

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.

PARKS AND RECREATION SECTION: (Chairman – Councillor Ney)

3. 2013-71 OAK BAY PARKS AND RECREATION COMMISSION –March 6, 2013
2013-71-1 MUNICIPAL CLERK, March 15, 2013
Re: Minutes of the Meeting

(Ray Herman, Director of Parks and Recreations, and Sandi Piercy, Acting Chair of the Oak Bay Parks and Recreation Commission, in attendance for this item)

A discussion ensued on the diversion of recyclable material from the waste stream for events in public parks. It was noted that a report on this matter would be forthcoming from the Environmental Advisory Committee.

The Director of Parks and Recreation responded to comments and questions from the Committee with respect to the issue of the Oak Bay High School redevelopment's impact on the parking at the Oak Bay Recreation Centre, noting that, once the parking facilities have been paved, monitoring should be implemented from the start instead of waiting for problems to develop. Mr. Herman stated that an agreement on staff use of the parking lot was anticipated.

It was noted by members of the Committee that a feasibility study on making the walkway through Bowker Creek Park into a multi-use path was a supportable approach.

MOVED by Councillor Murdoch

Seconded by Councillor Copley, That the minutes of the meeting of the Oak Bay Parks and Recreation Commission held on Wednesday, March 6, 2013, and the recommendations contained therein, with the exception of the recommendations regarding the Spring Celebration in Uplands Park, the MEC Paddlefest, Lansdowne Preschool Spring Fling and the Oak Bay High School Transportation Study documents, be adopted.

CARRIED

MOVED by Councillor Copley

Seconded by Councillor Herbert, That it be recommended to Council that the use of amplified music in relation to the Friend's of Uplands Park Spring Celebration in Uplands Park on May 5, 2013, be approved.

CARRIED

MOVED by Councillor Herbert

Seconded by Councillor Kirby, That it be recommended to Council, that, whereas, pursuant to the Zoning Bylaw, the proposed event, including the sales of goods and refreshments, has been determined to be of general benefit to the municipality at large and will create no undue inconvenience for adjacent residents or the public at large, and not detract from the purpose of the land as a public place for recreation, ornamentation or preservation of the natural environment, approval be given to Mountain Equipment Co-op to hold the MEC Paddlefest 2013 at Willows Park on Saturday, July 13, 2013, subject to the event organizer entering into a public property occupancy agreement in which it will among other standard requirements:

1. release and indemnify the Municipality from any claims or liability associated with the event and provide evidence of public liability insurance in the amount of not less than \$3,000,000;
2. agree to pay all invoices from the Municipality for costs incurred in connection with the event; and
3. agree to obtain Oak Bay Police approval for a traffic plan and implement the same subject to any field instructions from the Police,

with the Municipal Clerk being authorized to execute such agreement on behalf of the District of Oak Bay.

A member of the Committee noted that MEC Paddlefest should include some free events throughout the time during which they are occupying the park.

The question was then called.

CARRIED

MOVED by Councillor Herbert,
Seconded by Councillor Murdoch, That it be recommended to Council to defer the Parks and Recreation Commission's recommendation to a future meeting at which all referrals regarding the Oak Bay High School Transportation Study documents will be considered.

CARRIED

To: **Parks & Recreation Commission**
From: **Director of Parks & Recreation**
Subject: **Event Request – OB High School**
Date: **April 3, 2013**



www.recreation.oakbay.ca

PURPOSE

Students from Oak Bay High School have requested use of Willows Park on Saturday, May 4, 2013 to hold a fundraising event to help an all-girls school in Malawi. The Commission needs to consider the event and, if approved, recommend to Council that the fundraising activities be approved.

BACKGROUND

Information as supplied from the Oak Bay High School students is attached. The event is proposed to run on the afternoon of Saturday, May 4, 2013. There are no other major events planned for Willows Park on the two weekends immediately preceding or following this proposed date.

Plans include a variety of fundraising initiatives. Food, games, activities and raffles are all suggested as being by donation only. There will also be local live musicians participating as part of the event.

Plans have been developed for the removal of trash, and recycling stations will be available.

If the event is approved, staff will ensure that the normal administrative details are addressed (park permit, insurance etc.).

