

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, February 2, 2011 in the Council Chambers, Oak Bay Municipal Hall.

In Attendance:

Monty Holding, Chair
Brian Yellin
Liz Hawes
Rick Marshall
Sandi Piercy
Drew Henderson
Hazel Braithwaite
Victor Lotto

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: Brian Sharp, Chris Smith

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

The Chair welcomed new Commission member Victor Lotto to the meeting.

I. MINUTES	Commission	(2011-01-05)
	Committee of the Whole	(2011-01-10)
	Council	(2011-01-17)

Moved by Liz Hawes, Seconded by Sandi Piercy, THAT THE MINUTES OF THE JANUARY 5, 2011 MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.
Carried

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

II. UNFINISHED BUSINESS

III. CORRESPONDENCE

Fee Structure Inquiry

The Director brought forward a series of email correspondence she had with a patron regarding the fee structure annual passes. The patron was inquiring as to the rationale for there not being a senior annual pass as there currently is a youth annual pass and in other fee categories the senior rate is the same as a student.

The Director explained the annual pass was priced at a significantly reduced rate for all ages to benefit from the discount and not target one particular group. A youth pass was later introduced to accommodate the 6 year to 18 year age group who had limited access due to school hours and age limits to attend certain sessions and facilities such as the fitness studios. She noted that there are almost 1600 adult annual passes and 102 youth annual passes sold annually.

She noted that most other recreation centres in the region do not offer a senior annual pass rate. Due to the introduction of the monthly installment plan and a 10% discount for Monterey Members, options are available to ensure the pass is attainable by all age groups.

Commission supported the rationale and agreed that the annual pass fee structure would be reviewed at the fall budget meeting.

IV. SUB-COMMITTEE REPORTS

Program Reports, Parks & Physical Plant – January 2011

The Manager, Recreation Programs Services gave an overview of the January programs.

The Manager, Parks Services reported he met with representatives from the newly formed Friends of Uplands Park and is looking forward to forming a relationship between the group and the Municipality.

The annual allotment garden holder meeting will be held on Wednesday, February 9th at 4pm at Windsor Pavilion.

The spring field user meeting is in the process of being arranged for the end of March.

Discussion ensued regarding the monthly tree summary report. Members requested that the Manager of Parks, in conjunction with the Municipal Arborist, add to the monthly summary report the number of trees removed versus the number of replacement trees planted. Commission supported the importance of ensuring positive steps are taken to replace trees within the Municipality.

Personnel Report

Katherine Kopriva is the successful applicant for the Midnight Maintenance position. Katherine joined Recreation Oak Bay in January 2008 as a Lounge Host and joined the midnight maintenance team in June 2008. Katherine successfully obtained her 5th Class Power Engineer certification in October 2010 and began the new position effective January 11, 2011.

Kathy Coates returned from maternity leave to her position of Receptionist at Oak Bay Recreation Centre on January 24, 2011.

Finance Report

1) December 2010, Month End Statement

	<u>2010</u>	<u>%</u>	<u>2009</u>	<u>%</u>
YTD Revenue at month end	\$6,890,352	102.04	\$6,578,848	100.00
YTD Expenditures at month end	\$10,004,103	99.19	\$9,725,899	100.00
YTD Net Expenditure at month end	\$3,113,750	93.41	\$3,147,051	100.01
YTD Net Expenditure at month end (adj.)	\$3,179,104	95.38	\$3,147,855	100.01

Wall of Fame Committee

Sandi Piercy and Liz Hawes will represent Commission on the Wall of Fame Committee. Nominations for the Wall of Fame will be accepted until February 28, 2011.

Neighbourhood Learning Centre

Councillor Braithwaite reported that the Oak Bay High Project Definition Report including the NLC submission will be presented to the School Board Trustees on February 21, 2011. Once approved at this level, the report will be presented to the Minister of Education.

Moved by Sandi Piercy, Seconded by Liz Hawes THAT THE SUB COMMITTEE REPORTS BE APPROVED.

