

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, November 6, 2013 in the Council Chambers, Municipal Hall.

**In Attendance:**

Sandi Piercy, Acting Chair  
Chris Smith  
Drew Henderson  
Linda Allen  
Alison Davis  
Victor Lotto  
Rick Marshall

**Staff:**

Ray Herman, Director, Parks and Recreation  
Grant Brown, Manager Administrative Services  
Chris Hyde-Lay, Manager, Parks Services  
Janet Barclay, Manager Recreation Program Services  
Mandi Krieger, Executive Assistant

Regrets: Councillor Ney, Brian Sharp, Monty Holding

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

<b>I. MINUTES</b>	Commission	(2013-10-02)
	Committee of the Whole	(2013-09-23)
	Committee of the Whole	(2013-10-21)

Moved by Victor Lotto, Seconded by Drew Henderson, THAT THE MINUTES OF THE OCTOBER 2, 2013 REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried

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

The item of the Greater Victoria Public Library was added to the agenda under New Business.

**II. CORRESPONDENCE**

Free Yoga in Willows Park request (Rose, 2013-10-06)

At the November 7, 2012 Commission meeting, permission was granted to the Ajna Alumni Association to conduct free Yoga in the Park sessions at Willows Park during the summer of 2013. At that meeting, staff expressed some concern with respect to the potential impact on the department's yoga programs, but the positive impact of the proposal was also acknowledged. The permission was granted on a trial basis, with a requirement to obtain a parks permit and liability insurance.

The activity took place in Willows Park on Tuesday evenings in July and August this year. The events attracted an average of 80 – 90 participants over the nine weeks and were well received by the community.

Correspondence was received from Mr. Rose requesting permission to conduct the same sessions during the summer of 2014.

Discussion ensued regarding the positive and negative aspects for allowing a continuation of the event. The opportunity for a large number of people of all ages to participate in a free, healthy activity in a beautiful setting is positive and supports the type of activity that is part of the recreation department's mandate.

Concerns expressed were that attendance at the department's own yoga program dropped by 20% in July and August compared with the previous year and that as Ajna Yoga is a private business in Oak Bay and, although no fees were charged to participate, the business derived the benefit of exposure/marketing and goodwill from having the opportunity to run these sessions and could constitute direct support to a private business that is prohibited by the Community Charter. It was noted that there are other private yoga businesses in Oak Bay and area that would be in competition with Ajna Yoga.

It was suggested that when setting precedent of this type, consideration needs to be given to the administration of future requests from other applicants. Additional requests of this type could have a greater impact on the department's budget. It would also result in further decisions with respect to the benefit to private business of utilizing public spaces.

Discussion ensued regarding the option of creating a "Yoga Night" that would allow other Yoga groups to participate. Commission acknowledged the positive impact of a healthy environment and the accessibility to families within the community. Commission directed staff to contact Mr. Rose and discuss partnering options for next summer and report at the January Commission meeting.

### **III. UNFINISHED BUSINESS**

#### Native Plant Garden Deer Fencing (Director, Parks & Recreation, 2013-11-06)

Councillor Kevin Murdoch and Councillor Cairine Green in attendance for this item.

At the May 1, 2013 meeting the Commission approved the installation of 8' high plastic mesh fencing around the Native Plant Garden, pursuant to the request from the Friends of the Oak Bay Native Plant Garden in order to keep the deer out of the park. The Commission approved the installation of the fencing, but did not provide funding.

Commission was asked to consider a more ornamental style deer fence installation at the Native Plant Garden. Councillor Murdoch noted that he subsequently has been in discussion with a private donor who may be willing to fund a more ornamental fence that would be considered an aesthetic upgrade. Staff have obtained quotes for a 6' high spear top ornamental fencing, with a header to meet the required height of approximately 8' that would fall within the funding from the private donation.

Moved by Rick Marshall, Seconded by Drew Henderson THAT COMMISSION RECOMMEND TO COUNCIL THAT ORNAMENTAL FENCING, WITH A HEADER, BE APPROVED FOR THE ENTIRE PERIMETER OF THE NATIVE PLANT GARDEN, WITH FUNDING TO POTENTIALLY COME FROM PRIVATE DONATION.

Carried

Councillors Green and Murdoch left the meeting at 8pm.

### **IV. REPORTS**

#### Program Reports

Manager, Parks Services extended thanks to all the volunteers who have been working hard at clearing invasive plants in Uplands Park, mainly along the entrance road to Cattle Point.

Manager, Recreation Programs noted that the Oak Bay Artists' Studio Tour will be held on Saturday, November 30<sup>th</sup> and Sunday, December 1<sup>st</sup> from noon to 4:30pm. The two-day special

event is free to the public. Brochures with artist descriptions and a tour map will be inserted into the Oak Bay News on November 27<sup>th</sup> and will also be available at the Oak Bay Recreation Centres, the Municipal Hall and the Oak Bay Library as well as at local businesses on Estevan and Oak Bay Avenue and through participating artists.

#### Personnel Report

Full Time position of Receptionist at Oak Bay Recreation Centre has been filled on a temporary basis while the incumbent is on maternity leave.