RECOMMENDATION

THAT it be recommended to Council that the request from Oak Bay High School students to hold a Malawi Care Fair fundraising event at Willows Park on May 4, 2013 be approved, pursuant to Section 5.1.4 of the Zoning Bylaw which allows a park to be used for sales of goods for a not-for-profit community event which benefits the community at large.

A handwritten signature in black ink, appearing to read "Ray Herman", is written over a large, loopy circular scribble.

Ray Herman
Director of Parks & Recreation

Programs

Aquatics

- The Aquatics team welcomed 6 new staff members in March. New team members will begin to teach lessons in April and are in the process of completing their orientations and shadow guarding shifts.
- Daytime Lengths and Leisure swimmers graciously shared their swimming space with children and youth over Spring Break. Programs & Activities offered included:
 - Fun Unlimited with swimming lessons and Junior Lifeguard Camps for kids ages 6-12;
 - Canadian Red Cross Assistant Water Safety and Water Safety Instructor programs for youth ages 15+;
 - A one week Bronze Medallion and Cross Crash Course for youth ages 13+;
 - Daily Kids Fun and Everyone Welcome Swims;
 - Daily Simple Set Private Swimming Lessons for children and adults.

Fitness

- Henderson Centre Upgrade- the anticipation is building for completion of the Henderson Centre Fitness Studio. The added space is bright and will be the perfect location for the cardio equipment. There will be a bigger space for the free weight area and the stretch area will be contained in the fitness studio.
- Cardio Upgrade for the Oak Bay Recreation Centre and Henderson Centre is scheduled for July 2013. It has been exciting time demoing equipment and touring facilities to assist with deciding on the cardio equipment for the Fitness Studios.
- Spring Break Teen Orientation Camp had 9 participants. It was a great group of teens interested in participating and learning about the Fitness Studio.
- Take Heart Rehabilitation at Henderson Centre is for people who had a cardiac event or those who have heart disease risks. There are 8 people registered in the 12 week program and 18 in the maintenance program. Starting in April another class has been added to accommodate the waitlist and provide an additional option for existing patrons.

Community Recreation

- This month the housekeeping area was transformed in to a Science lab with lots of fun experiments taking place.
- The After School Program Yogadance class had their performance on March 6th. Many parents came to watch and the children did an excellent job.
- Registration applications for the 2013 – 2014 school year for returning families are due April 15th.
- Eat Well Get Moving started in schools on March 1st with record high numbers of children participating. The Carnarvon Fun Factory staff will be helping the children fill out their Crunch and Go cards in the after school program. www.fitinfitness.ca
- A combination of new and returning staff ensured another successful Spring break camp time with the majority of camps reaching their maximum capacity. Children were entertained with a wide range of themes and activities including magic, mystery, skating, swimming and fun out trips.
- The weather cooperated for the opening of the course on Saturday March 9th; however since then play has been slow due to the fluctuations in the weather.

Monterey Centre

- 120 Monterey members celebrated St. Patrick's Day with a dinner event on March 13th. Attendees enjoyed the Irish dinner, the music by Cookeildh and the Irish Dancers.
- Popular daytime courses this winter include: Bridge Beginner Club Series, Beginner French, Line Dancing, Minds in Motion for people experiencing Alzheimer's disease, Osteofitness, Qi Gong.
- Popular evening courses this winter include: African Hand Drumming, Ballroom Dancing, Ipad, Pickleball and Yin Restorative Yoga.
- The Oak Bay Rotary Club is holding their Annual Tuscan Fundraising Dinner at Monterey Centre on April 27th.
- Monterey Centre and A la Mode Clothing have partnered up to have an Eco Fashion Show at Monterey on May 3rd.

Arena / Teens / Indoor Sports Field

- Sports field bookings slowing slightly as summer approaches. We are looking at new programs to fill available times. A new rental will be using the facility for "Reball" practice. This is similar to paintball but with rubber balls.
- Soccertron Spring break camps are went well. Spring programs have 11 and 20 registrants.
- Spring hockey league is full with 128 registration and we are seeing registrations for summer league.
- Public skate attendance is slowing as we approach the summer months.
- Over 40s duffer and lunchtime duffer continue to have good attendance with a few sell outs this month.
- Baby sitter training over spring break was very popular with 32 registrations the first week and 25 the second week.
- Softball registration is complete this year we will have 25 teams participating over 4 nights.

