

REPORT of the regular monthly meeting of the **OAK BAY PARKS, RECREATION & CULTURE COMMISSION** held on **Wednesday, September 4, 2019** in Fir Room, Monterey Recreation Centre.

**In Attendance:**

Monty Holding, Chair  
Darlene Therrien  
Ann Wilmut  
Stuart Culbertson  
Suzanne Weckend  
Councillor Braithwaite

**Staff:**

Ray Herman, Director of Parks, Recreation & Culture  
Linda Duff, Manager of Administrative Services  
Chris Hyde-Lay, Manager of Parks Services  
Mandi Krieger, Executive Assistant

Regrets: Will Moore, Jim Hoffman, Matt Fairbarns, Steve Meikle

The meeting was called to order at 7:04pm.

**I. APPROVAL OF THE AGENDA**

Moved by Darlene Therrien, Seconded by Stuart Culbertson THAT THE AGENDA BE ADOPTED.  
Carried

**II. MINUTES** Commission (2019-06-05)

Moved by Suzanne Weckend, Seconded by Ann Wilmut THAT THE MINUTES OF THE JUNE 5, 2019 MEETING OF THE PARKS, RECREATION & CULTURE COMMISSION BE ADOPTED AS PRESENTED.

Carried

**III. PUBLIC PARTICIPATION**

None

**IV. CORRESPONDENCE**

Special Event Application – Beer Garden

Brent Johnston was in attendance to request approval on behalf of Castaway Wanderers Rugby Club to host an outdoor beer garden on Saturday, September 14, 2019. The Rugby Club has held events in the Windsor Pavilion where liquor is served as part of their game days but the Pavilion is fully booked with other activities on September 14<sup>th</sup>. The Club would still be required to go through the formal application process for a licence to serve liquor with the Oak Bay Police and the Liquor & Cannabis Regulation Branch.

Commission request that the beer garden be roped off and closely monitored and that patrons utilizing the gardens show identification and be stamped at entry.

Moved by Stuart Culbertson, Seconded by Darlene Therrien THAT THE PARKS, RECREATION & CULTURE COMMISSION APPROVE THE APPLICATION FROM THE CASTAWAYS WANDERERS RUGBY CLUB TO HOST A BEER GARDEN ADJACENT TO THE RUGBY PITCH ON SATURDAY,

SEPTEMBER 14, 2019, SUBJECT TO APPROVAL FROM THE OAK BAY POLICE DEPARTMENT AND THE LIQUOR & CANNABIS REGULATION BRANCH.

Carried

**V. UNFINISHED BUSINESS**

Playground Subcommittee

The Playground Subcommittee met with Director to discuss options to move the playground proposal further ahead. Staff will work with the committee to identify a playground to start the improvement planning process and Manager, Parks will look for obtain costing information for playground equipment. The Committee stated that the focus is on the modernization of playgrounds with a lens of accessibility. Discussion ensued regarding the possibility of adding an option to receive donations specifically for playground improvement to the Planned Giving page on the website.

Implementation of Carnarvon Park Masterplan

It was reported that the Carnarvon Park Masterplan was approved by the Committee of the Whole at the June 17th, 2019 meeting as presented, including one tennis court and four pickleball court and that the Engineering department is conducting a traffic analysis to be presented at a future meeting.

Staff is currently looking at the recommendations to be include in the 2020 budget. It was suggested that the approved plan be made available on the municipal website and the Director will contact Corporate Services to see if that is feasible. Staff will continue to ensure that the lacrosse box is regularly assessed for safety.

Parks, Recreation & Culture Masterplan

Discussion was had at the May meeting requesting that the Parks, Recreation & Culture (P,R&C) Masterplan be brought forward to 2020 instead of 2021. It was noted that Council has approved the P,R &C Masterplan including the timeline and any amendments would have to go back to Council as it is not a staff decision. It was agreed that a discussion be continued at the next Joint Council and Commission estimates meeting in the spring.

**VI. NEW BUSINESS**

Meeting with Public Art Committee

Following direction from Council that Commission meet with the Public Arts Committee to establish additional process and locating guidelines for public art in Oak Bay, it was agreed that a separate meeting be held to discuss these topics and get input from both committees. Staff will liaise with the Public Art Committee to formulate an agenda with proposed topics and be forward to Commission for input. A meeting will be scheduled for later in the fall.

**VII. REPORTS**

Program/Parks/Physical Plant Report

The Director gave an overview of the program reports including highlighting the success of the 2019 Vancouver Island Regional Lifeguard Competition that was recently hosted at Recreation Oak Bay. The event was well supported and staff hope to host another event in the future.

He also noted that the addition of a new Support/Inclusion Team Leader this summer was highly beneficial in providing support to those campers with specific needs. Staff are looking at expanding the service to other areas and age groups.

Finance

Manager, Administrative Services gave an overview of the Statement of Revenue and Expenditures for the period ending June 30, 2019. The operational budget is looking positive and on track.

Personnel Report

The Facilities Operations Coordinator, Daytime Maintenance Leadhand and Monterey Cook positions were posted and have been filled. A daytime Maintenance Technician position has been posted as a result from the above maintenance positions being awarded.

Director's Report

The Director reported that staff are now working on the upcoming budget process for 2019/2020.

It was requested that a discussion be had prior to the budget process regarding the user pay ratio for the Monterey Recreation Centre.

Moved by Darlene Therrien, Seconded by Suzanne Weckend THAT THE REPORTS BE RECEIVED.  
Carried

**VIII. ADJOURNMENT**

Moved by Stuart Culbertson, Seconded by Ann Wilmut THAT THE REGULAR MEETING OF THE PARKS, RECREATION & CULTURE COMMISSION BE ADJOURNED.

Carried

The regular meeting was adjourned at 8:50pm.