

# DISTRICT OF OAK BAY

**REPORT TO:** Parks, Recreation & Culture Commission

**FROM:** Warren Jones, Director of Corporate Services

**DATE:** December 23, 2016

**RE:** Parks and Beaches Bylaw, 2016

---

## **EXECUTIVE SUMMARY**

The purpose of this report is to outline proposed changes to the Parks and Beaches Bylaw to:

1. Incorporate the 1996 Parks and Beaches Bylaw and four subsequent amending bylaws into one bylaw – Parks and Beaches Bylaw, 2016.
2. Reflect the addition of “Culture” to the name of the Department and title of the Director.
3. Delegate authority to the Director of Parks, Recreation and Culture or his or her designate to approve, and establish any conditions, for the use of amplified music in parks or on beaches.
4. Delegate authority to the Director of Parks, Recreation and Culture or his or her designate to approve the riding of animals or driving of motor vehicles on sidewalks, paths, beaches and parks.

## **ANALYSIS**

In order to serve our customers better and use Council, Commission, Committee and staff time more effectively District staff have been looking for opportunities to make processes and procedures more efficient. As the regulatory environment for local government becomes more complex and workloads increase finding efficiencies will help keep costs down, utilize staff resources more effectively and enable the corporation to better respond to customers.

At its September 23, 2016 meeting the Committee of the Whole recommended a number of process and policy changes aimed at improving customer service and using staff, Council, Commission and Committee resources more efficiently. One of the changes approved involved delegating authority to the Director of Parks, Recreation and Culture or his or her designate to approve, and establish any conditions, for the use of amplified music in parks or on beaches. Under the current bylaw approval of the Commission or Council is required.

While reviewing the Parks and Beaches Bylaw staff identified an additional delegation opportunity that the Commission and Council may wish to consider, that is, delegating authority to the Director of Parks, Recreation and Culture or his or her designate to approve the riding of animals or driving of motor vehicles on sidewalks, paths, beaches and parks.

The attached Parks and Beaches Bylaw, 2016 incorporates the changes outlined above.

## **STRATEGIC IMPACT**

These recommendations support the Council priority of being well managed and well governed to serve our residents.

## **OPTIONS**

1. That the Parks, Recreation and Culture Commission recommend that Municipal Council give three readings to Parks and Beaches Bylaw, 2016.
2. An alternate recommendation as directed by the Parks, Recreation and Culture Commission.

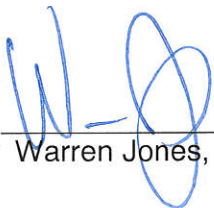
## **FINANCIAL IMPACT**

The Commission should not expect that implementing the recommendations in this report will result in direct savings in staff costs, but any savings in staff time will enable the organization to serve our customers better and respond more effectively to ever increasing workloads.

## **RECOMMENDATION**

That the Parks, Recreation and Culture Commission recommend that Municipal Council give three readings to Parks and Beaches Bylaw, 2016.

Respectfully submitted,



---

Warren Jones, Director of Corporate Services

## **Attachment**

Parks and Beaches Bylaw, 2016

To: **Parks, Recreation & Culture Commission**  
From: **Director of Parks, Recreation & Culture**  
Subject: **Event Request – InspireHealth Rain Walk**  
Date: **January 4, 2017**

---



[www.recreation.oakbay.ca](http://www.recreation.oakbay.ca)

#### **PURPOSE**

InspireHealth Supportive Cancer Care has applied to hold a special fundraising event in Willows Park, and along the nearby sidewalks. The Commission is being asked to consider and potentially approve the use of Willows Park for the event on Sunday, March 12, 2017.

#### **BACKGROUND**

Attached is an application from InspireHealth Supportive Cancer Care to hold a fundraising event, InspireHealth Rain Walk, at Willows Park on Sunday, March 12, 2017. All fundraising activity will take place prior to the event. Plans include a 5km walk followed by cool-down activities and free hot chocolate at Willows Park. Two tents will be erected in the park. As noted in the application, the event will start at 9:00am and will conclude by 1:00pm.

#### **ANALYSIS**

The requested event would have minimal impact on the park given the time of year and the activities planned. There are no conflicting events planned or proposed at the park on the March 11-12, 2017 weekend.

