# OAK BAY PARKS, RECREATION & CULTURE COMMISSION MEETING

**Wednesday, November 6, 2019 at 7:00pm**
**Council Chambers, Oak Bay Municipal Hall**

*I.* ***APPROVAL OF THE AGENDA***

*II.* ***MINUTES***

| | |
|---|---|
| Commission | (2019-10-02) |
| Public Arts Committee | (2019-09-11) |

*III.* ***DELEGATION***

- Mayor Murdoch re: Council Review of Commission / Committee Structure

*IV.* ***PUBLIC PARTICIPATION***

*V.* ***CORRESPONDENCE*** - none

*VI.* ***UNFINISHED BUSINESS***

- Playground Subcommittee – verbal update
- Public Art Committee – verbal update

*VII.* ***NEW BUSINESS***

- Finance
  - Presentation of 2019 Budget Projections
  - Draft 2020 Provisional Budget
  - Draft Fees & Charges update
  - Draft 2020 Capital / Large Project Requests

*VIII.* ***REPORTS***

- Program, Parks and Physical Plant report October 2019
- Personnel Report
- Director's Report

Next meeting: Parks, Recreation & Culture Commission
Wednesday, December 4, 2019
Oak Bay Recreation Centre

OAK BAY PARKS, RECREATION & CULTURE COMMISSION
Minutes of Meeting – October 2, 2019

REPORT of the regular monthly meeting of the **OAK BAY PARKS, RECREATION & CULTURE COMMISSION** held on **Wednesday, October 2, 2019** in Council Chambers, Oak Bay Municipal Hall.

| **In Attendance:** | **Staff:** |
|---|---|
| Monty Holding, Chair | Ray Herman, Director of Parks, Recreation & Culture |
| Darlene Therrien | Steve Meikle, Manager of Recreation & Culture |
| Jim Hoffman | Linda Duff, Manager of Administrative Services |
| Ann Wilmut | Chris Hyde-Lay, Manager of Parks Services |
| Stuart Culbertson | Mandi Krieger, Executive Assistant |
| Suzanne Weckend | |
| Will Moore | |

Regrets: Matt Fairbarns, Councillor Braithwaite

The meeting was called to order at 7:04pm.

**I. APPROVAL OF THE AGENDA**

Moved by Suzanne Weckend, Seconded by Ann Wilmut THAT THE AGENDA BE ADOPTED.

Carried

**II. MINUTES** Commission (2019-09-04)

Moved by Stuart Culbertson, Seconded by Jim Hoffman THAT THE MINUTES OF THE SEPTEMBER 4, 2019 MEETING OF THE PARKS, RECREATION & CULTURE COMMISSION BE ADOPTED AS PRESENTED.

Carried

Darlene Therrien joined the meeting at 7:07 pm.
Will Moore joined the meeting at 7:10 pm.

**III. PUBLIC PARTICIPATION**

None

**IV. CORRESPONDENCE**

None

**V. UNFINISHED BUSINESS**

Urban Forest Strategy Update

Manager of Parks Services gave an update on the Urban Forest Strategy and noted that the draft tree protection bylaw has been completed and is currently being reviewed by senior staff.

Information is being gathered to update the municipal website with new tree information which will include the tree bylaw, frequently asked questions and general information regarding the benefits of trees and what residents can do to help to grow Oak Bay's urban forest.

Oak Bay Parks, Recreation and Culture have partnered with the Community Association of Oak Bay with a "Grow the Oak in Oak Bay" campaign. This partnership is directly focused on planting trees on private lands and hopes to meet the tree planting targets identified in the Urban Forest Strategy of 266 trees a year.

## VI. NEW BUSINESS

Covered Bike Shelter at Windsor Pavilion

Joan Peggs was in attendance to represent the Rotary Club of Oak Bay.