Full Time position of Parks Clerk has been filled on a temporary basis while the incumbent is on maternity leave.

Full Time position of Head of Reception has been filled on a temporary basis while the incumbent is on maternity leave.

Full Time position of Receptionist at Henderson Recreation Centre has been shortlisted. The incumbent is the successful applicant for the temporary Full Time Receptionist, Oak Bay Recreation Centre.

#### Finance Report

##### **September 2013, Month End Statement**

	<u>2013</u>	<u>%</u>	<u>2012</u>	<u>%</u>
YTD Revenue at month end	\$5,304,086	76.24	\$5,189,475	75.66
YTD Expenditures at month end	\$7,986,365	75.06	\$7,862,689	75.71
YTD Net Expenditure at month end	\$2,682,280	72.83	\$2,673,803	75.82
YTD Net Expenditure at month end (adj.)	\$2,682,280	72.83	\$2,673,803	75.82

#### Field User Meeting

The Fall Field User meeting was held on October 1<sup>st</sup>, 2013 at Windsor Pavilion. Meeting notes received for information.

#### Neighborhood Learning Centre Update

Acting Chair, Sandi Piercy reported that transportation issues were discussed at a recent meeting plus additional issues such as exterior access to washroom facilities. Bike routes through the campus was discussed and is being revisited.

## **V. NEW BUSINESS**

Item moved up so as to be addressed prior to dealing with larger budget items.

#### Greater Victoria Public Library

Commission member Linda Allen inquired as to whether a brief progress report with updates from the Greater Victoria Public Library could be included in the commission package. Councillor

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Murdoch commented that, as Council liaison, he reports to Council with reports from the Greater Victoria Library Board meetings.

Staff were directed to inquire if it was appropriate that the library reports could be included in the Commission package each month.

#### **IV. REPORTS – Con't**

##### Budget Report

The Manager, Administrative Services reviewed the 2013 year end budget projections and the 2014 provisional budget request. He noted that barring unforeseen circumstances, 2013 is expected to conclude with a parks and recreation net operating expenditure of \$3,665,239, which is \$17,463 or 0.47% less than the approved budget of \$3,525,823.

The capital projects undertaken in 2013 are expected to be completed on or under budget.

The 2014 net operating budget request is for \$3,681,081 which is a \$1,621 decrease or -0.04% decrease over the 2013 approved budget. Non-discretionary increases in expenses include labour load, insurance and utility increases. There is no adjustment for wage increases, as the current Collective Agreement expires December 31, 2013.

A general across the board increase to fees and charges of 4% was implemented April 1, 2013 at the same time as the switch from HST to GST/PST which allowed a fee increase to be implemented while the public actually paid less for services. Beginning in 2014, it is proposed that any increases for all fees will be implemented on September 1<sup>st</sup> of the budget year.

It was noted that other departments in the region also reduced their fees during the taxation changes, resulting in Oak Bay continuing to have the highest admission fees, thereby no increase in admission rates and a 1% increase to pass rates in 2014 is proposed. A general 2% increase is proposed to rental rates. Park permit fees are increasing at a higher rate in order to bring Oak Bay more in line with other departments in the region as directed by the Commission during the 2013 budget deliberations. Commission Member Rick Marshall commented that he felt the increase in park permit fees was not aggressive enough and did not meet what was expected as directed in 2013. It was noted that although fee increases would not come into effect until September 2014, the fees are forwarded early for approval to accommodate the marketing schedule. Commission suggested that in consideration of user groups, an analysis be done prior to next year's budget process to explain target rate and time frame goals, including potential for different youth and adult rates.

Moved by Linda Allen, Seconded by Chris Smith THAT THE COMMISSION ENDORSE THE 2014 PROVISIONAL BUDGET AS PRESENTED AND THAT IT BE FORWARDED TO COUNCIL.

Carried

Moved by Drew Henderson, Seconded by Victor Lotto THAT THE 2014 PROPOSED FEES AND CHARGES BE RECOMMENDED TO MUNICIPAL COUNCIL FOR APPROVAL.

Carried

Moved by Chris Smith, Seconded by Alison Davis THAT THE COMMISSION ENDORSE THE 2014 PROPOSED CAPITAL REQUESTS AS PRESENTED AND THAT IT BE FORWARDED TO COUNCIL.

Carried

Moved by Rick Marshall, Seconded by Victor Lotto, THAT THE STAFF REPORTS BE APPROVED.  
Carried

**VI. DIRECTOR'S REPORT**

Director informed Commission that in the past several years, events have been hosted for staff that were not all inclusive. For the last two years the department has hosted a staff BBQ for all full time and auxiliary staff and their families to attend. The cost of the event is approximately \$700 for food, soft drinks and entertainment and allows staff to attend a teambuilding event while spending time with their families.

Commission extended their support of the annual staff event.

**VII. ADJOURNMENT**

Moved by Rick Marshall, Seconded by Chris Smith, THAT THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADJOURNED.

Carried

The regular meeting was adjourned at 9:40 pm.