#### **OPTIONS**

1. Deny the request.
2. Approve the requested use of Willows Park. The application will then go to Council for approved use of the parking lot and streets.

#### **RECOMMENDATION**

THAT the request to use Willows Park as part of the InspireHealth Rain Walk on March 12, 2017 be approved.

Ray Herman  
Director of Parks, Recreation & Culture

## **Programs**

### **Culture**

- A Holiday Dinner and Movie night was held for families at the Dave Dunnett Theatre in the Oka Bay High School. The feature film shown was Arthur Christmas. The event was simple and small but allowed staff to understand how the theatre operates as they plan to offer more events in the theatre throughout 2017.

### **Aquatics**

- Aquatics program staff were busy alerting all families, program participants, and school and community groups about the unexpected pool closure. Some on-going, advanced aquatic courses were moved to another facility and all other classes were cancelled and refunds or credits issued. Despite the unexpected closure, Aquatics is looking ahead to 2017 and prepping for the re-opening: private lessons are being booked, guarding and lesson schedules are being built, and December advanced courses that were cancelled are being re-scheduled for mid-January.
- In 2017, Aquatics is excited to offer extended lessons on Saturday and Sunday mornings after an overwhelming demand from the public. A survey was conducted throughout summer 2016, as it was the first time Aquatics' had programmed week-long extended lessons with Swim Kids Levels 1-5 running for 45 minutes and Swim Kids Levels 6 -10 running for 60 minutes. The survey results showed an overwhelming popularity for year round extended lessons. Sunday lessons will now run from 9-11:30am, like Saturday, to accommodate these longer lessons.
- The First Aid Courses were not affected by the pool shut down and went ahead with twelve people participating in Emergency First Aid and Standard First Aid courses held at Windsor Pavilion.

### **Fitness**

- The winter personal training special has been extended until January 15<sup>th</sup>. Patrons can purchase three one hour personal training sessions for \$155.
- A staff meeting was held on December 4<sup>th</sup> and provided an opportunity for further training on the TRX and new kettlebells. Guest speaker Darrel Jackson from IHA gave a presentation about "Managing Challenging Customers". The staff found all the training helpful to provide the best services to the patrons of the Recreation Centres.

### **Community Recreation**

- The daycare children took a walk to Municipal Hall to mail their letters to Santa and celebrated Christmas and the holidays with a small concert at the Neighbourhood Learning Centre. Santa paid a visit and parents were able to socialize and enjoy snacks with friends afterwards.
- Oak Bay Parks, Recreation, and Culture and the Rotary Club of Oak Bay put on another great Merrython event on Sunday, December 4<sup>th</sup> with over 125 adults participating in the main run/walk and 52 children in the kids run around the Henderson Centre chip trail. The weather was perfect and lots of fun was had by all.
- Over 70 families enjoyed the Santa's Kindergym surprise on December 17th. Children enjoyed activities, crafts and a visit from Santa.

Program, Parks and Physical Plant Report December 2016  
Parks, Recreation & Culture Commission Meeting January 2017

- Recreation Oak Bay staff participated in the Camosun College Internship and Employee hiring fair for their Sport and Exercise students. It was great to meet with a number of students and showcase the employment opportunities that Recreation Oak Bay has to offer.
- Skidaddle Christmas camp is running at near capacity for 5 out of the 9 days. Children are enjoying crafts, activities and out trips to Craigdarroch Castle, Sidney Museum, Laurel Point gingerbread houses, Butchart Gardens and many parks and playgrounds.

### **Monterey Centre**

- The Members and Clubs Christmas Luncheon was held on December 14<sup>th</sup> with 138 members in attendance. Patrons enjoyed sitting with their clubs, activities and fitness friends. The singing Santa and delicious turkey meal and complimentary glass of wine was enjoyed by all.
- Members and guests enjoyed the Holly-Daze Dinner and Dance on December 18<sup>th</sup>. The partnership event featured dinner and dancing with the People Meeting People group.
- Sing-a-long club held their annual carol session on December 22<sup>nd</sup>. The Trilights performed and members enjoyed singing along with the band.
- The Monterey Recreation Activity Association (formally OBSAA) participated in the CFA Santa's Anonymous Bear Drive. Members kindly purchased over 100 gifts for local children in need.
- Victoria Arthritis Society presented a free talk December 12<sup>th</sup> on "Tips, Tricks and Tools to Manage Your Joints".
- The most popular new courses this fall include: Aging Backwards, Easy and Fun Foods from India, Cheese Making, Enchanting Loire Valley, Experiences in Qi Gong, Greek Style Feta Cheese, Habits and Brain Power, La Provence, Paint your Selfie and Tahiti, a Hidden Paradise.
- December outings included seeing the performance "Aladdin" by the St Luke's Players Pantomime and two nights of Christmas Lights tours.

