



DISTRICT OF METCHOSIN

AGENDA

PARKS AND TRAILS ADVISORY SELECT COMMITTEE MEETING

APRIL 24, 2024 at 7:00 PM

COUNCIL CHAMBERS, MUNICIPAL HALL

1. **Agenda, Additions, Approval**
2. **Presentations**
 - a) Beth Hurford, Transportation Planner, Urban Systems
District of Metchosin's Active Transportation Grant and Forthcoming Process
3. **Public Participation**
4. **Adoption of Minutes**
 - a) [Parks & Trails Advisory Select Committee, March 19, 2024](#) 1
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 - b) DRAFT Community Planning Committee, March 11, 2024 (not adopted) 13
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6. **Business Arising from the Minutes**
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 - b) Intermunicipal Connectivity
 - c) Duke Road East Roadside Trail
 - d) Parks and Trails Master Plan Update21
7. **Reports**
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 - b) Council Liaison Verbal Report
 - c) Chair Verbal Report
8. **Correspondence**
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 - b) Parks Donation Application25
10. **Adjournment and Next Meeting Date**

District of Metchosin

Minutes

**Parks and Trails Advisory Select Committee Meeting
Tuesday, March 19, 2024 at 7:00 P.M.
Council Chamber, Municipal Hall**

Present: Ron Aubrey (meeting chair), Kathy Atherton, Ryan Carter, Caroline Donahue, Karen Hoffman, Jim Nan, David Shanks (recorder), Councillor Jay Shukin.

Regrets: Gord Stodola

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

1. Agenda, Additions and Approval:

- Kathy requested update on Weir Beach Stairs, under **Other Business 10 e)**
Moved by Karen that the committee approve agenda with amendment.

Carried

2. Welcome to New Members and Introductions

3. Presentations: N/A

4. Public Participation

- Darren Brown: Graceland Rd
 - Seeking 2 things from Petition:
 - Public Consultation
 - Alignment with Strategic Plans
 - Requested to record PTASC meetings using microphones
 - **Ask that all material presented to committee published with the meeting minutes**
 - Supported the P&T Master Plan; noted need to address the Buffer Lands
 - Asked not to rush ahead with Duke Rd Trail, conduct community consultation, consider various options (e.g. traffic calming, bollards)
- Diana Smith: William Head Rd
 - Expressed Appreciation for PTASC
 - Referenced her 20-July-2023 Public Communication; challenge with Village visitors parking along side of road in places they shouldn't be parking. (e.g. yellow line (like Witty's), or tow-away signs)
 - More recent Public Communication re: Madill Trail; the trail is very soggy. Her main concern is there is no feedback received regarding this & above Public Communication.
- Jill Armstrong: Lisandra Rd
 - Concerns about Albert Head Trails/Duke Rd bringing additional people into Tower Point, when CRD indicates that Tower Point is at its Breaking Point
 - Supports trail extension to Chapel Heights
 - Does not support Duke Trail from Chapel Heights to Metchosin Rd.
- Jim McPherson: Eagle Tree Place
 - Expressed he does not support Duke Rd Trail

- Albert Head community is relatively well represented, but other communities not represented but have also asked for trails
- Duke Rd proponents don't adequately consider connectivity to Colwood/Royal Bay
- Expressed concerns about costs to develop full trail discussed at past meetings
- Lack of detail about Duke Rd trail in official documents, but not in PTASC Minutes
- Any trail development should wait until P&T Master Plan Updated

- Avril Yoachim: Winfall Rd
 - Question about parking in Duke Rd area, will there be parking for users from outside Metchosin?

- Ellen Frisch: Parry Cross Rd
 - 14 years ago fought to put trails in for children walking on Metchosin Rd
 - Raised concern that regular vehicles parking on the trail, have cause trail to no longer be elevated relative to ditch/roadside
 - MOTI requires clear side of roads & ditches, **requests more defined delineation/separation of trails/ditches from roads**
 - **Please consider this for future trail development**
 - Referred to Crash Statistics ([Vancouver Island crash statistics handout provided](#))
 - Noted she has been involved in much past work on Public & Indigenous Engagement, encourages this as plans move forward
 - Asked to focus on Safety Initiatives & Clear understandable plans

- Barb Sawatsky
 - Asked Jay what is the role of Council Liaison?
 - Raised concerns that Council Liaison is acting in biased manner
 - Not clear why residents have to come to both Council & PTASC meetings to understand/provide input on Trails

- Yaroslav (Parry Rd area)
 - Same concern as Diana & Ellen on trail along William Head
 - Had incident walking with baby in stroller where the trail was blocked by cars. Needed to walk on road, ended up with car behind & in front & very dangerous situation. Had another dangerous encounter trying to cross at the Crosswalk (this was occurrence during busy meeting at Metchosin Community Hall)
 - Chair requested written statement to provide to PTASC/Metchosin emails to ensure details captured
 - Asked about Parking restrictions & suggested to work with Community Hall Board to have their guests park courteously.

