

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, December 1, 2010 in the Oak Bay Recreation Centre, Administration Boardroom

In Attendance:

Monty Holding, Chair
Drew Henderson
Rick Marshall
Brian Sharp
Chris Smith
Hazel Braithwaite

Staff:

Lorna Curtis, 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: Frank Carson, Donald Farquhar, Laverne Bennett, Liz Hawes

The meeting was called to order at 7:10 pm. Chris Smith joined the meeting at 7:25pm.

I. NEW BUSINESS

Oak Bay High School Redevelopment – Neighborhood Learning Centre Presentation

Tammy Sherstobitoff, Acting Principal Oak Bay High School and Garrett Brisdon, Vice Principal Oak Bay High School in attendance.

Rod Windjack, Project Architect for the Oak Bay High School redevelopment and the proposed Neighbourhood Learning Centre, presented a design update to Commission members that resulted from the design charette held in October. The design charette was a three day process that included input from the architect, consultant specialists, school staff, district planners, municipal staff and other community groups and individuals to discuss renderings of initial designs for the proposed new school and Neighbourhood Learning Centre.

Discussion ensued surrounding the schematic on such topics as parking allotments, consideration of Cranmore Road residents, educational opportunities with Bowker Creek and pathways.

The Project Definition Report will be presented to the Ministry of Education in January and, if successful, the project will hopefully be approved by the end of March 2011.

II. MINUTES Commission (2010-11-03)
 Committee of the Whole (2010-11-15)

Moved by Drew Henderson, Seconded by Chris Smith, THAT THE MINUTES OF THE NOVEMBER 3, 2010 MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried

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

III. UNFINISHED BUSINESS

Additional Allotment Garden Plots

As requested by Commission at the February meeting, staff investigated the possibility of finding appropriate sites within the municipality where additional allotment garden plots could be located.

Presently there are 12 plots located on Monteith Avenue on the north side of Bowker Creek and another 12 – 14 plots will be ready in the spring of 2011 on the south side of Bowker Creek to help accommodate some of the people on the waitlist for allotment gardens.

Two other locations in the community were suggested as potential allotment gardens by staff. The amount of staff time taken to monitor and maintain the current allotment areas was noted and concerns were raised that staff time would be increased with the creation of additional plots. It was suggested that plot holders be educated on staff time versus cost of plot rental and be encouraged to self monitor the plots to avoid an increase in costs to plot holders. In 2010 the cost of a plot was increased to \$30 annually.

IV. CORRESPONDENCE

V. SUB-COMMITTEE REPORTS

Program Reports, Parks & Physical Plant – November 2010

Received for information.

Personnel Report

The successful applicant for the position of temporary Receptionist at the Oak Bay Recreation Centre was Sarah Crosby. Sarah has been with the Municipality in the position of Treasury Clerk since 2008. Previously she was a skate instructor and skate attendant in the arena, and since July 2010 she has been at Recreation Oak Bay in another temporary full time Receptionist position.

Finance Report

1) October 2010, Month End Statement

	<u>2010</u>	<u>%</u>	<u>2009</u>	<u>%</u>
YTD Revenue at month end	\$6,069,330	89.88	\$5,734,122	87.16
YTD Expenditures at month end	\$8,491,858	84.19	\$8,202,180	84.34

YTD Net Expenditure at month end	\$2,422,528	72.68	\$2468,085	78.43
YTD Net Expenditure at month end (adj.)	\$2,447,535	73.43	\$2,495,188	79.29

2) October 2010, Food Services Statement

	<u>2010</u>	<u>2009</u>
YTD Revenue	\$329,998	\$313,591
YTD Net	\$ -4,306	\$ -7,820

Tree Protection Committee Update

The Chair of the Tree Protection Committee will provide an update at the January Commission meeting.

Moved by Brian Sharp, Seconded by Chris Smith THAT THE SUB COMMITTEE REPORTS BE APPROVED.

Carried

VI. DIRECTORS REPORT

Commission was advised that the Director and the Manager, Recreation Program Services will be attending the Administrators Workshop from January 12th – 14th, 2011 at Harrison Resort. This annual workshop attracts administrators from across the province.

A thank you was extended to Commission and Council for supporting the staff training weekend held on November 27th and 28th. Twenty two staff members representing all areas of the department attended on their own time and participated in sessions such as the History of the Department, Customer Service, and future planning. Thank you to Councillor Hazel Braithwaite for presenting a Customer Service session that was greatly enjoyed by staff.

To gather community support for the Neighbourhood Learning Centre, a community BBQ was held on Saturday, November 6th on the front lawn of the Municipal Hall. The event focused on raising awareness of the new Oak Bay High School and Neighbourhood Learning Centre with displays and a banner that was signed to show community support.

VII. ADDITIONAL ITEMS

The Chair announced that Frank Carson has tendered his resignation from the Commission. Frank sat on Commission as the Council Liaison from 2003 – 2008 and Commission member from 2009 – 2010.

Don Farquhar and Laverne Bennett have completed their terms and leave the Commission effective December 31, 2010. Appointment of new Commission members will be considered by Council at an upcoming meeting.

VIII. ADJOURNMENT

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

Carried

The meeting was adjourned at 8:30 pm.