Carried

V. NEW BUSINESS

Pesticide Regulation Bylaw Education

The Director reported that the Pesticide Regulation Bylaw was adopted on January 10th, 2011 and will come in to effect as of April 1, 2011. Staff is now focusing on the educational component with regards to the upcoming implementation of the Pesticide Regulation Bylaw.

The Manager, Parks Services reported that the bylaw is now on both the Municipal and Recreation Oak Bay websites and information will be included in the departmental summer and fall brochures. He is working with the Horticultural Centre of the Pacific to create two free public information sessions in March and a session for parks staff on alternatives to pesticide use. There will also be an advertisement in the Oak Bay News and hopefully an article about the impending Pesticide Regulation Bylaw and free public information sessions. The cost of the educational sessions and advertising is expected to be approximately \$2500.

Commission members reviewed the educational pamphlet created by staff. Discussion ensued regarding the following distribution options and costs.

- 1) Include with the municipal tax notice mailed in May – cost \$1000 flyers only
- 2) Direct mail to each household in March – cost \$4700 flyers, envelopes, postage
- 3) Deliver in March by route through Canada Post (similar to advertising mail delivery) – it should be noted that some routes overlap in to other municipalities – cost \$1940 flyers, envelopes, postage
- 4) Drop in Oak Bay News – cost \$1450 flyers and distribution

Commission members suggested if the educational sessions and advertisement were done before April 1st, the most cost effective flyer distribution option would be to include with the municipal tax notice. However, if this is not a suitable option to Council they suggest the flyer be delivered by route through Canada Post.

Staff was asked to contact the CRD to obtain information packages that can be handed out to the public at the educational sessions in March.

A suggestion was made that part of the educational component include a location where Oak Bay residents could dispose of their pesticides and receive information about the new bylaw.

Dog Friendly Areas

Manager, Parks Services outlined the present times and locations for off leash dog friendly areas in the community. Dogs are currently allowed off leash at McNeill Bay between October 1st and April 30th, sunrise to 11am May, June and September and sunrise to 9am and 7pm to sunset July and August. Over the past few years staff has monitored the usage of the beach by the public and the area is not heavily used in the morning hours. It has been suggested the off leash hours at McNeill Bay be extended May 1st through September 30th to the hours of sunrise to 11am and 7pm to sunset.

Moved by Sandi Piercy, Seconded by Liz Hawes THAT THE OFF LEASH HOURS AT MCNEILL BAY BE EXTENDED DURING THE PERIOD MAY 1 TO SEPTEMBER 30 TO THE HOURS SUNRISE TO 11:00AM AND 7:00PM TO SUNSET.

Carried

Question was raised with regards to reducing the off leash hours at Uplands Park due to possible damage to rare plants located in the park. Manager, Parks noted that he has conversed with Matt Fairbarns and currently this is not a concern.

An inquiry was directed to the Manager, Parks Services in regards to any issues with the rabbit population at Henderson Centre. The Manager informed members that the rabbit population is continually being monitored and there has been minimal damage to date.

VI. DIRECTOR'S REPORT

The 2011 final budget will be presented at the March meeting. The joint Council / Commission meeting will be held on Wednesday, March 30th at 7pm in the Council Chambers, Municipal Hall.

Council has given early approval for capital requests with regards to the pool shutdown, purchase of the golf course equipment and the Carnarvon Waterpark upgrade.

The Director reported that changes are being proposed for the midnight maintenance schedule in hopes of reducing staff turnover. The proposed schedule will be ten hour instead of eight hour shifts and would be put in place for a one year trial. Similar scheduling has been successful at other recreation facilities.

Monterey Centre had a broken sewer pipe under the lobby area resulting in a bad odor. The pipe has now been fixed at a cost of approximately \$2000.

Complaints have been received from patrons in regards to the three court tennis bubble being cold. There were some issues when the heat controls were connected to the computer monitoring system in December. The situation has now been corrected and staff will continue to monitor the heat levels in the tennis bubble.

The Director, Manager, Recreation Program Services and Chair, Monty Holding attended the Administrators Workshop in Harrison in January. Sessions were very informative including topics such as School/Community Partnerships.

VII. ADJOURNMENT

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

Carried

The meeting was adjourned at 8:30 pm.