



DISTRICT OF METCHOSIN

AGENDA

PARKS & TRAILS ADVISORY SELECT COMMITTEE MEETING

September 17, 2024 at 7:00 p.m.

Council Chambers

Metchosin Municipal Hall

-
1. **Agenda, Additions, Approval**
 2. **Presentations**
 3. **Public Participation**
 4. **Adoption of Minutes**
 - a) Parks & Trails Advisory Select Committee, August 7, 2024 1
 5. **Receipt of Minutes**
 6. **Business Arising from the Minutes**
 - a) Memorial Benches
 - Wooton Road
 - b) Bradene Stairs
 - c) Tipton Memorial Bench – Councillor Shukin’s Report

Reports

 - a) Parks & Trails Coordinator Verbal Report
 - b) Council Liaison Written Report (to be provided at the meeting)
 - c) Chair Verbal Report
 7. **Correspondence**
 - a) Erin Ronsse, Branson-Duke Connector Trail Cleanup 5
 8. **Other Business**
 - a) Potential Roadside Trail Duke Road East,
July 31, 2024 Community Input Session 15
 - Request to contract surveyor for Duke Road East project (includes notes from the Community Input Session held July 31, 2024) - Councillor Shukin’s Report
 - b) An Equestrian Mounting Block at the Corner of Rocky Point and Happy Valley Roads
 - c) Additional signage in Eleanor Mann Park
 - d) Trails Stewards and Volunteers Insurance
 - e) Metchosin Days Draw and Review
 9. **Adjournment and Next Meeting Date**

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

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 Drive., 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.

Jennifer Miller

From: E R [REDACTED]
Sent: July 23, 2024 3:32 PM
To: E R; Info
Subject: *Pics* from Trail Work Party from Sunday—thank you!
Attachments: Branson-Duke Connector Trail Cleanup, July 2024.pdf

Hi Albert Head neighbours and Metchosin PTASC volunteers,

An amazing thank you for the great 2hrs of work this past Sunday cleaning up the Branson-Duke Connector Trail. To have a team of 16 capable & collaborative people is a *big help.* The trail looks great now. My family checked it out again today.

Please see before-after pics in the attached. Quite impressive!

Thanks to Ryan, Jim & Jay from Metchosin PTASC for setting the date & working alongside us neighbours. Much appreciated. We'll look forward to hearing more from PTASC about trail stewardship opportunities going forward...

Best,
Erin

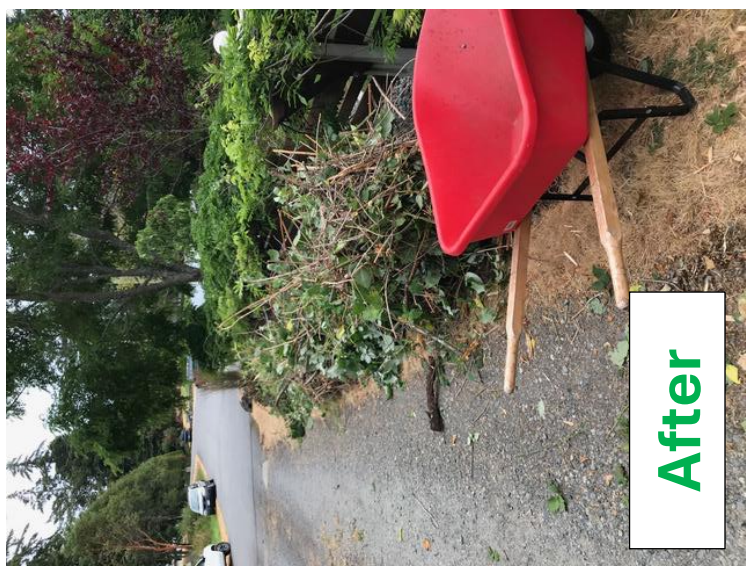
Albert Head Work Party

Branson-Duke Connector Trail

Metchosin PTASC & Neighbourhood Volunteers

21 July 2024

Ryan Carter (Metchosin Trails Coordinator), Jim Nan, Jay Shukin, Art Brendon, Bill Kennedy, Jeanette & Dennis McMillan, Bill Parker, Erin Ronse, David & Roxan Shanks, Courtney Surdu, Terry Viggers, Janine & Matthew Webster, and Patti Williams





