



Time, Date and Location: 7:30 p.m, Thursday, June 8, 2017 at Genora Hall.

MINUTES of Special Meeting of Area E Parks and Recreation Commission to consider Memorandum of May 10, 2017, from Brian Farquhar (Manager, Parks & Trails Division, CVRD) concerning Parks Commission Bylaws Review.

PRESENT: Frank McCorkell (Chair), Gregg Shoop (Vice-Chair and Secretary), Irene Evans, Gretchen Hartley, Howard Heyd, Mike Lees and Paul Slade. **ALSO PRESENT:** Director Alison Nicholson.

Director Nicholson stated there was strong support amongst Directors for CVRD planning commissions and summarized events that led to the memorandum of May 10th sent to all Area Parks Commissions for discussion. The Chair indicated that the meeting of chairs, directors and key staff referred is scheduled for June 21st. A commissioner noted that, in addition to the hiring of staff, there have been many other changes, such as the increased 'catchment area' of several Area E parks, to be considered as the review goes forward. Discussion then turned to the eight questions posed in Mr. Farquhar's memorandum:

1. There was general support for the principle that the Commission continue to work with the Parks and Trails Division on amenities in Area E; in particular, that it make recommendations, contribute to the development, and support staff in oversight of the same.
2. To increase awareness and interest, commissioners should be recruited from local community associations, recreational facilities nearby and a range of present and future user groups. 'Appreciation Days' should continue to be used to evaluate established facilities and sound out new ones. Appreciation for the Director's community notice e-mails was expressed and links with local networks and newsletters suggested.
3. Term length must ensure continuity, so terms should be staggered, a minimum of two years and re-newable. Most members are happy with a mix of elected and appointed commissioners. One observed that election at an AGM is not necessarily the best way to select commissioners and suggested instead that guidelines be imbedded in the bylaws, by which the area directors select and submit names for approval by the Board.
4. The agenda for regular meetings of Area E are determined in accordance with current bylaws, with emphasis reflecting matters raised by the director, chair or members. For a special meeting, the agenda normally focuses on a single matter, such as the annual budget, determined by Mr. Farquhar.
5. Attendance of staff often allows a recommendation to be acted upon quickly; but good results are achieved by the frequent contact of our Chair with the office.
6. Minuting is not an issue and is done by a dedicated individual, as per the bylaws.
7. Commissioners feel that some additional resources and direction would be beneficial, for example, notice of meetings needs clarification, the information binder could be updated and an orientation workshop established.
8. Regarding opportunities for volunteers, we suggest that the CVRD articulate a policy and appoint a recruiter/co-ordinator.

NEXT REGULAR MEETING: 7:30 p.m., Thursday, July 18, 2017 at Glenora Hall.

ADJOURNMENT: 8:40 p.m.

Certified as Correct:

Date:

Secretary:

Chairperson: