

AGENDA FOR THE
SUMMERLAND PARKS AND RECREATION COMMISSION
MEETING TO BE HELD IN THE
CITY HALL COUNCIL CHAMBERS
THURSDAY MARCH 9, 2017 7:00pm

1. Minutes and Adoption

Meeting of the Parks and Recreation Commission, Tuesday January 17, 2017 at 7:00 pm. Appendix 1.

2. Business Arising from Past Meeting

- A. Role of Commission – commission vs. committee (Linda Tynan, CAO)
- B. Recreation Master Plan
- C. Giant's Head Trail Redevelopment Master Plan – Update
- D. Summerland Skatepark - Update

3. New Business

- A. 2017 Budget
- B. Other

4. Next Meeting

Appendix 1



DISTRICT OF SUMMERLAND

MINUTES OF THE PARKS AND RECREATION COMMISSION HELD AT DISTRICT OF SUMMERLAND 13211 HENRY AVENUE, SUMMERLAND, BC ON TUESDAY, January 17, 2017

MEMBERS PRESENT: Jerry Flaman
Sandra Mah
Mark Siemens
Julie Planiden, School Board Representative

MEMBERS ABSENT: Donna Eaton, Brian Christopherson, Jenny Nemeth

COUNCIL PRESENT: Doug Holmes, Erin Trainer

STAFF PRESENT: Joanne Malar, Acting Manager, Parks and Recreation
Nicole Lawrence, Recording Secretary
Linda Tynan, CAO

1. CALL TO ORDER

Sandy Mah called the meeting to order at 7:02 pm.

2. ADOPTION OF MINUTES

Moved by Mark Siemens, seconded by Julie Planiden

That the minutes of the regular meeting of Parks and Recreation Commission on May 17, 2016 be adopted.

Carried

3. BUSINESS ARISING FROM THE MEETING

A. Commission – (Linda Tynan to present)

Linda spoke to the Commission regarding the general role, what Summerland needs and to reinforce recreation as a priority. Commission bylaw may be repealed if after discussion it is decided what the best structure of the group will be. It is important to determine what council wants from the commission and what priorities and items will be reviewed by the commission. It was identified that the commission offers individual expertise that will help guide the future recreation planning in Summerland. Joanne and Linda are to meet, discuss what the best structure will be and bring back to the commission for further discussion. Commission members are also asked to look at what they think the role of the Commission should include and to bring back comments to next meeting for discussion.

B. Update on 2016 Projects

The budget for the Recreation Master Plan was moved forward from 2016 into 2017 operating budget.

C. Recreation Master Plan

RFP for Recreation Master Plan to be emailed out to commission members on Wednesday Jan 18 for review, if no major items are highlighted the RFP is scheduled to be released on Monday Jan 23 with a closing date of Feb 28. The goal is to close, deliberate and award the RFP by March 2017.

Commission would work with the contractor as a steering committee, ensuring all the sport and recreation groups in Summerland are represented.

There was discussion regarding scope and budget of RFP. It was decided to issue the RFP with a broad scope to allow for innovation and creativity.

Items still to be included in RFP; completion dates and project timelines.

It was suggested that the community engagement utilize the questionnaires from the previous Recreation Master Plan to continue the benchmark process that was included in the past two.

The Recreation Master Plan will have a 10-year scope.

Summerland also wants to carry out a Trails Master Plan, which could be done concurrently but should be a separate process from the Recreation Master Plan.

Summerland also has an Asset Management study ongoing, which will determine the usable life of the Recreation Assets including land, facilities, and parks. As part of the Asset Management Plan, a trails inventory will be carried out which will determine what trails the District of Summerland actually owns and maintains. The trail inventory will be included in the Recreation Master Plan and Trails Master Plan preparation.

There was discussion on the capacity to work on three big projects, and the benefits of having them concurrent or if they should be staggered. Each plan is a different project, the contracts may or may not be awarded to the same company, but likely awarded to companies who specialize in the individual fields.

