

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, April 1, 2015 in the Council Chambers, Oak Bay Municipal Hall

**In Attendance:**

Sandi Piercy, Chair  
Darlene Therrien  
Victor Lotto  
Matt Fairbarns  
Rick Marshall  
Alison Davis  
Chris Smith  
Councillor Braithwaite

**Staff:**

Ray Herman, Director, Parks and Recreation  
Janet Barclay, Manager Recreation Program Services  
Grant Brown, Manager Administrative Services  
Chris Hyde-Lay, Manager, Parks Services  
Mandi Krieger, Executive Assistant

Regrets: Linda Allen

The meeting was called to order at 7:05pm.

**I. ELECTIONS – CHAIR, VICE CHAIR**

Director Ray Herman called for nominations for the positions of Chair and Vice Chair of the Oak Bay Parks and Recreation Commission for 2015.

Sandi Piercy was elected as Commission Chair and Chris Smith was elected as Commission Vice Chair for 2015.

**II. ADOPTION OF AGENDA**

Moved by Matt Fairbarns Seconded by Alison Davis THAT THE AGENDA BE ADOPTED AS PRESENTED.

Carried

**III. MINUTES**                      Commission    (2015-03-01)

Moved by Darlene Therrien, Seconded by Victor Lotto, THAT THE MINUTES OF THE MARCH 4, 2015 REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried

**IV. CORRESPONDENCE**

**V. UNFINISHED BUSINESS**

Event Use of Parks Task Group Update

Rick Marshall reported that the task group had met and discussed four aspects that can negatively impact the parks areas: noise, parking, congestion and waste management. It was agreed that the task group will bring a synopsis of their suggestions, including the decision guide, to the May Commission meeting that can be forwarded to Council for information. Commission members were asked to forward any further suggestions to Rick Marshall.

Streamlining the process to ease decision making of what events are allowed, as well as monitoring the volume of events in the parks was discussed. Staff will include a report each month to summarize the upcoming events in the larger parks. It was also noted that it would be prudent to review the proportionality of fees as the difference in a permit for a wedding, compared to a large event was substantial.

**VI. REPORTS**

Program Reports

Commission members were invited to attend Volunteer Appreciation Night on April 28<sup>th</sup> at Monterey Recreation Centre.

Manager, Recreation Program Services reported that the Oak Bay Artist Studio Tour will be held on April 18<sup>th</sup> and 19<sup>th</sup>.

The Canada Day Celebration event is scheduled for Friday, June 26<sup>th</sup> from noon to 2pm on the front lawn of the Municipal Hall.

Parks Reports

Manager, Parks Services reported that the parks department is working with individuals to request dog owners to monitor their dogs at Windsor to prevent them from digging holes on the fields.

Personnel Report

Summer camp interviews have been conducted and the Practical Night portion of the process was held on March 31<sup>st</sup> in the Indoor Sports Field. Over 200 applications were received for 55 summer staff positions.

Finance Report

**February 2015, Month End Statement**

|   | <u>2015</u> | <u>%</u> | <u>2014</u> | <u>%</u> |
|---|-------------|----------|-------------|----------|
| YTD Revenue at month end                | \$1,342,774 | 18.69    | \$1,289,219 | 18.38    |
| YTD Expenditures at month end           | \$1,829,841 | 16.37    | \$1,771,342 | 16.29    |
| YTD Net Expenditure at month end        | \$487,067   | 12.20    | \$482,123   | 12.50    |
| YTD Net Expenditure at month end (adj.) | \$499,163   | 12.50    | \$502,193   | 13.02    |

Neighbourhood Learning Centre Update

Director, Parks & Recreation reported that staff will have access to the facilities in September 2015 rather than June. School Board staff are working on finding alternative facilities for summer camps.

The Department Heads are currently reviewing the draft operating agreement with the Municipal Clerk.

Staff and Rotary met to coordinate the removal of the teen centre being repurposed to the Lieutenant Governor's Literacy program. The Teen Centre will be relocated to a First Nation's reserve outside of Nanaimo.

Director's Report

As requested at the March Commission meeting, the Director noted that he did receive confirmation that the item discussed in camera after the March meeting did follow proper procedure.

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Director, Ray Herman, reported that the Oak Bay Arts Laureate, Barbara Adams, has been re-appointed for a two year term.

CRD clean air bylaw is now in effect and No Smoking signs in parks are being installed, including facilities located within the parks (ie. Windsor, Carnarvon, etc.)

Moved by Matt Fairbarns, Seconded by Chris Smith THAT THE REPORTS BE APPROVED.

Carried

**VII. NEW BUSINESS**

**VII. ADJOURNMENT**

Moved by Darlene Therrien, Seconded by Victor Lotto THAT THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADJOURNED.

Carried

The regular meeting was adjourned at 8:15pm.