

Corporation of the Township of Esquimalt



**ESQUIMALT  
PARKS AND RECREATION  
ADVISORY COMMITTEE  
JUNE 18, 2009 AT 7:00 P.M.  
SENIORS LOUNGE  
ESQUIMALT RECREATION CENTRE  
527 FRASER STREET**

## **A G E N D A**

- 1. APPROVAL OF AGENDA**
- 2. MINUTES**  
Minutes of the Regular Meeting of the Parks and Recreation Advisory Committee held on May 14, 2009. (p.2-6)
- 3. REPORTS**
  - (1) A report from the Manager of Recreation Services regarding Fees and Charges. (p.7-15)
  - (2) A report from the Superintendent of Recreation regarding Community Events Funding. (p.16-17)
- 4. DIRECTOR'S REPORT**
  - (1) At A Glance – May 2009 – Parks Services (p.18-19)
  - (2) Verbal report from the Acting Director of Parks and Recreation Services.
  - (3) At A Glance – May 2009 – Recreation Services. (p.20-23)
  - (4) Verbal report from the Manager of Recreation Services.
  - (5) Appoint one (1) Parks and Recreation Advisory Committee Member to the Access Awareness Committee.
  - (6) Reschedule Orientation Tour.
- 5. COMMISSION DISCUSSION AND SUB-COMMITTEE REPORTS**
- 6. PUBLIC QUESTION PERIOD**
- 7. ADJOURNMENT**



Corporation of the Township of Esquimalt

**ESQUIMALT PARKS AND  
RECREATION  
ADVISORY COMMITTEE**

MAY 14, 2009

7:00 p.m.

Council Chambers, Esquimalt Municipal Hall

**MINUTES**

**Present:** Councillor B. McIldoon  
Councillor A. Gaul  
Richard Fyfe, Chair  
Geoff Murray, Vice Chair  
Maureen Mitchell-Starkey, Community Representative  
Willie MacGillivray, Community Representative  
Nick Brame, Youth Liaison

**Staff:** J. Byron, Manager of Recreation Services  
C. Weber, Secretary to the Director of Parks and Recreation Services

The meeting was called to order at 7:00 p.m.

**1. ELECTION OF VICE CHAIR**

The Chair called for nominations for the position of Vice Chair.  
Moved by Maureen Mitchell-Starkey, seconded by Councillor Gaul that Geoff Murray be appointed as Vice Chair by acclamation for 2009.  
The motion **CARRIED**.

**2. APPROVAL OF AGENDA**

The Committee approved the agenda with the updated version of item (5.2) pg. 10 as follows: *This has been included in the Building Canada Fund Grant Application.*

**3. MINUTES**

Moved by Councillor McIldoon, seconded by Maureen Mitchell-Starkey that the Minutes of the Regular Meeting of the Parks and Recreation Advisory Committee held on March 12, 2009 be approved.  
The motion **CARRIED**.

**4. PRESENTATION**

Lucie Hulford, resident, addressed the Committee regarding the tennis courts at Esquimalt High School. Ms. Hulford reported that the current state of the courts on Colville Road deem them unusable, and that she is trying to set up a meeting with School District 61, and also looking for support to solicit funds which would be

used for the resurrection of the tennis courts. The Manager of Recreation Services informed Ms. Hulford that the Department would make meeting space available (up to five times per year) to her so that she could organize and meet with other groups. The Manager of Recreation Services also suggested that she meet with the Community Services Programmer to brainstorm in order to initiate the process. The Chair thanked Ms. Hulford for her presentation.

5. **DIRECTOR'S REPORT**

- (1) 1<sup>st</sup> Period Report – Parks. Councillor Gaul reported that staff will be taking the Tree Cutting Bylaw back to Council for review at a future date.
- (2) 1<sup>st</sup> Period Report – Recreation.

The Commission Chair reported that Marilyn Kraeker had resigned from the Parks and Recreation Advisory Committee.

- (3) Appoint one (1) Parks and Recreation Advisory Committee Member to the Access Awareness Committee. The Commission requested that the alternate be appointed to this Committee.
- (4) Appoint one (1) Parks and Recreation Advisory Committee Member to the Olympic Torch Committee. Nick Brame and Maureen Mitchell-Starkey volunteered to sit on the Committee on the condition that the meetings are held in the evening.
- (5) Appoint two (2) Parks and Recreation Advisory Committee Members to the Food Services Review Committee. Maureen Mitchell-Starkey and Willie MacGillivray volunteered to sit on the Committee.
- (6) Appoint one (1) Parks and Recreation Advisory Committee Member to sit on the Gorge Waterway Initiative Committee. Geoff Murray volunteered to sit on the Committee.
- (7) Orientation Manual. The Manager of Recreation Services informed the Committee that the binders are updated and available to take home after the meeting.
- (8) Reschedule Parks and Recreation Orientation Tour. This item was tabled until the next Regular Meeting which is scheduled for June 4, 2009.

Moved by Willie MacGillivray, seconded by Geoff Murray that the Director's Report be received and filed.

The motion **CARRIED**.

**6. INFORMATION**

- (1) Gorge Waterway Initiative – 2008 Annual Report  
Moved by Maureen Mitchell-Starkey, seconded by Geoff Murray that the information be received and filed.

