

District of Metchosin

Minutes

Parks and Trails Advisory Select Committee Meeting

April 24, 2024 at 7:00 p.m.

Council Chamber

Metchosin Municipal Hall

Present: Jay Shukin (Councillor Liaison), Ron Aubrey (meeting chair), Kathy Atherton, Ryan Carter, Caroline Donohue, Karen Hoffman, Jim Nan, Gord Stodola, David Shanks (recorder)

Regrets: None

The meeting was called to order at 7:02 p.m.

1. Agenda, Additions and Approval

Ron made statement in regard to the March 19th meeting. It was most public involvement in his time on PTASC. He acknowledged and apologized for contributing to challenging engagement and friction of the meeting.

No additions to agenda.

Moved by Gord that the Committee approve the agenda as presented.

Carried

2. Presentations

**a) Beth Hurford, Transportation Planner, Urban Systems
District of Metchosin's Active Transportation Plan and Forthcoming Process**

Present on typical Active Transportation Plan, processes, Grant source. Seeks insight into Metchosin outcomes for Active Transportation and to discuss with PTASC their potential input to a plan. \$34k from Province of BC (BC Active Transportation Planning) and Metchosin is matching that amount.

Current funding from Planning stream, which is prerequisite for grants from BC Active Transportation Capital Grants. Standards to which infrastructure are required to meet in BC Active Transportation Design Guide. Beth noted some requirements may not align with Metchosin trails approaches. Noted this is more for utilitarian routes rather than recreational (e.g. hiking). Safety considerations can come from statistics/quantitative measurement or from Community Anecdotal (e.g. "resident perception"). Fund is over-utilized/over-subscribed.

Phases/timing, if plans can be completed in time the Grant applications are due in October for 2024.

Engagement approaches proposed for Metchosin: Online survey, Community Pop-up events,

Committee and contributor input, Draft Plan review period. Attending public events such as Farmers Market example of Community pop-up events. Beth noted the need to connect and engage with neighbouring Municipalities.

Implementation, Beth noted that project designs are required for any Capital Grant applications.

Discussion:

How could Urban Systems work align with this committee?

- Ron asked about timing? Beth indicated as short as 5 months (small municipality) to 18-24 months (larger jurisdiction)
 - Ron noted ~1 hour per meeting or special meeting will be required to complete the above process. Noted we can meet monthly through the summer.
 - **Ron noted direction needed from Metchosin Council on how we should engage with Urban Systems and Timeline to Update P&T Master Plan**
 - David noted that Sproat Lake Active Transportation Plan seems very similar to Metchosin P&T Plan. Beth noted that Trails plans aren't explicitly an Active Transportation plan, has some elements, but Sproat Lake plan was accepted and is more of an exception.
 - Karen thinks P&T map/plan with roadside trails could funnel to main routes on Metchosin Road & Galloping Goose to meet BC requirements.
 - Comox & Central Saanich both examples noted by Beth.
 - Ron noted goals of PTASC is to identify linkages from existing trails into connected network. PTASC & Metchosin need help.
 - Beth noted planned timing for Public Engagement is summer 2024, so logical timing towards Capital Grant is to extend to 2025. Summer is poor for online surveys
 - Beth confirmed she would intend to be available to meet & support PTASC with Plan development.
 - Grants funds can only be received every 2nd year. District needs to match grant funds. Jay noted capital money from (previously named) "Gas tax" that may be used for District funds, being eligible to use for roadside trails.
 - Kathy asked if Duke Rd East trail could be eligible for funding? Beth noted yes if it is in a District approved plan then it could be applied for. (noted it should be in top 10).
 - Beth noted grant application needs to include "shovel ready" application.
 - Beth asked if group would prefer to extend to 2025 or push to make Capital Grant application in 2024?
 - Ron noted this is question to ask council.
 - Beth noted it could be risk to push small part of larger plan through. Doesn't feel rushing is advisable, can lead to overlooking public comments/concerns.
 - Karen supported extending to 2025 & giving consideration to many changes in society & in Victoria in last few years.
 - Beth noted that Urban Systems have worked on combined P&T Master Plan with Active Transportation Plan, but those cases had a single combined Timeline.
 - Beth asked if there is a budget allocated for P&T Master Plan updates?
 - Her next step will be for meeting with Council. Open to whichever meeting they can accommodate her.

