

AGENDA
Parks, Trails and Recreation Advisory Committee
Saanich Municipal Hall, Committee Room #2
Thursday October 27, 2016, 7:00-9:00 p.m.

- 1. ADOPTION OF MINUTES** (attachment)
 - September 29, 2016
- 2. VICTORIA WATERWAYS LOOP**
 - Presentation from J.Rogers
- 3. MOUNT DOUGLAS ACCESS STUDY**(attachment)
 - Presentation from Planning
- 4. COMMUNITY CAPITAL PROJECTS**(attachment)
 - Presentation from Parks
- 5. DIVISION UPDATE, PARKS** (attachment)
 - Update from the Parks Department
- 6. DIVISION UPDATE, RECREATION** (attachment)
 - Update from the Senior Manager, Recreation Service

* Adjournment *

****Next Meeting: November 24, 2016****

Please advise Elizabeth at Elizabeth.vandenhengel@saanich.ca or
475-5494 local 3430 if you are unable to attend.

Go Green!
Members are encouraged to bring their own mug to the meeting

MINUTES
PARKS, TRAILS AND RECREATION ADVISORY COMMITTEE
Held at the G.R. Pearkes Recreation Centre
September 29, 2016 at 7:00 PM

Chair: Susan Brice

Members: Ted Austin; Terrance Berscheid, Pamela Carroll; Daryl Dagneault; Dave Marecek; Stefanie Yao, Dex Owen (Student Liaison)

Staff: Suzanne Samborski, Director of Parks and Recreation; Kelli-Ann Armstrong, Senior Manager, Recreation Services; Eva Riccius, Senior Manager Parks; Gary Durrah, Parks Planning and Design Manager; Shari Holmes-Saltzman, Senior Planner; Elizabeth van den Hengel, Committee Clerk

Regrets: Tom Hatcher; Rick Paynter (SD 61 representative)

Guests: Darrell Wick, Friends of Mount Douglas Park Society; Janet Power, Rotary Club of Victoria; Janet Neale, Rotary Club of Victoria; Allan Neale, Rotary Club of Victoria; Ken Walton, Rotary Club of Victoria; Murray Ramsbottom, Rotary Club of Victoria; Kim McGowan, Rotary Club of Victoria; Don Jenson, Rotary Club of Victoria; Bud Buchan, Rotary Club of Victoria

MINUTES

MOVED by P. Carroll and Seconded by D. Dagneault "That the minutes of the Parks, Trails and Recreation Advisory Committee meeting June 23, 2016 be adopted as amended."

CARRIED

ROTARY PLAQUE

The Chair and the Senior Manager Parks gave background information on the historical Rotary plaque from Mount Douglas Park, and the following was noted:

- To acknowledge the Rotary Club of Victoria's donation of providing a lookout at the summit of Mount Douglas Park, the Rotary emblem was incorporated into the marker.
- A key design feature of the lookout was a large bronze cast geographical marker mounted on a raised concrete pedestal in the center of the lookout, The Rotary emblem was originally at the centre of the marker.
- The original geographical marker disappeared and a replacement marker was installed (in approximately 1980), prior to Mount Douglas Park coming into Saanich's jurisdiction.
- The new marker differs from the original Rotary marker is that it corrected a few minor geographical errors, indicated distances in metric instead of imperial distances and did not include the Rotary emblem.
- The Rotary marker re-appeared on the Rotary office steps in approximately 2002.

the historical Rotary marker to the summit of Mount Douglas Park to Council for consideration.”

CARRIED

LGBTQ AND THE SAANICH INCLUSION STATEMENT

The Senior Manager, Recreation provided the Committee with feedback from the LGBTQ Committee regarding the inclusion statement and the following was noted:

- The inclusion statement is primarily an internal tool for staff reference and training.
- Following the feedback received from the LGBTQ Committee the inclusion statement was updated to reflect more encompassing language.