The motion **CARRIED**.

- (2) Report from the Acting Director of Parks and Recreation Services regarding Ken Hill Park Update. Councillor Gaul expressed concern that the date of the report was in January of 2009 and that the report was just now coming to the Committee table.

Moved by Willie MacGillivray, seconded by Geoff Murray that the report be received and filed.

The motion **CARRIED**.

- (3) A letter from L. Attrill, resident and a response letter from the Acting Director of Parks and Recreation Services regarding the tennis courts at Esquimalt High School.

Moved by Maureen Mitchell-Starkey, seconded by Geoff Murray that the correspondence be received and filed.

The motion **CARRIED**.

- (4) Copies of reports to Council on two (2) grant applications.

(a) Building Canada Fund – Communities Component.

(b) Infrastructure Grants: Building Canada Fund.

Moved by Willie MacGillivray, seconded by Geoff Murray that the information be received and filed.

The motion **CARRIED**.

**7. COMMISSION DISCUSSION AND SUB-COMMITTEE REPORTS**

- (1) Verbal update from Councillor Gaul from the Friends of Archie Browning Sports Centre. Councillor Gaul reported that this non profit society has been established for two years and act as a liaison to community groups. Three goals of the group are:

- Better facilitate community groups with the Parks and Recreation Advisory Committee. The Friends are putting on a push to include all user groups and will submit a report three times annually: September, January / February, March / April.
- Assist in writing and researching grants
- Assist in the Food Services Review

- (2) Communication.

Councillor Gaul requested that the Parks and Recreation Advisory Committee receive information on all events prior to them happening. Staff to ensure that the Monthly Event Listing be forwarded to Committee and Council Members as soon as the information becomes available.

**Esquimalt Parks and Recreation Advisory Committee Minutes  
Regular Meeting of May 14, 2009**

**Page 4**

- (3) Maureen Mitchell-Starkey stated that the last couple of agendas have been sparse and she would like to see "some meat back on the plate". The Manager of Recreation Services stated that once the new Director is in place, the Committee can set up a Work Plan and there will be more projects for the Committee.
- (4) Councillor McIlldoon stated that he would endorse the resident to go ahead seeking funds to repair the tennis courts at Esquimalt High School.
- (5) Geoff Murray stated that he felt that currently the Committee was listening to staff reports and not having input.

Moved by Maureen Mitchell-Starkey, seconded by Councillor Gaul that the Committee move to the Public Input portion of the agenda.

The motion **CARRIED**.

**8. PUBLIC INPUT**

Brian Gray, resident, addressed the Committee in reference to the Kraft Celebration Tour Competition which, if the application is successful, could secure \$25,000 for the mural on Archie Browning Sports Centre. Mr. Gray requested assistance from the Committee to prepare the application. Councillor Gaul volunteered to work with Brian Gray on this project.

**7. COMMISSION DISCUSSION AND SUB-COMMITTEE REPORTS (Continued)**

- (1) Richard Fyfe is supportive of the resident seeking funds for the tennis courts. The Chair also stated that the Committee needs to collectively figure out what information is going to Council.
- (2) Councillor Gaul stated that the Committee should be receiving everything they did when they were a Commission.
- (3) The Manager of Recreation Services reported:
  - that the KPMG Financial Audit of the Sports Centre has been completed.
  - \$13,000 (estimated) profit was made for Parks and Recreation Services from the 2009 Mayor's Golf Tournament.
  - Ice User's meeting will be held on May 21<sup>st</sup>
  - Asked if the Committee had a desire to reschedule the offsite tour with Juan de Fuca.
  - The Federal Grants were approved for only three summer students instead of the usual eight.
  - Regional Curling Steering Committee has been meeting and the final report will be done by the end of June
  - Feasibility Study – seismic upgrading portion is still being done – there is an extended deadline.
  - Staff will send an electronic copy of the agenda as well as a hard copy.

9. **ADJOURNMENT**

Moved by Geoff Murray, seconded by Maureen Mitchell-Starkey that the meeting be adjourned at 9:30 p.m.  
The motion **CARRIED**.

**CERTIFIED CORRECT**

  
\_\_\_\_\_  
Jeff Byron  
Manager of Recreation Services

\_\_\_\_\_  
Chairperson, Esquimalt Parks and  
Recreation Advisory Committee



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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### STAFF REPORT

**DATE:** June 11, 2009 **REPORT NO.**  
**TO:** Esquimalt Parks and Recreation Advisory Committee  
**FROM:** Jeff Byron, Manager of Recreation Services  
Dan Henderson, Superintendent of Recreation  
**SUBJECT:** 2009 Fees and Charges Report

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#### RECOMMENDATION:

1. That the Advisory Committee recommend that Council approve the following proposed fee changes effective September 1st, 2009.
2. That feedback from user groups on the proposed fee changes be included in the report to Council.

#### BACKGROUND

In meetings occurring May 5, and May 14, 2009, the Fee's and Charges Committee reviewed research presented by the Recreation Facilities Coordinator and the Superintendent of Recreation, and recommended the following changes to the Parks & Recreation Fees and Charges schedule:

#### Miscellaneous Items

- 1) Addition of the words "newly formed" and "the first year of the group's formation" into section 4.13.

