

District of Metchosin

Minutes

Parks and Trails Advisory Select Committee Meeting

Tuesday, October 21, 2025, at 4:00 p.m.

Council Chamber

Metchosin Municipal Hall

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

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

1. Agenda, Additions and Approval

- Request to add update on Mounting Block/Rock for Hillman side of Happy Valley

Moved by Kathy Atherton

THAT the Committee approve the agenda as amended.

Carried

2. Presentations

- None

3. Adoption of Minutes

a) Parks & Trails Advisory Select Committee, September 16, 2025

Moved by Ron Aubrey

THAT the Committee approve the minutes of the Parks and Trails Advisory Select Committee meeting held on September 16, 2025.

Carried

4. Receipt of Minutes

- None

5. Business Arising from the Minutes

a) Trail Stewardship - Volunteers

- Initial outreach to interested volunteers about remaining or restarting
- Path forward regarding volunteer signup approach, Caroline Donahue to follow-up with CAO.

b) Duke Road East Update

- Background on line painting that occurred last week, cost estimate received and was completed using existing budget of Public Works.
- Work directed by CAO to correct incomplete request from 2024 to widen shoulder on east side of road.

- 1 touch-up planned for start of shoulder at Albert Head Rd heading northbound to correct misaligned fog line.
- Path forward for Phase 1 & 2 are still to be discussed and when ready will need to be moved to District Council for approval.

c) Parks & Trails Master Plan update

- Updated draft being compiled, to be shared to full PTASC committee.
 - Plan to raise draft to Committee of Whole on November 10 and hold open house for Public Input.
 - **Action:** to include blank map or overlay for people to write comments on.
- Discussion of Current Trail log compiled by Caroline Donahue.
 - Photos needed for some trails, also some descriptions need further details added
 - Inconsistency in rankings of trail accessibility, need alignment agreed by technical subcommittee
 - Some Parks also have trails listed;
 - proposed & agreed to exclude Trail Info Sheet & provide detail in Parks Info Sheet.
 - Liberty Dr roadside trail cleanup/visibility issues to be addressed. Difficult to locate trail
 - Similar situation for Joe Lodge trail connecting from Cook Rd roadside trail.
 - Caroline Donahue to share Trails Info sheets as they are prepared, still in progress.
- Discussion of need to provide explicit statement of PTASC role relating to roadside trails in the Master Plan update.

6. Public Participation

- Darren Brown, resident, noted a bad accident on Metchosin Rd, near Westmont Montessori school with concerns that the area is a dangerous spot with vehicles often parked in this area. The speakers also shared concerns regarding the line painting and crosswalks on Duke Road East. Encouraged the committee to re-engage with community. Shared concerns about “urbanization” of Metchosin.

7. Reports

a) Parks and Trails Coordinator

- Jim cleaned up fallen tree in Metchosin Wilderness Park

b) Council Liaison

- Two Topics discussed at Committee of Whole yesterday:
 - Parks donation policy will now to go to Council for approval;
 - Road shoulder paving request was covered, path forward that this information will be provided to PTASC Liaison from CAO.

c) Chair Verbal Report

- Topics discussed in various agenda items above

8. Correspondence

None

9. Other Business

- a) Recruitment of new members

- Two members considering not to renew committee membership next year, need to seek new members
 - Discussion that decision still needed about PTASC member role as Advisory only or also volunteering with maintenance. Noted that resuming the Trail Stewards program is a means to alleviate identification of maintenance issues.
- Noted that all but 1 member terms are renewing this year. Puts situation that most of committee will lapse/renew at the same time.

b) Mounting Block/Rock for Hillman side of Happy Valley

- Equestrian Society expected to request another mounting rock at this location. Kathy Atherton to follow-up if email request provided to District.
- Equestrian Society members may have interest to support on Trail Stewardship of trails they use.

10. Adjournment and Next Meeting Date

Moved by David Shanks

THAT the Committee adjourn the meeting at 5:50 p.m.

Carried

The next meeting will be held on Tuesday, November 18, 2025, at 4:00 p.m.