- Jay suggested that Beth should also speak to Councillor Epp (overseeing Active Transportation Plan)
- Kathy asked if Urban Systems does work on P&T Plans? Beth confirmed that she & a Parks focussed colleague would be qualified for such work.

3. Public Participation

- Tamara Ballard
 - Asked for potential (Caution) Sign for Sea Bluff Trail several times. Getting busier (traffic & large trucks) but no response from Metchosin, more dangerous. Jay noted this issue has been raised with District administration. **Tamara provided email and Jay will contact CAO & Tamara both by email. Noted this may be a Public Works committee topic**
- Sharie Epp
 - Idea of October Grant was a hope for Council but acknowledged that it may not be feasible to complete application this cycle.
- Erin Ronsse (Cactus Place)
 - Active Transportation opportunity is phenomenal. Planning part is complete, she feels Pilot Project can be the next phase & and then remaining Master Plan can still be undertaken (3rd Phase).
 - Cool things from BC Active Transportation Guide emphasized for Rural areas. Rural areas with >400 ppl/sq km are termed “rural village”. These are places that the Guide recommends to focus Active Transportation Grants. These could be Metchosin Village & Albert Head. The new Elementary school in Royal Bay will be <900 m from the Metchosin Rd & Duke Rd intersection.
 - Areas within 10-15 minutes of main hubs, people tend to be willing to take active transportation in this range.
 - Hopes that Beth can bring a couple examples of Small rural communities that have had successful Active Transportation Grant Applications
 - CRD has option to contact & get them to conduct Free Review of Active Transportation Plans before submitting for grants.
 - Jay will pass on Sproat Lake plan to the rest of PTASC.
 - Ron commented that if material shared to 1 committee member, it should be shared with all members

4. Adoption of Minutes

a) Parks & Trails Advisory Select Committee, March 19, 2024

Correction to Ellen Frisch commentor past work was along William Head Rd, not on ~~Metchosin Rd~~.

Correction to spelling of PTASC member Caroline Donohue, not ~~Donahue~~.

Moved by Karen that the Committee approve the minutes of the Parks and Trails Advisory Select Committee meeting with amendment above held on March 19, 2024.

Carried

5. Receipt of Minutes

a) Community Planning Committee, February 12, 2024

b) DRAFT Community Planning Committee, March 11, 2024 (not adopted)

c) Environmental Advisory Select Committee, March 26, 2024

Kathy asked about Arbourist report regarding Lombard Road, did it recommend removing any trees? Jay unsure the outcome from MEASC and Environment Committee. Objective was to ensure that trees were sound. **Jay made note to follow-up on path forward with Council.**

Moved by Jay that the Committee receive the Community Planning Committee and Advisory Committee Minutes for information.

Carried

6. Business Arising from the Minutes

a) Memorial Bench Sponsor Request

- Ryan noted 3 current bench requests through out agenda & addressed them all here:
 - Wootton Rd (pg 25) Ryan understands there are enough existing benches at this location. Jim & Gord confirmed this
 - Caroline asked if Plaques can be added to existing benches? Ryan said no, but topic to be revisited at later time is if Plaque can be replaced once 10 year period if someone wants to take it over.
 - Jay suggested walk of Seabluff Trail and need to discuss with Vio Mitchell.
 - Ryan noted applicant is not related to the Mitchell Family. He also noted application was prior to current accepted guidelines, but following current guidelines have Sea Bluff as “full”
 - Ryan to communicate to staff this application won’t be accepted
 - Ryan noted costs in current guidelines may actually be too low with his current understanding of Public Works costs.
 - Cricket Pitch (Mr Harding)
 - Ryan noted there is no current application in today’s Agenda
 - Ryan noted Mr Harding has understanding that Council had accepted, but that isn’t accurate
 - We will need to wait for full application.

b) Intermunicipal Connectivity

- Discussion of Jay & Ryan having contacted counterparts in Langford & Colwood.
 - Langford: Mark Morley
 - Colwood: Kim Jordison
- No further contact by Ryan

c) Duke Road East Roadside Trail

- Jay noted council approved budget of \$20k for survey and work if approved/consulted
 - Council also approved additional \$10k for General PTASC & \$15k for Weir Beach stairs
- Jay called subcommittee meeting to discuss the path forward towards tendering an RFQ for Duke Rd Survey.
 - Ryan talked with Al (engineer), Harold P, and one survey company. Consensus seems to be Topographical Survey rather than Boundary Survey. Not just about finding property pins, other aspect are important (utility poles, drainage, road centerline/edge). These

aspects are easy/cheap to find relative to property pins, so expects minimal change to overall costs.

