



Corporation of the Township of Esquimalt

**ESQUIMALT
PARKS AND RECREATION
ADVISORY COMMITTEE
NOVEMBER 5, 2009 at 7:00 P.M.
COUNCIL CHAMBERS
ESQUIMALT MUNICIPAL HALL
1229 ESQUIMALT ROAD**

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 October 1, 2009. (p.2-6)
3. **DELEGATION**
 - (1) Constance O'Leary regarding historical signage at Macaulay Point Park.
 - (2) Jeremy Tate and Josh Kellar, Members from Global Rhythm Society, regarding a proposed 2010 International Folk Festival in Esquimalt.
4. **REPORTS**
 - (1) A report from the Community Recreation Coordinator regarding a Community Events Funding application. (p.7-10)
 - (2) A report from the Manager of Recreation Services regarding the Regional Pass. (p.11-12)
 - (3) A report from the Manager of Recreation Services regarding a Panago Pizza family pass.(p.13)
5. **DIRECTOR'S REPORT**
 - (1) At A Glance – October 2009– Recreation Services (p.14-15)
 - (2) At A Glance – October 2009– Parks Services (p.16)
6. **COMMISSION DISCUSSION AND SUB-COMMITTEE REPORTS**
7. **PUBLIC QUESTION PERIOD**
8. **ADJOURNMENT**



Corporation of the Township of Esquimalt

**ESQUIMALT PARKS AND
RECREATION
ADVISORY COMMITTEE**

OCTOBER 1, 2009

7:00 p.m.

Council Chambers

Esquimalt Municipal Hall, 1229 Esquimalt Road

MINUTES

Present: Councillor B. McIldoon
Richard Fyfe, Chair
Geoff Murray, Vice Chair
Maureen Mitchell-Starkey
Bob McKie
Nick Brame, Youth Liaison

Staff: S. Hartman, Director of Parks and Recreation Services
A. Katschor, Manager of Parks Services
J. Byron, Manager of Recreation Services
C. Weber, Secretary to the Director of Parks and Recreation Services

Regrets: Councillor A. Gaul
Willie MacGillivray

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

1. APPROVAL OF AGENDA

Moved by Maureen Mitchell-Starkey, seconded by Geoff Murray that the Agenda for the Regular Meeting of the Parks and Recreation Advisory Committee of October 1, 2009 be approved with the following two additional agenda items:

- (1) 2010 Fees and Charges – Additional Information.
 - (2) Victoria Police Department – Request to waive fees for ice rental.
- The motion **CARRIED**.

2. APPROVAL OF MINUTES

Moved by Maureen Mitchell-Starkey, seconded by Geoff Murray that the regular minutes from the meeting of September 10, 2009 be approved.
The motion **CARRIED**.

3. DELEGATION

Brian Grover, Treasurer and Ted Eisner, President of the Bridge Group – Unit 431, ACBL regarding 2010 room rental increases for their group. Bryan Grover provided the following information regarding the Club:

- a *not for profit* organization that promotes bridge in the Greater Victoria area;
- has three tournaments a year which are attended from players from Vancouver Island, the lower mainland, Alberta, B.C. and Washington.
 - Ace of Hearts tournament in February – 1 day event
 - Spring Sectional – 3 day event
 - Fall Sectional – 3 day event
- the average age of members is 65, many of the members are retired and on a fixed income;
- the group charges by the table at events;
- they have a \$200 coffee fund which they buy supplies from and sometimes lose money.

Mr. Grover stated that their room rental rates will be going up in 2010 to almost double of what they are paying now, and they are looking for some kind of relief. The Director reported that the group had previously been paying the *Child's Rate* and in actuality should be paying the *Senior's Rate*.

Moved by Geoff Murray, seconded by Maureen Mitchell-Starkey that staff develop an increase plan to be implemented over the next couple of years as follows: 65% cost recovery of seniors rate in 2010, 80% cost recovery of seniors rate in 2011 and 100% cost recovery of the seniors rate by 2012.

The motion **CARRIED**.

4. REPORTS

(1) A report from the Director of Parks and Recreation Services regarding the Food Services Review Committee final report which will be going to Committee of the Whole on October 13, 2009. The Director informed the Committee that he is soliciting their input and feedback which will be included in the Director's cover report.