Sports View

- March has been a good month for Sports View. Wind-up parties have started for soccer, swimming and hockey groups. Oak Bay Softball coaches' meeting is scheduled for March 27 and we are anticipating a good softball crowd this year.
- Hockey playoffs are starting in April, hoping for another Canucks run for the Stanley Cup!
- Private functions included a small cocktail party, Oak Bay Gordon Head NDP Meeting, Rotary Luncheons, Retired Engineers Luncheons and numerous small meetings throughout the month.

Tennis

- The new Youth Tennis Instructor Training Course established by the tennis department ran on Sat/Sun March 2nd and 3rd. It went well and the participants were excited and keen on utilizing their newly acquired knowledge. There were 4 youths aged 16 yrs old that took this spring program working towards getting fully certified by Tennis BC in May.
- The Junior Spring Break tournament on Fri/Sat/Sun March 15-17 went very well. There were a total of 78 kids aged 8 – 17 yrs that registered this year - the biggest growth is in the Under 10 category. This category has also seen a large jump in participation in our Tiny Toonie Saturday night drop-in program. On Saturday March 9th there were 20 tiny players (with parents) attending.

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- Preparations are underway to get the outside courts ready for High School Team practices and match play. Bookings at Carnarvon and Henderson for Oak Bay High, Mt. Doug, SMUS and GNS start April 2nd.

Upcoming Events

- The Monterey Note-ables Annual Show is on April 6th and 7th. This year's production is called Party Time!
- Artisan's Show & Sale Saturday April 20th from 10:00am-2:00pm hosted by Monterey Centre.
- Oak Bay Artists Home Studio Tour will be held Saturday April 20th.
- Oak Bay Eco Week will be held April 29 – May 4th
- Youth Week is happening May 1-7.
- Young Exceptional Star (YES) Awards May 8th celebrating exceptional young people in our community.

Marketing

- Online registration is now available for most programs and courses. Monterey programs will be added later this spring.

Physical Plant

Maintenance

- Deadline for submitting 4-court Tennis Bubble Tenders was extended 3 days to Friday March 22, 2013. Tenders are now being evaluated by staff this week. We hope to notify the successful bidder on April 9, 2013.

TASK	DURATION FOR COMPLETION	DUE DATE
Prepare Tender		February 18, 2013
Send out Tender to contacts/ BC Bid	1 month reply time provided	Tues February 19, 2013
Closing date for Tender		(revised) March 22, 2013
Maintenance Staff Review	1 week	March 26th, 2013
Present to Management		March 27th, 2013
Provide information to council		April 8th 2013
Notify vendors	1 day	April 15th, 2013
Install Bubble	OBRC Start	August 26, 2013
	OBRC Finish	September 13, 2013

- Preparations are underway for the June 3rd – 22nd pool shutdown. Lots of grouting, cleaning and painting to be done.
- The Recreation Department is undergoing a review of our 10 year capital plans. Due the ingenuity of one of our Maintenance Technicians, a new DE feeder (\$15,000) was removed from the 10 year plan because he completely redesigned and rebuilt the existing one which has been in service since the centre opened. The rebuilt one should last equally as long.

Parks

- Soccer and Rugby are winding down and the transition to Baseball is underway.
- Henderson sand field and Carnarvon fields have been deep tined aerated, top-dressed and over seeded.
- The final turf course with Brain Youell will be held on April 9th at Uplands Golf Course. All staff will write a final exam and upon passing will receive a Certificate of Completion.
- A new section of backstop has been installed at Carnarvon Park at a cost \$5,500.00.
- New wood chips have been spread on the trail around the Par 3 Golf Course.
- The Par 3 putting green has been extended by 7 meters. It has been seeded and should be open for play by mid summer.
- The final planning for the new informational kiosk at Uplands is complete. Construction will start in early April.
- A new section of spilt rail fence will be installed at Cattle Point this April. This fencing will help containing the Carpet Burweed.
- The stairs to Gonzales Bay at the end of Marne Street will be replaced this April. The old ones are rotten and unsafe.
- The Irrigation Technician has recently completed the Irrigation Scheduler Course. Parks forecast considerable water savings as we move forward with modernizing our older irrigation systems.
- Four mature Rhododendrons have been salvaged from a development property on Anscorb. They will be planted behind the number one golf green.
- The cyclical tree pruning season will be finished on March 28th.
- Two horticultural students from Thompson Rivers University will be joining Parks for a 3 week practicum from April 8th till 26th.
- The Horticultural Crew has removed the Cotoneaster bed from the side of the Hall. This garden bed will be replanted with a more suitable selection of plant material that doesn't offer a home to rats.
- The new concrete footings that support the refurbished glide swing at Haynes Park have cured sufficiently. The swing will be operational by month's end.

