

District of Metchosin

Minutes

Parks and Trails Advisory Select Committee Meeting

Tuesday, December 17 at 7:00 p.m.

Council Chamber

Metchosin Municipal Hall

Present: Ron Aubrey (Chair), Jay Shukin (Councillor Liaison) Ryan Carter, Jim Nan, Kathy Atherton, Caroline Donahue, David Shanks (recorder)

Regrets: Karen Hoffman

The meeting was called to order at 6:59 p.m.

1. Agenda, Additions and Approval

Added Active Transportation Plan update.

Moved by David that the agenda be approved as amended.

Carried

2. Presentations

None.

3. Public Participation

Patti Williams shared thanks for the Latoria Creek (Farhill connector) bridge repair support.

4. Adoption of Minutes

a) Parks & Trails Advisory Select Committee, October 15, 2024

Moved by Kathy that the Committee approve the minutes of the Parks & Trails Advisory Select Committee meeting held on October 15, 2024.

Carried

5. Receipt of Minutes

a) Community Planning Committee, October 21 and November 18, 2024

- Discussed older donation policy (Public Works policy and need to harmonize into the new guidelines. Updated will come to PTASC to review
- November 18, 2024 included approval of memorial bench and direction on equestrian mounting blocks
 - Noted now two locations and are moving forward with Public Works department
- Other memorial bench discussion
 - Three approved benches manufacture delayed by supplier
 - Noted inventory missing a bench located at Park Drive near Farhill connector trail

Moved by Jim that the Committee receive the minutes of the Community Planning Committee meetings held on October 21 and November 18, 2024.

Carried

6. Business Arising from the Minutes

a) Community Planning Committee Recommendation - Equestrian Mounting Block at the Corner of Rocky Point and Happy Valley Roads

- Council resolution, November 25, 2024
 - Ron noted two locations selected, need to clarify size with Equestrian Society
 - Install to be completed by Public Works

b) Trail Stewards Program

- Draft ‘job description’ prepared to be shared with PTASC for review. Intended to provide to the Chief Administrative Officer (CAO).
 - Noted intent for this to enable coverage of volunteer stewards under District insurance
 - Seek to build upon public interest from Metchosin Community Day

c) Trails Coordinator Role

- Policy C-100.74 Terms of Reference, Parks & Trails Coordinator
 - Noted existing document is very useful to Trails Coordinator
 - Identified need for next Trails Coordinator to receive specific training on the duties and processes to undertake in this role, with particular attention to municipal budget process
 - Discussion of capturing “Guidelines” document for use by future Trails Coordinators
 - Noted last role identified in document under “Reporting relationship” for the “Chair of the Parks and Heritage Committee of Council” is out of date; modifying to “Council Liaison of Parks & Trails A.S.C”
 - Suggested to add to document “Last Reviewed:” date to top of document

d) Hillman Trail Memorial Bench

- Update to change bench inscription to acknowledge two individuals. Both families have been asked to share costs for memorial bench maintenance.
 - Noted if new plaque covered by PTASC to get bill so it goes against 2024 budget
 - Noted the desire that all four benches all goes against 2024 budget

e) Community Planning Committee Recommendation - Parks Donation Program, Memorial Bench on Municipal Grounds Cricket Pitch

- Council resolution, November 25, 2024
 - Discussed earlier in meeting

7. Reports

a) Parks and Trails Coordinator

- Repairs of trails in Blinkhorn Nature Park recently completed. Regularly wet areas and tripping hazard roots were resolved
- Another bench request; seeking location for another memorial bench

b) Council Liaison

- Beckingham Subdivision
 - Site visit with CAO and Public Works. Developer proposing to complete trail in two phases.
 - Phase 1 to nature trail standard. Mostly follows last discussions. Noted gravel was viewed as not being required; to be reconsidered if muddy areas appear
 - Discussion adding gravel will become much more difficult for District. Suggested to identify low relative spots to identify those to apply gravel
 - Consider requesting option to request developer to lay wood chips instead of gravel
 - **Action:** Jay to request another site visit for PTASC and other knowledgeable trails residents
 - Phase 2 would include area of potential difficult/watercourse area
 - Roadside trails are being constructed already in subdivision. Jay noted these look to be well made.
- Hi-Mount/Saddleback Parks
 - Jay participated in November 2024 site visit with an area residents, the Mayor and CAO.
 - Four park sites looked well maintained by area neighbours
 - Jay indicated that he would not be recommending trail development in these areas; supports this continuing as a community nature area
 - Date still to be identified for PTASC to visit
 - Noted that this area will need to have future plans discussed, including neighbours and wider Metchosin community, to be outlined within the updated Master Plan
- New recruitment for Trails Coordinator and PTASC Members
 - Ad in December and January Metchosin Muse
 - It should also go on website, possibly Fire Hall sign after holidays
 - Kathy noted there is a form to fill out at the Municipal Hall
- Request received for bat box at Blaney Trail
 - Neighbour interested to purchase from Habitat Acquisition Trust (HAT) and install along the trail. Jay looking for volunteers to work with neighbour and HAT
 - David and Caroline volunteered. Will put us in contact with those parties
 - To inform staff once location identified, plan to work with volunteers to coordinate the installation with HAT

