

To: **Parks, Recreation & Culture Commission**
From: **Director of Parks, Recreation & Culture**
Subject: **Cadillac Club of BC Event Request**
Date: **October 3, 2018**



www.recreation.oakbay.ca

PURPOSE

The Cadillac Club of BC – Vancouver Island Chapter has requested use of Windsor Park to host a car show in 2019. This is a new event request and Commission approval is being requested.

BACKGROUND

The Cadillac Club of BC – Vancouver Island Chapter (the Club) has requested use of the Rugby Field portion of Windsor Park on Sunday, July 14, 2019 to host a car show featuring Cadillacs. The Club is experienced in putting on car shows and expects to see 80-100 cars/owners participating. An entry fee for participants (not spectators) is to be charged with the proceeds going to the Eldercare Foundation. The Club's application and a letter of support from the Eldercare Foundation are both attached.

The application includes a request to have food trucks on site, as well as a small stage to accommodate live music for a couple of hours in the afternoon (12:00-1:00 & 2:00-3:15pm).

ANALYSIS

There is no traditional use of the Rugby Field side of Windsor Park on the date in question. We expect the cricket pitch to be in use, but staff do not feel that a conflict exists between the two uses. The Club is experienced in hosting car shows, and the proceeds generated will go toward programs for residents of Oak Bay Lodge.

RECOMMENDATION

THAT the Parks, Recreation & Culture Commission approves the request from the Cadillac Club of BC – Vancouver Island Chapter to utilize the Rugby Field at Windsor Park to host a car show on July 14, 2019, with proceeds going to the Eldercare Foundation.

Ray Herman
Director of Parks, Recreation & Culture

Oak Bay Parks, Recreation and Culture Commission

Strategic Plan 2018-2022

Draft for Commission Review v3.1 – 27 September 2018

STRATEGIC CONTEXT

The Oak Bay Parks, Recreation and Culture Commission (“Commission”) has a broad mandate defined and governed by municipal by-laws and administrative policy. The Commission oversees the single largest component of Oak Bay’s annual budget and its program and facilities portfolio. As such, it needs to ensure that the parks, recreation and culture facilities and programs it is responsible for can evolve to be responsive to changes in Council and community expectations. As a result, it is timely that the Commission create a new strategic plan to guide its attention and recommendations over the next four years to enable it to make the choices required to meet these expectations.

Among the key requirements that the Commission’s strategic plan is expected to serve are:

- To align the Commission’s responsibilities and actions with its mandated authority and base any recommendations to Council to address any gaps or updates in its current scope
- To provide strategic context for all of the Commission’s work – including but not limited to:
 - aligning its annual budget for parks, recreation and culture programs and facilities with strategic priorities,
 - directing the Commission’s focus at the strategic rather than operational level in its work and,
 - Setting the agenda for its monthly meetings
- To help the Commission be more innovative and proactive in its advice to Council with initiatives that are based on strategy, aligned with Council priorities and the Official Community Plan (OCP) and responsive to public input
- To set annual priorities on major initiatives that will help guide choices and action – supported by a framework for measuring its progress and impact

The Commission’s strategic plan is set over a four year timeframe (2018 to 2022) to help facilitate longer-term planning work. It is expected that it will be reviewed annually and refreshed with new goals and objectives once those initially set are accomplished. The annual review should be conducted in September so it can inform the development of the Commission’s annual budget recommendations for parks, recreation and culture programs and facilities.

VISION

Oak Bay leads the province as a healthy, active living community with vibrant arts and culture that celebrates the stewardship of its natural ecosystem.

MISSION

The Commission provides excellent and accountable advice to Council that supports and inspires active and stimulating living through healthy lifestyles by providing sustainable and diverse parks, recreation, arts and culture opportunities that are accessible by all.

KEY ROLES

The Commission has a broad mandate defined by municipal by-law and administrative policy. Within this mandate, the most important roles that the Commission exercises are ...