After



Before



After



Before





After



Before

Troll



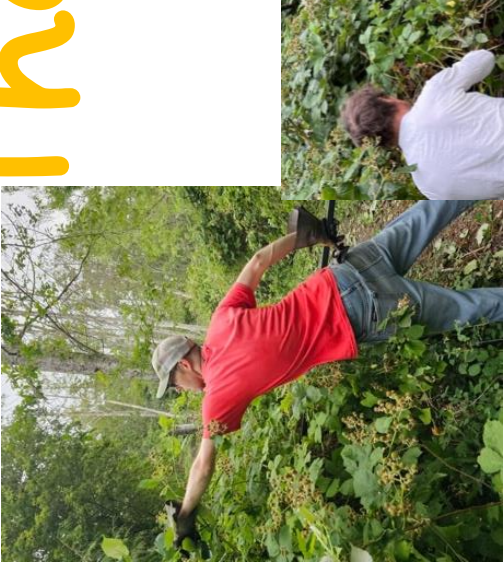
After



Bronson Transition Drive

Before

Thank you...





...everyone!

Subject: Request to contract surveyor for Duke Road East project

To: Bob

CC: council & PTASC

I am writing to request that you begin the process of finding a contractor for a topographical survey as part of on-going feasibility assessment of a roadside trail on Duke Road East.

On Wednesday, July 31 PTASC hosted a community input session regarding the potential of a roadside trail on Duke Road East. The session was well attended, with almost 50 people in Council Chambers (Council & PTASC included). Prior to the session, a public notice letter was sent to over 200 residents in the Albert Head area. Information was also sent by email, posted on the District's website and the Fire Hall sign. The session also received attention on local Facebook discussion groups.

These community engagement steps were taken in response to Council's directive from its meeting on June 17, 2024, where the following motion was passed:

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. (Please see the minutes of this meeting, [on page 12 of this link](#)).

With these actions completed, we are now set to undertake the survey.

I've attached the notes taken at the meeting, but I wanted to highlight several core themes:

- **Pedestrian safety.** There was clear consensus that roadside safety was a serious concern over the entire length of Duke Road. Several requested that the most dangerous sections of Duke Road be addressed on a priority basis.
- **Increased traffic.** Several observed that both vehicle and cycling traffic on Duke Road had increased in recent years.
- **High speeds observed.** We pointed out the work the District has done to reduce the speed on Duke Road to 40km. Enforcement of the new speed limits was further requested.
- **Traffic calming and active transportation measures.** We heard a number of ideas, including the use of speed bumps, signage, crosswalks. Several suggested

creating specific pedestrian/bike lanes (often called “advisory shoulders”) on Duke Road or that Duke Road may be turned into a one way street.

- **Active Transportation Process (ATP).** Several inquired about where this project fits within the ATP now underway within the District.

I’ll note that we heard several comments about surveying the entire length of Duke Road. It’s important to point out that PTASC has not yet done the base feasibility work for a roadside trail on Duke Road West, nor has we seen specific and sustained support from residents along Duke Road West for such trail. I’ll note that public discussions about a roadside trail on Duke Road East started at PTASC’s September 2023 meeting.

In terms of overall pedestrian safety, we believe that a survey is a vital step to understanding how a roadside trail could integrate and compliment other safety measures, such as those raised at the meeting. Attached is the suggested scope of work document that Trails Coordinator Ryan Carter sent you in May.

Thank you for your support and guidance on this project.