Tree Report

Public Property

- For the month of March Parks staff removed nine trees from public property. None of these were protected species. These trees were removed because they were dead, diseased, dying or structurally unsound.
- For the month of March, Parks staff planted eight trees on public property of which one was a protected Garry Oak. Public property includes boulevards, parks and other Municipal owned property.

Private Property

- For the month of March, nineteen permits were issued, seven included removal of trees protected under the Tree Protection Bylaw. These permits were issued because the trees were dead, diseased, dying or structurally unsound. Four were Garry Oaks, and two were Dogwoods. Two were protected by size. Two replacement trees are required for one removal for a house move.
- There was one protected tree removed for development and that was a Hawthorn on Exeter for the house move.

Program, Parks and Physical Plant Report March 2013
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Permits Denied

- In the month of March, two permits were denied. One for the construction of a garage which is to go before Council and one Garry Oak that will be retained and pruned.

Security Deposit and Enforcement

- For the month of March one security deposits were received and none were refunded. The bylaw requires security deposits to ensure care of required replacement trees; deposits are held by the Municipality for 3 years pending satisfactory planting and care or required replacement trees. Forfeited deposits go to the Parks tree purchase account.
- For the month of March, Bylaw enforcement staff issued no tickets

Tree Work Orders for Park Staff

- For the month of March, the Arboricultural crew completed 56 work orders related to tree protection and public tree maintenance along with working on their cyclical tree pruning throughout the Municipality.

PROGRAMS

2013

2012

FEBRUARY YTD BUDGET % FEBRUARY YTD BUDGET % COMPARISON MONTH YEAR

	FEBRUARY	YTD	BUDGET	%	FEBRUARY	YTD	BUDGET	%	COMPARISON
									MONTH YEAR
AQUATICS									
REV	100,302	372,737	1,431,344	26.04	104,980	330,778	1,438,131	23.00	(4,678) 41,959
EXPEND	69,404	140,059	878,989	15.93	66,979	114,542	860,687	13.31	2,425 25,517
NET	30,898	232,678	552,355	42.12	38,001	216,236	577,444	37.45	(7,103) 16,442

FITNESS									
REV	79,367	319,167	1,103,969	28.91	83,272	292,891	1,097,725	26.68	(3,905) 26,276
EXPEND	45,682	83,323	623,635	13.36	43,941	71,250	592,968	12.02	1,741 12,073
NET	33,685	235,844	480,334	49.10	39,331	221,641	504,757	43.91	(5,646) 14,203

ARENA									
REV	47,186	196,093	689,662	28.43	45,527	158,751	671,669	23.64	1,659 37,342
EXPEND	23,179	43,734	249,084	17.56	21,066	37,702	242,757	15.53	2,113 6,032
NET	24,007	152,359	440,578	34.58	24,461	121,049	428,912	28.22	(454) 31,310

COMMUNITY RECREATION									
REV	40,693	187,592	927,647	20.22	68,042	187,010	926,818	18.02	(27,349) 20,582
EXPEND	56,213	114,012	1,054,110	10.82	66,314	105,476	1,047,181	10.07	(10,101) 8,536
NET	(15,520)	73,580	(126,463)	-58.18	1,728	61,534	(120,363)	-51.12	(17,248) 12,046

FOOD SERVICES									
REV	30,727	71,687	350,727	20.44	35,372	75,685	383,589	19.73	(4,645) (3,998)
EXPEND	34,016	79,698	382,182	20.85	35,082	73,594	413,545	17.80	(1,066) 6,104
NET	(3,289)	(8,011)	(31,455)	25.47	290	2,091	(29,956)	-6.98	(3,579) (10,102)

