



## DISTRICT OF METCHOSIN

### AGENDA

#### PARKS & TRAILS ADVISORY SELECT COMMITTEE MEETING

Tuesday, February 17, 2026, at 4:30 p.m.  
Council Chambers  
Metchosin Municipal Hall

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1. **Agenda, Additions, Approval**
2. **Presentations**
3. **Public Participation**
4. **Adoption of Minutes**
  - a) Parks & Trails Advisory Select Committee, January 28, 2026 ..... 1
5. **Receipt of Minutes**
  - a) Metchosin Environmental Advisory Select Committee, January 27, 2026.....5
6. **Business Arising from the Minutes**
  - a) Trail Stewardship Program Update
  - b) Parks & Trails Master Plan Update
  - c) Trail Signage
  - d) Active Transportation Plan
  - e) Glen Forest Paving Project
7. **Reports**
  - a) Parks & Trails Coordinator Verbal Report
  - b) Council Liaison Verbal Report
  - c) Chair Verbal Report
8. **Correspondence**
9. **Other Business**
  - a) Annual Parks and Trails Maintenance Plan .....9
  - b) Annual Report – PTASC Highlights and achievements of 2025
10. **Adjournment and Next Meeting Date**



District of Metchosin

Minutes

**Parks and Trails Advisory Select Committee Meeting**

**Wednesday, January 28, 2026, at 4:30 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:** None

The meeting was called to order at 4:30 p.m.

**1. Agenda, Additions and Approval**

- Annual chair nomination moved to end of meeting

**Moved by** Caroline Donahue

THAT the Committee approve the agenda as amended.

**Carried**

**3. Presentations**

- None

**3. Public Participation**

- None

**4. Adoption of Minutes**

**a) Parks & Trails Advisory Select Committee, November 18, 2025**

- Regarding item 7.b), paving - Boblaw has significant Gorse infestation, enquire about removal during paving.
  - **Action:** Letter to inform CAO.

**Moved by** Jay Shukin

THAT the Committee approve the minutes of the Parks and Trails Advisory Select Committee meeting held on November 18, 2025.

**Carried**

**5. Receipt of Minutes**

**a) Metchosin Environmental Advisory Select Committee, November 25, 2025**

- Awaiting MEASC comments on the P&T Master Plan;
- Highlands P&T Master Plan completed within bylaw, to be distributed to committee for consideration in current District P&T Master Plan update process.
- Awaiting update on 3816 Duke Rd subdivision trail/park potential donation that included large arbutus.

Moved by Jay Shukin

THAT the Committee receive the above Advisory Committee Minutes.

Carried

## 6. Business Arising from the Minutes

### a) Trail Stewardship Program Update

- PTASC will provide recommendation on next steps.
- Anticipated to nominate Jim Nan as first stewards:
  - Other interested parties to be considered. All interested parties will be contacted.
  - Focus is to get Trail Stewards assigned.

### b) Parks & Trail Master Plan Update

#### i. Draft Implementation Plan for Review

- Draft Implementation schedule requested based on November Council meeting feedback.
  - Format to be similar to that of the Climate Action Plan.
- Discussion of Cost Category ranges (need to align second “\$\$”)
  - For benches, possibility they are paid if Donors step forward
- Suggested to add “Longer term” action for 5-year review of P&T Master Plan.

#### ii. Review update – Next Steps

- Prepare next draft for May.
- Circulated to Metchosin Equestrian group and Seniors Resource Center for input.
- Consultation meeting with Friends of Metchosin Mountain community group was held on Dec 4, 2025.
  - Compile all received feedback.

### c) Update on No Parking Signage at William Head & Happy Valley Roads

- Investigating options for permanent barrier to restrict parking on designated trails on these two roads.

### d) Signage Update for Duke Road East Advisory Shoulder

- **Action:** To include this request in Letter to CAO (item 5a).

