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TOWN OF SIDNEY

REPORT TO COUNCIL

TO: Mayor & Council

FROM: Tim Tanton, Director of Development Services, Engineering, Parks & Works

DATE: June 19, 2017 **FILE:** 6120-02

SUBJECT: PARKS MASTER PLAN

PURPOSE:

To provide Council with a proposed outline for completion of a Parks Master Plan in 2017.

BACKGROUND:

The 2017 budget includes a \$25,000 item for completion of a Parks Master Plan (PMP). This plan will set out a vision for the future direction of parks and related activities in Sidney.

DISCUSSION:

The PMP will be a high-level planning document, which will provide guidance on the following:

- Primary uses accommodated in each park
- List of future capital projects for park upgrading
- Pedestrian connections to parks
- Related parks use policies (e.g. smoking/alcohol use in parks, Parks Use Permits, signage).

Staff believe that municipal parks employees are very well informed about usage patterns, and have regular contact with park users. Therefore staff propose a process that involves parks employees from the outset. Input from general public and park users will be sought as well, through a variety of channels.

The PMP will affect a number of local community groups. Staff propose to make contact with the following groups to solicit their input and encourage their participation:

- Sidney Business Improvement Area Society
- Parks Canada
- Sidney Community Association
- Sidney Peninsula Chamber of Commerce
- Scouts Canada
- Girl Guides of Canada
- Panorama Recreation Centre
- Beacon Community Services
- Shaw Centre for the Salish Sea

- ArtSea
- School District 63 – (youth outreach)
- Memorial Park Society
- District of North Saanich
- Soccer and Baseball Associations
- CRD Parks (trail connections)

Staff recommend that a consultant be hired to assist public consultation events and summarizing feedback received. The approved budget of \$25,000 should be sufficient to cover this assignment. In order to hit the ground running on this project, and in light of the relatively small budget, staff plan to make use of a local consultant with a proven track record of working with the Town.

Proposed Process & Schedule:

- Notice to the public about PMP and initial request for ideas were included with April edition of Town Talk (April 2017)
- Open House #1 to inform the community about the project and commence gathering feedback (July 2017)
- Staff and consultant contact community groups for discussion and input (August 2017)
- Parks staff and consultant create draft PMP (September 2017)
- Draft PMP presented to public at Open House #1 (September 2017)
- PMP revised pursuant to public feedback (October 2017)
- Final draft PMP presented to public at Open House #2 (November 2017)
- PMP revised pursuant to public feedback (November 2017)
- Final draft PMP presented to Council for adoption (December 2017).

Pursuant to the notice in April's Town Talk, staff have collected feedback and suggestions from several parties. This will be added to input received and issues observed over the last few years of park operations, to create a draft document. If Council authorizes the above approach, staff will proceed to retain a consultant to assist with the remainder of the process.

RECOMMENDATIONS:

That the proposed process / schedule for the development of the Parks Master Plan be approved as presented.

Respectfully submitted:



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Director of Development Services,
Engineering, Parks & Works



Randy Humble,
Chief Administrative Officer