

PEACE RIVER REGIONAL DISTRICT
REGIONAL PARKS COMMITTEE MEETING

A G E N D A

for the meeting to be held on **Thursday, June 11, 2015** in the
Regional District Office Boardroom 1981 Alaska Avenue,
Dawson Creek, BC, immediately following the Regional Board Meeting.

1. **Call to Order:**

2. **Adoption of Agenda:**

3. **Adoption of Minutes:**
M-1 Regional Parks Committee Meeting Minutes of March 12, 2015

4. **Business Arising from the Minutes:**

5. **Reports:**
R-1 June 10, 2015 – Trish Morgan, Manager of Community Services, Spencer Tuck
Park boat launch and maintenance contractor.

6. **New Business:**

7. **Items for Information:**

8. **Adjournment:**



PEACE RIVER REGIONAL DISTRICT
REGIONAL PARKS COMMITTEE
MEETING MINUTES

M-1

DATE: March 12, 2015
PLACE: Regional District Office Boardroom, Dawson Creek, BC
PRESENT: **Directors**
Director Dan Rose, Meeting Chair
Director William Plowright
Director Don McPherson

Staff
Trish Morgan, Manager of Community Services
Jill Rickert, Community Services Coordinator
Suzanne Garrett, Corporate Services Coordinator

Call to Order: The meeting was called to order at 3:45 p.m.

Notice of New Business: None

ADOPTION OF THE AGENDA:

MOVED by Director Plowright, SECONDED by Director McPherson, that the Regional Parks Committee agenda for the March 12, 2015 meeting including additional items, be adopted.

Call to Order

Director's Notice of New Business

Adoption of the Agenda

Minutes

M-1 Regional Parks Committee Meeting Minutes of February 12, 2015

Reports

R-1 February 6, 2015 report from Jill Rickert, Community Services Coordinator regarding 2015 Recreational Trails Grants-in-Aid applications

R-2 March 6, 2015 report from Trish Morgan, Manager of Community Services regarding Whiskey Jack Ski Trails Grant application (referred from Recreational and Cultural Grants-in-Aid meeting)

New Business

Items for Information

I-1 March 6, 2015 Trails Grants-in-Aid Summary of Payables

I-2 Recreational Trails Grant-in-Aid policy

I-3 March 6, 2015 Updated Trails Grants-in-Aid requests and allotments

Adjournment

CARRIED.

MINUTES:

M-1
February 12, 2015
MOVED by Director McPherson, SECONDED by Director Plowright, that the Regional Parks Committee Meeting Minutes of February 12, 2015 be adopted.

CARRIED.

REPORTS:

R-1
2015 Recreational
Trails GIA
applications report

It was noted that the Recreational Trails GIA budget is \$75,000. 2015 funding requests total \$99,550.00, a shortfall of \$24,500. Discussion ensued regarding reducing all grant requests by 75% in order to remain within budget, this would bring the total down to \$74,663, with \$337 remaining unallocated.

MOVED by Director Plowright, SECONDED by Director McPherson,
That the 2015 Recreational Trails Grants-in-Aid funding requests be reduced by 75% and that the remaining \$337 be carried forward.

CARRIED.

MOVED by Director Plowright, SECONDED by Director McPherson,
That the Regional Parks Committee recommends to the Regional Board that the 2015 Recreational and Trails Grants-in-Aid allocations be approved as follows:

- Bear Mountain Nordic Ski Association, up to a maximum of \$21,375;
- Northland Trail Blazers Snowmobile Club, up to a maximum of \$25,538;
- Tumbler Ridge Riders Snowmobile Association, up to a maximum of \$6,000; and
- Wolverine Nordic and Mountain Society, up to a maximum of \$6,750.

CARRIED.

MOVED by Director Plowright, SECONDED by Director McPherson,
That the Regional Parks Committee recommends to the Regional Board that a letter be forwarded to the Timberline Trail and Nature Club advising that their 2015 grant request cannot be funded this year as the application does not meet the eligibility criteria under the Recreational Trails Grant-in-Aid Policy.

CARRIED.

R-2
Whiskey Jack Ski
Trails grant
application
(referred from GIA
meeting)

MOVED by Director McPherson, SECONDED by Director Plowright,
That the Regional Parks Committee receive Whiskey Jack Nordic Ski Club`s grant application for consideration of a regional trails grant.

CARRIED.