Key points of the discussion included:

- there should not be any subsidy for Food Services, and it is not feasible to leave at the status quo;
- would like to explore the possibility of a commercial supplier, through market testing or *request for proposal* processes;
- have some food service options at both the Archie Browning Sports Centre and the Recreation Centre;
- some vending machines should be located in both facilities;
- in favour of the user groups running the concession at the Archie Browning Sports Centre during tournaments and special events;
- a social area at the Recreation Centre is a very important amenity;
- some concern was raised about the sole reliance of vending machines and the need for strong monitoring and maintenance of a vending contract.

The Chair polled the Committee on the following:

- [1] Should there be any subsidy for Food Services.
5-no, 1 yes
- [2] Leave at status quo
5-no, 1yes
- [3] Explore the possibility of a commercial supplier, either through market testing or a *request for proposal* process
6-yes
- [4] Some food service options at Esquimalt's Archie Browning Sports Centre
6-yes
- [5] Some food service options at Esquimalt Recreation Centre
1-no, 5-yes
- [6] Some vending machines
1-no, 5 yes

Moved by Councillor McIldoon, seconded by Geoff Murray that the report be received and filed.

The motion **CARRIED**.

- (2) A report from the Manager of Parks Services regarding naming of the Nature House at Esquimalt Gorge Park.
The Manager reported that SeaChange Society was unofficially using the name "Gorge WaterWay Discovery Centre" and required Council to make a motion to approve its use. Council requested that the Parks and Recreation Advisory Committee be given the opportunity to review the selection of names (see attached name suggestions). An additional option was raised and discussed by the Committee which included Esquimalt Discovery Centre.

Moved by Councillor McIldoon, seconded by Geoff Murray that the Committee preferred Sample #2: *Gorge Waterway Education Centre in the Township of Esquimalt*.

The motion **CARRIED** with Committee Member Maureen Mitchell-Starkey opposed.

- (3) 2010 Fees and Charges – Additional Information.
The Manager of Recreation Services reported that the following housekeeping items were discovered:
 - 1) Section 4.15 states that Youth Only Friday Nights ...*will be provided at the Youth Admission rate*. Practice is that a special admission rate of \$2 is being charged for Y.O.F. Staff recommend that this rate not be increased, and that the statement be taken out of the section.

Esquimalt Parks and Recreation Advisory Committee Minutes
Regular Meeting of October 1, 2009

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- 2) The Esquimalt Teen Centre was not listed in the fee schedule. The following has been added under section *Recreation Centre Room*

Rental Rates:

<i>Base Rate</i>	-	\$14.00/hr.
<i>Child/Youth Rate</i>	-	\$9.00/hr.
<i>Adult</i>	-	\$17.75/hr.
<i>Commercial</i>	-	\$24.75/hr.

Moved by Geoff Murray, seconded by Maureen Mitchell-Starkey that the Parks and Recreation Advisory Committee support the two changes in the Manager of Recreation Services report.

The motion **CARRIED**.

- (4) Verbal report from the Manager of Recreation Services regarding waiving fee for rental of ice for the Victoria Police Department for the Esquimalt High hockey program. Moved by Geoff Murray, seconded by Councillor McIlldoon that the Committee support the fee waiver and also support forgiveness of the outstanding amount owed for 2009.

The motion **CARRIED**.

5. **DIRECTOR'S REPORT**

The Director reported:

- that the municipality secured 1.3 million dollar Infrastructure Grant – Building Canada Fund for the Archie Browning Sports Centre;
- that the municipality secured the Victoria Curling Classic for a two year period;
- that due to the fact that four Committee spots could potentially change at the end of the current year, the facility tour and planning session will be scheduled for 2010.