(Cash Basis)

PAR 3 GOLF									
REV	0	1,496	199,913	0.75	771	1,843	214,897	0.86	(771) (347)
EXPEND	0	0	53,941	0.00	0	127	49,848	0.25	0 (127)
NET	0	1,496	145,972	1.02	771	1,716	165,049	1.04	(771) (220)

PROGRAMS

2013

2012

COMPARISON
MONTH YEAR

FEBRUARY YTD BUDGET % FEBRUARY YTD BUDGET %

	FEBRUARY	YTD	BUDGET	%	FEBRUARY	YTD	BUDGET	%	COMPARISON MONTH YEAR
TENNIS									
REV	33,185	141,319	481,290	29.36	32,910	148,248	482,394	30.73	275 (6,929)
EXPEND	16,793	33,509	222,144	15.08	15,968	34,208	236,817	14.44	825 (699)
NET	16,392	107,810	259,146	41.60	16,942	114,040	245,577	46.44	(550) (6,230)

SAILING									
REV	0	0	25,300	0.00	0	(527)	23,616	-2.23	0 527
EXPEND	0	200	24,717	0.81	0	200	22,925	0.87	0 0
NET	0	(200)	583	-34.31	0	(727)	691	-105.21	0 527

Indoor Sports Field									
REV	2,879	75,546	216,718	34.86	13,777	67,238	211,813	31.74	(10,898) 8,308
EXPEND	10,898	12,695	88,247	14.39	3,988	5,415	89,347	6.06	6,910 7,280
NET	(8,019)	62,851	128,471	48.92	9,789	61,823	122,466	50.48	(17,808) 1,028

TEEN PROGRAM									
REV	824	4,061	29,394	13.82	2,548	3,950	27,938	14.14	(1,724) 111
EXPEND	4,364	7,954	59,432	13.38	3,893	6,733	57,426	11.72	471 1,221
NET	(3,540)	(3,893)	(30,038)	12.96	(1,345)	(2,783)	(29,488)	9.44	(2,195) (1,110)

MONTEREY CENTRE									
REV	45,454	177,066	743,429	23.82	46,795	176,564	752,209	23.47	(1,341) 502
EXPEND	65,504	122,316	881,413	13.88	60,491	110,089	876,725	12.56	5,013 12,227
NET	(20,050)	54,750	(137,984)	-39.68	(13,696)	66,475	(124,516)	-53.39	(6,354) (11,725)

CARN. DAYCARE									
REV	36,170	71,328	361,658	19.72	27,207	51,798	344,058	15.06	8,963 19,530
EXPEND	26,272	46,541	309,540	15.04	25,194	40,059	302,484	13.24	1,078 6,482
NET	9,898	24,787	52,118	47.56	2,013	11,739	41,574	28.24	7,885 13,048

TOTAL PROGRAMS									
REV	416,787	1,618,092	6,561,051	24.66	461,201	1,474,229	6,574,857	22.42	(44,414) 143,863
EXPEND	352,325	684,041	4,827,434	14.17	342,916	599,395	4,792,710	12.51	9,409 84,646
NET	64,462	934,051	1,733,617	53.88	118,285	874,834	1,782,147	49.09	(53,823) 59,217

