

**AGENDA**  
**HEALTHY SAANICH ADVISORY COMMITTEE**  
Swan Lake Nature House - 3873 Swan Lake Rd  
Wednesday March 28, 2018 at 6:00PM

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1. **ADOPTION OF MINUTES** (attachment)
  - January 24, 2018
2. **COMMENTS FROM THE CHAIR**
3. **SWAN LAKE/CHRISTMAS HILL NATURE SANCTUARY**
  - Presentation by Executive Director
4. **GARDEN SUITE STUDY** (attachment)
  - Presentation by the Community Planner
5. **CORDOVA BAY AND CADBORO BAY LOCAL AREA PLAN UPDATES**
  - Presentation by the Local Area Planner
6. **DIVISION UPDATE, RECREATION** (attachment)
  - Presentation from Senior Manager of Recreation
7. **WORKING GROUP UPDATE**
  - Proposal Presentation by Committee Member

\* Adjournment \*  
Next Meeting: April 25th

Please advise Jeff Keays the committee secretary at [jeff.keays@saanich.ca](mailto:jeff.keays@saanich.ca)  
or 250-475-1775 local 3430 if you are unable to attend.

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

**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. Orcherton 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\*\*\*\***

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## **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

\_\_\_\_\_  
Chair

I hereby certify these minutes are accurate.

\_\_\_\_\_  
Committee Secretary





# Garden Suites

in Saanich

Presentation to Healthy Saanich Advisory Committee  
March 28, 2018

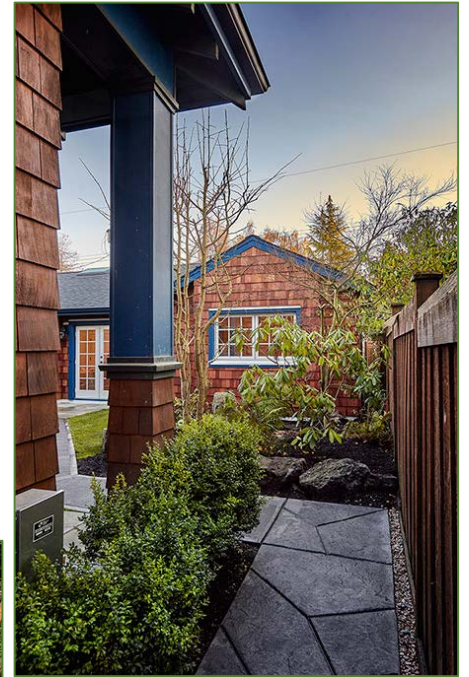
Item 4

Saanich



# Agenda

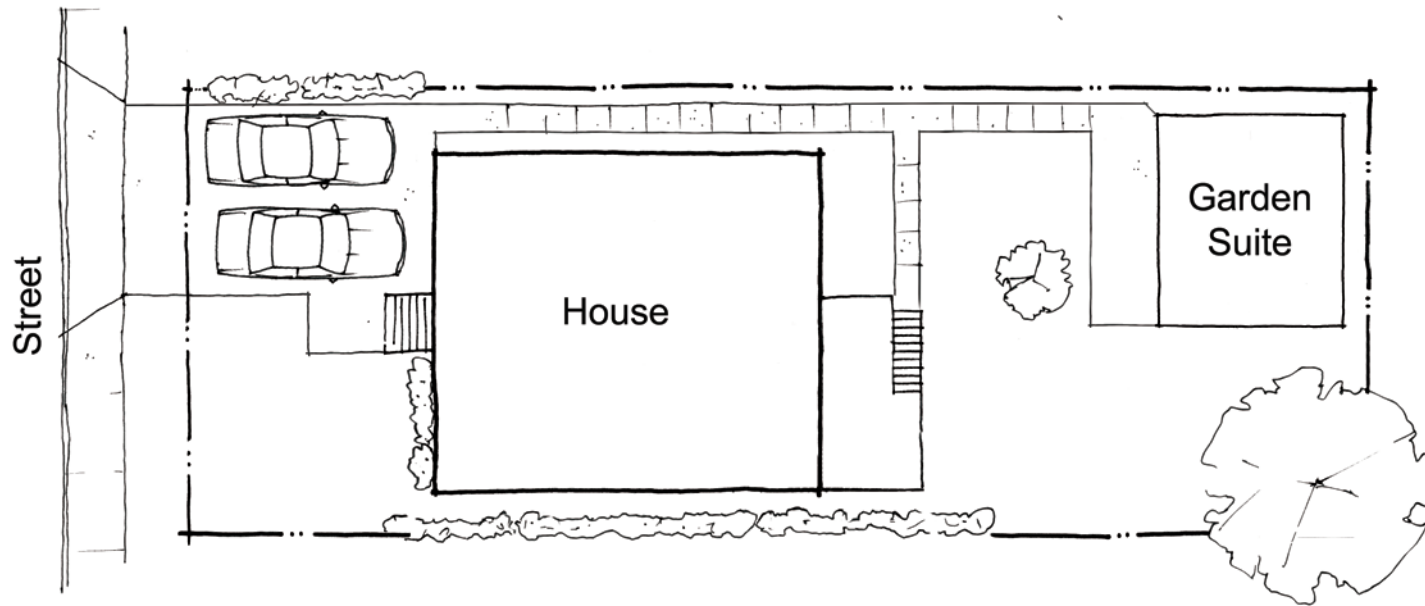
- What is a Garden Suite?
- About the Garden Suite Study
- Timeline
- Key Issues
- Public Engagement
- Next Steps





