



## DISTRICT OF METCHOSIN

### AGENDA

#### PARKS & TRAILS ADVISORY SELECT COMMITTEE MEETING

**Tuesday, September 16, 2025, at 4:00 p.m.**

Council Chambers  
Metchosin Municipal Hall

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- 1. Agenda, Additions, Approval**
- 2. Presentations**
- 3. Public Participation**
- 4. Adoption of Minutes**
  - a) Parks & Trails Advisory Select Committee, August 19, 2025 ..... 1
- 5. Receipt of Minutes**
  - No minutes to be received
- 6. Business Arising from the Minutes**
  - a) Volunteers
    - i. PTASC Terms of Reference ..... 7
  - b) Road Resurfacing Program
  - c) Duke Road East Update
  - b) Parks & Trails Master Plan Updates
- 7. Reports**
  - a) Parks & Trails Coordinator Verbal Report
  - b) Council Liaison Verbal Report
    - i. Duke Road East line painting ..... 9
  - c) Chair Verbal Report
- 8. Correspondence**
- 9. Other Business**
- 10. Adjournment and Next Meeting Date**



District of Metchosin

Minutes

**Parks and Trails Advisory Select Committee Meeting**

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

Council Chamber

Metchosin Municipal Hall

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**Present:** Ron Aubrey (Chair), Jay Shukin (Councillor Liaison), Kathy Atherton, Ryan Carter, Karen Hoffman, Jim Nan, David Shanks (Recorder)

**Virtual:** Caroline Donahue

The meeting was called to order at 7:03 p.m.

**1. Agenda, Additions and Approval**

- Jim Nan moved to add discussion of PTASC Terms of Reference under 9 f)
- Kathy Atherton moved to add Liberty Dr roadside trail under 9 g)

**Moved by** David Shanks

THAT the Committee approve the August 19, 2025, Parks and Trails Advisory Select Committee meeting agenda as amended to include the following two new items:

- 9 f) PTASC Terms of Reference; and
- 9 g) Liberty Drive Roadside Trail.

**Carried**

**2. Presentations**

- None

**3. Public Participation**

- Darren Brown, resident, addressed the Committee regarding:
  - Duke Road East trail, path forward since July 2024 with request to committee to follow different approach for Duke Road Line painting.
  - Referenced past petition and expressed that following its request would be way to demonstrate transparency.
- Eva Dillon, resident, addressed the Committee regarding:
  - Previously submitted letter, and noted that shorter version of letter in today's agenda has also been submitted to District Council
  - Request that greenspace in Saddleback/Mount Metchosin area be protected as natural greenspace.

**4. Adoption of Minutes**

a) Parks & Trails Advisory Select Committee, June 17, 2025

**Moved by** Jim Nan

THAT the Committee approve the June 17, 2025, Parks and Trails Advisory Select Committee minutes.

**Carried**

**5. Receipt of Minutes**

a) Metchosin Environmental Advisory Select Committee, June 24, 2025

**Moved** by Kathy Atherton

THAT the Committee receive the June 24 Metchosin Environmental Advisory Select Committee minutes for information.

**Carried**

**6. Business Arising from the Minutes**

**a) Duke Road Trail Update**

**i. Duke Road East Line Painting.**

- Meetings with Engineer have been held several times; concerns raised about receiving reports and estimates in timely manner. Estimate was received this afternoon, so could not be included in this meeting.
- Discussed possibility to build trails to different standard than design provided by the Engineer.
- Engineer's costs have been larger than expected. Unlikely trail plan for phase 1 will be developed and realized in 2025.
  - Subcommittee then proposed for the PTASC budget to be allocated to support Public Works initiative to alter line painting to complete walkable shoulder to move forward a request by Councillor Epp in 2024.
- Discussed related topic of the work that volunteers can undertake on behalf of District
  - Jay noted that Metchosin continues to work on Volunteer Policy and is looking into approaches used in City of Colwood.
- Budget was discussed. Jay noted that CFO indicated that approximately \$15,000 remaining in District line painting budget.
  - Discussion if budget should come from PTASC or Public Works

**Moved** David Shanks

THAT the Committee endorse a recommendation to Council for traffic line painting from Albert Head Rd to Metchosin Rd to create a larger road-side shoulder on the East side of Duke Rd East to support safer passage for pedestrians and cyclists.

