



DISTRICT OF METCHOSIN

AGENDA

PARKS AND TRAILS ADVISORY SELECT COMMITTEE MEETING

June 26, 2024 at 7:00 p.m.
Council Chambers
Metchosin Municipal Hall

- 1. Agenda, Additions, Approval**
- 2. Presentations**
- 3. Public Participation**
- 4. Adoption of Minutes**
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- 6. Business Arising from the Minutes**
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 - b) Memorial Bench Applications 13
 - Susan Young, Municipal Grounds (Cricket Pitch)
 - Rex Coburn, Wooton Road
 - Parks Donation Program Guidelines
 - c) Beckingham Road Subdivision
 - d) Duke Road Survey, Tender Documents
 - e) Colwood and Langford Counterparts to PTASC
 - f) Ash Mountain Trail, Invasives
- 7. Reports**
 - a) Parks & Trails Coordinator Verbal Report
 - b) Council Liaison Verbal Report
 - c) Chair Verbal Report
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 - a) Parks & Trails Master Plan 23
 - Council Resolution, May 27, 2024
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response for further input by Council
 - Duke Road East Feasibility Study, Updated March 5, 2024
 - Council Resolution, March 18, 2024
 - Council Resolution, June 17, 2024
- 10. Adjournment and Next Meeting Date**

District of Metchosin

Minutes

Parks and Trails Advisory Select Committee Meeting

May 29, 2024 at 7:00 p.m.

Council Chamber

Metchosin Municipal Hall

Present: Jay Shukin (Councillor Liaison), Ron Aubrey (Chair), Kathy Atherton, Ryan Carter, Caroline Donahue, Jim Nan, David Shanks (Recorder)

Regrets: Karen Hoffman, Gord Stodola

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

1. Agenda, Additions and Approval

Added Ash Mountain under 9b).

Moved by Jim that the Committee approve the agenda as amended.

Carried

2. Presentations

None.

3. Public Participation

None.

4. Adoption of Minutes

a) Parks & Trails Advisory Select Committee, April 24, 2024

Moved by Caroline that the Committee approve the minutes of the meeting held on April 24, 2024.

Carried

5. Receipt of Minutes

a) Community Planning Committee, May 13, 2024

b) Environmental Advisory Select Committee, April 23, 2024

- PTASC member commented on the Lombard poplars on Lombard Rd
- Discussion of stricter resolution from District on herbicides, but not anticipated to affect MISC use of herbicides

Moved by Ron that the Committee receive the above Advisory Select Committees Minutes for information.

Carried

6. Business Arising from the Minutes

a) Active Transportation Plan (ATP)

David assigned as PTASC-ATP development liaison, provided update from consultant at Urban Systems (Beth).

- Tasks completed: Background review and District visit
- Upcoming tasks: facilities inventory, public engagement
 - Any PTASC or Metchosin volunteers to join booth at public events
- Beth requested GIS data of Metchosin trails/facilities?
 - Noted today's printed maps use GIS, so staff should have copies of this. Also noted that GAIA website/app has existing trails within it.
- More information will be coming on the ATP process.

b) Memorial Bench

Application not received, expected for next month's PTASC meeting.

c) Beckingham Road Subdivision Trail

- Discussion of "dogleg" that goes into wet/riparian area (NE corner). Concern on difficulty to build and maintain?
 - Developer to build the whole trail.
 - Concerns the plan will change (e.g., identify further riparian area).
 - Discussion on ensuring trail in wetland/riparian area is properly constructed (bridge/boardwalk discussed).
- Discussion of multi-use versus. Nature trail, particularly steep part at beginning
 - Seems less likely for cyclists or equestrian use, would have increased maintenance costs.
 - Consensus achieved on recommending a modified multi-use trails (gravel but the width of a natural trail).
- Committee unclear if subdivision is approved, would PTASC recommendations change anything?
- Recommended that **developer involve and consult the Parks & Trails Coordinator about the trail design to ensure trail & crossing of wet/riparian area is acceptable to Metchosin.**
- Beckingham emergency access road could allow for future trail connection with Blinkhorn Mtn (e.g., via Parry Bay Sheep/Lindholm Farm). Discussion about adding to the P&T Master plan update.
 - **Firstly, seek clarification on whom will own fire/emergency road? Would it allow for trail if Metchosin owns it?**
 - **Secondly, request developer to allow public or resident access to the fire/emergency road and dedicate it to allow for future trail development.**
- Proposed benefit: access or trail connect would prevent overgrowth of vegetation

Action: PTASC to provide recommendations to CAO by 12-June. **PTASC to share and agree on wording to CAO by email.** Can be sent to CAO when agreed and then adopted at June PTASC meeting.

