

REPORT of the regular monthly meeting of the OAK BAY PARKS AND RECREATION COMMISSION held on Wednesday, April 4, 2012 in the Rotary Hall, Windsor Pavilion.

In Attendance:

Monty Holding, Chair
Brian Sharp
Rick Marshall
Brian Yellin
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

Regrets: Chris Smith, Liz Hawes, Drew Henderson, Sandi Piercy, Councillor Tara Ney

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

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| I. | MINUTES | Commission
Committee of the Whole | (2012-03-07)
(2012-03-19) |
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Moved by Brian Sharp, Seconded by Victor Lotto, THAT THE MINUTES OF THE MARCH 7, 2012 MEETING OF THE PARKS AND RECREATION COMMISSION BE ADOPTED AS AMENDED.

Carried

The minutes from Committee of the Whole were received for information.
Comment was made regarding the feasibility of posting the Commission agendas on the municipal website prior to meetings, and to make minutes available on the Oak Bay Recreation website.

II. UNFINISHED BUSINESS

Parks Vision Report

The Chair reported that based on direction from the Mayor and CAO, the 2011 update of the Parks Vision Report has been finalized and will be available on the department's website shortly and copies were distributed to Commission.

Staff continue to believe that the report acts as an excellent resource document and extended thanks to the committee that worked on the update.

III. CORRESPONDENCE

Global Mala Event Request

David Puterman was in attendance representing the United Way Now Council. Mr. Puterman reported that for the last two years United Now has hosted a Global Mala event that is held annually on the third weekend of September that takes place in countries around the world to promote positive change, while coinciding with UN's International Day of Peace. Global Mala Victoria brings together the Victoria yoga community for a collective practice to promote peace and awareness. The 2011 event was held in the Indoor Sports Field at the Oak Bay Recreation Centre.

Mr. Puterman noted the planning is beginning for the September 23, 2012 event and, in an effort to continue to keep costs low and raise more money for the United Way, the organization would like to request a donation of the Indoor Sports Field at Oak Bay Recreation Centre.

Discussion ensued and it was noted that as Commission is unable to waive rental fees it was suggested that the United Way consider submitting a grant application to Municipal Council for funding.

Moved by Brian Yellin, Seconded by Brian Sharp THAT THE UNITED WAY REQUEST BE FORWARDED TO COUNCIL BUT DO NOT RECOMMEND THE WAIVING OF THE RENTAL FEE.

Carried

Friends of Monteith Indigenous Plant Area (MIPA)

Friends of MIPA is a volunteer group dedicated to developing and maintaining the Monteith Indigenous Plant Area located beside Bowker Creek and Monteith Street. Correspondence outlining the history and purpose of the volunteer group was forward to commission for information only.

Native Gardens Designs

Marion Cumming and John Dicks in attendance.

The Parks department has been approached to assist with the installation and maintenance of nine small native plant gardens to be installed around the heritage monuments located around the municipality. Staff prioritized the nine locations and recommend that three locations be discussed further prior to implementation as they require more consideration due to the locations. Budget implications were distributed to identify one time costs for preparation and planting and ongoing maintenance costs. The costs were listed in terms of Parks crews doing 100% of the work, or with volunteer assistance.

Manager, Parks Services noted that two of the nine proposed sites located at Municipal Hall and Bowker Creek are currently on the garden maintenance schedule. It was noted that plant material will be obtained free of charge from the Pacific Forestry Centre and the gardens will be developed as economically as possible. Mr. Dick noted that volunteers will be found to aid in the annual maintenance that will be required for the gardens and is willing to create a volunteer schedule and educate volunteers on the plants and weeding schedule. Marion Cumming noted that this is an opportunity to highlight the heritage monuments throughout the municipality and educate the public about the beauty and diversity of native plants, some of which were traditionally used by First Nations. She also noted that approximately \$2,000 would be available from the original monument funding.