# What is a Garden Suite?

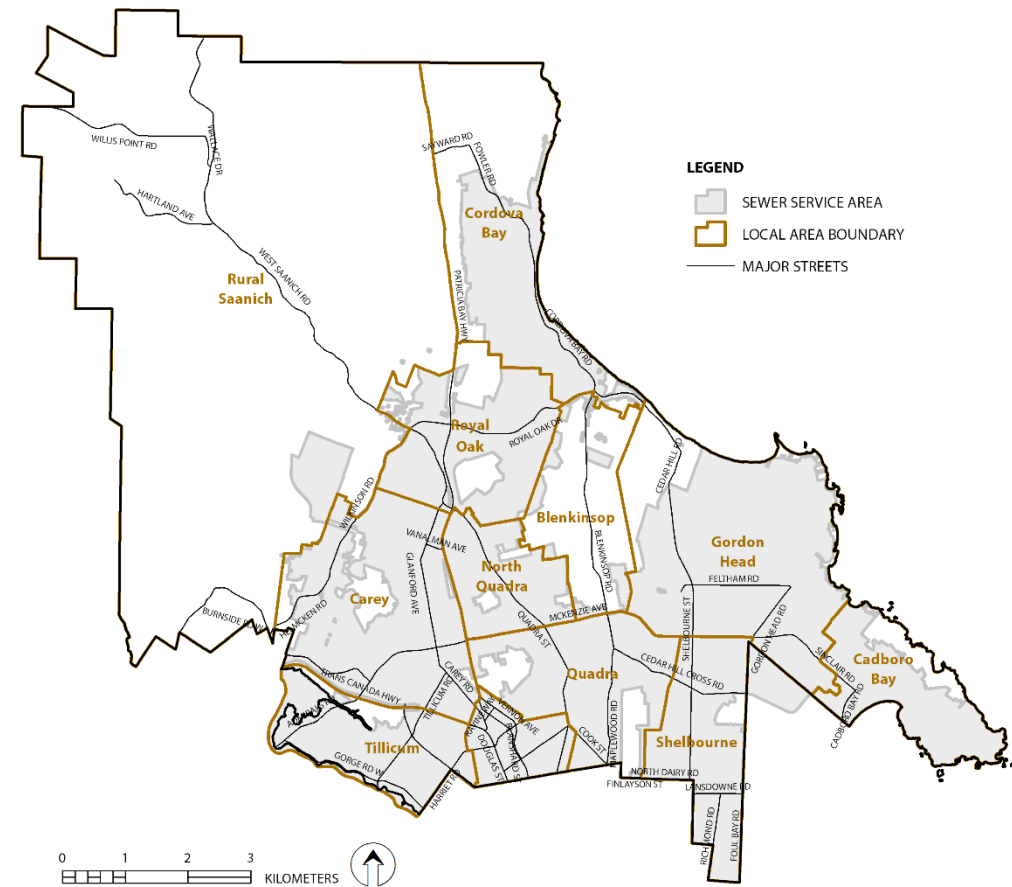
***A Garden Suite*** is a small detached house that is in the rear yard of single family lot. It is accessory to the primary dwelling.



