

DISTRICT OF METCHOSIN

AMENDED AGENDA

PARKS & TRAILS ADVISORY SELECT COMMITTEE MEETING

Tuesday, June 17, 2025 at 4:00 p.m. Council Chambers Metchosin Municipal Hall

1.	Agenda, Additions, Approval				
2.	Presentations				
3.	Public Participation				
4.	Adoption of Minutes a) Parks & Trails Advisory Select Committee, May 20, 2025				
5.	Receipt of Minutes a) Environmental Advisory Select Committee, May 27, 2025				
6.	Business Arising from the Minutes a) Beckingham Subdivision b) Duke Road East Trail Update c) Parks & Trails Master Plan Updates i. Draft Table of Contents				
7.	Reports a) Parks & Trails Coordinator Verbal Report b) Council Liaison Verbal Report c) Chair Verbal Report				
8.	Correspondence a) Diana Smith - Vehicle Parking on Roadside Trails				
9.	Other Business a) Proposed 10-lot Subdivision, 3816 Duke Road13				
10.	Adjournment and Next Meeting Date				

District of Metchosin

Minutes

Parks and Trails Advisory Select Committee Meeting Tuesday, May 20, 2025 at 7:00 p.m.

Council Chamber Metchosin Municipal Hall

Present: Ron Aubrey (meeting chair), Jay Shukin (Council Liaison) Kathy Atherton, Caroline

Donahue, Karen Hoffman, Jim Nan, David Shanks (recorder)

Regrets: None

The meeting was called to order at 7:02 p.m.

1. Agenda, Additions and Approval

• David noted item to be added for Blaney Trail Bat Box

Moved by David

THAT the Committee approve the agenda as presented.

Carried

2. Presentations

Neil West, Metchosin Invasive Species Cooperative (MISC), Invasives in Parks:

- Main intention is to allow MISC to continue work in Metchosin Parks, specifically regarding continued use of Garlon (herbicide);
- Amount applied is small, per acre quantity is much below several published studies. Due to focused cut-stump application (applicator like a bingo dobber) instead of spraying;
- Overview of the impact of Holly on native plants ("dead zone") & understory;
- Noted other invasives of concern (e.g. ivy covering large trees within Witty's Lagoon CRD park, possible to eradicate European Ash Blinkhorn Nature Park);
- Ron asked about possibility of producing/adding 1 page document to Parks & Trails documents/brochures; for the purpose of Public Education (MEASC, PTASC, & MISC collaboration); particularly District Trails users; and
- Neil asked for PTASC support of MISC work towards District Council & CAO.

3. Public Participation

• None

4. Adoption of Minutes

a) Parks & Trails Advisory Select Committee, April 15, 2025

Moved by Kathy

THAT the Committee approve the minutes of the Parks and Trails Advisory Select Committee meeting held on April 15, 2025.

Carried

5. Receipt of Minutes

- a) Environmental Advisory Select Committee, April 22, 2025
- Discussing removal of Schedule A (Significant Trees). Council will consider this as part of an overall review of Tree Management bylaw.

Moved by David

THAT the Committee receive the above Committee Minutes.

Carried

6. Business Arising from the Minutes

- a) Beckingham Subdivision
- Some work has started at the top of the trail.
- Comments on entrance to trail, Trail is steep with minimal switchbacks. Noted concern about trees removed causing issue due to lack of cover from rainfall.
 - Action: Kathy to provide Ron will memo to CAO regarding identified concerns & recommendation that condition be applied for Developer to conduct repairs for set time (e.g. 2 years) in case that trail condition deteriorates due.
 - Committee seeks to understand Trail completion timeline and that it will be to Metchosin standard and PTASC expectation.
 - o Suggested for PTASC representatives visit trail site with CAO prior to completion/approval to discuss and understand concerns (e.g. "final inspection").

b) Duke Road East Trail Update

- Follow-up meeting held with CAO, District Engineer
 - Noted intent that Duke Rd centerline should be modified consistently.
 - Comment that centerline adjustment should be considered for Duke Rd W at the same time.
 - Requested revised costing for Ph 1 trail, and some markers of boulevard area to allow discussion with adjacent neighbours
 - o Intent is to have cost to seek Council approval for Phase 1.
 - No need to change drain covers, different solution with blacktop to manage water/washout.
 - o Public works have a design for roadside drains
 - Caroline asked about past discussed safety improvement recommendations. These would be Public Works initiatives to investigate.

c) Parks & Trails Master Plan Updates

- i. Open House Update: Summary of Comments
 - Ron has meeting scheduled 28-May with WSPR & BGC Victoria, to discuss additional trails & Community Gardens within BCG property.
 - Noted possibility for Community Gardens in other Metchosin Park properties
- ii. Draft Parks/Trails Info Sheet Format
 - Content from Kathy & Jim prepared into example Park summary document
 - Technical subcommittee has template "form" to gather technical details for each Park & Trail asset
 - Comments on need to capture details regarding accessibility.

