



DISTRICT OF SOOKE
Parks and Trails Advisory Committee
Meeting held Oct 6, 2015
at 9:30 am
Council Chamber, 2225 Otter Point Road

Committee Members Present:

Councillor Brenda Parkinson
Kendall Arnold
John Boquist
Jim Bouthillier
Debbie Clarkston
Mark Zeigler
Ross Reid

Staff:

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

Regrets:

Ross Reid

1. Councillor Brenda Parkinson called the meeting to order at 9:32 a.m.
2. **Approval of the Agenda:**
MOVED to approve the agenda as circulated.
CARRIED UNANIMOUSLY
3. **Welcome and Introductions:**
 - Committee members each introduced themselves and gave an overview of their interest in the Parks and Trails Advisory Committee.
4. **Nomination of Chairperson:**
MOVED that John Boquist be appointed as the chairperson of the Parks and Trails Advisory Committee.
CARRIED UNANIMOUSLY
 - Mayor Tait will ratify the selection of the Chairperson.
 - Councillor Parkinson agreed to Chair the remainder of the meeting.
5. **Review Committee Terms of Reference:**
 - Bonnie Sprinkling provided an overview of the Parks and Trails Advisory Committee Terms of Reference. Ms. Sprinkling stated that as a Council Committee, the Parks and Trails Advisory Committee is subject to the *Community Charter* and to Bylaw No. 422, *Council Procedures Bylaw*.
 - The purpose of the Committee is to provide recommendations to Council on issues related to Parks and Trails. Council may also refer matters to the Committee for further analysis and discussion.

- Committee members will receive support from the Engineering and Corporate Services departments at their meetings. Requests for information from other departments can be made through Ms. Sprinkling.
- Parks and Trails Acquisition and Maintenance are both subject to annual budgets.

ACTION: Ms. Sprinkling to discuss possibility of SEAPARC liaison to the Parks and Trails Advisory Committee with Steve Knoke, SEAPARC Manager.

ACTION: Committee members to be provided with the section of the 5 Year Financial Plan that pertains to funding for Parks and Trails.

6. **Existing Plans:**

Committee Members were provided with the following:

- Official Community Plan – Parks and Trails
- Parks and Trails Master Plan
- John Phillips Memorial Park Plan
- Sooke River Pedestrian Crossing

Committee Discussion:

Laura Hooper provided an overview of existing plans and the interactions between each.

- Ms. Hooper stated that the Official Community Plan (OCP) is a Bylaw that is adopted by Council. The OCP was developed in 2010, with extensive public engagement, and provides direction and a framework for the decisions that will shape the future form and character of the whole community.
- The Parks and Trails Master Plan was developed in 2009 as a vision for the Parks and Trails of the region. An update of the document may be timely.
- Discussion of individual park and trail plans, such as the John Phillips Memorial Park plan, and the Sooke River Pedestrian Crossing plan.

ACTION: Committee members to be provided with a copy of the appendices for the Parks and Trails Master Plan.

ACTION: Committee members to be provided with a larger copy of the existing trails network from the Parks and Trails Master Plan.

7. **Bylaws:**

Committee Members were provided with the following:

- Bylaw No. 101, Community Parks Regulation
- Bylaw No. 392, Animal Regulation and Impounding Bylaw

Committee Discussion:

Laura Hooper provided an overview of Bylaw No. 101, *Community Parks Regulation* and Bylaw No. 392, *Animal Regulation and Impounding Bylaw*.

8. **Policies:**

Committee Members were provided Policy No. 12.1, *Memorial Dedication, Parks, Trails and Public Open Spaces*.

Committee Discussion:

Laura Hooper provided an overview of Policy No. 12.1, *Memorial Dedication, Parks, Trails and Public Open Spaces*. This policy was updated in 2014 and now includes the ability to

renew 10 year terms for memorial bench dedications. New design standards were also developed with the Planning department for the types of benches in each space (consistent with Downtown Design Guidelines).

9. **Capital Assets:**

Laura Hooper provided an overview of the staff report provided in the agenda package. Ms. Hooper amended the report such the District of Sooke owns 99.19 hectares of park, as Millennium Park and the Rotary Pier were not included in the original report calculations.

Ms. Hooper provided a visual tour of the District's Geographic Information Systems (GIS) mapping system, which includes information on each park asset.

Committee Discussion:

- Discussion of decommissioning of parks and use of sale proceeds for future park acquisition. These funds are used solely for the capital acquisition of a park, not for developing the park, building infrastructure or maintenance costs.
- As a rough estimate, 10% of the purchase price of a park should be used as an estimate of annual maintenance costs for that park.

10. **Resources and Management**

- Human Resources
- Contract Management
- Liability – MIABC

Ms. Hooper gave an overview of parks staffing and contracts, as well as the associated maintenance budgets and liability coverage.

Committee Discussion:

- Parks contracts have been broken into smaller, more specified contracts over the past few years.
- Irrigation of parks is only done in high level ornamental areas in order to save costs and water. Environmental sensors ensure that irrigation is not used when not required and any watering restrictions are always followed.
- Discussion as to illegal dumping in public areas and specifically in parks. Various strategies are used to reduce dumping, but it still remains a problem.
- Discussion of vandalism and reduction strategies such as diligent maintenance, use of public arts and use of a product called "graffiti coat" which allows for graffiti to be wiped off.
- Discussion as to hazardous tree removal. The District retains a contractor who will remove trees in parks if they are a hazard or a public safety concern.
- A separate contract includes provisions for removal of roadside vegetation that impacts vehicle passage or sightlines. This is not included in the parks budget.
- Financial resources for items such as additional bark mulch, gravel etc. outside of the maintenance contracts are limited.
- Liability insurance is provided through the Municipal Insurance Association of BC. They provide ongoing education and feedback on how to reduce liability.
- Discussion of the potential for using rights of way for public access through private property. These have to be negotiated specifically and separately from any existing sewer rights of way.
- Potential for volunteer engagement. Hard working volunteers with appropriate insurance can be a great asset.

11. **Correspondence received re: Parklets**

Received for information.

12. **Upcoming Items for Discussion:**

- Tour of Parks and Trails

Committee Discussion:

- Route will be developed based on Committee member's areas of interest.

ACTION: Staff to inquire as to using the SEAPARC bus for a tour on the morning of September 16th, 2015.

13. **Public Input:**

- Mary Brooke, Media, inquired as to whether the cost of a municipal garbage service has been researched. Ms. Brooke further inquired as to whether she would be able to attend the upcoming tour as a member of the media.

14. **Next Scheduled Meeting:**

- Tuesday, October 6, 2015 at 1:00 pm
- Meetings – The first Tuesday of the month at **1:00pm.**

Committee Discussion:

- Committee members wishing to place items on the upcoming agenda for discussion should email John Boquist, with a copy to Bonnie Sprinkling.
- Agendas will be published two Thursdays prior to the scheduled meeting and will be emailed to Committee members.

15. **Adjournment:**

MOVED to adjourn the meeting at 11:28 a.m.

John Boquist
Chair

Bonnie Sprinkling
Corporate Officer