Garden Suites are also known as backyard cottages, laneway houses, carriage houses, coach houses, accessory dwelling units, secondary dwelling units, and detached accessory dwelling units.

# About the Garden Suite Study

- In September 2017 Council approved the Terms of Reference for a study to explore regulatory changes to permit garden suites in Saanich.
- The study is expected to take approximately 12 months to complete
- The study area is single family (RS-zoned) properties in the Sewer Service Area



# Why Garden Suites?

Legalizing garden suites can:

- Increase the supply of permanent rental housing;
- Increase the diversity of housing choice;
- Provide an alternative to secondary suites;
- Create opportunities for accessible housing;
- Allow owners to generate rental income;
- Provide a legal and safe route for owners wishing to develop this form of housing; and
- Support a form of infill housing that is sensitive to established neighbourhoods in Urban Saanich.



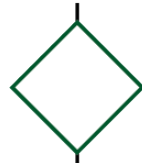
# Garden Suite Study Objectives

- Investigate garden suites as a form of permanent rental housing;
- Establish a foundation of information to assess potential regulatory changes and associated impacts;
- Develop an understanding of key issues, including challenges and opportunities;
- Assess stakeholder and community support for garden suites;
- Identify locations within the sewer service area where it would be most appropriate to permit garden suites; and
- Create a regulatory framework.



# Timeline

Phase 1 | Fall 2017



Initiate the study and conduct background research

Phase 2 | Winter/Spring 2018



Stakeholder and public engagement – explore interests and concerns; test ideas for potential regulations

Phase 3 | Summer 2018



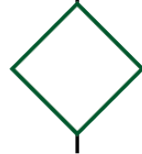
Develop draft regulations

Phase 4 | Fall 2018



Stakeholder and public engagement - Refine draft regulations

Phase 5 | Winter 2018



Council decision on proposed regulations

# Key Issues

- Support for legalization
- Location
- Regulations for:
  - Size
  - Height
  - Parking
  - Owner occupation
- Design review
- Approval process



# Public Engagement

Public engagement for the Garden Suite Study is guided by the principles and core values of the District of Saanich and the International Association for Public Participation (IAP2).



# Public Engagement

## March – April, 2018

- Stakeholder interviews
- Open houses
- Survey
- Pop-up information displays

## May – June, 2018

- Survey
- Stakeholder workshop
- Pop-up information displays

## October – December, 2018

- Open house(s)





# Communication Tools

- Project website
- Email notifications
- Social media
- Digital and print media ads
- Direct mail
- Presentations
- Interviews
- Face to face communications



# Next Steps

- Survey #1 (March-April)
- Technical workshop (May)
- Survey #2 (May-June)
- Open House (November)

For more information about the study and to sign up to receive notifications visit:

[www.Saanich.ca/gardensuites](http://www.Saanich.ca/gardensuites)





## The Corporation of the District of Saanich

# Report

**To:** Parks, Trails and Recreation Advisory Committee  
Healthy Saanich Advisory Committee

**From:** Kelli-Ann Armstrong, Senior Manager - Recreation

**Date:** 3/15/2018

**Subject:** March 2018 Monthly Report

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### RECOMMENDATION

That the Parks, Trails and Recreation and Healthy Saanich Advisory Committees receive this report as information.

### PURPOSE

The purpose of this report is to provide the Committees with an overview of the previous month's Recreation Divisions activities.

### DISCUSSION

#### Cedar Hill Recreation Centre

Lights in the Arts Studios, Ceramics Studios and gymnasium are being upgraded to LED technology. This project is partially funded by a BC Hydro grant and will result in energy savings, as well as reduce in time spent on light replacement in the facility.

Cedar Hill Squash Club hosted the Pacific Northwest Junior Squash Championships Feb 15-18 with a record 227 participants playing at 3 venues throughout the city.

#### G.R. Pearkes Recreation Centre

March has been a busy month with a variety of events in our Fieldhouse – Boat Show, Home Show, Seniors Show, and Women's Show.