ADMINISTRATION

	FEBRUARY	YTD	BUDGET	%	FEBRUARY	YTD	BUDGET	%	COMPARISON
				#DIV/0!				#DIV/0!	MONTH YEAR
ADMIN	2,612	5,696	35,111	16.22	2,755	5,883	35,162	16.73	(143) (187)
PARKS AND REC ADMIN	0	0	0		0	236	0		0 (236)
ACCOUNTS	157	466	6,700	6.96	0	0	12,475	0.00	157 466
TOTAL REVENUE	2,769	6,162	41,811	14.74	2,755	6,119	47,637	12.85	14 43
ACCOUNTING	31,089	58,011	419,958	13.81	28,185	51,954	423,490	12.27	2,904 6,057
PARKS & RECREATION	34,788	98,914	553,959	17.86	31,674	90,692	533,138	17.01	3,114 8,222
RECREATION CENTRE	55,681	126,268	777,487	16.24	60,911	128,103	781,643	16.39	(5,230) (1,835)
TOTAL EXPENDITURE	121,558	283,193	1,751,404	16.17	120,770	270,749	1,738,271	15.58	788 12,444
NET ADMINISTRATION	118,789	277,031	1,709,593	16.20	118,015	264,630	1,690,634	15.65	774 12,401
M A I N T E N A N C E									
HENDERSON CENTRE	14,988	27,863	180,666	15.42	14,005	24,567	179,511	13.69	983 3,296
RECREATION CENTRE	125,776	214,850	1,484,838	14.47	129,188	211,104	1,445,319	14.61	(3,412) 3,746
MONTEREY CENTRE	16,972	34,647	217,989	15.89	17,624	33,217	216,813	15.32	(652) 1,430
TENNIS PLACE	18,143	21,753	155,728	13.97	13,803	17,405	152,981	11.38	4,340 4,348
TOTAL MAINTENANCE	175,879	299,113	2,039,221	14.67	174,620	286,293	1,994,624	14.35	1,259 12,820
P A R K S									
BOULEVARD TAX REVENUE	14,348	28,346	166,178	17.06	13,744	27,689	166,178	16.66	604 657
MISC. REVENUE	24,752	38,528	60,120	64.09	1,245	13,079	69,699	18.76	23,507 25,449
TOTAL REVENUE	39,100	66,874	226,298	29.55	14,989	40,768	235,877	17.2836	24,111 26,106
EXPENDITURES:									
BOULEVARDS	10,387	48,607	233,767	20.79	13,596	38,698	228,472	16.94	(3,209) 9,909
LEAF CLEARING	0	298	51,663	0.58	0	1,040	50,651	2.05	0 (742)
PAR 3 GOLF	14,647	41,500	125,832	32.98	3,122	25,069	123,630	20.28	11,525 16,431
PARKS & PLAYGROUNDS	27,357	97,049	538,650	18.02	37,541	113,776	522,514	21.77	(10,184) (16,727)
INVASIVE SPECIES	3,737	15,830	0	#DIV/0!	0	0	20,000	0.00	3,737 15,830
TREE PRUNING	25,686	92,239	293,571	31.42	26,837	84,204	289,382	29.10	(1,151) 8,035
TREE DONATIONS	0	0	2,500	0.00	0	0	2,500	0.00	0 0
SMALL BUILDINGS	12,238	29,762	154,723	19.24	13,323	27,851	149,076	18.68	(1,085) 1,911
LAWNS AND GARDENS	11,941	44,205	279,743	15.80	12,413	34,362	275,057	12.49	(472) 9,843
FIELDS	4,649	41,948	182,415	23.00	3,019	37,641	172,711	21.79	1,630 4,307
BENCH DONATION	0	0	5,500	0.00	0	0	5,500	0.00	0 0
BENCH REFURBISHMENT	47	47	12,740	0.37	0	0	12,543	0.00	47 47
TOTAL PARKS EXPEND	110,689	411,485	1,881,104	21.87	109,851	362,641	1,852,036	19.58	838 48,844
NET PARKS EXPEND	71,589	344,611	1,654,806	20.82	94,862	321,873	1,616,159	19.92	(23,273) 22,738

SERVICE CONTRACTS

	FEBRUARY	YTD	BUDGET	%	FEBRUARY	YTD	BUDGET	%	COMPARISON MONTH YEAR
LIBRARY									
REV	0	0	930	0.00	0	0	894	0.00	0
EXPEND	221	496	7,459	6.65	220	701	7,447	9.41	1 (205)
NET	(221)	(496)	(6,529)	7.60	(220)	(701)	(6,553)	10.70	(1) 205

Oak Bay Parks
Spring Field User Meeting
February 19, 2013, 7:00 p.m.

Notes of the Oak Bay Spring Field User meeting held in the Sports Room at Windsor Pavilion February 19, 2013.

In Attendance:

Chris Hyde-Lay, Manager of Oak Bay Parks Services
Monty Holding, Oak Bay Parks and Recreation Commission
Ray Herman, Director of Parks and Recreation
Sandi Piercy, Oak Bay Parks and Recreation Commission
Brent Johnston, Castaway Wanderers Rugby
David Norrish, Victoria and District Cricket Association (VDCA) Secretary
Gurmit Sandhu, VDCA Scheduler
Adrian Eaves, VDCA Mid-Week League
Bill Doorschot, Carnarvon Ball Club
Meagan Gronnote, Castaways FC
Dale Sparrow, Bays United FC
Jim Zosiak, Ebb Tide Rugby Club
Adrian Somers, Lower Vancouver Island Baseball Association, Mariners
Cara Jackson (Recorder) Oak Bay Parks Clerk

Call to Order:

Monty Holding called the meeting to order at 7:05pm.