- As advocates for active living through healthy lifestyles in everything the municipality does
- As stewards of Oak Bay's natural spaces
- As advisors to Council on suggested parks, recreation and culture program initiatives and capital projects
- Encouraging the active engagement of the public in the Commission's work and priority initiatives
- Oversight of all parks, recreation and culture programs, facilities and infrastructure operated by Oak Bay – including coordination of leisure services and custody, maintenance and regular refresh of facilities and infrastructure
- Oversight of Oak Bay's parks, recreation and culture budget - exercising integrity and due diligence in its management

STRATEGIC THEMES AND DIRECTIONS

- **ACTIVE LIVING**
 - Promote active and inclusive lifestyles through ways that are both inclusive and sustainable
 - Encourage modernization of our current active living assets and infrastructure and how we do our business (Triple Bottom Line)
 - Promote more community gatherings i.e. movie nights, Arts Alive walking tours, free drop-in play sessions
- **COMMUNITY ENGAGEMENT**
 - Encourage engagement with the public to seek input, celebrate achievements and support transparency in the Commission's work

- Develop additional vehicles for community engagement through public information sessions specific to parks, recreation, arts and culture – broadcast events more often
- Recognize First Nations cultural significance on all print and posters, as it pertains to indigenous culture
- *A SUSTAINABLE COMMUNITY*
 - Support natural conservation, appreciation and protection

PRINCIPLES AND VALUES

In conducting its work and exercising its mandate, the Commission will ...

- Promote healthy lifestyles - through active living opportunities
- Promote sustainability - protect, steward and conserve natural spaces
- Promote accessibility for all – maximizing opportunities and access to active living programs for all in our community
- Be forward-thinking with an open mind to new ideas and approaches – agile, open and flexible; focussed on problem-solving
- Seek continuous improvement - through innovation and not being afraid to be bold
- Encourage public input - being respectful and inclusive in our interactions with the public
- Be appreciative – recognizing achievements and accomplishments; maintaining a deep and fundamental respect for what we've got
- Be accountable and transparent in our interactions with the public, Council and each other
- Be fiscally responsible – in our oversight of Oak Bay's parks, recreation and culture budget
- Honour and acknowledge First Nations in our decision-making processes

GOALS

In order to advance our vision and fulfill our mission, the Commission aims to ...

1. ***Build a more active, more connected community*** - by enhancing opportunities for all residents to pursue active, stimulating and healthy lifestyles
2. ***Protect and value Oak Bay's natural ecosystems***
3. ***Support and improve Oak Bay's parks, recreation and culture infrastructure and programs*** – through innovation and improvements that enable access for all members of our community
4. Be a regional ***leader in community arts and culture***
5. ***Encourage and enhance community engagement in the Commission's work*** - by promoting the Commission's work to members of our community and other commissions and agencies of the municipality and being always open and encouraging of public input into our work
6. ***Enhance inter-generational opportunities to connect people together*** in our community
7. Create a ***partnership with First Nations*** to participate in all discussions related to future decision-making regarding landmarks, gardens and other areas of relevance

OBJECTIVES AND STRATEGIES

To best advance our goals, the Commission will work actively on the following priority initiatives.

Initiative	Actions and Time Frame
1. Develop a plan to rebuild Carnarvon Park	<ul style="list-style-type: none"> • Launch community engagement process [Month/20xx] • Complete project – 2019
2. Oversee the implementation of Oak Bay's Urban Forest Strategy	<ul style="list-style-type: none"> • Complete implementation [Month/20xx]
3. Promote active transportation - including active transportation enhancements such as bike paths, improved and upgraded trail networks and non-park walking routes	<ul style="list-style-type: none"> • Ongoing
4. Create a master plan to modernize playgrounds based on design principles that, among other factors, will make our playgrounds more inclusive/accessible; more innovative and imaginative	<ul style="list-style-type: none"> • Draft master plan by [Month/20xx] • Public engagement by [Month/20xx] • Final plan to Council by [Month/20xx]
5. Protect rare and endangered species and ecosystems through stewardship of our natural assets and restoration of natural habitats in conservation-oriented parks	<ul style="list-style-type: none"> • Develop and implement procedures to protect Critical Habitat for Species at Risk in municipal parks consistent with those established in federal recovery strategies [Month/20xx] • Identify and map the distribution of imperiled ecosystems in municipal parks [Month/20xx] • Develop and implement procedures to restore imperiled ecosystems in municipal parks to a more natural state [Month/20xx]
6. Review and update dog-use by-laws and policies aimed at ensuring how to best protect Oak Bay's parks and beaches and share them with a diverse group of stakeholders	<ul style="list-style-type: none"> • Review and draft report on suggested revisions [Month/20xx] • Public engagement completed by [Month/20xx] • Revised draft report to Commission for endorsement by [Month/20xx] • Commission report to Council for endorsement by [Month/20xx]

