

**MINUTES**  
**PARKS, TRAILS AND RECREATION ADVISORY COMMITTEE**  
Held at Saanich Municipal Hall, Committee Room #2  
**January 24, 2019, 7:00 p.m.**

Present: Chair: Councillor Taylor

Members: Pamela Carroll, Elise Cote, Daryl Dagneault, Lyndsay Edgar, Peter Haddon, Dex Owen, Stefanie Yao and Ted Austin.

Staff: Suzanne Samborski, Director Parks and Recreation; Eva Riccius, Senior Manager Parks; Kelli-Ann Armstrong, Senior Manager Recreation; and Jeff Keays, Committee Clerk

Absent: Wyatt Matthews

Guests: None

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**MINUTES**

**MOVED by P. Haddon and seconded by T. Austin, “That the minutes of the Parks, Trails and Recreation Advisory Committee meeting held September 27, 2018 be adopted as circulated.”**

**CARRIED**

**WELCOME AND INTRODUCTIONS**

The Chair thanked the committee to the inaugural meeting of 2019. Before leading a roundtable of introductions the Chair noted that, as a life-long user of the Gordon Head Recreation Centre, they were very pleased to be Chairing this committee and looked forward to the term ahead. The Chair reiterated that committee members are welcomed to contact him at any time throughout the course of the term.

**PTR COMMITTEE ORIENTATION**

The committee received a presentation from Suzanne Samborski, Director of Parks and Recreation providing a high level overview of the Parks and Recreation Department. The presentation corresponds with the information included in the Parks and Recreation – Relevant Information, Guidelines, Strategies, Bylaws, Policies and Plans binder that was circulated on-table to each member of the committee. The following highlights are noted:

- Three Divisions: Parks, Recreation and Community Services.
- Four Community Recreation Facilities:
  - G. R. Pearkes
  - Gordon Head Recreation Centre
  - Cedar Hill Recreation Centre
  - Saanich Commonwealth Place
- Saanich has 170 Parks, numerous trails and natural areas.
- Parks and Recreation make up 49% of Saanich’s total work force.
- The Department leverages significant volunteerism to help augment the work of the department, and forge deep community ties.

- The Department endeavours to ensure affordability and accessibility through both the L.I.F.E. and Canadian Tire Jumpstart programs.
- Parks continues to develop initiatives and strategies that are derived from Council's Strategic Plan. Two examples are:
  - Youth Development Strategy
  - Older Adults Strategy
- Recreation is currently undertaking a Market Analysis. Through a market analysis, Saanich will evaluate its current programs, activities and services then develop a 10-year road map for Parks and Recreation.

Jeff Keays, Committee Clerk, provided an overview of the committee's terms of reference, procedures and proposed meeting dates. Copies of all relevant policies and procedures were enclosed and circulated with the above noted binder. A summary of the topics presented include:

- Guiding Legislation and Policies
- Role and Mandate of PTR
- Expectations and Responsibilities of Committee Members
- Code of Conduct – Respectful Workplace
- Personal Safety of committee members
- Access and Privacy at the District of Saanich

## **FEES AND CHARGES**

Kelli-Ann Armstrong, Sr. Manager – Recreation, provided an overview of the Director of Parks and Recreation's January 18, 2019 memo, 2019 - 2020 Parks and Recreation Fees and Charges. The following highlights are noted:

- Fees and charges for parks and recreation facilities and services are reviewed annually in conjunction with the budget process.
- As part of this process, a comparison of fees and charges throughout the region is completed and the results of this review are taken into consideration.
- The following changes (over 2018-2019) are proposed:
  - A general 2% increase to admission and facility rental fees
  - A combination of 1 %, 2% and 3% increase for Ice Rental, Dry Floor and Field House Rates at G.R. Parkes Recreation Centre, depending on market value
  - Change date of implementation of new prices from April 1, 2019 to August 31, 2020
  - This change will result in Saanich being on the same fees and charges timeline as all other Departments in the region and provide staff the time to implement new fees and charges schedules resulting from the Market Analysis and Pass Analysis.
  - Previous implementation timeline was from April 1 - March 31.
  - Parks is recommending a 2% increase to most of its fees to help keep up with the increased costs of providing these services.
  - Additional new fees for Parks will include (but not limited to): Park Permit Cancellation Fee, Park Use/Access Permit, Renewal fees for park furniture, key deposits and Public Trees.

Committee discussion ensued, the following was highlighted:

- The implementation date is to align with other local government in the Region.

- Increases have been different over the years.
- The bulk of the department’s revenues is derived from programming. Programming is not governed by Bylaw, so charges are more fluid.
- Any changes associated to the High Performance Sport funding will be addressed by Council at a future meeting.
- No anticipated reduction to L.I.F.E program.

**MOTION**

**MOVED by D. Dagneault and Seconded by T. Austin “That the Parks, Trails and Recreation Advisory Committee Endorse the proposed 2019 -2 020 Fees and Charges Schedules as outlined in the January 18, 2019 - 2020 Parks and Recreation Fees and Charges report.”**

**CARRIED**

**MOTION**

**MOVED by T. Austin and Seconded by T. Austin “That the Parks, Trails and Recreation Advisory Committee recommend that Council to adopt the proposed 2019-2020 Fees and Charges Schedules.”**

**CARRIED**

**DIVISION UPDATE – PARKS**

The Senior Manager – Parks provided an overview of the Parks Division Update – September 2018, Memo, and dated January 18, 2019.

**DIVISION UPDATE – RECREATION**

The Senior Manager – Recreation provided an overview of the Recreation Division Update – September 2018, Memo, and dated January 24, 2019.

**DIVISION UPDATE – COMMUNITY SERVICES**

The Senior Manager – Recreation provided an overview of the Recreation Division Update – September 2018, Memo, and dated January 24, 2019.

**ADJOURNMENT**

The meeting adjourned at 8:00 p.m.

**NEXT MEETING**

The next meeting is scheduled for February 28, 2019

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Councillor Taylor, Chair

I hereby certify these minutes are accurate.

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Committee Secretary