

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, November 4, 2015 in the Council Chambers, Oak Bay Municipal Hall.

In Attendance:

Sandi Piercy, Chair
Darlene Therrien
Rick Marshall
Linda Allen
Matt Fairbarns
Alison Davis
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: Chris Smith, Victor Lotto

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

I. ADOPTION OF AGENDA

Moved by Linda Allen, Seconded by Darlene Therrien THAT THE AGENDA BE ADOPTED AS PRESENTED.

Carried

II. MINUTES Commission (2015-10-10)

Moved by Alison Davis, Seconded by Rick Marshall THAT THE MINUTES OF THE OCTOBER 10, 2015 REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried

III. PUBLIC PARTICIPATION

Ron Carter was in attendance to extend thanks to Commission and Staff for their support of the Urban Forest Symposium held at Windsor Centre on November 3, 2015. He felt the symposium was well received by the Community and timely in relation to the Official Community Plan and Urban Forest Stewardship RFP.

IV. CORRESPONDENCE

None

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

None

VII. REPORTS

Program Reports

A 40th anniversary celebration of the Oak Bay Recreation Centre was held on Saturday, October 24th and featured 1975 admission prices. Attendance was lower than expected and comments received by front line staff were that patrons thought it might be excessively busy due to the low rates. Staff will look at a different approach for future anniversary celebration events.

Manager, Recreation Program Services extended an invitation for Commission members to attend the unveiling of the Sno'uyuth Welcome Pole at the Oak Bay High School on November 22nd from 2:00–3:30pm.

An additional Music Night has been added featuring Doug Cox on Friday, November 6th.

Director reported that Maintenance continues to address the small deficiency items at the Neighbourhood Learning Centre. He noted that with the new maintenance structure, the Facility Operations Coordinator is overseeing all three community centre buildings and behind the scenes issues, such as soundproofing, are being addressed.

The question was raised regarding the compost bins located in the municipality. Staff advised that the bins have been installed on a one year trial basis and will confirm the terms of the trial period.

Personnel Report

Full time position of Midnight Maintenance Person has been filled.

Full time position of Facility Maintenance Technician/Person has been posted and shortlisting is in progress. This position will be working a combination of daytime and afternoon maintenance shifts.

The temporary position of Parks Clerk has been posted to cover the incumbent while on maternity leave.

Finance Report

September 2015, Month End Statement

	<u>2015</u>	<u>%</u>	<u>2014</u>	<u>%</u>
YTD Revenue at month end	\$6,018,305	82.56	\$5,772,388	82.28
YTD Expenditures at month end	\$8,421,945	74.22	\$8,179,617	75.23
YTD Net Expenditure at month end	\$2,403,640	59.23	\$2,407,229	62.40
YTD Net Expenditure at month end (adj.)	\$2,403,640	59.23	\$2,505,730	64.96

Matt Fairbarns joined the meeting at 7:40pm.

Budget Report

The Manager, Administrative Services reviewed the 2015 year end budget projections and the 2016 provisional budget request. He noted that barring unforeseen circumstances, 2015 is expected to conclude with a parks and recreation net operating expenditure of \$3,814,238, which is \$244,081 or 6.01% less than the approved budget of \$4,058,319.

The capital projects undertaken in 2015 are expected to be completed on budget with no significant variances.

The 2016 net operating budget request is for \$4,179,602 which is a \$121,283 increase or 2.99% increase over the 2015 approved budget. Non-discretionary expenses include increases in wages, auxiliary labour load, insurance and utilities as well as the NLC lease payment for a total increase in expenses of \$331,067.

Culture was added to the Parks and Recreation Operating Budget in 2015. The planned part-time programmer position has not been filled yet, however, plans are in place to fill this position in early 2016. Filming permits exceeded expectations leading to increased revenues. The Arts Laureate summer art installation costs are included and totaled \$10,100 in 2015.

It was noted that Oak Bay continues to have the highest admission fees in the region, therefore no increase to admission rates and pass rates in 2016 is proposed. A general 2% increase is proposed to rental rates and the golf course. Further, park permit fees are proposed to increase at a higher rate and will continue to do so each year, in order to bring Oak Bay more in line with the other departments in the region by September 2017.

Moved by Linda Allen, Seconded by Matt Fairbarns THAT THE COMMISSION ENDORSE THE 2016 PROVISIONAL BUDGET AS PRESENTED AND THAT IT BE FORWARDED TO COUNCIL.
Carried

Moved by Rick Marshall, Seconded by Alison Davis THAT THE 2016 PROPOSED FEES AND CHARGES BE RECOMMENDED TO MUNICIPAL COUNCIL FOR APPROVAL.
Carried

Moved by Darlene Therrien, Seconded by Matt Fairbarns THAT COMMISSION ENDORSE THE 2016 PROPOSED CAPITAL REQUESTS AS PRESENTED AND THAT IT BE FORWARDED TO COUNCIL.
Carried

Commission requested the issue of filming in the parks be evaluated to ensure such activity takes place within legislative parameters.

Director's Report

It was noted that the request for interest for Commission members in 2016 is now available on the Municipal website.

The Director reported that the Engineering Department is working in conjunction with a consultant for the Bowker Creek pathway plan and a draft report will be forwarded to Council.

The Urban Forest Strategy RFP has closed and staff are reviewing and evaluating submissions. Staff will forward a report to Council in the near future.

Commission member, Rick Marshall proposed the creation of an Urban Forest Strategy Advisory Committee. Discussion ensued and it was agreed that, as that option was not included in the RFP and could result in considerable cost, staff will work closely with the successful consultant who will engage the public as part of the process.

Moved by Darlene Therrien, Seconded by Alison Davis THAT THE REPORTS BE APPROVED.

Carried

VIII. ADJOURNMENT

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

Carried

The regular meeting was adjourned at 9:35pm.