**Carried**

**b) Parks & Trail Master Plan Updates**

- First draft of text being developed building upon the previously shared Draft Outline
  - Subcommittee seeking to complete edits on the first draft prior to this being shared with the full committee.
  - Considering a workshop style event to review and provide comment in open setting.
- Noted that the technical subcommittee will be discussing and making recommendation for changes to the Trails Standards
  - Consider adding "modified" Multi-use Trail to existing standards for Nature Trail and Multi-use Trail

**7. Reports**

**a) Parks and Trails Coordinator**

- No correspondence received no new memorial bench requests
- Work completed by volunteer work parties
  - Branson-Duke
  - Sweet Chestnut
- Caroline seeking to organize trail cleanup work party the weekend of Sept 20, need to identify trail requiring cleanup

**b) Council Liaison**

- Jay discussed the volunteer program, in relation to PTASC work, as well as invasive removal. Noted there is interest among residents about starting a volunteer group for stewardship activities for the Buffer Land.
- Considerations continuing the potential of rezoning the Buffer Land to a 'park'.
- The fire hall is consuming significant time and attention of Council and staff.
- Meeting with Mayor in last month to discuss direction of PTASC and concerns relating to topics covered above.

**8. Correspondence**

**a) Friends of the Mount Metchosin Neighbourhood, Parks and Trails Input**

- Suggested this be forwarded to the Master Plan update Subcommittee
- Raised that if Metchosin Mountain ever gets developed the existing linear park would be suited to connective trails
- Jay thanked public attendees and neighbours for their letter and initiative to steward/maintain this nature space.
  - Reiterated again that neither Council nor PTASC have plans to make trails
  - An annual status check-in with PTASC on this nature space, particularly on invasive species management would be valued.
- **Committee discussion:**
  - Park areas were originally designated to be trails, this was particularly to move pedestrians away from unsafe roadsides like Glen Forest Way. Land was designated during the subdivision, so any landowner purchased property knowing the land is public and possibility for trails
  - It was noted that the Broadmead neighbourhood in Saanich has nature trail between properties and it is one of most enjoyable, beautiful places to walk in District

**9. Other Business**

**a) Metchosin Community Day, PTASC Involvement**

- Discussion of needed supplies.
- **Action:** need to ensure that Brochures & handouts need to be collected/printed, suggested 100 copies.
- Sign needed to inform attendees of Trails Coordinator email.
- Suggested having Master Plan Update questionnaire/survey. Subcommittee to prepare
  - Could this be setup as online survey as well?
- Booth staffing schedule
  - Setup starting 9:30 am

- Cleanup expected around 3:30 pm
- **Action:** Another focus of booth should be to recruit new members for this Committee.
  
- b) Road Resurfacing Program, Building in Pedestrian Safety During Project Planning**
  - Noted willingness within District to widening shoulders to improve safety, but the District/CAO need to be informed of the need in advance of paving contracts being awarded.
    - Longstanding issue that PTASC is not being informed when paving is considered, seeking path forward to improve the communication and provide PTASC the opportunity to provide input
      - **Action:** Jay to draft recommendation to present at next council meeting re, PTASC recommending that when District staff are planning road (re)surfacing projects should consider widened shoulders to improve pedestrian safety.
  
- c) Invasive Management, Support for Local Groups**
  - Discussion of letter from the Metchosin Invasive Species Collective (MISC) seeking direct link and to simplify communication & directive from District on invasives removal work.
    - Proposed that Trails coordinator and CAO be included on emails regarding MISC work parties in District parks
  - Noted that letter & notifications should go from MISC to CAO with Trails Coordinator on cc, to confirm approach noted above. Permission should not come from the Trails Coordinator.
  - Noted that letter needs some adjustments directing letter to the CAO.  
**Action:** Kathy to communicate proposed changes of letter to MISC.
  
