



File No. 0540-20

**PARKS AND TRAILS ADVISORY COMMITTEE**

Meeting Date: February 2, 2016 at 1:00 pm

Location: Council Chambers  
2205 Otter Point Road, Sooke

**Agenda**

<i>Item</i>	<i>Page #</i>
1. Call to Order	
2. Approval of Minutes <ul style="list-style-type: none"><li>• January 12, 2016</li></ul>	1
3. Approval of Agenda	
4. John Phillips Memorial Park <ul style="list-style-type: none"><li>• Staff Report</li></ul>	5
5. Community Consultation Forum – February 10, 2016 <ul style="list-style-type: none"><li>• Discussion</li></ul>	
6. Development Department Referrals: Nil	
7. Action Items - Strategic Plan / Official Community Plan: Nil	
8. Schedule Next Meeting: March 1, 2016	
9. Adjournment	





**DISTRICT OF SOOKE**  
**Parks and Trails Advisory Committee**  
Meeting held January 12, 2016  
at 1:00 pm  
Council Chamber, 2225 Otter Point Road

**Committee Members Present:**

John Boquist, Chair  
Debbie Clarkston  
Ross Reid  
Mark Ziegler

**Staff:**

Elisabeth Nelson, Municipal Engineer  
Laura Hooper, Parks and Environmental Services Coordinator  
Sarah Temple, Finance and Administration Assistant

1. The Chair called the meeting to order at 1:02 p.m.
2. **Approval of the Agenda:**  
**MOVED** to approve the agenda with the addition of:
  - Public Input**CARRIED UNANIMOUSLY**
3. **Approval of Minutes:**  
**MOVED** to approve the November 3, 2015 minutes as circulated.  
**CARRIED**
4. **Strategic Plan**  
Laura Hooper provided an overview of the District of Sooke's 2016 Strategic Plan and specifically the "Enhancing Community Livability" section of the Strategic Plan as it relates to the Parks and Trails Advisory Committee.

Committee Discussion:

- Discussion of items found in Strategic Plan, OCP and Parks and Trails Master Plan. John Phillips Memorial Park, increased trail connectivity and improved waterfront access are consistently mentioned.
  - Discussion of how documents are related to one another and to the Committee's roles and responsibilities.
  - Discussion of how Committee recommendations are brought forward to Council.
5. **Resolutions from November 23, 2015 Regular Council Meeting**  
Priority Projects Approved:
    - At the November 23, 2015 Regular Council meeting Council approved the removal of the tree in front of the Municipal Hall. Staff will move forward with a report back to Council outlining options for enhancement of the area.
    - Council supported the updating of the John Phillips Memorial Park plan as a top priority project.
    - Council provided direction to staff to explore an agreement for public use of the area between Eustace and Caldwell.

School District 62 Transportation/Linkages:

- School District 62 is hosting a meeting on January 21<sup>st</sup> to discuss student transportation.
- Staff and Councillors of the District will be in attendance. Following this meeting, further discussion of local opportunities for improved pedestrian linkages should be expected.

Committee Discussion – Representation at Council meetings:

- Discussion of timing of Committee recommendations moving forward to Council meetings. Meeting minutes and Committee recommendations are forwarded to the next Regular Council meeting, following the Committee meeting.
- Staff will inform the Committee if they are on the agenda once meeting agendas are confirmed.

**6. John Phillips Memorial Park**

- **JPMP Trust Committee Final Report**
- **Preferred Arrangement of Park Features**
- **Next Steps:**

Laura Hooper gave a brief history of John Phillips Memorial Park and the preferred arrangement of amenities as outlined in 2005/2006 by a Public Committee. Ms. Hooper overviewed the amenities that have been installed since 2006.

**Committee Discussion:**

- Discussion of the value of the extensive public input process that took place in 2005/2006.
- The recommendations of the previous report provide many options for park improvements that could be prioritized and implemented over time.
- Staff provided a written outline of estimated capital costs and maintenance costs for some of the preferred park features.
- Discussion of water park feature at Broomhill Park, which was decommissioned in 2007. Should the water park be relocated to John Phillips Memorial Park (one of the potential park features mentioned in the 2006 report), it would need to be co-located with washroom facilities.
- Discussion of public washrooms and the availability of sewer at John Phillips Memorial Park.
- Possibility of collaborating with private land owners for washroom access.
- Discussion of budgetary constraints and five year financial planning timelines.
- The Committee discussed the prioritization of park features and their wish to choose items for prioritization.