## 7. Reports

### a) Parks and Trails Coordinator

- Many downed trees over last two months. Cleared by Kathy Atherton and public works department.
- Community member reached out about updated signage regarding ATV use on Gilbert-Graceland connector trail. Current sign is faded and needs to be replaced
  - Need to include wording and icons.
  - Evidence of ATV use on this trail.
  - Need to review and consider signage on wider trail network to assess those requiring update.
  - **Action:** Caroline Donahue to contact Tran Sign for draft and quote on required sign.

- **Action:** To prepare inventory of all trail signage for maintenance & determining additional sign needs.
  - Need to consider consistent style for signage in future.

**b) Council Liaison**

- **Buffer land**
  - Council looking to designate as park via a bylaw, with follow-up options to consider.
  - Would represent 113.5 acres of park land for PTASC to manage.
  - Friends of the Buffer Land held recent event for removal of broom by with 20 participants.
  - Annual reserve expected to be created, with funding of \$15,000/annually, from the tax-revenue sharing element of land swap agreement.
  - Funding intended to cover expected park management activities.
  - PTASC would like oversight regarding parks and trails matters in the Buffer Land but Council has overall responsibility with several significant decisions ahead regarding parkland designation.
  - Friends of the Buffer Land group representation on PTASC.
- Slough on Sea Bluff Trail during recent rain. Fence has been moved back following request by the landowner. Located on Provincial Land that is managed by the District.
- Talk & Walk Speaker series looking to resume, seeking location to hold meetings, school has been suggested.

**c) Chair Verbal Report**

- No updates

**8. Correspondence**

- None

**9. Other Business**

**a) Review: Committee Terms of Reference**

- i. Discussion of Role regarding Active Transportation**
  - **Action:** defer this to future PTASC meeting

**b) Review of Respectful Workplace Policy**

- Highlighted important sections.

**c) AVICC Call for Resolutions**

- No items to raise.

**d) Beckingham Trail**

- **Action:** Seek to prioritize development of trail connecting Beckingham trail to Galloping Goose trail.
- **Action:** to prepare letter to CAO requesting status of Beckingham Trail completion and District Nature Trail standards.
  - Installation of trail surface (chips, gravel, etc.) has not occurred. Existing ROW is becoming overgrown.

e) **Draft Annual Parks & Trail Maintenance Plan**

- PTASC members to review and add suggested items for discussion at future meeting
  - **Action:** Future meeting topic re-engage William Head Penitentiary Work Parties.

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f) **District List of Planned 2026 paving projects**

- Glen Forest Way often receives comments about lack of shoulder
  - **Action:** To organize visit/walk about by some PTASC

g) **Mesh on District bridges on trails**

- Suggestion made for Public Works to engage CRD contact and visit sites of examples (e.g. Matheson)

10. **Annual Chair Nominations**

- Jay requested nominations for PTASC Chair for 2026.
  - Ron nominated David as Chair. No other nominations. Accepted and acclaimed.
- Jay requested nominations for PTASC Vice-Chair for 2026.
  - David nominated Ron as Vice-Chair. No other nominations. Accepted and acclaimed.

11. **Adjournment and Next Meeting Date**

**Moved** by David that the Committee adjourn the meeting at 6:03p.m.

**Carried**

The next meeting will be held on Tuesday, February 17, 2026, at 4:30 p.m.

District of Metchosin

Minutes

**Environmental Advisory Select Committee Meeting**

**Tuesday, January 27, 2026, at 7:00 p.m.**

Council Chamber

Metchosin Municipal Hall

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**Present:** Bill Cave, Councillor Steve Gray, Merrilee Hoen (Acting Chair), Andy MacKinnon (Recorder), Erin Van de Water

**Regrets:** Gary Fletcher, Anna Hall, Ric Perron

The meeting was called to order at 7:03 p.m.

**1. Agenda, Additions and Approval**

**Moved and Seconded** by Steve Gray and Bill Cave  
THAT the Committee approve the agenda as presented.

**Carried**

**2. Annual Chair Appointment**

**Moved and Seconded** by Andy MacKinnon and Erin Van de Water  
THAT Garry Fletcher will be MEASC Chair for 2026.

**Carried**

**3. Presentations**

None

**4. Public Participation**

None

**5. Adoption of Minutes**

**Moved and Seconded** by Steve Gray and Merrilee Hoen  
THAT that the Committee approve the minutes of the Environmental Advisory Select Committee meeting held on November 25, 2025.

