

**To:** Chief Administrative Officer **Date:** June 19, 2023  
**From:** Louis Dauphin, Director of Parks,  
**Subject:** **Project Charters: Parks, Recreation, Arts & Culture Master Plan Update and Centennial Park to Mission Leisure Centre Corridor Park Management Plan.**

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### **Recommendation(s)**

1. That Council approve the Project Charter for the Parks, Recreation, Arts & Culture Master Plan Update as included within the Director of Parks, Recreation and Culture's report dated June 19, 2023; and
2. That Council approve the project charter for a Park Management Plan for the Centennial Park to Mission Leisure Center corridor as included within the Director of Parks, Recreation and Culture's report dated June 19, 2023.

### **Purpose**

The purpose of this report is to request Council approval of project charters (Attachment A and B) that will guide the completion of an updated Parks, Recreation, Arts & Culture Master Plan (Master Plan) and a new Park Management Plan (PMP) for the Centennial Park to Mission Leisure Centre corridor.

### **Background**

The City (then District) engaged Stantec in 2017 to work with a small team of District staff and community volunteers to undertake a detailed master plan review and update based on previous work completed in 2009. The result was the District of Mission Parks, Recreation, Arts & Culture, Fraser River Heritage Park, & Centennial Park Master Plan completed in 2018 (<https://www.mission.ca/wp-content/uploads/2018-06-11-FINAL-DOM-Parks-Recreation-Arts-Culture-MP-Report-Stantec-CONDENSED.pdf>).

Since that time, staff have been working to implement the recommendations. After 5 years, it is fitting to review the current plan and update short, medium and long-term goals in light of the work that has been accomplished, changes in community growth, and to better respond to current and future community needs which may have shifted since the 2018 plan was completed.

It should be noted that the existing plan does contain some stand alone planning for Centennial Park and Fraser River Heritage Park. The Master Plan update and the PMP will build on this information and incorporate recent Council discussions but it is suggested to simplify the new Master Plan's title to simply Parks, Recreation, Arts & Culture Master Plan. The existing plan does not contain parkland acquisition guidelines, a Crime Prevention Through Environmental Design (CPTED) overview or trail standards that were present in the 2009 District of Mission Parks, Trails & Bicycle Master Plan. The Master Plan update would add these missing items but would also reference the valid information from the 2009 plan in the new update. Staff anticipate that the Master Plan update will consist of a shorter document that will reference the valid

sections of the 2018 and 2009 master plans. The Master Plan update will facilitate the achievement of the objectives of Council's Strategic Focus Area for Parks and Recreation Facilities (Building Foundations: City of Mission Strategic Plan 2022-2026) as noted below:

*Strategic Focus Area #2: Parks and Recreation Facilities*

*Goal: The City of Mission will increase citizen satisfaction ratings for parks and recreation facilities by 20%.*

*How we will do this:*

- *Invest in an 'Activity Hub' for the Centennial Park/Leisure Centre Complex/Mission Senior and Secondary area of the City as a centre of social, recreational, and cultural activity for all Mission residents.*
- *Ensure co-planning with the School District and the Province to identify potential partnering opportunities for expanded recreation opportunities at the Mission Secondary School site.*
- *Developing Outdoor/Experiential Education and Recreation programming for the Mission Municipal Forest areas of the City.*
- *Continue to find efficiencies with service delivery with the Parks, Recreation and Culture department to increase user access.*
- *Update the Parks, Recreation, Arts & Culture Master Plan with specific management plans for Fraser River Heritage Park in partnership with the Leq'á:mel, Máthexwi and Semá:th Society.*

## **Discussion and Analysis**

The Project Charters (Attachments A and B) provide a framework and timelines for completing the Master Plan update and Park Management Plan. The main elements of the charters include but are not limited to:

- RFP Process (in coordination with Purchasing Department)
  - Consultation for Master Plan Update and Park Management Plan
  - Architectural design of Centennial Park elements
- Research Objectives
  - Innovations and current best practices in Parks and Recreation, Arts & Culture
  - Recommend additions to OCP to improve alignment
  - Gap analysis of Parks, Recreation and Culture Department
  - Community & Department needs assessment
- Community & Stakeholder Engagement
  - Identifying target groups for engagement
  - Determining methods of community engagement
  - Scheduling and hosting engagement events
- Review and Finalization of Documents
  - Centennial Park Plans and Drawings
  - Leisure Centre Plans
  - Updated Recommendations from 2018
  - Updated Parkland Acquisition Guidelines
  - Updated Trail Standards
  - Updated CPTED Overview

The objective is to build on the work that has already been done and create an addendum that can be read in concert with existing plans. Some of the work, such as the Arts and Culture update, would be done by staff.

If approved, staff will begin the RFP Process immediately and initiate community engagement in July 2023, with work continuing throughout the fall and winter. The goal would be to complete the work early in 2024 and initiate capital works in Centennial Park in 2024.

The PMP for the LMS lands would remain a separate process although it could be expanded to include Fraser River Heritage Park as well.

### **Financial Implications**

These projects will be funded from the already approved Master Plan Implementation (\$136,200). Anticipated costs at this point include:

- Master Plan Update consulting: \$50,000
- Park Management Plan consulting: \$35,000
- Architectural Design for Centennial Park and Leisure Centre grounds: \$35,000

For a total of \$120,000 plus \$16,200 contingency.

### **Communication**

The project charters describe the communication and public engagement strategies. The content of this report will be shared with the members of the Parks and Recreation Advisory Committee, the Cultural Resources Commission and as part of the ongoing Arts and Culture community conversations.

### **Summary and Conclusion**

This report sets out proposed project charters for an update to the existing Master Plan and for a Park Management Plan for the Centennial Park to Mission Leisure Centre corridor. These two projects are being proposed to meet Council's goals set out in its new Strategic Plan. Both projects will be complete by early 2024.

**Report Prepared by:** Louis Dauphin, Director of Parks, Recreation, and Culture

**Reviewed by:** Jason Horton, Manager of Parks and Mark Haney, Manager of Arts and Culture

**Approved for Inclusion:** Mike Younie, Chief Administrative Officer

### **Attachment(s)**

Attachment A: Project Charter – PRC Master Plan Update

Attachment B: Project Charter – PMP Centennial Park to Mission Leisure Centre Corridor