

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, October 6, 2010 in the Council Chambers at the Oak Bay Municipal Hall.

In Attendance:

Frank Carson (chair)
Brian Sharp
Laverne Bennett
Chris Smith
Donald Farquhar
Councillor Hazel Braithwaite

Staff:

Lorna Curtis, Director, Parks and Recreation
Janet Barclay, Manager, Recreation Program Services
Grant Brown, Manager, Administrative Services
Marie Van Dyk, Administrative Assistant
Lorne Middleton, Manager, Parks

Absent: Rick Marshall, Liz Hawes, Monty Holding, Drew Henderson, Mandi Krieger

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

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| I. | MINUTES | Commission | (2010-09-01) |
| | | Council | (2010-09-20) |

Moved by Don Farquhar, Seconded by Brian Sharp THAT THE MINUTES OF THE SEPTEMBER 1, 2010 MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried.

The minutes from Council were received for information.

II. NEW BUSINESS

Victoria Junior Chess Society (Raymer, 2010-09-01)

Brian Raymer, Victoria Junior Chess Society, was in attendance to present the details of his request to hold a Beach Chess Fest at Willows Beach and Willows Park on May 21, 2011. There will be approximately 200 people in attendance from Noon until 8:00 p.m. A 30 x 30 tent will be set up on the lawn, and a catered BBQ dinner will be part of this event.

A request was made for financial support. It was suggested that a request of this nature should be made to Council, and not to the Commission.

Moved by Laverne Bennett, Seconded by Chris Smith, THAT IT BE RECOMMENDED TO COUNCIL THAT A LICENCE OF OCCUPATION BE GRANTED FOR THE BEACH CHESS FEST AT WILLOWS BEACH AND WILLOWS PARK ON MAY 21, 2011 SUBJECT TO THE EVENT ORGANIZER ENTERING INTO AN INDEMNIFICATION AGREEMENT WITH THE DISTRICT OF OAK BAY AND PROVIDING EVIDENCE OF \$3,000,000 LIABILITY INSURANCE.

Carried.

III. UNFINISHED BUSINESS

Vernal Pool Update

The Manager, Parks Services reported that staff will try to complete the project of fencing the vernal pool at Cattle Point within the 2010 the operating budget, if possible. If staff is unable to complete within the current operating budget, staff will submit this project with the HSP funding request application for 2011.

Councillor Braithwaite will look into the possibility of funding through a new B.C. Government parks grant program.

Laurel Hedge on Shady Lane Update

The staff recommendation was the laurel hedge on Shady Lane, that is on both municipal and private property, be removed if the owner does not agree to maintain it in the future. The approximately 10' tall hedge requires ongoing maintenance by parks staff and does not provide a benefit to the community at large. Staff noted a similar situation occurred at another location in the municipality approximately 3 years ago and in that case the owner decided to keep and maintain a hedge that is on public property in front of their home.

The Commission supports the staff decision. Should the Shady Lane home owner not maintain the hedge in the future staff was requested to give the home owner three (3) months notice to maintain the hedge or the municipality will remove it.

Commission asked staff to draft a policy to be brought back to the next Commission meeting, in respect to the maintenance of hedges on public property.

Hood Lane Signage Update

The Manager, Parks Services reported that the missing sign at the north end of Hood Lane has now been replaced. A property that is approximately 300' south of the sign was given permission to do some planting over the boundary of their property under the condition that clear signage to allow public access for viewing be posted. Commission members noted that these plantings have spilled over onto the path, and that signage no longer is in place. The Manager, Parks Services will ensure signage is put in place.

IV. CORRESPONDENCE

none

V. REPORTS

Program, Parks and Physical Plant Reports

In order to address the concern about the decrease in this year's Monterey Program registrations, the Manager, Recreation Program Services reported that staff has changed the adult program guide format back to the newspaper tabloid style as well as doing a postcard mail out to past registrants and a 12% discount on Monterey program registrations done before August 31st. To date 2010 fall registrations are up 299 registrations over fall 2009.

