



DISTRICT OF METCHOSIN

AGENDA

PARKS & TRAILS ADVISORY SELECT COMMITTEE MEETING

Tuesday, August 19, 2025, at 7:00 p.m.

Council Chambers

Metchosin Municipal Hall

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 - b) Road Resurfacing Program, Building in Pedestrian Safety During Project Planning
 - c) Invasive Management, Support for Local Groups
 - d) Duke Road East Subdivision
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 10. **Adjournment and Next Meeting Date**

District of Metchosin
Minutes
Parks and Trails Advisory Select Committee Meeting
Tuesday, June 17, 2025, at 4:00 p.m.
Council Chamber
Metchosin Municipal Hall

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

Regrets: Caroline Donahue

The meeting was called to order at 4:03 p.m.

1. Agenda, Additions and Approval

Moved by Karen
THAT the Committee approve the agenda as presented.

Carried

2. Presentations

None

3. Public Participation

Erin Ronsse - resident

- Voiced support of PTASC, offered help where they can.

Patti Williams - resident

- Question if each lot in subdivision would require its own septic system; This is not noted in the drawings
 - Chair clarified that PTASC remit is only Parks or Trails perspectives.

Darren Brown -resident

- Offered thoughts & feedback from last meeting regarding the proposed Duke Road East project. Referencing the sub-committees. Suggested continuing public engagement as the process continues, as this will bring out more ideas and input from the community.
- Advocated for evidenced-based decision making, noting ICBC statistics for local road safety.
- Noted the value of a roadside trail on Metchosin Road.

4. Adoption of Minutes

a) Parks & Trails Advisory Select Committee, May 20, 2025

Moved by Jim
THAT the Committee approve the minutes of the Parks and Trails Advisory Select Committee meeting held on May 20, 2025.

Carried

5. Receipt of Minutes

a) Environmental Advisory Select Committee, May 27, 2025

Moved by David

THAT the Committee receive the May 27, 2025, Advisory Select Committee Minutes for information.

Carried

6. Business Arising from the Minutes

a) Beckingham Subdivision

- Ron noted brief feedback from Kathy provided to him & CAO:
 - **Action:** To add Statement/Policy into the P&T master plan on PTASC or TC to have say in final approval of trails completed by developers.
 - Kathy noted if trail is “completed” it is not to standard.
 - Not clear if the completed trail goes to the expected end at corner of ROW at Winfall ROW.
 - **Action:** Kathy to provide another message to CAO about concerns.
- Kathy walked today, the steep entrance looks similar to last time, but gravel already shows signs of wear & tear.
- Existing homeowner noted concerns that trail runs fairly close the house.
- Some metal wire/debris is across the trail, obscures the known trail location, & cleanup may help keep people on designated trail.

b) Duke Road East Trail Update

- Jay identified to CAO that 2 items remain outstanding from Engineer:
 - Cost estimate for Ph 1;
 - Plan on moving the centreline on DRE.
- Ron asked about timing of Council meetings over summer, relating to ability put recommendation forward Duke Rd East Trail for decision. Council meeting planned in July but not currently in August.
- David raised concern about limitation/ability for volunteers to contribute to roadside trail construction. Jay will be meeting with District staff on topic.
 - Jim noted Pears Rd trail was put in almost 100% volunteer basis, hopes this can be continued going forward.
 - Ron expressed that clarity needed from District on the rules to apply for Trail construction & general PTASC projects.

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c) Parks & Trails Master Plan Updates

i. Draft Table of Contents

- This draft prepared by Subcommittee discussions with Jay, Caroline, & David. Expected to adapt & change as development continues.
- Sections divided to draft between 3 of subcommittee members.
 - Goal to have draft content to share with Committee following July & Draft document for Public Open House by November.
- Jay noted **action** for all Committee Members to note & share any recommendations for consideration to include in the updated P&T Master Plan.

ii. Mountain Bikes on Trails

- Discussion that accommodation for bicycles seems to be trail specific:
 - Should consider where mountain bikes have potential to cause damage. Criteria needed:
 - Roadside versus Nature trails;
 - Graveled versus dirt trail;
 - Regular mountain bikes versus eBikes, the latter have potential to do more damage.
 - Seasonal considerations for wet damage versus dry conditions
 - Suggested list of allowed trails.
- Discussion of perceived difference in behaviours of Horse users versus Mountain Bike users.

iii. Mid-trail and Remote Benches

- Requested to ask members to share potential locations when they are identified
- Discussion of different bench standard for “remote” bench:
 - Plastic wood, or ½ log with smaller log supports. Agreement that ½ log bench would be keeping with Metchosin rural character.

iv. Kiosk Sign/QR Code on Invasives at Park Entrances

- Kathy noted Murrays pond had QR codes that provides info; suggested this could be done at parks to provide information about invasives, details on identifying, removing, and/or reporting. Could also provide information about Native Plants as well.
 - Opportunity to leverage technology/apps to engage visitors.
 - Inspired by sign in Powell River that encouraged people to remove invasive Ivy.
 - **Action:** Suggested to identify example/Pilot project to try this out.