- d) Duke Road East Subdivision**
  - Jay provided context of MEASC request to PTASC
    - PTASC supports any allocation of parks and/or trails that would seek to protect Arbutus
    - Discussion that PTASC needs to understand MEASC desire

**Moved** by Jim Nan  
THAT the Committee request a site a visit with MEASC representative(s) for walkthrough of proposed subdivision property to understand the Arbutus trees seeking to be preserved.
  
- Carried**
  
- e) Donations to Community Parks Policy (Draft)**
  - Harmonization of past recommended Parks Donation guidelines (from past Trails Coordinator) and the past Public Works Policy.
  - Discussion of where Past Donation list is maintained, including tracking the 10-year maintenance periods.
    - Need to clarify in Policy who is to contact the donor prior to the end of 10-year period.
    - Kathy noted that Policy should provide allowance that Personalized plaque can be returned to the Donor at the end of 10-year period if donation not renewed

**Moved** by Jim Nan

THAT the draft Policy be accepted subject to discussed changes above.

**Carried**

**f) PTASC Terms of Reference**

- Discussed concerns on the use of volunteers, which areas limiting scope of PTASC as it has existed during committee membership.
  - Noted that with wording currently in Terms of Reference this committee should provide Advisory function without any actual volunteer activity towards building and maintaining trails.
  - Emphasized importance to resuming work crews from William Head institution, this would alleviate liability concern.
  - **Action:** Suggested to raise this topic at next meeting and to invite CAO to join this discussion.
    - Consider if other Council members should be invited to this meeting as well.

**g) Liberty Dr roadside Trail**

- Noted that broom cleanup is needed on Ed's Lane side of trail, could be upcoming work party activity to reclaim the trail.
  - Trail was not built with surfacing, so the trail was not used & became overgrown.
  - Discussing that trail surfacing needed (gravel and filter cloth).
- **Action:** Trails coordinator to follow up and report at next meeting.

**10. Adjournment and Next Meeting Date**

**Moved** by David Shanks

THAT the Committee adjourn the meeting at 9:50 p.m.

**Carried**

The next meeting will be held on Tuesday, September 16, 2025, at 4:00 p.m.



## DISTRICT OF METCHOSIN

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<b>SUBJECT:</b>	<b>COUNCIL</b> <b>Terms of Reference</b> <b>Parks &amp; Trails Advisory Select Committee</b> <b>(PTASC)</b>	<b>SECTION:</b>	<b>C-100</b>
		<b>POLICY:</b>	<b>C-100.73</b>
		<b>COUNCIL:</b>	<b>May 16, 2005</b>
		<b>AMENDS:</b>	

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### PURPOSE OF THE COMMITTEE

PTASC's role is to consider parks, trails & recreation matters and to report its findings and opinions to Council.

### MEMBERSHIP

When making appointments to committees, Council will strive to ensure a balance of knowledge, abilities and interests. For PTASC, preference will be given to applicants having experience or interest in walking, cycling, equestrian or other recreational pursuits.

### PROCEDURES & ADMINISTRATION

This committee is bound by the terms of Advisory Select Committee Bylaw No. 493, and by the terms of the District of Metchosin Council Procedure Bylaw. Additional procedures are outlined below:

1. Regular meetings will take place on the evening of the third Tuesday of every month, unless otherwise agreed by a majority of the members. Notice of meeting date changes will be provided to municipal staff as far in advance as possible.
2. The role of Recording Secretary may be shared by members on a rotating basis.
3. The committee will conduct periodic internal performance reviews to consider scope of activities and ensure continued effectiveness of the committee. Any concerns will be reported to Council.