- Noted PTASC should consider benches based on community feedback about needing rest points on trails. (Consider based on trail length)
 - o Consider simpler bench design in more "remote" locations.
 - o **Action:** add topic for mid-trail & remote benches to next meeting agenda

iii. Next Steps

- Draft of the main document has begun. Draft Table of Contents in works with subcommittee.
- Mapping: Karen noted Section 95 needs to be mapped
- Discussion of Topics to be covered: Buffer Land, Orphaned Parks, Nature Conservation areas
- d) Weir Beach Stairs
- Fix to be completed with more robust landing platform
- Can remove topic from next meeting agenda
- e) Management of Invasive Species in Metchosin Parks
- Discussion of management of invasives in parks being separate from recommendations on type or application of herbicides in District Parks
 - Noted that draft Invasives Policy is intended to cover use of herbicides

Moved by David & seconded by Caroline

THAT the PTASC acknowledges the importance of managing and removing invasives from District Parks and supports the work done by MISC on invasives.

Carried

- f) Clarify the scope of Metchosin Bylaws review relative to PTASC
- Council liaison clarified that this is an initiative underway by MEASC; doesn't directly relate to PTASC.
- g) Blaney Trail Bat Box
- Agreement from CAO that install can be completed
 - There is need for clear communication; Public Works needs to be provided full details on work required & where.
 - o **Action:** David to provide request & details to CAO and Public Works.

7. Reports

- a) Parks and Trails Coordinator
- Broom pull by Scouts on road frontage of Buckbrush Swamp Park. Firesmart is organized to remove debris
- Westmont Montessori hold annual cycle from school to Matheson Lake, reached out about cleanup which was agreed as per past years events. Cleanup expected in early June.
- Pearson College contact asked about volunteering opportunities over the summer with PTASC.
 - Another option is to suggest they reach out to FireSmart for other opportunities
- Hillman bench; 2 benches are to be ordered & Hillman trail bench will then be installed.

- b) Council Liaison
- Discussed engaging William Head institution with CAO
- ATNP project to move forward for Grant; Village core was selected project
- Another Broom pull being planned for Buffer Land in early June
- c) Chair Verbal Report
- As discussed above under 6 a) i.

8. Correspondence

• None

9. Other Business

- a) Draft Invasive Species Policy
- Request to provide comments on Policy by email
- Mechanical/manual means for invasive removal a preferred & primary method
- Formalize that herbicides can be used in specific & defined situations
- Action: to correct term "pesticide" to "herbicide"
- To add to agenda future meeting: Kathy asked is it possible to have Kiosk at park entrances with QR code relating to Invasives.
 - Could this be accommodated within the final Policy as it relates to "volunteers".
 Similar topic as to the "volunteer" efforts of future trails coordinators
- b) Metchosin Biodiversity and Natural Assets Plan
- Lead by Councillor Gray and MEASC to bring biodiversity & natural assets into OCP & District Bylaws
- Idea of creating a Biodiversity Area Development Permit process

10. Adjournment and Next Meeting Date

Moved by Karen

THAT the Committee adjourn the meeting at 9:22 p.m.

Carried

The next meeting will be held on Tuesday, June 17, 2025, at 7:00 p.m.

District of Metchosin

Minutes

Environmental Advisory Select Committee Meeting Tuesday, 27 May, 2025 at 7:00 P.M.

Council Chamber Metchosin Municipal Hall

Present: Councillor Steve Gray, Garry Fletcher (Chair), Merrilee Hoen (recorder), Bill Cave, Andy

MacKinnon, Anna Hall

Regrets: Ric Perron, Erin Van de Water

The meeting was called to order at 7:05 p.m.

1. **Agenda, Additions and Approval:** Addition to Business Arising from the Minutes: facilitating community/student projects.