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v. Next Steps

- As discussed in item 6 c) i.

7. **Reports**

a) Parks and Trails Coordinator

- None

b) Council Liaison

- Firehall is current pressing issue within District office. Decision made on option to pursue, seeking to further plan. Aim to seek community grant to help funding.
- Meeting planned with CAO & District staff on Thursday about work by volunteers.

c) Chair Verbal Report

- Thanked people for attending & contributing to meetings on Firehall.
 - David asked if PTASC has role towards “FireSmart” activities in Metchosin Parks. Jim noted it is shared.
 - Jim noted Fire Dept and Osprey volunteered time to work on Blinkhorn park cleanup.
- Informal meeting planned on June 26 between PTASC & Colwood Parks/Trails representatives for introductions and to share information and plans along shared municipal boundaries.

- Jay noted to consider engaging Colwood, CRD, or others to collaborate on trail along Metchosin Rd.
- Noted eagerness and still waiting on information regarding Duke Rd East Trail.

8. Correspondence

a) Diana Smith – Vehicle Parking on Roadside Trails

- Inquiry if temporary measures (e.g. putting up pylons for Metchosin Community Day & Metchosin Garage Sale) could be replaced by permanent measures
 - Seeking information about cost for delineators for this and other potential locations in the district.

Moved by Ron and seconded by David

That the Committee recommended Council direct staff to explore options to manage roadside parking infringing on trails, & other busy roadside areas, to address safety issues, perhaps considered within ATPN project in the Village core. Options could include delineators, “no parking” signs.

Carried

9. Other Business

a) Proposed 10-lot Subdivision, 3816 Duke Road

- Clarification by Jay on Local Government Act, also noted in Section 941 per the OCP/2009 Trails Masterplan
- Discussion of land donation versus cash in lieu
- Limited access to connect up to Chapel Heights or Graceland
- Discussion of potential park with bench/viewpoint in western wooded area of current lot, seeking to include large Arbutus trees with aim to support protection on public land.

Moved by Kathy

THAT the PTASC recommend the Approving Officer seek payment equal to the value of the land contribution from subdivision of 3816 Duke Road.

Carried

10. Adjournment and Next Meeting Date

Moved by Jim

THAT the Committee adjourn the meeting at 5:56 p.m.

Carried

The next meeting will be held on Tuesday, July 15, 2025, at 7:00 p.m.

District of Metchosin
Minutes
Environmental Advisory Select Committee Meeting
Tuesday, June 24, 2025 at 7:00 P.M.
Council Chamber
Metchosin Municipal Hall

Present: Bill Cave, Garry Fletcher (Chair), Councillor Steve Gray (Council Liaison), Anna Hall, Merrilee Hoen (recorder), Andy MacKinnon, Ric Perron

Regrets: Erin Van de Water

The meeting was called to order at 7:01 p.m.

1. Agenda, Additions, Approval:

Two items were added to Business Arising from the Minutes: 6 d (Sensitive Environment Mapping) and 6 e (How community groups can connect with UVic students).

Moved and Seconded by Steve and Andy
THAT the Committee approve the Agenda as amended.

Carried

2. Presentations

None

3. Public Participation

None.

4. Adoption of Minutes

Moved and Seconded by Garry and Anna
THAT the Committee approve the minutes of the Environmental Advisory Select Committee meeting held on May 27, 2025.

Carried

5. Review of Minutes

Moved and Seconded by Ric and Merrilee
THAT the Committee receive the Minutes of the Parks & Trails Advisory Select Committee, May 20, 2025, for information.

Carried

Moved and Seconded by Merrilee and Andy
THAT Councillor Steve Gray follow up with the Approving Officer to determine how and whether MEASC recommendations re: Beckingham Subdivision were incorporated.