7. Reports

a) Parks and Trails Coordinator

- Metchosin Wilderness Park repaired, kudos to Gord, Jim, and Metchosin Public Works
- Increased interest in having PTASC recommended possible Memorial Bench sites
- Duke Road bench is moving forward
- Duke Road Survey terms provided to CAO

Action: Requested for Jay to ask CAO to provide that Parks & Trails Coordinator gets final review of Tender Documents

- Westmont providing Volunteers for trail cleanup. Need guidance from “qualified” individual on cleanup/invasives removal. This can be anyone from PTASC
- Public works received new information from seminar on mitigation of European Ash in Blinkhorn Nature Park. **Public works looking to hire herbicide applicator, or get one trained on Public Works staff, to connect Public Works with MISC.**

b) Council Liaison

- Update on Buffer land.
 - Community Planning Committee had discussions on managing land & access.
 - Council decided not going forward with CRD discussions. Will look further into BLWG recommendations.
- P&T Master Plan, to be plugged into ATP development. P&T Master Plan updates to start in the fall.
- Livestock predation has been an issue. Ag & Env Committees combined meeting on 9-July.
- Weirs Beach stairs, still waiting for the contractor to start.

c) Chair

Action: Requested P&T Coordinator to move forward initiating meetings with Colwood & Langford counterparts to PTASC.

- Duke Rd Survey, seeking RFP out quickly and received tenders by end of June.

8. Correspondence

None.

9. Other Business

a) Parks & Trails Master Plan

- Asked Jim for next meeting to go through existing P&T plan priorities and then have Committee discussion on moving forward
 - This discussion can the feed forward into ATP development
- P&T Master plan identified to Metchosin Staff to be standing agenda item on each PTASC agenda.

b) Ash Mountain Trail

Trail ROW is significantly overgrown by broom, seeking work party to clear ROW and volunteers from PTASC and community.

- Potential dates?
- P&T coordinator noted we/Metchosin may be able to assist with removing waste.

Action: Jay suggests best course of action that Ryan contact CAO to notify owner of plan to remove invasives.

10. Adjournment and Next Meeting Date

Moved by Kathy that the Committee adjourn the meeting at 8:50 p.m.

Carried

The next meeting will be held on Wednesday, June 26, 2024 at 7:00 p.m.

District of Metchosin

Minutes

**Community Planning Committee Meeting
June 10, 2024 at 7:00 p.m.**

Council Chambers
Metchosin Municipal Hall

PLEASE NOTE: The meeting has been recorded.

Present: Councillor Shukin in the Chair, Mayor Little, Councillors Donaldson, Gray and Epp. Also present was Bob Payette, Chief Administrative Officer, Stephanie Dunlop, Fire Chief, and Jennifer Miller, Legislative Services Assistant (recorder).

The meeting was called to order at 7:01 p.m.

The Chair provided a Territorial Acknowledgement.

1. Agenda, Additions and Approval

Moved and Seconded by Councillor Shukin and Mayor Little to approve the agenda as amended with the addition of a presentation by Mike Butcher, Arborist, regarding Lombardy Poplar Trees on Lombard Drive.

Carried

2. Presentations

Mike Butcher, Consulting Arborist and President of SouthShore Forest Consultants, addressed Council and provided a summary of his background and an overview of the Tree Risk Assessment Report on the Lombardy Poplar Trees dated March 15, 2024 including:

- Site assessment
- Number and status of Lombardy Poplars on Lombard Drive
- Options to address current defects and future issues
- Risks
- Recommendations

Committee discussion:

- Replacement trees
- Pruning and maintenance versus removal
- Tree removal, stump removal, soil mitigation
- Dangers and risks
- Life cycle of Lombardy Poplars
- Existing damage and defects

Councillor Shukin invited members of the gallery to address the presenter. Katy Nelson, resident, inquired if it is biologically necessary for there to be tall trees along Lombard Drive and the use of native trees and shrubs.

3. Public Participation

Pattie Whitehouse, resident, urged the Committee to think about what is good for pollinators when considering tree replacement options.

John Tipton, resident, noted that his Great Grandfather planted the Lombardy Poplar trees, expressed concerns that the trees should have been maintained, and suggested restoring and retaining the existing trees in sections.

Elva Kennedy, resident, encouraged the Committee to only remove the diseased poplars, leave the young poplars growing, and plant more poplars so that residents of and visitors to Metchosin can continue to enjoy this heritage site.

Robert Patterson, resident and former member and Chair of the Heritage Advisory Select Committee, provided an overview of the Statement of Significance of the Lombard Road Poplar Grove, including the heritage values, description of the historical place, and character defining elements and history.

Darren Brown, resident, expressed concerns regarding the lack of community engagement and consultation on the Duke Road trail project, indicated that resident concerns could have been addressed through consultation, and suggested that Council reset and reaffirm commitment to transparency and a collaborative relationship with the community.

June Reimer, resident, spoke to concerns regarding the Duke Road trail and implications for the District, questioned the survey, and suggested that all residents should be consulted, rather than just one group.

4. Adoption of the Minutes

Moved and Seconded by Mayor Little and Councillor Donaldson that the Committee adopt the minutes of the Community Planning Committee meeting held May 13, 2024.