- Duke Road East Survey
 - Survey results with CAO, to review with engineering consultant. Need to identify time for this review.
 - Need to consider wider issues (e.g., safety concerns) raised from the July 31, 2024 public input session
 - Still working with CAO for PTASC to be provided copy of survey results
 - Concerns raised about the delays for PTASC to receive survey results.
 - Jay to request and reiterate PTASC's desire to receive results prior to departure of current Trails Coordinator, likely in the form of a briefing with the CAO and engineer
- Review of Subcommittee Terms of Reference
 - Ron to speak to this later
 - District Standing Committees are to be reorganized to improve meeting efficiency
- Buffer Land Update
 - New zoning being contemplated, with specified uses, aimed towards conservation
 - Kathy noted some users are known to use and “develop” their own trails, not desirable; needs to be considered for Buffer Land plans (and Master Plan update)

c) Chair Verbal Report

- Farhill Bridge (Latoria Creek Community Bridge)
 - Ken Williams put in 40+ hours to repair bridge
 - Noted that boards were installed above metal portion of bridge. Material has gotten into this space and rotted this wood.
 - Public works agreed they will complete the project with appropriately treated wood. To come out of 2024 PTASC budget.
- Duke Road East: as discussed before
- Mounting Block: as discussed before
- Meeting with Mayor today on PTASC Terms of Reference
 - Some improvements identified
 - In future some mechanism for PTASC to meet with Public Works, suggested to be annually
 - Chair of committee to meet with neighbouring committees in Colwood and Langford
- Raised suggestion to create two subcommittees within PTASC to divide and cover topics of the P&T Master Plan update and Duke Road East Trail initiative

8. Correspondence

None.

9. Other Business

a) Parks & Trails Master Plan Update

- Discussion of slide deck included in minutes

- Ron asked if committee can track down review/records of past 2009 work to catalogue parks, including recommendations, orphan parks
 - Discussed that the District policy needs to define the correct accounts in which to hold funds when District parks are sold.
 - Discussion of the need from ATP development as input to the P&T Master Plan
 - Jay share with committee for input to take this to January meeting of new standing committee
 - Jay suggested three Subcommittees for Drafting P&T Master Plan, for technical matters, and for Duke Road East trail topic.
- b) 2025 Budget
- Discussion to put forward similar budget as 2024 again for 2025
 - To put forward request for \$20k from “gas tax” reserve fund for Duke Rd Phase 1 and anticipated Planning efforts to investigate Phases 2 & 3
- c) Duke Road East Survey
- As discussed above
- d) Invasives Removal in Latoria Bridge Community Park and Blaney Trail Park
- Question if community lead groups can go in to remove invasives manually in this area
 - Discussion needed on path forward for herbicide application
 - Each specific approval project to go to Trails Coordinator and then CAO for approval
 - Similar interest for invasives removal on Blaney Trail
- e) Environment and Natural Areas Committee Recommendation - Request for at Box on Blaney Trail.
- Council Resolution, November 25, 2024
- e) Active Transportation Plan Update
- Summary of similar details that were presented at Council meeting in October/November
 - Main community interest areas were enhanced facilities around Metchosin Road, particularly connections to Colwood; corridors on Rocky Point Road and Happy Valley Road; connections to Galloping Goose; vehicle speeds were a major concern
 - Urban Systems plans to provide Draft ATP to Council very soon. Draft to be shared with community in early 2025
 - Background and community engagement, long-term network, infrastructure, and priority network improvements
 - Anticipates undertaking next community engagement activities in February 2025
- f) Year end Thank Yous from Ron
- Noted he will stand as Chair for next year, but seeks volunteer for Vice-Chair

10. Adjournment and Next Meeting Date

Moved by Ron that the Committee adjourn the meeting at 9:22 p.m.

Carried

The next meeting will be held on Tuesday, January 21, 2024 at 7:00 p.m.