**The Committee agreed by general consensus:**

- To use the existing John Phillips Memorial Park Plan as a guiding document for prioritizing and developing park features;
- To identify priority projects for the John Phillips Memorial Park for approval by Council through the budget process, with public consultation to be held in February 2016

**ACTION:** Staff will submit information to the local media regarding the Parks and Trails Advisory Committee and the prioritization of park features for John Phillips Memorial Park.

- **Correspondence from Carmen Neumann received October 29, 2015 re: John Phillips Memorial Park**

Received for information.

7. **Correspondence for Information:**
  - **CRD Regional Trails Management Plan – Public Consultation**
    - Committee members are able to take part in the Public Consultation process through the CRD's website.
  
  - **Resignation of Committee Member Kendall Arnold**  
**MOVED** to not advertise for a new Parks and Trails Committee member.  
**CARRIED UNANIMOUSLY**
8. **Development Department Referrals: Nil**
9. **Action Items – Strategic Plan / Official Community Plan: NIL**
10. **Public Input:**
  - Olena Russell, Sooke resident, spoke in support of washrooms, trails and garbage cans being prioritized in John Phillips Memorial Park.
  - Jeff Bateman, Sooke resident, expressed confidence in the Committee's direction.
11. **Next Scheduled Meeting:**
  - Tuesday, February 2, 2016 at 1:00 pm
  - Meetings – The first Tuesday of each month at 1:00 pm.
12. **Adjournment:**  
**MOVED** to adjourn the meeting at 2:34 pm.

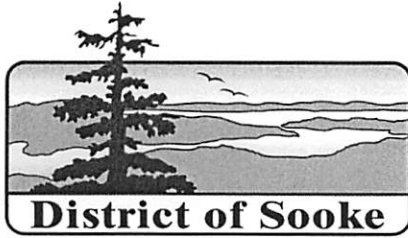
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John Boquist  
Chair

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Bonnie Sprinkling  
Corporate Officer





File No.0540-20

**MEMORANDUM**

To: PTAC

From: Engineering Department

Date: February 2, 2016

Re: John Phillips Memorial Park  
Preferred Arrangement of Features 2006  
Opinion of Probably Cost

Feature	Opinion of Probable Cost	Opinion of Probable Annual Maintenance Cost	Notes
Water Park	\$100,000 to \$350,000	\$10,000-\$35,000	Cost dependant on number of features And should include public washroom facilities
Public Washroom - Freestanding	\$35,000 - \$120,000	\$7,500 operational \$2,500 capital maintenance	Low end - Broomhill Park \$35,000 High end – Ed Macgregor Park \$75,000 Prefab - \$120,000
Multi Use Community Area with Washroom	\$450,000 +/-	\$20,000 - \$45,000 for operation and capital maintenance \$7500 washroom	Built to commercial building standard based on Charters Creek Salmon Enhancement Centre <u>without</u> site improvements
Putting Green	\$25,000 +	\$2,500 +	Synthetic green estimated to reduce maintenance costs based on 1000 sq m
Public Access to Pond Edge	\$20,000	\$2,000	Mix of gravel pathway and 2.5 m wooded walkway (125 m)
Jogging Trail	\$30,000 –	\$1,500 - \$2,500	2 m gravel trail

Loop	\$45,000		500-700 m dependant on routing
Trim Trail Apparatus	\$10,000	\$1,000	3 fixtures adjacent to Jogging trail loop trails as per above
Picnic Tables	\$25,000	\$500	Matching existing benches, powder coated 6 recommended in plan
Gazebo	\$35,000	\$1500	Based on 20 x 20 foot  Note access trails will also be required
Covered Picnic Shelter	\$50,000	\$3,000	Based on 25 x 42 foot structure - note access trails will also be required.
Boardwalk Over Pond with Wedding Bridge	\$100,000		Based on marine boardwalk costs
Dog Run	\$25,000	\$2,000	Fenced with double access gates