**MOTION: Moved by D. Marecek and Seconded by S.Yao: “That the Parks, Trails and Recreation Advisory Committee recommends that the Inclusion Statement be amended to:
Saanich Parks and Recreation provides a welcoming environment that supports social and financial accessibility, cultural diversity and people of all abilities, and genders and sexualities.”**

CARRIED

UPTOWN DOUGLAS CORRIDOR UPDATE

The Senior Planner provided an update on the Uptown Douglas Corridor Plan and the highlights are noted:

- Planning is currently completing Phase 2 and are starting on Phase 3 of the Uptown Douglas Corridor Plan (UDCP).
- The UDCP is a 30 year land use plan.
- 322 respondents were recorded on the on-line survey. To date approximately 600-700 respondents have participated in community consultation.
- Not all respondents are citizens of Saanich.
- The plan seems very idealistic. Many cost implications to consider.
- There will be opportunities for all stakeholders in the plan area. Currently this area seems to have a “shopping/retail” focus.
- Planning will continue to update the PTR Committee with the progress of the Uptown Douglas Corridor Plan.

CAPTIAL PROJECT SPENDING

The Senior Manager, Parks gave an overview of the guidelines for community driven capital projects. The guidelines is an important document for facilitating community driven capital projects. The Parks and Recreation Department supports the development of community driven capital projects that develop and improve facilities that serve the community.

The guidelines attempt to provide clarity for community groups, staff and the public regarding the process of determining feasibility of a community driven capital project and expectations of the stakeholders involved if projects are supported.

Committee discussion occurred and the following comment was noted:

Chair

I hereby certify these minutes are accurate.

Committee Secretary

DRAFT



The Corporation of the District of Saanich

Memo

To: Parks, Trails and Recreation Advisory Committee
From: Gary Darrah, Manager Park Planning and Design
Date: 10/20/2016
Subject: Mount Douglas Park Access Study – Draft Recommendations

PURPOSE

The purpose of this memo is to brief the Committee on the project findings and draft recommendations prior to taking a final report to Mayor and Council in November, and to receive feedback from the committee that could be used to refine the final report.

BACKGROUND

On February 15th, 2016 Council endorsed a staff recommended process to develop options to address concerns raised regarding access to Mount Douglas Park by some members of the public, especially related to recent parking restrictions at the north end of Glendenning Road. Council further stated that the access options should minimize impacts to the special nature, character and access routes themselves. All forms of access including pedestrian, transit, bicycle and vehicular were included in the study. Since February, staff have undertaken the following;

- Developed a Project Charter
- Created a Terms of Reference and established a community based project advisory team (PAT)
- Developed a detailed inventory of existing parking areas, bicycle facilities, pedestrian routes and transit facilities
- Undertaken a public survey throughout the summer months
- Undertaken a detailed access study employing a transportation consultant (Urban Systems)
- Developed draft recommendations to enhance all forms of access
- Hosted a public open house, provided a virtual open house on the Saanich website and undertaken a second survey for the public to provide input on the draft recommendations

The public survey results from the summer, Urban Systems study and project overview are available for review on the Saanich web site. An opportunity to provide feedback on the draft recommendations via online survey is available until October 31st.

DISCUSSION

The data gathering and analysis points to several key findings and recommendations. The proposed draft recommendations are organized by access mode as follows;

- 6 recommendations to improve pedestrian access
- 6 recommendations to improve cycling access
- 4 recommendations to improve transit access
- 10 recommendations to improve vehicle access

Some of the recommendations will be relatively easy to implement while others will be more costly, or as is the case with transit, be referred to other jurisdictions for review and implementation. Still others such as the recommendation to add bike lanes on Cedar Hill Road will be referred to the Active Transportation Plan project which Engineering has just initiated.

Mount Douglas Park is the largest natural park in the Saanich. Given that the park serves the entire region, a large majority of park visitors arrive by automobile and there is a significant amount of existing infrastructure devoted to automobiles in the park. As such, the transportation consultant's work focused mainly on gaining a better understanding of the current situation with vehicular traffic. Some key findings that emerged from their analysis indicates that:

- Turnover analysis supports the survey finding that the majority of park visitors stay for less than 2 hours
- Weekdays were shown to be busiest in the evening
- Weekends tended to be busiest in the early afternoon
- Glendenning (5 designated spaces) and Churchill (28 designated spaces) lots were consistently the busiest locations and most likely to exceed 85% occupancy
- Overall, parking facilities in the park are generally sufficient; however, there is room for improvement and opportunities to expand parking availability in key locations

In order to obtain public feedback on the draft recommendations Saanich Parks hosted an open house on October 12th at Gordon Head Middle School. 43 people attended the event and preliminary feedback on the key recommendations was generally quite positive.