1) Introductions:

Monty Holding welcomed all in attendance. Sign up sheets circulated the table for attendance and user group information updates. Round table introductions followed.

2) Permit Responsibilities

Chris Hyde-Lay reviewed field booking policy and guidelines and noted that sports groups need to notify the Parks office when field swaps happen. The *Oak Bay Parks and Recreation Field Booking Policy and Guidelines* will be modified to reflect that all sports groups must notify the Parks Clerk if field time is going to be used by an alternate group which does not hold the permit for that time.

Bays United FC requested that the field closure policy be stated on the *Oak Bay Parks and Recreation Field Booking Policy and Guidelines*.

3) Field Maintenance Management Plans

There have been some changes to the Field Maintenance Management Plans to reflect more accurately which tasks the sports groups are responsible for and which tasks Oak Bay Parks maintain. Chris Hyde-Lay requested that organizations read the Spring Management Plans closely.

Oak Bay Parks
Spring Field User Meeting
February 19, 2013, 7:00 p.m.

Notes of the Oak Bay Spring Field User meeting held in the Sports Room at Windsor Pavilion February 19, 2013.

Chris Hyde-Lay asked that sports teams and organizations be diligent when cleaning up after their season. In particular baseball fences need to be taken down in a timely manner to facilitate field maintenance and repair. If the baseball season finishes prior to the end of a permit the remaining unused days will be refunded once the clean up and take down is complete. Representatives must contact the Parks Clerk to facilitate this refund.

4) Planned User Group Events and Tournaments

Oak Bay Bikes race dates are tentatively planned for the following Sundays: May 19, July 7 and July 29th. The resulting road closures around Windsor Park will impact groups that are scheduled to play at that park on those dates, in particular Carnarvon Ball Club, Minor Football and VDCA. The fields will not be impacted by these events, only the surrounding roads.

Large tournaments and functions that use the Windsor Pavilion may be charged an additional staff cost for clean up. The cost is approximately \$35 per hour.

Castaways FC is planning the usual Labour Day tournament at Windsor Park and Carnarvon Park.

No other tournaments are planned.

5) User Group Improvements

Chris Hyde-Lay discussed the dugouts at Windsor Park, and noted that they are in poor shape. Carnarvon Ball Club typically practices at the Windsor Park ball diamond, and do not use the dugouts as they do not play games there. Castaway Wanderers Rugby practices around the dugouts and have learned to avoid them. Greater Victoria Mixed Softball and Victoria All Fun Mixed Slo Pitch were not in attendance to comment.

Chris Hyde-Lay asked what groups thought about the state of the dugouts and field at Fireman's Park. Carnarvon Ball Club is still having some issue with first base, this draining problem and has been looked into by Oak Bay Parks. CBC mentioned that above ground dugouts and a closed fence dugout would be ideal at Fireman's baseball, Chris Hyde-Lay will explore this option.

Teams are asked to clean up debris and materials after their games and at the conclusion of the season. If Parks Staff find debris at the parks it will be disposed of.

6) Permits

Chris Hyde-Lay reviewed the changes to the fees and charges. The rental fees will increase on April 1, 2013. Discussion followed regarding the field rental fee increase. The fee increase will bring Oak

Oak Bay Parks
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Bay closer to regional field rental rates. The next fees and charges increase is anticipated to occur on September 1, 2014.

Chris Hyde-Lay introduced the *Sports Field Request Form*. All teams/organizations must submit the request form in accordance with the timeline listed below, failure to reply by the date requested may result in loss of usage.

Spring & Summer programs (April through August)

- January 1 – 31: Sports Field Request Forms will be received by Oak Bay Parks
- February 28: Parks Clerk will send out final permits.