##### New:

Community User Group Initial Meeting Program: This community development initiative is designed to support **newly formed** Esquimalt community groups in the initial organization of their volunteer activities. A majority of members of the community group must be Esquimalt residents. This policy permits Parks and Recreation Services to provide up to 5 free organizational meetings (not activity sessions) within **the first year of the group's formation** in either the Recreation Centre or Sports Centre (3 hour maximum) to a qualifying group on an as available basis.

##### Old:

Community User Group Initial Meeting Program: This community development initiative is designed to support Esquimalt community groups in the initial organization of their volunteer activities. A majority of members of the community group must be Esquimalt residents. This policy permits Parks and Recreation Services to provide up to 5 free organizational meetings (not activity sessions) within a 12 month period, in either the Recreation Centre or Sports Centre (3 hour maximum) to a qualifying group on an as available basis.

June 11, 2009  
 Report to Parks and Recreation Advisory Committee  
 Regarding 2009 Fees and Charges Report  
 Page 2

2) Addition of section 4.16, to include a limit on the length of an advanced booking:

Advance Bookings: Room space and park facilities, with the exception of sport fields, may be booked up to one calendar year in advance. User groups are required to pay the fee that applies at the time their event takes place.

3) As suggested by the committee and where applicable, all rates were changed and rounded up to the nearest ¼ so that fees would have appropriate pricing

**Admission Rates**

- 4) School Programs admission rate increased from \$1.75 to \$2.00
- 5) Child Admission increased from \$2.50 to \$2.75
- 6) Youth Admission increased from \$2.50 to \$3.00
- 7) Senior/Student Admission increased from \$4.00 to \$4.25
- 8) Adult Admission increased from \$5.50 to \$5.75
- 9) Drop –In Family Admission increased from \$11.00 to \$11.50. This is to ensure it is double the adult rate.
- 10) Annual passes were increased by 5% to stay current with increased operational costs and current market value. The exception to this was the Youth pass and the Family pass. Punch cards and Monthly passes were increased according to the annual fee.

*Single Admissions, Multi Ticket, and Monthly Passes*

	Age	Single	Book of 10	Book of 25	1 Month Pass	3 Month Pass	6 Month Pass	1 Year Pass
<b>Current Adult</b>	19 +	\$5.50	\$49.50	\$116	\$55	\$109	\$200	\$335
<b>Proposed</b>		\$5.75	\$51.75	\$120.75	\$58.50	\$113.75	\$210	\$350
<b>Current Child</b>	6-12	\$2.50	\$22.50	\$53	\$22	\$43.50	\$80	\$134
<b>Proposed</b>		\$2.75	\$24.75	\$57.75	\$26	\$45.75	\$84.75	\$141
<b>Current Youth</b>	13-18	\$2.50	\$22.50	\$53	\$22	\$43.50	\$80	\$134
<b>Proposed</b>		\$3.00	\$27.00	\$63	\$42.50	\$84.00	\$105.00	\$175.00
<b>Senior/ Student</b>	55 +	\$4	\$36	\$85.00	\$42.00	\$81.00	\$150.00	\$250.00
<b>Proposed</b>	60+	\$4.25	\$38.25	\$89.25	\$44.00	\$85.50	\$175.50	\$262.50
<b>Preschool</b>	0-5	Free	-	-	-	-	-	-
<b>Current Family*</b>	-	\$11.00	\$100	\$220.00	\$107.00	\$208.00	\$384.00	\$640.00
<b>Proposed</b>		\$11.50	\$103.50	\$241.50	\$117.00	\$227.50	\$420.00	\$700.00

\*Family rate applies to up to 2 adults and children under 18 years of age living in the same household.

11) The group rates section has been reworded. The rate has always been a 25% discount. Because our rates change each year, stating it as a percentage discount instead of listing the actual rates simplifies things. It now reads:

**Group Drop-In Rates**

Group drop-in rates are available for the swimming pool and arena at a discount of 25% off the regular drop in fee. To receive this rate, groups must:

- Have a minimum of 10 people
- Book a minimum of 24 hours in advance with an aquatic or arena administrator

This section used to read as:

**Group Rates**

Ages 6-18	\$1.75/child
Adult	\$4
Senior	\$3

12) Parent swim while child in lesson admission increased from \$1.50 to \$2.00

**Archie Browning/Recreation Centre Equipment Rentals:**

- 13) Addition of fitness, sports & recreation equipment rental fee – used for independent contractors and groups that wish to use our equipment for their own personal or professional use.
- 14) Addition of electrical hook up fee. This is not technically a new fee as we have been charging it to groups with events that use beyond the standard amount of electricity i.e. Concerts, Circus etc.
- 15) Addition of extended chair and table rental fee. This was created to make it financially feasible for groups planning events over an extended period of time (2 day minimum) to rent our equipment.
- 16) Addition of a bleacher rental fee with both a daily rate and extended event rate. Fees based on City of Victoria fees. Stipulations for bleacher rentals were also added. This was done to ensure the equipment's safe return as well as make certain that those groups who had been using the bleachers for free would continue to do so.
- 17) Addition of a rental fee for the Cougars change room. This fee has always been charged but was added to the schedule now that other groups may have access to the change room during the Cougars' off season.
- 18) Curling broom rentals were increased from \$1.75 to \$2.00.
- 19) Staging costs were increased 3%.