Carried

5. Receipt of Minutes

Moved and Seconded by Councillor Donaldson and Mayor Little that the Committee receive the minutes of the Parks & Trails Advisory Select Committee (PTASC) held May 29, 2024.

Carried

There was Committee discussion regarding the Request for Proposal for a survey for the Duke Road East Roadside Trail:

- Option to wait until the Urban Systems consultant's work and engagement processes are underway on the on the Active Transportation Plan (ATP)
- Parks & Trails Master Plan and the ATP
- Public input and consultation
- Petitions for and against the project
- Safety concerns
- Alternate mitigation options such as decreasing speed
- Public participation and engagement at PTASC meetings
- Capital Regional District Map Viewer option versus a survey
- Costs and budget
- Process for PTASC's input and recommendations to the Community Planning Committee

Moved and Seconded by Councillors Gray and Epp to recommend that Council direct the Chief Administrative Officer (CAO) not to issue a Request for Proposal nor a contract for a survey for the Duke Road East Roadside trail.

Carried

Councillor Shukin and Mayor Little opposed the motion

6. Reports

a) Councillor's Update

Councillor Shukin provided the following updates:

Lombardy Poplars on Lombard Drive

Councillor Shukin provided an overview of the status of Lombardy Poplars on Lombard Drive and invited the CAO to address the Committee on the subject from administrative, risk, and liability perspectives.

Mr. Payette, CAO, addressed risk management, liability, and insurance requirements, safety concerns, requirements of the District's Tree Management Bylaw, and the responsibility to protect the District.

Committee discussion:

- Role of the Committee
- Managing the identified risks
- Tree removal and replacement options
- Consultant's Tree Risk Assessment Report
- Respecting and acknowledging the heritage site
- Ensuring public safety
- Approaches to memorialize the trees
- Guidelines for those visiting the street
- Public input

Moved and Seconded by Councillor Gray and Mayor Little that the Committee recommend Council request a staff report and further information on next steps in terms of addressing the issues with the Lombardy Trees on Lombard Drive timelines and any policy, bylaw, and budget implications.

Carried

Committee discussion:

- Communication and engagement plan
- Options for communication such as an article in the Metchosin Muse, website, letter or information brochure, and Facebook
- Suggestion for further thoughts to be put into a communication plan

Moved and Seconded by Councillors Shukin and Epp that the Committee recommend Council request the development of a communication/engagement plan to inform the community of the Lombardy Trees situation and get their input on the future of this area and the situation.

Carried

Parks and Trails Advisory Committee (PTASC) Highlights from the Meeting of May 2024

- David Shanks is PTASC's representative for the Active Transportation planning process
- Progress towards installing a memorial bench at one of the Duke Road bus stops
- Trail recommendations being developed for the 18-lot Beckingham subdivision
- Invasive pull planned for the trail to Ash Mountain lookout
- Scope of work provided to the CAO for the Duke Road East survey
- Parks & Trails Master Plan will not be a standing item on PTASC's agenda

Other Activities

Councillor Shukin thanked volunteers supporting the following organizations and initiatives:

- Mighty Metchoshin Garage Sale, May 25-26
- Museum Society Annual General Meeting, June 8
- Metchoshin Community Day, September 8
- Metchoshin Invasive Species Cooperative (MISC) invasive species removal
- Metchoshin Arts & Cultural Centre Association (MACCA) events:
 - Festivus 2024 - Monday, July 1st
 - Summer Makers Market

7. Correspondence for Information (none)

8. Adjournment

Moved and Seconded by Councillors Donaldson and Epp that the Committee adjourn the meeting at 8:09 p.m.

Carried

Certified Correct

Chair

Corporate Officer

District of Metchosin

Minutes

Environmental Advisory Select Committee Meeting

May 28, 2024 at 7:00 p.m.

Council Chambers

Metchosin Municipal Hall

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

Regrets: Anna Hall, Garry Fletcher, Ric Perron

The meeting was called to order at 7:10 p.m.

1. Agenda, Additions and Approval

Change Item 9e from ‘Gypsy Moth’ to ‘Spongy Moth’.

Moved and Seconded by Steve and Andy that the Committee approve the agenda as amended.

Carried

2. Presentations

None.

3. Public Participation

Brent Donaldson spoke about the tax exemption for the Victoria Motorcycle Club. He is a member of the Victoria Motorcycle Club which owns more than 100 acres of undeveloped property on Boulderpath Road. Brent has been a director of the club for 15 years and if anyone has questions about the tax exemption feel free to contact him.

Kathy Atherton wanted to bring two items up for discussion. First, the Beckingham Road development proposal, which she is mystified about why the developer has put lots up for sale when the subdivision hasn’t been approved yet. Kathy feels this is “putting the cart before the horse” and finds it problematic. She also pointed out that many of the proposed lots have building sites encroaching on riparian zones (especially lot 8), and the area designated for parks and trails is located particularly close to riparian zones and sensitive moss bald areas.

