

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, February 5, 2014 in the Council Chambers, Oak Bay Municipal Hall

In Attendance:

Sandi Piercy, Chair
Chris Smith
Brian Sharp
Matt Fairbarns
Rick Marshall
Linda Allen
Darlene Therrien
Councillor Ney

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: Alison Davis, Victor Lotto

The meeting was called to order at 7:05 pm.

I. ADOPTION OF AGENDA

The item of the Official Community Plan Survey Results was moved from New Business to Unfinished Business.

Moved by Linda Allen, Seconded by Darlene Therrien THAT THE AGENDA BE ADOPTED AS AMENDED.

Carried

II. MINUTES

Commission	(2014-01-08)
Committee of the Whole	(2014-01-20)

An amendment to the January 8, 2014 minutes regarding the Leyland Cyprus Request (Municipal Clerk, 2013-12-24) was suggested as it was felt that it did not accurately reflect the discussion. The final wording being as follows: "The wording of the current Bylaw does not allow the Parks staff much flexibility in analyzing the trees and approving requests for removal."

Moved by Matt Fairbarns, Seconded by Darlene Therrien, THAT THE MINUTES OF THE JANUARY 8, 2014 REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED AS AMENDED.

Carried

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

III. CORRESPONDENCE

Mountain Equipment Co-op PaddleFest 2014 (Brady, 2013-12-18)

Correspondence was received from Mountain Equipment Co-op requesting use of Willows Park, including the beach area, for their annual PaddleFest event on Saturday, July 12, 2014. PaddleFest has become an annual event with good attendance from the community. The past events have been well run and there are no concerns from a staff perspective.

Director noted that current policy is that annual events of a traditional nature need not come before Commission and could be dealt with at a staff level, subject to the right to deny the request due to any conflict or problems that may arise in future years. However, he noted that, in cases where

sales are associated with a community event, approval must be sought from Council per municipal bylaw. It was noted that Oak Bay has seen a significant rise in the number of event requests and events being held. The past two years have seen conflicts between approved events that needed to be managed afterward to ensure everyone's safety. Thus, for 2014 all event requests were held until Council provided direction to establish event approval guidelines. These will now be developed and hopefully implemented for 2015 event requests.

The question was raised regarding the commercial activity in the park and whether a commercial and non-commercial rate is in existence. Discussion ensued as to whether the event would be viable without the vendors present, consideration of a permit fee for the food vendors in the park and as to whether a plan to ensure that waste was kept to a minimum was in place.

Moved by Chris Smith, Seconded by Rick Marshall THAT MOUNTAIN CO-OP EQUIPMENT PROVIDE A MORE DETAILED ANALYSIS ON THE COMMERCIAL ACTIVITY PLAN FOR THE PADDLEFEST AND PRESENT IT AT THE MARCH COMMISSION MEETING.

Carried

It was agreed that the event is past the pilot stage and that Commission ensure the park use policies are in line while not diminishing the spirit of the event.

New Triathlon Proposal – Willows Park (Dibden, 2014-01-27)

Mike Neill was in attendance representing Human Powered Racing. The Commission was asked to consider a request to hold a sprint triathlon event at Willows Park/Beach on August 24, 2014.

Human Powered Racing, a private company, puts on events of this nature and would like to hold a triathlon where participants would swim off of Willows Beach and then bike and run in the neighbouring streets.

Director, Parks & Recreation reported that the date proposed is Saturday, August 24th. This date conflicts with the Tour de Victoria cycling race. While the Tour de Victoria does not make use of any park space in Oak Bay, the race route conflicts with the route proposed for the triathlon. Approval of the Tour de Victoria is granted by Council, but has yet to be granted for 2014.

Mr. Neill responded that he was aware of the conflict and was willing to reduce the registration numbers in order to complete the event early enough to avoid overlap with the Tour de Victoria.

Moved by Linda Allen, Seconded by Matt Fairbarns THAT THE PROPOSAL REQUEST FOR A NEW TRIATHLON BE REVISTED AT THE MARCH MEETING AND THAT THE PROPONENT PROVIDE THE COMMISSION WITH ADDITIONAL INFORMATION REGARDING THE IMPACT ON WILLOWS BEACH PARK AND SURROUNDING AREAS FOR THE EVENT.

Carried

Discussion ensued regarding the commercial and non-commercial fee structure for events in the Parks. It was agreed that commercial use of parks be revisited, taking into consideration the number of event requests, type, benefit to the community and the promotion of a healthy lifestyle. Concern was expressed that if a precedent is set for commercial events, there could be an overabundance of requests. It was suggested that the topic be an item for discussion at the March meeting.

Moved by Linda Allen, Seconded by Chris Smith THAT THE FEE STRUCTURE FOR EVENTS IN PARKS BE REVIEWED WITH THE VIEW TO SEPARATE COMMERCIAL AND NON-COMMERCIAL VENTURES AND TO REVIEW THE POLICY IN 2014.

Carried

IV. UNFINISHED BUSINESS

Yoga in the Park

Following direction from Commission at the November 6, 2013 meeting, the Director reported that he, and the Manager, Recreation Program Services met with Mr. Rose of the Anja Alumni Association to create a partnership to offer free Yoga in the Park sessions in Willows Park during the summer 2014.