Staff will be presenting the draft recommendations and preliminary feedback to other relevant advisory committees including Environment and Natural Areas (ENA) and Bicycle and Pedestrian (BIPED) through October. The public survey will conclude at the end of October. The feedback gathered from this survey, the open house and the advisory committees will be used to refine the report to be presented to Council in late November.

SUMMARY

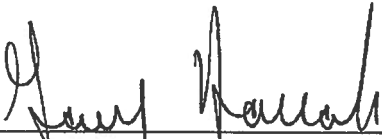
The data gathered throughout the summer identifies a number of initiatives to improve visitor access facilities to the park. These include enhancements to cycling, transit, pedestrian and vehicular infrastructure. None of the proposed recommendations when implemented will negatively impact the park. Following review and approval by Mayor and Council, staff from Parks and Engineering will develop an implementation plan and where necessary, coordinate details with the Saanich Fire Department to ensure public safety concerns are appropriately dealt with. While one or two initiatives have already been completed (e.g. an additional bike rack

at the main beach parking lot), it is anticipated that implementation of the recommendations will commence in early 2017 pending budget approvals.

NEXT STEPS

That the Committee review the relevant materials and provide comments to staff by October 31st so that they may be included in the final report which Council has indicated they would like to review in November.

Prepared by



Gary Darrah,
Manager Park Planning and Design]

Approved by



Eva Riccius
Senior Parks Manager

GD

G:\Parks\PLANNING AND DESIGN\PROJECTS\Mt. Douglas\Park Access Study 2016\Reports\Parks Trails and Recreation Committee\Access Study Staff Memo PTR.docx



GUIDELINES FOR COMMUNITY DRIVEN CAPITAL PROJECTS

The District of Saanich has a strong history of partnering with community groups to deliver capital projects in Saanich Parks and Recreation facilities to enhance recreational experiences. Some examples include: field and club houses for sports groups, indoor racquet sports facilities, community gardens, artificial turf fields, lighting for sports fields, etc. In these cases, community groups contributed to the capital projects and assist in maintaining the assets. Generally all capital assets on park lands are owned by Saanich regardless of who established and manages the asset.

As Saanich grows, the demands for municipal parks and recreation facility uses will also expand. The Parks and Recreation Department supports the development of community driven capital projects that develop and improve facilities that serve the community. These guidelines seek to provide clarity for community groups, staff and the public regarding the process to determine the feasibility of a community driven capital project and expectations of the parties involved if projects are supported. To ensure that community groups are treated equitably in the analysis and development of projects, Saanich Parks and Recreation will work with the community using the following process.

These guidelines provide direction to staff, interested parties and public. They will be reviewed from time to time to ensure that they are fulfilling their need.

APPLICATION OF THE GUIDELINES

These guidelines apply to major capital projects (generally over \$10,000) for new facilities and expansions on Saanich owned or leased property that result in a fixed asset (such as a building, sportsfield, sports facility, community garden, etc.). Renovations to existing facilities may be exempt if they do not create a significant change in use and no significant impacts to park users and neighbours. Please check with the appropriate Parks and Recreation staff for confirmation.

Community partners must be legally constituted, incorporated non-profit organizations such as, but not limited to:

- Community associations,
- Sports organizations,
- Clubs.

Note: Capital budgets are developed in the summer and fall of the previous year with Council approvals in April/May. To ensure efficiency in timing, projects are best proposed in the winter/spring one year prior to budget approvals by Council. For example, a new project proposed in Spring of 2016 could be considered in capital budgeting in the Fall of 2016 for Council approval in Spring of 2017 which could allow for project start in Summer/Fall of 2017 as long as all the relevant requirements were in place.

