

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, November 16, 2011 in the Meeting Room, Windsor Pavilion.

In Attendance:

Monty Holding, Chair
Drew Henderson
Sandi Piercy
Rick Marshall
Brian Yellin
Victor Lotto
Hazel Braithwaite
Brian Sharp
Mayor Christopher Causton

Staff:

Lorna Curtis, Director, Parks and Recreation
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: Liz Hawes, Chris Smith

The meeting was called to order at 7:05 pm.

Mayor Causton expressed his thanks to Lorna Curtis, retiring Director of Parks & Recreation for all of her hard work for the past 31 years, staff and Commission for their continued support and welcomed Ray Herman, the new Director. Mayor Causton noted that recreation is an important part of the municipality and outlined the significant accomplishments over the past few years and encouraged Commission to continue to keep the facilities and programs current.

Mayor Causton left the meeting at 7:25pm

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| I. | MINUTES | Commission | (2011-10-05) |
| | | Committee of the Whole | (2011-10-17) |

Moved by Rick Marshall, Seconded by Victor Lotto, THAT THE MINUTES OF THE OCTOBER 05, 2011 MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried

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

II. NEW BUSINESS

MS Society

Correspondence was received from Ashley Hodgins, Special Events & Volunteer Resources Coordinator for the MS Society of Canada, South Vancouver Chapter. Ms. Hodgins submitted a follow up report regarding music at the Scotiabank MS Walk on Sunday, April 17th at Willows Beach. Ms. Hodgins reported that in order to address concerns from the previous year's event, an event notice was delivered to all homes around the park and along the route with a phone number to call if they felt disturbed by the noise. During the event regular sound checks were done at different locations

within the park to make sure the music was being played at a reasonable level and stayed within the confines of the park in order to reduce the impact on neighbours while still being able to create a fun event atmosphere.

Ms Hodgins mentioned that the MS Society did not receive any phone calls during the event or post- event regarding the noise level. Ms Hodgins was in correspondence with Mr. Geoffrey Voss, Block Watch Captain, after the event as recommended at the April Commission meeting to receive feedback.

Creating an Maintenance Operations an Energy Coordinator Position

The Director reported that through the BC Hydro Energy Management Program, the municipality has an opportunity to create a Maintenance Operations and Energy Coordinator position. BC Hydro will fund 50% of the cost of this position for one year based on the department's project track record and approach to energy management savings.

The creation of this position would provide the opportunity for the department to focus on energy savings projects, assist with succession planning, focus on long-term and preventative maintenance at Monterey and Henderson Recreation Centres and focus on staff training at the Oak Bay Recreation Centre.

Updated Parks Vision Report

The updated Parks Vision report was distributed to Commission members for perusal and will be reviewed at a later date.

III. UNFINISHED BUSINESS

III. CORRESPONDENCE

IV. SUB-COMMITTEE REPORTS

Program Reports, Parks & Physical Plant – October 2011

Manager, Recreation Program Services reported that after the success of the Fall Family Festival at Henderson Centre in October, staff is planning a similar event for Easter.

A catering and rental flyer has been designed to promote awareness of event venues at the Monterey Centre, Windsor Pavilion and Oak Bay Recreation Centre.

Discussion ensued regarding the new lighting in the tennis bubbles. It was suggested that information signs be posted in the four court tennis bubble and distributed to tennis court renters to advise patrons that the lighting situation is being addressed and to explain the lighting upgrade process to date.

The 3rd annual Oak Bay Tree Appreciation Day was held on Sunday, October 30th at Bowker Creek behind Oak Bay High School. Native Black Hawthorne trees and Maple trees were planted.

Field User Meeting

The Fall/Winter Field User meeting was held on October 12, 2011. Although attendance was low, feedback on the condition of the fields was positive.

Personnel Report

Sports Programmer - Caroline Lawrence, who has been a skating instructor for a number of years, is the successful applicant for the full time position replacing Steve Bilodeau.

Daycare Attendant – Layna Walker will be commencing maternity leave effective December 7th. Catriona Black, currently a preschool instructor with the department, is the successful applicant for the temporary full time position.

Finance Report

1) October 2011, Month End Statement

	<u>2011</u>	<u>%</u>	<u>2010</u>	<u>%</u>
YTD Revenue at month end	\$5,839,980	85.26	\$6,069,330	88.13
YTD Expenditures at month end	\$8,319,078	81.97	\$8,491,858	84.19
YTD Net Expenditure at month end	\$2,479,098	75.14	\$2,422,528	75.72
YTD Net Expenditure at month end (adj.)	\$2,508,473	76.03	\$2,372,705	74.16

2) October 2011, Food Services Statement

	<u>2011</u>	<u>2010</u>
YTD Revenue	\$280,038	\$329,998
YTD Net	\$ -22,072	\$ -4,305

Budget Report

The Director reviewed the 2011 year end projections and the 2012 provisional budget request. She noted that barring unforeseen circumstances, 2011 is expected to conclude with a parks and recreation net operating expenditure of \$3,353,653, which is \$54,483 or 1.65% more than the approved budget of \$3,299,170.

The 2011 capital expenditures are expected to be on budget and the funds to irrigate Willows Park will be carried forward to be completed in 2012. The first phase of the energy management project was completed in 2011. Due to incentive rebates from Fortis Gas, BC Hydro and the federal Ecoenergy Program, Phase 1 was \$121,569 under the \$498,300 original budget.

The 2012 net operating budget request is \$3,324,165 which is a \$24,995 increase or .76% increase over the 2011 approved budget.

