

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, November 7, 2012 in the Council Chambers, Municipal Hall.

In Attendance:

Monty Holding, Chair
Sandi Piercy
Rick Marshall
Brian Yellin
Councillor Tara Ney
Chris Smith
Brian Sharp
Drew Henderson
Liz Hawes
Victor Lotto

Staff:

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

The meeting was called to order at 6:58 pm.

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| I. | MINUTES | Commission | (2012-10-03) |
| | | Committee of the Whole | (2012-10-15) |

Moved by Victor Lotto, Seconded by Sandi Piercy, THAT THE MINUTES OF THE OCTOBER 3, 2012 REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED.
Carried

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

II. CORRESPONDENCE

Spring Time in Tuscany Dinner (Maxwell, 2012-10-15)

David Maxwell was in attendance.

The Oak Bay Rotary Club will be hosting a dinner and auction event at the Monterey Recreation Centre on April 27, 2013 similar to the event held in May 2010, 2011 and 2012, which raised over \$30,000. The evening will consist of dinner and include both a silent and live auction. In the past 200 tickets have been sold to this event.

Mr. Maxwell reported that proceeds from the 2013 event will go towards youth related projects in the Oak Bay community such as the teen centre portion of the Neighbourhood Learning Centre. Previous events helped provide financial support towards the upgrade of the Rotary Waterpark at Carnarvon Centre.

In an effort to maximize the profitability of the 2013 event, the Oak Bay Rotary Club is requesting the facility rental fee be waived as well as the normal mark up on the food that would be associated with the event. This is the same arrangement that was approved for the events in the past three years.

Moved by Chris Smith, Seconded by Sandi Piercy THAT COMMISSION RECOMMENDS TO COUNCIL THAT FEES ASSOCIATED WITH THE RENTAL OF THE MONTEREY RECREATION CENTRE BE WAIVED, AND THAT FOOD BE PROVIDED AT COST, IN SUPPORT OF THE ROTARY CLUB OF OAK BAY'S FUNDRAISING DINNER ON APRIL 27, 2013 ON THE BASIS THAT PROCEEDS FROM THE EVENT WILL BE DESIGNATED FOR YOUTH RELATED PROJECTS IN THE OAK BAY COMMUNITY.

Carried

Commission requested that prior to the next event, Mr. Maxwell provide an overview of the dollars raised and a breakdown of the use of the proceeds. Staff was requested to provide a breakdown of foregone revenue attached to the event for waiving the room rental and food markup.

Request for Yoga at Willows Park

Mr. Peter Rose was in attendance representing the Ajna Yoga Alumni Association.

Mr. Rose requested that Commission consider a proposal to conduct a family oriented weekly yoga sessions in Willows Beach Park during July and August, 2013. Two options were presented: to offer yoga one evening per week with the option to ask for charity donations, or to offer free yoga one evening per week. Mr. Rose reported that a single free session was offered last summer at Willows Beach and was not continued as approval had not been requested from Commission.

Commission agreed offering the sessions at no cost would be the best option and it was noted that as Recreation Oak Bay does offer yoga programs throughout the summer, any offerings by Mr. Rose must not directly conflict with those programs.

Moved by Rick Marshall, Seconded by Liz Hawes THAT COMMISSION APPROVE THE REQUEST BY THE AJNA YOGA ASSOCIATION TO OFFER A FREE YOGA SESSION ONCE A WEEK IN WILLOWS PARK DURING THE MONTHS OF JULY AND AUGUST 2013 ON A TRIAL BASIS. THE ASSOCIATION WILL BE REQUIRED TO OBTAIN A PARK PERMIT AND HOLD \$3 MILLION LIABILITY INSURANCE NAMING THE MUNICIPALITY OF OAK BAY AS ADDITIONAL INSURED.

Carried

III. UNFINISHED BUSINESS

IV. REPORTS

Program Reports, Parks & Physical Plant – October 2012

Received for information.

Discussion was raised regarding the lighting in the tennis court bubble. It was felt that since the implementation of the energy efficient lighting, the light level has been decreased and makes it difficult for some player groups to see the ball. It was recommended that a comparison be conducted between reduced energy consumption versus actual cost savings for the tennis bubbles.

Manager, Parks Services reported that Tree Appreciation Day was held on November 4th at Uplands Park with over 40 attendees.

Staff are busy preparing the cenotaph area for the Remembrance Day Ceremony on November 11th.

It was noted that the department was not successful in receiving the Invasive Species Grant and has received suggestions for submitting a grant request next year. Manager, Parks Services reported that various community volunteer groups have been helping with removal of invasive species.

