

District of Metchosin

Minutes

**Parks and Trails Advisory Select Committee Meeting  
Tuesday, January 16, 2024 at 7:00 P.M.  
Council Chamber, Municipal Hall**

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**Present:** Ron Aubrey (meeting chair), Ryan Carter, Karen Hoffman, Jim Nan, Councillor Jay Shukin, Gord Stodola (recorder)

The meeting was called to order at 7:00 p.m.

**1. Agenda, Additions and Approval: add 9e) Winfall Road**

Moved by Gord that the Committee approve the agenda as presented. **Carried.**

**2. Presentations: N/A**

**3. Public Participation:** Avril Yoakam, Winfall Road, requested clarification on PTASC recommendations documented in the minutes of November 21, 2023, specifically that ‘... the road from the end of Winfall Road should be designated as a trail;’ To be discussed under **9e) Winfall Road.**

Patty Williams: thanked Ron, Ryan and Jay for their efforts on the Duke Road East initiative. Also, wondered if, in addition to memorial benches and tables, public donations of money and land could be added to the Parks Donation Program.

Tamara Ballard – again asked for an update on the installation of a trailhead sign for Sea Bluff Trail on Wootton Road.

**4. Adoption of Minutes**

**a) Parks and Trails Advisory Select Committee, November 21, 2023**

Moved by Jim that the Committee approve the minutes of the Parks and Trails Advisory Select Committee meeting held on Tuesday, November 21, 2023, with the amendment noted in **9e) Winfall Road.** **Carried.**

**5. Receipt of Minutes**

**a) Community Planning Committee, October 16, 2023**

**b) Metchosin Environmental Advisory Select Committee, September 26, October 24 and November 28, 2023**

The highlights of the above-noted minutes as they relate to PTASC were discussed. Noted that the September 26 minutes were presented and reviewed at the last PTASC meeting. Gord noted the October 24<sup>th</sup> presentation to MEASC regarding Metchosin’s Dark Sky Policy and the presenter’s suggestion that Metchosin should become a Certified International Dark Sky community. He thinks this is a worthy pursuit and would like PTASC to address this topic at a later meeting, perhaps by inviting the presenter or engaging MEASC.

**Moved** by Jim that the Committee receive the above-noted minutes for information. **Carried.**

**6. Business Arising from the Minutes**

- a) **Parks Donation Program:** Ryan had previously circulated the draft Parks Donation Program document to Committee members for final comments.

**Moved** by Ryan that the Committee approve the amendments to the Parks Donation Program.  
**Carried.**

**Action:** Ryan to forward Parks Donation Program document to the CAO.

- b) **Metchosin Park Trail Repairs:** the fall window for repairing a section of trail in Metchosin Wilderness Park was missed. This will be looked at in the spring.

**Action:** request to staff to remove this item from the agenda.

- c) **Memorial Bench Sponsorship Request:** discussion regarding how donated asset maintenance funds are accounted for, whether as part of an initial acquisition or a renewal of a maintenance agreement. Members felt these funds should be tracked separately, both for drawdown when maintenance on a bench or table is required, but also to track when a ten year maintenance agreement expires.

**Action:** Councillor Shukin to follow up with Finance.

- d) **Feasibility Study on Duke Road East Trail:** the Chair invited a representative of the Duke Road project to the table to share their vision. Erin Ronsse agreed. She presented a comprehensive overview of the project including project phases, ownership of certain road right of ways, safety concerns and possible improvements such as advisory shoulders, survey options, costs and challenges, smart development and potential liability issues.

Specific to routing and phases, it's proposed that Phase one would be a trail on the west side of Duke Road from the end of the existing trail to Chapel Heights Drive. Phase two is proposed to be on the east side of Duke Road from Chapel Heights Drive to 3737 Duke Road. Phase three is proposed to be on the east side of Duke Road up to Metchosin Road.

There was a broader discussion that possible external funding sources may be available. The Chair advised that any external funding requests are required to be initiated by the district.

Phases two and three may require expertise beyond what PTASC and Albert Head volunteers are able to provide.

Moved by Karen that PTASC recommends major capitol allocations of \$10,000 for surveying and \$10,000 for Duke Road East roadside trail Phase 1 construction be approved for 2024.  
**Carried.**

**Action:** Jay to put together draft feasibility report for February 20<sup>th</sup> PTASC meeting, including content provided by Albert Head residents.

**7. Reports**

**a) Parks and Trails Coordinator Report Verbal Report:** Ryan reported the following:

- Jim and Gord have both been active in Metchosin Wilderness Park, Blinkhorn Nature Park, Eleanor Mann and Buckbrush Swamp. It's believed that all fallen trees were cleared within a day of this past windstorm as no reports came via the District email;
- Gord cleared a fallen tree on Lisandra Trail, reported via the District email;
- Ryan has participated in two Duke Road events since last meeting;
- Total volunteer hours since June are 226.

**b) Council Liaison Verbal Report:** Councillor Shukin reported the following:

- A joint council / PTASC meeting will be held February 20<sup>th</sup>;
- Weir Beach stairs – there are concerns about the project lagging. Liability issues are under discussion.
- PTASC recruitment – there will be another ad in the Muse in February.
- Provincial housing – the district appears to be exempt from many of the regulations recently enacted due to lack of sewers and municipal water. The district will be required to undertake a housing needs assessment.
- Buffer land - PTASC may have an advisory role for this property in the future.

**c) Chair Verbal Report:** The Acting Chair was leading his first meeting, thus nothing to report.

**Moved by Gord** that the Committee receive the above reports for information. **Carried.**

**8. Correspondence: N/A**

**9. Other Business**

**a) Budget - Capital:** as per **6d)**, PTASC is recommending that \$20,000 be allocated for surveying and Phase 1 construction of the Duke Road East roadside trail.

**b) Council Meeting:** A joint Council / PTASC meeting will be held February 20<sup>th</sup>.

**c) Election of Chair and Vice-Chair:** deferred to the March, 2024 meeting

**d) Past Member Recognition:** discussion of how to recognize past members was undertaken.

**e) Winfall Road** – the PTASC minutes of November 21, 2023 erroneously recommended that a trail be designated from the end of Winfall Road to the Galloping Goose. PTASC had evaluated this possibility years ago and had discounted it for technical and environmental reasons.

**Action:** November 21, 2023 minutes to be amended, deleting ‘... the road from the end of Winfall Road should be designated as a trail;’ under **9b)**.

**10. Adjournment and Next Meeting Date**

**Moved by Jim** to adjourn the meeting at 8:53 p.m. **Carried.**

The next meeting will be held on February 20, 2024.