The budget incorporates a full year of September 2011 fee increases, staff will consider a September 2012 general fee increase at final budget, a three week arena shutdown for required maintenance, full year of pool operations after a shutdown in June 2011, and savings from the first phase of the energy management project. The Director noted that the current collective agreement expired at the end of 2010 and the 2012 provisional budget does not include any union increases for salary and wages.

Capital requests were reviewed and discussed. The Director noted that staff will be bringing forward two items to Municipal Council in January for early approval, as the process to purchase these items will require lead time in order to have the necessary purchasing approvals in place for the project to be completed for seasonal use.

Discussion was raised regarding the cost of the allotment garden plots in comparison to other municipalities. Consideration will be made at a later date to discuss the option of an increase in rates for the larger allotment plots in 2013.

Oak Bay High Redevelopment Update

Councillor Hazel Braithwaite reported that the NLC has been approved and that the School District is working with the Ministry of Education to draw up the Terms of Agreement. The design process should resume early in the new year.

Carnarvon Park Redevelopment Committee Update

Monty Holding reported that the Carnarvon Park Redevelopment Committee met on October 17th to discuss options for the future of Carnarvon facilities, in particular the lacrosse box and pavilion. The next meeting is scheduled for Tuesday, November 22nd.

Henderson Expansion Project

The Director reported that in response to a 2008 recommendation from the Parks and Recreation Commission to Municipal Council a committee was appointed to look at the desirability of upgrades and/or changes to the facilities at Henderson Recreation Centre, Carnarvon Centre, and Monterey Recreation Centre with a view to evaluating potential changes, looking at costs/benefits of such changes, and making recommendations for priorities.

The review and preparation of departmental facilities would position the department to be able to take advantage of future funding opportunities that may arise for capital improvements.

On October 14, 2011 the Provincial Government announced a \$30M Community Recreation Program to provide communities with funding assistance for the construction of recreational infrastructure. The Program supports healthier families through increased physical activity by providing greater access to recreation facilities such as recreation centres, trails, bike paths, walkways and playgrounds.

Looking at the various projects reviewed by the Facilities Committee and taking into consideration the criteria for the above provincial funding, it was decided that the project best suited and selected to be put forward is the expansion of Henderson Centre. Expansion highlights are:

- Expanding the west side of Henderson Centre from north side of fitness studio to south side of reception area for a total of 780 sq. ft.;
- Removing temporary walls in Muffin Nook area (currently used as office space) and relocate office next to the reception area;
- Upgrading 40 year old washrooms;
- Creating a covered bike storage shelter area.

The benefits of the expansion project were outlined:

- Increases fitness studio by 30% with room to create a stretching area for patrons;
- Ability to work with VIHA to expand the Take Heart Program (program for those who have heart issues) as well as programs for special populations (program for those who have suffered a strokes or brain injuries);
- Ability to expand registered Circuit Class size limits which are currently at maximum capacity with a waitlist;
- Ability to expand Active Rehabilitation Programs which are designed for those recovering from an injury and those who may have physical limitations due to musculoskeletal, neurological or respiratory illnesses;
- Taking current stretching area out of the gym will reduce the competition for gym space and increase gym programming opportunities to offer more sessions of popular programs such as Kindergym which are often at maximum capacity;
- Increased efficiency for reception through an additional staffing workspace at peak time and adequate storage;
- Reduce heating costs from enclosing lobby area;
- Ability to include other energy savings measures such as lighting and heating upgrades;
- Ability to create an inside children's play area and increase the number of Afterschool Program spaces in place of the current offices in the Muffin Nook;
- Provides a higher quality summer camp program space and centralized supervision;
- Ability to generate increased revenues.

The total cost of the project is \$469,300 (includes a 10% contingency), if the project is selected, the provincial grant would fund 80% (\$375,440) of the project cost and the Municipal Treasurer has advised the remaining 20% (\$93,860) could be funded out of Municipal Capital Reserves.

The Director reported that at this point in time operational disruption has not been determined. If the project receives Council approval and funding under the grant program, staff will arrange expansion schedule to minimize disruption to daily operations of Henderson Recreation Centre.

Moved by Rick Marshall, Seconded by Sandi Piercy THAT IT BE RECOMMENDED TO COUNCIL THAT APPROVAL BE GIVEN TO SUBMIT THE HENDERSON RECREATION EXPANSION PROJECT FOR THE PROVINCIAL GOVERNMENT COMMUNITY RECREATION PROGRAM FUNDING.

Moved by Drew Henderson, Seconded by Rick Marshall THAT THE COMMISSION ENDORSE THE 2012 PROVISIONAL BUDGET AS PRESENTED AND THAT IT BE FORWARDED TO COUNCIL.

Carried

Moved by Drew Henderson, Seconded by Brian Sharp THAT THE 2012 PROPOSED FEES AND CHARGES BE RECOMMENDED TO MUNICIPAL COUNCIL FOR APPROVAL.

Carried

Moved by Brian Sharp, Seconded by Victor Lotto THAT THE COMMISSION ENDORSE THE 2012 PROPOSED CAPITAL REQUESTS AS PRESENTED AND THAT IT BE FORWARDED TO COUNCIL.

Carried

Moved by Brian Yellin, Seconded by Sandi Piercy THAT THE STAFF REPORTS BE APPROVED.

Carried

IV. DIRECTORS REPORT

Lorna Curtis expressed her thanks to the Parks & Recreation Commission for their support during her term as Director.

V. ADJOURNMENT:

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

Carried

The meeting was adjourned at 9:50 pm.