It was announced that Oak Bay Recreation will be celebrating its 35th Anniversary on Sunday, October 24, 2010. The 70's theme will be carried out in activities, food and décor through-out the facility.

The Manager, Parks Services advised that the Guides will be conducting their Broom Bash on October 16 & 17th from 1:00 – 4:00 p.m.

On October 19th there will be an unveiling event at Windsor Park for the newly installed playground equipment.

Parks has received \$16,545 from the Tire Stewardship BC's Community Demonstration Grant Program towards rubber tiles for Phase II of the upgrades to Carnarvon Water Park which will be included in the 2011 capital requests.

Personnel Report

New appointments

The successful applicant for the temporary Community Recreation Programmer position was Andrea Kerrigan. Andrea commenced with Recreation Oak Bay as an auxiliary receptionist in April 2008, and has been the full time Reception Secretary since June 2009. Andrea obtained her Bachelor of Arts in Recreation and Health Education at UVic and has worked in various capacities at Juan de Fuca Recreation Centre and SEAPARC Leisure Complex.

The successful applicant for the temporary Reception Secretary position was Doug Clarke. Doug joined Recreation Oak Bay in April 2008 as an auxiliary maintenance worker, and most recently has been in the full time position of Receptionist at the Oak Bay Recreation Centre. Doug has a Bachelor Degree in Commerce-Entrepreneurial Management, and a Diploma in Hotel and Restaurant Management.

The full time position of Receptionist at Oak Bay Recreation Centre has been posted.

Finance Report

1) August 2010, Month End Statement

	<u>2010</u>	<u>%</u>	<u>2009</u>	<u>%</u>
YTD Revenue at month end	\$5,031,901	74.52	\$4,744,960	72.12
YTD Expenditures at month end	\$6,672,451	66.16	\$6,522,513	67.06
YTD Net Expenditure at month end	\$1,640,550	49.22	\$1,777,553	56.49
YTD Net Expenditure at month end (adj.)	\$1,786,039	53.58	\$1,804,504	57.34

2) August 2010, Food Services Statement

	<u>2010</u>	<u>2009</u>
YTD Revenue	\$265,790	\$249,551
YTD Net	\$517	\$-2,771

Moved by Brian Sharp, Seconded by Laverne Bennett THAT THE REPORTS BE RECEIVED.

Carried

Tree Committee Update

The Tree Committee will meet on October 14th to review the recommendations submitted by Ron Carter.

Field User Meeting

Attendance at the last meeting was low, however feedback on the condition of the fields was positive.

Commission inquired as to whether the rabbits in the Henderson area were affecting the condition of the fields. The Parks Manager advised that there is minimal damage to the golf course and softball fields, however the Bays Soccer Association have noticed some damage to the soccer fields. The Parks Manager will ask staff and user groups to document any future damage.

Moved by Don Farquhar, Seconded by Chris Smith THAT THE VERBAL REPORTS BE RECEIVED.

Carried

V. DIRECTORS REPORT

Oak Bay High School and NLC Project

The 3rd NLC open house was held on October 5th and the final one is scheduled for the 7th. The response to the proposed Neighbourhood Learning Centre has been very positive.

The Director circulated invitations for Commission members to participate in the design charrette scheduled for October 14-16. This is a great opportunity to provide input into the school rebuild and NLC project.

Councillor Braithwaite advised that the NLC component that houses the daycare and afterschool programs will be managed by the Municipality. The School District and the Municipality will work towards developing a mutually beneficial agreement for the joint use of educational spaces within the school. Staff has information on similar agreements that will be helpful to this process.

The Director reported that Don Farquhar and Laverne Bennett's term on the Parks and Recreation Commission will be up at the end of 2010.

Commission members were reminded that the November meeting will be the presentation of the 2010 budget projections, 2011 provisional budget and capital requests.

VI. ADJOURNMENT

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

Carried.

The meeting was adjourned at 8:10 pm. The next Parks and Recreation Commission meeting will be November 3rd at 7pm.