

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, February 1, 2012 in the Council Chambers, Oak Bay Municipal Hall.

**In Attendance:**

Monty Holding, Chair  
Drew Henderson  
Rick Marshall  
Brian Yellin  
Liz Hawes  
Chris Smith  
Mayor Nils Jensen (items I only)

**Staff:**

Ray Herman, Director, Parks and Recreation  
Lorne Middleton, Manager, Parks Services  
Janet Barclay, Manager, Recreation Program Services  
Grant Brown, Manager Administrative Services  
Mandi Krieger, Executive Assistant

Absent: Sandi Piercy, Brian Sharp

The meeting was called to order at 7:00 pm. Drew Henderson and Councilor Ney joined the meeting at 7:10pm.

Agenda items carried forward from January 18<sup>th</sup>, 2012 meeting cancelled due to inclement weather.

**I. WELCOME**

Mayor Nils Jensen expressed thanks to commission members and staff for the past year and commented on the anticipation of upcoming projects such as the Neighbourhood Learning Centre, possible upgrade to Henderson Centre through grant monies and the future of Carnarvon Park after the completion of the NLC.

The Mayor wished Commission members and staff all the best for 2012.

**II. ELECTIONS**

Ray Herman, Director Parks & Recreation, announced that Monty Holding has been re-appointed to Commission by Oak Bay Municipal Council for an additional two year term as per section 7.2 of the Oak Bay Parks and Recreation Commission Bylaw Amendment Bylaw No 1, 2012.

Moved by Drew Henderson, Seconded by Liz Hawes THAT MONTY HOLDING BE ELECTED TO THE POSITION OF CHAIR OF THE OAK BAY PARKS AND RECREATION COMMISSION FOR THE YEAR 2012.

Carried

Moved by Brian Yellin, Seconded by Chris Smith THAT BRIAN SHARP BE ELECTED TO THE POSITION OF VICE CHAIR OF THE OAK BAY PARKS AND RECREATION COMMISSION FOR THE YEAR 2012.

Carried

**III. MINUTES**

Commission

(2011-12-07)

Moved by Liz Hawes, Seconded by Rick Marshall, THAT THE MINUTES OF THE DECEMBER 7, 2012 MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried

**IV. UNFINISHED BUSINESS**

Parks Vision Report

The Parks Vision report, Use of Oak Bay Parks & Open Spaces, was created in 2005 and updated in July 2011. Copies of the updated report were distributed and discussion ensued. Commission members were unsure as to the intent of the document and whether the report should have a strategic focus or remain as a resource document. Direction was given for the Director, Parks and Recreation to meet with the CAO and Mayor to discuss the Parks Vision report.

**V. CORRESPONDENCE**

Correspondence was received from the Oak Bay Seniors' Activity Association (OBSAA) requesting advice from Commission regarding a possible amendment to their Constitution. Currently Section 7(c) Committee Structure states that "The Program Coordinator and a representative of the Oak Bay Parks and Recreation Commission shall be in attendance at all Executive Committee Meetings, however, they shall have no voting privileges."

The President of the OBSAA noted that the Program Coordinator regularly attends the meetings as well as a second member of staff and the Association would like the constitution to reflect this.

Discussion ensued and it was agreed that the suggested wording be changed to "The Program Coordinator *shall* be in attendance and a representative of the Oak Bay Parks and Recreation Commission *may* be in attendance at all Executive Committee Meetings,..."

Moved by Chris Smith, Seconded by Brian Yellin THAT IT BE SUGGESTED TO THE OBSAA THAT ITS CONSTITUTION BE AMENDED TO READ "THE PROGRAM COORDINATOR *SHALL* BE IN ATTENDANCE AND A REPRESENTATIVE OF THE OAK BAY PARKS AND RECREATION COMMISSION *MAY* BE IN ATTENDANCE AT ALL EXECUTIVE COMMITTEE MEETINGS, HOWEVER, THEY SHALL HAVE NO VOTING PRIVILEGES".

