

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, December 5, 2012 in the Administration Boardroom, Oak Bay Recreation Centre.

In Attendance:

Monty Holding, Chair
Sandi Piercy
Rick Marshall
Victor Lotto
Councillor Tara Ney
Brian Sharp
Drew Henderson

Staff:

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

Regrets: Chris Smith, Liz Hawes, Brian Yellin,

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

- | | | |
|-------------------|------------------------|--------------|
| I. MINUTES | Commission | (2012-11-07) |
| | Committee of the Whole | (2012-11-19) |

Moved by Victor Lotto, Seconded by Drew Henderson, THAT THE MINUTES OF THE NOVEMBER 7, 2012 REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.
Carried

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

II. CORRESPONDENCE

III. UNFINISHED BUSINESS

IV. REPORTS

Received for information.

Manager, Recreation Program Services reported that another successful Oak Bay Artists Tour was held on November 3rd and 4th, 2012. The Artists Tour, in partnership with Oak Bay Recreation, featured 26 community artists who opened their homes to the public.

The Director reported that BC Hydro and staff attended a 3rd Quarter Energy Review presented by Ken Olson, Operations & Energy Coordinator. The presentation was well received by BC Hydro who is supportive in continuing the program for another year.

A rain garden has recently been installed along the south wall of the parking lot at Monterey Centre. It was suggested that signage be erected to educate the public on the purpose and benefits of a rain garden.

Personnel Report

No current full time postings or staff changes this month.

Finance Report

October 2012, Month End Statement

	<u>2012</u>	<u>%</u>	<u>2011</u>	<u>%</u>
YTD Revenue at month end	\$5,858,247	85.41	\$5,840,070	85.17
YTD Expenditures at month end	\$8,628,621	83.09	\$8,319,078	80.78
YTD Net Expenditure at month end	\$2,770,374	78.57	\$2,479,008	72.03
YTD Net Expenditure at month end (adj.)	\$2,770,374	78.57	\$2,671,050	77.61

NLC Update

The Director, Parks & Recreation, reported that three design build teams have been selected and the Statement of Requirements (SOR), which details design requirements for the project, is currently being compiled. Once complete, the three shortlisted design/construction teams will receive the SOR for the Request for Proposal process that will close in Spring 2013.

The advisory committee will be meeting in December to continue to move forward on the Usage Agreement details between the School district and the Municipality.

Henderson Centre Update

The Director reported that Ledcor Construction Ltd. is the successful company for the Henderson Centre expansion project. It was noted that the project budget did not include an air handling unit which will be required for the centre so will be covered by capital funding. Three projects previously approved for 2012 Capital that have not yet been completed will be forwarded for 2013 and the allocated 2012 funds will be used to purchase the air handling unit with Council approval.

Staff held a preconstruction meeting with Ledcor Construction Ltd. and site meetings will be held every two weeks. The project will commence during the week of January 2nd, 2013 and is scheduled to be completed by mid April.

Moved by Sandi Piercy, Seconded by Victor Lotto THAT THE STAFF REPORTS BE APPROVED.

Carried

V. NEW BUSINESS

VI. DIRECTOR'S REPORT

Director reported that, as there were no changes to the event request from previous years, the MS Walk was approved at staff level and will be held on Sunday, April 14, 2013. Residents will be informed of the date and be given a contact number during the event for any concerns that may arise.

It was previously reported that funding from the Habitat Stewardship Program will not be available in 2013. However, some funding will be available but must be utilized by March 31, 2013. Manager, Parks Services noted that staff will be looking at changing the focus of the work to maximize the effect as it will occur in the spring rather than in the fall as in past years.

VII. ADJOURNMENT

Moved by Brian Sharp, Seconded by Sandy Piercy, THAT THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADJOURNED.

Carried

The meeting was adjourned at 7:40pm.