

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, June 4, 2014 in the Council Chambers, Oak Bay Municipal Hall.

In Attendance:

Sandi Piercy, Chair
Brian Sharp
Linda Allen
Victor Lotto
Darlene Therrien
Matt Fairbarns
Councillor Ney

Staff:

Janet Barclay, Manager Recreation Program Services
Grant Brown, Manager Administrative Service
Chris Hyde-Lay, Manager, Parks Services
Mandi Krieger, Executive Assistant

Regrets: Alison Davis, Chris Smith, Rick Marshall, Ray Herman

The meeting was called to order at 7:10pm.

I. ADOPTION OF AGENDA

Moved by Victor Lotto, Seconded by Brian Sharp THAT THE AGENDA BE ADOPTED.
Carried

II. MINUTES Commission (2014-05-07)

Moved by Matt Fairbarns, Seconded by Victor Lotto, THAT THE MINUTES OF THE MAY 7, 2014 REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.
Carried

Committee of the Whole received for information

III. PUBLIC PARTICIPATION - none

IV. DELEGATION

Friends of Uplands Park

Margaret Lidkea and Kathleen Matthews were in attendance on behalf of the Friends of Uplands Park volunteers to give Commission members an overview of the group's past projects and an update on upcoming events.

The Friends of Uplands Park (FOUP) work to create opportunities for stewardship, education and inspiration in collaboration with community groups, volunteers and Oak Bay Parks & Recreation. Ms. Lidkea and Ms. Matthews highlighted the many events that FOUP offers including monthly bird walks, nature walks, public talks, and ecological stewardship events to educate the community on the natural and cultural history of Uplands Park such as the annual Broom Bash Removal Event and the Camas Day Celebration.

Commission members thanked Ms. Lidkea, Ms. Matthews and the Friends of Uplands Park volunteers for their passion and hard work that is put into the community.

Further information regarding the Friends of Uplands Park and upcoming events can be found on facebook or at friendsofuplandspark.wordpress.com.

Anderson Hill Park Volunteers

Representatives were unable to attend the meeting and will present in the Fall.

V. CORRESPONDENCE

VI. UNFINISHED BUSINESS

Commercial Use in the Park Task Group Update

The task group established by Commission to review the commercial use of parks in Oak Bay submitted a draft report for the Commission's perusal. Discussion ensued and members were asked to review the report and forward any comments to Commission member Rick Marshall. It was agreed that the task group will continue to work on the report during the summer and readdress the issue in the Fall for further discussion.

Urban Forest Strategy Update

The task group, established to produce a terms of reference document related to obtaining consultant services as part of producing an Urban Forest Strategy in Oak Bay, distributed a draft to Commission. The terms of reference is required in order to approach consultants to obtain budgetary pricing for their services related to this project and must be completed by late August in order to meet the budget process timeline.

It was reported that a more ecosystem oriented approach is recommended for Oak Bay which is a unique view compared to existing strategies in the region. Oak Bay can benefit in portion from work already done in other municipalities but the remainder will be specific for Oak Bay. It was agreed that clear deliverables are required in order to obtain a quote that includes designated responsibilities and a timeline.

Moved by Darlene Therrien, Seconded by Linda Allen THAT COMMISSION ENDORSE THE SCOPE OUTLINED IN THE TERMS OF REFERENCE DRAFT AND CALL FOR A TIMELINE WITH MEASURABLE DELIVERABLES TO BE BROUGHT BACK TO COMMISSION AT THE SEPTEMBER MEETING IN ORDER TO PROVIDE TERMS OF REFERENCE FOR BIDDING PURPOSES.

Carried

VII. PROGRAM REPORTS

Parks Reports

Manager, Parks Services reported that recycling will be encouraged at the Oak Bay Tea Party on June 7th and 8th.

Personnel Report

Aquatic Coordinator resignation received effective June 13, 2014. Position has been posted and interviews are being conducted.

Operations and Energy Coordinator will be retiring effective July 31, 2014.

Full Time Gardener 1 position has been filled.

Finance Report

April 2014, Month End Statement

	<u>2014</u>	<u>%</u>	<u>2013</u>	<u>%</u>
YTD Revenue at month end	\$2,555,460	36.43	\$2,438,633	35.05
YTD Expenditures at month end	\$3,465,495	32.27	\$3,483,774	32.74
YTD Net Expenditure at month end	\$910,035	24.44	\$1,045,141	28.38
YTD Net Expenditure at month end (adj.)	\$929,710	24.97	\$1,045,141	28.38

VIII. NEW BUSINESS

Urban Agriculture referral from Council

Council referred a resolution passed at the May 26th, 2014 meeting to the Parks & Recreation Commission requesting establishment of an Urban Agriculture Task Group. Councillor Ney reported that the issue has been tabled until 2015.

Chair, Sandi Piercy, extended thanks to Commission and Staff on behalf of the Chair of the Official Community Advisory Committee (OPAC) for their comments and input regarding the OCP draft. The full OCP draft is now available on the Municipal website and will be presented to Council at the June 9th meeting.

IX. DIRECTOR'S REPORT

X. ADJOURNMENT

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

Carried

The regular meeting was adjourned at 8:55pm