Carried

**VI. REPORTS**

Program Reports, Parks & Physical Plant – December 2011, January 2012

Received for information.

Manager, Recreation Program Services reported that the Annual Youth Pass that is being offered at the special promotion rate of \$99 until March 3, 2012 has been well utilized. She noted that twice as many Youth passes have been sold in the month of January 2012 compared to passes sold in total in 2011.

Manager, Parks Services reported that the recent inclement weather redirected staff to snow removal rather than pruning with minimal field closures due to melting snow.

Staff has approved the request to hold the Victoria Paddlefest event on June 30th at Willows Beach with the exception of the commercial activity component. Manager, Parks Services noted that the event was

very successful last year and as there are no changes to the event from last year it has been approved at Staff level. Staff directed Mountain Coop Equipment to forward correspondence to Municipal Council in regards to seeking approval for commercial activity in the park that is ancillary to a not-for profit community event.

Discussion ensued regarding the number of replacement trees planted in 2011 compared to the number of protected trees removed.

Manager, Parks Services announced his retirement at the end of February and extended his thanks to Commission and Council for their support over the years.

### Personnel Report

Manager, Parks Services – after 36 years of service to the municipality, Lorne Middleton has announced his retirement effective February 29,2012. The position of Manager, Parks Services has been posted and will close on February 3, 2012.

Head of Reception, Monterey Centre – Sonya Reuter is the successful applicant effective January 16, 2012

Head of Reception, Oak Bay Recreation – Andrea Kerrigan will commence maternity leave effective March 2<sup>nd</sup>. Doug Clarke will be acting Head of Reception during Andrea's leave.

Temporary Receptionist, Oak Bay Recreation – interviews have been conducted and position will be filled shortly. The successful applicant will fill Doug Clarke's position while he is Acting Head of Reception.

Irrigation Technician – incumbent has been awarded a permanent position in Public Works. The position has been posted internally and closed on February 1, 2012.

### Finance Report

#### **1) December 2011, Month End Statement**

	<u>2011</u>	<u>%</u>	<u>2010</u>	<u>%</u>
YTD Revenue at month end	\$6,602,488	96.39	\$6,887,425	100.01
YTD Expenditures at month end	\$10,091,913	98.06	\$10,086,372	100.00
YTD Net Expenditure at month end	\$ 3,489,425	101.39	\$ 3,198,947	99.99
YTD Net Expenditure at month end (adj.)	\$ 3,489,425	101.39	\$ 3,198,947	99.99

Manager, Administrative Services reported although the December statement is slightly over budget it is under provisional budget figures. Retroactive wages due to union contract ratification in November have now been included in the budget figures.

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Discussion ensued regarding the future replacement of the tennis bubble skin and viable options. Staff will re-circulate a 2010 report comparing options and costing for the tennis court bubble at the March Commission meeting.

Neighbourhood Learning Centre Update

Director, Parks and Recreation provided an update on his meeting with Dave Thomson, Oak Bay High School Principal and noted that the Design Committee is expected to reconvene by the end of February.

Carnarvon Committee Update

Monty Holding reported that Committee will continue to review possible options for the future use of Carnarvon facilities. Further information will be brought forward to the Commission.

Director's Report

In response to a question regarding waiving of rental fees for facility bookings, the Director reported that staff and Commission are not authorized to waive fees and groups requesting financial relief must approach Council.

Allotment garden plot rates will be changing for 2013 based on size of the plot. Plotholders will be advised of the upcoming cost changes at the next Allotment garden meeting.

At Council's request, Staff are looking at options for an Open House event to take place on January 1<sup>st</sup> of each year. Information will be presented to Council at Estimates Committee.

Moved by Rick Marshall, Seconded by Chris Smith THAT THE REPORTS BE APPROVED.  
Carried

**VI. ADJOURNMENT**

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

Carried

The meeting was adjourned at 9:00 pm.