The Manager of Parks Services reported:

- a kiosk will be placed at the corner of Colville and Admirals with a *train station fee*;
- that a CRD funded sign project along the Gorge Waterway is being spearheaded by the Gorge Water Initiative group;
- The *Trees for Tomorrow* planting project is scheduled for October 17th;
- Official re-opening of the Japanese Gardens at Esquimalt Gorge Park is scheduled for October 25th
- The Macaulay Point Open House will be held on October 24th

The Manager of Recreation Services reported:

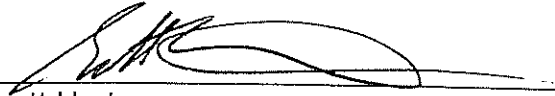
- The riders from the Tour de Rock will be in the Esquimalt Plaza on Friday, October 2nd. Staff organized a spin-a-thon and a motorcycle rally which were held a couple of weeks ago.

Moved by Maureen Mitchell-Starkey, seconded by Councillor McIlldoon that the Director's Report be received.

The motion **CARRIED**.

6. **COMMITTEE DISCUSSION AND SUB-COMMITTEE REPORTS**
- Geoff Murray reported that attendance at the Lantern Festival was approximately 700 people and it was very successful.
 - Richard Fyfe suggested that staff review park use permits and assess whether outside amplified noise should be included in the terms of reference for park use permits.
7. **ADJOURNMENT**
Moved by Geoff Murray that the meeting be adjourned at 8:45 p.m.

CERTIFIED CORRECT



Scott Hartman
Director of Parks and Recreation Services

Chairperson, Esquimalt Parks and
and Recreation Advisory Committee



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

STAFF REPORT

DATE: October 17, 2009 **REPORT NO.**
TO: Scott Hartman, Director of Parks and Recreation Services
FROM: Dan Henderson, Community Recreation Coordinator
SUBJECT: Recommendation for Community Events Funding

RECOMMENDATION:

1. That the application from the Esquimalt Arts, Culture and Special Events Committee be approved for \$750 of funding from the 2009 Community Events Fund.

BACKGROUND:

Notices for application for Summer Community Events Funding (deadline October 1, 2009) were advertised in the Victoria News, the Active Living Guide and on the Township of Esquimalt's website. One application was received for this funding period. The Community Events Funding Committee reviewed the application electronically. The decision to support this application was unanimous.

DISCUSSION:

1. The attached application, from The Esquimalt Arts, Culture and Special Events Committee, for "Harvest of the Arts" meets all the necessary funding criteria. 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.

October 17, 2009

Report to Director of Parks and Recreation Services

Subject: Recommendation for Community Events Funding

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FINANCIAL IMPLICATIONS:

The total amount recommended for Community Events Funding for the October 2009 funding period is \$750. There is \$3100 remaining in the fund for 2009. Unspent money in this funding account is not carried over to the following year.

Respectfully submitted,



Dan Henderson
Community Recreation Coordinator

**Approved for Director of Parks and
Recreation Services consideration:**



Scott Hartman, Director

Dated: Oct 28, 2009

Attachment



ESQUIMALT PARKS AND RECREATION COMMISSION COMMUNITY EVENTS FUNDING APPLICANT INFORMATION FORM

DEADLINE FOR SUBMISSIONS: FEBRUARY 1ST **JUNE 1ST** OCTOBER 1ST

DESCRIPTION / PURPOSE OF EVENT
See attached.
HARVEST OF THE ARTS

PROPOSED DAY / DATE OF EVENT:	LOCATION:	IS THIS AN ANNUAL EVENT?
SUNDAY OCTOBER 25, 2009	ESQ REC CENTER ATRIUM + POINER ROOMS A+B	YES / NO

APPLICANT INFORMATION

Name of Community Organization / Group *Cannot be a Registered Business*:
ESQUIMALT ARTS, CULTURE AND SPECIAL EVENTS ADVISORY COMMITTEE

First and Last Name: JANET JONES	Position / Title: CHAIR, ESQ ARTS CULTURE + SPECIAL EVENTS ADVISORY COMMITTEE
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Suite Number	Street Number 1330	Street Name LYALL ST
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City ESQUIMALT	Postal Code V9A 5H6	Province BC
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Day Telephone (250)	Home Telephone (250) 480-4146	Cell Phone (250)
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Email Address jjentreprises@shaw.ca	Facsimile
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FUNDING CRITERIA - CIRCLE THE APPLICABLE ANSWER

Please answer the questions below; you must answer yes to all to be eligible.

