

District of Metchosin

Minutes

Parks and Trails Advisory Select Committee Meeting

Tuesday, January 21, 2025 at 7:00 p.m.

Council Chamber

Metchosin Municipal Hall

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

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

1. Agenda, Additions and Approval

Moved Ron that the Committee approve the agenda as presented.

Carried

2. Presentations

3. Public Participation

Nicole Shukin

- Thank PTASC for work of last few years, planning & on the ground
- Latoria Creek bridge looks beautiful again, thanks to volunteers
- Updated Master Plan, possible to consider/formalize allowable uses for District Trails. Noted some damage by cyclists (especially e-bikes) and concern about possible encounters between e-bikes with horses
 - Kathy noted similar concern about group camping in Cougar Ridge; CRD was contacted to address.

Darren Brown

- Thanks and kudos to outgoing Trails Coordinator, Ryan Carter

4. Adoption of Minutes

a) Parks & Trails Advisory Select Committee, December 17, 2024

- Discussed about wording with item 7b). Decision that no change needed
- Future consideration to include defining terms “Nature Park” & “Greenspace” in P&T Master Plan update for .
 - Noted that if land was designated as “Park” the important element for defining the use of the park (such as identifying it as a “nature park”) was an actual management plan. a To be developed in P&T Master Plan update.

Moved by Jim that the Committee approve the minutes of the Parks and Trails Advisory Select Committee meeting held on December 17, 2024.

Carried

5. Receipt of Minutes

a) Community of the Whole, January 13, 2025

- Question to Committee, do we want entire Committee of Whole minutes, or only the portions we need?
 - Agreed entire minutes are OK, also easiest for District Staff to include.

Moved by David that the Committee receive the above Committee of the Whole Minutes.

Carried

6. Business Arising from the Minutes

a) Beckingham Subdivision

- Still outstanding to book walkthrough with PTASC
 - Last visit noted that it wasn't yet flagged appropriately
 - **Action:** Jay to confirm that flagging & survey marks are appropriately flagged prior to PTASC visit for understanding of portion to be included, trail location, & to review past concerns

7. Reports

a) Parks and Trails Coordinator

- Memorial Bench on Duke Road is now installed
 - Thank you received from Donor
- Memorial Bench on Cricket pitch now installed
- Jim performed maintenance for trails at Branson-Duke and in Blinkhorn Park
- Has viewed the Duke Road Survey results; still seeks interpretation from experts to interpret all the data contained therein
 - Proposes that another Public Engagement session be setup to present a Plan of Phase 1 trail. Feels now is a good time to move forward. Does not see any obstacles to move forward with Phase 1.
 - Suggested for subcommittee meeting with CAO & District Engineer prior to engagement session to inform planning
 - Alternative proposal for Phase 1 that the main path forward needs to engage the neighbours directly adjacent to the planned trail location.

b) Council Liaison

- Council continuing budgeting process
 - Special projects budget discussions in February, where funding relating to trail development would be discussed.
- New Advisory Committee bylaw
 - Terms of reference, Respectful Workplace Policy, & related documents will be brought to Advisory Select Committees for review in February
- Recruitment efforts
 - No applications received from December advertising, will run them again in February
- Two outstanding benches still to be installed by Public Works
- Severe storm washed out base of new Weir Beach stairs, Public Works to undertake repair to improve durability
- Comments made at Committee of Whole meeting about poor shape of District trails. Enquired if committee members had observed any issues.
 - PTASC member visits recently didn't identify any concerns
- Discussed fire at Cougar Ridge with CRD park staff.

- Still waiting to receive more information on Buffer Lands path forward from District Community Planner
- c) Chair Verbal Report
 - Horse Mounting Blocks update
 - One location wasn't suitable. Another located and Public Works will install
 - Public Works did great work to complete repairs to Latoria Creek bridge. Executed very quickly
 - Discussion of future Public Works plans, seeking they be communicated to PTASC to take advantage of opportunities for trail improvements adjacent to planned road work.
 - P&T Master plan needs to define specifications for Roadside trails, particularly so that that Developers can be required to follow in future (e.g. design to mitigate washout)
 - Discussed engagement with like Committees in Neighbouring Communities
 - Ron indicated he can look into raising this with Colwood
 - Discussion of need for vote on Chair & Vice Chair
 - Intention for Vice-chair to learn from & gain knowledge from Chair over the next year
 - Discussion of setting up Subcommittees
 - Proposes two for P&T Master Plan Update & Duke Road
 - Jay suggested 2 subcommittees/groups working on the Master Plan update: Technical aspects & 2 people for Writing (document, engagement material)
 - Up to 3 members assigned to each subcommittee, can bring in outside parties but they would not members
 - Subcommittees are working groups that can meet as needed, but do need to report back to Committee
 - Specific people can be appointed for specific tasks/needs
 - Discussion about committee members writing Master Plan update versus hiring this work out.
 - If District computers are available, Caroline noted she would be able to complete the Mapping tasks.

Moved by Jay & Ryan that Caroline Donahue, David Shanks, and Jay Shukin be appointed to develop draft text and mapping for the new Parks and Trails Master Plan, ensuring that material is available for review and input by PTASC and, as appropriate, members of the public;

And that Caroline Donahue, David Shanks, and Jay Shukin incorporate into the draft Master Plan material as developed by the Technical Subcommittee;

And that Caroline Donahue, David Shanks, and Jay Shukin also develop public engagement plan for the Master Plan process, which shall be reviewed and approved by PTASC.

Carried

Moved by Jay & David that Kathy Atherton, Karen Hoffman, and Jim Nan be appointed as a subcommittee (to be known as the "Technical Subcommittee") to examine and develop material for a range of matters related to Metchosin's new Parks and Trail Master Plan; these matters will still include, but not be limited to, management plan for the parks, future priorities, and the review of trail standards;

And that, the membership of the Technical Subcommittee and its focus be reviewed by PTASC as

the development of the Master Plan proceeds.

Carried

Moved by Karen & Kathy that Ryan Carter, David Shanks, and Ron Aubrey be appointed as a subcommittee (to be known as the “Duke Road Subcommittee”) to develop a Plan for Phase 1 of Duke Road East Trail extension, and conduct review and information gathering of further extension of the Duke Road East Trail;

And that, the membership of the Duke Road Subcommittee and its focus be reviewed by PTASC as the development of the Duke Road East Project proceeds.

Carried

8. Correspondence

- None

9. Other Business

a) Parks & Trails Master Plan

i. Update on Council Meeting, Re: Master Plan scope of work

- As discussed under 7c)
- Jay noted he will share links to existing Master Plans to committee members

ii. Review of initial table of contents for Master Plan

- Not discussed

iii. Appointment of task-focused sub-committees to get the process moving

- As discussed under 7c)

b) Trail Steward Program

- Requested for PTASC input to take to CAO for review
- Proposed to reword draft that a Trails Steward Program as resuming rather than starting as a new development
- If Trail Stewards are given Orientations, could Advisory Select Committee members receive something similar for their duties?
- Requested to provide any feedback on Draft Trail Steward Program by 31-Jan-2025

c) Election of Chair & Vice Chair

- Ron vacated chair duties passed to Jay for election process.
 - Jim nominated Ron Aubrey as Chair of PTASC
 - Ron acclaimed as chair of PTASC
 - Kathy nominated David Shanks as Vice-chair of PTASC
 - David acclaimed as vice-chair of PTASC

10. Adjournment and Next Meeting Date

Moved by David that the Committee adjourn the meeting at 8:56 p.m.

Carried

The next meeting will be held on Tuesday, February 18, 2025 at 7:00- p.m.