### **Arena / Teens / Indoor Sports Field**

- The Indoor Sports Field is busy in December particularly over the holiday break when the Bays Juniors host their two annual soccer tournaments. The tournaments run December 16<sup>th</sup> -18<sup>th</sup> and December 26<sup>th</sup> -28<sup>th</sup> and go all day in the Indoor Sports Field. The Bays Seniors hold their tournament starting December 28<sup>th</sup> until January 3<sup>rd</sup>, 2017.
- Learn to Skate numbers continued to be strong for November and December. January will mark the 3<sup>rd</sup> lesson set and will run until the beginning of March.
- The Christmas Skate will be held on December 25<sup>th</sup> from 1-3:30pm with participants bringing non- perishable items for admission.
- Victoria Minor Hockey is holding tournaments over the holidays from December 29-31<sup>st</sup>.
- Eight extra skates for the public were added over the holidays in addition to the regular public skates that were offered.
- Youth Centre numbers continue to be strong at lunch with 35-45 youth and afterschool between 20-25 youth. The Centre was closed for the December holidays from December 15<sup>th</sup> to January 3<sup>rd</sup>.
- Special events for December in the Youth Centre include holiday baking and a movie and a table tennis clinic.
- Playtime childminding numbers are averaging about 5 children per day for the month of December. The annual Holiday Shopper Saturday Playtime sessions are offered giving parents the opportunity to do some Christmas



Program, Parks and Physical Plant Report December 2016  
Parks, Recreation & Culture Commission Meeting January 2017

shopping while their child enjoys holiday games, crafts and fun. The Monday to Friday sessions were closed over the holidays from December 18<sup>th</sup> to January 3<sup>rd</sup>.

### Tennis

- Block Booking was held on December 10<sup>th</sup> and went well. Changes made to the process are: Giving full transparency on how the courts are being used and accommodating as many groups as possible to play regular games as well as leaving at least one court available for public booking four days ahead. The goal is to increase customer satisfaction while still allowing courts for drop-in bookings. These new changes have been more efficient and had a positive effect on the budget.
- Combined Junior Tournament in partnership with Cedar Hill was held on December 9th -11th. Eighty juniors participated compared to 60 in 2015 when Oak Bay ran the tournament on its own.

### Sports View

- There were functions for Engineers, Coasters Christmas Dinner and Santa's Breakfast. We hosted numerous sports wind-up parties for organizations such as Victoria Minor Hockey, Bays United Soccer, Racquet Club Hockey as well as the Oak Bay Police and Fireman Children's Christmas Party.