Carried

6. Business Arising from the Minutes

a) Race Rocks Ecological Reserve Update

Metchosin could request that Race Rocks be added to Metchosin. This would require approval from the Minister of Municipalities, consultation with First Nations, and a Referendum. Steve will continue to investigate.

b) Draft Invasive Species on Municipal Land and Roadsides Update

Steve provided an update on the development of Metchosin's invasive species management policy. Councillor Shukin had developed a draft new policy after receiving input from various stakeholders (including MEASC). There were concerns about the potential unintended consequences of changing the current approach, which involves working with CRISP and CRD professionals. MISC has requested more consultation on the proposed policy

Changes to CRISP's priority invasive species list are being considered. The word "priority" is being removed to emphasize the importance of targeting all invasive species for removal.

Council has asked the CAO to investigate options under the Weed Act for dealing with gorse and other noxious weeds on private land.

Please put this item on the agenda for our next MEASC meeting for an update.

c) MEASC Meeting with Western Canada Marine Response Corporation

This is being set up now – likely for 2nd or 3rd week in July. Stay tuned.

d) Sensitive Environment Mapping

Andy discussed the importance of protecting sensitive environments in the OCP Bylaw, highlighting the need for an updated inventory of sensitive environments, including native species, rare plants, and riparian areas. He noted that Map 4, Sensitive Environments, has not been updated since 1995 and lacks clarity in its categories and legends. Andy suggested creating a new version of Map 4 using data from the Conservation Data Centre and Capital Regional District, including threatened species and ecosystems, wetlands, and riparian areas. He proposed contacting these organizations to determine the most appropriate databases for mapping these categories.

MEASC discussed refining categories for a new map and sought Council's blessing before proceeding. They questioned the accuracy of the community water supply area on the map and considered consulting CRD Water Commission. The conversation touched on the importance of ephemeral wetlands and their potential impact on well water, suggesting these areas may need re-evaluation given climate change and population growth. They also discussed the need to consult wetland specialists and consider ecosystem services in their mapping efforts.

Moved and Seconded by Anna and Andy

THAT Steve & Andy prepare materials for Steve to bring to Committee of the Whole.

Carried

e) How community groups can connect with UVic students

Merilee has written the article and submitted it to the Muse.

7. Reports

a) Chair's Verbal Report:

MEASC won't meet over the summer, except at the call of the Chair.

b) Council Liaison Verbal Report:

MEASC's Council Liaison Councillor Steve Gray updated us on several Council initiatives of potential interest to MEASC members.

Steve has been talking to former Colwood planner Iain Bourhill, to learn about Colwood's shoreline planning experiences that could be relevant to Metchosin. Steve will invite Iain to give a presentation to MEASC.

Metchosin Council has endorsed a proposal to build a new fire hall on a large community field, with a preliminary cost estimate exceeding current available reserves. Concerns have been raised about the process, noting that a smaller subcommittee recommended the endorsed option and removal of land from the ALR without full Fire Hall Steering Committee approval, and about whether the proposed facility would exceed our community's needs. Steve highlighted potential issues with debt and the loss of valuable green space.

Recent housing needs assessment report that Metchosin has the capacity for 852 new dwellings over the next two decades, leading to planned updates to the OCP and Land Use Bylaw by the end of December. Council's Committee of the Whole received a draft survey on housing policies and recommended gathering more detailed feedback on concerns rather than just binary (support/don't support) responses. MEASC members emphasized the importance of considering ecological impacts, such as biodiversity and dark sky preservation, and highlighted issues like transportation infrastructure and healthcare capacity. One point of discussion at COW was matching rules for housing for agricultural workers to those of the Agricultural Land Commission, and/or exploring strategies for accommodating farm workers in the community without creating additional dwellings.

MEASC will have a table at Metchosin Community Day.

8. Correspondence: none

9. Other Business

a) Proposed 10-lot Subdivision, 3816 Duke Road

MEASC members discussed the proposed subdivision on Duke Road (10 lots on approximately 10 acres). The area contains significant trees and a possibly seasonal creek; there are no agriculture land designations. Will there be some sort of park dedication as a component of the subdivision?

We should organize a MEASC site visit.

Moved and Seconded by Ric and Bill

THAT Steve work with Staff to set up a MEASC visit to the proposed Duke Road subdivision.

10. Adjournment and Next Meeting Date

Moved and Seconded by Ric and Anna that the Committee adjourn the meeting at 8:40 p.m.

Carried

The next meeting will be held on Tuesday, September 23, 2025, at 7:00 p.m.