The Rotary Club of Oak Bay has inquired about the possibility of raising funds to construct a covered bike shelter close to Windsor Pavilion. The Parks department has received feedback from Windsor park patrons that a covered and well-lit bike shelter would be very well received. The bike shelter could also provide cover for strollers thus reducing the request to take them in the building on rainy days.

The Rotary Club proposed to raise funds for this project through the sale of a "Buy a Brick" program modeled after the Rotary Club of West Shore's success fund raising campaign for the Sarah Beckett Memorial Playground. The brick could be engraved with donor's name, favorite quote or in memory of a loved one and will be laid in the concrete. The cost for each brick is to be determined. The total cost of the shelter is $18,000 and labour for the construction would be covered through the Park operating accounts.

Discussion ensued regarding potential funding for other projects in addition to the proposed bike shelter. The Playground Subcommittee expressed interest to meet with the Rotary Club's Community Services to discuss the possibility of funding for future playground modernization issues.

Moved by Stuart Culbertson, Seconded by Darlene Therrien THAT THE PARKS, RECREATION & CULTURE COMMISSION APPROVE THE REQUEST FROM THE ROTARY CLUB OF OAK BAY TO BEGIN FUND RAISING FOR THE "BUY A BRICK" PROGRAM TO COVER THE MATERIAL COSTS OF A COVERED BIKE SHELTER AT WINDSOR PARK AND THAT THE PLAYGROUND SUBCOMMITTEE MEET WITH ROTARY'S COMMUNITY SERVICES COMMITTEE TO DISCUSS PLAYGROUND MODERNIZATION ISSUES.

Carried
Ann Wilmut opposed.

Joan Peggs left the meeting at 7:50 pm.

Oak Bay Recreation Centre Opening Hours

Staff received a petition signed by 38 early morning swim participants requesting that the Oak Bay Recreation Centre be opened at 5:30 am instead of the current opening time of 6:00 am. It was noted that the Centre is currently open at 6:00 am for all services and facilities and closes at 12:30 am each night which allows for a 5.5 hour period for all maintenance tasks to be completed. Concern was noted that by reducing the time the Centre is closed would be a challenge for Maintenance staff to complete all of the required tasks each night.

Stuart Culbertson left the meeting at 8:00pm.

Options were discussed noting staffing considerations, ability for Maintenance staff to complete the cleaning of the building including ice and pool quality maintenance, financial impact and the effect on other users of the facilities.

Moved by Darlene Therrien, Seconded by Jim Hoffman THAT GIVEN THE FINANCIAL IMPACT, THE CONSTRICTION OF OVERNIGHT MAINTENANCE TIME, THE POTENTIAL CHALLENGES IN RECRUITING STAFF FOR AN EARLIER START TIME AND THE POTENTIAL IMPACT ON THE LATE NIGHT USERS,THAT THE POOL OPERATING HOURS REMAIN AS STATUS QUO.

Carried

## VII. REPORTS

Program/Parks/Physical Plant Report

The Manager of Recreation & Culture gave an overview of the program reports including highlighting the professional training development that is being offered to licensed care staff, the high demand for Private Swim lesson bookings, and the introduction of a drop-in Yoga session.

It was reported that the Bowker Creek mural is now complete and public feedback has been very positive.

Personnel Report

The Daytime Maintenance Technician and Gardener II (temporary) positions were posted and interviews are being conducted. An Aquatic Programmer position has been posted due to a resignation and the Marketing Assistant position will be posted shortly due to the incumbent retiring.

Director's Report

The Director reported that staff have been working on the budget process for 2019/2020 in preparation for the November Commission meeting.

Moved by Darlene Therrien, Seconded by Jim Hoffman THAT THE REPORTS BE RECEIVED.

Carried

## VIII. ADJOURNMENT

Moved by Will Moore, Seconded by Suzanne Weckend THAT THE REGULAR MEETING OF THE PARKS, RECREATION & CULTURE COMMISSION BE ADJOURNED.

Carried

The regular meeting was adjourned at 8:20pm.