### Upcoming Events

- Sunday, December 25th - **Christmas Day Free Activities** ( Skate, Tennis & Fitness) at the Oak Bay Recreation Centre with a non-perishable food item or donation for the Food Bank, 1-4pm.
- Sunday, January 1<sup>st</sup> - **Free New Year's Day Activities** (Jazzercise, Skate, Tennis, Fitness & Walk with Mayor and Council) at the Oak Bay Recreation Centre.
- Tuesday, January 3, 2017 to Sunday, January 15, **Annual New Year's Classic Tennis Tournament**, Oak Bay Recreation Centre Tennis Bubble.
- Thursday, January 5<sup>th</sup> - **New Members Meet and Greet** at Monterey Centre
- Friday, January 6<sup>th</sup> – The **Pool re-opens at 4 pm** with these FREE SWIM times :
  - Adult Lengths Swim from 4:30-6:30pm
  - Family fun starts at 6:30pm with the Everyone Welcome Swim from 6:30-9:30pm.
  - Length & Leisure from 9:30-11pm
  - Late- night Swim from 11pm -12:30am.
- Friday, January 6<sup>th</sup> – **Big Dave McLean and Blue Moon Marquee** perform in the Upstairs Lounge at the Oak Bay Recreation Centre. Doors Open at 6:00pm music at 7:30pm.
- Saturday, January 7<sup>th</sup> -The **regular pool schedules**, including lessons, will resume.
- Friday, January 13 – **Valdy** performs in the Upstairs Lounge at the Oak Bay Recreation Centre. Doors Open at 6:00pm music at 7:30pm.
- Thursday, January 17<sup>th</sup>- **Burns Dinner** at Monterey Centre
- Friday, January 20<sup>th</sup> – **Pearl Django** perform in the Upstairs Lounge at the Oak Bay Recreation Centre . Doors open at 6:00pm music at 7:30pm.
- Friday, January 27<sup>th</sup> – **Petunia and The Vipers** perform in the Upstairs Lounge at the Oak Bay Recreation Centre.–Doors open at 6:00pm music at 7:30pm.
- February 4<sup>th</sup> - **We Jam Inter-generational Night of Music** at Monterey Centre.

## **Maintenance**

- December has been a very busy month with furnace related issues at Monterey, many room set ups for holiday events, as well as keeping ahead of the snow and ice for all three centres.
- The Recreation Centre staff have also been busy with the unexpected pool shutdown with repairing the cracked pipe as well as completing maintenance work that was scheduled for the June closure.

## **Parks**

- The cricket batting cage at Windsor Park is being redone with new black chain link fence.
- Our Irrigation Technician continues to improve and modernize our irrigation systems throughout the municipality. Considerable water savings are being achieved with the new irrigation heads.
- Parks crews continued to be busy installing Christmas lights in December.
- New swings sets have been installed at Lafayette Park and Nottingham Park.
- Parks plans for 2017 include: continuing to plant more rhododendrons in at the Henderson Centre and golf course, continue to develop the new horticultural garden that borders Windsor playing fields, add more scented plants to the Scented garden at Windsor Park, redoing the planter at King George Terrance and installing a new swing set at Oakdowne Park.

## **Tree Report**

### **For the year 2016**

#### **Public Property**

Parks staff removed 65 trees from public property. These trees were removed because they were dead, diseased, dying or structurally unsound or for construction of new houses. Seven of these trees were Garry Oaks, one of which failed.

Parks staff planted 103 trees on public property. Public property includes boulevards, parks and other Municipal owned property. Nineteen of these were Garry Oaks. We have received our trees in preparation for next year's planting season and thirty of those trees are Garry oaks.

#### **Private Property**

Two hundred and sixty nine permits were issued under the Tree Protection Bylaw. One hundred and thirty nine removal permits were issued for the removal of one hundred and forty nine trees protected under the Tree Protection Bylaw. These permits were issued because the trees were dead, diseased, dying, and structurally unsound or removed for construction. Ninety nine of these were protected species and fifty were of protected size. A total of twenty five protected trees were removed for construction and 24 replacement trees are required. Trees removed within the building footprint are not required to be replaced. One hundred and sixty four permits were issued for pruning protected trees.

#### **Security Deposit and Enforcement**

Nine security deposits for \$12000 were received and six deposits for \$6500 were refunded. One deposit for \$5000 was forfeited due to non-compliance with conditions on deposits as required by the bylaw. The bylaw requires security

Program, Parks and Physical Plant Report December 2016  
Parks, Recreation & Culture Commission Meeting January 2017

deposits to ensure care of required replacement trees; deposits are held by the Municipality for 3 years pending satisfactory planting and care of required replacement trees. Forfeited deposits go to the Parks tree purchase account.

Bylaw enforcement staff issued tickets at four residences this year for pruning without a permit, tree damaging activities for a total of \$2500. The legal action on the property on Cavendish Street for the removal of a tree with no permit resulted in a settlement of \$30,000.

**Tree Work Orders for Park Staff**

For this period, the Arboricultural crew received six hundred and seventy six work orders and completed six hundred and eleven work orders related to tree protection and public tree maintenance throughout the Municipality.

Special projects this year included the removal of invasive species in Uplands Park and Christmas light installation.