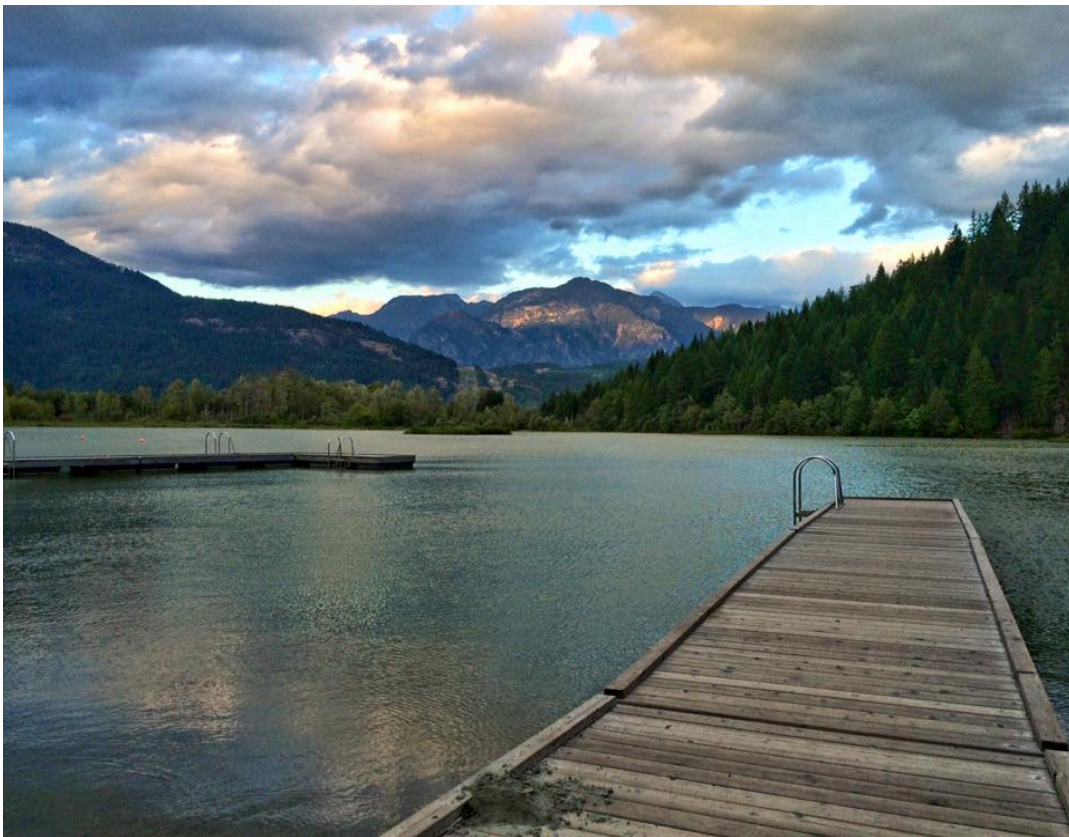




**One Mile Lake Park**  
**2015 Master Plan Update**  
TERMS OF REFERENCE



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September, 2015

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## **Introduction**

The Village of Pemberton has prepared terms of reference to assist in the preparation of a One Mile Lake Park Master Plan update. The 2015 One Mile Lake Master Plan update will build on the work done to date and provide a framework for the enhancement of the park for the next ten years. The Master Plan Update will consolidate and update information on One Mile Lake Park's current and future uses, and provide a clear direction for the Park that is consistent with the community's vision and Council's strategic priorities.

Significant work has already been undertaken to compile and map all available information on the Park, as well as consult with the community on desired improvements to One Mile Lake. The purpose of this project is to finalize the Master Plan process in a manner that formalizes the work that has been done to date, responds to current conditions and presents a greater level of detail regarding how the area will develop and change over time. Not only will the completed Master Plan guide the future development of One Mile Lake Park, it will provide greater certainty to the public on what should be expected in terms of parks and trail standards within the Village.

## **Background**

The Village of Pemberton retained Judith Reeve Consultants Ltd. Landscape Architects and Toby Russell Buckwell + partners Architects in 2005 to prepare the One Mile Lake Park Master Plan. The Master Plan was a comprehensive document which included an overview of existing conditions (including a biophysical inventory and analysis) and results of consultation with stakeholders, jurisdictional agencies and the community which led to conceptual plans and a finalized Master Plan. The Plan is now over ten years old and many of its proposed projects have been implemented.

