

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, April 7, 2010 in the Council Chambers, Oak Bay Municipal Hall.

**In Attendance:**

Monty Holding, Chair  
Brian Sharp  
Drew Henderson  
Laverne Bennett  
Frank Carson  
Hazel Braithwaite  
Chris Smith  
Rick Marshall  
Donald Farquhar  
Liz Hawes

**Staff:**

Lorna Curtis, Director, Parks and Recreation  
Lorne Middleton, Manager, Parks Services  
Grant Brown, Manager, Administrative Services  
Mandi Krieger, Executive Assistant

Absent: Janet Barclay

The meeting was called to order at 7:00 pm.

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| <b>I.</b> | <b>MINUTES</b> | Commission<br>Committee of the Whole | (2010-03-04)<br>(2010-03-15) |
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Moved by Laverne Bennett, Seconded by Liz Hawes, THAT THE MINUTES OF THE MARCH 4, 2010 MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried

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

**II. CORRESPONDENCE**

Drew Henderson left the meeting inasmuch as a member of his family was making the presentation on the following item to the Commission.

Spring Fair for Haiti

Adrienne Henderson, on behalf of the students of the Me to We Team at Monterey Middle School, requested permission for use of Willows Park on May 8, 2010 from 11am to 2pm to hold a Spring Fair.

The fair would include bouncy castles, music games and a concession by donation to fundraise for the New Hope Hospital in Haiti. The students have arranged a clean up crew for after the event.

Moved by Don Farquhar, Seconded by Laverne Bennett TO ALLOW THE MONTEREY MIDDLE SCHOOL "ME TO WE" TEAM TO HOLD A SPRING FAIR AT WILLOWS PARK ON MAY 8, 2010 PROVIDING THAT THE NECESSARY LIABILITY INSURANCE COVERAGE IS IN PLACE.

Carried

Drew Henderson returned to the meeting.

La Societe Francophone de Victoria

Correspondence was received from the Victoria Francophone Society requesting use of Willows Beach Park on Saturday June 26<sup>th</sup> and Sunday June 27<sup>th</sup>, 2010 to hold its annual St. Jean Baptiste Day Celebrations and Multiculturalism Day.

The Victoria Francophone Society has held its celebrations at Willows Beach for the past two years on a Saturday afternoon and would like to extend the St. Jean Baptiste Day celebration to include the Sunday afternoon. The event would take place from 12 noon to 5pm on both days and the infrastructures would remain up over night.

Staff noted that the only event in the past that has been granted approval for a multiple day event is the Oak Bay Tea Party.

It was felt that the two day event should not be approved due to the high usage of Willows Park and the potential impact a two day event could have on the neighbourhood.

Moved by Brian Sharp, Seconded by Liz Hawes THAT APPROVAL BE GIVEN FOR THE VICTORIA FRANCOPHONE SOCIETY TO HOLD ITS SAINT JEAN BAPTISTE DAY CELEBRATION AT WILLOWS BEACH PARK ON SATURDAY, JUNE 26, 2010, PROVIDING THAT THE NECESSARY LIABILITY INSURANCE COVERAGE IS IN PLACE

Carried

**III. UNFINISHED BUSINESS**

Electric Zamboni

In follow up to the joint Commission / Council meeting staff prepared additional information pertaining to the replacement zamboni request.

Received for information.

Pesticide Bylaw Recommendations – Verbal report

Frank Carson reported that the Pesticide Committee met on April 1<sup>st</sup> to finalize the recommendations for the proposed municipal pesticide bylaw.

The Committee suggested the following recommendations be forwarded to Municipal Council along with a report outlining the Pesticide Committee's discussions:

1. That a pesticide bylaw be developed mirroring the District of Saanich Pesticide Bylaw including edits listed below.

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2. That Parks Department staff be given direction to draft an Integrated Pest Management Policy (IPM), similar to the Saanich and the City of Victoria IPM Policies, which would be implemented concurrently with an Oak Bay Pesticide Bylaw.
  3. The following edits to the Saanich Pesticide Bylaw:
    - a) Preamble E:  
Amend from: The Precautionary Principle supports local governments anticipating and preventing threats of harm...  
To: The Precautionary Principle supports local governments anticipating and preventing *plausible* threats of harm...
    - b) Definitions Section 3:  
Delete: "Private Lands" and "Public Lands"
    - c) PART 3 – REGULATION Clause 6  
Amend From: A person may apply to the Manager of Environmental Services for a permit....  
To: A person may apply to the *Manager of Parks Services* for a permit....  
  
Amended to Include: Cost of permit application is \$25
    - d) PART 7 – SCHEDULE A #33  
Amended From: plant growth regulators (DOMESTIC)  
To: *non-synthetic* plant growth regulators (DOMESTIC)

The Pesticide Committee recommends that an educational component accompany the implementation of a pesticide bylaw. The estimated cost of the suggested educational campaign would be \$6,500.

With regards to the cost of permitting and enforcement the Committee recommends that \$3,500 be budgeted for additional staffing costs.

The estimated \$10,000 cost of implementing a pesticide bylaw is not included in the Parks and Recreation 2010 Operating Budget request.

Moved by Drew Henderson, Seconded by Chris Smith THAT IT BE RECOMMENDED TO COUNCIL THAT A PESTICIDE BYLAW AND INTEGRATED PEST MANAGEMENT POLICY BE ADOPTED AS PROPOSED BY THE PARKS AND RECREATION COMMISSION'S PESTICIDE COMMITTEE.

