



DISTRICT OF METCHOSIN

AGENDA

PARKS & TRAILS ADVISORY SELECT COMMITTEE MEETING

Tuesday, October 21, 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, September 16, 2025..... 1
5. **Receipt of Minutes**
 - No minutes to be received
6. **Business Arising from the Minutes**
 - a) Trail Stewardship - Volunteers
 - c) Duke Road East Update
 - b) Parks & Trails Master Plan Update
7. **Reports**
 - a) Parks & Trails Coordinator Verbal Report
 - b) Council Liaison Verbal Report
 - c) Chair Verbal Report
8. **Correspondence**
9. **Other Business**
 - a) Recruitment of new members
10. **Adjournment and Next Meeting Date**

District of Metchosin

Minutes

Parks and Trails Advisory Select Committee Meeting

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

Council Chamber

Metchosin Municipal Hall

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

Bob Payette, Chief Administrative Officer

The meeting was called to order at 4:01 p.m.

1. Agenda, Additions, Approval

The agenda for the September 16, 2025 Parks and Trails Advisory Select Committee Meeting was adopted by consent.

2. Presentations

- None

3. Public Participation

- Sandra Lamb, resident, addressed the Committee regarding:
 - Clarification on Committee philosophy;
 - Concerns regarding trail development in the Hi-Mount, Saddleback, Hackamore area.
- Darren Brown, resident, addressed the Committee regarding:
 - Identified Metchosin roadside trail as overgrown and unsafe - suggests removing it from our list of trails or maintaining it;
 - Feels PTASC has a vision for Duke Road East and thinks its time to provide a status update to community and engage with public.

4. Adoption of Minutes

Moved by Karen Hoffman

THAT the Committee adopt the August 19, 2025, Parks and Trails Advisory Select Committee minutes with the following amendments:

- Remove Ryan Carter's name from attendance.
- On Page 3 in the last bullet under Council Liaison: Specify that the Chair had a meeting with the Mayor.

Carried

5. Receipt of Minutes

- No minutes to be received

6. Business Arising from the Minutes

a) Volunteers – Discussion with CAO Payette:

- The Chair summarized concerns:
 - Inertia regarding trail stewardship program;
 - Clarification on the role of PTASC and how trails are to be maintained, as well as how we involve volunteers.
- The Committee Identified three types of volunteers:
 1. Trail Stewards;
 2. One-off instances whereby one person works on an issue with a trail (typically someone from PTASC);
 3. Work parties (Trail maintenance / building).
- CAO Payette confirmed that the Committee may reach out to volunteers regarding specific trail maintenance events and explained recent changes for volunteer methods.
- The Committee would like to develop a Trail Stewardship document and present it to council for approval.
 - Councillor Shukin will find previously developed documents to circulate for Committee input to amend and update.

b) Road Resurfacing Program

Moved and seconded by Caroline Donohue and Karen Hoffman

THAT Council direct staff to consider roadside shoulder enhancement during the planning of annual road work, as part of its commitment to supporting safe, active transportation;

AND THAT Council advise the Committee as soon as possible, of all upcoming road works;

AND THAT the Committee be given an opportunity to provide input on shoulder enhancement opportunities as part of the forthcoming road work.

Carried

c) Duke Road East Update

- Councillor Shukin provided the CAO a map with line painting annotations.
- Aiming to get this on the agenda for October.

d) Parks & Trails Master Plan Update

- Councillor Shukin to provide current draft version of Master Plan to PTASC members for feedback.
- PTASC to have workshop to discuss feedback mid to late-October with the aim of holding an open house in November.
- Caroline Donohue to reach out to Urban Systems re: mapping.

7. Reports

a) Trails Coordinator Verbal Report

- Received interest in Steward Program;
- An email to be sent to those who have expressed interest letting them know we are actively working on revising the Trail Steward program.

b) Council Liaison Verbal Report

- Council focus is on firehall project.

c) Chair Verbal Report

- Nothing to report

8. Correspondence

- No correspondence was received.

9. Other Business

- There were no new business items.

10. Adjournment and Next Meeting Date

The Next meeting will be held on Tuesday October 21 2025 at 4:00 p.m

Moved by Ron Aubrey

THAT the Committee adjourn the meeting at 5:30 p.m.

Carried