In 2010 the Village adopted the Parks and Open Space Master Plan which also included several recommended improvements for the One Mile Lake Park area, notably: updating the Master Plan, providing upgraded playground equipment and geo-caching.

The Village kicked off community consultation on the future of One Mile Lake Master Plan during the summer of 2012. In March 2013, Council then approved a nine (9) month work program for updating the Master Plan, which involved consultation with stakeholders, conceptual plans, affected agency comments, cost estimates and plan adoption. The approved work plan anticipated completion of the Master Plan by the end of 2013.

In the late spring of 2013 the Village, with the help of a GIS consultant, created illustrative mapping for One Mile Lake Park showing:

- Land Tenure (Crown land, BC Hydro, Village of Pemberton, adjacent property owners)
- Access and Servicing
- Spirited Grounds/Historical Interest Areas
- Topography and Slopes
- Environmentally Sensitive Areas
- Activity Areas and Amenities
- 2013 Park Improvements with 2012 Summer Community Outreach Comments

In addition to the above noted maps, Stewardship Pemberton prepared a 2013 Environmental Conditions Report that could be considered by participants of the Master Planning initiative. The combined information created the basis of a Master Plan package and community groups, individuals and stakeholders were consulted on their preferred directions for One Mile Lake Park in the summer of 2013. The results of these consultations were compiled for review and consideration. Suggested improvements (both operational and capital) made at that time have been summarized and will be used to inform the 2015 work.

Due to competing priorities and staff turn-over, the next step in the 2013 process - to prepare a conceptual plan based on comments and get additional feedback from the community and affected agencies - was delayed. Originally, the Village Planner recommended working with a landscape architect to prepare an illustrative One Mile Lake Master Plan to include cost estimates, and this process will again be followed. The Master Plan process was scheduled to be completed by late spring 2014 with a focus on capital improvements. It is again anticipated that recommendations related to ongoing maintenance be referred to the Public Works Department for incorporation into their annual maintenance programs.

The completion of the One Mile Lake Park Master Plan was identified as a priority in the 2015 Council Strategic Priorities. The process is now being re-launched in September 2015 with a projected completion date of February 2016, with an eye to utilize the results gathered in the previous launch, while at the same time sourcing the most up to date information as time and budget permits.

## **Objectives**

The Village of Pemberton wishes to revise and create a new comprehensive One Mile Lake Park Master Plan that will serve to:

- Update information in order to effectively guide future land use, necessary maintenance and desired enhancements with respect to the functionality of the park, particularly given its increased use;
- Ensure that the Park and its amenities are sustainably developed based on community desires in a manner that preserves sensitive ecological areas, natural resources and wildlife habitat;
- Provide recommendations and a work program to implement the recommended improvements (together with cost estimates for projects / priorities) that can be incorporated into the Village's Strategic Plan and Budget;
- Create management policies for different users and uses of the Park so as to prevent conflicts and minimize risks.

#### AND IF TIME/DESIRE PERMITS

- Assess One Mile Lake according to the international Blue Flag<sup>1</sup> certification criteria for water quality, environmental functioning, environmental management, safety and services (the Consultant has offered to do this assessment at no cost to the Village).

## Scope of Work

The scope of work for this review is to deliver a new comprehensive and detailed Master Plan for One Mile Lake Park that is based on robust and accurate information, will advance the objectives of the Village of Pemberton Official Community Plan, is integrated with other municipal plans and strategies, is appropriate and specific given Pemberton's context and challenges, and includes:

- A descriptive overview of the current setting, and the opportunities and challenges to the Village of Pemberton in meeting the expectations of the public;
- A description of the stakeholder consultation undertaken and how input has been incorporated into the Plan;
- A detailed work plan/implementation strategy for achieving the desired vision for One Mile Lake Park, including priorities, a capital spending/acquisition plan, timing, partnerships and responsibilities;
- Detailed, descriptive concept drawings and cross-section diagrams to achieve the desired Vision;

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<sup>1</sup> Blue Flag is a highly recognized and respected international eco-label, which assures users that the beach they are visiting has met strict criteria for water quality, environmental education, environmental management, safety and services. For more information, visit: <http://environmentaldefence.ca/issues/blue-flag-canada>.

- A set of management policies based on stakeholder engagement and input from Municipal Staff (i.e., an off-leash dog park strategy should be included in this section of the plan).