- Kyara Kahakauwila: Parry Cross Rd
 - William Head parking on roadside trail issue had been longstanding, always occurs when there are big events at MCH. Suggested Metchosin needs to come up with process/path forward with MCH Society
 - Duke Rd; used to live in area. If trail is needed, focus on the P&T Master Plan to move forward.
 - Noted this also needs to consider the Buffer Lands
 - Roadside trails are maintained by Public Works (added costs) vs connector trails maintained by volunteers. This needs to be considered for P&T Master Plan as well as budgeting

- Yvonne Duclos: Duke Rd
 - Expressed concern that a trail & improving safety is dividing people
 - Read email sent (18-March-2024)

- Expressed that Duke Rd trail initiative isn't new but is now being actioned as it should have been long ago. Feels it is lucky worse outcome has not happened already
- Noted that she has spoken to neighbours that avoid walking on road due fear for safety.
- Not opposed to having outsiders visit Metchosin

- Erin Ronsse: Cactus Pl
 - Welcomed new & experienced PTASC members
 - Expressed support for all Metchosin trails
 - Noted that Collector Roads (per OCD) with high crash statistics should warrant efforts on trails to improve safety
 - Suggested volunteers need to be sought to benefit community
 - Asked for Metchosin to reclaim its public spaces

- Jeanette McMillan: Duke Rd
 - Spoke to Sept 2023 "expression of interest", noted that it was not intended as Petition
 - Noted current ask is only for survey.
 - Noted opponents seem not to be regular users, while proponents are those walking daily
 - Noted that Tower Point needs to have vegetation restorative initiatives enacted

- Roxan Shanks: Dutnall Rd
 - Thanked everyone for speaking & listening.
 - Encouraged those interested/concerned to come see area both Duke Rd East & West, especially between 7-9am & 3-5pm
 - Noted safety concerns & regular wildlife killed by vehicles
 - Spoke to concerns about increased visitors due to new Royal Bay residents coming, and that trail development needs to consider this & provide options for visitors walk rather than drive

5. Adoption of Minutes

a) Parks & Trails Advisory Select Committee, January 16, 2024

Moved by Ron that committee approve the minutes of the Parks and Trails Advisory Select Committee meeting held on January 16, 2024.

Carried

6. Receipt of Minutes:

a) Special Community Planning Committee, November 7, 2023

Moved by Ryan that committee receive the above noted minutes.

Carried

b) Community Planning Committee, November 27, 2023, January 15, 2024

Moved by Ryan that committee receive the above noted minutes.

Carried

c) Environmental Advisory Select Committee, January 23, February 27, 2024

Moved by Ryan that committee receive the above noted minutes.

Carried

7. Business Arising from the Minutes

a) Memorial Bench Sponsor Request

Ron noted the requested bench is near to existing one, but that it seems to make sense for another in place under tree. Kathy asked about adding another name (Sonya Young; Ian's wife) on the bench. Suggested in memory of "Ian & Sonya Young".

Action: Kathy to have Bev Bacon to contact Ryan & Mr. Harding about addition to the memorial plaque.

Moved and Seconded by Jay and Kathy to accept cricket club bench request.

Carried

b) Intermunicipal Connectivity

For Jay to connect with counterparts in Langford & Colwood to interact & learn from each other's approaches. Langford only has councilors on P&T duties. Colwood has only just recently started a P&T committee. Langford important to consider Buffer Lands. Colwood good to consider alignment opportunities. Ryan just suggested to simply have a meeting to present what Metchosin PTASC is doing. Ron asked if Council or PTASC should be contacting counterparts in neighbouring Municipalities. Ron expressed that work near boundaries is shared both ways. Caroline asked if PTASC knows what is planned for P&T for Royal Bay. Ron noted also good to share with Langford & Colwood the challenges that Metchosin is facing. Kathy wants to see Metchosin work less in isolation from Langford, Colwood (& Sooke; noted by Caroline)

Jay noted that Council had no issues with PTASC contacting neighbouring P&T colleagues.

Action: Jay & Ryan to reach out to counterparts in Langford & Colwood P&T roles

c) Next Steps Identified at the Joint Community Planning and PTASC Meeting

Jay provided update that discussion on clarity of roles. Noted about method to communicate if trail/tree needs maintenance;

Recommended Action: Jay suggested requests by email go directly to CAO, Ryan, Ron, & Jay

Road resurfacing, Jay noted that plan for next year to step back (do less) & revisit road resurfacing plans. Noted ditching along sides of road, possible to do without excavating (soil from roadside must be considered toxic & big cost to dispose). Committee unclear what aspects of ditching need to be considered toxic.

8. Reports

a) Parks and Trails Coordinator Report Verbal Report

Ryan reported the following:

- Jim responded to request to fill potholes in Blinkhorn Park.
- Big tree fell on Libra trail, cleared by Public Works next day
- Ryan noted that district staff are regularly providing feedback on requests, & is appreciated
- With Donation Guidelines completed, need to re-open request for Duke Rd bench (stalled waiting for guideline). To be located at bus stop, BC Transit has been contacted

b) Council Liaison Verbal Report

Councillor Shukin reported the following:

- Metchosin budget: Council is continuing discussions. The projected tax increase was over 15% as of January 2024. This has dropped to 7.1%, per the last budget presented in March. Big thanks to our new CAO for working with Council and staff to manage expenditures.
- Council released its priorities the March 11 meeting. Of note for PTASC:
 - Explore, support and be involved in opportunities to enhance agricultural, recreational, cultural, and community building activities. Including
 - Launch the process of updating the District's Parks and Trails Master Plan, engaging PTASC and community stakeholders.
 - Continue pursuing viable opportunities to create or re-establish trails (roadside or forested): Weir Beach, Duke Road, Hans Helgesen/Rocky Point, other trails.
 - Obtain information for an informed decision on the future of the Buffer Land.
 - Other priorities:
 - Developing a management plan for the school;
 - Conduct a feasibility assessment for a new Fire Hall;
 - Update bylaws supporting environmental protection, a peaceful / livable community, housing challenges, and those with revenue implications;
 - Strengthen bylaw enforcement in the above areas;
 - Continue the work to protect our environment; support initiatives on biodiversity, water / watershed protection, shoreline, and greenspace area protection;
 - Enhance communication with residents.

c) Chair Verbal Report:

Ron reported the following:

- All Committee members need to have access to copy of P&T Master Plan
- He was asked to be at March 11th Council meeting. At that meeting he heard that people were complaining to Council & asked them to speak/raise concerns to PTASC.

9. Correspondence: N/A

10. Other Business

a) Election of Chair and Vice-Chair

Jay assumed chair at 8:39 to elect Chair & Vice-chair

- Jim nominated Ron as Committee Chair. No other nominations, Ron accepted.
- Karen nominated Kathy as Vice-chair. Kathy nominated Jim as Vice-chair, Jim declined. Kathy sought to nominate Gord (absent)

Moved by Kathy to defer Vice-chair election until next meeting.

Carried

- Jay suggested there is change for process for taking Meeting Minutes. Ron suggested 1 year term as it takes time to get familiar with discussion points and format.

- **Staff Action:** to provide template for meeting minutes, or Word document copy of Meeting Agenda to simplify recording meeting minutes. (Shelly Donaldson noted Ag Committee has requested same)
- **Staff Action:** Request to determine process for including public participant materials provided to committee

Ron resumed chair of meeting at 8:48 pm

b) Referral: Request for Memorial Bench on Municipal Grounds

- **Minutes and Resolution from the March 11, 2024 Community Planning Committee**
- **Email Request**

This request was discussed above 7 a)

c) Referral: Duke Road East Roadside Trail Feasibility Study

- **Minutes and Resolution from the March 11, 2024 Community Planning Committee**

• Jay spoke to Council/Planning Committee discussions; Feasibility study discussed towards requesting budget for \$10k for survey of all 3 phases & \$10k for proposed construction of phase 1 (materials cost only - as labour and equipment will be provided by volunteers.)

- Council took public input at meetings as need for further Public Consultation
- Need understanding where Duke Rd E fits into P&T Master Plan
- Council request to PTASC, what are the best next steps in light of recent public input?
 - Ron noted any trails that have been built always depends on identifying where property pins are located. Many properties won't have known pin locations, so survey required.
- Jay asked how Duke Rd trail came to front relative to P&T Master Plan priorities?

Update provided from Jim:

- Trails Master Plan is 15 years old and almost every issue has been addressed.
- Very proud of our accomplishments over the last 15 years, well on our way to completing the 2009 Master Plan.
- The Plan advises us to work our way through the options and we are now at Duke Road East and Park Drive
- Other accomplishments have been: Blaney – Duke Trail, Branson Trail, and Pearson College to Galloping Goose Trail.
- As volunteers we have logged 226 hours (union employee wages and benefits would be minimum \$50/hr = \$11,000)
- Priorities per 2009 Plan
 - 1. Kangaroo Road – has been developed as far as possible
 - 2. Rocky Point Road – very difficult, probably not possible
 - 3. Happy Valley Road – 3a has been completed, 3b and 3c are complex and the Galloping Goose runs parallel, not high priority
 - 4. Metchosin Road – village core has a trail now
 - 5. William Head Road – probably not possible
 - 6. Lindholm Road – excessive ditching has removed the possibility of a trail
 - 7. Glen Forest / Pears Road – a portion of this has been completed on Pears Road, the rest is very difficult and costly
 - 8. Park Drive – under discussion

- 9. Duke Road – under discussion
- 10. Arden Road – difficult, low priority
- 11. Liberty – difficult, not high priority
- 12. Neild Road – difficult but perhaps portions linking to the Buffer Lands
 - Jim noted given most is complete, he feels that Duke Rd & Park Drive make sense to move forward.
 - Karen noted many trails have been reviewed & some deemed not feasible
 - Ron noted concern about growth in Royal Bay & need to communicate & align with municipalities & incorporate into Master Plan.
 - Ron suggested to communicate thru Metchosin Muse about public meetings to discuss Master Plan updates. David suggested to engage Ellen Frisch to seek advise on Public Engagement
- **Duke Road East Roadside Trail Feasibility Study**
 - Jay noted Council is seeking to be frugal
 - Need to make sure neighbours concerns are addressed (e.g. in ROW, avoid cutting trees, respect privacy).
 - Jay noted there has been initial resistance to the development of roadside trails in the past.
 - Next steps rely on Budget P&T allocations from Council and an Open House
 - There should be notification from Metchosin to residents to inform about the survey being underway. Karen noted this should also include message “to assure residents that Open House will be held for public input”.
 - Ryan suggested that clarification needed on reason for \$10k for materials is to allow construction to go ahead (& not wait on next budget) IF the Feasibility & consultation is favourable.

d) Referral: Parks and Trails Master Plan

- **Minutes and Resolution from the March 11, 2024 Community Planning Committee**

Topic was covered under item **9 c)** above.

d) Weir Beach stairs, Update requested

- CAO is aiming for work to go ahead starting in April 2024, budget is \$15k with build back better approach. Recognized as commitment made & to be kept by Council & PTASC.

f) Further discussion on P&T Master Plan

- Jay had questions shared just before meeting.

