

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

In Attendance:

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

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

I. MINUTES Commission (2013-02-09)

Moved by Victor Lotto, Seconded by Sandi Piercy, THAT THE MINUTES OF THE FEBRUARY 6, 2013 REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.

Carried

II. CORRESPONDENCE

Spring Celebration in Uplands Park (Manager, Parks Services, 2013-02-28)

Friends of Uplands Park requested the Commission's permission to host a Spring Celebration in Uplands Park on May 5th between the hours of 12:30 and 3pm. The focus of the celebration is to honor the 20th anniversary of the Chatham Girl Guides.

Chatham Girl Guides will help organize and participate in the day's events of a nature walk, bird watching, camas celebration and invasive species removal. The Oak Bay Community Association has also been asked to participate in the events by the organizers. The event will be open to the public. A portable toilet will be provided by the Department.

A request will be forwarded to Council to allow a live band to play (The Bald Eagles).

Manager, Parks Services noted that this event has been held on Earth Day in the past and the focus for future events will be in the Spring Celebration format. Earth Day will be celebrated with a separate small event.

It was suggested that, in order to reduce waste generated by participants in municipal parks, permit holders be encouraged by staff to separate garbage and recyclable materials and dispose of them in an appropriate manner. The Director reported that Council has directed the Environmental Advisory Committee to bring forward suggestions to reduce waste within the municipality which will provide guidelines for department use.

Moved by Alison Davis, Seconded by Rick Marshall THAT COMMISSION APPROVE THE SPRING CELEBRATION IN UPLANDS PARK ON MAY 5TH, 2013,

THAT EVENT ORGANIZERS BE ENCOURAGED TO PROVIDE FACILITIES TO DIVERT RECYCLABLE MATERIALS FROM THE GARBAGE AND TO REMOVE RECYCLABLE MATERIALS FROM THE PARK UPON COMPLETION OF THE EVENT,

AND THAT IT BE RECOMMENDED TO COUNCIL THAT THE REQUEST FOR AMPLIFIED MUSIC AT THE EVENT BE APPROVED.

Carried

Rhododendron Planting Initiative (Director, 2013-03-06)

Manager, Parks Services reported that an opportunity exists to apply for funding in order to establish the area around Henderson Recreation Centre as a prominent location for rhododendrons.

Staff approached the Victoria Rhododendron Society (VRS) in January to discuss the possibility of partnering to establish significant rhododendron plantings around Henderson and the golf course. The response from the VRS was very positive and they are keen to offer their expertise as part of the selection, planning and planting of hybrid rhododendrons.

Manager, Parks Services reported that the organization provides funding to a maximum of \$5,000 for horticultural projects and that the only cost to the municipality would involve staff time to prepare the various garden beds, which is work already encompassed within the 2013 operating budget.

Moved by Chris Smith, Seconded by Sandi Piercy THAT STAFF BE DIRECTED TO APPLY TO THE PARKS & RECREATION FOUNDATION OF VICTORIA FOR FUNDING IN THE AMOUNT OF \$5,000 TO BE USED FOR THE HENDERSON RHODODENDRON INITIATIVE.

Carried

MS Walk 2013 (Director, 2013-03-06)

The Multiple Sclerosis Society of Canada has requested use of Willows Park and the streets of Oak Bay for their annual fundraising walk on April 14th, 2013. The Director reported that this event has taken place for a few years, with no concerns or issues. It was noted that this would normally have been approved at a staff level as per commission direction, but wanted to make Commission aware that the event will become more dog friendly.

Staff believe that the MS Society is taking the event in a positive direction, and has done a good job in addressing dog-related issues. Staff will ask that the MS Society be proactive in advising their participants to dispose of dog waste in the trash receptacles provided and comply with the Animal Control Bylaw.

Safeway Walk for Muscular Dystrophy (Director, 2013-03-06)

Muscular Dystrophy Canada requested permission to hold their annual Safeway Walk for Muscular Dystrophy fundraising event in Oak Bay on Sunday, May 26, 2013.

The Director noted that this is an annual event hosted at Willows Park. As per Commission direction, this event would normally be approved at staff level. However, this year the event is to take place on the same day as the Oak Bay Half Marathon, which has already been approved by Council. The two events have conflicting routes, although the timing of the events is largely offset.

Organizers of both events have been advised of the conflict, and have expressed that this did occur once in the past and that they can manage the arrangements to everyone's satisfaction. Staff will request a meeting with both parties to ensure all details are addressed.