- Ron asked if underground utilities would be included in survey? Ryan noted this would be captured by One Call before digging, not survey item but will be completed
- Ron requested to have info/material planned for tender to go out before end of May. Ryan agreed to this timing or sooner if possible.
- David noted this meeting had couple action items:
 - Ask CAO about past surveys
 - It was noted Pears had no survey. Pins were located manually
 - Letter to landowners informing about the upcoming RFP and/or survey
 - Ron suggested this only needs to come once RFP awarded for survey work and there is a timeline for the work to commence.
- Kathy asked if we should ask Beth about starting on DRE Phase 1 before making application for Grant
 - Survey will be needed to make “shovels in the ground” design can be prepared
 - Ron noted current discussion for funding could be used to extend current trail to complete it at Chapel Heights.
- Caroline asked if any discussion of trail on Duke Rd W?
 - Understanding that landowner is subdividing and was required to put in trail as part. Ron noted PTASC wasn't involved.

d) Parks and Trails Master Plan Update

- Jay requested input from PTASC on questions:
 - Input on P&T Master Plan Update/Development Process. 5 questions from agenda:
 - *Reflecting on the 2009 Plan: What was effective/useful? What needs to be re-thought? What would you like to see in an updated P&T Plan? 1*
 - Jim noted document is whole/intact, except for the wish list. That is part that needs to be focused on.
 - Karen noted public consultation should have the old list along with the current status including why portions weren't completed.
 - Jim noted example of a trail between Lombard Rd and Hans Helgesen School we should note the past identified issues but that this possibility should still be revisited.
 - Ron noted we likely need 3rd party to run the Public Engagement meetings.
 - David noted interest in contributing to making updates to the P&T Master Plan document.
 - Also suggested session to populate details relating to current status of 2009 P&T Plan wish list and brainstorm future desired trail routes
 - *What over-arching principles/values should guide the plan. For example: environmental values, the importance of volunteer efforts, trail connectivity, safety.*
 - Jim noted Saddleback & Highmont connector trail. Serves 2 purposes, connectivity & getting people off of Glen Forest Rd.
 - David asked about existing map? Ron noted there is a current map/pamphlet
 - *How should the community be engaged as part of the process?*

- Not discussed
- *Based on your understanding of the forthcoming Active Transportation planning process, where should (or could) the parks and trails planning process fit?*
 - Not discussed
- *What “look-ahead” matters should be considered?*
 - Buffer land + land swap are large amount of land to become parks for PTASC to manage.
 - Expected growth at edges of Metchosin, what does PTASC need to consider?
 - Ron noted in past there hasn’t been good working relationship with CRD (including Galloping Goose). Need to get the public input on the feelings of Metchosin residents on neighbouring municipality residents coming into Metchosin via trails?
 - Royal Bay development is unprecedented.
 - Caroline noted CRD parks have facilities (bathroom, garbage, etc). Metchosin parks do not & many need things like garbage cans (e.g. Taylor Beach). If more people come these types of amenities will be needed.
 - Jay noted garbage cans have had people bringing & dumping household garbage.
 - Jay noted that dog droppings need to be handled separately. Proposed number to manage dog droppings was very costly (~\$27k annually).
 - **Ron noted Royal Bay development considerations should be addressed in the Master Plan**
 - Ron noted also need for Crosswalk at crossing of Metchosin Rd at Duke Rd/Pelican Dr. Also bus stop
 - Active Transportation Grants can cover crosswalks and bus stops
 - Need to consider above in Active Transportation Plans

7. Reports

- a) Parks and Trails Coordinator
 - Jim & Gord performed work in Buckbrush
 - Two follow-up items from past meetings:
 - Madill trail had contamination. Has been tested by District & it was not oil or sewage. Still under investigation, source is not known.
 - Kathy noted they have wet area that had oily sheen. Her daughter (geochemist) noted that oily looking sheen can be naturally occurring
 - Parking on Roadside on William Head Rd. Had meeting with CAO Bob & this is not an isolated issue. Acknowledged that lack of Village core parking is not sustainable (Maybe this becomes part Active Transportation in the future). Parking plan needs to be developed to come up with solution for any situation (e.g. signs indicating don’t park here, instead identify where to park)
 - Ron requested that correspondence be sent to March 19, 2024 commentor (Yaroslav) to note that issue is being investigated. Caroline noted she knows him

and can speak to him informally. Current plan is to come up with broader Metchosin solution rather than engage with MCH Society.

