

	<b>Report Title</b>	July September 2019 Activity Report: Recreation, Culture & Parks Administration
	<b>Report No.</b>	RCP 19-49
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	<b>Meeting Type</b>	Regular Council Meeting
	<b>Council Date</b>	October 15, 2019
	<b>Attachments</b>	

The RCP Administration team includes the Director, the Sales & Services Coordinator, dedicated Communications support for RCP needs, and a dedicated financial analyst.

### **Policy Development**

During Q3, the Administration team assisted with the development of the RZone Policy and a Sports Facilities Allocation Policy. Terms of Reference were prepared for a Dog Park Advisory Committee and a Tillsonburg 150 Committee. An update to the smoking by-law specific to parks and recreation spaces was prepared and provided to the By-Law and Clerk's department for review. Work continues on a Corporate Asset Naming Policy and a Corporate Sponsorship Policy.

### **Projects**

Project management work included preparation of specifications, tender review, project initiation and contract management on multiple projects including the Memorial Park Parking Lot Expansion, Station Arts Fire & Life Safety Upgrades, Lions Auditorium Kitchen, Auditory Enhancements, TCC DHW Replacements and more. RCP Administration staff also took on the task of supporting the Department's roll-out of MESH software.

Considerable staff time was deployed to work with community partners towards a mutually beneficial long-term alternative to the demolition of Summer Place.

### **Communications**

The biggest communication project in Q3 was the preparation of the Fall 2019 Recreation Guide, which was released in mid-August. The advertising for this issue brought in \$4,964.50 vs \$6,676.83 production and delivery costs.

Staff prepared updates to departmental websites, weekly print and radio materials, and the two roadside signs on a continual basis.

### **Community Engagement and Advisory Committees**

Administrative team staff supported the Recreation & Sport Advisory Committee and the Memorial Park Revitalization Advisory Committee. Ex-officio liaison work continued with the Tillsonburg Senior Centre Board of Directors and the Tillsonburg & District Craft Guild. Staff represent Tillsonburg at the Future Oxford Partnership and Community Oxford meetings. Materials for distribution to service clubs associated with the Waterpark were compiled and provided for their review and input.

### **Administration and Human Resources**

Fifteen Council Reports were prepared and brought forward to four council meetings over the Quarter. Preliminary work on the 2020 budget began in August and continued throughout September. Integrating the new RCP Financial Analyst role into the budget development has shown considerable promise to improve the process and the ability of RCP leadership to accurately measure financial performance.

Administration staff provided all RCP sections with support for recruitment, performance management, health & safety/SOP development, business need evaluation and the review of job descriptions and job ratings. Training of new leadership and administration staff continued. Emergency Management planning and updates to the Evacuation Centre Plan were initiated.

### **Special Events**

Q3 was busy with special events: Canada Day, Tillsonburg Fair, Country Jamboree Lake Lisgar Fundraiser, Friesian Horse Show, Walk for Parkinsons, Celebrate Tillsonburg and Ribfest. Upcoming events for Q4 are Shake, Rattle and Rock 'n Roll on November 2 and New Year's Eve celebration on December 31.

It was determined that the black curtains can no longer be used as backdrop and sound direction. The winds that can come up in that part of the Memorial Park pose too much risk for staff to install the curtains and for performers and equipment on the bandshell platform. The 2020 draft budget includes a project to develop and install a safer, more durable wall system, hopefully in collaboration with community partners.