Moved by Rick Marshall, Seconded by Victor Lotto THAT THE COMMISSION APPROVE THE USE OF WILLOWS PARKS FOR THE SAFEWAY WALK FOR MUSCULAR DYSTROPHY ON SUNDAY, MAY 26, 2013,

AND THAT EVENT ORGANIZERS BE ENCOURAGED TO PROVIDE FACILITIES TO DIVERT RECYCLABLE MATERIALS FROM THE GARBAGE AND TO REMOVE RECYCLABLE MATERIALS FROM THE PARK UPON COMPLETION OF THE EVENT.

Carried

MEC Paddlefest 2013 (Director, 2013-03-06)

Mountain Equipment Co-op requested use of Willows Park and the beach area for their annual Paddlefest. Although this is an annual event that can be approved at staff level, the organizers are proposing to change the date from the end of June to Saturday, July 13, 2013.

The Director noted that there are no other large events planned for the summer months at Willows Park.

Moved by Alison Davis, Seconded by Drew Henderson THAT IT BE RECOMMENDED TO COUNCIL THAT USE OF WILLOWS PARK FOR THE MOUNTAIN EQUIPMENT CO-OP PADDLEFEST ON SATURDAY, JULY 13, 2013, BE APPROVED,

AND THAT EVENT ORGANIZERS BE ENCOURAGED TO PROVIDE FACILITIES TO DIVERT RECYCLABLE MATERIALS FROM THE GARBAGE AND TO REMOVE RECYCLABLE MATERIALS FROM THE PARK UPON COMPLETION OF THE EVENT.

Carried

Lansdowne Preschool Spring Fling (Director, 2013-06-03)

Lansdowne Preschool submitted a request to hold their annual Spring Fling on Saturday, May 4, 2013 at Carnarvon Park.

The Director reported that Lansdowne Preschool has been leasing the Maple Room at Carnarvon Park for their co-operative preschool since September 2012. They have an annual Spring Fling event which is a fun day for preschool families as well as a significant fundraiser.

The Preschool would like to utilize the lacrosse box for the event that will include paid admission for families, food sales, a silent auction and a plant sale.

Concern was raised regarding the safety aspect of holding an event in the lacrosse box while the surrounding fields may be utilized by the baseball groups and the possibility of injury from misdirected balls. Staff will look at the schedule for May 4th and the use of surrounding fields to see if there will be a safety concern and speak to the Preschool representatives.

Moved by Linda Allen, Seconded by Chris Smith THAT IT BE RECOMMENDED TO COUNCIL THAT THE USE OF THE LACROSSE BOX AND MAPLE ROOM FOR THE LANSDOWNE

PRESCHOOL SPRING FLING ON MAY 4, 2013 SUBJECT TO THE APPROPRIATE MITIGATION OF SAFETY CONCERNS, BE APPROVED,

AND THAT EVENT ORGANIZERS BE ENCOURAGED TO PROVIDE FACILITIES TO DIVERT RECYCLABLE MATERIALS FROM THE GARBAGE AND TO REMOVE RECYCLABLE MATERIALS FROM THE PARK UPON COMPLETION OF THE EVENT.

Carried

III. UNFINISHED BUSINESS

Urban Forest Strategy – Follow Up (Director, 2013-03-06)

At the meeting of February 6, 2013 the Commission received a staff report and a request from Council to consider and report back by June 15, 2013 with recommendation for adoption of an Urban Forest Strategy. At the February 6th meeting the Commission directed staff to provide relevant information regarding the process to establish an Urban Forest Strategy, including consultants costs, timelines for completion and public consultation strategies.

Staff had discussions with consultants and neighboring municipalities who have recently adopted similar plans to what is being envisioned for Oak Bay and presented their findings to Commission. Staff believe strongly that the services of a consultant well versed in urban forest planning, public consultation, report writing and implementation are key to the success of any Urban Forest Strategy that may be produced in Oak Bay.

Discussion ensued regarding the importance of alignment with the Official Community Plan (OCP) and how to move forward with the Urban Forest Strategy. Suggestion was made to create a working group that can draft terms of reference to present to Commission at the May Commission meeting. The information gathered will be included in the report to Council by June 15th.

Moved by Linda Allen, Seconded by Chris Smith THAT AN URBAN FOREST STRATEGY WORKING GROUP BE CREATED TO DRAFT TERMS OF REFERENCE TO FOCUS ON A WORKABLE PLAN TO PROCEED WITH AN URBAN FOREST STRATEGY.

Carried

Commission members Chris Smith, Alison Davis and Rick Marshall will make up the working group with 2 or 3 members of the community at large and report back to the Commission at the May 1st meeting.

Transporation/Parking Study – Follow Up (Director, 2013-03-06)

At the meeting of February 6, 2013 the Commission considered a referral from Council seeking comments on a Transportation Study and a Parking Study associated with the Oak Bay High School project.

Direction was given for staff to approach the Active Transportation Advisory Committee for its comments and report back to the March Commission meeting. Further discussion between staff and Mayor Jensen confirmed that feedback from the Commission's perspective was being sought, independent of other volunteer bodies.

