

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

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.