Kathy also wanted to discuss herbicides and pesticides. She has a Habitat Acquisition Trust (HAT) ‘Good Neighbours’ designation on her property and is involved with the Metchosin Invasive Species Cooperative (MISC). Kathy thinks treating holly with a spot dab on the trunk after cutting should still be allowed. She is concerned with changing parameters, as we must bear in mind reasonable applications to allow the good work of invasive species control to continue.

4. Adoption of Minutes

Moved and Seconded by Andy and Steve that the Committee approve the minutes of the Environmental Advisory Select Committee meeting held on April, 23 2024.

Carried

5. Receipt of Minutes

a) Environment and Natural Areas Committee, May 13, 2024

Moved and Seconded by Steve and Merrilee that the Committee receive the Council and Standing Committee Minutes for information.

Carried

b) Parks and Trails Advisory Committee Meeting, April 24, 2024

Moved and Seconded by Bill and Andy that the Committee receive the Advisory Committee Minutes for information.

Carried

6. Business Arising from the Minutes

a) Human/Wildlife Conflict

A joint Special Meeting with PTASC & MEASC is scheduled for July 9th.

b) Climate Action Plan – Community Engagement

Merrilee contacted Karyn Woodland, from Regenerate BC, looking at education programs with either a Metchosin focus or including Metchosin residents. Karyn brought this up at their board meeting last night and the other members sounded keen to participate in any Metchosin-related activities or to include Metchosin residents in any regional events. Regenerate BC is offering an online five-week course on climate solutions beginning in Sept/Oct, and they are also happy to offer an in-person version of same course, possibly at Royal Roads, the Metchosin Community House, or somewhere in Colwood - a convenient location for Metchosinites to attend is the goal. It would be great if we could encourage Metchosinites to attend through various channels (Muse articles, Facebook groups, District Website).

Steve offered to talk to staff about putting this on the district website and Merrilee said she would get something in the Muse and on social media. There was a Letter to the Editor written for the June 2024 Muse about the Climate Action Plan making progress and ways to get involved on an individual basis.

Action Item: Steve will talk to staff about putting on district website.

Action Item: Merrilee will get an article into the Muse and post in various social media groups.

c) Beckingham Subdivision Referral

Steve gave an update on a group effort from Steve, Ric, and Erin who put together a list of recommendations with input from wetland and terrestrial ecosystem experts including Provincial ecosystems biologist, Sacha O'Regan, from Ministry of Water, Land, and Resource Stewardship. Sacha has worked with the District before and has offered to put together a team of provincial experts on wetlands and riparian areas to advise on best practices to assist our Approving Officer.

We discussed and made edits to our list of recommendations and reviewed the Hewitt Creek Groundwater Assessment.

7. Reports

a) Chair's Verbal Report

None.

b) Council Liaison Verbal Report

Buffer Lands: A motion was passed to bring the Buffer Land Working Group Report to an upcoming meeting of the Planning Committee to discuss recommendations from the working group. There was also some discussion around engaging with the Capital Regional District (CRD) about a potential sale of the Buffer Lands.

Bill spoke about the need to keep biosolids from being spread on land in Metchosin. He recalled some of the history on this topic as it relates to the CRD who had committed to a ban on land application years ago. He noted that the option of land application is under consideration again and the CRD is seeking input.

Moved and Seconded by Bill and Andy that the Committee recommend a ban on land application of biosolids in Metchosin.

Carried

8. Correspondence

None.

9. Other Business

a) 2013 Shoreline Protection Plan

Steve talked to Councillor David Grove and Director of Planning, Ian Bourhill at City of Colwood. Colwood is happy to liaise with Metchosin about their shoreline plan so that the two communities could work together on adjoining shoreline areas – two key areas are sea level rise and tsunami.

A question arose about whether we talk to HAT again about their 'Good Neighbours Program' and engaging with Metchosin shoreline property owners; can we get a report on what happened last time?

Action Item: Andy will contact Habitat Acquisition Trust to request a report on their landowners contact program for shoreline residents.

Action Item: Steve will touch base again with Colwood's Councillor Grove to arrange a follow-up meeting on shoreline planning.

b) Mapping of Potential Sensitive Areas in Metchosin: Conservation Data Centre, Data Submission

Andy is waiting on Garry to deliver the box of data.

c) District of Metchosin Public Works Policy W-100: Elimination of Pesticides and Herbicides for Cosmetic Purposes on Municipal Grounds

The Committee needs direction from the Environment Committee on this; we had ideas of expanding from cosmetic purposes and expanding from municipal properties. Control of Black Knapweed using hand-sprayed herbicides on Tower Point has been successful. Exceptions for invasives in the policy are needed.