***Archie Browning Sport Centre/Recreation Centre Equipment Rentals***

	September 2008	September 2009
<b>Fitness, Sports &amp; Recreation Equipment</b>	NA	\$1 per person Minimum 10 people
<b>Electrical Hook Up</b>	NA	\$350/day
<b>Skate Rentals</b>	\$3 \$2 Group Rate	\$3 \$2 Group Rate
<b>Curling Brooms</b>	\$1.75	\$2.00

June 11, 2009  
 Report to Parks and Recreation Advisory Committee  
 Regarding 2009 Fees and Charges Report  
 Page 4

<b>Chairs</b>	\$1	\$1
<b>Extended Event Chair Rental</b>	NA	.30/chair/day Minimum 2 day rental Maximum allowance – 1000 chairs
<b>Tables</b>	\$8.75	\$8.75
<b>Extended Event Table Rental</b>	NA	\$1.25/table/day Minimum 2 day rental Maximum allowance – 100 tables
<b>Staging</b>	\$233.25 for 4 to 6 sections \$29.25 per section for additional sections	\$240.00 for 4 to 6 sections \$30.00 per section for additional sections
<b>Bleachers *see stipulations for rentals below</b>	NA	Non-profit - \$37.50/section Commercial - \$66.00/section
<b>Bleachers – Extended Event</b>	NA	Minimum 2 day rental Non-profit - \$22.50/section Commercial - \$39.50
<b>Cougars Dressing Room – Youth</b>	\$192.45/mth	\$192.45/mth
<b>Cougars Dressing Room – Adult</b>	NA	\$385.00/mth
<b>Arena Storage Lockers - Adult</b>	\$78.25 monthly	\$78.25 monthly
<b>Arena Storage Lockers - Youth</b>	\$63.50 monthly	\$63.50 monthly

\*Stipulations for Bleacher rentals:

- a) No charge to DND, schools within the municipality or other municipal agencies.
- b) Priority will be given to events within the municipality.
- c) Rental requests for events in other municipalities will be confirmed within 30 days of the start of event.
- d) Groups will be responsible for pick up and drop off of the bleachers.

**Rental Fees**

- 20) Eliminate the senior fee for ice and dry floor rentals. This rate has not been used. The one ice user group who has traditionally been charged this rate will be grandfathered.
- 21) Increase the prime time and Cougar Game Rate ice fees by 3%
- 22) Increase the summer ice fees by 3.5%
- 23) Addition of a commercial dry floor extended event fee wherein users would get 15% off with a 2 day minimum booking.
- 24) Addition of a last minute ice booking fee; book for 1 hour and get a half hour for free.
- 25) Addition of a set up and tear down fee.
- 26) Addition of a Fake Floor Installation fee.

June 11, 2009  
 Report to Parks and Recreation Advisory Committee  
 Regarding 2009 Fees and Charges Report  
 Page 5

27) Addition of an Office Space rental fee - committee decided to implement a rental fee for 2010 of \$100/yr until 2013 at which time, any group occupying that space would be required to pay market value.

***Arena Ice, Dry Floor and Office Rental Rates***

	<i>Base Rate per hour</i>	<b>September 2008 Rates per hour (plus GST)</b>	<b>September 2009 Rates per hour (plus GST)</b>
<b>Prime Time Ice in base &amp; Senior</b>	\$151.75	\$197.27	\$203.25 *eliminate senior category – use only for oldtimer group
<b>Prime Time Ice in– Adult</b>	\$190	\$207.39	\$213.75
<b>Prime Time Ice in– Children and Youth</b>	\$76	\$105.35	\$108.50
<b>Cougars Game Rate</b>		\$133.99	\$138
<b>Prime Time Ice in– Commercial</b>	\$265.60	\$346.92	\$347
<b>Ice in– Non-Prime Time</b>	Discount appropriate rate by 50%	Senior -\$98.65 Adult - \$103.71 Child - \$ 52.67 Commercial - \$173.44	Senior – omit this rate Adult - \$103.75 Child - \$ 52.75 Commercial - \$173.50
<b>Summer Ice – Adult</b>		\$121.00	\$125.25
<b>Summer Ice - Youth</b>		\$103.28	\$107
<b>Last Minute Ice Booking Rate</b>	NA		(May book a maximum of 48 hrs in advance) Book 1 hour and get an extra ½ hr for free
<b>Prime Time – Dry Floor – Senior and base</b>	\$126	\$70	\$67.36 Omit this fee
<b>Prime Time – Dry Floor - Adult</b>	\$157.50	\$72.90	\$73
<b>Prime Time – Dry Floor – Children and Youth rates–</b>	\$63	\$51.49	\$51.50
<b>Prime Time – Dry Floor – Commercial</b>	\$220	\$258.13	\$258.25

June 11, 2009  
 Report to Parks and Recreation Advisory Committee  
 Regarding 2009 Fees and Charges Report  
 Page 6