Moved and Seconded by Steve and Andy that the Committee approve the agenda as amended.

Carried

2. Presentations

None

3. Public Participation:

Nicole Shukin supported new zoning designations mentioned in the Local Biodiversity and Natural Assets Plan. In regard to the problem of fill being dumped on steep, upland slopes, she suggested that these sensitive areas be recognized for protection with a new zoning designation. Andy suggested it would be appropriate to address these steep slope issues within the Soil Deposit and Removal bylaw. Nicole also suggested that Metchosin's ditches and road sides be recognized as corridors for plants and animals and that this be considered in plans to control invasives in these areas. She also requested that MEASC ask the Fire Hall steering committee and Council to include green building principles into the planning of the new Fire Hall e.g. adding a green roof. Nicole announced that there will a Broom Bash in the Buffer lands on June 1, 2025 from 10-12 am.

and that this be considered in plans to control invasives in these areas. She also requested that MEASC ask the Fire Hall steering committee and Council to include green building principles into the planning of the new Fire Hall e.g. adding a green roof. Nicole announced that there will a Broom Bash in the Buffer lands on June 1, 2025 from 10-12 am.

Alison LeDuc followed up on Nicole's comments about ditches as important wildlife corridors. She recommends maintaining vegetative ditches that are just mowed a few times of year. Public Works advocates that ditches be cleaned out thoroughly for flood control. Rare and endangered plants have been found in Metchosin ditches and some found only there. Alison reports that Kristen Miskelly of Satinflower Nursery would be willing to recommend plants for the ditches that would be less likely to interfere with drainage.

4. Adoption of Minutes

Moved and Seconded by Steve and Andy that the Committee approve the minutes of the

Environmental Advisory Select Committee meeting held on April 22, 2025.

Carried

5. Review of Minutes

Moved and Seconded by Andy and Bill that the Committee receive the Parks & Trails Advisory Select Committee for information.

Carried

6. Business Arising from the Minutes

a) Race Rocks Ecological Reserve (RRER)

Garry reported that the District Letters Patent indicate that RRER is not in Metchosin. The municipal coast boundary ends 300 m from the high water mark. RRER is a BC Park that, by regulation, must be part of a Municipality or Regional District. Garry has seen a BC Parks reference that lists RRER as part of Metchosin but this is currently incorrect.

Action Item: Steve will inquire if the reserve can be included as part of Metchosin.

b) Local Biodiversity and Natural Assets Plan

• Identification and mapping of sensitive ecosystems.

Steve has been collecting feedback and input from community groups and individuals in response to the Plan. For example, Bill submitted information proposing a single tree and biodiversity bylaw based on bylaws from other jurisdictions. This process is expected to be completed by the end of June.

c) Facilitating community/student projects

Merrilee has been researching the criteria for Community Engaged Learning at UVic. Dr. Nancy Shackelford, Academic Director, Restoration of Natural Systems Program has responded with community engagement guidelines for working with ER 390 students. There are several similar opportunities with other departments at UVic.

Action Item: Merrilee will submit an article to the Metchosin Muse drawing attention to the opportunities for community groups to collaborate with UVic students on projects that will assist the groups and provide students with course credit and practical experience.

7. Reports

a) Chair's Verbal Report: none

b) Council Liaison Verbal Report:

Spongy moth: Council would like to hear a presentation from Dr. Jennifer Tynan and Dr. Jochen Moehr, who presented at our last meeting, and may decide to submit a resolution to the UCBM. Council decided also to ask for a presentation on the spray program from a federal government representative.

Significant Trees: The Committee of the Whole decided to consider removal of the Significant Tree section from the Tree Bylaw when the proposed amendments to the bylaw are brought before Council.

Fire Hall: The feasibility study is nearing completion On May 26, Council considered a Fire Hall Steering Committee proposal to remove the Municipal grounds at 4450 Happy Valley Road from the ALR in case the Committee were to later recommend using the front field for the project. Council did not approve this proposal.

8. Correspondence: none

9. Other Business

a) Draft Invasive Species on Municipal Land and Roadsides

Steve is still gathering comments from MEASC and CRISP. He expects to submit our suggested revisions to Jay by the end of the week.

b) MEASC meeting with Western Canada Marine Response Corporation (WCMRC) Michael Lowry, WCMRC, presented an update about an oil spill response to Council. Another meeting will be arranged with Michael, MEASC and other community experts to follow up on some information requested at a previous meeting with MEASC on GRS locations.