Finance Report

September 2012, Month End Statement

	<u>2012</u>	<u>%</u>	<u>2011</u>	<u>%</u>
YTD Revenue at month end	\$5,377,246	78.39	\$5,317,606	77.55
YTD Expenditures at month end	\$7,864,093	75.72	\$7,648,432	74.27
YTD Net Expenditure at month end	\$2,486,848	70.53	\$2,330,826	67.73
YTD Net Expenditure at month end (adj.)	\$2,492,682	70.70	\$2,512,500	73.01

Budget Report

The Director reviewed the 2012 year end projections and the 2013 provisional budget request. He noted that barring unforeseen circumstances, 2012 is expected to conclude with a parks and recreation net operating expenditure of \$3,571,607, which is \$45,784 or 1.30% more than the approved budget of \$3,525,823.

The capital projects undertaken in 2012 are expected to be completed on or under budget

The 2012 net operating budget request is \$3,676,528 which is a \$150,705 increase or 4.27 % increase over the 2012 approved budget. Non-discretionary increases in expenses include a 2% wage increase as per the collective agreement, change from HST, insurance and utility increases.

Staff are proposing a general 4% increase to fees & charges across the board, with the majority of those prices (admissions and rentals) going up as of April 1st. Passes would go up as of January 1st given a significant number of passes are sold in the first part of the year. Program prices would increase as of September 1st.

Staff recommended the removal of a number of program-related fees from this approval process. The Director noted that it is unusual that program fees would require approval, as they are set by staff after considering program costs and market conditions. When changes take place, staff require the flexibility to react quickly in order to maintain the viability of a program.

It was noted that food services was operating at a deficit and it was recommended that the area be re-evaluated and options be explored.

Capital requests were reviewed and discussed. The Director noted that staff will be bringing forward two items to Municipal Council in January for early approval, as the process to purchase these items will require lead time in order to have the necessary purchasing approvals in place for the project to be completed as planned.

Neighbourhood Learning Centre Update

No update at this time.

Henderson Centre Expansion Update

Director reported that the request for prequalification closed on October 9th and the three proponents who were invited to complete the tendering process are Heatherbrae Builders Co. Ltd,

Ledcor Construction Ltd. and Patterson & Kaercher Construction Ltd. A mandatory site visit was conducted on November 7th and the tender process will close on November 22nd, 2012.

Field User Meeting

The Fall Field User meeting was held on October 4th, 2012 at Windsor Pavilion. Meeting notes received for information.

Moved by Rick Marshall, Seconded by Brian Sharp THAT THE COMMISSION ENDORSE THE 2013 PROVISIONAL BUDGET AS PRESENTED AND THAT IT BE FORWARDED TO COUNCIL.
Carried

Moved by Sandi Piercy, Seconded by Drew Henderson THAT THE 2013 PROPOSED FEES AND CHARGES BE RECOMMENDED TO MUNICIPAL COUNCIL FOR APPROVAL WITH THE PROVISION THAT A PLAN BE IMPLEMENTED IN 2013 TO REVIEW FIELD PERMIT FEES.
Carried

Moved by Rick Marshall, Seconded by Victor Lotto THAT THE COMMISSION ENDORSE THE 2013 PROPOSED CAPITAL REQUESTS AS PRESENTED AND THAT IT BE FORWARDED TO COUNCIL.
Carried

Moved by Sandi Piercy, Seconded by Victor Lotto THAT THE COMMISSION APPROVES THE REMOVAL OF PROGRAM-RELATED FEES, AS PRESENTED, FROM THE ANNUAL APPROVAL PROCESS FOR CONSIDERATION BY COUNCIL.

Moved by Rick Marshall, Seconded by Chris Smith THAT THE STAFF REPORTS BE APPROVED.
Carried

V. NEW BUSINESS

VI. DIRECTOR'S REPORT

The Director noted that the requirement for liability insurance for volunteers in the parks is being researched. Currently volunteers are covered if a staff member is supervising the project. Staff are looking at being to obtain liability coverage without putting the cost on the volunteers.

The Oak Bay Lawn Bowling Club has submitted a request to Parks department in regards to having assistance in maintaining the greens. Parks is compiling a quote and will meet with the Lawn Bowling Club for further discussion.

Kiwanis Club is considering funding of community projects including installation of lockers at Willows Beach, an additional bike rack at Willows Beach and replacement of the monkey bars at Quimper Park. A decision will be made at the next executive meeting.

VII. ADJOURNMENT

Moved by Drew Henderson, Seconded by Liz Hawes, THAT THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION BE ADJOURNED.

Carried

The meeting was adjourned at 9:30pm.