

District of Metchosin

Minutes

**Parks and Trails Advisory Select Committee Meeting**

**Tuesday, November 18, 2025, at 4:00 p.m.**

Council Chamber

Metchosin Municipal Hall

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

**Regrets:** Karen Hoffman, Jim Nan

The meeting was called to order at 4:02 p.m.

**1. Agenda, Additions and Approval**

**Moved** by David Shanks:

THAT the Committee approve the agenda as presented.

**Carried**

**2. Presentations**

- None.

**3. Public Participation**

- None

**4. Adoption of Minutes**

a) Parks & Trails Advisory Select Committee, October 21, 2025

**Moved** by Kathy Atherton:

THAT the Committee approve the minutes of the Parks and Trails Advisory Select Committee meeting held on October 21, 2025.

**Carried**

**5. Receipt of Minutes**

a) Metchosin Environmental Advisory Select Committee, October 28, 2025.

- Discussion of a MEASC representative joining PTASC for their visit to the Duke Rd proposed subdivision; Jay informed Councillor Gray that PTASC had already visited.

**Moved** by Ron Aubrey:

THAT the Committee receive the MEASC October 28, 2025, minutes.

**Carried**

## 6. Business Arising from the Minutes

### a) Trail Stewardship - Volunteers

- Desire to move Trails Stewards program forward:
  - ‘Reaffirming’ or restarting the past Trail Stewards Program; and
  - Desire to allow Jim Nan to continue his stewardship work on Blinkhorn Nature Park.
- Query if other Advisory Select Committees have volunteers doing physical work for District?
  - Some non-Committee examples; MISC, & Friends of the Buffer Land group

**Moved** by Caroline Donahue

WHEREAS PTASC has developed the concept for a Trail Stewards program and have shared this with staff and the broader concept with Council;

AND WHEREAS well-coordinated and structured volunteer involvement in our parks and trails system will benefit Metchosin;

THEREFORE, the Committee recommend that Council direct staff to firm up the requirements for a Trail Stewards program, with the program commencing as soon as possible in 2026.

**Carried**

### b) Parks & Trails Master Plan Update

- Comments from Council:
  - Request for list of all recommendations, which could also include implementation timelines, general costings; associated actions.
  - Are there initiatives that we can act on quickly; are there some that need to be enshrined in Bylaws?
  - Public comments from the Nov 10 meeting included concerns around Metchosin Mountain subdivision and who makes decisions around potentially re-opening park areas for trails. Further discussion with area residents has been requested; and
  - Other comments received by email.
- Open House upcoming on Saturday Nov 22 from 1 to 3;
- Mapping updates still in progress;
- Trails info sheets in progress; plan to distribute to committee in next few weeks; and
- Expecting to have next draft to PTASC in January:
  - Envisioning when close to final to engage Graphic Designer to help improve final document.

## 7. Reports

### a) Parks and Trails Coordinator

- Several downed tree reports, handled by Coordinator and staff:
- Email regarding signage update, noting that ATV was being used on trail.
  - To coordinate with CAO & request some replacement signs manufacturer from Trans Sign;
- Kathy noted 2 large, downed tree in 100 Acre Wood near Ed’s Lane entrance. Addressed by Public works; and
- Kathy noted Libra trail (½ way down to Galloping Goose) has another downed tree to cleanup

- Ron noted consideration of alternative picnic table as donation, concrete rather than cedar. Presents opportunity for lower maintenance with competitive price:
  - Discussion of how this would fit with Donation policy; and
  - Noted need to identify Donation Policy & List of Existing & Approved Bench locations in Master Plan.

**b) Council Liaison**

- Budget process underway. None of funds allocated for P&T Master Plan update spent to date. The \$20,000 for this project will be extended to 2026. No changes to trails maintenance budget (\$5,000) and trails development budgets (\$10,000).
- Information on potential paving plans in 2026: Tiswilde, Boblaw, and Sundance.
- Question about Active Transportation Plan priority project:
  - Provincial grant funding is paused so Happy Valley Rd. village core project is also on hold;
  - **Action:** Request update from CAO on no parking signage for locations of concern on William Head Road, between Parry Road and Happy Valley Road.

**c) Chair Verbal Report**

- No additional topics.

**8. Correspondence**

- None

**9. Other Business**

- None

**10. Adjournment and Next Meeting Date**

**Moved** by David Shanks:

THAT the Committee adjourn the meeting at 4:57 p.m.

**Carried**

The next meeting will be held on Tuesday, January 20, 2026, at 4:00 p.m.