



DISTRICT OF METCHOSIN

AGENDA

PARKS & TRAILS ADVISORY SELECT COMMITTEE MEETING

Tuesday, November 18, 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, October 21, 2025..... 1**
5. **Receipt of Minutes**
 - a) **Metchosin Environmental Advisory Select Committee, October 28, 2025.....5**
6. **Business Arising from the Minutes**
 - a) Trail Stewardship - Volunteers
 - 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**
10. **Adjournment and Next Meeting Date**

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.

District of Metchosin
Minutes

Environmental Advisory Select Committee
October 28, 2025, at 7:00 p.m.
Council Chambers
Metchosin Municipal Hall

Present: Bill Cave, Councillor Steve Gray (Council Liaison), Merrilee Hoen (Chair), Andy MacKinnon (Recorder), Ric Perron, Erin Van de Water

Regrets: Garry Fletcher, Anna Hall

The meeting was called to order at 7:06 p.m.

1. Agenda, Additions, Approval

- Addition: 9.f. MEASC Membership.

Moved and seconded by Steve Gray and Ric Perron

THAT the Committee approve the agenda as amended to add item 9.f. MEASC Membership

Carried

2. Presentations

None.

3. Public Participation

None.

4. Adoption of Minutes

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

- Suggested editing 7b (Council Liaison Verbal Report).

Moved and seconded by Andy and Bill

THAT the amended minutes of the Environmental Advisory Select Committee meeting held June 24, 2025, be adopted as amended that item 7.b) read as “Concerns have been raised about the process in selecting Council’s preferred firehall redevelopment plan.

Carried

5. Receipt of Minutes

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

- A committee member noted that in August 19 PTASC Minutes (9d) there was a Motion “THAT the Committee request a site a visit with MEASC representative(s) for a site visit of proposed subdivision property to understand the Arbutus trees seeking to be preserved”. (This was a follow-up from the June 17 PTASC Minutes [9a]).
- No request to date from PTASC.

Moved and seconded by Andy MacKinnon and Ric Perron

THAT that MEASC Chair, Garry Fletcher, follow up with PTASC on a proposed site visit.

Carried

b) Parks & Trails Advisory Select Committee, August 19, 2025

- Members discussed Agenda Item 9b (Road Resurfacing Program):
 - the “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”.
- MEASC used to provide input for road resurfacing also, in general advocating for bicycle lanes.

Moved and seconded by Andy MaKinnon and Erin Van de Water

THAT following on PTASC’s Minutes, August 19, Agenda Item 9b (Road Resurfacing Program), that both PTASC and MEASC be informed when paving is considered.

Carried

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

Moved and seconded by Merrilee Hoen and Erin Van de Water

THAT the Committee receive the June 17, August 19, and September 16, 2025, Parks and Trails Advisory Select Committee’s minutes for information.

Carried

6. Business Arising from the Minutes

a) West Coast Marine Response meeting and open house

- Members Steve Gray and Garry Fletcher attended the meeting
- Ric Perron attended Open House
- Reviewed WCMRC’s mapping of sensitive sites. These seemed to include the additional sites identified by MEASC members. The general plan is to keep oil offshore and mop up what they can.

7. Reports

a) Chair’s Verbal Report

None.

b) Council Liaison Verbal Report

- Steve Gray attended a recent meeting on the Mary Hill Tribal Project and provided an update.
- CRD provided an update on the invasive European Green Crab. 45 individuals have been reported from Witty's Lagoon. Alison Leduc is working with CRD Parks to set up Witty's surveys.
- There's a The Stewardship Centre for BC webinar November 13, from 12-1p.m. Cat Bylaws in BC: Management Practices for Urban Free-Roaming Cats Registration link: <https://www.eventbrite.ca/e/cat-bylaws-in-bc-management-practices-for-urban-free-roaming-cats-tickets-1778644436389?aff=oddtcreator>
- Steve Gray requested an update on the Beckingham subdivision from the CAO. Mr. Payette has confirmed agreement with Swell Environmental Consulting to provide MEASC membership with the Beckingham Estates Environmental Completion Report. This report will be forwarded to MEASC members for comment.
- There's a Science Forum December 9-10 on 6PPD (the stabilizer used in production of rubber tires) from 1-4 pm each day. This substance comes off tires and shows up in waterways. Bilston Watershed Habitat Protection Association will participate. Zoom registration link: https://waecy-wa.gov.zoom.us/webinar/register/WN_267QJcJFSMq8s-55e1MTTw#/registration
- CRD Water has purchased the Kapoor Lands.

8. Correspondence

None.

9. Other Business

None.

a) Meeting housing needs in Metchosin

- Steve Gray provided an update.
- MEASC members re-iterated their concerns about the process: that all proposed changes should be evaluated for (from our June 24, 2025, Minutes) “ecological impacts, such as biodiversity and dark sky preservation, and transportation infrastructure and healthcare capacity.”

b) Permissive Tax Exemptions, Update

- Committee was aware of recent Council decision.

c) Invasive Species in Metchosin (Gorse, etc) – Next Steps, Update

- Steve Gray provided an update on Council decision on utilizing Good Neighbour Bylaw to address noxious weeds (including gorse) on privately held lands in Metchosin.
- The Capital Region Invasive Species Partnership (CRISP) list is for CRD only while the Community Charter's Schedule 1 under *Spheres of Concurrent Jurisdiction – Environment and Wildlife Regulation* (CC) list is provincial and contains many species that don't occur in Metchosin.
- The CC Schedule is static – the CRISP list is regularly updated.

Moved and seconded by Andy MaKinnon and Erin Van de Water
THAT the Committee recommend Council use the Capital Region Invasive Species Partnership (CRISP) list of alien invasive species rather than the Community Charter's Schedule 1 under *Spheres of Concurrent Jurisdiction – Environment and Wildlife Regulation* when creating bylaw to regulate invasive species in Metchosin.

Carried

d) Invasive European Green Crab

See 7b (Liaison Verbal Report).

e) Bullfrog Management

- MEASC found Stan Orchard's RECOMMENDATION reasonable and supported by the data he provided.

Moved and seconded by Andy MacKinnon and Erin Van de Water
THAT the Committee recommend Council renew Stan Orchard's contract for 1 year, to do the work identified in his RECOMMENDATION based on his 2025 work.

Carried

f) MEASC Membership

- MEASC membership for Erin Van de Water, Ric Perron, Merrilee Hoen and Anna Hall expires December 31, 2025. All have been contacted to ask if they're interested in continuing as MEASC members.

10. Adjournment and Next Meeting

Moved and seconded by Merrilee Hoen and Ric Perron
THAT the Committee adjourn the meeting at 8:58 p.m.

Carried

The next MEASC meeting will be held on Tuesday, November 25, 2025, at 7:00 p.m.