

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, September 1, 2010 in the Council Chambers at the Oak Bay Municipal Hall.

**In Attendance:**

Monty Holding, Chair  
Brian Sharp  
Laverne Bennett  
Frank Carson  
Donald Farquhar  
Drew Henderson

**Staff:**

Lorna Curtis, Director, Parks and Recreation  
Janet Barclay, Manager, Recreation Program Services  
Grant Brown, Manager, Administrative Services  
Mandi Krieger, Executive Assistant  
Marie Van Dyk, Administrative Assistant

Absent: Rick Marshall, Chris Smith, Hazel Braithwaite, Liz Hawes, Lorne Middleton

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

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| <b>I.</b> | <b>MINUTES</b> | Commission<br>Committee of the Whole | (2010-06-02)<br>(2010-06-07) |
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Moved by Laverne Bennett, Seconded by Don Farquhar THAT THE MINUTES OF THE June 2, 2010 MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried.

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

**II. PRESENTATIONS**

Neighbourhood Learning Centre

Mr. Rod Windjack, CEI Architecture, was in attendance to present the Oak Bay Neighbourhood Learning Centre Community Consultation literature to Commission.

The Ministry of Education has agreed in principle, to the replacement of Oak Bay High School. Through its Neighbourhood Learning Centre Initiative, the Province provides additional funds to include community focused facilities in new schools. This funding provides the School District and the community of Oak Bay with the opportunity to work together to develop shared education and community services under one roof, and make them available through joint agreements.

The design is comprised of two components – first an approx. 13,000 sq. ft. area that will house day care (currently located at Carnarvon Centre), after school care (currently located in a number of different locations), and a teen centre. Outside of after school program hours this component will be utilized for community access and programming. Commission requested that staff compile a residence demographic for the children attending the Paddington Station daycare. The second component will be enhancing areas within the school footprint to accommodate community access and programming.

Approval was sought to take the proposed NLC concept to the public.

Discussion ensued regarding the importance of the agreements between all parties involved. Until the NLC project details are approved by the Ministry of Education it is difficult to firm up agreements. Commission suggested that key agreement points be discussed with the school district prior to the proposed NLC project being submitted to the Ministry of Education.

Commission directed staff to identify key points addressing operational procedures that would be included in an agreement in principle with the School District.

Moved by Don Farquhar, Seconded by Frank Carson THAT COMMISSION APPROVE THE PROPOSAL AS PRESENTED WITH THE UNDERSTANDING THAT FURTHER INPUT FROM COMMISSION BE SOUGHT REGARDING ANY ISSUES OF CONCERN .

Carried

Moved by Frank Carson, Seconded by Don Farquhar THAT STAFF BE REQUESTED TO IDENTIFY CRITICAL POINTS IN OPERATIONAL PROCEDURES WITH REGARDS TO THE NEIGHBOURHOOD LEARNING CENTRE AND THIS INFORMATION BE BROUGHT TO COMMISSION PRIOR TO JOINT AGREEMENT DISCUSSIONS WITH THE SCHOOL DISTRICT.

Carried

### **III. UNFINISHED BUSINESS**

#### Vernal Pool Update

The Director reported that the Manager, Parks Services is waiting for a response to his inquiry about applying for grant monies from the Federal Government to help fund the protective fencing around a vernal pool at Cattle Point.

### **IV. CORRESPONDENCE**

#### Letters of Thanks

Letters of thanks to parks staff were received from:

*Robert Durie* for the care and maintenance of flowers and green spaces in the municipality and especially for “the Book Worm” at Cadboro Bay and Foul Bay.

*Oak Bay Community Artists* for the work done at Bowker Creek prior to the Bowker Creek Brush Up.

*Dr. Ian Cameron* for all their help with the Jaguars on the Island event held on July 24<sup>th</sup> in Windsor Park.

*Patty Freeman* for the display at the corer of Foul Bay and Cadboro Bay.

Laurel Hedge on Shady Lane

Correspondence was received regarding the maintenance of a laurel hedge on Shady Lane. This issue was handled at staff level. After a brief discussion, Manager of Parks was asked to bring information regarding the number of laurel hedges maintained by the municipality to the October meeting.

**V. NEW BUSINESS**

Refurbish Street Signage

The Henderson Recreation Centre sign located on Cedar Hill X Road and the Oak Bay Recreation sign located on Cadboro Bay Road had major refurbishments in 1995. Both signs are essential for the promotion of Recreation Oak Bay programs and community events. However, both signs are old technology and require maintenance staff to replace the letters each time the message is to be changed. Over the past year the Henderson sign has been repeatedly vandalized. Letters stolen or rearranged to display inappropriate language. It is no longer possible to use the sign as many letters are missing and the slots where the letters slide have been damaged beyond repair.

Staff received 4 quotes to refurbish the current signs with digital technology and would maintain the current dimensions using the existing posts. The signs would allow staff to change the message through computer software giving staff the ability to update messages more often.

The cost to refurbish the new signs would be paid out of the Parks and Recreation operating budget through a five year lease agreement. The Henderson Centre sign cost would be \$383.15 per month and the Oak Bay Recreation Centre sign cost would be \$401.52 per month.

The Henderson sign would be hard wired resulting in a one time cost of \$2,500. The Oak Bay Recreation Centre sign would require a wireless modem costing \$840 per year. Both of these costs would be included in the operational budget.