Bowker Creek Pathway

Director reported that in follow up with the engineering department, a budgetary quote for the design costs of the Bowker Creek pathway section east of the school will be considered to ensure a consistent and compatible design.

Library Replacement Reserve

In response to an inquiry at the January meeting, the Director confirmed that there is no reserve for library replacement but monies are budgeted in the capital works reserve for any building equipment replacements that may arise, such as boilers, etc.

Urban Forest Management Plan

It was reported that the Urban Forest Management Plan was a topic of discussion at the recent Council Strategic Planning session and, although the creation of an Urban Forest Management Plan was deemed of significant importance, it has been deferred until 2015. It was agreed that preparation for the plan can be completed in the meantime and it was suggested that the working group be reconvened to draft the terms of reference for consultant services and report to the Commission at the June meeting.

Manager, Parks Services reported that the Parks staff continue to protect the municipal tree canopy by:

- Planting large long lived trees when conditions and space allow;
- Selecting trees that have some drought tolerance, pest resistance and offer year round interest;
- Utilizing an ISA Certified Arborist for tree watering who is also training and mulching young trees;
- Tree protection reports are now being compiled by a consulting arborist to free up the Municipal Arborists;
- Crew re-organizing due to retirement and more time focused on tree care;
- Continuing to seek grant monies such as BC Hydro money received the past two years for tree purchases;
- Annual planting of Garry Oak trees has increased by 40%.

He suggested that by improving information on the website, expanding awareness of the memorial tree program and including significant private trees under the protection bylaw will also aid in protecting the tree canopy.

Moved by Rick Marshall, Seconded by Matt Fairbarns THAT THE URBAN FOREST MANAGEMENT PLAN WORKING GROUP BE RECONVENED TO PROVIDE TERMS OF REFERENCE TO THE COMMISSION AT THE JUNE MEETING.

Carried

Official Community Plan Survey Results

It was agreed that a meeting be scheduled for Commission members and extend an invitation to members from the Official Community Plan Committee for an in depth discussion to make a connection with the survey results and the Parks & Recreation goals and objectives. Commission members were asked to review the OCP complete survey document prior to the meeting. Staff was directed to arrange a meeting date.

Moved by Brian Sharp, Seconded by Darlene Therrien THAT A MEETING BE SCHEDULED TO DISCUSS THE CONNECTION BETWEEN THE GOALS AND OBJECTIVES OF THE PARKS & RECREATION COMMISSION AND THE OFFICIAL COMMUNITY PLAN SURVEY RESULTS.

Carried

V. REPORTS

Program Reports

Manager, Parks Services reported that in the month of January:

Total permits issued - 11
Removal permits - 4
Garry Oaks removed - 3
Size protected trees removed – 2 (1 Plum, 1Tree of Heaven)
Permits to prune - 8
No trees were removed for construction.

He noted that permits may include more than one removal and pruning. Staff attended 49 work orders.

Commission member Linda Allen left the meeting at 9:10pm.

Personnel Report

Full Time position of Administrative Assistant has been posted and interviews held. The incumbent will be retiring on February 26th, 2014.

Spring Break Camp postings have now closed and interviews will be held shortly.

Summer Camp application forms will be available mid-February.

Finance Report

December 2013, Month End Statement

	<u>2013</u>	<u>%</u>	<u>2012</u>	<u>%</u>
YTD Revenue at month end	\$6,837,490	98.28	\$6,704,688	97.75
YTD Expenditures at month end	\$10,495,174	98.64	\$10,307,342	99.25
YTD Net Expenditure at month end	\$3,657,684	99.32.	\$3,602,654	102.18
YTD Net Expenditure at month end (adj.)	\$3,657,684	99.32	\$3,602,654	102.18

Neighborhood Learning Centre Update

Director, Parks & Recreation reported that external washrooms will be roughed in during the building process and will be used for storage until needed. The width of the pathways is still being discussed.

VI. NEW BUSINESS

Late Night Hours at the Oak Bay Recreation Centre, (Mgr, Recreation Program Services, 2014-02-05)

Manager, Recreation Program Services reported that the swimming pool at the Oak Bay Recreation Centre is currently open until 1:00am and has been for many years. From 12:30am on, very few people enter the pool. In order to reflect actual usage and ensure appropriate financial controls are in place, staff recommend closing the swimming pool at 12:30am which will still result in the Oak Bay pool being open later than any other facility in the region.

Moved by Matt Fairbarns, Seconded by Chris Smith THAT COMMISSION SUPPORT STAFF RECOMMENDATION TO CLOSE THE OAK BAY RECREATION SWIMMING POOL AT 12:30AM EFFECTIVE MAY 1, 2014.

Carried

VII. DIRECTOR'S REPORT

Director, Parks & Recreation reported that the MS Walk (April 13, 2014), MD Walk (May 25, 2014) and the Jaguar Car Show (July 26, 2014) have been approved by Council.

Parks & Recreation budget will be presented to Commission at the April 2, 2014 meeting. Joint Council and Commission meeting is scheduled for April 7, 2014 at 5:30pm.

Barbara Adams, Oak Bay Arts Laureate, has been appointed by Council and will be introduced at the March Commission meeting.

VII. ADJOURNMENT

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

Carried

The regular meeting was adjourned at 9:30pm.