MOVED by Director Plowright, SECONDED by Director McPherson,
That the Regional Parks Committee recommend to the Regional Board that the Whiskey Jack Nordic Ski Club`s application under the 2015 Recreational and Trails Grants-in-Aid be approved for an amount up to \$15,000.

CARRIED.

Committee report

MOVED by Director Plowright, SECONDED by Director McPherson,
That the recommendations from the Regional Parks Committee meeting of March 12, 2015 be recommended to the Regional Board for approval.

CARRIED.

Adjournment

MOVED by Director Plowright, SECONDED by Director McPherson,
that the meeting adjourn.

CARRIED.

The meeting adjourned at 4:00 p.m.



Peace River Regional District REPORT

To: Regional Parks Committee

Date: June 10, 2015

From: Trish Morgan, Manager of Community Services

Subject: Spencer Tuck Park boat launch and maintenance contractor

RECOMMENDATIONS:

- (1) That the Regional Parks Committee approve staff to repair the Spencer Tuck boat launch with funds from the Safety/Danger Tree Removal line item of the Regional Parks budget.

AND/

- (2) That the Chief Administrative Officer authorizes the issuing of a contract to TNR Sales and Service in the amount of \$10,800 (excluding GST) for the maintenance of Spencer Tuck Regional Park for 2015, as it is consistent with the Regional District's purchasing policy that Board approval is not required for items under \$50,000 where funds have been provided for in the Annual Financial Plan.

BACKGROUND/RATIONALE:

For many years the Regional District has contracted the Moberly Lake Volunteer Fire Department to maintain Spencer Tuck Regional Park between mid-May to mid-September of each year. In May, the Fire Department notified the Regional District that they no longer wished to continue to provide the service. In order to provide a fair and equal opportunity for individuals and businesses to bid to provide the service, a tender was issued in June. Only one bid was received with the fee exceeding what was specifically budgeted for in park maintenance under the Spencer Tuck Park line item – i.e., \$11,340 (incl GST), vs \$3,400.

In 2015, \$10,000 was budgeted under the Spencer Tuck Park line item to repair the boat launch. Currently the concrete pads at the site are inconsistent in size, have exposed rebar and users must drive exactly down the middle to ensure that their vehicles and trailers remain on the pads. In 2014 the Regional District was required to reimburse an individual for damage to their trailer tires as a result of the condition of the launch.

Given that these repairs are a high priority for the park this summer and that a park maintenance contractor is required for the season, it is recommended that the cost of the boat launch repairs be allocated to the Safety/Danger Tree Removal line item. This will allow for the cost increase for the maintenance contractor as well as the repair of the boat launch while remaining on budget for the service function.

Going forward, the Regional Parks Committee and the Regional Board may wish to consider whether there may be a cost savings by hiring a temporary summer staff position that would provide park maintenance.

Staff Initials:

Dept. Head: *T. Morgan* CAO: *Chibik*

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Spencer Tuck	2015 Adopted	2015 Adjusted
contractor	\$ 3,400.00	\$ 11,340.00
supplies & repairs	\$ 850.00	\$ 850.00
vacuum pumping toilets	\$ 1,500.00	\$ 1,500.00
recycle bins	\$ 1,000.00	\$ 1,000.00
park signs	\$ 3,500.00	\$ 3,500.00
boat launch repair	\$ 10,000.00	\$ -
insurance	\$ 100.00	\$ 100.00
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	\$ 20,350.00	\$ 18,290.00

STRATEGIC PLAN RELEVANCE: Repairing the boat launch and ensuring that the park is well maintained for the public is consistent with Objective # 1.6 of the Strategic Plan:

“The PRRD will manage its existing regional parks through the 10 year Parks and Trails Master Plan to be safe, secure and inviting.”

FINANCIAL CONSIDERATION(S):

- **Spencer Tuck Park Line:** \$20,350 was budgeted for Spencer Tuck Park in 2015. \$10,000 was budgeted for boat launch repairs and \$3,500 for a summer maintenance contractor.
- **Safety/Dangerous Tree Removal:** \$50,000 for danger tree removal along with any repairs, maintenance and remediation of hazards that need immediate attention throughout the year. No funds have been expended from the Safety/Danger Tree Removal line item at this time.

COMMUNICATIONS CONSIDERATION(S):

- A notice will be placed at the boat launch and in the Chetwynd Echo 2 weeks prior to the commencement of the project to let users know that the boat launch will be closed for a short period of time.
- Note that a public boat launch is available at the Moberly Lake Provincial Park.

OTHER CONSIDERATION(S): none