AND IF TIME/BUDGET PERMITS

- Best Practices / formal municipal standards for the improvement/management of One Mile Lake Park to achieve Blue Flag Certification.

## Work Program

| 2015/2016   | WHO   | Aug | Sept | Oct | Nov | Dec | Jan | Feb |
|---|---|-----|------|-----|-----|-----|-----|-----|
| Phase 1:<br>► <u>Project Re-Launch</u><br>Prepare Terms of Reference to guide the Master Planning Process and define the Scope; Hire Consultant (Landscape Architect) to assist.                                | Planner   |     |      |     |     |     |     |     |
| Phase 2:<br>► <u>Background Review</u><br>Review all relevant documentation (studies, reports, maps, past consultation results); prepare a report of findings & a Consultation Plan to guide further engagement | Planner   |     |      |     |     |     |     |     |
| Phase 3:<br>► <u>Site Analysis &amp; Inventory</u><br>Compile list of natural and man-made features, make observations on use & users, SWOT analysis  | Consultant & Planner                              |     |      |     |     |     |     |     |
| Phase 4:<br>► <u>Consultation Check-In</u><br>Share updated info with Staff & COW; seek Affected Agency Comment; hold Key Stakeholder Focus Group; launch on-line survey/questionnaire for general community    | Planner, Project Coord, Comm. Coord. & Consultant |     |      |     |     |     |     |     |
| Phase 5:<br>► <u>Prepare Concept Plans &amp; Costing Estimates</u>  | Consultant  |     |      |     |     |     |     |     |
| Phase 6:<br>► <u>Conduct Public Outreach Open House on Concepts</u>   | Staff   |     |      |     |     |     |     |     |
| Phase 7:<br>► <u>Revise Concept Plans for Draft Master Plan</u>   | Consultant  |     |      |     |     |     |     |     |
| Phase 8:<br>► <u>Draft Master Plan</u>  | Planner   |     |      |     |     |     |     |     |
| Phase 9:<br>► <u>Refer Draft Plan to user groups/agencies/public</u>  | Project Coord.                                    |     |      |     |     |     |     |     |
| Phase 10:<br>► <u>Finalize Master Plan &amp; present to Council</u>   | Planner   |     |      |     |     |     |     |     |

## Methodology

**a) Review and analyze background information and resources pertinent to One Mile Lake Park.** Document Review will include:

- 2005 Village of Pemberton One Mile Lake Master Plan
- 2010 Village of Pemberton Parks and Open Spaces Master Plan
- 2010 SLRD RGS – any high level policies on Municipal Parks
- 2011 OCP – Vision, Principles related to One Mile Lake Park
- 2013 and 2015 One Mile Lake Environmental Conditions Report
- 2012/2013 Staff reports re: One Mile Lake Park Master Plan (2012/2013 consultation results summary, One Mile Lake Park User Surveys, Agency referrals)
- 2014 Village of Pemberton Trails Standards
- 2015 Municipal Insurance Authority (MIA) Risk Control Survey
- Any other provincial agency or user groups studies, reports, etc.

**b) Develop a Consultation Plan to guide further consultation and engagement with the broader public and community groups at key stages of the process.** A detailed Consultation Plan will outline the means to keep the community and Council up to date on the process, and methodology to engage with the community. The consultation plan will include the following:

**i. Identify Key Stakeholders**

- Pemberton Arts and Culture Council
- Pemberton Canoe Club (Lessee)
- Pemberton & District Chamber of Commerce
- Pemberton Lion's Club
- Pemberton Rotary
- Pemberton Seniors
- Pemberton Valley Trails Association (PVTA)
- Pemberton Wildlife Association (PWA)
- SLRD (Area C Community Centre Programming / Sea to Sky Trail)
- Stewardship Pemberton / One Mile Lake Nature Centre (Lessee)
- Tourism Pemberton
- Youth Representative
- The Paddle Barn (Lessee)
- Two (2) Community Residents at Large/General Park Users

**ii. Identify resources for technical support**

- Stewardship Pemberton – Veronica Woodruff
- SLRD Trails and Open Spaces Coordinator – Allison Macdonald
- Provincial Reps – MOFLNR

**iii. Identify staff members to participate through a Staff Advisory Group**

- Nikki Gilmore, CAO / Acting Manager of Operations & Development Services and/or Manager of Operations & Development Services (tba)
- Lisa Pedrini, Planner
- Kim Slater, Communications and Grants Coordinator
- Jeff Westlake, Operations Supervisor
- Consultant: Kristina Salin, Landscape Architect + Registered Planner, MBCSLA, MCIP, RPP

**iv. Identify stages and methodologies to gather public input** - refer to the document entitled “One Mile Lake Master Plan Update 2015 – Consultation Plan” for more details.