YES	NO	The Event benefits, and is open to ALL Esquimalt residents, and it occurs within the Municipality of Esquimalt.
YES	NO	The Event is targeted for children and families.
YES	NO	The Event is Free or low cost (being no more than \$2.00 per adult). All proceeds go towards the event being self-sufficient.
YES	NO	The Event is NOT for the purpose of charitable fundraising.
YES	NO	The Event has NOT received any other municipal funding.

IF YOU ANSWERED NO TO ANY OF THE ABOVE QUESTIONS PLEASE EXPLAIN:
See note attached

GOALS OF EVENT — PLEASE OUTLINE YOUR GOALS FOR THIS EVENT	
<i>see attached</i>	

PROJECTED EVENT BUDGET		
REVENUES (e.g. sale of food)		
<i>see attached.</i>		
EXPENSES (e.g. advertising)		
TOTAL EVENT BUDGET		
TOTAL AMOUNT REQUESTED (Maximum amount \$750 for a first time event and \$500 for a repeat event)		<i>\$750</i>

DECLARATION	
<i>I certify that the information on this application is accurate and complete, and I will submit a POST EVENT DISCLOSURE AND REPORT no later than 30 days after the date of this event.</i>	
Printed Name of Authorized Representative <i>JANET JONES</i>	
Signature <i>Janet Jones</i>	Date <i>OCT 1 / 2009.</i>

LIABILITY INSURANCE
<i>All groups must provide proof of liability insurance (minimum \$2 Million) to hold events on municipal property. A copy of this insurance, naming the Township of Esquimalt as an additional insured, needs to be submitted two weeks prior to the event date</i>
<p>Please forward your completed application form with signature to: Cheryl Weber, Secretary to Parks and Recreation 527 Fraser St., Esquimalt, BC. V9A 6H6, Fax: 250-412-8529 Please phone the Community Recreation Coordinator for more information: 250-412-8507</p>



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STAFF REPORT

DATE: October 26, 2009 **REPORT NO.**
TO: Scott Hartman, Director of Parks and Recreation Services
FROM: Jeff Byron, Manager of Recreation Services
SUBJECT: Regional Recreation Pass

RECOMMENDATIONS

1. That the Parks and Recreation Advisory Committee continue to support the Annual Regional Recreation Pass.

BACKGROUND

In October of 2008, the Parks & Recreation Commission supported the Township entering into an intermunicipal agreement to offer an Adult Annual Regional Pass as a pilot project. In partnership with Esquimalt, Recreation Oak Bay, Sooke Parks & Recreation, Panorama Recreation, Saanich Parks & Recreation, Westshore Recreation and the City of Victoria all offered the pass with very positive results.

In the first eight months of sales, patrons used their regional pass at participating facilities 17,278 times. Here in Esquimalt, 23 people purchased a Regional Pass as their very first municipal Recreation Pass, and an additional 37 people upgraded from their existing or per-visit pass. New revenue derived from pass sales in Esquimalt equalled \$17,313.50

The results from each community are summarized below:

Regional Pass Sales - New Revenue vs "Upgrade" Revenue and Usage

	Number of New Pass holders	Revenue from New Pass holders	Number of Pass holder Upgrades	New Revenue from existing Pass holders	Number of Local Visits	# Out of area Visits
Victoria	55	\$ 23,105.50	26	\$ 2,270.10	2583	602
Esquimalt	23	\$ 9,662.30	37	\$ 7,691.20	1512	333
Oak Bay	98	\$ 41,169.8	27	\$ 2,027.70	2292	388
Peninsula	13	\$ 5,461.30	32	\$ 9,702.70	1297	333
Saanich	81	\$ 34,028.10	166	\$ 25,825.60	5029	962
SEAPARC (Sooke)	2	\$ 840.20	4	\$ 1,045.40	100	71
Westshore	45	\$ 18,904.50	39	\$ 9,096.20	1706	70
TOTALS	317	\$ 133,171.70	331	\$ 57,658.90	14519	2759

October 26, 2009

Report to Director of Parks and Recreation Services

Subject: Regional Recreation Pass

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DISCUSSION

This project is a positive partnership and is supported amongst the Intermunicipal Parks and Recreation Managers and Directors. The Intermunicipal Directors Committee discussed various options concerning other regional products such as piloting a Regional Family Pass. Because of the differences in price, services, and payment options associated with other products, the Directors Committee support the following:

1. To establish the Adult Annual Regional Pass as a product under the same guidelines that it was piloted (premium cost of \$420.10, fee to rise in 2011.)
2. To introduce a monthly installment payment system (and implement a \$25 non-refundable convenience fee for choosing the monthly payment plan option.)