## Public Art Advisory Committee Meeting

**Minutes #8: Wednesday, September 11, 2019: Oak Bay Municipal Hall**

**Meeting started at 3pm**

**1. In attendance:** Barbara Adams (Arts Laureate), Steve Meikle (Manager of Parks and Recreation), Patricia Lortie, Teresa Pryce, Jane Evans, Jennifer McIntyre, Karen Manders (Acting Arts and Culture Programmer).

**Regrets**: Clr.Hazel Braithwaite, Jim Hoffman, Robert Amos

2. **Approval of July minutes:** Teresa, approve. Jane, second.

**3. Updates: - Mayor's Legacy Fund for the Arts:**
Arts Laureate reported that there are almost sufficient funds to finalise the purchase of the Makhotso sculpture.

**- Sea Lore:**
Arts Laureate reported that an alternate location has been suggested, to be taken to Council in September. A proposed agreement has been drawn up between the District, artist and donor.

**- Mural:**
A&C programmer reported on the beginning of the painting on the wall at Bowker Creek.

**- Fenwick Lansdowne Tribute:**
Arts Laureate reported on meeting with the project leaders who are continuing to develop this project. More on this next meeting.

**- Art Pianos:** Hosts for the winter
Arts Laureate reported that there were many expressions of interest in housing the pianos over the winter. Unfortunately the piano at Willows Beach got wet when the cover was stolen. Idea of community volunteer ambassadors for the pianos for next year. Revisit in May 2020.

**- Arts & Culture Days:**
Committee reported on a very successful Arts and Culture period with plenty of local support for the events. Appreciation of diversity of types of music, types of performance etc.

**3. Public Art Policy Review –** Manager of Rec reported that Commission has requested a meeting with the PAAC to review the Public Art Policy and make amendments. Discussion ensued on scope and agenda items for this meeting. Suggestions to research policies from other areas such as Sidney, Vancouver, Kirkland (WA), Castlegar. Revisit in October.

**4. ArtsAlive 2019:** - Guided walking tours
Jane Evans led a successful tour in September. The next tour is in October. Arts and Culture Programmer will investigate student participation from Willow Elementary.

- Vote numbers to date.
Arts and Culture programmer gave number of votes to date. There is just over a month to go until the voting closing. The Committee will contact their assigned sponsors.

Jury for 2019 ArtsAlive scheduled for October 16.

**5. ArtsAlive 2020**

**Jury process:**
Application deadline for 2020 program will be a few weeks earlier, November 15, to allow for jurying process before holiday season starts.
Arts and Culture programmer will launch Call to Artists before end of September 2019.
Jury period will be approximately three weeks from November 22-December 6. Arts and Culture Programmer will provide dates and meeting places.
Committee provided some suggestions and feedback on jury process.

**Theme for 2020:**
Committee have agreed on the above wording for the 2020 theme

*TOGETHER*

Some days, it seems easier to dwell upon what separates us than what we have in common. When we are together, something new emerges. It could be a sense of community and empathy, shared purpose, strength, synchronicity or even interesting entanglements. "Together" is about unity, it's about interconnection, and the beauty of diversity. Each piece retains its integrity yet when brought together, constitutes something new, a different reality, a unique colorful collaboration. Get yourself "Together" and submit your proposal to Oak Bay's ArtsAlive 2020 outdoor public sculpture program.

**Meeting adjourned: 4:45pm**

Next meeting: Wednesday, October 9. 3pm, Oak Bay Municipal Hall

Future meeting dates: 3pm, Wednesday, November 13
3pm, Wednesday, December 11

Program, Parks and Physical Plant Report October 2019
Parks, Recreation & Culture Commission Meeting November 2019