During the recent months both Ice Re-surfacers ran into several unrelated maintenance issues (Batteries, Front Axle, Rear Suspension) impacting our ability to provide a safe ice surface. Unfortunately some ice times for community groups were canceled before units from Esquimalt and the Westshore came to the rescue. Both borrowed machines have now been returned and both Ice Re-surfacers are back in operation.

## **Gordon Head Recreation Centre**

### Partnerships/Community Development

In 2017 Silver Threads Service, in partnership with the **Food Share Network**, applied for a CRD Community Grant and received funding for the project "Finding the Hidden Hungry in Gordon Head." The purpose is to increase access to food for people who are not able to go to food banks. An outcome includes using **Gordon Head Recreation Centre** as a food distribution site.

### Ready, Set Learn Community Event

Two of our Nature Preschool staff took part in this Community Event hosted by Lambrick Park Secondary in conjunction with the Greater Victoria School District and the Victoria Early Years Centre. Targeted to families of 3 and 4 year olds, staff offered numerous learning opportunities all geared around the outdoors and learning thru nature. Over 50 families attended the Open House.

## **Saanich Commonwealth Place**

SCP is offering "tween swims" on Friday nights and they have been very well attended.

Coast Capital Savings and Credit Union sponsored the purchase of a new piece for the Wibit (pool inflatable), which will surely be a hit with swimmers of all ages.

The first round of summer staff hiring has been completed and 30+ young people will be working for the District June-August. With over 300 applicants, the hiring process is time consuming for program supervisors, but is key in providing the best summer experience possible for children. In the meantime, Spring Break Camps continue to be in full demand and most are full with waitlists.

On March 9<sup>th</sup> a \$4 million Federal Government infrastructure grant was announced that will replace SCP's original natural gas boiler with a new biomass boiler system. Design work will start in 2018 and the project will be phased in over the next 3 years. Most of the work will be completed during SCP's scheduled shut downs so the impact on facility users should be minimal.

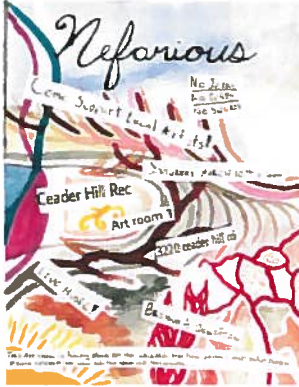
Staff continue to work with Sport to resolve the challenges associated with the end of the legacy fund in 2019. Discussions with various levels government staff and high performance representatives are ongoing.

## **Community Services**

The second Disc Golf Day at Hyacinth Park was held on March 4<sup>th</sup>. Over 50 players came and enjoyed a few rounds of golf, some decent weather and some laughs.

The Canadian Jumpstart Charity program continues to support children in Saanich Recreation and throughout sport organizations in Greater Victoria through funding avenues, administered through the Saanich Community Services Programmer, exceeding over \$15,000 already in two short months.





With the support of a Youth Services Start Up Fund (a Youth Development Strategy Initiative!), a group of youth from the Upside Teen Centre planned and hosted a mini art show on March 10th at Cedar Hill Recreation Centre. 22 youth artists exhibited their creative works with over 100 people attending the show over a 4-hour period.

Recreation Volunteer Services has collaborated with the four other Saanich volunteer programs to update their shared web page. Three volunteer programs that fall under the umbrella of the District of Saanich are morphing into a multi-site membership with Volunteer Victoria at a savings of \$225/annually. Additional volunteer opportunities have been added to our Better Impact database and profiled via the Volunteer Victoria website's weekly and monthly columns reaching target audiences.

As part of the grant the Department received to support Muslim girls and women in physical activity, an after-hours event was hosted on March 10<sup>th</sup> at Gordon Head Recreation Centre. The evening was designed to provide a safe space for the 8- attendees to recreate and for staff to see if the location is appropriate for future programs. A facility tour was provided then activities were provided for them to try out. The top activities they requested were a water fit class, a fun swim and working out in the weight room. One of the ladies made a point to tell us, **"Tonight I had a dream come true. I have always wanted to do water fit, and tonight I was able to do this. Thank you so much!"** Many thanks to the staff at Gordon Head for working on this initiative.

Prepared by:   
Kelli-Ann Armstrong Senior Manager, Recreation

Approved by:   
Suzanne Samborski, Director, Parks & Recreation