FINANCIAL IMPLICATIONS

There are no new costs associated with the Adult Regional Recreation Pass. Existing staff resources will be used to administer the program, and the cost of a hologram ID sticker (10 cents each) for municipal recreation centre passes will be covered by the higher priced Regional Recreation Pass.

Revenue is expected to increase with the launch of a regional marketing campaign administered through the Intermunicipal Managers Committee.

Respectfully submitted,



Jeff Byron
Manager of Recreation Services

Approved for Director of Parks and
Recreation Services consideration:



Scott Hartman, Director

Dated: Oct 28, 2009



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STAFF REPORT

DATE: October 27, 2009 **REPORT NO.**
TO: Scott Hartman, Director of Parks and Recreation Services
FROM: Jeff Byron, Manager of Recreation Services
SUBJECT: Partnership with Panago Pizza

RECOMMENDATIONS

1. That the Parks and Recreation Advisory Committee support issuing one annual Family Pass to Sybille and Marlin Wilson, owners of Panago Pizza Esquimalt.

BACKGROUND

In October of 2004 an agreement was made between Esquimalt Parks & Recreation and Panago Pizza for the provision of five pizzas per week to our Youth Only Friday Night Program in the Recreation Centre, and two pizzas per week to the Sunday Public Skate at the Sports Centre. The pizzas are used as prizes for staff led activities at both the drop-in sessions. In exchange for the pizza, Panago has been given 50 free Drop-in passes per year, and title sponsorship of the two sessions. The retail value of Esquimalt's contribution to Panago is approximately \$500 per year. The retail value of the donated pizza by Panago is approximately \$3920 per year.

DISCUSSION

A letter was recently received from Sybille and Marlin Wilson, owners of the Esquimalt Panago requesting they receive an annual family pass in exchange for their contribution. Staff believes the Wilson's have been excellent community partners over the past five years, and would like to add the pass to the agreement.

FINANCIAL IMPLICATIONS

An annual family pass currently retails for \$640.00. This will be added as an expense to our promotions account.

Respectfully submitted,


Jeff Byron
Manager of Recreation Services

Approved for Director of Parks and
Recreation Services consideration:


Scott Hartman, Director

Dated: Oct 27, 2009



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STAFF REPORT

DATE: October 27, 2009 **REPORT NO.**
TO: Scott Hartman, Director of Parks & Recreation
FROM: Jeff Byron, Manager of Recreation Services
SUBJECT: "At a Glance" for October 2009 – Recreation Services

Aquatics

- The annual pool maintenance shut down is scheduled for November 30-December 13, 2009 (inclusive). The main projects taking place over the closure will be tile re-grouting and replacements of lights. Esquimalt Recreation passes will be accepted at various other Recreation facilities within the region including Naden.
- School Swim Lesson participation is up 12.5% from the same period last year.

Fitness:

- Personal Training is up 58% from the same period last year.

Active Communities and Esquimalt Eats for Health:

- Esquimalt Eats for Health will be hosting the annual Food for Thought Day on Saturday, November 14 from 9:15am-2pm. The event includes free nutrition workshops, information displays, a children's corner featuring "Crunchy the Carrot" and screening of the movie "Island on the Edge". Details are posted on the municipal website.

Adult/50+

- "Living Actively in Your Community," a program offered in partnership with VIHA began with 12 people registered. This program helps educate community members (mainly seniors) about options to reduce barriers for getting active.
- The Jive and Swing registered dance class started with 29 registered. This is our highest recorded registration for an adult dance class. This is not surprising due to a recent trend in television dance programs.
- 50+ Drop in program numbers for September 2009 were 326 compared to 253 in September 2008.

