

	Report Title	January - March 2019 Activity Report: Recreation, Culture & Parks Administration
	Report No.	RCP 19-18
	Author	Rick Cox, Director of Recreation, Culture & Parks
	Meeting Type	Regular Council Meeting
	Council Date	April 23, 2019
	Attachments	

The RCP Administration team includes the Director, the Sales & Services Coordinator, dedicated Communications support for RCP needs, and, starting in Q2 2019, a dedicated financial analyst.

Policy Development

During Q1, an update to the Municipal Alcohol Policy was prepared with some additional items on security requirements and the new cannabis laws. The Special Event Manual was also updated to reflect best practices. A General Volunteer Policy was brought before Council for approval, and a Corporate Volunteering Policy has been prepared for review by senior leadership before coming to Council. During Q2, policy review and development will include work on an Administrative Safety/Public Code of Conduct Policy, a Sports Facilities Allocation Policy, a Corporate Asset Naming Policy and a Corporate Sponsorship Policy.

Projects

Planning was completed for the Bridges Out of Poverty workshop hosted on April 12 in Tillsonburg. This workshop is open to everyone and community participation is actively encouraged. Tender documents were prepared and issued, and the tenders closed on the Auditory Accessibility Enhancement project and the Auditorium Kitchen Electrical Upgrades. The Building Code compliance project at the Station Arts Gallery was initiated with the consultants once the budget approval was provided.

Communications

The biggest communication project in Q1 was the preparation of the Spring/Summer Recreation Guide. 2019, which was released in mid-March. A different and simplified process for invoicing for Guide and arena board advertising was implemented. The recreation guide contract was sent out for quotations and the production was awarded on a trial basis to Aylmer Express. Based on the success of the first issue, a contract will be formalized during Q2, Tillsonburg News/Sunmedia will continue to deliver a copy to each residence in Tillsonburg with the Wednesday paper. The advertising for this issue brought in \$4,476.50 vs \$6,005.83 production and delivery costs.

Other communication tasks included producing signage for the Outdoor Pad and posters/print ads and tickets for the Tillsonburg Concert Series.

Community Engagement and Advisory Committees

Administrative team staff supported the new advisory committees to get up and running with the first meetings of both the Recreation & Sport Advisory Committee and the Memorial Park Revitalization Advisory Committee occurring in March. Ex-officio liaison work continued with the Tillsonburg Senior Centre Board of Directors and the Tillsonburg & District Craft Guild

Administration and Human Resources

Supporting Council through the 2019 Budget and Business Plan process required considerable amounts of report preparation and meetings during January and February.