10. Adjournment and Next Meeting Date

Moved and Seconded by Bill and Andy that the Committee adjourn the meeting at 8:05 p.m.

Carried

The next meeting will be held on Tuesday June 24 at 7:00 p.m.

Proposed Table of Contents – Draft for Discussion (Updated: May 29, 2025) Metchosin Parks and Trails Master Plan

Section 1 – Introduction

- Introduction (General introduction to the plan; less than a page)
- Land Acknowledgement
- Plan purpose
- List of P&T Assets
 - To give readers an early sense of scope/scale of community assets

Section 2 - Process and Community Background

- Community profile and demographics
 - Can draw from ATNP plan; need to show relevance to parks/trails matters
- Policy context
 - key OCP elements; PTASC role; relevant bylaws; quick reference to old plans)
- Master Plan Development process
 - Timelines and approval process
 - Public Engagement
 - Principles we drew upon in the development of the plan (i.e. from the boards we showed at the open house: environment, connectivity, community's rural character)
 - What we heard (A summary of public input). A more detailed report could go into the appendix.

Section 3 – Core concepts, trends and issues

- Key trends impacting the parks
 - What we've accounted for in the plan's recommendations.
- 'Challenging issues' (specific issues TBD)
 - Examples: Growth on Metchosin's borders, Orphan Parks, Mountain Biking, Safety, Conservation areas (vs. actively used areas), Access to SRWs and land seldom used (i.e. Buffer Access)
- 'New Ideas'
 - Accessibility
 - Working with neighbours on new opportunities
 - Environmental protection initiatives
- Important Background Information
 - Subdivision Requirements and local process
 - Shoreline Authority
- Recommendations (i.e. the actions we're suggesting)

Section 4 - Metchosin Trails

- Overview
 - Opening statement of issues, opportunities, risks
- Trail Standards and maintenance
 - Trails standards.
 - Discussion of maintenance needs (look at specific recommendations)
- Asset overview
 - Trail profile sheets are in development; TBD on where they all go finally (in section or appendix?)
- Recommendations for new trails
 - Establish criteria for pursuing these ideas (connectivity, use-value, cost of building/maintaining, accessibility, travel effectiveness/directness)
- Recommendations
 - o Recommendations re. current trails
 - Recommendations for new trails opportunities

Section 5 - Metchosin Parks

- Overview (statement of issues, opportunities, risks)
- Parks overview of each park (similar to trails section)
- Possible **new parks opportunities** (see page 7-8 of the 1986 plan)
- Recommendations
 - General recommendations
 - o Recommendations for new parks opportunities

Section 6 – Beaches

- Overview (statement of issues, opportunities, risks)
 - Overview of each beach

Section 7 – Recommendations – Summary Table

Consolidation of the recommendations noted in the specific sections

Section 8 – Appendices

Park / Trail Info Sheets (TBD)

For Discussion - Mountain Biking on Metchosin Trails / Parks

Request for Views / Recommendations re. the Parks & Trails Master Plan June 17, 2025 PTASC Meeting

At the April 5, 2025 open house PTASC heard concerns over impacts to our local trails from mountain biking. A resident noted that mountain bikes can cause significant erosion and damage to trails.

While perhaps not a daily occurrence, bike use has been noted on several nature trails, including the Upper La Bonne Trail, with riders either going down to the Galloping Goose (GG), sometimes via Cougar Ridge, or up from the GG. Electric mountain bikes have also been observed. Electric powered can enable greater access to places that would not be possible on regular bikes.

The CRD only allows biking on specifically designated trails. The CRD's website states: "Cyclists are welcome in regional parks on trails specifically designated for cycling..." It's notable that the Cedar Grove Trail of Roche Cove Regional Park is designated for cycling. However, there is no biking allowed off the GG into Matheson Lake Regional Park.

Consideration should also be given to roadside trails. In some cases, the use of roadside trails by those on bikes may be a safer option than riding on road shoulders.

Questions for consideration by PTASC:

- To your knowledge, how widespread is mountain biking on our trail system?
- Have you seen damage and impacts?
- Should PTASC make a recommendation regarding mountain biking in our trail system? If so, what should that be?
- Should there be a different approach to roadside trails?
- If there is a problem with certain trails, would additional signage help (i.e. "No biking on this trail.")?