Action: Ron requested Jay to reframe (with aim to divide into chunks) and resend for next PTASC meeting

g) PTASC Contacts & Makeup

- Ron noted that the Committee Contacts are incomplete & need to be filled in.
- Ron also noted that Committee makeup does not follow the original plan with ½ of members rotating on terms on each year.

11. Adjournment and Next Meeting Date

Moved by Jay to adjourn the meeting at 9:21 pm

Carried

The next meeting will be held on April 24, 2024.

District of Metchosin

Minutes

**Community Planning Committee Meeting
February 12, 2024 at 7:00 p.m.**

Council Chambers
Metchosin Municipal Hall

PLEASE NOTE: The meeting has been recorded.

Present: Councillor Shukin in the Chair, Mayor Little, Councillors Donaldson, Gray and Epp. Also present was Bob Payette, CAO, and Jennifer Miller, Legislative Services Assistant (recorder).

The meeting was called to order at 7:31 p.m.

1. Agenda, Additions and Approval

Moved and Seconded by Mayor Little and Councillor Donaldson that the Committee approve the agenda as presented.

Carried

2. Public Participation

Sarah Anthony, resident, spoke to the short-term rentals legislation. Ms. Anthony noted that some suites are not appropriate for living in and that she can understand why owners may wish to keep them as Airbnbs or Bed and Breakfasts. Ms. Anthony sees an opportunity for business licenses and inspections to bring in some revenue.

3. Adoption of the Minutes

Moved and Seconded by Councillors Gray and Donaldson that the Committee adopt the minutes of the Community Planning Committee meeting held January 15, 2024.

Carried

4. Receipt of Minutes

Moved and Seconded by Councillors Epp and Gray that the Committee receive the minutes of the Parks and Trails Advisory Select Committee held January 16, 2024.

Carried

5. Business Arising

Parks and Trails Advisory Select Committee, January 16, 2024 meeting:

a) Parks Donation Program Guidelines for Staff

Councillor Shukin provided an overview of the updated Parks Donation Program Guidelines for Staff.

Committee discussion:

- Locations for park benches and memorials throughout the District and on Municipal property

- Exploring additional memorial opportunities such as picnic tables and trees
- Pending donation requests

Moved and Seconded by Councillors Gray and Donaldson that the Committee recommend Council approve the amendments to the Parks Donation Program Guidelines for Staff.

Carried

6. Reports

a) Staff Report, Short-Term Rentals Update

Councillor Shukin provided an overview of the staff report regarding an update on Short-Term Rentals related to the new legislation – Bill 35 *Short Term Rental Accommodations Act* and Policy Guidance for BC Local Governments.

Committee discussion:

- Provincial Principle Residence requirements and responsibilities
- Definition of Principle Residence
- Fees and fines
- Business License fees
- Square footage requirements
- Attached and detached suites
- Inspections, compliance and enforcement
- Parking and noise issues for neighbours
- Taxes and property ownership records
- Staff resources

Moved and Seconded by Councillor Shukin and Mayor Little to recommend that Council direct staff to take an additional look at what legislative tools are available to more fully comply with the Short-Term Rental legislation including:

1. Possible amendments to the District’s Business Licence Bylaw No. 352, including the Principle Residence requirement and possibly putting that into the definition;
2. The use of fines;
3. Inspections and safety; and
4. Square footage in terms of the homes that are offered.

Moved and Seconded by Councillor Gray and Mayor Little to amend the motion by adding the words “and to bring forward an update to Council as further policy guidance has been received from the province”.

Carried

The main motion as amended was adopted with the final wording as follows:

Moved and Seconded by Councillor Shukin and Mayor Little to recommend that Council direct staff to take an additional look at what legislative tools are available to more fully comply with the Short-Term Rental legislation including:

1. Possible amendments to the District’s Business Licence Bylaw No. 352, including the Principle Residence requirement and possibly putting that into the definition;
2. The use of fines;
3. Inspections and safety; and
4. Square footage in terms of the homes that are offered.

And That Council direct staff to bring forward an update to Council as further policy guidance has been received from the province.

Carried

b) Staff Report, Residential Update, Small Scale, Multi-Unit Housing (Bill 44)

Councillor Shukin provided an overview of the staff report regarding an update on the new legislation introduced in Bill 44 Small Scale, Multi-Unit Housing (SSMUH) legislation.

Committee discussion:

- Short-term vacation rentals
- Secondary suites and detached suites
- Preserving rural character and retaining low density consistent with the *Official Community Plan* while being consistent with provincial policy
- Housing needs study
- Development Procedures Bylaw

Moved and Seconded by Councillors Epp and Donaldson that Council direct staff to initiate an update to the Development Procedures Bylaw for consideration at a future Council meeting.

