

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, November 4, 2009 in the Council Chambers, Oak Bay Municipal Hall.

In Attendance:

Monty Holding, Chair
Frank Carson
Laverne Bennett
Donald Farquhar
Dick Cavaye
Hazel Braithwaite
Drew Henderson
Brian Sharp

Staff:

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

Absent: Matt Fairbarns, Liz Hawes

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

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| I. MINUTES | Commission | (2009-10-07) |
| | Committee of the Whole | (2009-09-21) |
| | Committee of the Whole | (2009-10-19) |

Moved by Laverne Bennett, Seconded by Don Farquhar, THAT THE MINUTES OF THE OCTOBER 7, 2009 MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried

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

II. UNFINISHED BUSINESS

III. CORRESPONDENCE:

Dogs on Henderson Trail

Correspondence from Mr. Miklos Kovats commenting on surveys conducted with regards to the decision not allowing dogs on Henderson trail was received for information.

IV. SUB-COMMITTEE REPORTS

Program Reports, Parks & Physical Plant - November 2009

The Manager, Parks Services invited Commission members to attend the first annual Tree Appreciation Day on Sunday, November 8, 2009 from 10am to noon. The celebration will be held at Uplands Park opposite Cattle Point entrance. Activities will include tree planting, acorn planting, information and refreshments.

Finance and Personnel Subcommittee

The Director reviewed 2009 year end projections and the 2010 budget requests. She noted that barring unforeseen circumstances, 2009 is expected to conclude with a parks and recreation net operating expenditure of \$3,221,671, which is \$18,788 less than the approved budget of \$3,240,459.

The 2010 net operating budget request is \$3,333,074 which is 2.86% over 2009 approved budget. The budget incorporates wage increases arising from collective bargaining, the lease for new cardio equipment to be installed July 2010, a one week fitness closure to install the cardio equipment, increased material and utility costs, a three week arena shutdown for required maintenance and the department's share of implementing the ADP time capture program as well as the savings expected from the energy project.

On the revenue side, September 2009 parks and recreation fees and charges were increased by approximately 3%. As of July 1, 2010 all admissions, rentals and programs (with the exception of children's programs) will be subject to HST and will be increased by 7%, this increase is reflected in the proposed fees and charges schedule.

To help offset increased operational costs, staff has proposed a 4% admission fee increase as of January 2010, with no instruction or rental fee increase in 2010. The revenue affect of this increase is \$76,249, which has been included in the 2010 operating budget.

It is hoped the impact of increased admission fees will be somewhat offset with the implementation of the monthly installment plan for annual passes.

The food and alcohol prices in the SportsView are budgeted to be increased by 2% January 1, 2010 and will have the 7% HST added on July 1, 2010.

Capital requests were reviewed and discussed.

Moved by Laverne Bennett, Seconded by Frank Carson THAT THE COMMISSION ENDORSE THE 2010 PROPOSED OPERATING BUDGET AS PRESENTED AND THAT IT BE FORWARDED TO COUNCIL.

Carried

Moved by Frank Carson, Seconded by Dick Cavaye THAT THE 2010 PROPOSED FEES AND CHARGES BE RECOMMENDED TO MUNICIPAL COUNCIL WITH A REQUEST FOR EARLY APPROVAL.

Carried

Moved by Brian Sharp, Seconded by Drew Henderson THAT THE COMMISSION ENDORSE THE 2010 PROPOSED CAPITAL BUDGET AS AMENDED AND THAT IT BE FORWARDED TO COUNCIL.

Carried

Moved by Drew Henderson, Seconded by Frank Carson THAT THE SUB COMMITTEE REPORTS BE APPROVED.

Carried

Tree Protection Committee Update

On behalf of the Tree Protection Committee, Don Farquhar, Chair presented a copy of suggested revisions to the Tree Protection Bylaw.

Moved by Don Farquhar, Seconded by Frank Carson THAT RECOMMENDATIONS MADE BY THE TREE PROTECTION COMMITTEE BE FORWARDED TO COUNCIL FOR THEIR CONSIDERATION.

Carried

V. NEW BUSINESS

Regional Annual Pass

The one year pilot of the Regional Annual Pass ends December 31, 2009 and has been well received throughout the region. Recreation Oak Bay has sold 98 regional passes to new users and an additional 27 Recreation Oak Bay annual pass holders have upgraded to the regional pass resulting in increased revenue of \$43,198. Overall in the region 317 Regional passes were sold and 331 departmental annual passes were upgraded totaling \$190,830.60 in revenue.

The Intermunicipal Directors and Managers are proposing the following recommendations to their respective communities:

- 1) Establish the Regional Annual Pass as a permanent product under the same guidelines that it was piloted. The cost of \$420.10 would remain for 2010 (with the exception of adding HST in July 2010). The cost of the pass would be increased for 2011.
- 2) To introduce a monthly installment payment system and implement a \$25 non-refundable convenience fee for choosing the monthly installment plan option. (Note: the installment plan and non-refundable convenience fee would also be implemented for the Recreation Oak Bay Annual, Youth and Family passes).

Moved by Drew Henderson, seconded by Frank Carson THAT COMMISSION APPROVE THE REQUEST TO ESTABLISH THE REGIONAL ANNUAL PASS AS A PERMANENT PRODUCT AND TO INTRODUCE A MONTHLY INSTALLMENT PAYMENT SYSTEM AND IMPLEMENT A \$25 NON-REFUNDABLE CONVENIENCE FEE FOR THIS SERVICE FOR THE REGIONAL AND RECREATION OAK BAY ANNUAL PASSES.

Carried

Playtime Childminding Program

As requested by Commission at the April meeting, staff reported on the changes made to the drop-in Playtime Childminding offered at the Oak Bay Recreation Centre effective September 2009.

The program is a registered and drop-in program for 6 months to 6 year old children offered Monday to Friday 8:45am to 11:15am at the Oak Bay Recreation Centre. The program is designed for parents/guardians participating in Oak Bay Parks and Recreation activities. Based on a survey completed in May 2009, changes were made to the program that consisted of advance registration to ensure parents have a spot for their child upon arrival, shortening the hours from 8:45am – 11:30am to 8:45am to 11:15am as the service was not being used from 11:15am to 11:30am and increased promotion of the program.

The changes resulted in an increase of average children attending from 4.2 to 7.4 per day. Staff reported that although the program runs at a loss of \$2118 per year it can be considered the cost of doing business in attracting parents to other programs.

Commission members thanked staff for the report and agreed the service should continue to be offered in its current format.

VI. DIRECTORS REPORT

The Director reported that the Olympic Torch Relay community event was a success and enjoyed by approximately 3000 people.

The Oak Bay High School Redevelopment Steering Committee had their initial meeting attended by Staff and Commission representatives and will be meeting again on November 10, 2009.

Blood donor clinics will be held at Monterey Recreation Centre on December 29th and 30th, 2009.

VII. ADJOURNMENT:

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

Carried

The meeting was adjourned at 9:00 pm.