

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, May 5, 2010 in the Sports Rooms at Windsor Pavilion.

In Attendance:

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

Staff:

Lorna Curtis, Director, Parks and Recreation
Lorne Middleton, Manager, Parks Services
Janet Barclay, Manager, Recreation Program Services
Mandi Krieger, Executive Assistant

Absent: Grant Brown, Chris Smith, Laverne Bennett

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

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| I. MINUTES | Commission | (2010-04-07) |
| | Committee of the Whole | (2010-04-19) |

Moved by Don Farquhar, Seconded by Drew Henderson, THAT THE MINUTES OF THE APRIL 7, 2010 MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried

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

II. NEW BUSINESS

Archaeological Background for Uplands Park

Darcy Mathews, PhD student from the University of Victoria, gave a presentation outlining the Camosun College Archaeology Field Assistant Program. Darcy is an instructor of this program and the program objective is to train the archaeologists of tomorrow, where students learn how to find and record archaeological sites as well as identify different types of archaeological features and artifacts. The program has 12 students and several experienced archaeologists. The program offers an opportunity to combine learning and teaching with local community-based research.

Darcy Mathews is proposing to involve the Oak Bay community through a small scale archaeological survey and inventory of Uplands Park for three weekends each May over the next several years. Uplands Park is a well known precontact burial cairn cemetery dating to about 1000 years ago. The students along with experienced archaeologists will perform subsurface testing through small diameter shovel tests screened onto small tarps and soil replaced. They will avoid any ecologically sensitive areas. They will be able to provide, at no cost, archaeological information to aid in the management of heritage values in Uplands Park.

This group has the support of the Songhees Nation, Matt Fairburns (Biologist), Richard Collier and Carrina Maslovat who has performed a significant amount of work related to invasive species in Uplands Park. The Parks and Recreation Commission is supportive of this project but feel it should have Municipal Council approval before proceeding.

The group has obtained a Heritage Conversation Act Investigation permit and will create a pamphlet to be handed out onsite, educating the public with regards to the project. The group has insurance coverage through Camosun College and would like to begin the project as of May 15th.

Moved by Don Farquhar, Seconded by Rick Marshall THAT COMMISSION SUPPORTS THE REQUEST BY DARCY MARSHALL TO PROVIDE AN ARCHAEOLOGICAL SURVEY OF UPLANDS PARK AND THAT IT BE FORWARDED TO COUNCIL FOR APPROVAL.

Carried

Salish Monuments

The Community Initiative Committee will be installing four additional Salish Monuments in the community. The proposed locations for the new monuments are at Willows Beach, Anderson Hill, Trafalgar Lookout and Kitty Islet.

Moved by Frank Carson, Seconded by Drew Henderson THAT COMMISSION APPROVE THE PROPOSED LOCATIONS OF THE NEW SALISH MONUMENTS.

Carried

Vernal Pools

During a recent event at Cattle Point and Uplands Park with the Friends of Uplands Park and Matt Fairburns, it was noted that there are areas in the park where rare plant species are located and require protection – one area being a core patch of vernal pool habitat at Cattle Point. Building an enclosure similar to the one built around the carpet burweed patch along the Cattle Point loop would protect the vernal pool from damage. It was suggested that staff find out how much it would cost to protect the rare plant species in these vernal pools. It was also suggested that signage be posted in key areas for public awareness and educational purposes.

Moved by Rick Marshall, Seconded by Brian Sharp THAT THE MANAGER OF PARKS BE GIVEN APPROVAL TO WORK WITHIN THE EXISTING OPERATING BUDGET TO CREATE A PROTECTION FENCE AROUND A VERNAL POOL AT CATTLE POINT.

Carried

Manager, Parks Services noted that the public is becoming more aware of the environmental issues through articles in the Oak Bay News, Arbour Day, tours of Uplands Park and various other venues.

III. UNFINISHED BUSINESS

Update of Uplands Park Report

As requested by Commission at the April meeting, the Manager, Parks Services contacted Richard Collier, author of the Uplands Park Report. It was concluded that the bulk of the report has not changed since it was originally compiled in 2005. Mr. Collier felt that it is not necessary to change the report as the overall objectives have not changed. Mr. Collier did suggest that the 2008 and 2009 progress reports for removal of invasive species be included on the municipal website.

IV. SUB-COMMITTEE REPORTS

Program, Parks and Physical Plant Reports, April 2010

Manager, Parks Services reported that Oak Bay Rotary members will be performing the annual spring clean up of the Rotary Water Park on Saturday, May 8th from 9am to noon. The water park is scheduled to open on the May long weekend.

Councillor Hazel Braithwaite and the Manager, Parks Services reviewed the Parks Vision Report and an updated version will be available in the fall of 2010. An addition to the report will be a listing of the hectares of each park in the municipality along with pictures of each park. The updated report will be available for viewing on the website once completed.