Input from this discussion will inform future recommendations that PTASC makes through the Parks and Trails Master Plan.



[Draft] Fw: Parking on roadside trail near the Community Hall

From Jay Shukin <jshukin@metchosin.ca>

Draft saved Wed 6/11/2025 8:43 AM

То

3 attachments (11 MB)

roadside trail near community hall.jpg; roadside trail with traffic cones.jpg; roadsidextrsil with signage.jpg;

Hi everyone

i was asked to pass this on to everyone by Diana Smith. There's a similar problem on Happy Valley Road after Rocky Point (near the area where Ron's mounting block is located). Shelly Donaldson has asked staff to explore options there, which might apply to th William Head location.

Best,

Jay

From: Diana Smith

Sent: Saturday, May 31, 2025 6:19:13 AM

To: Mayor and. Council <mayorAndCouncil@metchosin.ca>

Cc: Jay Shukin < jshukin@metchosin.ca>

Subject: Parking on roadside trail near the Community Hall

Dear Mayor and Council.

Last weekend Councillor Shukin placed and removed parking cones on the roadside trail just west of the Community Hall on William Head Road to prevent parking on the trail. This was very much appreciated.

People historically have a habit of parking on the trail which means pedestrians need to walk on the road when going to the village. This particularly happens when there are large events at the Hall, or in the village, which there was last weekend. But these are also the times when pedestrians and people with mobility devices most likely will be wanting to use the trail. There is simply not enough room for cars to park on the thin slice of shoulder next to the trail.

A couple of years ago I put in a public service request to have something done; either permanent concrete bollards installed, solid yellow lines on the road or, at least, 'no parking' signs. All or even some of these measures would be greatly appreciated. Nothing has been done. In the meantime I sometimes put out milk crates and homemade signs when there is a large event. Could something **permanent** be done to prevent parking on this short length of trail, please, so that pedestrian safety doesn't have to rely on the kindness of councillors or the guerilla tactics of residents?

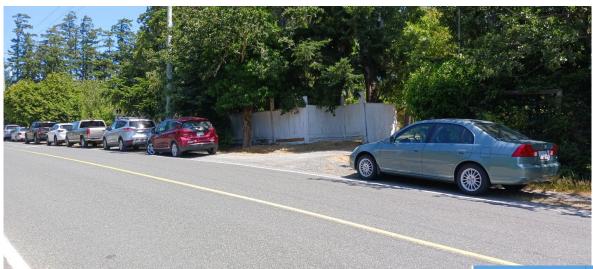
The attached photos show a typical situation when the Community Hall is used and two temporary, makeshift solutions.

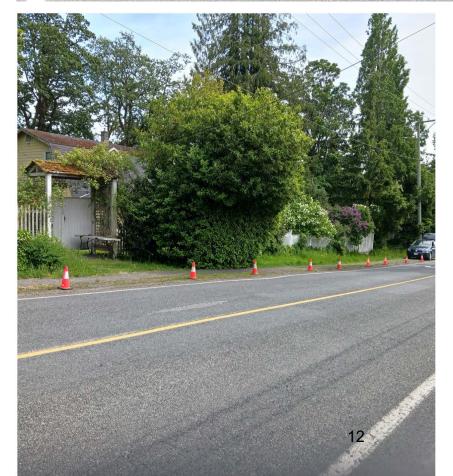
I did notice this issue was on the agenda for the April 15th meeting of the Parks and Trails Advisory Select Committee but have not seen the minutes to know what might have been discussed or recommended.

Thank you

Diana Smith

Diana Smith
Sc'ianew Territory
She/her









DISTRICT OF METCHOSIN

MEMORANDUM

TO: Ron Aubrey, Chair PTASC

Gary Fletcher, Chair MEASC

FROM: Susan Dyble, Development Services Coordinator

DATE: June 5, 2025

Our File: 3320-25-02

Re: Proposed Subdivision – Ten Lots - Nine (9) new lots:

Lot 1, Sections 44, 46, and 47, Esquimalt District, Plan 50594 (3816 Duke Rd)

Please find attached proposed subdivision plan for the above noted property. The applicant is:

Rachael Sansom – Grayland Consulting Ltd. 1498 White Pine Terrace Victoria, BC V9B 6S8 Phone (250)-889-0047

Kindly advise, as soon as possible, of any comments regarding the proposal. If you should require anything further, please contact me for coordination.