

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, April 3, 2013 in the Council Chambers, Municipal Hall.

**In Attendance:**

Sandi Piercy, Acting Chair  
Drew Henderson  
Rick Marshall  
Brian Sharp  
Victor Lotto

**Staff:**

Ray Herman, Director, Parks and Recreation  
Grant Brown, Manager Administrative Services  
Chris Hyde-Lay, Manager, Parks Services  
Janet Barclay, Manager Recreation Program Services  
Marie Van Dyk, Administrative Assistant

Regrets: Linda Allen, Alison Davis, Monty Holding, Chris Smith, Tara Ney

The meeting was called to order at 7:10 pm.

- |           |                |                                      |                              |
|-----------|----------------|--------------------------------------|------------------------------|
| <b>I.</b> | <b>MINUTES</b> | Commission<br>Committee of the Whole | (2013-03-06)<br>(2013-03-18) |
|-----------|----------------|--------------------------------------|------------------------------|

Moved by Victor Lotto, Seconded by Drew Henderson, THAT THE MINUTES OF THE MARCH 6, 2013 REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried

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

**II. DELEGATION**

Ken Olson, Operations & Energy Coordinator was in attendance to update Commission members on the energy conservation projects to date and how these projects, such as replacing the lights in the Tennis Bubble, Indoor Sports Field and Arena have had a positive effect on the energy consumption.

**III. CORRESPONDENCE**

Event Request – Oak Bay High School

Commission member Drew Henderson excused himself from the meeting due to a conflict regarding this item. His daughter is one of the students proposing to hold this event. This resulted in the Commission no longer having a quorum, so casual discussion took place.

Students from Oak Bay High School have requested use of Willows Park on Saturday, May 4, 2013 to hold a fundraising event to help an all-girls school in Malawi. The event is proposed to run from 11am – 3pm, and will be comprised of a variety of fundraising initiatives. Food, games, activities and raffles are all suggested as being by donation only. There will also be local live musicians participating as part of the event.

The students have developed plans for the removal of trash, and recycling stations will be available.

The students will look into obtaining liability insurance through School District #61, and if they aren't set up to do so, they have been advised that they can contact Oak Bay Parks to consider obtaining it through Oak Bay.

The Commission members present were very supportive of the proposal and wished the representatives at the meeting good luck in organizing the event.

#### IV. REPORTS

##### Program Reports

Manager, Recreation Program Services reported that there has been growth in participation in the cardio-rehab program. Commission members suggested that consideration be given to providing a similar program for those in need of joint rehabilitation.

It was noted that there will be a celebration of Uplands Parks, on Sunday, May 5th, following Eco Week. This event is being organized by the Friends of Uplands Park.

Copies of the newly released Active Living Guide, and the latest Oak Leaves Newsletter were made available.

Manager, Parks Services reported that deer are eating many of the plants in the Native Plant Garden. Staff are working with the volunteers to look at options to deal with this issue, and a report is expected to be presented at the May Commission meeting.

##### Physical Plant

The Director, Parks and Recreation reported that the tender for replacement of the tennis bubble had closed. There were two submissions, both exceeding the budget. Consideration was given to reducing the scope or finding additional funding. The Finance Department has confirmed that the additional funds can be made available, therefore the scope of the project will not be impacted. A recommendation to award the contract will be going forward to Council on April 8<sup>th</sup>.

##### Personnel Report

The position of Acting Tennis Supervisor has been filled to replace the current Tennis Coordinator while on a leave of absence from May to September 2013.

Summer camp interviews are in the shortlisting process with over 300 applications received this year.

##### Finance Report

###### **February 2013, Month End Statement**

	<u>2013</u>	<u>%</u>	<u>2012</u>	<u>%</u>
YTD Revenue at month end	\$1,691,128	24.76	\$1,521,116	22.18
YTD Expenditures at month end	\$1,678,328	15.97	\$1,519,779	14.63
YTD Net Expenditure at month end	\$ -12.800	- .35	\$ - 1,337	- .04
YTD Net Expenditure at month end (adj.)	\$ -143,164	- 3.89	\$ - 1,337	- .04

The Manager, Administrative Services reported that with on-line registration commencing this week approximately 20% of the registrations done on the first day of registration were done on-line.

---

NLC Update

No update at this time

Henderson Centre Update

Construction is ongoing. The fitness area was closed for one week, however the work was not completed within that time period, and the facility will need to close for another week. To have the least impact on the public, this will be scheduled for the final week of construction. The Muffin Nook is closed this week for its second week. It is still on target for its completion date of May 1<sup>st</sup>.

Soft cost savings have helped to cover extra construction costs on this project.

Field User Notes

Received for information

Working Group Updates

No update at this time

Moved by Brian Sharp, Seconded by Victor Lotto, THAT THE STAFF REPORTS BE APPROVED.

Carried

**V. NEW BUSINESS**

Maintenance of Lawn Bowling Greens

The Oak Bay Lawn Bowling Club has approached staff with the request to have staff assume the responsibility of maintaining the greens. The Club is willing to pay the estimated cost for this service.

Additional seasonal staff would be hired to accommodate the increased work load. This also allows staff within the department to build on their turf skills. The Director noted that he will advise C.U.P.E. of this proposal.

Moved by Rick Marshall, Seconded by Brian Sharp, THAT STAFF BE DIRECTED TO ENTER INTO AN AGREEMENT WITH THE OAK BAY LAWN BOWLING CLUB TO PROVIDE MAINTENANCE SERVICES FOR THE LAWN BOWLING GREENS FOR A ONE YEAR PERIOD PLUS OPTION, AT A VALUE OF \$21,326.55 FOR 2013, AND;

THAT THE ASSOCIATED BUDGET AMENDMENTS BE INCORPORATED INTO THE FIVE YEAR FINANCIAL PLAN.

Carried

**VI. DIRECTOR'S REPORT**

Lansdowne Preschool were considering holding their Spring Fling in the Carnarvon Park lacrosse box. With baseball season starting, and concern for foul balls coming into the lacrosse box, they have decided to look for a different location.

A reminder that tickets are on sale for the Tuscany Dinner to be held at Monterey Centre on April 27<sup>th</sup>.

**VII. ADJOURNMENT**

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

Carried

The regular meeting was adjourned at 8:40 pm.