Prime Time – Dry Floor Commercial Extended Event	NA	NA	\$219.50 Minimum 2 day booking
Office Space	NA	NA	*to be implemented in 2010/2011 fees schedule \$100 /yr
Set Up & Tear Down Costs	NA	NA	Sml event – 100-200 ppl - \$27/hr (1 staff required) Lrg events – more then 200 ppl - \$55 ppl (2 staff required)
Fake Floor Installation			\$3350/event
Advertising (Revenue generated from within municipal building)		\$200 / Advertising Board \$300/per Zamboni side	\$200/Advertising Board \$300/per Zamboni side [Esquimalt Hockey Society, Operating the Victoria Cougars Junior Hockey Club]

- 28) Adult Curling Fees increased by 5%
- 29) Non-League Shortie fee increased by 10%
- 30) Eliminate the non-league shortie fee with food purchase as it is too difficult to monitor and it does not specify how much food a group must order
- 31) Defer Bonspiel rates to 2010 committee. Currently the league pays 10% of their entry fees to the facility for their bonspiels. The committee agreed that the bonspiel rate should reflect the facility's operational costs. Therefore, in 2010 there will be a flat rate of \$450 for adult bonspiels and \$100 for youth bonspiels that will be subject to annual increases depending on rising operational costs
- 32) League Shorty Fee. – Would like to ask that the Food Services Review Committee to look at the fee for league shorties – currently, leagues get 1 free shortie per year with a minimum food purchase of \$10 per person and min of 24 people. Because the league often has the café open rather than ordering from catering for these functions, it is difficult to monitor this. The Fees & Charges Committee recommends that leagues pay a minimum of \$240 that would be applied to food for their Shortie.
- 33) Addition of a commercial dry floor extended event fee.
- 34) Addition of a curling storage space fee.

**Curling Rink**

Ice In	Curling per sheet (2 hour booking)	September 2008 Rates per hour (plus GST)	September 2009 Rates per hour (plus GST)
Adult Prime	\$55	\$69.80	\$73.25
Adult Non Prime	\$34 – Curling Ice	\$43.32	\$45.50
Adult Weekend	\$51	\$61.49	\$64.50

June 11, 2009  
 Report to Parks and Recreation Advisory Committee  
 Regarding 2009 Fees and Charges Report  
 Page 7

<b>Interclub</b>	\$20	\$24.12	\$25.25
<b>Youth League</b>	\$26 P \$19 NP	\$6.00	\$6.25
<b>Bonspiels</b>	8% of Entry Fee	10% of Entry Fee	\$450/adult bonspiel (max 20 hrs) \$100/youth bonspiel (max 20 hrs) *to be implemented in 2010/2011 fees schedule
<b>Non League Shorties</b>	\$100 – eliminate this clause Min. 24 people with food booking. Regular rates w/o food.	\$159	\$175
<b>League Shorties 1 shortie per league, per year</b>	Free with a min. food purchase of \$10 per person, min 24	Free with a min. food purchase of \$10 per person, min. 24	Free with a min. food purchase of \$10 per person, min. 24 *to be reviewed by food services committee
<b>Dry Floor Adult Rate</b>		\$63.50	\$63.50
<b>Dry Floor youth</b>		\$31.75	\$31.75
<b>Commercial Dry Floor in or out</b>		\$111.25	\$111.25
<b>Commercial Dry Floor Extended Event</b>		NA	15% off – 2 day minimum booking
<b>Storage Space</b>	NA	NA	\$25.00/mth
<b>Advertising (Revenue generated from within municipal building)</b>		\$500 flat rate	\$500 flat rate [Esquimalt Curling Club]

- 35) Eliminate the senior fee. The exception is Sunday Morning OldTimer's, The Esquimalt Arts and Crafts Society, and Lian Gong Shi Ba Fa that all receive this rate and will be grandfathered.
- 36) Increase adult rental fees by 3%.
- 37) Youth rental fee's increased to equal 50% of adult rental fees.
- 38) Commercial Rates increased to move closer to 175% Cost Recovery rate that they should be at.
- 39) Addition of an internet access fee.

*Sports Centre: Crowsnest, Lounge and Boardroom*

	Base Rate - per hour	September 2008 Rates per hour	September 2009 Rates per hour	September 2008 Board Room - per hour	September 2009 Board Room - per hour
<i>Base and Senior Rates</i>	\$28	\$26.95	\$27.75	\$4.81	\$5.00 Only available for grandfathered groups
<b>Children and Youth Rates</b>	\$14	\$13.37	\$17.25	\$2.41	\$3.50
<b>Adult Rates</b>	\$35	\$33.20	\$34.25	\$6.73	\$7.00
<b>Commercial Rates</b>	\$49	\$46.19	\$60.00	\$7.70	\$12.25
<b>Parking Lot</b>		\$1.75 / per stall, per day	Commercial Rate: \$306 .25 /day Not-for-profit: \$87. 50/day Max. 100 stalls		

40) All Aquatics fees increased by 3% with the exception of the non-profit lane fee which was kept the same to keep us competitive with other facilities.

*Aquatic Rates*

	Commercial 08	Municipal/ Non-profit 08	Commercial 09	Municipal/ Non-profit 09
<b>Main Pool</b>	\$113	\$71.25	\$116.50	\$73.50
<b>Life-style</b>	\$113	\$71.25	\$116.50	\$73.50
<b>Lane</b>	\$21.75	\$13.75	\$21.75	\$13.75
<b>Whole Facility</b>	\$165	\$132	\$170	\$136

- 41) Fees for picnics changed to an hourly rate of \$25/hr with a min booking of 2 hours
- 42) Fees for weddings and memorial services changed to an hourly rate of \$45/hr with a minimum booking of 2 hours.