Personnel Report – April 2010

New appointments

Nichola Brown is the successful candidate for the Community Recreation Coordinator position. Nichola obtained her Bachelor of Science Degree in Sport and Exercise Science and Marketing Management at the University of Gloucestershire in England. Nichola comes to us from Cardel Place Recreation in Calgary where she was the Programs and Services Manager responsible for strategic planning, project management, budgeting and developing high quality programs and services. Nichola also brings strong supervisory and leadership skills as well as experience in the planning and creation of two new facilities.

Retirements

Linda Moist, Henderson Receptionist, will be retiring from Recreation Oak Bay effective July 30, 2010.

Linda commenced with Recreation Oak Bay in 1980 as an auxiliary receptionist, arena host at Oak Bay Recreation Centre, acting Monterey secretary and became a full time employee in 1986. She has filled the positions of Henderson secretary and receptionist for the past 24 years.

Postings

The position of Henderson Receptionist was posted and closed on Monday, May 3rd. Over 180 applications were received and the interview process will begin during the week of May 17th.

Finance and Personnel Subcommittee, May 2010

March 2010, Month End Statement

	<u>2010</u>	<u>%</u>	<u>2009</u>	<u>%</u>
YTD Revenue at month end	\$2,145,164	31.77	\$1,951,911	29.67
YTD Expenditures at month end	\$2,425,009	24.04	\$2,276,769	23.41
YTD Net Expenditures at month end	\$ 279,845	8.40	\$ 324,858	10.32
YTD Net Expenditure at month end (adjusted)	\$ 291,845	8.76	\$ 305,263	9.70

March 2010, Food Services Statement

	<u>2010</u>	<u>2009</u>
YTD Revenue	\$129,214	\$132,609
YTD Net	\$ 18,950	\$ 17,401

Finance Report

The Director reported that the budget is on target with revenue figures being up compared to last year. This increase can be explained by the increase in membership passes with the introduction of the monthly installment plan and a strong two week Spring Break.

She also reported that the operational budget as submitted was approved by Council and all capital items approved with the exception of the removal of the Lacrosse Box at Carnarvon Park.

Tree Committee Report

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

Staff is currently gathering and compiling the information and will present the report, along with Section 17 recommendations to Commission at the September meeting.

The Manager, Parks Services reported that the department was very busy with tree issues due to several recent wind storms. A suggestion was made that an article be submitted to the Oak Bay News to increase public awareness on what can be done to aide young trees on private property survive these types of wind storms.

Oak Bay High School Redevelopment

The Director reported that Council has given approval for staff to apply for a UBCM Grant for consultation and planning funding to explore the possibility of including a Neighbourhood Learning Centre with the Oak Bay Secondary rebuild. If successful in receiving consultation and planning funding, the goal would be to complete the public consultation before the end of September and then prepare and submit a report to the Ministry of Education in hopes of securing capital dollars for the NLC project.

A consultant will be hired to help with the above process. During the process it will be imperative that clearly written usage agreements are written and operating cost allocations are set.

Commission members expressed a desire to have representation through this process. It was decided to establish a committee of Commission members with Frank Carson as the Chair and members will be Drew Henderson, Brian Sharp and Monty Holding.

Moved by Brian Sharp, Seconded by Drew Henderson THAT THE SUB COMMITTEE REPORTS BE RECEIVED.

Carried

V. DIRECTORS REPORT

The Director announced Ken Hurn and Agnes Szilos have been appointed to the Wall of Fame. A reception will be held in late summer to acknowledge the Wall of Fame recipients. Two additional nominees have been forwarded for Municipal Council's approval and their names will be announced at the June Commission meeting.

The Nutrition for You Program is an intermunicipal initiative designed to help the public make healthy food choices for every phase of life. The program includes a series of free community based seminars, grocery store tours and after-school/ summer programs partnered with Thrifty Foods. The Initiative was submitted and selected as the BC Regional Award recipient by Kraft Foods Canada. The Director will be attending the Canadian Dietician Conference in Montreal in late May to accept the award on the behalf of the 16 communities involved in the program. At the conference, out of the regional award winners, the National Award winner will be announced.

Reminder to members about the Joint Council and Commission Lawnbowling event on Thursday, June 10th at 5pm followed by dinner.

In order to assist with succession planning, the Parks and Recreation staff will be invited to attend a staff training weekend on November 27th and 28th to participate in a variety of sessions and presentations. Staff will be donating their time to attend the weekend workshop. There has been \$2,000 set aside in the departmental training budget for this workshop.

VIII. ADJOURNMENT

Moved by Drew Henderson, Seconded by Brian Sharp, THAT THE OPEN PORTION OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADJOURNED AND THAT A CLOSED SESSION 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 8:20pm.