Moved by Brian Sharp, Seconded by Drew Henderson THAT IT BE RECOMMENDED TO COUNCIL THAT STAFF BE AUTHORIZED TO ENTER INTO A FIVE YEAR LEASE WITH THE MUNICIPAL FINANCE AUTHORITY IN THE AMOUNT OF \$42,968 FOR THE REFURBISHMENT OF THE HENDERSON RECREATION CENTRE SIGN AND THE OAK BAY RECREATION SIGN AS PRESENTED.

Carried

Ryan Vending Contract Extension

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The Director reported that Recreation Oak Bay has a three year contract with Ryan Vending and a two year option to renew from November 2010 until

2012. The Director noted that Ryan Vending has provided good service and that she wished to exercise the option to renew.

Moved by Don Farquhar, Seconded by Laverne Bennett THAT COMMISSION APPROVE THE REQUEST TO EXERCISE THE OPTION OF A TWO YEAR RENEWAL PERIOD WITH RYAN VENDING.

Carried

#### Hood Lane Signage

The signage that indicates public access on Hood Lane is no longer posted. The Director will look into the issue to see if the sign needs to be replaced.

## **VI. REPORTS**

### Program, Parks and Physical Plant Reports

Manager, Program Services reported that new cardio equipment has been installed in both Henderson and Oak Bay's fitness studios. Many compliments from parents have been received about summer camps.

It was noted that with the implementation of full day kindergarten in September 2011, staff is looking at options to fill the space vacated by the after kindergarten program.

Commission commended staff for outstanding achievements in respect to summer programming at Recreation Oak Bay.

Moved by Don Farquhar, Seconded by Frank Carson THAT THE DIRECTOR FORWARD A COPY OF THE SUMMER PROGRAM'S REPORT TO THE OAK BAY NEWS FOR PUBLIC AWARENESS.

Carried

### Personnel Report

#### New appointments

Camille LaRoque was the successful applicant for the Oak Bay Recreation Centre Receptionist position vacated by Carolyn Visscher. Camille joined Recreation Oak Bay in 2004 as an auxiliary receptionist and lounge host as well as assisting in the aquatics and arena offices.

#### Postings

Jennifer Pero, Community Recreation Programmer, Licensed Care will be on maternity leave effective October 2010. The position has been posted to cover her maternity leave.

The Midnight Maintenance Leadhand position is currently vacant. In agreement with the union, the position will be reposted in six months to allow current staff the opportunity to obtain the Refrigerator Operator certification necessary for the position.

Finance Report

*May 2010, Month End Statement*

	<u>2010</u>	<u>%</u>	<u>2009</u>	<u>%</u>
YTD Revenue at month end	\$3,332,433	49.35	\$3,067,179	46.62
YTD Expenditures at month end	\$4,216,014	41.80	\$3,969,380	40.81
YTD Net Expenditures at month end	\$ 883,581	26.51	\$ 902,201	28.67
YTD Net Expenditure at month end (adjusted)	\$ 956,912	28.71	\$ 918,814	29.20

*May 2010, Food Services Statement*

	<u>2010</u>	<u>2009</u>
YTD Revenue	\$206,893	\$204,416
YTD Net	\$ 12,219	\$ 5,749

*June 2010, Month End Statement*

	<u>2010</u>	<u>%</u>	<u>2009</u>	<u>%</u>
YTD Revenue at month end	\$3,958,677	58.62	\$3,684,427	56.00
YTD Expenditures at month end	\$4,988,731	49.46	\$4,804,989	49.41
YTD Net Expenditures at month end	\$1,030,054	30.90	\$1,120,562	35.61
YTD Net Expenditure at month end (adjusted)	\$1,159,191	34.78	\$1,163,234	36.96

*June 2010, Food Services Statement*

	<u>2010</u>	<u>2009</u>
YTD Revenue	\$239,830	\$222,316
YTD Net	\$ 13,399	\$ 5,562

*July 2010, Month End Statement*

	<u>2010</u>	<u>%</u>	<u>2009</u>	<u>%</u>
YTD Revenue at month end	\$4,398,633	65.14	\$4,148,762	63.06
YTD Expenditures at month end	\$5,793,137	57.44	\$5,650,310	58.10
YTD Net Expenditures at month end	\$1,394,504	41.84	\$1,501,548	47.72

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YTD Net Expenditure at month end (adjusted)	\$1,534,284	46.03	\$1,549,911	49.25
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*July 2010, Food Services Statement*

	<u>2010</u>	<u>2009</u>
YTD Revenue	\$251,809	\$235,066
YTD Net	\$ 7,957	\$ 4,086

Tree Committee Report

The Tree Committee will meet on Thursday, September 30<sup>th</sup>.

Moved by Drew Henderson, Seconded by Laverne Bennett THAT THE REPORTS BE RECEIVED.

Carried

**V. DIRECTORS REPORT**

The Director reported that both the Oak Bay Recreation Centre roof and the Monterey elevator projects are now complete and both were under budget.

The 4 court bubble was slashed but staff has managed to repair the damage.

The department submitted a grant request and received one of 200 complimentary defibrillators from Medtronics as a legacy of the Vancouver 2010 Winter Games. The AED will be located at Monterey Centre and staff training is being scheduled.

**VI. ADJOURNMENT**

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

Carried.

The meeting was adjourned at 8:45pm.