

District of Metchosin

Minutes

**Parks and Trails Advisory Select Committee Meeting**

**June 26, 2024 at 7:00 p.m.**

Council Chamber

Metchosin Municipal Hall

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**Present:** Ron Aubrey (Chair), Kathy Atherton, Ryan Carter, Caroline Donahue, Karen Hoffman, Jim Nan, David Shanks (Recorder)

**Virtual:** Jay Shukin (Councillor Liaison)

The meeting was called to order at 7:00 p.m.

**1. Agenda, Additions and Approval**

Added topic of booth at Metchosin Community Day.

**Moved** by Kathy that the Committee approve the agenda as amended.

**Carried**

**2. Presentations**

None.

**3. Public Participation**

Darren Brown, resident, seeking information on the Duke Road trail public consultation process, methods, and measures of success.

**4. Adoption of Minutes**

**a) Parks & Trails Advisory Select Committee, May 29, 2024**

**Moved** by Jim that the Committee approve the minutes of the Parks and Trails Advisory Select Committee meeting held on May 29, 2024.

**Carried**

**5. Receipt of Minutes**

**a) Community Planning Committee, June 10, 2024**

Noted on Pg 7 to correct these minutes that PTASC agenda will “now be a standing item” instead of “not”.

**b) Environmental Advisory Select Committee, May 28, 2024**

- Discussion of use of pesticides/herbicides by MISC on Metchosin properties.
- Identified that July 9<sup>th</sup> Joint Special Meeting between MEASC and PTASC on the topic of Human/Wildlife Conflict was not communicated to PTASC.

**Moved** by Karen that the Committee receive the minutes of the Environmental Advisory Select Committee meeting held May 28, 2024.

**Carried**

**6. Business Arising from the Minutes**

**a) Active Transportation Plan**

- Update from Urban Systems consultant (per emails sent on June 24):
  - Identified an absence of digital documents for P&T Map Book. Jay to inquire with staff about GIS information regarding trail locations.
  - Discussed the potential of storing important PTASC documents in an accessible location.
  - David to share Dan Casey's update to PTASC members by email.

**b) Memorial Bench Applications**

- Susan Young, Municipal Grounds (Cricket Pitch)
  - Desired wording:  
*“ Sit. Remember Ian and Sonja Young.  
30 years of contributions to Metchosin life.  
With gratitude from their family and friends.”*
  - Suggested if first bench approved, at time of construction that concrete pads for two benches be poured at the same time

**Moved** by David that PTASC recommend that Council approve the Young memorial bench application.

**Carried**

- Rex Coburn, Wooton Road

**Moved** by Ryan that PTASC recommend that Council not approve the Coburn memorial bench application.

**Carried**

- Parks Donation Program Guidelines
  - Discussed under Trails Coordinator Update

**c) Beckingham Road Subdivision**

**Moved** by the Chair for this topic to be tabled for today's meeting.

**Carried**

**d) Duke Road Survey, Tender Documents**

- Discussed a community input session/consultation meeting to take place at PTASC meeting, separate from regular monthly meeting.
- Discussion on effective notification of this meeting, including a mailout to residents, particularly in the Duke Road and Albert Head area. Jay to contact staff about a mailout.
  - Ask for District letter to direct interested parties and attendees to submit email/letter with questions/comments in advance so that they can be compiled in advance to look at common questions.
  - Noted that P&T Master Plan update should consider the guidelines for area and methods to communicate regarding public consultation.
  - Suggested to enquire if District-wide mailout is simpler.
- Suggested to ask Dan Casey (Urban Systems) to Moderate the Duke Rd Public Consultation meeting.
- Possible date selected as Wednesday, July 31 @ 7:00 pm.

- e) **Colwood and Langford Counterparts to PTASC**
  - To be addressed at future meeting.
  - Colwood Parks, Trails, & Recreation committee is not meeting until September.
  - Goldstream Gazette included notice that Langford is planning to setup a Trails Committee.
- f) **Ash Mountain Trail, Invasives**
  - Well attended by volunteers. Kudos given to those that helped.
  - Broom was brought down to road by volunteers and removed by Metchosin Public Works, a big thank you to them as well.

## 7. Reports

- a) **Parks and Trails Coordinator**
  - Continued trails clearing completed by Jim.
  - Complaint regarding Lisandra Trail regarding trees encroaching on property owner's land. Further inquiries to CAO required.
  - Discussion of Trails Coordinator ability to contact landowners on trails matters. To be addressed at the July 9<sup>th</sup> meeting with CAO.
  - Westmont Montessori trail cleanup ending with school year, hoping it resumes in fall.
  - Topics to address with CAO:
    - Benches donation & maintenance
    - Bench locations
    - Hillman trail bench damaged. This bench pre-dates PTASC so unsure how this should be handled.
      - The damaged bench should be identified to staff to repair and or cleanup.
- b) **Council Liaison**
  - Lombard Drive poplars update. Noted the roadside trail on this road. No plans to widen or alter the road. Communication plan and public consultation regarding path forward and replanting are upcoming.
  - Buffer Land Stormwater detention pond. Developer holding open house in September. District Policy that any major stormwater to be approval needs to go to the PTASC, MEASC, and AASC. As such, PTASC should expect a forthcoming referral.
    - There has been discussion on the Buffer Land becoming a park, which is within PTASC's mandate.
  - Weir Beach stairs, contractor expected to undertake work in July.
- c) **Chair Verbal Report**
  - Thanked Kathy for representing PTASC on his behalf at Council meeting on June 17, 2024.
  - Upcoming July 9<sup>th</sup> meeting with CAO, Chair, Coordinator, and Liaison.

## 8. Correspondence

### a) Metchosin Park Trail Repairs

Acknowledged letters of thanks for the recent trail repair work from:

- Metchosin Equestrian Society
- Sabine David

**9. Other Business**

**a) Parks & Trails Master Plan**

- Council Resolution, May 27, 2024
- Additional update
  - Jim provided more detailed update of Trails Priorities (refer to separate document)

**Action Item for Council to receive the draft “Metchosin Community Trail Network Master Plan Status Update” for information.**

**b) Duke Road East Roadside Trail Feasibility Study response for further input by Council**

- Duke Road East Feasibility Study, updated March 5, 2024
  - Discussed outstanding request for further input that Council directed to PTASC on March 18, 2024.
  - Suggested amendments to Feasibility Study Section 4.0, to identify that
    - PTASC is now involved in the development of Metchosin Active Transportation Plan.
    - Public consultation being planned for Summer 2024.
    - Reflect plan by District to reduce Duke Rd speed limit to 40 km/hr
- Council Resolution, March 18, 2024
- Council Resolution, June 17, 2024

**Moved** by Karen that assessment from March 5, 2024, with above three amendments, still reflects the PTASC Committee recommendation to Council.

**Carried**

**c) Booth at Metchosin Community Day on September 8, 2024**

- In the past, PTASC has had booth at Metchosin Community Day, have brochures and suggestion box.
  - **Kathy to contact Jill who is coordinating event booths.**
- Looking for PTASC members to participate
- Agreed to move forward to pay PTASC booth.
  - Caroline volunteered to coordinate PTASC booth
- **David to contact Dan @ Urban Systems to align on ATP booth and PTASC booth**

**10. Adjournment and Next Meeting Date**

**Moved** by Karen that the Committee adjourn the meeting at 9:08 p.m.

**Carried**

The next meeting will be held on Tuesday, July 16, 2024 at 7:00 p.m.  
Planning for Duke Road East Trail Public Consultation on Wednesday, July 31, 2024.