Initiative	Actions and Time Frame
7. Ensure all our facilities (natural or built) are open and accessible while not compromising integrity	<ul style="list-style-type: none"> • Ongoing
8. Develop a budget plan and options aimed at ensuring that all of Oak Bay's recreation facilities and programs maximize their cost-recovery potential	<ul style="list-style-type: none"> • For FY19/20 Commission budget
9. Develop an integrated Parks, Recreation, Arts and Culture master plan to sustain Oak Bay's leadership in active living	<p><i>Arts and Culture Master Plan</i></p> <ul style="list-style-type: none"> • Draft Arts and Culture Master Plan by [Month/20xx] • Public engagement on draft plan [sponsored by ArtsAlive committee ?] by [Month/20xx] • Revised draft plan to Commission for endorsement by [Month/20xx] <p><i>Parks and Recreation Master Plan</i></p> <ul style="list-style-type: none"> • Draft Parks and Recreation Master Plan by [Month/20xx] • Public engagement on draft plan by [Month/20xx] • Revised draft plan to Commission for endorsement by [Month/20xx] <p><i>Integrated Plan (combines Arts and Culture Master Plan with Parks and Recreation Master Plan)</i></p> <ul style="list-style-type: none"> • Draft integrated plan to Commission for endorsement by [Month/20xx] • Commission plan to Council for approval by [Month/20xx]
10. Enhancing intergenerational opportunities to connect people together – for example, drop-in play sessions, continuing free skate and swim days, creating an annual municipal "Block Party"	<ul style="list-style-type: none"> • Pilot turning the existing "Movie in the Park" night program into a late afternoon/evening block party event that speaks to our mission (i.e. promotes activity arts and culture as well as ecosystem stewardship and protection) and ends with the movie [Month/20xx]

PERFORMANCE MEASURES

To be determined – once the strategic plan is validated and endorsed by Council. The performance measurement framework will also require guidance from and alignment with forthcoming OCP monitoring framework.

Programs

Aquatics

- The first set of fall swimming lessons began with 743 registrants in the preschool, school age, and adult group lessons. Forty-four swimmers are participating in Simple Set Private lessons, and over 550 Perfect Fit Private lessons were booked for September.
- It's Back to School! Over 100 Glenlyon Norfolk Jr. School Grade 2, 3 and 4 students have returned for school lessons on Tuesday, Wednesday and Thursday mornings from 9-9:45am. Sixty-five Arts Calibre Academy students are participating in lessons on Thursday mornings from 9:45-10:30am.
- The Oak Bay High Swim Team began their swim practices on Friday, September 14th. They will be practicing twice week, on Wednesday and Fridays, until mid-November.

Arts and Culture

- Voting for the 2018 ArtsAlive sculptures ends on October 12, 2018. Reminder to encourage people to see the sculptures and vote for their (or your!) favorites. Voting participation is down so far this year compared to the past two years. Ads have been placed in a few editions of the the Oak Bay News and through Social Media encouraging participation.
- The Fall Oak Bay Artists Studio Tour is set for November 3 and 4, 2018. This year there is a "passport" type program being added to the Tour with a goal of encouraging more families and children to attend. All of the artists have indicated that they are "family friendly" in their home studios and we have 8 artists that will present their works in the Neighbourhood Learning Centre.

Community Recreation

Licensed Daycare

- The Daycare welcomed 14 new friends over the summer and the children spent September getting to know each other. The group is doing yoga on Mondays, Kindergym on Tuesdays, music on Wednesdays and Richardson Sports on Thursdays. The families and children are really enjoying these extra opportunities in the Daycare.

CR Programs and Camps

- Skidaddle Pro-D Day camp on September 17th was full with 44 children registered. Crafty Art camp had 15 of 20 spots registered for their half day camp for the Pro-D Day.
- Preschool programs are off to a busy start at Windsor and Henderson with Preschool Prep, Morning Munchkins and Nature Nuts all at full capacity. Time for Tots at Henderson and dance classes at the Neighbourhood Learning Centre are up in registration by 10% from last fall.
- A new contractor program this fall, Mandarin Seeds, gives the opportunity for toddlers and preschoolers to learn Mandarin in a fun and interactive environment. This program is offered at the Neighbourhood Learning Centre and the registration is full for one class and the second class has only a few spots available.
- Drop-in Badminton is very popular in the evenings for adults and youth (13 yrs+) and there is interest in school aged children wanting to participate. A new Youth Drop-in Badminton session is being offered on Mondays from 5:15-6:45pm.

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Afterschool Care Program

- The Afterschool Care program welcomed back many returning children along with several new families. Children enjoyed getting to know each other and their leaders and participated in many new games, crafts, activities and explored the local neighborhood.
- Afterschool Care at the Neighbourhood Learning Centre began Sporty Tuesdays in the Indoor Sports Field, utilizing a portion of grant money designated for “program enhancements” to offer hour long multi-sport lessons for all children registered. The groups will rotate through on a weekly basis. This provides a focus on learning fundamental movement skills and increasing physical literacy.
- Some of the Campus View children who attend afterschool care at Henderson Centre started their 4 weeks of golf lessons on September 12th.
- Afterschool Care is off to a busy start with most days full with the exception of a few spaces on Tuesdays and Fridays at the Neighbourhood Learning Centre.