Moved and Seconded by Andy and Steve that the Environment Committee consider expanding Policy W-100 to apply beyond cosmetic use and expand beyond use on municipal grounds.

d) Tax Exempt Properties

It is important that these properties have no resource extraction, no logging, no road building, no tree cutting, and take into account the value to the community for tax exemption. Do these properties need a covenant? Do they require a change in zoning? What are the criteria?

Action Item: Andy and Steve to work together to come up with some criteria for tax exempt properties in Metchosin for our next MEASC meeting.

e) Spongy Moth Spraying Program

We have questions about the adjuvants used in pesticide formulas. What justification there is for spraying? Steve had received correspondence from Metchosin resident, Jochen Moehr, who is a butterfly enthusiast and says he is concerned about insect populations.

Action Item: Erin to research this and report findings at next MEASC meeting.

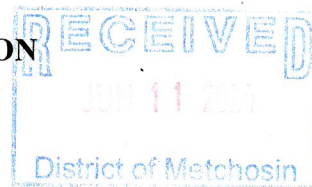
10. Adjournment and Next Meeting Date

Moved and Seconded by Steve and Andy that the Committee adjourn the meeting at 8:55 p.m.

Carried

The next meeting will be held on Tuesday, June 25, 2024 at 7:00 p.m.

DISTRICT OF METCHOSIN PARKS & RECREATION



DONATION APPLICATION

DATE: 3rd June 2024

DONOR(S) NAME: SUSAN YOUNG

ADDRESS: _____

POSTAL CODE: _____ TELEPHONE: _____

PERSON/EVENT BEING HONOURED: IRIN YOUNG

DESIRED DONATION ITEM: BENCH

DESIRED LOCATION: CRICKET PITCH

DESIRED PLAQUE WORDING: _____

I/We understand that once the donated item is installed it becomes the property of the District of Metchosin and is for the use of the general public. Donors shall not plant anything in the area surrounding the donated item without prior written consent of the Municipality. The municipality will maintain the donation and will replace or repair any damaged item. It is understood that the municipality maintains the right to move the item to a different location to accommodate any future unforeseen events. I/We understand that the item will remain until the expiration date, at which time I/we will be offered the opportunity to renew the donation for an additional time, at a price to be determined at that time. I/We understand that it is the responsibility of the donor to advise the Municipality of any change of address in order to receive future correspondence regarding the donated item.

SIGNATURE: [Signature] on behalf DATE: 11th June 2024

SIGNATURE: of Susan Young, DATE: _____

FOR OFFICE USE ONLY

APPROVED ITEM: _____ DATE: _____

APPROVED LOCATION: _____

WORDING APPROVED: _____ APPROVAL SIGNATURE: _____

Date Payment Made: _____ Date ordered: _____

Date Item Received: _____ Date installed: _____

APPLICATION # _____

DISTRICT OF METCHOSIN PARKS & RECREATION



DONATION APPLICATION

DATE: APRIL 8, 2024
 DONOR(S) NAME: ESTATE OF AUDREY I COBURN
 ADDRESS: C/O 4529 PARRY CROSS RD VICTORIA V9C3W1
 POSTAL CODE: _____ TELEPHONE: [REDACTED]
 PERSON/EVENT BEING HONOURED: AUDREY ISOBEL COBURN
 DESIRED DONATION ITEM: PARK BENCH
 DESIRED LOCATION: EDGE OF CLIFF ON EAST END OF WOOTTON RD
 DESIRED PLAQUE WORDING: " MY FAVOURITE PLACE "
AUDREY I COBURN 1926 - 2023

I/We understand that once the donated item is installed it becomes the property of the District of Metchosin and is for the use of the general public. Donors shall not plant anything in the area surrounding the donated item without prior written consent of the Municipality. The municipality will maintain the donation and will replace or repair any damaged item. It is understood that the municipality maintains the right to move the item to a different location to accommodate any future unforeseen events. I/We understand that the item will remain until the expiration date, at which time I/we will be offered the opportunity to renew the donation for an additional time, at a price to be determined at that time. I/We understand that it is the responsibility of the donor to advise the Municipality of any change of address in order to receive future correspondence regarding the donated item.

SIGNATURE: REX A. COBURN *[Signature]* DATE: APRIL 8, 2024

SIGNATURE: _____

REASON FOR THIS LOCATION

APPROVED ITEM: _____
 APPROVED LOCATION: _____
 WORDING APPROVED: _____
 Date Payment Made: _____
 Date Item Received: _____

OUR MOTHER, AUDREY COBURN RESIDED AT 562 WOOTTON FROM 1957 UNTIL ENTERING THE PRIORY IN 2017
THIS WAS HER "FAVOURITE PLACE"
WEATHER PERMITTING, SHE WALKED HER DOG ALONG THE CLIFF ON A REGULAR BASIS

APPLICATION # _____



Parks Donation Program

Guidelines for Staff

File No. 6130-06

Updated and approved by Council June 19, 2017

Updated and approved by Council March 4, 2024

Suggested Locations:

1. Location to be suggested by donor.
2. Please note, Weir Beach, Taylor Beach, Sea Bluff Trail, and Blinkhorn Nature Park locations are full.