Carried

c) Councillor's Update

Councillor Shukin provided the following updates:

- Joint meeting of the Parks and Trails Advisory Committee (PTASC) and Council on February 20, 2024
- Weir Beach Trail remediation update
- Winfall Trail clarification
- Recent Invasive Species pull with the Metchosin Invasive Species Cooperative
- Carbon credit feasibility study – information to follow in March

Carried

7. Adjournment

Moved and Seconded by Councillor Gray and Mayor Little that the Committee adjourn the meeting at 8:12 p.m.

Carried

Certified Correct

Chair

Corporate Officer

District of Metchosin

Minutes

**Community Planning Committee Meeting
March 11, 2024 at 7:00 p.m.**

Council Chambers
Metchosin Municipal Hall

PLEASE NOTE: The meeting has been recorded.

Present: Councillor Shukin in the Chair, Mayor Little, Councillors Donaldson, Gray and Epp. Also present was Bob Payette, Chief Administrative Officer, and Jennifer Miller, Legislative Services Assistant (recorder).

The meeting was called to order at 7:20 p.m.

1. Agenda, Additions and Approval

Moved and Seconded by Councillors Gray and Donaldson to approve the agenda as amended with the correspondence from David Harding moved under reports and with the addition of the following correspondence as supplemental information:

- Bob Radway and Jeri Brooks, Duke Road East Roadside Trail Feasibility Study
- Darren Brown, Community Petition, Duke Road East Roadside Trail Feasibility Study
- Bev Bacon, Well Testing for the Purposes of Subdivision Approval
- Morgan Yates, Well Testing for the Purposes of Subdivision Approval
- Lisa Gee, Well Testing for the Purposes of Subdivision Approval

Carried

2. Public Participation

Darren Brown, resident, spoke against the Duke Road East Roadside Trail Feasibility Study and presented a Community Petition to Reevaluate Duke Road East Trail Funding demanding: 1. Halt Funding; Public Consultation; Financial Disclosure; and Alignment with Strategic Plans.

Jim MacPherson, resident, spoke in opposition to the Duke Road East Roadside Trail Feasibility Study and expressed concerns regarding ranking priorities, proposed project phases, budget, and maintenance.

Chris Moehr, resident, spoke against the Duke Road East Roadside Trail Feasibility Study and encouraged Council to decide on an appraisal for the Buffer Land and communicate a response to the Association for the Protection of Rural Metchosin.

Brent Donaldson, resident referred to two opposing petitions for the Duke Road East Roadside Trail Feasibility Study and recommended more dialogue to address budget, property, and trail linkage concerns.

Kyara Kahakauwila, resident, noted the Duke Road East Roadside Trail is premature at this time and recommended that the Parks and Trails Master Plan, finances, and priorities be addressed as well as consultation with the public and the Parks and Trails Advisory Select Committee.

Wendy Mitchell, resident, is not in favour of the Duke Road East Roadside Trail at this point due to taxes, the length of time it takes for projects to get completed, and competing priorities such as cutting trees on Lombard Drive.

Ron Aubrey, resident and acting Parks and Trails Advisory Select Committee (PTASC) Chairman, spoke in favour of a survey for the Duke Road East Roadside Trail and requested that Council refer petitions and other related information to PTASC for review and recommendations.

Bev Bacon, resident, spoke in favour of all trails, broader public consultation, reliance on PTASC's work and recommendations, and the creation of bike paths and walking trails under potential grant funding.

3. Adoption of the Minutes

Moved and Seconded by Councillors Epp and Donaldson that the Committee adopt the minutes of the Community Planning Committee meeting held February 12, 2024.

Carried

4. Receipt of Minutes

Moved and Seconded by Councillors Gray and Donaldson that the Committee receive the minutes of the Parks & Trails Advisory Select Committee held February 20, 2024.

Carried

Action: Councillor Shukin to inquire with the Chief Administrative Officer regarding insurance and liability for volunteers working in non-municipal parks.

5. Reports

a) David Harding, President, Metchosin Cricket Club, Request for Memorial Bench on Municipal Grounds

Mr. Harding presented a request from the family of a founding Cricket Club member, for a memorial bench on municipal property. Committee discussion included the Parks Donation Guidelines and potential locations.

Moved and Seconded by Councillors Gray and Donaldson to refer the request for a memorial bench on municipal grounds to the Chief Administrative Officer and to the Parks & Trails Coordinator via the Parks & Trails Advisory Select Committee.

Carried

Action: Add the request for a memorial bench on municipal grounds to the March 19, 2024 Parks & Trails Advisory Select Committee meeting agenda.

b) District of Metchosin Council, 2024 Priorities

Councillor Shukin provided an overview of his PowerPoint presentation including the following:

- 2023-2026 Strategic Plan
- Council strategic planning session held February 24, 2024
- 2024 priorities:
 - Support District administration in developing an effective management plan for the school, with the vision of the school as a thriving community-focused, multi-use arts and recreation centre.
 - Conduct a feasibility assessment for a new Fire Hall.
 - Update bylaws that support environmental protection, a peaceful / livable community, housing challenges, and those with revenue implications.