A Trails and Cycling master plan likely to follow the completion of the Asset Management study and the Recreation Master Plan.

D. Summerland Pickleball

The Pickleball association has met with the Manager of Recreation and Public Works as well as Linda Tynan and Mayor Waterman to discuss the future of dedicated courts. There is a proposal to take over the tennis courts at Peach Orchard Campground and give up the lines on Powell Beach Park tennis courts.

The Manager of Recreation will be reviewing the contract for Peach Orchard Campground to determine if this is a possibility.

The Pickleball association has 65 local members, they are looking for an outdoor facility, and hope a compromise can be found.

There was a discussion on Pickleball, what other options for courts there might be,

proposed cost and level of usage, the recreation commission will be asked to make a recommendation to council, currently Peach Orchard campground has time dedicated to Pickleball, Pickleball association has offered to be the stewards of the courts at Peach Orchard campground and plan to organize lessons. There is potential for the campground operator to rent equipment to campers. It was suggested that we could be able to create four Pickleball courts out of one tennis court, but this has not been validated. The one concern for the campground that was highlighted would be the noise level.

E. Skatepark Update

The District of Summerland was unsuccessful in our application for a Canada 150 grant. The Skatepark committee will be meeting February 2, 2017 to discuss the next step. The committee is actively seeking grant opportunities.

F. Recreation Software Update

Perfect Mind was chosen as our Recreation software provider. We have undergone the first two steps of training in Perfect Mind. The next step is hardware installation and configuration. Nicole Lawrence is the lead for this project.

4. NEW BUSINESS

- **2017 Budget**
The recreation department and finance had their first preliminary budget meeting. The operations budget is business as usual to maintain our service level. The recreation department will be continuing with the online recreation system and the Recreation master plan in 2017.
There will be a proposed budget open house on March 20, 2017. Budgets will be finalized by May 15, 2017. 2017 new initiatives for Summerland include big infrastructure projects, Asset Management Plan, Climate Change, Recreation software and Recreation Master Plan.
- **Giants Head Trail Re-Development Master Plan**
Summerland Rotary in partnership with the District of Summerland has begun the process of a trail master plan on Giants Head Mountain.

Bench Site Designs Inc. was hired and are in the process of assessing Giant's Head mountain trails. They will present their initial concept plan on Friday Jan 20, 2017. The purpose of this study is to increase protection for the natural plants and animals that live on the mountain as well as develop "marked, routed, official" trails throughout the mountain.

The District of Summerland is finalizing a Memorandum of Understanding with the Rotary. At this time there is \$25,000 contributed from District of Summerland and \$10,000 contributed from Rotary (proceeds from the Giants Head Grind). These funds will be used to fund the trail master plan (\$28,000). Rotary will continue to provide funding for future trail development.

There will be opportunity for the Commission to review the draft master plan, design of the trails, signage, and direction of the mountain trails.

- **Dogs off leash in parks**
It has been reported that dogs are off leash in Memorial Park, Giants Head Mountain and Peach Orchard Park. This problem has grown significantly in the past few years. Dog

control is in Penticton and is slow to react, often the dogs are gone by the time dog control has arrived. It was suggested that more signs are required in the parks where dogs are prohibited off leash, and that bylaw needs to be more present in these locations. Linda suggested that the news-letter would be a good opportunity to continue educating the residence in Summerland of the off leash areas and the leash requirements in the parks.

There has recently been a group of dog owners who have organized and have proposed a new off leash, fenced dog park. This proposal will be reviewed by staff, and forwarded for consideration as part of the Recreation Master Plan.

5. NEXT MEETING

The next regular meeting of the Parks and Recreation Commission will be scheduled in February after consultation with Linda Tynan and Joanne Malar.

6. TERMINATION

The meeting terminated at 8:40pm

Certified Correct:

Chairman
Sandra Mah

Recording Secretary
Nicole Lawrence