

**MINUTES**  
**HEALTHY SAANICH ADVISORY COMMITTEE**  
Held at Saanich Municipal Hall, Committee Room #2  
**January 24 at 6:00PM**

Present: Chair: Councillor Colin Plant

Members: Merie Beauchamp, Jean Hodgson (SCAN), Marlene Davie, Zhongwen He, Jasmindra Jawanda, Nadia Rajan, Dorthy Rosenberg, Peg Orcherton (SD 61 Representative)

Staff: Stacy McGhee, Manager Strategic Projects – Engineering; Kelli-Ann Armstrong, Senior Manager, Recreation Services; Tania Douglas, Senior Committee Clerk; Jeff Keays, Committee Clerk

Absent: Ryan Clayton, Alex Caron, Cortney Fraser, Wayne Hunter (SD63), Victoria Martin (SD63)

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**MINUTES**

**MOVED by J. Hodgson and seconded by J. Jawanda, “That the minutes of the Healthy Saanich Advisory Committee meeting held November 22, 2018 be adopted as circulated.”**  
**CARRIED**

**CHAIR’S REMARKS**

Councillor Plant welcomed the committee members to the first meeting of 2018, taking the opportunity to thank all the members for their service to their community. The Chair invited a roundtable of introductions by all members and staff in attendance.

**REVIEW OF TERMS OF REFERENCE**

The Chair lead a review of the Terms of Reference for the committee. Committee members noted that Terms of Reference circulated did not reflect the changes the committee requested at their January 26, 2017 meeting.

The committee clerk will investigate and report back at the next regularly scheduled meeting.

**SCHEDULE OF REGULAR COMMITTEE MEETINGS**

The Chair led a review of the proposed 2018 meeting schedule. The Clerk noted that the proposed Healthy Saanich meeting scheduled for February 28, 2018 conflicted with the Financial Plan meeting scheduled. The meeting was subsequently cancelled. The Chair

suggested that this would be an opportunity for members of the Inter-cultural Sub Committee to hold a meeting.

The adopted meeting schedule will be published on the District's website.

## **STRATEGIC FACILITIES MASTER PLAN**

Stacy McGhee, Manager Strategic Projects – Engineering, provided the committee with an overview of the District's Strategic Facilities Master Plan (SFMP).

The presentation provided the committee with a high level overview of the SFMP, including the rationale and context within which the plan was developed. The presentation also highlighted the important relationship between facilities, service delivery and Saanich's high quality of life. The following are highlights of the presentation:

- Municipal Services are delivered via municipal facilities.
- Identified facilities that are at the end of their reasonable useful life and could pose a risk to services delivery.
- Noting the identified issues today and the increased demand for service over the past 50 year period, what could the landscape look like in 2037?
  - Increased potential for impact on service delivery and increased costs or unplanned/unfunded liabilities.
- Staff have learned to “make due” in many of the older facilities.
- The framework for reviewing the District's facilities focuses on three factors that directly support the program goals of ensuring service delivery, affordable implementation and reducing risk:
  - facility capacity
  - building condition
  - risk to services
- The Plan's goal is to ensure that the current service delivery provided by the District through its major facilities will be maintained and improved in a manner that is financially affordable and delivers best value for residents to 2037 and beyond.
- For effectiveness the 20 year plan prioritizes highest needs first, and approaches each on a project-by-project basis
- Projects are recommended to be LEED (Gold) certified in order to help the District meet 2050 GHG reduction targets
- The plan utilizes a comprehensive governance and funding framework and provides a sound basis for facility management.
- Public engagement to date includes: 33,000 households receiving correspondence; 15,000 persons viewing and/or contacting the District regarding the SFMP; 27 hours of pop-up engagements.
- Targeted for adoption by Council in Q1 of 2018.

Following questions and comments from the Committee, the Manager of Strategic Projects – Engineering noted:

- Analysis of existing assets resulted in prioritization of work.

