRCAC) and thanked them for their participation in this newly-formed committee. The committee's mandate is to assist the Town of Ladysmith Council by providing advice and recommendations on matters referred by Council and providing input supporting and consistent with the Parks, Recreation and Culture Master Plan. Meetings of the PRCAC are open to the public.

Committee members provided brief introductions.

ELECT CHAIR

T. Richards was nominated and accepted the role of chair.

2017-01 It was moved, seconded and carried that the Parks, Recreation and Culture Advisory Committee chair will be Tim Richards for a two-year term.

COMMITTEE ORIENTATION

Terms of Reference - C. Postings reviewed the Terms of Reference for the committee, which consists of five citizen representatives appointed by Council; one representative from CVRD Area H; one representative from CVRD Area G; one representative from Stz'uminus First Nation; one Councillor member (ex officio); and one staff member (ex officio).

Membership Terms, as indicated in the Terms of Reference, are:

- Citizen representatives – For the first appointments: 2 members, one-year term; 3 members, two-year terms, ending June 30 or until the representative is replaced by Council. All subsequent terms are for 2 years;
- CVRD representatives 2 years;
- Stz'uminus First Nation representative 2 years;
- Staff member no expiry;
- Council member 1 year.

It was decided that the committee would assign terms at a future meeting and at that time, will make a recommendation to Council if the terms noted in the Terms of Reference are proposed to be changed.

Meetings will occur from September to June on the third Wednesday of the month at 7pm or at the call of the chair.

**COMMITTEE
ORIENTATION
CONTINUED.**

Committee communications was considered and it was agreed that:

- Email will be the primary method of communicating;
- Yearly meeting schedule will be provided by email through Outlook Calendar invitation
- Agendas will be emailed to committee members on the Friday prior to meeting
- Minutes will be emailed within two weeks of meeting
- Agendas and Minutes will also be posted on the website

Member's contact information will be provided to members at the next meeting.

C. Postings summarized the PRC Master Plan process which included several types of public engagement where information was gathered that was essential for the development of the plan that: provides an overall framework that conveys the community's values and objectives; provides a policy framework for future decision-making; identifies service level changes, clear deliverables, outcomes, and priorities over the next 10 to 15 years for facilities, parks, amenities, and programs; provides a review of park and facility infrastructure; and maximizes the use of current assets. The final report was presented to Council on June 16, 2016.

Regional Information / Projects - The following are current regional initiatives:

- Regional Recreation
- Physical Literacy
- Recreation Software
- 2018 BC Summer Games

**WATERFRONT AREA
PLAN REPRESENTATIVE**

The committee considered the invitation from Felicity Adams, Director of Development Services, for a member of PRCAC to serve on the design charrette team for the Waterfront Area Plan. **It was decided that Jim Allair will serve as the PRCAC representative and Roger Kimmerly will be the alternate.**

**REGIONAL RECREATION
SELECT COMMITTEE
ALTERNATE
REPRESENTATIVE**

C. Postings reviewed the purpose of the Regional Recreation Select Committee and the need for an alternate representative from PRCAC. Mayor Stone is the primary Ladysmith representative. **Tara Pollock is considering this appointment and will advise the committee of her decision at the next PRCAC meeting.**

**TRANSFER BEACH FOOD
SERVICES**

C. Postings advised that at the Council Meeting held Thursday, February 9, 2017, staff were directed to engage with the Ladysmith Chamber of

Commerce regarding possible interest in managing mobile food service at Transfer Beach and to present to PRCAC for recommendation to Council.

Staff met with the Executive Director of the Ladysmith Chamber of Commerce and confirmed the Chamber of Commerce is interested and will work with the Parksville Chamber of Commerce and the Vancouver Island Food Trucks Association to determine best practice for implementing a successful mobile food services model, which may include working with the existing schedule of mobile food services providers already in rotation in Parksville.

C. Postings explained the Town would potentially construct two concrete pads between the washrooms and parking area outfitted with water and power services.

Discussion followed regarding the existing service and the benefits to moving to a new service model; revenue, expense to create pad.

2017-02 It was moved, seconded and carried that the Parks, Recreation and Culture Advisory Committee support the concept of mobile food services at Transfer Beach.

PARKS USAGE BYLAW

C. Postings provided a copy of the draft Parks Usage Bylaw for the Committee members to review. Discuss on this item will take place at the next PRCAC meeting.

Meeting adjourned at 8:50pm

Next Meeting will be held at 7:00pm, March 8, 2017 at Frank Jameson Community Centre