- Strengthen bylaw enforcement.
- Obtain information for an informed decision on the future of the Buffer Land.
- Continue the work to protect our environment; support initiatives on biodiversity, water / watershed protection, shoreline and greenspace area protection.
- Explore, support and be involved in opportunities to enhance agricultural, recreational, cultural, and community building activities.
- Enhance communication with residents.

Committee discussion:

- Budget meeting discussions
- Fire department operations
- Roads and culvert asset management plan

c) Councillor's Update

Councillor Shukin provided the following updates:

Metchosin Arts and Culture Community Association (MACCA), 2024 Events

Councillor Shukin attended the March 2nd MACCA executive meeting, and a meeting is scheduled with District staff and MACCA to discuss MACCA's 2024 goals.

Duke Road East Roadside Trail Feasibility Study

Councillor Shukin provided an overview of the Duke Road East Roadside Trail Feasibility Study.

Committee discussion:

- Parks and Trails Master Plan
- PTASC experience and volunteer contributions of community members
- Petitions for and against the proposal
- Importance of public consultation to understand priorities and related concerns
- Environmental impacts
- Financial investment
- Trail connectivity, safe passage, and community building
- PTASC referral and recommendations
- Survey and project phases
- Strategic Plan and Active Transportation Plan
- Project costs, budget, and potential grant funding
- Priority-setting and competing interests

Action: Refer the Duke Road East Roadside Trail Feasibility Study to the Parks & Trails Advisory Select Committee and request their input and recommendations.

Parks and Trails Master Plan

Council has identified updating the Parks and Trails Master Plan as a priority in 2024.

Committee discussion:

- Fit with the development of the Active Transportation Plan
- PTASC time commitment and the potential of using a working group or subcommittee
- Setting out priorities in the plan
- Existing trails and trails connectivity

- Review of current plan to determine what has been completed and what is remaining
- Generating ideas within PTASC or a subgroup
- Roadside trails, potential of parks from subdivision, Buffer Land
- Active Transportation Plan
- Environmental impacts, electric bikes, decreasing fossil fuel footprint

Moved and Seconded by Councillors Shukin and Donaldson to recommend that Council refer the Parks & Trails Master Plan to the Parks & Trails Advisory Select Committee requesting their input into the updating process.

And that Council be specific in the request to PTASC and outline the details of what input is required.

Carried

6. Correspondence for Information

- a) Alison LeDuc, President, Bilston Watershed Habitat Protection, Well Testing for the Purposes of Subdivision Approval

Committee discussion:

- Previous Council discussion and request for a staff report on best practices for approving water in new subdivisions
- Previous correspondence and public participation comments on proof of water
- Rezoning application requirements
- Upcoming Ground Water Workshop, Councillor Gord Baird, Highlands
- Policy verses bylaw
- Ensuring fairness for assessment

Action: That Council direct staff to include rezoning application requirements in their research on proof of water for subdivision approvals.

And that Council direct staff to review the timing and workload of policy verses bylaw under the guidance of the Chief Administrative Officer.

And that the topic of proof of water be added to the next Community Planning Committee agenda and that discussion with the Chief Administrative Officer take place.

- b) The following correspondence was received as supplemental information:
- Bob Radway and Jeri Brooks, Duke Road East Roadside Trail Feasibility Study
 - Darren Brown, Petition, Duke Road East Roadside Trail Feasibility Study
 - Bev Bacon, Well Testing for the Purposes of Subdivision Approval
 - Morgan Yates, Well Testing for the Purposes of Subdivision Approval
 - Lisa Gee, Well Testing for the Purposes of Subdivision Approval

7. Adjournment

Moved and Seconded by Councillor Donaldson and Mayor Little that the Committee adjourn the meeting at 8:49 p.m.

Carried

Certified Correct

Chair

Corporate Officer

District of Metchosin

Minutes

Environmental Advisory Select Committee Meeting

March 26, 2024 at 7:00 p.m.

Council Chambers

Metchosin Municipal Hall

Present: Bill Cave, Garry Fletcher (Chair), Councillor Steve Gray (Council Liaison), Anna Hall, Merrilee Hoen, Andy MacKinnon (Recorder), Ric Perron, Erin Van de Water

The meeting was called to order.

1. Agenda, Additions and Approval

Moved and Seconded by Councillor Gray and Ric that the Committee approve the agenda with these changes: add 9d) Biosolids, 9e) Bullfrogs, and 9f) Climate Action Plan.

Carried

2. Public Participation

Joe Percival, resident, was a Metchosin resident for a long while, just recently returned. Concerns about environmental issues in Metchosin. Concerned about spreading biosolids on land. Also concerned about widespread use of glyphosate.

Brent Donaldson, resident, thirty sheep have been killed by cougars so far this year. And we are not yet to summer, when most killings occur. So, the farmers need to act quickly. There are too many sheep to keep them all inside each night. (John Buchanan alone has 700 sheep.) AASC is taking the lead on generating ideas on how best to approach the issue of human/wildlife conflict over the long term, and MEASC (Anna) will participate.

4. Adoption of Minutes

a) Environmental Advisory Select Committee, February 27, 2024

Two edits (from Andy):

- 6a. "... the Environment Committee agreed **with** the MEASC recommendation ...".
- 6c. "agreed **with** the MEASC recommendationioned that Council endorse the treaty. It will go to eCouncil next."