June 11, 2009  
Report to Parks and Recreation Advisory Committee  
Regarding 2009 Fees and Charges Report  
Page 9

- 43) Fees for special events for children, youth and families not changed but the time allotment changed to a 2 hour booking minimum.
- 44) Increase of 3% for youth and adult fees for Bullen Park.
- 45) Lacrosse box fees changed slightly to round to the nearest ¼.
- 46) Increased fees for commercial events by 10% to get us closer to the 175% cost recovery.
- 47) Eliminated the light fee.
- 48) Suggested that these lights could be put on a timer.

**FINANCIAL IMPLICATIONS**

For the period of September – December 2009, approximate extra revenue (not including drop-in fees) will be as follows:

Adult Curling Fees at a 5% increase	\$ 2278
Ice fees at a 3% increase	\$ 5428
Park Rentals at a 3% increase	\$ 60
Room rentals at a 3% increase	\$ 760
<b>Total</b>	<b>\$ 8526</b>

Respectfully Submitted,

  
Jeff Byron  
Recreation Manager



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## STAFF REPORT

**DATE:** June 5, 2009 **REPORT NO.**

**TO:** Parks and Recreation Advisory Committee

**FROM:** Jeff Byron, Recreation Manager  
Dan Henderson, Community Recreation Coordinator

**SUBJECT:** Recommendation for Community Events Funding for June 2009

### RECOMMENDATION:

1. That the application from The Victoria Brain Injury Society is approved for \$750 of funding from the 2009 Community Events Fund.
2. That the application from the Esquimalt Lantern Festival, via The West Bay Residents Society, be approved for \$400 of funding from the 2009 Community Events Fund.
3. That the application from the Esquimalt Lantern Festival, via the Esquimalt Residents Association, is denied funds from the 2009 Community Events Fund.

### BACKGROUND:

Notices for application for Summer Community Events Funding (deadline June 1, 2009) were advertised in the Victoria News, the Active Living Guide and on the Esquimalt Parks and Recreation website. There was a total of 3 applications submitted for this funding period. The Community Events Funding Committee (Councillor Bruce McIldoon, Committee Member Maureen Mitchell-Starkey, Youth Member Nick Brame, and staff Dan Henderson) reviewed the applications on June 3, 2009.

### DISCUSSION:

1. The application from The Victoria Brain Injury Society, for "In a Nutshell Helmet Festival", meets all the funding criteria required for a successful application.
2. The Committee recommended approving the application from the West Bay Residents Society to pay for musicians to play during the Lantern Festival, as this was seen as giving funds to a community group to provide a separate function.

June 5, 2009

Report to Parks and Recreation Advisory Committee

Regarding Recommendation for Community Events Funding for June 2009

Page 2

3. The Committee decided to recommend denying the application from the Esquimalt Residents Society, for Lantern Festival Workshops, as this was seen as a key part of the Esquimalt Lantern Festival that has already received funding from the Municipal Council.

The priorities for Parks and Recreation Community Events Funding are:

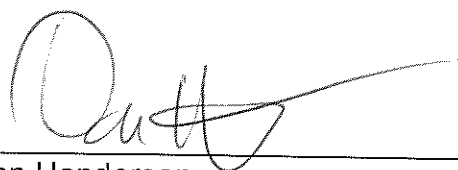
- a) The event benefits, and is open to All Esquimalt residents, and it occurs within the Municipality of Esquimalt;
- b) The event is targeted towards children and families;
- c) The event is free or low-cost (i.e. \$2 adults). All proceeds go towards the event being self sufficient;
- d) The event is not for the purpose of charitable fundraising; and
- e) The event has not received any other municipal funding.

**FINANCIAL IMPLICATIONS:**

The total of the two applications recommended for Community Events Funding is \$1150. These are the first two applications awarded funding in 2009 and therefore bring the funding available for future events in 2009 to \$3850.

Respectfully submitted,

  
\_\_\_\_\_  
Jeff Byron  
Recreation Manger

  
\_\_\_\_\_  
Dan Henderson  
Community Recreation Coordinator

Attachments



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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Municipal Hall, 1229 Esquimalt Road, Esquimalt BC V9A 3P1  
Telephone (250) 414-7100 Fax (250) 414-7111

### STAFF REPORT

**DATE:** June 8 , 2009 **REPORT NO.**  
**TO:** Parks and Recreation Advisory Committee  
**FROM:** Andy Katschor, Acting Director of Parks and Recreation Services  
**SUBJECT:** "At a Glance" for May 2009

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#### RECOMMENDATIONS:

That the Advisory Committee receives this report as information.