Line Painting on Duke Road East – Matter for PTASC Consideration

PTASC has been exploring options to address pedestrian road safety concerns on Duke Road East (DRE) since mid-2023. PTASC held a community information session about this project on July 31, 2024. A subcommittee (Ron, David and Jay) was appointed to engage the CAO and the District's consulting engineers (Westbrook) (collectively, "the Project Team").

The Project Team conducted a site visit in February 2025. Westbrook then presented the concept of establishing a safer pedestrian space on DRE by re-painting the traffic lines to allow for a wider roadside shoulder to better enable safe passage for walkers. This would involve reducing each vehicle lane to 3 metres, where possible, to allow for an increase in the walkable shoulder of 1.5 to 1.0 metres.

There is considerable variation to road width over the full length of DRE. Using Albert Head Rd as a mid-point, the segment north toward Metchosin Rd (~680 metres in length) is generally 8 to 9 metres in width (with several small sections of 7 metre width). The road segment from Albert Head Rd south to the lower portion of DRE (~545 metres in length) is considerably narrower, typically being 6 to 7 metres in width.

PTASC's views are being sought on whether to recommend funding from District Council to allow for line painting to enable a larger walkable shoulder from Albert Head Rd to Metchosin Rd.

Council reviewed a request for a larger line-painting project on DRE at its July 14th meeting. Several questions were raised; responses are provided below for PTASC's consideration.

What side of the road will the walkable shoulder be on?

The east side (water side). This will allow for easier connectivity to Latoria Creek Community Bridge and Farhill Rd and greater visibility of pedestrians coming off Metchosin Rd. The east-side is the 'up-hill' side of the road, which will some slowing potential for vehicles or bikes.

Will signage be necessary?

A single sign is advised at the start of enlarged shoulder at Albert Head. Sign examples attached.

Will the project include a cross-walk?

No. At present there is no roadside trail on the west-side, and thus there is no specific point where a crossing should be designated.

Would biking be allowed on the enlarged shoulder?

Yes. Biking would be one way, south to north.

Would traffic delineators be used?

Traffic delineators could be placed at the corners of Albert Head Road, Dutnall Road and Haystock to mark/identify the walkable shoulder. Eight delineators would be used in total.

Additional Points:

- Re-painting/re-aligning vehicle lanes for safe and **walkable pedestrian-shoulders is an established active transportation element.**
- Two-way vehicle flow on DRE will not be diminished, with a minimum 3.0 metre (9.84ft) vehicle lane to be maintained along the roadway. Researchers have identified narrower lanes as an **effective traffic calming measure.**
- Making DRE a safer, more walkable roadway would be a **significant response to the public input received at the July 31, 2024 community input meeting.**

Cost estimate:

A cost estimate of ~\$38,000 was provided by Westbrook for line painting from Chapel Heights Dr. to Metchosin Rd (~1,225 metres). However, the cost of Albert Head to Metchosin Rd segment should be considerably less, given that this project is only for 680 metres of road. A new cost-estimate will be developed for the project proposed.

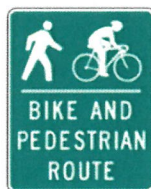
If the work is completed this year, existing budget allocations can be drawn on:

- \$6,665 remains in the approved allocation for the DRE project.
- \$20,000 is unspent in the Trails Capital Improvement budget.
- \$15,000 can be drawn from the existing line-painting budget

Motion for discussion:

PTASC endorses the recommendation for traffic line painting from Albert Head Rd to Metchosin Rd to create a larger road-side shoulder to support safer-passage for pedestrians and cyclists.

Examples of signs



From: [REDACTED]
To: [Mayor and Council; Info](#)
Cc: [Jay Shukin](#)
Subject: Parks and Trails Input - Friends of Metchosin Mountain
Date: July 10, 2025 2:19:58 PM

Dear Metchosin Council and Members of the Parks and Trails Advisory Select Committee:

We are Metchosin citizens who are residents of the Himount, Ferncliff, Hackamore, Saddleback and Stirrup Road Neighbourhoods, who would like to be recognized as the **Friends of the Mount Metchosin Neighbourhood (FMMN)**.

The Friends of the Mount Metchosin Neighbourhood (FMMN) would like to provide our input into the Parks and Trails Masterplan currently being updated.

