OAK BAY PARKS, RECREATION & CULTURE COMMISSION
Minutes of Meeting – January 2, 2019

REPORT of the regular monthly meeting of the **OAK BAY PARKS, RECREATION & CULTURE COMMISSION** held on **Wednesday, January 2, 2019** in Council Chambers, Oak Bay Municipal Hall.

In Attendance:	**Staff:**
Monty Holding	Ray Herman, Director of Parks, Recreation & Culture
Darlene Therrien	Chris Hyde-Lay, Manager of Parks Services
Ann Wilmut	
Matt Fairbarns	
Stuart Culbertson	
Suzanne Weckend	
Councillor Braithwaite	

Regrets: Jim Hoffman, Will Moore

The Director of Parks, Recreation & Culture called the meeting to order at 7:01pm.

I. WELCOME BY MAYOR KEVIN MURDOCH

Mayor Murdoch was in attendance to express appreciation to members of the Commission for their commitment and contributions in 2018. He noted that Council will be undertaking a review of the Commission/Committee structure in 2019 and thanked those Commission members who agreed to extend their terms until the review is completed.

II. ELECTIONS – CHAIR / VICE-CHAIR

The Director of Parks, Recreation & Culture called for nominations for the positions of Chair and Vice Chair of the Oak Bay Parks, Recreation & Culture Commission for 2019.

Monty Holding was elected as Commission Chair and Stuart Culbertson was elected as Commission Vice Chair for 2019.

Monty Holding assumed the Chair.

III. ADOPTION OF THE AGENDA

An amendment to the agenda was suggested to move Approval of the Agenda after Elections of the Chair / Vice-Chair.

Moved by Darlene Therrien, Seconded by Suzanne Weckend THAT THE AGENDA BE ADOPTED AS AMENDED.

Carried

IV. MINUTES Commission (2018-12-05)

Moved by Stuart Culbertson, Seconded by Suzanne Weckend THAT THE MINUTES OF THE DECEMBER 5, 2018 MEETING OF THE PARKS, RECREATION & CULTURE COMMISSION BE ADOPTED.

Carried

V. PUBLIC PARTICIPATION

There was no public participation.

VI. DELEGATION

Barbara Adams, Oak Bay Arts Laureate, was in attendance to present the annual report for the *ArtsAlive* program for 2018 and provided information regarding the upcoming year. A hard copy of the report was distributed at the meeting.

VII. CORRESPONDENCE

There was no correspondence.

VIII. UNFINISHED BUSINESS

Oak Bay Parks, Recreation & Culture Commission Strategic Framework Staff Report – The Director of Parks, Recreation & Culture spoke to his report and staff's efforts to ensure the Commission's strategic plan is in step with Council's strategic planning and associated budget processes.

Moved by Darlene Therrien, Seconded by Matt Fairbarns THAT THE COMMISSION REFERS ITS STRATEGIC PLAN 2019-2023, INCLUDING ITS TEN PRIORITY INITIATIVES, TO COUNCIL FOR CONSIDERATION AS PART OF THE UPCOMING 2019-2023 STRATEGIC PLANNING AND BUDGET PROCESSES; AND

THAT STAFF PROVIDE COSTING ESTIMATES FOR THE COMMISSION'S TEN PRIORITY INITIATIVES, WITH ASSOCIATED ANALYSIS OF BUDGET IMPACT AND STAFFING CAPACITY, TO COMMISSION AND COUNCIL FOR THE UPCOMING 2019-2023 STRATEGIC PLANNING AND BUDGET PROCESSES.

Carried

Mayor Murdoch left the meeting.

IX. NEW BUSINESS

There was no new business.

X. REPORTS

Program/Parks/Physical Plant Report – In addition to the written report the Director of Parks, Recreation & Culture commented generally on a busy December and holiday season. A New Year's Eve dinner & dance was held in the Sports View Lounge for the first time and was a big success.

The Commission requested that kudos be passed along to staff for work on the Merrython, the New Year's Eve celebrations, the New Year's Day event and Mayor's Walk (including Ron Carter) and the Christmas light displays.

Personnel Report - The positions of Accounts Clerk, Head Cook – Monterey, Maintenance Technician, Maintenance Swing shift and Midnight Maintenance have been filled. A Midnight Maintenance has been posted to due to staff moving positions in the Maintenance department that resulted in a Midnight Maintenance position being open.

The Head of Reception, Oak Bay has resigned the full time position to return to an auxiliary position. The Head of Reception has been posted and interviews will be conducted shortly.

Manager, Administrative Services position will be posted as the incumbent is no longer in the position due to a mutual termination agreement.

Director's Report – The next Open House related to the Carnarvon Park Master Plan will be held on Tuesday, January 22nd from 6:00 to 9:00pm at the Monterey Recreation Centre. A single draft plan for the park has been developed based on previous consultation, and will be available for review and comment.

Moved by Matt Fairbarns, Seconded by Darlene Therrien THAT THE REPORTS BE RECEIVED.

Carried

XI. ADJOURNMENT

Moved by Matt Fairbarns, Seconded by Darlene Therrien THAT THE REGULAR MEETING OF THE PARKS, RECREATION & CULTURE COMMISSION BE ADJOURNED.

Carried

The meeting was adjourned at 8:21pm.