# Programs

## Aquatics

- On Saturday, October 26th from 1-5pm & Monday, October 28th from 3-5pm, the lifeguards got into the Halloween spirit at the annual Halloween themed swims. Costumes were worn and Halloween themed activities were included at both swims.
- The Monterey Middle School Swim Team started practicing on October 2nd. Their practices run on Wednesdays from 4-5pm.
- In conjunction with the annual Island Fitness Conference on Sunday, October 27th, the pool hosted 2 Aquafit sessions: "Circuit Training with a Splash" from 1:00 – 2:30pm and "Cardio, Cardio, Cardio ...Are you Pushing the Participants Potential?" from 3:00 – 4:30 pm. This is the first time Recreation Oak Bay pool has hosted and participated in this conference.
- The second set of evening Tuesday/Thursday swim lessons started on Tuesday, October 15th with 80 swimmers registered for the group lessons, including 8 adults.

## Community Recreation

### Licensed Care

- The Daycare children celebrated all things Harvest, Thanksgiving and Halloween in October and attended their Halloween party. The group went on an out trip to Mitchell's farm to pick out pumpkins to decorate and walked to Oak Bay Public Library and had the librarian read stories and sing songs.
- The Daycare has been doing Yoga with Nikki from Wild Roots Dance and Yoga Monday mornings and they have music with Eden every second Thursday morning.
- Preschool Playhouse at the Windsor Pavilion has started a music program on Wednesdays enabling the children to participate in a guided music class with a local musician.
- Every week the preschool children create a delicious and shareable snack. This process teaches the children concepts such as math and science as they measure and predict the outcomes of their creations. This week they made no-bake pumpkin cheesecake.
- Preschool Playhouse went out on their first bus field trip of the year to Mitchell's Farm. Some of the parents tagged along and Paddington Station program was there at the same time. This made for not only a fun and exciting field trip for the kids, but also provided an opportunity to create strong community connections as children from both centres and some family members explored the pumpkin patch together.
- With the beautiful fall weather the Afterschool Care programs have been spending as much time as possible outside, exploring many neighbourhood parks such as Redfern Park, Fireman's Park, Carnarvon Park, and Windsor Park.
- The Afterschool Care staff participated in their group meeting. Topics covered included First aid and Vitals refresher, team moral, realistic consequences and supporting children, and creating children focused lesson plans. The children focused lesson planning was particularly engaging as the staff focused on the children's interests to help create an even more engaging program.

### CR Programs and Camps

- The October Crafty Pro-D day had 41 children registered total with a morning and afternoon session offered. The Skidaddle Pro-Day for October was full with 65 children registered with a small waitlist.
- New birthday party themes have been a huge success. All the new themes (Superhero, Starwars & Hogwarts) have received 100% in terms of parent satisfaction on feedback forms so far this season.

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- Changes to drop-in sports have been successful. Online registration has been very popular for badminton, which is the busiest of the all the drop-in sports offered. Table Tennis and Youth Badminton have not seen much for online registration and people prefer just to show up at the time. Table tennis operates at approximately 85-90% capacity.
- Family Fall Fest at Henderson Recreation Centre on Friday, October 25th had approximately 80-90 people participate in a cake walk, pumpkin bowling, fall crafts and Kindergym activities. The Fall Fest is a fun yearly event for families and friends in the community to get together to celebrate fall and Halloween.
- Community Recreation offered the first Community workshop/presentation at the Neighbourhood Learning Centre. The idea is to offer local families and educators an opportunity to hear speakers about topics of interest at a low cost. On Wednesday, October 14th, the speaker, Patricia Obee, presented the topic of "Risky Play," focusing on the benefits and how it affects children's developmental growth. There were 52 people who attended including parents, educators, and people that were just interested in the topic. The staff asked the attendees about future topics they would be interested in. Some suggestions were: nutrition with children, anxiety in children and youth, outdoor play, and climate change.