Background:

The Mount Metchosin Neighbourhood was created in 1990 and included approximately 30 - 2 acre lots around the Mount Metchosin neighbourhood. Many of these lots adjacent to Mount Metchosin were developed and sold for home construction. We believe that as part of the subdivision agreement, approved by the Metchosin Council at that time, approximately 5% of the subdivision was allocated as "park space" between and alongside lots throughout the subdivision. The Mount Metchosin neighbourhood was developed alongside approximately 400 acres of dense undeveloped forest and meadowland known as Mount Metchosin, which is owned by the Olympic View Golf Club, and which is private property.

In 2005, 2016 and again in 2024 petitions were submitted to oppose the creation of Nature Trails on this "Park Space". The 2024 petition had 97 residents in the Mount Metchosin Neighbourhood opposing any trail development. Overwhelming opposition by 98% of the residents in this neighbourhood was demonstrated (with rationale) with each of the past petitions, and we feel Metchosin Council should listen to these residents, and incorporate their input for consideration into the Parks and Trails Master Plan currently being updated.

During the last six months many of the Council members, the Mayor, and all members of the Parks and Trails Committee have taken the opportunity to visit and view much of this allocated "Park Space" with neighbourhood residents, so all were familiar with the spaces under discussion, and to hear neighbours' comments and concerns.

Our input to Metchosin Council and the Parks and Trails Advisory Select Committee:

- The Friends of the Mount Metchosin Neighbourhood (FMMN) proposes that the "Park Space" which was originally allocated as part of the Mount Metchosin subdivision development be allocated as **Protected Natural Greenspace**, and as such be kept in its natural state, protecting the natural habitat, streams and water courses, ground cover and natural vegetation as well as numerous species of wildlife that coexist on this land with its neighbours.
- The FMMN support the enjoyment of this Protected Natural Greenspace by the approximately 30 existing neighbours who back onto this greenspace, and who will be the friends and stewards of the space.
- The Parks and Trails Master Plan should commit to preserve, protect and care for this Protected Natural Greenspace, and ensure that it be maintained in its natural and current state.
 - This includes the maintenance of invasive species such as broom, holly, gorse, ivy, thistle, ragwort, blackberry bushes etc.
 - The FMMN will support and encourage removal of invasive species by neighbourhood residents wherever possible.
- The FMMN want to support the maintenance of the Protected Natural Greenspace in its natural state, and do not want the Master Plan to include the creation of trails of any kind on this protected natural greenspace, nor should any maps or markers indicate public trail access or thoroughfare. These Protected Natural Greenspaces should be protected as part of Mount Metchosin and should not be put at additional risk by the public.
 - Thick stands of Douglas Fir, Cedar, Oak, Arbutus and other trees grow in the Mount Metchosin area and should be protected and maintained to help retain Metchosin's carbon footprint today, and into the future.
 - The Protected Natural Greenspace encompasses a vast riparian ecosystem with thick mosses, numerous wildflowers, and is a home to numerous forms of wildlife that warrant protection from any form of trail development
 - Much of the terrain of this green space is markedly rugged with steep banks and boulders, trees and thick brush, thus making them unsuitable for walking and horse trails
- The FMMN are concerned about loss of security to personal property, and risk for break-ins if public access is expanded and encouraged.
- The FMMN do not want to see the loss of privacy and right to the peaceful enjoyment of our properties due to public access.
- Fire risk is at an all-time high, and in particular in the Mount Metchosin neighbourhood where the wind and heavily treed acreages are extremely

susceptible to forest fires. They need to be protected from the public. Only one exit road exists to and from this neighbourhood. Fire smart programs promote the clearing of dead branches, broom and other invasive species as a deterrent to prevent the spread of forest fires.

The revised Parks and Trails Master Plan should ensure:

- Care should be taken to protect existing trees and foliage. Sensitive areas and protected fauna should be maintained.
- Water courses need to be protected to avoid public crossings, turbidity and erosion. Many of the water courses feed directly (or indirectly) into Bilson Creek.
- No dumping of excavated materials or yard waste should be allowed.
- No encroachment onto greenspace by existing neighbours should be allowed.
- Removal of invasive species such as broom, holly, gorse, ivy etc. should be encouraged.

Thank you for accepting the collective input of over 100 residents of the Mount Metchosin area who want to see our Neighbourhoods protected.

Respectfully submitted,
Friends of the Mount Metchosin Neighbourhood

DISTRICT OF METCHOSIN

SUBJECT: PUBLIC WORKS POLICY
Donations to Community Parks

SECTION: W-100

POLICY: W-100.86

COUNCIL:

DONATIONS TO COMMUNITY PARKS

This policy provides a framework for individuals or groups to contribute gifts that recognize and honour a person, organization or significant event, and provide community benefits and enhancement of the District of Metchosin's public spaces.