Moved and Seconded by Andy and Bill that the Committee approve the minutes of the Environmental Advisory Select Committee meeting held on February 27, 2024 as amended.

Carried

5. Receipt of Minutes

a) Environment and Natural Areas Committee, February 12, 2024

b) DRAFT Environment and Natural Areas Committee (not adopted), March 11, 2024

c) Special Community Planning Committee Joint Meeting with the Parks and Trails Advisory Committee Meeting, February 20, 2024

5c. “Suggestion that committee chairs meet annually to discuss common issues and that the minutes between committees continue to be received in agenda packages”. Including the MEASC Chair; excellent.

5c. “Suggestion that roadside trail opportunities should be taken into consideration in conjunction with ongoing road resurfacing”. Again, excellent. MEASC recommends that “roadside trail opportunities” also include “roadside cycle lane opportunities”.

Moved and Seconded by Merrilee and Anna the Committee receive these Committee Minutes for information.

Carried

6. Business Arising from the Minutes

a) Mapping of Potential Sensitive Areas in Metchosin

Conservation Data Centre (CDC) is the appropriate place for these data to go – where they’ll be available (as Element Occurrence Records) for anybody contemplating development in sensitive areas. (This was the idea behind the maps in the first place.) However, not only does the CDC not accept non-digital information, they don’t generally accept anybody’s data submissions, digital or not. Instead they mine other databases. What we have to do is access our digital spreadsheet (including at least species, lats & longs, observation date, observer), and then submit this to the Wildlife Species Inventory office. WSI have forms that we can use. A couple of additional notes:

- CDC doesn’t have EORs for marine species
- We could potentially send the Excel spreadsheet to the CDC and ask their taxonomic experts which species were of interest (i.e., we might not have to deal with them all)
- There might be value in bulk-uploading them to INaturalist, if we already have them in a spreadsheet.

Action Item: The CDC’s ‘Data Submission Guidance’ document will be added to the next agenda.

Garry will locate a digital version of our spreadsheet, and Garry and Andy will determine next steps with the Wildlife Species Inventory office and the CDC.

b) Fossil Fuel Non-Proliferation Treaty

Approved at Council; thanks Steve.

c) Provincial Biodiversity Letter

Approved at Council; thanks Steve.

d) BC Hydro Re-Greening Program Grant Application

Approved at Council; thanks Steve.

e) Lombardy Poplar Trees, Lombard Drive – Heritage Site • Arborist Report

Received; thanks.

7. Reports

a) Chair's Verbal Report

None.

b) Council Liaison Verbal Report

Herbicide Policy. Municipality will minimize herbicide use on municipal property. Steve Gray brought very interesting maps from the water and wells workshop held March 23, 2024. Council wants to put a priority on protecting riparian zones. Metchosin will be required to complete a Housing Needs Assessment by December 2024, and to incorporate this into a revised OCP by next June. This may also present an opportunity to make other changes to the OCP.

8. Correspondence:

None.

9. Other Business

a) Lantzville Mulls Future Old-Growth Zones

Received.

b) Invasive Species – Parrot's Feather (*Myriophyllum aquaticum*) • Best Management Practices for Parrot's Feather, Metro Vancouver

In Weir's Beach Pond. Jenny Eastman has suggested that there's a new herbicide that may be useful. Shouldn't be a threat in this location.

c) Elements of a Shoreline Protection Plan

MEASC produced one in 2013. Bill will pass it along to Steve.

STAFF: Please put this on our next Agenda.

d) Biosolids

Andy feels that the CRD documents are inadequate. There is 'BENEFITS' column; where is the 'PROBLEMS' column?

Moved and Seconded by Ric and Erin that MEASC recommends to Council that they let the CRD know that these biosolids are not welcome on Metchosin's agricultural fields and forests.

Carried

e) Bullfrogs

For information.

f) Climate Action Plan

Merrilee reviewed where we are on this issue. The Climate Action Plan was adopted by Council last year. It's currently being evaluated by Metchosin's Planner.

We should be monitoring. Two well-received citizens' groups are doing good work: ReImagine Westshore and Regenerate BC. ReImagine Westshore made a presentation to Environment and Natural Areas Committee. Merrilee asks: what role should MEASC play (if any) in citizen support of the Climate Action Plan? Steve suggests that MEASC or APRM could work with one or both of these groups to host a lecture series.

Merrilee will speak with representatives of ReImagine Westshore and Regenerate BC to determine how we can best support them.

10. Adjournment and next meeting

Moved and Seconded by Bill and Erin that the Committee adjourn the meeting at 9:10 p.m.

Carried

The next MEASC meeting will be held on Tuesday, April 23, 2024 at 7:00 p.m.