## Culture

- ArtsAlive 2019 People's Choice Award is "Harmony Humpbacks," by Daniel Cline (Chemainus), this was chosen by popular vote and by the Public Art Committee jury. Runners up were *Winds of Time* by Linda Lindsay (Victoria) and *Me and My Quiet Thoughts* by Mizzonk (Vancouver). This year over 1,200 votes were received by online, paper and QR code voting between June and October.
- The Artist "call out" for ArtsAlive 2020/21 has gone out with the theme 'Together', with a deadline of November 12th. Jurying will take place over a 3 week period in November.
- The 20th anniversary Fall Artist Studio Tour is on November 2nd & November 3rd - 28 artists are participating, 6 of them at the NLC. Families welcomed.
- *The Concert of Remembrance* partnership with the Canadian College of Performing Arts is happening again this year. This concert takes place on Thursday, November 7 at the Dave Dunnet Theatre at Oak Bay High School. Admission is by donation with proceeds going towards the Military Family Resource Centre and the Canadian Heritage Arts Society. Seats can be reserved in advance online.

## Fitness

- The Take Heart Program Update - Teresa Vivian is starting as the Take Heart Program Instructor at Henderson Recreation Centre in November. Teresa recently graduated from Camosun College with a degree in Exercise and Wellness. She is a Certified Exercise Physiologist as well as a Kinesiologist. She has a passion for physical fitness and using exercise as medicine. She is looking forward to supporting heart health within the community!
- Winter 2020 Guide will include 2 new drop-in classes to accommodate the demand. There will be a new circuit training class at Henderson Centre 7-8am and a Core Fitness on Tuesdays 9-9:45am at the NLC.

## Monterey Centre

- Monterey welcomed over 80 new Members at the Meet and Greet on October 3rd.
- The Monterey Recreation Activity Association hosted a free talk for members by Dr. Stefanie Green on October 3rd. Dr. Green spoke on "The Medical Assistance in Dying Process in BC".

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- The annual fire drill was held October 8th at 10am. Members and staff quickly and successfully evacuated the centre.
- The Urban Wildlife Stewardship Society held their wildlife photography exhibit in Monterey's lobby from October 5th-19th.
- Two hundred Monterey members and guests attended the annual Thanksgiving Luncheon on October 8th. Attendees enjoyed the traditional turkey with all the trimmings meal and the upbeat live music by the talented Bob Meikle.
- The Hard of Hearing Support Group met on October 16th and enjoyed a free talk by Oak Bay Hearing.
- Monterey participated in the annual Shakeout Earthquake Drill on October 17th. The CFAX recording was played through all the classrooms. Staff demonstrated what to do during an earthquake by getting under a table and hanging on.
- Over 130 Members and Guests enjoyed the annual Oktoberfest Event on October 22nd that featured a delicious German meal of red cabbage, bavarian smokies, schnitzel, and sauerkraut with apple strudel for dessert. Live entertainment was provided by accordion player Ron Sera.
- The Monterey Recreation Activity Association held their annual Oak Leaves Bazaar on October 26th. The Oak Bay community generously donated gently used goods that the bazaar volunteers sorted and sold. The well attended event was a successful fundraiser for the Association.
- Carleton House and Monterey Centre joined forces to host a free talk on the "Myths and Facts of Hearing Aids" by Dr. Erin Wright at Carleton House on October 28th.

## Arena/ Teens / Indoor Sports Field

### Arena

- All the Fall public skating sessions are up and running with good participation numbers thus far.
- The next set of Learn to Skate lessons is starting the first week of November. Numbers are strong for the next set which includes having Afterschool Care children participate in the lesson program on Mondays.

### Childminding

- Morning Playtime Childminding has consistent numbers with an average of 4 participants each day.

### Indoor Sports Field

- Between the use by Oak Bay High School under the Joint Use Agreement and the Lambrick Baseball/Softball Academy use, the Indoor Sports Field is booked for 31 hours every week, Monday – Friday, between 8am and 3pm thus making extremely good use of mid-week, mid-day times.