PRINCIPLES

The following principles will be applied to projects:

- Facilities developed with District funding and/or on District land must be open and accessible to all residents of Saanich based on an agreement between the parties.
- Projects will only be considered for approval where they are supported by a business plan that



indicates that the completed project is sustainable over the long term.

- Any projects that require capital funding from the District are subject to the availability of funding within the Department's capital budget.
- Costs eligible for cost sharing (typically up to 50%) include:
 - Concept and detailed design costs,
 - Construction costs including contingencies,
 - Site development costs,
 - Development and building permits,
 - Fixed equipment.

STEP 1 – DETERMINING PROJECT FEASIBILITY

A community organization or group considering a community driven capital project that would be constructed on District land and/or require the District's financial assistance, is to present its idea to the Parks, Trails and Recreation Advisory Committee (PTR). If PTR determines that the project is in the community's and District's interest and helps achieve the goals of the District, staff will be asked to work with the community group to develop a project charter outlining the proposed public process, preliminary budget, alignment with strategic directions of the District and Department (e.g., Saanich Strategic Plan, Parks, Recreation and Culture Master Plan). Large or potentially controversial projects may be referred to Council for approval in principle at this stage.

Result of Step 1: a project charter that outlines the project in more detail including a preliminary budget, proposed roles and responsibilities and proposed public process.

STEP 2 – APPROVAL IN PRINCIPLE

The community organization will return and present the project charter to PTR for approval in principle. The presentation will include:

1. A description of the project, its benefit to the community including reference to community master plans if applicable, and any potential environmental impacts.
2. A conceptual drawing and a site plan.
3. An estimated project budget including all funding sources (cash, grants, loans, donations and volunteer hours) and any financial assistance that is being requested from the District.
4. An estimated operating budget and how the project will be operated and/or maintained.
5. A detailed fundraising plan.
6. An estimated project timeline.
7. A public engagement plan based on IAPP standards at the appropriate level.

Based on the project charter, PTR will make a recommendation regarding the project. If the project feasibility phase is recommended by PTR, then a report will be provided to Council outlining the scope of the project, and the implementation process. District support will be subject to approval by Council.

Result of Step 2: Based on the information provided, a recommendation from PTR to Council to approve in principle or not.



STEP 3 – APPROVAL TO PROCEED

If approval in principle is given for the project by PTR, staff will work with the organization to prepare a Council report requesting approval for the project. Generally, the information presented to PTR would be sufficient for the Council report unless otherwise specified by PTR or staff.

If Council approves the project, the organization may then initiate the public engagement process, a fundraising campaign and develop more detailed project plans.

Before the project proceeds, the community organization must present to department staff:

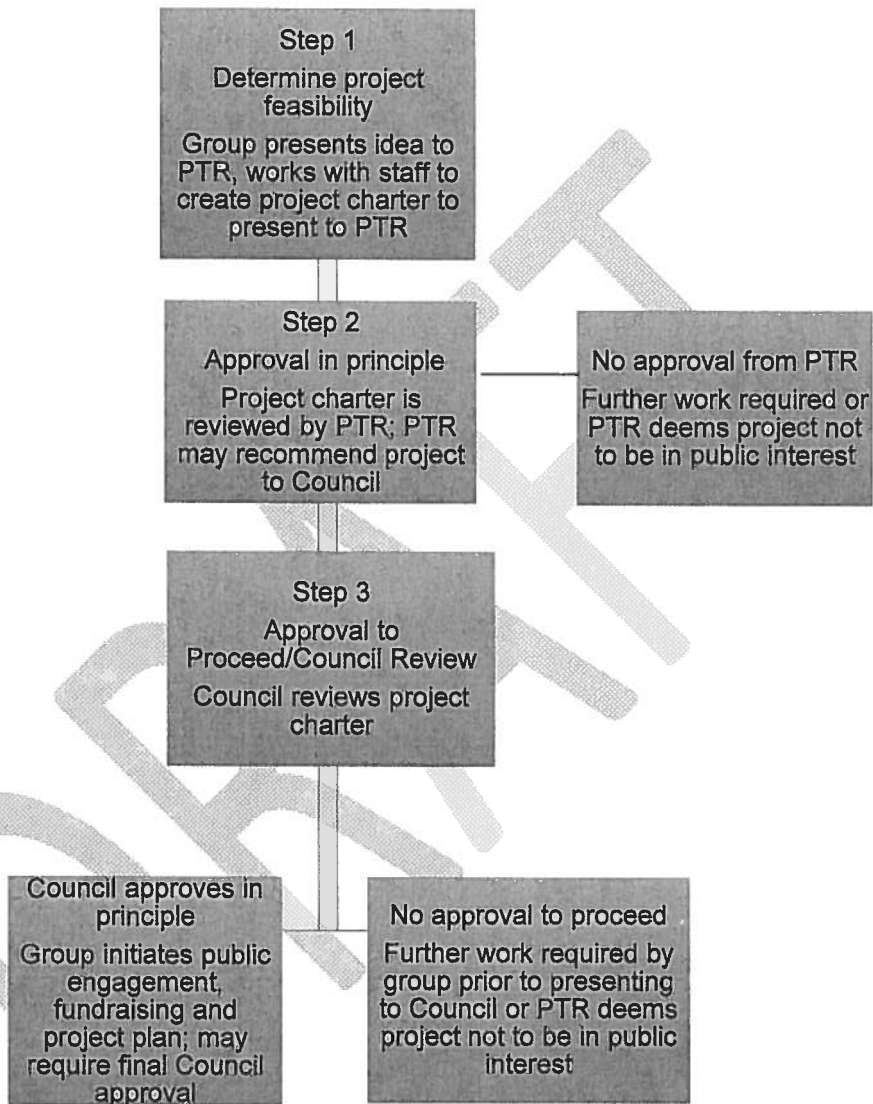
1. Results of public engagement
2. Construction drawings and specifications.
3. A detailed site plan.
4. A project budget including written quotes for all work.
5. A construction plan and schedule.
6. An operating plan and budget.
7. A verification of financing from all sources.
8. A change management plan.

Based on these items, a partnership agreement stating the intentions of each party, shared project objectives and outcomes will be developed and signed off prior to project start up.

All capital projects built on District property become the property of the District.

Result of Step 3: Detailed project plans as outlined above, public engagement results and partnership agreement.

Community Driven Capital Projects Process



THE CORPORATION OF THE DISTRICT OF SAANICH

REPORT TO: Parks, Trails & Recreation Committee

DATE: October 27, 2016

FROM: Eva Riccius, Senior Manager, Parks

SUBJECT: Parks Division Update – October, 2016

The following update is provided for the Parks, Trails & Recreation Committee:

Maintenance – EI-2 – Sports field mowing starts to wind down at this time of year, and fall maintenance programs begin. Several crews shift from turf mowing to leaf collection on high use turf areas/trails, and other crews focus on gravel parking lot maintenance and drain cleaning. The new park washrooms at Gorge/Austin opened on October 18, providing a second public washroom facility for people enjoying the trails along Gorge Waterway Park.

Construction – EI-3-3 – Finishing touches are being completed at Tolmie Park, and the park will re-open on November 2. A portapotty shelter has been installed at the Lower Churchill Drive parking lot at Mount Douglas Park. Crews have also added a new concrete box at the Lambrick skateboard park, and worked with Community Services to relocate some benches, picnic tables and garbage cans to better suit the skate park and teen centre functions. Beach mats have been taken up for the winter at Cadboro-Gyro Park, and will be reinstalled in the spring. Next priorities include finishing gravel trail work at the south trail along Rithets Bog, and parking lot work at Agate and Lochside Parks.

Horticulture – EI-2 – Staff are busy removing summer plantings and preparing for fall bulb planting. Turf mowing will wind down at the end of October and staff will transition to leaf pickup in parks. Renovations of a number of streetscapes and neighbourhood traffic islands are underway and will continue through November. Calls for service to neighbourhood traffic circles are ongoing and we are responding in a timely fashion. An assessment of the current condition of these islands is being undertaken to help us in prioritizing which are the best candidates for renovations.

