

**District of Metchosin**

Minutes

**Parks and Trails Advisory Select Committee Meeting**

**Wednesday, August 7, 2024 at 7:00 p.m.**

Council Chamber

Metchosin Municipal Hall

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**Present:** Ron Aubrey (meeting chair), Jay Shukin (Councillor Liaison) Kathy Atherton, Ryan Carter, Caroline Donahue, Karen Hoffman, David Shanks (recorder)

**Regrets:** Jim Nan

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

**1. Agenda, Additions and Approval**

- Kathy suggested to add PTASC banner under item 9c).

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

**Carried**

**2. Presentations**

None.

**3. Public Participation**

- Patti Wesley, resident, thanked PTASC for great Community Input Session and Ryan for the great presentation.

**4. Adoption of Minutes**

**a) Parks & Trails Advisory Select Committee, July 16, 2024**

- Discussed in relation to item 6d) that Jay to contact Tipton family regarding covering maintenance costs for memorial bench.
- No action yet on bench request on Wootton Road. Jay and Ryan to walk the area, with Bob Payette.

**Moved** by Kathy that the Committee approve the minutes of the Parks and Trails Advisory Select Committee meeting held on July 16, 2024.

**Carried**

**5. Receipt of Minutes**

None.

**6. Business Arising from the Minutes**

None.

## 7. Reports

### a) Parks and Trails Coordinator

- District has begun providing contact info for recent public contact regarding trails. Has allowed him to have discussion and understand requests.
- Lisandra Trail, asked homeowner to flag trees of concern along the trail for follow-up.
- Missing signs on Eleanor Mann Trail, will be following up.
- Trail Stewards: received contact from Matthew (Graceland) regarding becoming Graceland-Gilbert Trail Steward.
- Hoping in near term to identify and have more information to provide to volunteer Trail Stewards.
  - i. **Action:** Kathy to enquire with past PTASC members about past guidance in information shared to Trails Stewards when program ran previously.
    - Discussion occurred on the Trail Stewards' role.

### b) Council Liaison

- Has developed an inventory of memorial benches and inscriptions. Will update for the September PTASC meeting.
- Urban Systems will have ATP Booth at Metchosin Community Day. Also planning community mailout.
  - i. Discussed Urban Systems' response that they do not plan to have Open House, wondered if we can request this be added to scope.
    - Aim would be for similar community information and input session that public can get similar engagement to ATP. PTASC feels similar input could be received for overall trails.
    - **Action:** David offered to reach out about PTASC support for ATP public engagement at Metchosin Community Day and to share the DRE Community Input.
    - Suggested to propose this and build up of public engagement towards open house.
  - ii. Jay requested PTASC be added to Stakeholder Communication list. Will occur through David as Liaison.
- Weir Beach stairs expected to be open tomorrow.
- Bradene Stairs to be repaired, perhaps in coming month.
  - i. **Action:** Jay speak to CAO requesting that Public Works/District inform PTASC when repair work is requested or identified, to allow PTASC to comment.
  - ii. **Action:** Ryan to speak to CAO regarding use of PTASC funds for stairs repair.

### c) Chair Verbal Report

- Big thank you to Jay for behind the scenes prep for Community Input Session.
  - i. Received many messages of thanks from District staff and others.
- Input from Les was that Survey for Duke Road should include East and West portions.
- Information from public is now captured for future use and valuable to all future trail discussions.

## 8. Correspondence

None.

## 9. Other Business

### a) Debrief of the Community Input Session of July 31, 2024, Potential Duke Road East Roadside Trail

#### PowerPoint

- Feels we have feedback and input to put forward motion to Council to request RFP for Duke Road Survey
  - **Action:** Ron to submit letter to the CAO that the Council requested letter of public notice was sent and public input session was held on July 31, 2024 and therefore request to move forward with the RFP for Duke Road survey. To include Ryan's previously submitted Terms of Reference.
  - What happens if survey quotes exceed estimated \$10k. Jay noted that original ask was for combined \$20k for survey and trail.
    - Suggested that PTASC standing development budget could be used to offset difference and/or to expand survey to include Duke Road West.
  - **Action:** David to provide Community Input notes with minutes

#### Memo, Correspondence Received

- Identified letter from Bev Bacon regarding pocket park (Graceland Park) owned by Metchosin on Graceland Road. Wants this to be considered with the Parks & Trails Master Plan update.
  - Similarly identified that Section 95, which is expected to become Metchosin Park, has road statutory right-of-way that dead-ends into this property. Unclear whether the neighbours know about the Road Right-of-Way beginning from the end of Wild Cherry Drove., which then runs adjacent to two properties and bisects another property before ending at Section 95.

**Moved** by David that Ron draft and send the above noted letter and Terms of Reference to CAO. **Carried**

### b) Metchosin Community Day

- PTASC Banner
  - Jill Petersen can be contacted about chairs. PTASC members to assist with supplying tents and tables, or there should be tables available from Farmers' Market supply.
  - Banner draft: to revise committee name to "Metchosin Parks & Trails Committee" (add "Metchosin" and remove "Select")
    - Caroline to provide details to Ryan to place order for banner with grommets
    - Ryan also to order "Trails Coordinator" business cards
  - Items to have on hand: brochures, laminated sign about Trails Coordinator contact, Large Metchosin Trails map, email signup sheet (e.g., updates, volunteer opportunities), survey of attendees (four questions), suggestion box, gift certificate draw for signup/survey/suggestions, rocks to hold down papers, clipboards, T.C. business cards
    - Discussion of scheduled "Trail Day" that people could join for cleanup. Other past events have been guided walks about trails.

- Plan to start setup at 9:30 a.m. (off-loading vehicles have to be removed by 10:00 a.m.)

**10. Adjournment and Next Meeting Date**

**Moved** by Caroline that the Committee adjourn the meeting at 8:23 p.m.

**Carried**

The next meeting will be held on Tuesday, Sept 17, 2024 at 7:00 p.m.