## Tennis

- Next round of adult lesson sets start October 28th. Sixty-five classes are currently running seven days a week.
- The launch of the middle school tennis teams Friday Night League (once per month) had 45 children attend from 9 different schools.
- Mental health classes have launched in partnership with Island Health Recreation Therapists and have a maximum of 3 people attending each session.
- Tennis Canada has awarded $5000 to fund the Club Professional certification course at Recreation Oak Bay. This enables 5 Oak Bay coaches to pay $1000 and take the course.

- Oak Bay did not run the Thanksgiving Junior Team Tournament this year but we are running a U10/U9 Junior Futures Tournament November 9th – 11th. The Thanksgiving Tournament was not a great draw due to the many family commitments of that weekend.

## Upcoming Events

- Friday, November 1st – **Petunia and The Vipers Dance**, Oak Bay Recreation Centre - Upstairs Lounge. Doors open 6pm, Music 7:30pm.
- Sunday, November 3rd – **Tree Appreciation Day,** Uplands Park, 10:00am – noon.
- Thursday, November 7th – **A Concert of Remembrance**, Dave Dunnett Theatre, 7:00pm.
- Saturday, November 9th – **Mae Moore & Lester Quitzau**, Oak Bay Recreation Centre - Upstairs Lounge. Doors open 6pm, Music 7:30pm.
- Friday, November 15th – **Danny Michel**, Oak Bay Recreation Centre - Upstairs Lounge. Doors open 6pm, Music 7:30pm.
- Sunday, November 17th – **Community Market**, Monterey Recreation Centre, 9:30am – 12:30pm.
- Friday, November 22nd – **Lonesome Ace Stringband**, Oak Bay Recreation Centre - Upstairs Lounge. Doors open 6pm, Music 7:30pm.

# Maintenance

- Three of the six hot water storage tanks for Oak Bay Recreation Centre have now been replaced.
- The gas burner that supplies heat for the tennis bubble was fully repaired and re-started.

# Parks

- Parks staff are busy clearing leaves from taxed boulevards and parks.
- The golf course will close for the season on November 12th.
- The horticulture crew are planting spring bulbs and winter annuals at various locations throughout the municipality.
- Parks staff constructed a new split-rail enclosure to protect five endangered plants in eastern meadow of Uplands Park. These plants are: Bearded Owl-clover - may turn out to be a new species, which would make it one of the rarest plants we have; Nuttall's Quillwort—a blue-listed evolutionary oddball; Kellogg's Rush—we have 100% of Canadian population; Muhlenberg's Centaury—we have 98% of Canadian population and Spanish Clover—a blue-listed plant typical of the habitat.
- This year, for the second time, Parks will be closing the Central Meadow in Uplands Park to foot traffic from November to mid-April. This is a time when the meadow is at its wettest, its soils most vulnerable to damage and its native plants most susceptible to trampling. When the meadow is reopened in the spring, flowers will be reaching their peak, foot paths will have started to dry out and park users will no longer have to step into actively growing meadows to avoid the flooding in the trails. As last years' experience has shown, meadow closure results in a significant reduction in damage to soil and native plants, allowing more meadow flowers to reach maturity and set seed.

**Oak Bay Parks: Report on Administration of the Tree Protection Bylaw and Related Tree Work.**

**For the Month of October**

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**Public Property**

A total of 8 trees were removed from public property. These trees were either dead, diseased or dangerous.

**Private Property**

Thirty-six permits were issued under the Tree Protection Bylaw this month. Nine removal permits were requested for the removal of eleven trees protected under the Tree Protection Bylaw. These permits were issued because the trees were dead, diseased, dying or structurally unsound or removed for construction. Nine of the removals were Garry oaks. Only one tree was removed for construction with two replacement trees required. Thirty permits were issued for pruning protected trees.

**Security Deposit and Enforcement**

One security deposit was received. The bylaw requires security deposits to ensure care of required replacement trees; deposits are held by the Municipality for 3 years pending satisfactory planting and care or required replacement trees. Forfeited deposits go to the Parks tree purchase account.

**Work Orders**

This month we received 26 calls for service and completed 35.