Urban Forestry – EI-1-3 – Staff continue to work on pruning and removals based on Requests For Service from the public. Early October started off with a couple high wind events which generated dozens of calls. Staff spent nearly a week cleaning up from the storms. Stump grinding continues to be a priority in order to have all the previous removal sites ready for fall replanting of trees.

Natural Areas – EI-1-5 – Natural Areas staff are busy preparing restoration sites for community groups and school plantings this fall. Staff continue to support Pulling Together volunteer work parties in many of our parks to assist with invasive species

removal and planting design. Small tree maintenance crews have fertilized and reinstated tree wells for all of the newly planted over the past 2 years to enhance winter survival.

The 2016/2017 tree planting program has been organized and trees will be arriving the second last week of October. Recent rains have created great planting conditions and staff will begin with replanting Tolmie Park to help complete that project.

Tree Appreciation Day will take place on Saturday November 5th and is committed to revitalizing Montague Park to increase the natural feel and aesthetics of that community hub. It is expected to be a great turn out from local residents, Scouts and Girl Guides, and school groups.

Projects and Planning and Design

Wilkinson Lindsay Bridge/Pathway Project – Trail construction is continuing with installation of rock walls and some landscaping in areas of restoration. Boardwalk construction will begin soon.

McKenzie Interchange – Staff are continuing to communicate with Ministry of Transportation and Infrastructure (MoTI) staff on a regular basis. Contractors have recently mobilized and have begun site works. As part of the overall compensation package from MoTI Saanich will be receiving the \$450,000 funding to implement the park management plan at the end of October. These funds will enable an accelerated implementation of the plan recommendations. Within the next few weeks the parking lot and driveway off of Admirals Road will be permanently closed since it is within the construction zone of the new cloverleaf ramp. The western end of the main public pathway where it joins the parking lot will also be permanently closed. Public Notices will be posted soon. Detailed site planning will begin with MoTI to replace these facilities. MoTI will be responsible for the costs of replacement.

Tolmie Park Improvements – Construction is in its final phase and the park will be opened to the public on Nov 2, 2016. An official opening for the park is planned for early spring – date TBA.

Final improvements to the park still to be completed include:

- planting of trees
- installing split rail fence between playground and open field
- establishment of the newly seeded grass
- stamping and painting asphalt in the central plaza area

Mount Douglas Access Study – The public open house took place on October 12th with 43 attendees. Feedback on the open house and the 25 recommendations continues to October 31, 2016. We expect to take a report to Council in late November once the latest feedback has been tabulated and included in the final report.

Park Management Plans – Haro Woods – The first public event was held on October 1st. Approximately 40 people attended and 31 signed in. To date 75 people have completed the survey which will remain open until October 31. Results of the public event and next steps will be discussed at the fourth Advisory Group meeting scheduled for November 7.

Rutledge Park Splash Pad and Washroom Building – Staff made a Canada 150 Infrastructure Grant application for this project and are still waiting to hear if we were successful in obtaining grant funding.

574 Walter Avenue – Staff hosted two site meetings on Wednesday September 28, 2016 with a total of 40 people in attendance. The community provided many comments and concerns to consider as we proceed with establishing this new natural park. A few key themes have emerged from the feedback including, natural play elements, amenities, security and vegetation management. Next steps include development of a simple site plan to guide the enhancements over the next few months. Since the structures were demolished, some removal of invasive plants by Parks staff has occurred. More invasive removals will begin later this year and continue into 2017.