- c) Undertake Site Analysis and Inventory** – Research context (adjacent land use, future plans for these land holdings), document all natural and man-made features, re-visit user surveys (those done in 2013), undertake SWOT (Strengths, weaknesses, opportunities and threats) analysis.
- d) Conduct Public Consultation Check-in** – Prepare a Summary of Finding (based on document review, updated environmental status report, previous consultation findings), and circulate this report to key stakeholders, referral agencies, and staff. Hold a Focus Group meeting to check-in with Key Stakeholders. Create an on-line survey on Village website and broadcast via Facebook and Village ENEWS to check-in with the general public. Present Summary of Findings to the Committee of the Whole (COW) to inform Council members and obtain their input.
- e) Develop Concepts/Estimate Costs** – This will be prepared by the Consultant based on site analysis & feedback gained from consultation.
- f) Hold a Public Open House to review Concepts/Options** – A public open house displaying design options for the future of One Mile Lake Park will be held to gather community input. It is anticipated that this Open House will be held in late November. Concept designs will also be displayed via a link on the project’s dedicated page on the Village website with an opportunity for direct on-line feedback.



- g) Make Revisions to Concept Designs** – Based on feedback received from the public, key stakeholders, referral agencies, staff and the COW, the Consultant will make revisions to the concepts for inclusion in the Draft Master Plan.
  
- h) Prepare a Draft Master Plan and refer to key stakeholders, agencies, staff, COW for Comment** - Staff will pull all the information together into a Draft Master Plan and refer it out for comment (4 week turn-around time). This information will be made available to the general public through a link on the project’s dedicated page on the Village website.
  
- i) Present Final Master Plan to Council for adoption** – Comments and recommendations will be incorporated into the final master plan (where applicable) and the finalized plan will be presented to Council for adoption. This is anticipated to occur at the end of February 2016.

## **Deliverables**

1. **Report on Site Analysis and Inventory** – these findings will be integrated into the final Master Plan. This report is to be prepared by the consultant by mid-October, 2015.
2. **Summary of Findings Report** - summarizing information to date to inform key stakeholder and community consultations. This report is to be prepared by staff by the end of October, 2015.
3. **Conceptual Design Drawings** – complete with costing estimates, to be prepared by the consultant by the end of November 2015.
4. **Final Design Drawings** - to be prepared by the consultant by end of January 2016.
5. **Final Master Plan** - to be prepared by staff for presentation by the end of February 2016.

## **Timeline**

The timeline for this project is six (6) months, specifically September 1, 2015 – February 28, 2016.

## **Budget**

The Village has budgeted a nominal amount of \$5,000 for this process. As such, a majority of the work will be done in-house by Development Services Staff (mostly by the Village Planner, with assistance from the Project Coordinator). A portion is budgeted toward an update of the Environmental Status Report by Stewardship Pemberton. The bulk of the budget will be

dedicated to contract a certified Landscape Architect to assist with site analysis and the development and refinement of concepts. The remainder has been set aside for public consultation costs (See Consultation Plan for detailed breakdown of projected consultation costs) and a mapping contingency. Fortunately, extensive mapping has already been prepared. The projected cost of the project is currently \$1000 above the budgeted amount.

A summary of costs is as follows:

| <b>Activity</b>                             | <b>Details</b>  | <b>Estimated Cost</b>                                     |
|---|---|---|
| Consultant Tasks                            | Site Analysis & Inventory (7 hrs.)<br>Consultation, Meetings and Correspondence (3 hrs.)<br>Preparation of Conceptual Drawings and Cost Estimates (30 hrs.) | \$4,000<br>\$40 hours at \$100.00 per hour (reduced rate) |
| Consultation                                | Public Open House advertising, room rental and refreshments   | \$800.00  |
| Environmental Conditions Report 2015 Update | Stewardship Pemberton to review and update report including new data  | \$600.00  |
| Mapping Contingency                         |   | \$200.00  |
| <b>TOTAL</b>                                |   | <b>\$6,000.00</b>   |

**One Mile Lake Park Map**

