

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

Present: Ron Aubrey (Chair), Jay Shukin (Councillor Liaison), Kathy Atherton, 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.
- The PTASC Chair held a meeting with the 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 7:00 p.m.