

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, January 7, 2015 in the Council Chambers, Oak Bay Municipal Hall

**In Attendance:**

Sandi Piercy, Chair  
Victor Lotto  
Rick Marshall  
Linda Allen  
Alison Davis  
Matt Fairbarns  
Darlene Therrien  
Councillor Braithwaite  
Councillor Zhelka

**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: Chris Smith

The meeting was called to order at 7:00 pm.

**I. WELCOME**

Mayor Nils Jensen welcomed Councillor Hazel Braithwaite and Councillor Eric Zhelka to the Oak Bay Parks and Recreation Commission as the Council Liason and alternate respectively. On behalf of Oak Bay Council, he expressed thanks to commission members and staff for the past year of service.

It was noted that Council is considering the addition of culture to the mandate of the Parks & Recreation Commission in the future.

Mayor Jensen wished Commission members and staff all the best for 2015.

Mayor Jensen left the meeting at 7:15pm.

**II. ADOPTION OF THE AGENDA**

It was noted that the Public Participation item was to be added to the agenda.

Moved by Matt Fairbarns, Seconded by Darlene Therrien, THAT THE AGENDA BE ADOPTED AS AMENDED.

Carried

**III. MINUTES**

Commission	(2014-12-03)
Committee of the Whole	(2014-11-17)

Moved by Victor Lotto, Seconded by Alison Davis, THAT THE MINUTES OF THE DECEMBER 3, 2014 REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried

The minutes from Committee of the Whole were received for information.

**IV. PUBLIC PARTICIPATION – None**

**V. CORRESPONDENCE**

Rotary Club Fundraising Dinner (Maxwell, 2015-01-01)

Mr. David Maxwell was in attendance.

The Oak Bay Rotary Club will be hosting a dinner and auction event at the Monterey Recreation Centre on May 9, 2015 similar to the events held for the past five years, which raised over \$100,000 in support of Oak Bay Parks and Recreation. The evening will consist of dinner and include both a silent and live auction. In the past 200 tickets have been sold to this event.

Mr. Maxwell reported that proceeds from the 2015 event will again go towards youth related projects in the Oak Bay community. The event in 2014 raised close to \$21,000 from which the proceeds were distributed to ongoing fundraising for the climbing wall at Oak Bay Recreation Centre, the Teen Centre portion of the Neighborhood Learning Centre and towards an annual commitment of scholarships, and other youth awards, at Oak Bay High School.

In an effort to maximize the profitability of the 2015 event, the Oak Bay Rotary Club is requesting the facility rental fee be waived as well as the normal mark up on the food that would be associated with the event. This is the same arrangement that was approved for the events in the past five years.

Moved by Matt Fairbarns, Seconded by Victor Lotto THAT COMMISSION RECOMMENDS TO COUNCIL THAT FEES ASSOCIATED WITH THE RENTAL OF THE MONTEREY RECREATION CENTRE BE WAIVED, AND THAT FOOD BE PROVIDED AT COST, IN SUPPORT OF THE ROTARY CLUB OF OAK BAY'S FUNDRAISING DINNER ON MAY 9, 2015 ON THE BASIS THAT PROCEEDS FROM THE EVENT WILL BE DESIGNATED FOR YOUTH RELATED PROJECTS IN THE OAK BAY COMMUNITY.

Carried

Mr. Maxwell left the meeting at 7:25pm.

Staff was requested to calculate the revenue amount that is foregone by allowing the Rotary event at cost and report back to Commission.

*Post Meeting* – Staff reported to Commission members via email that the forgone revenue for the Rotary event is \$890.

**VI. UNFINISHED BUSINESS**

Commercial Use of Parks Task Group Report

The task group established in March 2014 by Commission to review the commercial use of parks in Oak Bay submitted an updated report for the Commission's perusal. The responsibilities of the Commission as directed by the Zoning Bylaw and Parks and Beaches Bylaw for use of public spaces was outlined for clarification.

A proposed decision guide was circulated to aid Commission in reviewing applications for private use of parks. It was suggested that events should not be considered individually but throughout the municipality as a whole to maintain the number of events at a reasonable level. Discussion ensued regarding the possible negative impacts of permitted park use and that a number of considerations must be taken into account such as the number, types and history of events, parking, traffic

congestion, recycling, amplified music. It was agreed that Commission must be careful not limit the vitality of the municipality but to standardize the policies of park use and implement them fairly.

Repetitive events that are approved at a staff level will be reported to Commission by the Director for information.

Moved by Rick Marshall, Seconded by Matt Fairbarns THAT COMMISSION ADOPT THE PROPOSED DECISION GUIDE ON A ONE YEAR TRIAL BASIS FOR APPLICATION FOR PUBLIC USE OF THE PARKS.

Carried

Moved by Rick Marshall, Seconded by Victor Lotto THAT A WORKING GROUP BE CREATED TO PREPARE INFORMATION TO MITIGATE ANY NEGATIVE IMPACT OF PERMITTED PRIVATE USE OF PUBLIC PARKS AND REPORT TO COMMISSION.

Carried

Commission members Alison Davis, Victor Lotto, Matt Fairbarns, Rick Marshall and Darlene Therrien volunteered to participate in the working group.

Concern was expressed on private commercial ventures in the park such as boot camps and it was agreed that the Bylaw Officer should be advised of any commercial non-permit activities.

Manager, Recreation Program Services reported that she attended a Block Watch meeting in the Spring and will contact the Block Watch Captain to follow up with any concerns and feedback.

## VII. REPORTS

### Program Reports

Manager, Parks Services noted that the department is currently planting the 2014 tree allocation that will be reflected on the detailed tree report that will be distributed at the February meeting.

### Personnel Report

The temporary Gardener II (Arboriculture) position has now been filled for a minimum four month term.

Full Time Receptionist has returned from maternity leave effective January 5<sup>th</sup>, 2015.

### Finance Report

#### **November 2014, Month End Statement**

	<u>2014</u>	<u>%</u>	<u>2013</u>	<u>%</u>
YTD Revenue at month end	\$6,935,655	98.86	\$6,448,305	92.68
YTD Expenditures at month end	\$9,841,860	90.51	\$9,494,079	89.23
YTD Net Expenditure at month end	\$2,906,205	75.34	\$3,045,774	82.70
YTD Net Expenditure at month end (adj.)	\$2,908,005	75.39	\$3,045,774	82.70

Moved by Linda Allan, Seconded by Alison Davis, THAT THE STAFF REPORTS BE APPROVED.

Carried

Neighbourhood Learning Centre Update

Commission members expressed an interest in attending a tour of the Neighbourhood Learning Centre. Staff will arrange a tour in the early spring to view the facilities. Director reported that an operating agreement is in the process of being negotiated and will be circulated to Commission when a draft is available.

**VIII. NEW BUSINESS**

**VI. DIRECTOR'S REPORT**

The Director reported that staff have met with the architect to discuss potential options of reinventing the space in the upper lobby and Sportsview area to better utilize the space within budgetary parameters and are awaiting an update. He noted that in response to Mayor and Council's consideration of adding Culture to the mandate of Commission, that aspect should be taken into consideration when looking at the options for the use of space. The Director asked Commission members to bring any suggestions to the February Commission meeting.

**VII. ADJOURNMENT**

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

Carried

The regular meeting was adjourned at 9:05pm.