

programming use. Discussions ensued and it was agreed that a pleasant social gathering space should be included in all options.

Moved by Darlene Therrien, Seconded by Rick Marshall THAT COMMISSION RECOMMENDS THAT THE CONCEPTUAL SPORTSVIEW PLANS BE RETURNED TO STAFF FOR FURTHER REVIEW AND REPORT BACK TO COMMISSION AT THE JANUARY MEETING WITH 2 OR 3 OPTIONS, INCLUDING THE STATUS QUO, WITH COSTS AND PROJECT PLANS THAT INCLUDE ENGAGEMENT AND COMMUNICATION PLANS.

Carried.

Park Permit Fees

Director, Parks & Recreation reported that the Commission requested an analysis of park permit fees during 2014 budget deliberations, including the potential for different youth and adult rates, and more aggressive increases. The report was to be brought forward as part of the 2015 budget deliberations.

The department has largely relied on marketplace competitiveness as a determining factor when approving fees, and fee increases, in the various areas of the department. However, park permit fees have been one area where Oak Bay has had lower rates than neighboring communities. Oak Bay's current park permit rate (most commonly for field bookings) is \$14 for a four hour period or \$3.50 per hour. This rate is the same for all groups, whether they are youth or adult groups. It was noted that two groups currently pay additional amounts toward field maintenance due to historical arrangements which have made across-the-board increases to fees complicated. Providing relief to these groups in terms of smaller or no increases (given the maintenance contribution) has resulted in other groups benefitting from very low rates (with no maintenance contribution being made).

Staff recommended a three year proposal to phase in increases to bring all youth users to a base rate of approximately \$6.42 plus annual increases (expected at 2% per year) and all adult users to a rate double that of the youth rate (also including annual increases expected at 2%). It was recommended that the two groups that currently contribute to maintenance fees would continue the status quo arrangement until September 1, 2017 when the phasing would be completed. At this time, both groups would switch to the new rates, and maintenance fees would no longer be charged.

Staff will advise all user groups of the anticipated permit fee changes at the next Field Users Meeting to be held in November.

Moved by Chris Smith, Seconded by Brian Sharp THAT IT BE RECOMMENDED TO COUNCIL TO ESTABLISH PARK PERMIT FEES FOR YOUTH GROUPS NEAR THE REGIONAL AVERAGE AND FOR ADULTS AT DOUBLE THE YOUTH RATE, AND;
THAT NO USER GROUP BE CHARGED ADDITIONAL FEES FOR REGULAR MAINTENANCE OF FIELDS, AND;
THAT ALL PARK PERMIT FEE INCREASES BE PHASED OVER A THREE YEAR PERIOD.

Carried

VI. REPORTS

Program Reports

Manager, Parks Services reported that the HSP (Habitat Stewardship Protection) work is going well. The application for the 2015 HSP grant has been submitted. Staff will provide an overview of

the 2014 HSP work to Commission and Council in the New Year once the final report has been completed.

Personnel Report

The Parks Clerk, scheduled to return from maternity leave at the end of November, submitted a jobshare proposal that has been approved for a one year term. The position of job share partner was posted and interviews will be held mid November.

Gardener II (Arboriculture) position was posted and is in the shortlisting process. Interviews will be held in mid November.

Finance Report

September 2014, Month End Statement

	<u>2014</u>	<u>%</u>	<u>2013</u>	<u>%</u>
YTD Revenue at month end	\$5,772,388	82.28	\$5,372,192	77.21
YTD Expenditures at month end	\$8,179,617	75.23	\$8,012,915	75.31
YTD Net Expenditure at month end	\$2,407,229	62.40	\$2,640,723	71.71
YTD Net Expenditure at month end (adj.)	\$2,495,939	64.70	\$2,640,723	71.71

Budget Report

The Manager, Administrative Services reviewed the 2014 year end budget projections and the 2015 provisional budget request. He noted that barring unforeseen circumstances, 2014 is expected to conclude with a parks and recreation net operating expenditure of \$3,701,056, which is \$156,454 or 4.06% less than the approved budget of \$3,857,510.

The capital projects undertaken in 2014 are expected to be completed on budget with no significant variances.

The 2015 net operating budget request is for \$3,991,973 which is a \$134,464 increase or 3.49% increase over the 2014 approved budget. Non-discretionary increases in expenses include wage increases, insurance and utility increases.

It was noted that Oak Bay continues to have the highest admission fees in the region, thereby no increase to admission rates and pass rates in 2015 is proposed. A general 2% increase is proposed to rental rates and the golf course. Further, park permit fees are proposed to increase at a higher rate and would continue to do so each year, in order to bring Oak Bay more in line with the other departments in the region. These price increases would take effect September 1, 2015.

It was noted that the 2015 budget maintains current service levels in all areas with the exception of changes resulting from the opening of the Neighborhood Learning Centre.

Moved by Matt Fairbarns, Seconded by Chris Smith THAT THE COMMISSION ENDORSE THE 2015 PROVISIONAL BUDGET AS PRESENTED AND THAT IT BE FORWARDED TO COUNCIL.
Carried

Moved by Brian Sharp, Seconded by Darlene Therrien THAT THE 2015 PROPOSED FEES AND CHARGES BE RECOMMENDED TO MUNICIPAL COUNCIL FOR APPROVAL.

Carried

Moved by Victor Lotto, Seconded by Alison Davis THAT THE COMMISSION ENDORSE THE 2015 PROPOSED CAPITAL REQUESTS AS PRESENTED AND THAT IT BE FORWARDED TO COUNCIL.

Carried

Moved by Chris Smith, Seconded by Darlene Therrien, THAT THE STAFF REPORTS BE APPROVED.

Carried

VII. NEW BUSINESS - none

VI. DIRECTOR'S REPORT - none

VII. ADJOURNMENT

Moved by Alison Davis, Seconded by Matt Fairbarns, THAT THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADJOURNED.

Carried

The regular meeting was adjourned at 10:20 pm.