The following is a summary of comments expressed at the February 6th Commission meeting on the two issues in question:

Cycling on the Bowker Creek Walkway

- There is support for cycling on the walkway – it is happening already;
- The grade of the bridge is too steep and presents a safety concern for many users. There was a suggestion that the walkway be split to leave the bridge as “pedestrian only” and provide cyclists with a bypass;
- Ensure the walkway is wide enough to safely accommodate all uses (3m);
- Enhance cycling infrastructure at the High School and Recreation Centre to encourage bicycle use.

Moved by Rick Marshall, Seconded by Sandi Piercy THAT STAFF REPORT TO COMMISSION ON THE FEASIBILITY, DESIGN REQUIREMENTS AND COST ESTIMATES TO MAKE THE PATH THROUGH BOWKER CREEK PARK USABLE TO GENERALLY ACCEPTED STANDARDS FOR CYCLISTS, AS WELL AS PEDESTRIANS AND USERS OF WHEELCHAIRS AND MOBILITY AIDS FOR PERSONS WITH DISABILITIES.

Carried

Impact on OBRC Parking

- Adequate parking is critical as current parking problems already exist during busy times;
- Regulation of parking spaces should be monitored from the beginning rather than waiting for the problem to develop;

Moved by Rick Marshall, Seconded by Linda Allen THAT IT BE RECOMMENDED TO COUNCIL THAT IT REQUEST THE SCHOOL DISTRICT TO IMPLEMENT DESIGN FEATURES AND TRAFFIC DEMAND MANAGEMENT MEASURES, SUCH AS THOSE DESCRIBED IN THE OAK BAY HIGH SCHOOL TRANSPORTATION STUDY DOCUMENTS IN ORDER TO REDUCE DEMAND FOR AUTOMOBILE PARKING BY STAFF, STUDENTS AND USERS OF THE SCHOOL, NEIGHBOURHOOD LEARNING CENTRE AND THEATRE.

Carried

IV. REPORTS

Program Reports

Manager, Recreation Program Services reported that Online Registration for lessons, programs and camps will be available as of March 25th, 2013.

The District of Oak Bay Young Exceptional Star (Y.E.S) Committee is proud to announce that nominations are now being accepted for the 6th Annual Young Exceptional Star Awards (YES Awards). These awards recognize the accomplishments of youth from grades 6-10 in the Oak Bay area. Nominations forms are available on the Recreation Oak Bay website.

Director reported that the recommendations for award of the tennis bubble replacement will be forwarded to Council in early April for approval. The tendering process closes March 19th, 2013.

Personnel Report

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

Summer camp positions are posted and will close on Thursday, March 14, 2013.

Finance Report

January 2013, Month End Statement

	<u>2013</u>	<u>%</u>	<u>2012</u>	<u>%</u>
YTD Revenue at month end	\$1,135,342	16.62	\$1,042,172	15.19
YTD Expenditures at month end	\$ 897,039	8.54	\$ 765,041	7.37
YTD Net Expenditure at month end	\$ -238,303	-6.48	\$ - 277,131	-7.86
YTD Net Expenditure at month end (adj.)	\$ -383,027	-10.42	\$ -277,131	-7.86

The Director, Parks & Recreation reported that the department concluded 2012 with a net operating expenditure of \$3,598,683 which is 2.07% or \$72,860 more than the approved net budget of \$3,525,822.

The 2013 net operating budget request is \$3,706,220 which is a 5.12% or \$180,397 increase from the 2012 approved budget. The Manager, Administrative Services reviewed the significant items included in the 2013 Operating Budget which includes increases in wages, labor load and amenities.

NLC Update

No update at this time.

Henderson Centre Update

The insulation removal process has been completed and, in order to complete the majority of the internal construction process, the fitness studio will be closed from March 18th to 23rd and Muffin Nook closed from March 25th to March 30th.

Moved by Drew Henderson, Seconded by Sandi Piercy THAT THE STAFF REPORTS BE APPROVED AND THAT THE FINAL 2013 OPERATING BUDGET AND CAPITAL REQUESTS BE FORWARDED TO COUNCIL FOR CONSIDERATION.

Carried

V. NEW BUSINESS

VI. DIRECTOR'S REPORT

Director reported that Councillor Murdoch and the Environmental Advisory Committee (EAC) are working with Public Works department on the issue of waste diversion. The EAC is well on the way of gathering information and the department looks forward to the recommendations.

VII. ADJOURNMENT

Moved by Sandi Piercy, Seconded by Drew Henderson, THAT THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADJOURNED AND THAT A CLOSED SESSION BE CONVENED TO DISCUSS LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS.

Carried

The regular meeting was adjourned at 9:15pm.