### FUNCTIONS AND ROLES

#### The Committee

1. Comment and make recommendations on matters that are referred to PTASC by Council or staff.
2. Represent user groups and residents of the community in order to provide a vehicle for expression of their opinions to Council.
3. Collect information and suggestions related to parks, multi-use trail corridors and recreation and bring these to Council's attention, through the minutes of the committee, in order to seek authorization for further investigation.
4. When making recommendations for action, to consider conflicting priorities and recommend fair solutions.
5. Explore ways and means of extending the community's resources for park and trail acquisition and development.
6. Advise the Approving Officer (when requested) on land acquisition for parks and trails.

7. On referral from Council or the Approving Officer, assess and evaluate potential parks and trails within proposed subdivisions.
8. Maintain current knowledge of the Official Community Plan (as it relates to the purposes of the committee) the Metchosin Parks and Recreation Master Plan, and other applicable bylaws, and make recommendations accordingly, when requested.
9. Liaise with volunteers and volunteer societies in park and trail acquisition and development.
10. Coordinate, when required, with other select committees.
11. Use the Trails Coordinator and the Ad-Hoc Trails Committee as resources.
12. Provide direction to, and maintain close working relationship with, the Trails Coordinator and the Ad-Hoc Trails Committee.

#### The Chair

1. Arrange for access to the municipal office on meeting nights.
2. Ensure order at committee meetings.
3. Lead the committee in carrying out its Terms of Reference.
4. Attend standing committee or Council meetings when required to speak on behalf of the advisory select committee's recommendations.
5. When appropriate, delegate work to Committee members and/or establish subcommittees for specific tasks.
6. Liaison with staff
  - a. Review agenda prior to the committee meeting and advise staff if additional information is required by the committee
  - b. Track postponed issues to ensure that they are dealt with
  - c. Clarify questions that may arise at the committee meetings
  - d. Advise staff if a meeting is cancelled or rescheduled
  - e. Advise staff of every meeting called
  - f. Provide staff with copies of any additional agenda items.

#### Committee Members

1. Read the information in the agenda packages.
2. Attend meetings regularly.
3. Contact the Chair if there is material missing from the agenda, or more information is required.
4. Attend and participate in the discussions at advisory select committee meetings.
5. Participate in site inspections with the appropriate approvals.
6. Advise staff of any changes in contact information.

#### **NOTE TO COMMITTEE**

Council appreciates the valuable expertise and specialized input of its advisory committees. However, when committee recommendations are considered at the Council table, issues must often be considered in a wider context; Council, therefore, reserves the right to vary or not endorse recommendations from its advisory committees.

## Road Shoulder Enhancement Planning – Annual Road Resurfacing Plan

September 2025

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Metchosin's annual road resurfacing program provides a potential opportunity to widen roadway shoulders to support safer walking, cycling or other modes of non-vehicle travel. Enhancement work may occur through widening the shoulder with additional asphalt or changing traffic line alignments, including potentially narrowing lanes to allow for wider shoulders.

Shoulder widening should be considered in the following circumstances:

- The roadway is commonly used for active transportation. For example, Metchosin Road is a known cycling route.
- The existing shoulders on the roadway are narrow (i.e. 0.5m or less) and present a danger to active transportation.
- The work can be done as part of an existing project and costs are reasonable.
- Shoulder enhancement does not impair roadside drainage.
- No other issues are identified.

Consideration of and planning for shoulder enhancement should begin after the proposed road repaving schedule is presented to Council during the municipal budget process. Paving projects are presented as part of the capital budget, which usually comes in the middle of the overall budget process. This year (2025) that information is expected to be presented in November. PTASC's Council Liaison is responsible for bringing this information to PTASC.

The following resolution is for PTASC's consideration:

**As part of its commitment to supporting safe active transportation, that Council and District staff consider roadside shoulder enhancement during the planning of the annual road repaving program;**

**And that PTASC be advised as soon as possible of the roads that will be repaved;**

**And that PTASC be given an opportunity to provide input on shoulder enhancement opportunities as part of the forthcoming repaving work.**