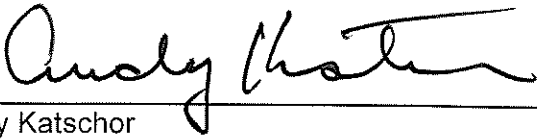
- Freeman Ken Hill Park update. Staff met with Gilbert Cote, Director of Engineering and Public Works to discuss sidewalk/path/entry design. Engineering staff will draft an entry design "in house".
- Community Gardens Update. Potential site is the municipal property next to Esquimalt Teen Centre. Report to go to Council recommending this site be rezoned for community garden use. Funding for garden approved in the 2009 budget and staff are applying for an additional grant.
- Tennis court update. Staff met with Lucie Hulford to discuss upgrading the old tennis courts on School District 61 property at Esquimalt High School.
- Japanese Garden in Esquimalt Gorge Park. Discussion took place with garden designer Michael Greenfield on the next phase of the garden. Plans are to be drawn up for a traditional Japanese entry portal and construction to commence in the next few months. A resident is interested in donating money for an authentic Japanese stone lantern for the project. Staff are in discussion with the Japanese Consulate in Vancouver to invite the Counsel General to an official opening ceremony.
- Staff are in discussion with the Gorge Waterway Initiative on a regional information sign project for the Gorge. All the municipalities on the Gorge are involved. Project is intended to highlight the unique attributes of the Gorge Waterway in each community.
- Pesticide Reduction Bylaw. The bylaw is now being administered by Development and Engineering as they enforce the bylaw. No additional education seminars are planned. The year grace period is complete and enforcement will begin. Parks is available to Development and Engineering as an information resource.
- Yarrow Place information. The greenspace at Yarrow Place has been maintained by Parks as a Park but is officially a road access. Development and Engineering has informed us that the Yarrow Place road access is going to be used for drainage for the Craigflower Road upgrade project with either a raingarden/bioswail or an underground chambered drainage tank. Either option may impact the area. Development and engineering will have an information open house for the residents in the future.
- Macaulay Point Natural Areas Management Plan. Staff had an onsite meeting with DND representatives to discuss implementation of the plan. First phase will be construction of wooden stairs off inner circle and installation of some snake rail fencing.

June 8, 2009  
Report to Parks and Recreation Advisory Committee  
Regarding May At A Glance - Parks  
Page 2

Bylaw:

- Tree Permits: Five tree removals applications received. Four were approved and one denied.
- Weed infractions: Two weed complaints were received and letters were sent out.
- Overhang infractions: Two overhang complaints were received and letters were sent out.

Respectfully Submitted,



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Andy Katschor  
Acting Director of Parks and Recreation Services



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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Municipal Hall, 1229 Esquimalt Road, Esquimalt BC V9A 3P1  
Telephone (250) 414-7100 Fax (250) 414-7111

### STAFF REPORT

**DATE:** June 9, 2009 **REPORT NO.**  
**TO:** Esquimalt Parks and Recreation Advisory Committee  
**FROM:** Jeff Byron, Manager of Recreation Services  
**SUBJECT:** "At a Glance" for May 2009

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#### Aquatics

- The Esquimalt FAST Summer Swim Team has folded due to ongoing insufficient registration. The Aquatics Programmer and Aquatics/Fitness Coordinator are in discussions with the Tyee Swim Club based out of Crystal Pool, to bring their development program to Esquimalt. This is to ensure competitive swimming is still available in the community.
- The Aquatics/Fitness Coordinator is working with the Lifesaving Society of BC/Yukon to see if we can adjust the fulcrum on the diving board to have it remain in use. The diving board was closed down permanently by V.I.H.A. earlier this year.
- 8 of our Lifeguard staff competed in the Gordon Head Recreation Centre Rookie Lifeguard Competition. The Team comprised of Ethan Whyte, Jaime Fennell, Vanessa Harris and Bryce McMath (Volunteer) placed 4th overall. The team made up of Ron Boyce, Julian Goodman, Gillian Hawes and Ali Nikolejsin place 2nd overall and won the Fitness Event. This is the second consecutive year that Esquimalt Lifeguards have won the Fitness Event at this Lifeguard Competition. Esquimalt will host the Vancouver Island Lifeguard Competition Championships Saturday June 27<sup>th</sup>. Spectators are welcome.

#### Fitness

- The Fitness Programmer and Maintenance Supervisor are currently putting together a tender for the rubberized flooring in the upstairs of the Wellness Centre. Currently, we plan on having the new floor installed by September 15, 2009.

#### Esquimalt Eats for Health

- The Aquatics/Fitness Coordinator is working with the Acting Director of Parks & Recreation on the development of a site recommendation for a community garden.

#### Reception Services

- The Fit in Fitness 2010 Pass Promotion concluded for the year on May 31. The passes can be returned for \$20.10 off an annual Esquimalt Recreation or Regional Pass. The following are the returns on these passes:
  - Adult - 49 = \$ 14695.10
  - Child - 2 = \$ 216.96
  - Family - 6 = \$ 3456.74
  - Senior - 24 = \$5254.80
  - Student - 6 = \$1313.70

June 9, 2009

**Report to Parks and Recreation Advisory Committee**

**Regarding May At A Glance – Recreation**

Page 2

**Reception Services (Continued)**

- In total, 87 passes were sold through redeeming 2010 pass
- 17 Regional Passes were sold. 14 of these were Fit in Fitness pass redemptions.