- The District will review various funding options for each project. The various funding options are likely to include accessing debt, reserves, grants, revenue generation and/or possible land sale. The overall funding strategy should also detail a cash flow analysis that aligns with the proposed project schedule.
- Projects within the SFMP qualify for the Public Art program.
- Matters pertaining to accessibility and design (i.e. washrooms) are mandated by the Building Code. Staff will look to include the provision of gender neutral, non-binary washroom facilities as design criteria for new projects.
- Design considerations such as functional design, safety, culturally appropriate amenities and inclusiveness will be addressed through the project development cycle, specifically:
  - Step 3 – Design
  - Step 4 – Public Consultation
- The District needs to demonstrate diversity, inclusion and highlight its multi-cultural demographics. Facilities should reflect a sensitive design approach through culturally appropriate use of public art and building elements.
- Public 'wellness' that goes beyond general discussion of health should be incorporated into the facilities. This is good design that orients staff and users to natural lighting, fresh air and LEED related matters.
- The process will utilize broad, as well as specific (i.e. neighbourhood) consultation efforts.
- New facilities will be designed to accommodate the needs of evolving workplace practices including the considerations of staff mobility; non-fixed workstations/ laptops as well as remote workplaces (staff working from home).
- Staff employ a number of tools and software packages to manage existing assets
- Each facility employs a manager that is responsible for the day-to-day asset management.
- New facilities will incorporate several green building practices, including but not limited to soft/permeable ground surfaces, trees (forest canopy replacement) and green roofs where appropriate. Noted that green roofs are resource intensive with regard to maintenance and operations

The Chair thanked staff for their presentation, and recommended that the committee table the item for additional discussion at their next regularly scheduled committee meeting, March 28, 2018.

## SCAN UPDATE

The SCAN representative updated the Committee on the network's activities.

## RECREATION UPDATE

A memo from Kelli-Ann Armstrong, Senior Manager Parks was circulated for the committee's information. The Senior Manager, Parks welcomed questions or comments from the committee. The following highlights are noted:

- Syrian Art Exhibit – Cedar Hill Recreation Centre.
- New parent (Babies under 1 year) drop-in program at Commonwealth Pool.
  - Program is being piloted until June 15<sup>th</sup>.
  - Other municipalities have shown interest.

\*\*\*\* P. Orcheron left the meeting 7:30PM\*\*\*\*

**WORKING GROUP UPDATE**

J. Jawanda provided the committee with an update on the Healthy Saanich Inter-cultural Sub Committee January 10, 2018 meeting.

Committee discussion followed the update, the following highlights are noted:

- Items 1, 2 and 4 are contingent on Item 3 of the January 10, 2018 Update. Item 3 to be dealt with first.
- Item 3. Researcher: The committee held a brief discussion on the item with regard to: budget, scope of work and level of qualifications (professional, i.e. cultural planner vs. a student or volunteer).
- The committee has a budget of \$23,000.
- Municipal procurement is governed by purchasing and procurement bylaws.
- Committee member J. Jawanda advised that she was willing to take on the work on a voluntary basis.
- Remuneration should be equitable.

**MOTION: Moved by M. Beauchamp and Seconded by J. He “That Jasmindra Jawanda bring forward a proposal, to the March 28<sup>th</sup> meeting, to act as the consultant for Item 3 (A-F) of the Healthy Saanich, Intercultural Sub-committee update of January 10, 2018.”**

**\*\*\*\*J. He left the meeting 7:49PM\*\*\*\***

**CARRIED**

**\*\*\*\*J. Jawanda did not participate in the vote\*\*\*\***

Following the Motion committee addressed items 1, 2 and 4 of the January 10, 2018 meeting, respectively. The following comments are noted:

- The Chair suggested Claremont High School as a potential venue for a future performance by VIRCS. They will report back.
- List of appropriate proclamation requests to be brought forward as part of consultant proposal.

**\*\*\*\*J. He returned to meeting 7:55PM\*\*\*\***

- Outcomes of the proposal will guide any additional recommendations for work beyond the Districts current scope with regard to multicultural services and language.

**\*\*\*\*M. Davie left the meeting 8:05PM\*\*\*\***

- In response to a question about multicultural communication services, the Sr. Manager of Recreation stated that a communications strategy is in the corporate work plan. The District currently provides (limited) translated flyers and handouts, a translation application on the website as well as iPads (to assist with translation) in all Recreation Centres.

**\*\*\*\*M. Davie returned to meeting 8:10PM\*\*\*\***

**AGENDA ITEMS**

The committee held a discussion regarding upcoming agenda items, the following highlights are noted:

- There will be no meeting in February.
- Inter-cultural Sub Committee will organize their own February meeting.
- Committee would like an update on the Older Adult Strategy and the impacts of isolation.
- SFMP discussion.

**ADJOURNMENT**

The meeting adjourned at 8:20PM

**NEXT MEETING**

The next meeting is scheduled for March 28, 2018

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Chair

I hereby certify these minutes are accurate.

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Committee Secretary