Application Process:

1. Staff receives the application.
2. Application is scanned and emailed to the Parks & Trails Coordinator at trailscordinator@metchosin.ca. Trails Coordinator will contact the applicant to discuss bench or table placement.
3. Copy of the application is placed into the Parks & Trails Advisory Select Committee upcoming meeting file. PTASC to review application, proposed location, and plaque wording.
4. The Trails Coordinator will refer the application to the Chief Administrative Officer, Fire Chief and Public Works. A referral will be made to the **Ministry of Transportation and Infrastructure (Highway 14 only)**.
5. Pending input and approval from all parties above, the Trails Coordinator will refer the application to Council for review and approval.
6. The Trails Coordinator will gather an updated quote.
7. If Council approves, staff to receive the donation fee from the applicant.
8. Once application is approved, staff to order bench/table and plaque from respective designated suppliers. As of September 2023, the approved suppliers are:
 - i. Bench/table: Classic Cedar (250-474-7611);
 - ii. Plaque: Achinbach (250-474-0037)
9. Courier completed plaque to the bench/table supplier to install.
10. The Trails Coordinator to coordinate pouring a concrete pad. Must be between 4'x8' to 8'x8' in size.
11. Classic Cedar to install bench or table on concrete pad.

12. The Trails Coordinator to coordinate maintenance.

Donation Amount:

1. A current quote for materials and installation services will be required for every new application. The Trails Coordinator will gather the quote.
2. A maintenance fee of 20% of material costs will be added. Maintenance fees must be renewed every ten years.
3. For reference, the total cost of a bench including maintenance in 2023 was roughly \$2,600.

June 15, 2024

District of Metchosin

Email: mayorandcouncil@metchosin.ca

Parks and Trails Advisory Select Committee

Email: jshukin@metchosin.ca; [REDACTED]; [REDACTED]

Re: Trail Repairs – Metchosin Park

On behalf of the Metchosin Equestrian Society, I would like to express our gratitude to Council and PTASC for their efforts in placing the gravel along the muddy sections in Metchosin Park. This will greatly improve the footing which, in the winter, can get very muddy and slippery.

Several years ago, another muddy section close to the Arden end of the lower loop trail, was repaired by PTASC and this section has held up extremely well during the winter rainy season.

We just wanted to let you know that your work is greatly appreciated.

Kind regards,

Anna Whiten

Anna Whiten, VP
Metchosin Equestrian Society

Jennifer Miller

From: Sabine David [REDACTED]
Sent: June 17, 2024 7:29 PM
To: Mayor and. Council; [REDACTED]; Jay Shukin
Subject: Metchosin Park Trail Repairs

RE: Metchosin Park Trail Repairs

I wanted to say a big thank you to the Council and PTASC for placing gravel along the muddy sections in Metchosin Park. It's made a huge difference, and will be much safer, especially in the winter when the trails get so muddy and slippery.

Your work is very much appreciated

Thank you
Sabine David

7. Business Arising

a) Community Planning Committee Recommendations, May 13, 2024 Meeting:

- **Parks & Trails Master Plan (PTASC Input)**

Moved and Seconded by Councillors Shukin and Epp that future updates to the Parks and Trails Plan be informed with the Active Transportation process currently underway;
And That an update to the Parks & Trails Master Plan be launched in the Fall of 2024.

Carried

Duke Road East Feasibility Assessment

Prepared by a sub-committee of Metchosin's Parks and Trails Advisory Select Committee (PTASC) - February 17, 2023 (*updated: March 5, 2024*)

In November 2023, PTASC established a sub-committee to assess the potential of a roadside trail along Duke Road East. The sub-committee includes Ron Aubrey (PTASC Chair), Ryan Carter (Trails Coordinator) and Jay Shukin (Councillor). The sub-committee assessed:

- Immediate and long-term value of a roadside trail.
- Interest/support from neighbours and the broader community.
- Technical feasibility (route, rights of way, constraints).
- Constructability and initial budget considerations.

1.0 Summary:

- Strong neighbour interest exists in developing this trail. High trail usage is expected. Volunteer labour and resource contributions during construction are expected.
- There is broader community value in developing the trail, both in supporting active transportation, and addressing existing traffic/pedestrian safety issues.
- Large portions of Duke Road East have well defined road shoulders allowing for relatively easy trail construction; other sections present construction challenges.
- Most of these challenges can be addressed through careful planning/budgeting (provincial grants), and dialogue with neighbours/stakeholders.
- A survey is required to confirm an optimal route.
- Several neighbours have raised concerns about a trail: privacy, drainage, potential impacts to trees, increased pedestrian (& dog) and bike activity.
- Overall, trail development will be a multi-year endeavour and require on-going neighbour engagement.