1. PURPOSE

- a) The purpose of this policy is to provide consistent direction for the accepting, maintaining and replacing of donations to the District of Metchosin (the "District") community parks.
- b) This policy combines the former Public Works Policy W-100.80 and the Council approved guidelines of the *Parks Donation Program*, as updated on March 4, 2024.

2. GUIDELINES

- a) Donations become the sole property of the District for the use and enjoyment of the public.
- b) Location for the donation is to be suggested by the donor but is only approved by the District. Some locations are not available due to site suitability and capacity. In cases where a suitable site for the proposed donation is not available, the donor may be offered an alternative site. The final decision on an appropriate location for the donated amenity is to be determined by the District.
- c) The District reserves the right to move the donated item to accommodate unforeseen future events.
- d) Donations have a life span of 10 years. When the life span of the donated item expires, the donor, by way of Notice to the donor's last-known address, will be offered the opportunity to renew or repurchase for an additional 10 years, at a price to be determined at that time. If the donor does not renew the donation, the location of the donation becomes available to another donor.
- e) The donor is responsible for advising the District of any change of address, if the donor wishes to receive any future correspondence from the District regarding the donation and opportunity for renewal.
- f) The District will determine, and coordinate, the type and style of items, such as park benches and picnic tables, which may change due to suitability and availability, and

purchase according to the municipal procurement policy, and designated approved supplier lists.

- g) The Municipality is responsible for the installation, maintenance and repair of the donated item if damages occur due to natural conditions or vandalism.
- h) Donors shall not plant, place or alter anything on, or within, the area surrounding the donated item.
- i) The Municipality reserves the right to approve the wording, size, style and placement of plaques.
- j) Plaques cannot be placed on or near trees.
- k) The Municipality reserves the right to deny any application.

3. PRICING OF DONATIONS

- a) The donor is responsible for paying the cost of the donated item and for providing a maintenance fee.
- b) The cost of the donated item includes installation, materials, including graffiti coating for park furniture, plaque, and a maintenance fee of 20% of the material costs.
- c) A Deposit of \$1,500 is required upon application approval and the balance due upon installation completion.
- d) Deposits can only be refunded prior to the item being ordered, if requested after the order no refund will be given. A 10% administrative fee will be deducted from any refund.
- e) Fees are for the entire 10-year term.
- f) A tax receipt will be made out to one donor.
- g) The donated item(s) will be maintained as part of the parks and trails regular inventory, at no further cost to the donor for 10 years from the date of installation.

4. DONATION PROCEDURES

1) Application

- a) This policy and donation application forms will be available at Municipal Hall and on the District's website.
- b) All applications are to be received by the District and forwarded to the appointed Parks and Trails Coordinator.
- c) In coordination with the Parks and Trails Coordinator, District staff will provide a copy of the application to the Parks and Trails Advisory Select Committee (PTASC), the Chief Administrative Officer, the Fire Chief and the Public Works department for review and referral comments.

- d) Pending input from all parties above, the Parks and Trails Coordinator in coordination with PTASC Council-Liaison, will refer the application, referral comments and PTASC's recommendations, to Council for final review and approval. This step will normally be completed in coordination with the Council liaison to PTASC.
- e) Upon Council approval, the Parks and Trails Coordinator and District staff will coordinate with the appropriate District staff to compile a quote from approved suppliers.
- f) District staff will collect donation fees from the applicant.
- g) Upon receipt of \$1,500 deposit, District staff will order, coordinate and install donation item(s). Balance due upon installation completion.
- h) Applications will be accepted on a year-round basis and installation will occur as weather permits.
- i) The Parks and Trails Coordinator will coordinate installation and maintenance requirements, in consultation with District staff (usually Public Works).
- j) The donated item(s) immediately become the sole property of the District, and the donor has no further ownership.

II) Availability

- a) Not all community parks are available for amenity donations and capacity may be met at others.
- b) The District will try to accommodate donor suggested site preferences but maintains final decision on the placement of all donated items.

III) Record Keeping

- a) The Parks and Trails Advisory Select Committee, in consultation with the Metchosin Environmental Advisory Select Committee (MEASC) and the Public Works Department, will compile a master list of available locations, donation items, and prices.
- b) The master list and site availability will be reviewed and updated on a regular basis.
- c) Alternative sites, not on the master list can be requested and referred to the Parks and Trails Advisory Select Committee for their review and recommendations to Council.