

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, November 3, 2010 in the Council Chambers, Oak Bay Municipal Hall.

**In Attendance:**

Monty Holding, Chair  
Laverne Bennett  
Rick Marshall  
Liz Hawes  
Chris Smith  
Hazel Braithwaite  
Brian Sharp

**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: Frank Carson, Drew Henderson, Donald Farquhar

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

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|-----------|----------------|--------------------------------------|------------------------------|
| <b>I.</b> | <b>MINUTES</b> | Commission<br>Committee of the Whole | (2010-10-06)<br>(2009-10-18) |
|-----------|----------------|--------------------------------------|------------------------------|

Moved by Brian Sharp, Seconded by Laverne Bennett, THAT THE MINUTES OF THE OCTOBER 6, 2010 MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried

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

**II. UNFINISHED BUSINESS**

Vernal Pool Update

Manager, Parks Services reported that 150 feet of split rail fencing is being erected around the vernal pool at Cattle Point. The fence will be erected around the rare plants during the week of November 8<sup>th</sup> with Matt Fairbarns in attendance to ensure the conservation of the area. Once the fence has been erected, signage will be installed to educate the public.

It was suggested that staff research grants for funding additional vernal pool protection fencing.

Draft Policy for Municipal Vegetation adjacent to Private Property

As requested by Commission at the October meeting, staff provided a draft policy in respect to the maintenance of hedges on public property. Discussion ensued and it was agreed that a policy is not required at this time but the information will be kept in case the need arises at a later date.

**III. CORRESPONDENCE**

**IV. SUB-COMMITTEE REPORTS**

Program Reports, Parks & Physical Plant – October 2010

The Manager, Recreation Program Services reported that the 35<sup>th</sup> anniversary celebrations were enjoyed by both staff and patrons.

Manager, Parks Services reported that Halloween night was quiet with no reported cases of vandalism. Parks staff patrolled the municipality and did not encounter any problems.

The 2<sup>nd</sup> annual Oak Bay Tree Appreciation Day will be held on Sunday, November 7<sup>th</sup> in Uplands Park. Garry Oak and Native Black Hawthorne Trees will be planted. Garry Oak acorns will be available to take home and plant. Refreshments will be provided.

Personnel Report

Interviews for the temporary Receptionist position vacated by Doug Clarke have been completed and the position will be filled shortly.

Finance Report

**1) September 2010, Month End Statement**

	<u>2010</u>	<u>%</u>	<u>2009</u>	<u>%</u>
YTD Revenue at month end	\$5,608,162	83.05	\$5,250,360	79.81
YTD Expenditures at month end	\$7,665,733	76.00	\$7,264,222	74.69
YTD Net Expenditure at month end	\$2,057,571	61.73	\$2,013,862	64.00
YTD Net Expenditure at month end (adj.)	\$2,143,305	64.30	\$2,172,986	69.05

**2) September 2010, Food Services Statement**

	<u>2010</u>	<u>2009</u>
YTD Revenue	\$296,992	\$278,341
YTD Net	\$ -3,035	\$ 1,402

Budget Report

The Director reviewed 2010 year end projections and the 2011 provisional budget request. She noted that barring unforeseen circumstances, 2010 is expected to conclude with a parks and recreation net operating expenditure

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of \$3,266,104, which is \$66,142 or 1.98% less than the approved budget of \$3,332,246.

The 2010 capital expenditures are expected to be under budget due to the arena roofing project being \$70,426 under budget. The first phase of the energy management project should be completed by the end of 2010. Due to timing of the energy management project not all 2010 expected energy savings have been realized. A status report will be completed for the 2011 final budget including proposed phase II projects.

The 2011 net operating budget request is \$3,309,752 which is a \$22,494 decrease or -.68% under 2010 approved budget. The budget incorporates an overall 3% increase for annual passes in January 2011 and a 3% increase for all other admissions, rentals and programs in July 2011, a four week pool shutdown for required maintenance, full year lease payments for the new Cadboro Bay and Henderson signs, and savings from the first phase of the energy management project. The Director noted that the current collective agreement expires at the end of 2010 and the 2011 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 three items to Municipal Council's 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 go forward as planned.

#### Tree Protection Committee Update

The Chair of the Tree Protection Committee will provide an update at the December Commission meeting.

#### Oak Bay High Redevelopment Update

A free community barbeque is being held on the front lawn of the Municipal Hall on Saturday November 6, 2010, from 12:30 to 2:30pm to promote community awareness of the Neighbourhood Learning Centre and the Oak Bay High rebuild project. Preliminary designs for the Neighbourhood Learning Centre and new Oak Bay High School will be displayed and a banner will be available for support signatures. This family event will include free hot dogs and hamburgers, face painting, music and entertainment for children.

A document highlighting points from various joint-use agreements in the province was circulated to Commission members for their information. The Director and Principal of Oak Bay High School will be compiling information to assist the Oak Bay High School Design Committee in providing recommendations to the municipality and school district to facilitate their work on joint use agreements.

Dave Thompson, Principal Oak Bay High School will attend the December Commission meeting to update commission members on the project.

Moved by Laverne Bennett, Seconded by Brian Sharp THAT THE COMMISSION ENDORSE THE 2011 PROVISIONAL BUDGET AS PRESENTED AND THAT IT BE FORWARDED TO COUNCIL.

Carried

Moved by Chris Smith, Seconded by Liz Hawes THAT THE AMENDED 2011 PROPOSED FEES AND CHARGES BE RECOMMENDED TO MUNICIPAL COUNCIL FOR APPROVAL.

Carried

Moved by Brian Sharp, Seconded by Rick Marshall THAT THE COMMISSION ENDORSE THE 2011 PROPOSED CAPITAL REQUESTS AS PRESENTED AND THAT IT BE FORWARDED TO COUNCIL.

Carried

Moved by Laverne Bennett, Seconded by Liz Hawes THAT THE SUB COMMITTEE REPORTS BE APPROVED.

Carried

**V. NEW BUSINESS**

It was noted that the Windsor tennis courts are being used for skateboarding and biking. It was suggested that signs be erected noting that the tennis courts are to be used for tennis purposes only. Manager, Parks Services will ensure signage is put in place.

**VI. DIRECTORS REPORT**

**VII. ADJOURNMENT:**

Moved by Laverne Bennett, Seconded by Liz Hawes, THAT THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADJOURNED.

Carried

The meeting was adjourned at 9:20 pm.