

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

In Attendance:

Sandi Piercy, Vice Chair
Drew Henderson
Rick Marshall
Linda Allen
Alison Davis
Brian Sharp
Councillor Tara 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: Victor Lotto, Monty Holding, Chris Smith

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

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| I. | MINUTES | Commission
Committee of the Whole | (2013-01-09)
(2013-01-21) |
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Moved by Brian Sharp, Seconded by Alison Davis, THAT THE MINUTES OF THE JANUARY 9, 2013 REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried

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

II. CORRESPONDENCE

Urban Forest Strategy (Director, 2013-02-06)

At their meeting of January 14, 2013 Council adopted a resolution requesting the Commission to report back by June 15, 2013 with recommendations for a process to establish an Urban Forest Strategy for the municipality.

The Director reported that, in order to produce a high quality, usable document, the services of a consultant will be required and the process will need to include extensive public consultation. With direction from Commission, staff expect to discuss a potential process with neighboring communities and relevant consultants to determine expected costs, public consultation strategies and timelines for completion. He noted that both Victoria and Saanich municipalities have recently completed similar documents with the aid of consultants.

Manager, Parks Services was requested to provide Commission members links to the completed Saanich and Victoria Urban Forest Strategies to allow members to become more familiar with the process and scope of the document as there was some confusion as to the expectation of Council for the June 15, 2013 deadline. It was agreed that staff would compile information regarding the process and scope to be discussed at the March Commission meeting and then forward to Council for clarification and to ensure Council's expectation is being met.

Moved by Linda Allen, Seconded Rick Marshall THAT STAFF BE DIRECTED TO BRING RELEVANT INFORMATION REGARDING THE ESTABLISHMENT OF AN URBAN FOREST STRATEGY TO THE MARCH COMMISSION MEETING. THIS INFORMATION SHOULD INCLUDE CONSULTANT COST ESTIMATES, PUBLIC CONSULTATION STRATEGIES AND EXPECTED TIMELINES FOR COMPLETION THAT CAN BE PRESENTED TO COUNCIL AT THE END OF MARCH.

Carried

Oak Bay High School Transportation Study (Director, 2013-02-06)

At their meeting of January 14, 2013 Council considered four documents with respect to the Oak Bay High School Transportation Study. This study was requested by Council as part of their approval for the re-build of Oak Bay High School. Council has asked for the Commission's input on two specific issues contained within these documents: the use of bicycles on the Bowker Creek Walkway, and the impact of the parking study's recommendations on parking at the Oak Bay Recreation Centre.

During discussion addressing the use of bicycles on the Bowker Creek Walkway, concern was expressed regarding the grade of the bridge over the creek and the safety of pedestrians. Suggestion was made to redirect the cyclists around the bridge and leave the bridge to pedestrian traffic only. Discussion ensued regarding the opportunity to increase enhanced safe bike facilities during the rebuild process at the High School and Recreation Centre to encourage students, patrons and staff to utilize bicycles and reduce vehicle usage. It was noted that adequate parking for the Recreation Centre is critical as current parking problems during busy times already exist. It was suggested that regulation of parking spaces be monitored from the beginning rather than waiting for parking to becoming an issue.

Moved by Drew Henderson, Seconded by Brian Sharp THAT STAFF APPROACH THE ACTIVE TRANSPORTATION ADVISORY COMMITTEE FOR THEIR COMMENTS ON THE USE OF BICYCLES ON BOWKER CREEK WALKWAY AND THE IMPACT OF THE PARKING STUDY AND TO REPORT BACK TO COMMISSION AT THE MARCH MEETING.

Carried

III. UNFINISHED BUSINESS

Facility Use by Community Groups (Director, 2013-02-06)

At the meeting of September 12, 2012 the Commission directed staff to provide options for the free use of facilities for groups that are appointed or supported by Council.

This past fall direction came from the CAO's office that the appropriate rental fees be charged for meeting spaces to all groups, regardless of their affiliation with the municipality. The Director noted that some groups were not charged in the past and the recent change has created a number of complaints and requests for fees to be removed.

The Director outlined considerations to be addressed if any policy on facility access is to be administered effectively and fairly and discussion ensued. It was noted that a basic issue of balance between realizing revenue and managing facility access must be considered, while also demonstrating support and appreciation for the work that the volunteer committees perform on behalf of the municipality.

Currently there are at least 15 various committees that are either appointed by Council or who work together with the municipality on their respective issues. Most of these groups make use of space at Municipal Hall for regular meetings (at no charge), but given the number of committees space is not always available. The use of Parks & Recreation spaces by these groups is estimated at approximately \$5,000 per year.

The Commission requested that municipal committees be informed that rental fees may be covered through budget requests to Council.

IV. REPORTS

Program Reports

Manager, Parks Services noted that the swing at Queens Park has been refurbished and will be reinstalled.

Commission requested that the Manager, Parks Services include an HSP summary report for the March Commission meeting. Parks Manager noted that the focus of the project is to remove the invasive species at Cattle Point and any remaining funds will be used to expand the removal of Carpet Burweed and erect an information kiosk at Uplands Park.

Personnel Report

The temporary Sports Coordinator position has been filled and the incumbent will start on February 18th for a one year term.

Finance Report

December 2012, Month End Statement

	<u>2012</u>	<u>%</u>	<u>2011</u>	<u>%</u>
YTD Revenue at month end	\$6,696,648	97.63	\$6,600,463	96.26
YTD Expenditures at month end	\$10,307,952	99.26	\$10,096,482	98.04
YTD Net Expenditure at month end	\$3,611,304	102.42	\$3,496,019	101.59
YTD Net Expenditure at month end (adj.)	\$3,611,304	102.42	\$3,496,019	101.59

Manager, Administrative Services noted that the department did finish slightly over budget for 2012 due to an increase in insurance costs due to fire damage at the Waterpark and truck repairs, as well as a decrease in admissions. Programs overall performed well and a plan to increase admission numbers in 2013 will be created.

NLC Update

The Director reported that the RFP process for the Oak Bay High School rebuild and NLC to request detailed designs from the three, shortlisted design/construction companies will be issued shortly.

Henderson Centre Update

Director reported that during the renovation construction, Vermiculite Insulation containing a 2% level of asbestos was found in some areas of Henderson Recreation Centre. In order to lessen the disruption caused by the removal process on the public and staff, internal work is being undertaken in several overnight shifts when the facility is closed. The affected areas (west attic area and two pillars outside the main west entrance) were sealed and contained ensuring no contamination to any program, patron or staff areas.

Moved by Rick Marshall, Seconded by Alison Davis THAT THE STAFF REPORTS BE APPROVED.

Carried

V. NEW BUSINESS

VI. DIRECTOR'S REPORT

Director reported that the Jaguar Club of Victoria event was approved at staff level for use of Windsor Park on July 27th, 2013. The Jaguar Club will be approaching Council to seek approval to sell items at Windsor Park as part of the car show.

Five additional high intensity lamps have been installed in the tennis bubble to increase lighting. Patrons are being advised of the lighting improvement by signage throughout the facility.

The Director noted that the requirement for liability insurance for volunteers in the parks has been resolved and liability coverage will be obtained through the municipality without putting the cost on the volunteers.

Victor Lotto was appointed to the Wall of Fame Committee by Council as the second Commission representative for 2013.

VII. ADJOURNMENT

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

Carried

The meeting was adjourned at 9:15pm.