2.0 Background

- An excellent roadside trail exists along the lower (southern) portion of Duke Road East on the north side from Gilbert Dr to the corner where the road turns northward.
- The first segment of the proposed trail would begin where that trail ends, along a 1.2km stretch of Duke Road East. Orientation:
 - Duke Road East generally runs **north** (toward Metchosin Road) and **south** (toward Duke Road West).
 - The trail route is being considered for the **west** (in-land side) and **east** (ocean side) sides of Duke Road East.
- The goal is for a multi-use (walking, cycling, powerchair) trail of one metre in width per the standards in the Trails Master Plan in Metchosin's Official Community Plan.
- There are ~50 homes on both the east and west side of Duke Road East.

3.0 Local Interest

The desire for a trail along Duke Road East has support going back many years. Recently, a neighbourhood group has renewed interest, working to build support and awareness with residents along the route and in the broader area. Over 150 signatures in support of the trail have been collected. The neighbourhood group attended and contributed to PTASC meetings throughout 2023/24 and has engaged the sub-committee during this process. This group continues to engage neighbours on relevant matters, including privacy issues, landscaping and maintenance.

4.0 Community Value

The sub-committee sees broad community value in a trail along Duke Road East:

High use

- A trail is expected to be well-used with over 50 homes on Duke Road East, with connections to Chapel Heights Drive, Albert Head Road and Dutnall Road.
- Outside of the village area, this may be one of Metchosin's most frequently travelled roadside pedestrian routes.

Active transportation

- Resident input indicates that many currently walk, cycle, or connect with public transit along the shoulders of Duke Road East. A multi-use trail will improve accessibility.

Improved safety.

- Road sections of Duke Road East are narrow, with stretches that can lead to high vehicle speed (no signage or other traffic calming measures exist), particularly in the south-bound (downhill) direction.
- There is regular traffic along Duke Road East to and from CFB Albert Head.
- Marked road shoulders either do not exist or are narrow (less than 3ft at best) for most of Duke Road East.
- Duke Road East is an access road to Witty's Lagoon Regional Park, and traffic is expected to increase with residential development in Colwood.

5.0 Phased Development

The trail is proposed for development in three phases within a multi-year process (see map). The subcommittee believes that the first phase can be constructed relatively easily and within one year. However, phases 2 and 3 present varying degrees of challenge. The subcommittee believes that determining an optimal route for phases 2 and 3 will require completion of a survey.

In general terms, the three phases would be:

Phase 1 (south segment) – Existing Duke Road Trail to Chapel Heights Drive

- Segment begins on the west side of Duke Road East, where the existing trail ends, and continuing for 270 metres.
- The west side is highly constructable, but must consider existing drainage infrastructure, modest slope and several trees.

Phase 2 (middle segment) – Chapel Heights Drive to Dutnall Road

- Segment is ~460 metres.
- A survey is required to determine the optimal route, with respect to available shoulder allowance, safety, neighbour impacts, constructability, vegetation clearing.
- The section from Chapel Heights Dr. to Albert Head Rd (~212 metres) includes narrow parcel of land under title to the BC Transportation Financing Authority (BCTFA). Further investigation on potential use is required, pending survey results.

Phase 3 (north segment) – Dutnall Road toward Metchosin Rd and the Latoria Creek Community Bridge at Farhill Road

- Segment is ~460 metres and would conclude at the Latoria Creek Community Bridge at Farhill Road.
- As with Phase 2, a survey is required to determine an optimal route.

6.0 Construction Process and Trail Design

Per normal practice, trail construction would be led by PTASC and supported by Metchosin public works, volunteers and, where necessary, donated materials, equipment and other resources. **The construction plan and schedule for each phase would be reviewed and approved by District staff.**

From discussion with known contractors and former PTASC members with significant trail building experience, the following approach to trail construction is recommended:

- Width of 1 metre
- Excavation of ~4 inches followed by
 - A layer of weed barrier
 - 3 inches of three-quarter crush gravel.
 - 1 inch of “screenings” or one-quarter inch minus material.

7.0 Additional considerations

Crosswalk

It's expected that one crosswalk will be needed to shift the trail from west side of Duke Road East to the east side, based on safety and shoulder allowances.

Utilities

Water, drainage and natural gas lines exist along certain portions of the trail route. The location and depth of these lines to be confirmed prior to any construction work.

BC Transit

Six bus stops exist along Duke Road East, including three stops within phase one. It's recommended that discussions occur with BC transit on consolidating these stops and looking for overall safety improvements.

Liability

At this stage, there does not appear to be any significant liability issues for the District. Liability risk will continue to be assessed as the project develops.