- Park donation benches
 - Duke Rd bench agreed, CAO will be soliciting donation from that party
 - Discussion on concrete pads, it is very costly getting trucks out to location.
 - Ryan suggested many pads could be poured in advance of donation being made for benches. These could then be done at lower cost and Metchosin preferred sites could be selected in advance; there are lots of good locations.
 - Ron noted that this was done in the past.
 - Jim, Gord, & David volunteered to assist with pouring concrete pads when needed

b) Council Liaison Verbal Report

- Workshop this weekend (Saturday 2-4 pm) on water issues/availability/supply. Focus on well water
- Cougar & Bear predation of livestock is topic that has come up recently. Joint meeting with Agriculture & MEASC with conservation experts & others. Seeking to understand how to manage this situation. Jay noted other jurisdictions have taken bylaw approach regarding wildlife attractants.
- In relation to Buffer land, covenant placed in 2017 relating to Stormwater Retention Ponds. Previously, no building could occur until Metchosin reviews/agrees with the plans for the pond. Issue arose with timing getting water line supply into Lot C (owned by Scia'new Nation). To allow connecting water to this site an amendment to the 2017 covenant was requested. This amendment was passed on Monday. Covenant is still in place for majority of the area covered by the residential development.
- Municipal Budget is finalized, and the authorizing bylaws should be passed at next council meeting

c) Chair Verbal Report

- Only comment regarding complaint to Council addressed at the start of meeting.

8. Correspondence

a) **Alex Hoffman-Ellis, Westmont Montessori School**

- Ryan noted Alex & another teacher at Westmont have reached out in the past re: volunteering. He has referred them to MEASC in the past. Ryan isn't sure about any Metchosin trails to offer for cleanup.
 - **Ryan asked about Hillman trail? He thinks it is mostly clear, Gord thinks there are plenty of blackberries there**
 - Gord asked about the Pears Trail? Ryan hesitant to suggest pulling blackberry along roadside for reasons of student safety.
 - Ryan considered contacting Fire Chief (Stephanie) about clearing wood/fire fuels
 - **Kathy suggested Branson Trail, & it is within a 30 minute walk Alex previously indicated is acceptable walking distance .**
 - Jay noted that school would have to cover insurance/liability & may need to signoff with Metchosin. He thinks this can be accomplished similar to how the CRD with respect to the invasive removal now going on (adding Metchosin as "added Insured" to the Westmont Insurance Policy)
 - **Ryan to contact Alex with suggested trails and regarding insurance**

9. Other Business

a) Election of Vice-Chair

No volunteers for position, Ron suggested and committee agreed to have no Vice Chair. If Ron unable to attend the Jay will assume Vice Chair duties.

b) Parks Donation Application .

This was discussed above under item 6 a).

10. New Business/Supplemental Information

a) New Business – Subdivision Referral

a. Proposed 18 Lot Subdivision, Beckingham Road

Section 16, Metchosin District, Except Part in Plan VIP62759

- Noted past agreement was to maintain PTASC recommendation to CAO for connective trail to Galloping Goose
- Kathy noted that the proposed trail has some very steep portions. Suggested need to organize another PTASC site visit (including new committee members) to investigate grade & feasibility as trail. Connection to Galloping Goose is very important.
 - Ryan noted trail needs to be built to Multi-use Standards
 - Jay thinks even the original trail may have been challenging from Multi-Use perspective. Ryan noted some site features could be used in clever manner to make useable trail (work with & around the terrain)
 - Ryan noted that Lot 4 has access road, could that be used for trail if the terrain/grade of proposed trail doesn't allow for multi-use purposes.
 - Ryan noted plan to walk the proposed trail this weekend. Will email PTASC in case they want to join.

Moved by Karen to re-validate and provide the same Beckingham Road recommendation from November 21, 2023 PTASC meeting to CAO in addition to observations that the P&T Coordinator may make from site visit.

Carried

10. Adjournment and Next Meeting Date

Moved by Gord that the Committee adjourn the meeting at 9:33 p.m.

Carried

The next meeting will be held on May 29, 2024 at 7:00 p.m.