THE CORPORATION OF THE DISTRICT OF SAANICH

TO: HEALTHY SAANICH ADVISORY COMMITTEE
PARKS, TRAILS AND RECREATION ADVISORY COMMITTEE

FROM: KELLI-ANN ARMSTRONG, SENIOR MANAGER – RECREATION SERVICES

SUBJECT: RECREATION DIVISION HIGHLIGHTS **DATE:** October 21, 2016

The Department recently applied for the opportunity to apply for a grant through the Aviva Community Fund, for a Woodland Adventure Play area in a forested area on our property. Our idea was accepted and is now posted on their web site for votes. Progression to the next stage of the application process is awarded based on number of votes. Voting closes on October 28th. We have been actively promoting the project, hoping to secure the most votes to see this project continue in the process. www.avivacommunityfund.org/voting/project/view/16-512

COMMUNITY SERVICES

Youth Services - Shoreline Middle School is thrilled to be receiving Saanich staff support to provide their students with twice-weekly lunchtime recreational sport programs. A collaboration between the school, Youth Services and Camosun College will see an Intern from the Exercise and Sport Therapy program developing, implementing and delivering after-school sport leagues throughout the school year. Meanwhile, Colquitz Middle School is excited to receive year-long support for their Enrichment Program offerings, starting with the provision of a Saanich facilitator for Babysitter's Training to be delivered to 12-16 students in hopes of receiving certification.

GORDON HEAD RECREATION CENTRE

Moonfest was a huge success again this year despite Mother Nature's plan for rain. Staff estimate over 2000 people were in attendance. The ongoing partnership with Lambrick Park School provided the event with dry space for the many performances throughout the night.

Remediation work is continuing on the west walls of the building. During the project, a further issue was identified with the steam room. The steam room requires an immediate rebuild in order to complete the remainder of the exterior work in that area. This work is underway and it is hoped to be completed by mid-November. The remediation project is expected to be completed by January.

The boiler upgrade project is expected to be completed by the end of November. Work has been stalled while wall remediation is completed.

Item 6

CEDAR HILL RECREATION CENTRE

The following comment was posted on the on-line engagement site for the CRD Arts Strategy that is currently wrapping up:

The Cedar Hill Arts Centre is an excellent example of an accessible and well used community creative arts space. Smaller versions of this facility need to be created throughout the region. Providing creative arts facility space in an existing recreation centre in Saanich was a brilliant idea. I think this same concept is possible within other recreation facilities in Esquimalt and the City of Victoria.

G.R. PEARKES RECREATION CENTRE

Staff and Saanich Neighbourhood Place worked together throughout the summer to take down an old playground piece that was past its lifespan, and replace it with more “natural” playground features and a smaller climbing/slide feature. Children have been happily playing in the sand, dirt and mud in the new natural setting, as well as climbing on logs and digging great holes in the new version of a sandbox. So far the response from children has been positive.



Skating lessons have been busy during the fall start up with full registrations in nearly all of our offerings. The Pearkes Hockey Program is again running with full registration as well, providing an opportunity for those children to play hockey when they might not otherwise be able to afford to join their community minor hockey association.

Afternoon preschool programs have expanded from 3 days per week to 5 days per week this fall with solid registration in all 5 of the days. The program is an activity focused preschool program for those active youngsters that are past taking a nap in the afternoons.

In September, Pearkes hosted the Victoria Bridal Fair, Baby Fair and a very busy Toy and Hobby Show. Upcoming events include: November 5: Teen Fest, November 11-13: Creative Craft Fair, November 19: Saanich Sports Day Celebration

Hemb

SAANICH COMMONWEALTH PLACE

In September, our annual maintenance shutdown saw a number of projects completed including, but not limited to:

1. Removal of the flooring in lower lobby and hallways and the concrete underneath was patched and polished
2. All underwater lights in the pools were changed out to LED
3. New ceramic tiles on the walls of all 3 main change rooms



Patrons were welcomed back on September 19th, and all programs are now in full swing. Some new offerings on the dry side are the daytime programs for home school children as there is growing demand in this area.

Upcoming events at SCP include:

- October 22- Senior Circuit Swim Meet (175 participants)
- October 23 - Sun IRace (100 participants)
- October 29 & 30- Saanich Waterpolo annual Spooktacular Tournament (175 Participants)
- November 12 & 13- Bennett Cup Swim meet (450 participants)
- November 19 & 20- Saanich Victorian Craft Fair (2000 + visitors over the weekend)

Report Submitted By: _____

Kelli-Ann Armstrong
Kelli-Ann Armstrong, Senior Manager, Recreation Services

Item 6