Trails Master Plan Update

Council has asked PTASC for its input on a forthcoming update to the 2009 Parks and Trails Master Plan. The following questions are for discussion:

- Reflecting on the 2009 Plan: What was effective/useful? What needs to be re-thought? What would you like to see in an updated P&T Plan?
- What over-arching principles/values should guide the plan. For example: environmental values, the importance of volunteer efforts, trail connectivity, safety.
- How should the community be engaged as part of the process?
- Based on your understanding of the forthcoming Active Transportation planning process, where should (or could) the parks and trails planning process fit?
- What “look-ahead” matters should be considered? Examples
 - On-going maintenance of an expanding trail network
 - The Buffer Land
 - Sections 95, 28, 25 be added (i.e. the land swap sections).
 - Expected growth on the edges of Metchosin (Langford: Centre Mountain Estates; Colwood: Royal Bay).
 - Electric bikes and other alternative forms of transportation

----- Forwarded message -----

From: **Alex Hoffman-Ellis** [REDACTED]

Date: Tue, Apr 9, 2024 at 3:37 PM

Subject: Service Learning For Middle School Students

To: [REDACTED]

Cc: [REDACTED] Jay Shukin [REDACTED], Wolf

Teachers [REDACTED]

Hi Ron:

I was speaking to Jay Shukin, who mentioned I should pass on this request to you for discussion at the upcoming PTASC meeting.

We're looking into seeing if there's any opportunities for students to do trail maintenance; anything from clearing debris to pulling some invasives would be fantastic. Almost all of the students have some level of experience with this, and it would be nice to chat about any ways the district might have a chance for them to roll up their sleeves and get involved.

Let us know (I've CC'd the middle school classroom teachers) if you might have a chance to further discuss potential opportunities. Thank you!

Cheers,
Alex

DISTRICT OF METCHOSIN PARKS & RECREATION



DONATION APPLICATION

DATE: APRIL 8, 2024
 DONOR(S) NAME: ESTATE OF AUDREY I COBURN
 ADDRESS: C/O 4529 PARRY CROSS RD VICTORIA V9C3W1
 POSTAL CODE: _____ TELEPHONE: [REDACTED]
 PERSON/EVENT BEING HONOURED: AUDREY ISOBEL COBURN
 DESIRED DONATION ITEM: PARK BENCH
 DESIRED LOCATION: EDGE OF CLIFF ON EAST END OF WOOTTON RD
 DESIRED PLAQUE WORDING: " MY FAVOURITE PLACE "
AUDREY I COBURN 1926 - 2023

I/We understand that once the donated item is installed it becomes the property of the District of Metchosin and is for the use of the general public. Donors shall not plant anything in the area surrounding the donated item without prior written consent of the Municipality. The municipality will maintain the donation and will replace or repair any damaged item. It is understood that the municipality maintains the right to move the item to a different location to accommodate any future unforeseen events. I/We understand that the item will remain until the expiration date, at which time I/we will be offered the opportunity to renew the donation for an additional time, at a price to be determined at that time. I/We understand that it is the responsibility of the donor to advise the Municipality of any change of address in order to receive future correspondence regarding the donated item.

SIGNATURE: REX A. COBURN *[Signature]* DATE: APRIL 8, 2024

SIGNATURE: _____

REASON FOR THIS LOCATION

APPROVED ITEM: _____
 APPROVED LOCATION: _____
 WORDING APPROVED: _____
 Date Payment Made: _____
 Date Item Received: _____

OUR MOTHER, AUDREY COBURN RESIDED AT 562 WOOTTON FROM 1957 UNTIL ENTERING THE PRIORY IN 2017
THIS WAS HER "FAVOURITE PLACE"
WEATHER PERMITTING, SHE WALKED HER DOG ALONG THE CLIFF ON A REGULAR BASIS

APPLICATION # _____



Parks Donation Program

Guidelines for Staff

File No. 6130-06

Updated and approved by Council June 19, 2017

Updated and approved by Council March 4, 2024

Suggested Locations:

1. Location to be suggested by donor.
2. Please note, Weir Beach, Taylor Beach, Sea Bluff Trail, and Blinkhorn Nature Park locations are full.

Application Process:

1. Staff receives the application.
2. Application is scanned and emailed to the Parks & Trails Coordinator at trailscordinator@metchosin.ca. Trails Coordinator will contact the applicant to discuss bench or table placement.
3. Copy of the application is placed into the Parks & Trails Advisory Select Committee upcoming meeting file. PTASC to review application, proposed location, and plaque wording.
4. The Trails Coordinator will refer the application to the Chief Administrative Officer, Fire Chief and Public Works. A referral will be made to the **Ministry of Transportation and Infrastructure (Highway 14 only)**.
5. Pending input and approval from all parties above, the Trails Coordinator will refer the application to Council for review and approval.
6. The Trails Coordinator will gather an updated quote.
7. If Council approves, staff to receive the donation fee from the applicant.
8. Once application is approved, staff to order bench/table and plaque from respective designated suppliers. As of September 2023, the approved suppliers are:
 - i. Bench/table: Classic Cedar (250-474-7611);
 - ii. Plaque: Achinbach (250-474-0037)
9. Courier completed plaque to the bench/table supplier to install.
10. The Trails Coordinator to coordinate pouring a concrete pad. Must be between 4'x8' to 8'x8' in size.
11. Classic Cedar to install bench or table on concrete pad.

12. The Trails Coordinator to coordinate maintenance.

Donation Amount:

1. A current quote for materials and installation services will be required for every new application. The Trails Coordinator will gather the quote.
2. A maintenance fee of 20% of material costs will be added. Maintenance fees must be renewed every ten years.
3. For reference, the total cost of a bench including maintenance in 2023 was roughly \$2,600.