Fitness

- Another session has been added to the Take Heart program to meet the demand for new patrons. The Take Heart program provides expanded community based options for people who have had a cardiac event or those who have heart disease risks. Take Heart is a partnership between VIHA and Victoria Intermunicipal Recreation Centers (and there are other programs on Vancouver Island.) There now are 5 courses led by Cayle MacDonald that run twice a week in the fitness studio at Henderson Centre.
- Fusion Indoor Cycling classes are offered at Henderson Centre. These classes incorporate the skills and drills from Indoor Cycling and either Yoga, Pilates, TRX or Core exercises. A great opportunity for people who enjoy indoor cycling mixed with strength exercises to challenge the body.
- Personal Training sessions are busy at the Oak Bay Recreation Centre. As of the end of August 2017 there were 427 hours of personal training booked compared to this year with 781 hours booked.

Monterey Centre

- The annual “Discover Monterey” Open House was held on September 5th. The event was well attended and clubs enjoyed showcasing their activities to new members and guests.
- Monterey Recreation Centre partnered with People Meeting People to host a “Glitzzy Affair” evening of dinner and dancing. Over 100 attendees dressed to impress and enjoyed the live music and dancing.
- Sixty-four members and guests participated in September day trips including trips to Tugwell Creek Meadery, Chemainus Theatre for the production of “Glorious”, and the Saltspring Island Apple Festival.
- September free talks included: Oak Bay Police Scams Talk, The Canadian Prairies, and Suicide Alertness by Victoria Mental Health.
- The Nursing Foot Care service continues to be popular.
- September is annual clean up month at Monterey. Club Representatives, Volunteers and Staff take time out to ensure storage spaces are edited and organized.
- Monterey is working on hosting “Fall Indoor Farmer’s Markets” once per month. These are open to the whole public and it is hoped families will participate. The first one is set for Sunday October 14 from 10:00 am to 2:00 pm.

Arena/ Teens / Indoor Sports Field

Sports

- Summer is over and the Indoor Sports Field is picking up with regular fall user groups starting mid to late September. Summer is a gradual lead into the busy October to March months. Many adult user groups are booking the turf every night until past midnight in the month of September. This space provides a great opportunity for sports teams to stay dry and train through the winter.
- Soccertron fall programs start the last week of September and already all the courses are nearly full for all age groups.
- Sports birthday parties are growing and include many options such as bubble soccer, dodge ball, Nerf parties and laser tag. These parties are one hour in the turf for the activity and then 45 minutes in a party room located in the Neighbourhood Learning Centre.

Arena

- Fall and winter user groups started in the first week of September. The earliest regular slot in the rink available to book is 11pm on Tuesdays and Fridays.
- The Learn to Skate sessions on Mondays and Saturdays started the week of September 10th.
- The Novice Hockey League (NHL) started September 7th. The DUCKS (ages 5-8yrs) is the most popular group. The older age groups are also running at nearly full capacity. A large part of this program's success is due in part to the free hockey gear lend out program for participants. This season over 30 participants utilized this program. Decreasing the barrier of equipment cost allows many families to participate in ice hockey.
- Over 40's and Over 50's morning drop in duffer hockey sessions continue to be very popular with full attendance. In response to the high demand, Over 40's and over 50's drop in duffer has been running five times a week Monday to Friday for the past two years.

Youth

- The Youth Centre in the Neighbourhood Learning Centre opened the week of September 4th. It is open 5 days a week for lunch time drop in and 3 days after school Mondays, Wednesdays and Fridays. On average there are 30-35 youth attending at lunch hour and between 10-12 youth attending after school.
- Birthday Parties offered in the Youth Centre run year round. Party themes such as Arts and Crafts, Movie party, Ice Cream party, and a Jewelry party are all booked with great success. The most popular Youth Center party booking is the general party with no theme, just 'hanging out' in the space with friends.

Tennis

- The Tennis Court Block Booking process moved from a lottery draw to a collaborative approach. It was deemed successful as everyone who attended received regular court time.
- Fall lesson programs are now successfully underway with 9 new coaches being part of the coaching roster. We will continue the city-wide kid's league on the first Friday in every month, and Match Day on the last weekend of lessons.
- Oak Bay High School Physical Education tennis program is using the facility from September 10th until November 2nd.