Moved by Rick Marshall, Seconded by Brian Sharp THAT COMMISSION ENDORSE THE PLAN TO IMPLEMENT THE NATIVE PLANT GARDEN PROPOSAL AROUND HERITAGE MONUMENTS WITH SIX OF NINE PROPOSED GARDENS TO COMMENCE IMMEDIATELY AND REMAINDER TO COMMENCE UPON AGREEMENT WITH STAFF.

Carried

IV. REPORTS

Program Reports, Parks & Physical Plant – April 2012

Received for information.

Manager, Parks Services reported that a new sign for Uplands Park will be erected for Earth Day. The sign is similar to the one located at the Scented Garden.

Personnel Report

Over 275 resumes were submitted for summer camp positions. Interviews and practical night have been conducted and job offers will be extended for positions by the end of April.

Finance Report

1) February 2012, Month End Statement

	<u>2012</u>	<u>%</u>	<u>2011</u>	<u>%</u>
YTD Revenue at month end	\$1,521,116	22.40	\$1,488,184	21.70
YTD Expenditures at month end	\$1,519,779	14.57	\$1,553,340	15.08
YTD Net Expenditure at month end	\$ -1,337	-0.04	\$ 65,156	1.89
YTD Net Expenditure at month end (adj.)	\$ 53,889	1.48	\$ 71,938	2.09

Neighbourhood Learning Centre Update

Director reported that the design committee will reconvene on May 1, 2012 to discuss the Neighbourhood Learning Centre. The School District has the procurement underway. The importance of a joint agreement with the School District and the Municipality was noted.

Carnarvon Committee Update

Monty Holding reported that Committee will continue to review possible options for the future use of Carnarvon facilities. Further information will be brought forward to the Commission.

Wall of Fame Update

Members of the Wall of Fame Selection Committee met on March 8th 2012 to discuss submitted nominations. Submissions for the Wall of Fame will not be recommended for 2012 and nominations received will be kept on file for future consideration for a period of three years.

Community Meeting Notes

The meeting notes for the Allotment Garden meeting held on February 20, 2012 and the Spring Field User meeting held on March 27, 2012 were received for information.

Moved by Brian Sharp, Seconded by Victor Lotto THAT THE REPORTS BE APPROVED.
Carried

V. NEW BUSINESS

Group Insurance Policy Overview

Manager, Administrative Services reported that under current practice, the municipality requires liability insurance coverage from regular user groups such as Minor Hockey, Figure Skating, Bays United, etc. as well as for large public events and licensed functions in parks. Coverage is not requested for other private functions at this time.

Where Oak Bay facility renters are required to provide proof of insurance coverage, they obtain said coverage on their own. The requirements regarding facility user liability coverage varies between municipalities; however, some municipalities now offer facility renters a policy through a plan provided by a private insurance agency but administered through a master policy held by the municipality. For this type of coverage an initial deposit premium is charged and the policy is subject to semi annual or annual adjustments based on actual functions booked.

It has been noted that smaller groups who require insurance may be deterred due to the cost of individual insurance and by offering a group blanket policy would be more affordable to obtain. User groups would have the option of obtaining insurance at the time of booking or on their own.

The user group blanket policy will be offered to user groups beginning September 2012 and will not result in any additional expense to the department.

Allotment Garden Agreement

The current application and agreement for use of allotment garden plots was distributed for information. The Manager, Parks Services will be updating the document for 2013.

VI. DIRECTOR'S REPORT

The Director reported that in conjunction with the Community Initiative Committee (CIC) and Rotary, a memorial bench and marine life interpretive sign will be installed at the beach access at the end of Radcliffe Lane. The CIC is also seeking approval to submit a proposal to the Association of Vancouver Island and Coastal Communities to host a future AGM and convention in Oak Bay.

A meeting with the CEI Architect is being scheduled to commence the plans for the Henderson Expansion project.

VII. ADJOURNMENT

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

Carried

The meeting was adjourned at 8:50pm.