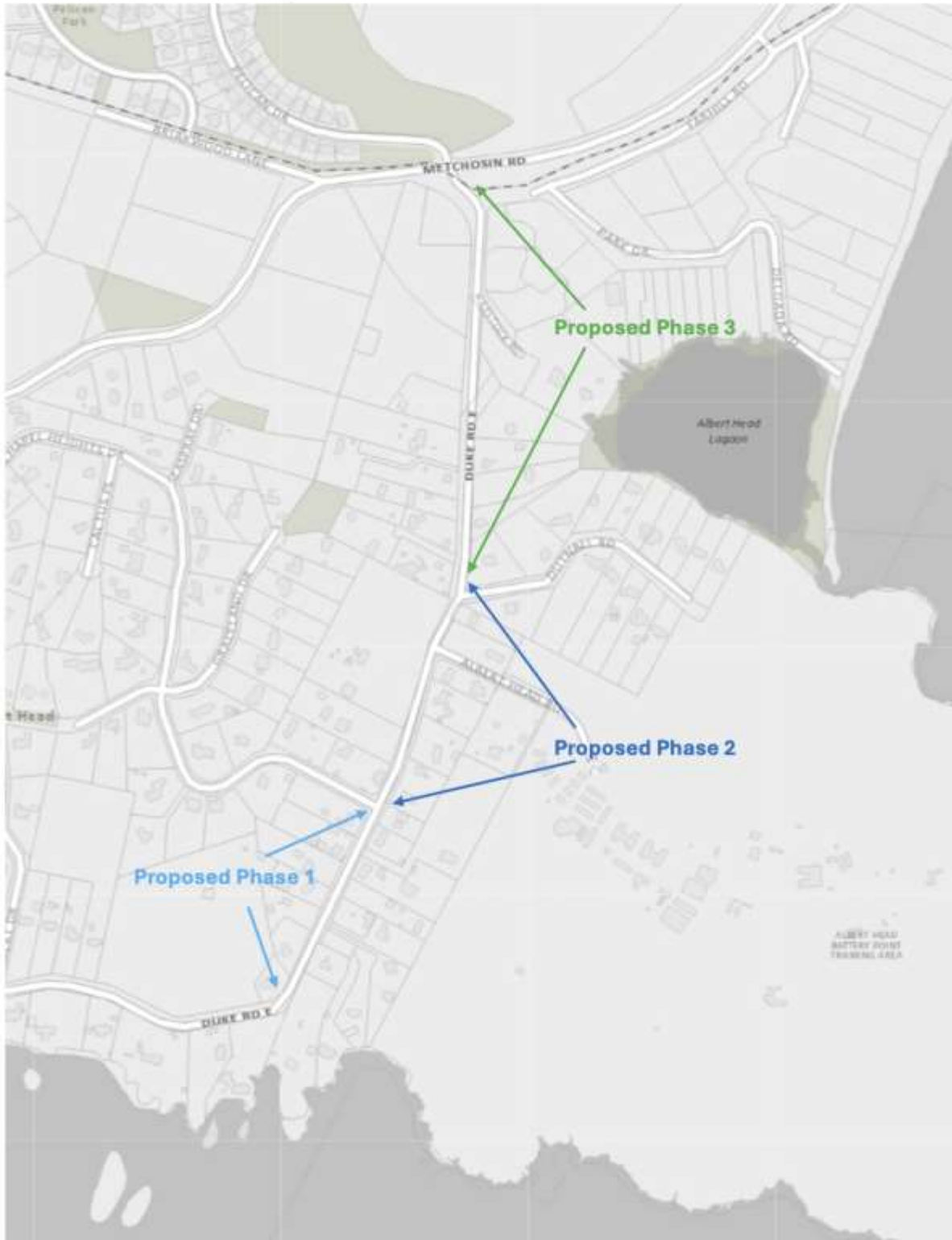
8.0 Final Assessment and Recommendation

The sub-committee believes that a roadside trail along Duke Road East is of strong local and community value, and that this can be achieved through a multi-year, phased approach. As such the following is recommended:

- \$10,000 toward focused survey of Duke Road East; and,
- \$10,000 toward the construction of Phase One.

Upon Council approval, PTASC will coordinate with the District's Chief Administrative Officer and staff in developing a detailed workplan for a survey and phase one construction.

Duke Road East Proposed Roadside Trail in 3 Phases



February 17, 2024

7. Business Arising

a) Community Planning Committee Recommendations, March 11, 2024 Meeting:

- **Duke Road East Roadside Trail Feasibility Study**

Moved and Seconded by Councillors Shukin and Donaldson that Council refer the Duke Road East Roadside Trail Feasibility Study to the Parks & Trails Advisory Select Committee and request their input and recommendations.

Carried

7. Business Arising

a) Community Planning Committee Recommendations, June 10, 2024 Meeting:

- **Duke Road East Roadside Trail Survey**

Moved and Seconded by Councillors Shukin and Donaldson that Council direct the Chief Administrative Officer (CAO) to not issue a Request for Proposal nor enter into a contract for a survey for the Duke Road East Roadside trail until after public consultation has taken place and a letter is sent to the Duke Road residents.

Carried
Councillors Epp and Gray opposed the motion

DRAFT