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Upcoming Events

- Tuesday, October 2nd, **Thanksgiving Luncheon**, Monterey Recreation Centre, 12:30pm.
- Friday, October 5th, **Alpha Yaya Diallo with Naby Camara and Alseny Diallo**, Oak Bay Recreation Centre - Upstairs Lounge. Doors open 6pm, Music 7:30pm.
- Friday, October 12th, **Evie Ladin & Keith Terry**, Oak Bay Recreation Centre - Upstairs Lounge. Doors open 6pm, Music 7:30pm.
- Sunday October 14th, **Indoor Farmer's Market** at Monterey Recreation Centre, 10:00 am to 2:00 pm.
- Friday, October 19th, **Matthew Byrne & Mike McKenna Jr.**, Oak Bay Recreation Centre - Upstairs Lounge. Doors open 6pm, Music 7:30pm.
- Thursday, October 25th, **Oktoberfest**, Monterey Recreation Centre, 5:30pm.
- Friday, October 26th, **Halloween Fall Family Fest**, Henderson Recreation Centre, 6:00-8:00pm.
- Friday, October 26th, **Irish Mayhem**, Oak Bay Recreation Centre - Upstairs Lounge. Doors open 6pm, Music 7:30pm.
- Saturday, October 27th, **Oak Leaves Bazaar**, Monterey Recreation Centre, 9:00am-1:00pm.

Maintenance

- Work continues on the energy loop. The piping to the pool exhaust fans and tennis bubble air handler is almost complete. Both compressors have been removed and the new compressor should be installed in the next week or two. The energy loop condenser installation has started as well. The project is scheduled to be complete by the middle of November
- The swirl pool developed a leak in one of the sand filters which was allowing filter sand to make its way into the pool. The filter was isolated and completely rebuilt before it was put back online.
- The sprinkler system replacement at Monterey is in progress and should be completed by November.
- The 2017 LED light upgrade to the Garry Oak room has finally been completed. The electronic drivers for all the lights had a manufacturer's defect that would not allow them to be programmed properly. Houle Electric came back in and replaced all the drivers and programmed the fobs to give 3 preprogrammed lighting options.

Parks

- The tree crew will be working in Uplands Park for the next two weeks clearing invasive trees as part of the HSP commitment.
- Summer annuals and baskets throughout the municipality will soon be removed and replaced with winter annuals and flowering bulbs.
- The Fireman's Park retaining wall and new dugouts are underway. Carnarvon Ball is contributing financially to this Capital project.

Municipal tree loss summary from January 1st 2013 until August 31, 2018

- 1247 publicly owned and protected private trees have been removed from District lands.
- 396 of the 1247 trees were publicly owned. Since 2013, 498 have been replanted on our boulevards and in our parks.
- 851 of these trees are private property trees protected by the bylaw. (Over 60 cm in diameter) 506 were native (mostly Garry oak) and 345 assorted species like maple and linden.

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- Of these 851 private property trees, 110 were removed directly due to development. Of these 110 trees, 130 have will be or have been replanted as per provisions in our bylaw.
- 741 protected private property trees have been lost and it's likely that few were replaced. These trees were removed because they were dead, diseased or dying.
- Approximately 13% of the District tree loss numbers are due to development.
- Approximately 87% of private property tree loss is because the trees were dead, diseased or dying. Few are replaced.
- Since 2013 staff have planted 102 more publicly owned trees than were removed.

Tree Report

For the month of September.

The hot summer weather and a large acorn crop has caused several Garry oak failures on public and private trees. We have been doing some crown reduction pruning on a number of the larger Garry oaks in the south area to reduce the chance of limb failure. Our tree watering staff are applying bands of Tanglefoot to many of our young trees. Tanglefoot is a sticky paste that captures the female winter moth and linden looper as they are flightless and have to walk up the tree. These two insects caused considerable leaf damage to many of our young trees this year.

Public Property

Parks staff removed 6 boulevard trees from public boulevards this month.

Private Property

17 permits were issued under the Tree Protection Bylaw. 10 removal permits were received for the removal of 11 trees protected under the Tree Protection Bylaw a number of undersized trees. 2 of the trees were Garry oaks. These permits were issued because the trees were dead, diseased, dying or structurally unsound and 3 were removed for construction. Six replacement trees are required. 7 permits were issued for pruning protected trees.

Security Deposit and Enforcement

Three security deposits were collected this month for \$3000. None were forfeited due to non-compliance with conditions on deposits as required by the bylaw. 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.

Work Orders

In this period we received 47 calls for service and closed 54.