



Corporation of the Township of Esquimalt

**ESQUIMALT PARKS AND  
RECREATION  
ADVISORY COMMITTEE**

SEPTEMBER 16, 2010

6:00 p.m.

Council Chambers

Esquimalt Municipal Hall, 1229 Esquimalt Road

**MINUTES**

**Present:** Councillor A. Gaul  
Councillor B. McIldoon  
Bob McKie, Vice Chair  
Willie MacGillivray  
Tim Morrison  
Natasha MacKinnon

**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:** Richard Fyfe, Chair  
Nick Brame, Youth Liaison

The meeting was called to order at 6:05 p.m.

**1. APPROVAL OF AGENDA**

Moved by Councillor Gaul, seconded by Willie MacGillivray that the Agenda be approved.

The motion **CARRIED**.

**2. MINUTES**

Moved by Councillor Gaul, seconded by Tim Morrison that the Minutes of the Regular Meeting of the Parks and Recreation Advisory Committee held on May 13, 2010 and Notes from the Workshop held on May 13, 2010 be approved.

The motion **CARRIED**.

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**3. REPORTS**

(1) Community Events Funding – a report from the Community Recreation Coordinator.

(a) Esquimalt Lantern Festival

Moved by Tim Morrison, seconded by Willie MacGillivray to approve the request for a community grant in the amount of \$400 to the West Bay Residents Association for assistance in funding the 2010 Lantern Festival on September 25, 2010.

The motion **CARRIED**.

(b) Esquimalt Celebration of Lights

Moved by Tim Morrison, seconded by Natasha MacKinnon to approve the request for a community grant in the amount of \$500 to the Esquimalt Celebration of Lights Committee for assistance in funding the 2010 Esquimalt Celebration of Lights event.

The motion **CARRIED**.

(2) Donation Policy.

The Manager of Parks Services reported that the Department's current Donations Policy was created in 2002 and that the purpose of the review is to determine if the current policy is still reflective of the Department's needs. A few of the ongoing challenges for staff have been that donation applicants are requesting specific parks (which are currently at capacity for donations), that an additional plaque be placed on previously donated benches, and that pictures be permitted to be put on plaques.

The Committee agreed that:

- pictures should not be allowed on plaques
- that the plaque size should be standardized
- and that only one plaque per item be allowed
- the cost of benches / picnic tables should be increased

Moved by Natasha MacKinnon, seconded by Willie MacGillivray to approve staff to update the existing policy.

The motion **CARRIED**.

(3) Archie Browning Sports Centre – a verbal update from the Manager of Recreation Services.

The Manager of Recreation Services gave a power point presentation on the status of the work done to date on the Archie Browning Sports Centre. This included re-roofing of the Curling and Arena facilities, replacement of two trusses, painting of the Arena ceiling, and upgrades to the refrigeration plant. Stage two of the project is underway and includes construction of an accessible changeroom, wheelchair access to the curling facility, flooring, fixture upgrades, and mechanical work.

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**4. DIRECTOR'S REPORT**

**The Director reported:**

- Food Services at Archie Browning Sports Centre and Bullen Perk have been discontinued (this action was a result of the findings of the Food Services Review Committee in October of 2009). Outside catering companies will be used to provide food for special events. Municipal staff will continue to work at the bar services. The kitchen space at ABSC will be renovated next year and staff will be looking at options for the kitchen at the Recreation Centre. The counters and space at Bullen Perk will be redesigned.
- Six new handicapped parking spots have been installed at the south entrance of ABSC.
- The Request for Proposal for vending services closes on September 20<sup>th</sup>.
- Requests for quotes for a solar domestic hot water system at the Recreation Centre
- Nick Brame has been reappointed as Youth Liaison with the Parks and Recreation Advisory Committee until December 31, 2010.
- The batting cage and cinder block building on Bullen Park have taken down and a newly paved walkway has been installed between the Recreation Centre and the Sports Centre.

**5. COMMITTEE ROUND TABLE**

- Tim Morrison asked how registration is with the back to school programs. The Director informed him that the Department budget is right where it was estimated to be at this time.
- Bob McKie stated that it was nice to hear that the Recreation Centre, Sports Centre and Parks are being referred to as *one big package* instead of each section being separate from the other sections.

**6. PUBLIC QUESTION PERIOD**

There were no questions from the public.

**7. ADJOURNMENT**

The meeting adjourned at 7:40 p.m.

**CERTIFIED CORRECT**

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Scott Hartman  
Director of Parks and Recreation Services

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Chairperson, Esquimalt Parks and  
and Recreation Advisory Committee