

REPORT of the regular monthly meeting of the OAK BAY PARKS, RECREATION & CULTURE COMMISSION held on Wednesday, March 2, 2016 in the Council Chambers, Oak Bay Municipal Hall.

In Attendance:

Sandi Piercy, Chair
Matt Fairbarns
Darlene Therrien
Jim Hoffman
Monty Holding
Linda Allen
Councillor Braithwaite

Staff:

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

Regrets: Alison Davis, Victor Lotto, Ann Wilmut

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

I. ADOPTION OF AGENDA

Moved by Matt Fairbarns, Seconded by Monty Holding THAT THE AGENDA BE ADOPTED AS AMENDED.

Carried

II. MINUTES Commission (2016-02-03)

Moved by Darlene Therrien, Seconded by Jim Hoffman THAT THE MINUTES OF THE February 3, 2016 REGULAR MEETING OF THE PARKS, RECREATION & CULTURE COMMISSION BE ADOPTED.

Carried

III. PUBLIC PARTICIPATION

None.

IV. CORRESPONDENCE

Oak Bay Half Marathon Request (Director, PR&C, 2016-03-02)

Organizers of the Oak Bay Half Marathon, Sarah Sproull and Nick Walker, were in attendance to request use of Windsor Park for the start and finish of the 2016 event.

The Director reported that the Oak Bay Half Marathon is a popular annual event that attracts up to 2,000 participants. This year's event will take place on Sunday, May 29th in the morning. In previous years the start/finish area has been in the Oak Bay village. However, due to concerns from residents, the organizers are requesting use of Windsor Park for the start, finish and post-race activities.

Concern was expressed as to whether the residents of Windsor Park would be effected. It was suggested that residents be informed well in advance of the event, as well as providing notice on the website and in the newspaper. Organizers expressed that consideration of the neighbours would be addressed during the set up process.

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The event would make use of the rugby field only (there will be baseball and cricket activities on the east side of the park). Organizers would be required to bring in additional portable washroom facilities at their expense, given the numbers expected. Additional staff will be scheduled to address garbage and cleanliness issues, with those costs also being passed on the organizers.

It was noted that the event is well established, and has been well run in past years. The Front Runners Athletic Club is a non-profit society, and portions of the funds raised will go to Santas Anonymous. Food and massages will be provided on site after the race, but there will no sales taking place.

The Director noted that there is some potential for damage to the rugby pitch given the number of participants, but this will be mitigated by a planned two week maintenance closure in early June which will allow time for the field to recover. The organizers of the event provided a second option that would not require use of the field if necessary.

Moved by Monty Holding, Seconded by Linda Allen THAT THE PARKS, RECREATION & CULTURE COMMISSION APPROVE THE USE OF WINDSOR PARK FOR THE 2016 OAK BAY HALF MARATHON.

MEC Paddlefest 2016 (Director, 2016-03-02)

Caitlin Brown and Brendan Heyer were in attendance, representing Mountain Equipment Co-op, to request use of Willows Park and beach area for their annual Paddlefest. The proposed date for this year's event is Saturday, June 25th. The Director noted that, given the new date in June as opposed to the previous July dates, and given the Commission's previous discussions around events in Willows Park, this request was brought forward for the Commission's approval. He reported that Paddlefest is a well run and well attended event, having produced no operational concerns in the past years.

Moved by Monty Holding, Seconded by Darlene Therrien THAT THE PARKS, RECREATION & CULTURE COMMISSION APPROVE THE USE OF THE WILLOWS PARK FOR THE 2016 MEC PADDLEFEST ON SATURDAY, JUNE 25TH.

Carried
Matt Fairbarns opposed.

Ms. Brown and Mr. Heyer were informed that, although Commission has granted permission to use Willows Park for the event, they will need to obtain approval from Council for the ancillary sales.

Discussion ensued regarding a possible rotation of events to allow different groups access to the parks for events without saturating the park use. The topic will be discussed at a future meeting.

V. UNFINISHED BUSINESS

The Council Strategic Plan and Official Community Plan Summary were distributed for information only. It was requested that an update of the Council Strategic Plan be distributed in November 2016 for budget preparation.

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VI. NEW BUSINESS

The Friends of Uplands Park 2015 Annual Report was received for information.

Commission extended appreciation for all the work that Margaret Lidkea donates to the Municipality and the time and energy that is required.

VII. REPORTSProgram Reports

Manager, Parks Services reported that Staff and Department Heads will be meeting with Diamond Head Consulting to begin review of the Urban Forest documentation and to discuss overlap with the current Tree Bylaw.

Personnel Report

The temporary position of Sports Coordinator has been filled to cover a maternity leave effective the end of April. The Sports Programmer position has been posted on a temporary basis while the incumbent fills the Sports Coordinator position.

The temporary Full Time Receptionist position has been filled for one year.

Finance Report**January 2016, Month End Statement**

	<u>2016</u>	<u>%</u>	<u>2015</u>	<u>%</u>
YTD Revenue at month end	\$915,686	11.95	\$833,615	11.44
YTD Expenditures at month end	\$867,459	7.32	\$1,032,523	9.10
YTD Net Expenditure at month end	-\$48,227	-1.15	\$198,908	4.90
YTD Net Expenditure at month end (adj.)	\$138,989	3.33	\$198,908	4.90

Final Budget

Manager, Administrative Services reported that the Parks & Recreation Department concluded 2015 with a net operating expenditure of \$3,586,064 which is 11.64% or \$472,255 less than the approved net budget of \$4,058,319.

It was noted that a number of program areas were up over 2015 expectations. Parks department received a \$37,360 Habitat Stewardship grant. Vacancies in Oak Bay Recreation Maintenance and Park staff positions caused a decrease in expenses of \$212,305 but are planned to be filled in 2016.

In 2015, Culture was added to the Parks and Recreation Operating Budget. The planned part-time programmer position was not filled, however has been filled in 2016.

The 2015 capital program was on budget with no significant variances. It was noted a few projects will be carried forward to 2016 for completion.

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The 2016 Parks & Recreation Department's net operating budget request is for \$4,158,445, which is a \$100,126 or 2.47% increase over the 2015 approved budget. Prior to further increases to the labour load rates for 2016, a value of \$29,186, the Parks, Recreation & Culture Department's net operating budget increase for 2016 was 2.08%.

It was noted that the 2016 budget maintains current service levels in all areas with the exception of changes resulting from the opening of the Neighbourhood Learning Centre and the addition of Culture.

Moved by Matt Fairbarns, Seconded by Monty Holding THAT THE 2016 OPERATING BUDGET BE RECOMMENDED TO ESTIMATES FOR APPROVAL AS PRESENTED.
Carried

Moved by Monty Holding, Seconded by Matt Fairbarns THAT THE 2016 CAPITAL BUDGET BE RECOMMENDED TO ESTIMATES FOR APPROVAL.
Carried

Moved by Darlene Therrien, Seconded by Jim Hoffman THAT 2016 FEES AND CHARGES BE RECOMMENDED TO ESTIMATES FOR APPROVAL.
Carried

Discussion ensued regarding the summer closure of the Sportsview Deli Bar & Grill. Staff were asked to provide numbers at Estimates to reassess the closure in June.

Staff were requested to provide a user pay ratio comparison throughout the region for information.

Moved by Darlene Therrien, Seconded by Jim Hoffman THAT THE REPORTS BE APPROVED.
Carried

VIII. ADJOURNMENT

Moved by Darlene Therrien, Seconded by Jim Hoffman THAT THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADJOURNED.
Carried

The regular meeting was adjourned at 9:00 pm.