Fall & Winter Programs (September through May)

- June 1 – 30: Sports Field Request Forms will be received by Oak Bay Parks
- July 31: Parks Clerk will send out final permits

- All outstanding invoices must be paid in full before any new permits are issued.
- A memo will be sent out to previous users in January and June reminding them of their need to reapply for the new season.
- All permits must be signed and a copy returned to the Parks Clerk for the permit to be deemed valid.
- A league schedule is requested to be delivered to the Parks Clerk prior to the start of regular season play.

7) Questions/Comments

Chris Hyde-Lay reviewed strategies that will improve the quality of Henderson park fields: irrigation modifications are being considered over the coming year; the plantain population will be assessed in early spring and if required, another herbicide application will be completed; the field will be deep tyne aerated.

Soil analysis and moisture meters are strategies Parks will use to bring the field quality up for some fields, such as Windsor and Henderson soccer.

VDCA noted that there are a few pot holes on the cricket pitch approaching the net that need to be addressed; otherwise they are very happy with the field.

Carnarvon Ball Club discussed the poor quality of Henderson baseball diamond. Field improvements are to be discussed by Carnarvon Ball Club, Mariners, and Oak Bay Parks.

Castaway Rugby noted that they are continually happy with the open communication between their organization and Parks.

Chris Hyde-Lay thanked all present for their attendance and input.

**Oak Bay Parks
Spring Field User Meeting
February 19, 2013, 7:00 p.m.**

Notes of the Oak Bay Spring Field User meeting held in the Sports Room at Windsor Pavilion February 19, 2013.

Monty Holding encouraged all groups to keep open communication with the Parks Department and bring up any issues as they arise.

8) Adjournment

The meeting adjourned at 7:45 pm. Field user groups will be notified of the fall meeting date.

To: **Parks & Recreation Commission**
From: **Director of Parks & Recreation**
Subject: **Maintenance of Lawn Bowling Greens**
Date: **April 3, 2013**



www.recreation.oakbay.ca

PURPOSE

The Oak Bay Lawn Bowling Club has approached staff with a request to have our staff assume responsibility of maintaining the greens. The Club is willing to pay the estimated cost for this service. Commission approval is being sought in order to move the initiative forward for the 2013 season.

BACKGROUND

The Oak Bay Lawn Bowling Club operates in Carnarvon Park under a Licence of Occupation with the District to utilize municipally owned land and buildings. The Licence states that the Club is responsible for all maintenance-related costs.

The Club is struggling to maintain its greens given the increasing age of its membership and declining volunteerism. They approached staff and asked for a cost estimate to have the District assume maintenance of the greens. The Club has since taken the cost estimate to its general membership and all have agreed that they are willing to pay the cost to the District.

The Club would like to see the proposed agreement established for the 2013 season, meaning maintenance activities would need to commence in April.

ANALYSIS

The estimate provided by the Manager of Park Services to the Club is for \$21,326.55 in 2013 dollars. The Club will do the maintenance in the perimeter/border areas in order to keep the cost down (this is factored into the dollar figure provided). The Club has asked for a 1 year agreement, with an option to renew for an additional two years if the first year proves mutually beneficial.

Staff are comfortable with the proposed arrangement. The funds would be used to hire additional seasonal staff. This would augment the crew so that crew time spent on the lawn bowling greens would be made up at other locations with the help of an additional person.

FINANCIAL IMPACT

Given that the Club is paying the estimated costs for labour and materials, the cost to the District should be negligible. Further, the Club has been advised that labour rates cannot be guaranteed past the end of the current collective agreement with the union.

OPTIONS

1. Approve the arrangement for a one year trial period, with an option to renew. This affords both parties the opportunity to evaluate the 2013 season and terminate the agreement if there are significant concerns.
2. Reject the Club's proposal. It is anticipated that the condition of the greens would deteriorate given the difficulties the Club is experiencing.

RECOMMENDATION

1. THAT staff be directed to enter into an agreement with the Oak Bay Lawn Bowling Club to provide maintenance services for the lawn bowling greens for a one year period plus option, at a value of \$21,326.55 for 2013, and;
2. THAT the associated budget amendments be incorporated into the Five Year Financial Plan.

A handwritten signature in black ink, appearing to read "Ray Herman". The signature is fluid and cursive, with a large loop at the beginning.

Ray Herman
Director of Parks & Recreation