Carried

#### **IV. SUB-COMMITTEE REPORTS**

##### Program, Parks and Physical Plant Reports, March 2010

Spring Break camps were held at Windsor Pavilion this year and were well attended both weeks.

The new playground at Windsor Park is being installed and the pathway to provide access to the park for strollers and wheelchairs is scheduled to be completed mid April. Manager, Parks Services reported that an additional \$5700 was received from the Rick Hansen Grant to offset the cost of the playground installation.

Parks Department staff have been busy responding to tree related problems due to the recent wind storm on April 2, 2010.

The Invasive Species HSP grant to help continue the work in Uplands Park has been submitted.

Staff was asked to circulate the 2005 report with regards to the Uplands Park Invasive Species Management Plan to Commission members. Since the writing of this report a lot of work has been completed in Uplands Park, therefore, it was suggested that Richard Collier (author of report) be contacted and asked for a cost estimate to update the report.

It was also suggested staff look at updating the Recreational Use of Oak Bay Parks and Open Spaces – Report of the Parks Vision Committee that was prepared in March 2005.

##### Personnel Report – March 2010

###### New appointments

Janette Sproston was the successful candidate for the Programmer position at the Monterey Centre. Janette was employed with Recreation Oak Bay as the Marketing Assistant from 1995-2000. Janette has worked for WestJet Airlines, Crown Isle Resort in Comox and most recently was the Public Relations and Marketing Coordinator for the Society of Organized Services in Parksville. Janette has experience in programming and an extensive background in organizing special events.

###### Postings

Over 250 applications were received for summer camp leaders. Interviews were held during the week of March 23 – 26<sup>th</sup> with over 100 applicants attending group and individual interviews. Practical night was held on Tuesday, April 6<sup>th</sup> with offers of employment being extended to approximately 55 summer staff by April 16<sup>th</sup>.

Parks Department received over 250 applications for 8 parks positions. Shortlisted applicants have been contacted and interviews are underway.

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Community Recreation Coordinator position closed on March 29<sup>th</sup>. Short listing has been completed and interviews will commence during the week of April 12<sup>th</sup>.

Finance and Personnel Subcommittee, April 2010

February 2010, Month End Statement

	<u>2010</u>	<u>%</u>	<u>2009</u>	<u>%</u>
YTD Revenue at month end	\$1,581,002	23.57	\$1,299,753	19.76
YTD Expenditures at month end	\$1,647,282	16.41	\$1,481,654	15.23
YTD Net Expenditures at month end	\$ 66,280	1.99	\$ 181,901	5.78
YTD Net Expenditure at month end (adjusted)	\$ 105,536	3.17	\$ 153,141	4.86

February 2010, Food Services Statement

	<u>2010</u>	<u>2009</u>
YTD Revenue	\$92,379	\$91,157
YTD Net	\$17,173	\$14,211

Tree Committee Report

Don Farquhar reported that the Tree Committee met to discuss recommendations for changes to the current Tree Protection Bylaw that have been submitted by one of its committee members. In conjunction with reviewing these recommendations the Committee discussed the possibility of creating an Urban Forest Strategy for Oak Bay, similar to what is being done in other municipalities in the region.

It was decided to wait until Saanich and the City of Victoria have approved and implemented their Urban Forest Strategies. Committee members felt Oak Bay would benefit for the experience and process of other municipalities. There also may be federal funding available to cover a percentage of the cost for compiling such a document.

The Committee would like to focus on Tree Protection Bylaw enforcement procedures, current offence penalties, security deposits as well as Section 17 of the Bylaw (Emergency Action).

Staff was requested to obtain more information on penalty offence fee structures in place within other municipalities throughout the region and beyond and present their findings at the May Commission meeting.

Additionally, staff was asked to review Section 17 of the Bylaw to ensure this section is living up to its intent, and if not, to bring forward to Commission recommended wording changes in May.

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The Committee also discussed the possibility of creating an Endangered Species Bylaw in the future, and it was noted that one of its members will be bringing forward suggestions in this regard.

Oak Bay High School Redevelopment

The Director reported that the possibility of encompassing a Neighborhood Learning Centre in to the redevelopment of the Oak Bay High School is being discussed. Currently the architects are looking at the footprint to ensure a NLC can be incorporated into the design of the new school. During budget deliberations Council will discuss the matter of setting aside monies for a consultant to assist with this project.

Field User Meeting

Monty Holding reported that the annual Field User meeting was held on March 31, 2010. There were no issues as there has been good communication between the groups on an ongoing basis.

Moved by Rick Marshall, Seconded by Chris Smith THAT THE SUB COMMITTEE REPORTS BE RECEIVED.

Carried

**VII. NEW BUSINESS**

**VIII. ADJOURNMENT**

Moved by Laverne Bennett, Seconded by Liz Hawes, THAT THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADJOURNED AND THAT A SPECIAL MEETING IN CAMERA BE CONVENED TO DISCUSS LAW ENFORCEMENT, AS COMMISSION CONSIDERS THAT DISCLOSURE MIGHT REASONABLY BE EXPECTED TO HARM THE CONDUCT OF AN INVESTIGATION UNDER OR ENFORCEMENT OF AN ACT, REGULATION OR BYLAW.

Carried

The meeting was adjourned to at 8:45 pm.