**Adult and 50+ Program Highlights**

- The 50+ Income tax preparation program for seniors finished with 97 returns completed by 1 volunteer, plus 4 office volunteers available to help seniors fill out forms
- Volunteer Program funded through the New Horizons Grant is now underway with volunteer area construction in planning phase. Two program have started; Lunch and Learn and Introductory Bridge. Both are taught by volunteers.
- First sailing program offered ran with low numbers but good partnership started with Vancouver Island Maritime Academy at West Bay Marina.
- Laughter Yoga class continues to be success with large turnouts.
- Drop-in sports numbers starting to drop as weather gets better.
- Feedback from 50+ fitness classes being rolled into drop-in schedule has been very positive, with many seniors deciding to purchase an annual pass who have not previously been pass holders.
- Staff and volunteers working on a second New Horizons grant (submitting in June 2009) to make upgrades to the lacrosse box to make it functional for pickle ball. The goal of the project would be to have our volunteer pickle ball experts train other seniors to create an outreach program (including manuals and training tips) to teach the sport to other community members. This specifically targets isolated seniors and youth through the schools and summer camps. The upgrades needed for safety include refinishing the asphalt surface in the lacrosse box and purchasing temporary outdoor pickle ball nets.

**Community Services Highlights**

**Youth Week**

- Esquimalt participated in the Regional Youth Week by hosting a live band during YOF on May 8th. Youth aged 11 - 18 also got free access to drop-in activities that day.

**The Anti Graffiti Symposium - October 21 & 22, 2009**

- Current Registration sits at approximately 125
- Updates to Speaker List, Schedule of Events and Sponsors can be viewed at [www.togetheragainstgraffiti.ca](http://www.togetheragainstgraffiti.ca)

**ETAG**

- Awareness of Graffiti in the community has gone up however reports from Mike Reed and Constable Chantal Zeigler are that graffiti vandalism in Esquimalt continues to be low. Focus for the rest of 2009 and into 2010 will be to increase the recruitment of volunteers and community awareness of graffiti and how to report it.

#### Community Committee Updates:

- **ELFS:** Esquimalt Lantern Festival Society has been "re-born". The Society is planning to run the festival again on September 19th. Headed up by Elenor Calder, Donna Ingram and several other committed community members, the festival planning is evolving nicely.
- **Celebration of Lights Committee:**  
Looking to recruit more committee members. Focus this year will be on the actual "light-up" of the community as well as increasing funding opportunities. Date for this event is December 1, 2009.
- **Buccaneer Days**  
Buccaneer Days is set for June 12 - 14<sup>th</sup>, 2009. A detailed schedule of events can be viewed on the municipal web site <http://www.esquimalt.ca/events/events06120901.aspx>

#### Youth Programs Highlights

- There is a decline in participation as we head into warmer and longer days. However we're still seeing an average of just over 70 kids a night during YOF, and approximately 15 teens a day in the afterschool program.
- Challenges are to maintain connections with kids that favour the parks over the teen centre and YOF on sunny days, and redirect unsupervised kids that face increasing pressure to use drugs and alcohol.
- Undergoing a few progressive youth directed renovations to the Teen Centre such as painting and re-arrangement of furnishings that will enhance the services we currently offer.

#### Preschool and Children's Programs Highlights

- Regan Pemberton, Recreation Programmer attended the Macaulay Elementary School Kindergarten Open House where she set up a display and answered questions regarding facilities and programs for preschoolers and children.
- Mini Rugby Blitz started on Tuesday May 12 with over 120 kids ranging in age from 5-14 years. They will be participating in a 6 week session, introducing the game, learning drills, gaining skills and meeting new friends. This is a partnership with James Bay Rugby Association.

### Facility Rentals

- Spring Tattoo took place on May 9. The event was well attended and the user group was very pleased with the turnout.
- Circus Gatti took place on May 27 & 28. Each show had a good turn out of spectators with many families coming to enjoy the show
- For the second year in a row, the roller derby team, the “Eves of Destruction” are using Archie Browning as a practice rink. This year they have decided to change venues from Eagle Ridge to Archie Browning for their fundraising event for the Pride Society – the event will take place June 27, 2009

### Food Services

- New menus were implemented in the New Year for the concession and café at the Sports Centre. Largely due to the grant we received in 2008 from HFBS, each area in food services is getting new menus to better reflect Esquimalt’s nutrition strategy. All areas will have a wider selection of healthy choice items. This includes offering more items for those with diet restrictions who can not tolerate dairy or wheat.
- New menus for Bullen Perk and Catering are set to roll out this summer.

### Recreation Centre Maintenance

- Additional bracing for the large pool slide will be fabricated in the next two weeks.
- A new thermostat for the sauna has been installed and seems to have solved the problems with the temperature.

### Sports Centre Maintenance

- Arena board maintenance has been completed.
- Painting in the hockey areas and lounge are completed
- Annual roof maintenance has been started and is moving along nicely.
- In partnership with the Cougars Hockey Club, we are renovating the media press box in the hockey rink, (paint, electrical, counter top and heaters).
- In April/May we hosted a Fifth Class Power Engineer Course in the Sports Centre.
- Recently had two more Building Maintenance Workers pass their provincial exams and attain fifth class power engineer status for the refrigeration plant. We currently have nine regular and two auxiliary staff who hold a Fifth Class Power Engineer Certification.

Respectfully Submitted,



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Jeff Byron  
Manager of Recreation Services