**Carried**

**6. Receipt of Minutes**

**Moved and Seconded** by Andy MacKinnon and Bill Cave  
THAT the Committee receive the minutes of the Parks & Trails Advisory Select Committee meeting held on November 18, 2025.

**Carried**

**7. Business Arising from the Minutes**

**a) Oil Tanker Moratorium ACT**

i. Letter From Metchosin Council To Minister of  
Transport

- It's good to see Council's letter, reflecting MEASC's support for the protection of BC's coast from the threat of oil spills and environmental harm associated with new oil pipelines and tanker traffic, sent out.

**b) Biodiversity and Natural Assets Draft Plan**

- Councillor Gray drafted the plan from previously reviewed materials and will finish revisions with input from MEASC members before presenting to Council.

**Moved and Seconded** by Andy MacKinnon and Erin Van de Water

THAT the committee recommend Council direct staff to review the Biodiversity and Natural Assets Draft Plan and prepare recommended next steps.

**Carried**

**c) MEASC Comments on Parks and Trails Draft Master Plan**

**Moved and Seconded** by Merrilee Hoen and Bill Cave

THAT Councillor Gray pass along MEASC's review comments (attached) to PTASC.

**Carried**

**8. Reports**

**a) Chair's Verbal Report**

- None

**b) Council Liaison Verbal Report**

- Budget deliberations are well underway.
- Finance Committee is considering grant-in-aid- applications for organizations given municipal permissive tax exemptions.
- Councillor Sharie Epp has resigned effective February 1.
- Fire Chief Stephanie Dunlop has resigned effective February 20 to take up the position of Deputy Fire Chief in Central Saanich.
- No Council decision to allow use of Council Chambers for the Metchosin Biodiversity Project "Talk and Walk" series.
- Councillor will bring a report to Committee of the Whole on mapping categories for sensitive environments and green infrastructure.

**9. Correspondence**

None

**10. Other Business**

**a) Review: Committee Terms of Reference**

- Annually we review Committee Terms of Reference. Looks good.

**b) Review: Respectful Workplace Policy**

- Annually we review the Respectful Workplace Policy. Looks good.

**c) AVICC Call for Resolutions**

- No Resolutions identified for AVICC this year.

**d) District road repaving 2026**

- Provided for information. Where there's an opportunity, please include a cycle lane in all new paving.

**e) Housing Capacity**

- Members encouraged Bill Cave to publish an article in the Muse to generate community discussion and support.

**11. Adjournment and Next Meeting**

**Moved and Seconded** by Bill Cave and Erin Van De Water  
THAT the Committee adjourn the meeting at 8:28 p.m.

**Carried**

The next meeting will be held on Tuesday February 24, 2026, at 7:00 p.m.



## Annual Parks and Trails Maintenance Plan

DRAFT FOR DISCUSSION – FEBRUARY 17, 2026

Action	Background	Proposed Timeline
Welcome new members	Likely in March	February
Beckingham Trail	Confirm path alignment; develop plan for completion	February-March
Discuss PTASC's focus	Is Active Transportation something PTASC should be involved with?	
Establish Trail Stewards Program	Currently with District staff	February-March
Provide completed draft of P&T Master Plan to Council	Key tasks: - mapping - text revisions - implementation plan - general design	April
Re-establishment of bench on Hillman Trail.	Currently with staff	April-May
Trail Maintenance - Branson-Duke - Hillman - others	Both trails are regularly over-grown with blackberries	July
Broom removal event in 100 Elenor Mann	Work on broom infested area. Explore working with the William Head inmates	July
Booth at Metchosin Day	As in previous years	September
Continue monitoring parks and trails		On-going
Continue building connections with key community groups	- MISC - Friends of Metchosin Mountain - Friends of the Buffer Land - Metchosin Foundation	On-going