Youth

- Participation rates are the highest they have been in three years with an average of 25 youth attending the Thursday evening After School Drop In Session at the Esquimalt Teen Centre.
- Middle School students participating in the Rock Height's Middle School 'Rock Block' program has doubled over last year with 25 -30 youth currently attending each week.

October 27, 2009

Report to Director of Parks and Recreation Services

Subject: "At A Glance" for October 2009 – Recreation Services

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Community Services

- The Anti Graffiti Symposium was a great success with 210 registrations. Delegates and speakers attended from all over the world including New Zealand, Australia, Sweden, Netherlands, New York, California, Virginia, Oregon and across Canada.
- Children's Story Festival had approximately 250 - 300 people participate. There were 8 Storyteller/Authors. Community Partners included, Country Grocer, Esquimalt Kiwanis Club, Greater Victoria Public Library, Esquimalt Branch and the Esquimalt Neighbourhood House.
- The Olympic Torch Relay travelled through Esquimalt Friday, October 30th from 11:00am to 11:30am. Celebration Stations and activities were planned by the Esquimalt Celebration Committee which included members from MaCaulay School, Rockheights School, Esquimalt High, L'ecole Brodeur, Esquimalt Lions, Esquimalt Kiwanis, Chamber of Commerce, West Bay Residents Association and local citizens.

Out of School Care

- OSC Pro-D Day camp on October 23 was full with 20 participants.

Pre-School/Children

- Creative Play Program made their annual Fall Out trip to Oldfield Orchard on October 20. In total we had 41 children and their parents and siblings attend. Each child enjoyed a guided tour, apples, apple crisp, juice and received a pumpkin.
- Casper's Carnival on Saturday, October 31, 2009. Activities planned include pumpkin carving, face painting, crafts and fun carnival games!

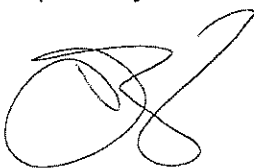
Facility Rentals

- The Japanese Cultural Fair occurred October 24th. This annual event attracted residents from both Esquimalt and abroad.
- Harvest of the Arts October 25th - This is a new event that was created by the Arts, Culture & Special Event Committee.

Food Services

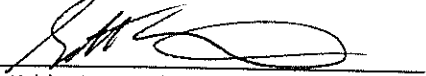
- Offering a "Dinner and a Game" promotion in conjunction with the Victoria Cougars Hockey Club. Thus far, this trial initiative has received positive feedback from game spectators.

Respectfully Submitted,



Jeff Byron
Manager of Recreation Services

Approved for Director of Parks and
Recreation Services consideration:


Scott Hartman, Director

Dated: Oct 29, 2009



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STAFF REPORT

DATE: October 30, 2009 **REPORT NO.**
TO: Scott Hartman, Director of Parks and Recreation Services
FROM: Andy Katschor, Manager of Parks Services
SUBJECT: "At a Glance" – October 2009 - Parks

- Trees for Tomorrow event was held in Esquimalt Gorge Park on October 17, 2009. In spite of the pouring rain 30 volunteers planted 260 trees.
- Macaulay Point Open House on October 24, 2009. People stopped by to learn, ask questions and propose ideas on various management issues in the Park. The main topic of discussion was off/on leash areas. Staff are in the process of compiling survey feedback information received.
- Japanese Garden re – opening ceremony in Esquimalt Gorge Park was held on October 25, 2009. The Government of Japan was represented by Mr. Nozomi Nakamura, Consul of Cultural Affairs.
- Pathway installed in Saxe Point Park with fresh bark chips on the path from the Wurtele bench to the main lawn.
- The flag pole in Memorial Park was repainted.
- Staff supported the annual Halloween Bonfire event.
- Donations: 1 bench at Esquimalt Gorge Park
1 Japanese lantern and 1 Japanese maple for the Japanese Garden (donation amount \$2,000)
- Tree Permits: Seven applications received for removals and pruning. All permits were approved. Replacement trees are required to be planted for the approved removals.
- November dates in Parks:
November 11, 2009, Remembrance Day, Memorial Park

Respectfully Submitted,


Andy Katschor
Manager of Parks Services

Approved for Director of Parks and
Recreation Services consideration:


Scott Hartman, Director

Dated: Oct 30, 2009