Terms for Survey

Version 2, 2024/05/15

Written By Ryan

- Topographical survey of both sides of Duke Rd. from the corner where the existing roadside trail ends up to Metchosin Rd.
- Identify the municipal Right of Way boundaries including any interruptions
- Identify all property boundaries adjacent to the road
 - Finding every pin is not necessary as long as the boundary can be accurately determined
 - Pins that are found vs. corners that are calculated should be distinctly identified as such
- Identify any land parcels adjacent to the road that are not private property (additional road right of way, Ministry of Transportation land, etc.)
- Identify all relevant ground level features including but not limited to:
 - Road centerline, road white line, and pavement edge
 - Ditches
 - Driveways
 - Storm drains
- Identify all relevant above ground features including but not limited to:
 - Fences
 - Power poles
 - Bus stops
 - Any large, decorative, or fruit trees
- Identify features that may show relevant underground services
 - Culverts
 - Water hook-up boxes
- Identify major terrain features such that the slope angle and elevation change can be understood
 - Steep drops
 - Raised banks
 - Riparian zones
- Work must be completed within 60 days of the tender closing date

Note: Polaris mentioned two relevant facts that may be useful in making a decision

1. They have surveyed in the area of the north end of Duke rd. They are familiar with the area and suggested that they may already have complimentary survey data.
2. They proposed that they might use a laser scanner to capture the area. This would be advantageous because it's a 'one pass captures all' method. This means if we need more surface features identified in future, further field work is unlikely to be needed.

DRE Community Input Session

Name	Street	Comments
Louis Belanger		<ul style="list-style-type: none"> - Re: traffic. Has noticed more and more pedestrian traffic on eastern portion, which he assumes is related to Royal Bay. Wondering whether we are looking at traffic projections as Royal Bay grows? Comments that many people walk their dog all the way from Royal Bay to Tower Point - Wondering whether reducing the speed limit to 30 and narrowing the lanes could allow for walking paths on the side of the road? - Understands a section would be expensive due to ravine. Maybe that section could have a speed limit reduced and allow the trail to go on existing road, which would significantly ease the cost issue - Ryan response: Yes we are absolutely considering these options
Amy		<ul style="list-style-type: none"> - Concerned with safety along road - Regularly walks along the road and does not feel safe, regularly moves in to the ditch to get out of the way of cars
Ben Duclos		<ul style="list-style-type: none"> - Primary concern related to traffic - Regularly runs along the road, and finds several sections quite unsafe - Often have to go in to the ditch to avoid traffic - Concerned that people don't abide by traffic calming measures - Concerned about the visibility along the road if a section of the trail remains unprotected on the road - Ron response: Maire Little spoke with the military base commander to emphasize need for traffic control. Also asked Ben to keep in touch regarding sections that he has found to be unsafe
Jill		<ul style="list-style-type: none"> - Trail needs to be for all of Duke Road, not just for DRE - DRE is much wider than DRW - Olympic View area has a dense population, and has a very dangerous corner between Olympic View and Duke drive - Traffic counters should be added - Inconsistent road lines
Matthew	Graceland	<ul style="list-style-type: none"> - So many people in the neighbourhood walk – which he wants to see encouraged - Walks along Duke road often, there is a lot of traffic and it doesn't feel safe
Roxane		<ul style="list-style-type: none"> - Moved in to the community 3 years ago - Has noticed people driving much faster than 40 - Daughter walks along DRE to Metchosin every day and is concerned about safety - Deer regularly getting hit - Regularly moves in to the ditch to get out of the way of traffic - Would be happy to take on trail stewardship to reduce costs - Should be advertising Latoria bridge and connecting a trail safely - Very interested in crosswalk at DRE & Metchosin connecting to Pelican – daughter has almost got run over several times getting dropped off at the bus then
Bob	Duke Road	<ul style="list-style-type: none"> - Agrees with safety concerns - What about speed bumps - Have you considered focusing on the most concerning parts (ditch, blind corner) - Ryan response: Regarding speed bumps the concern is snow
Derron		<ul style="list-style-type: none"> - Got the cart ahead of the horse moving forward with the survey before the ATP - Survey for DRE should go all along the road – both sides - If we aren't going to align with ATP what will the opportunity cost be? Are there trails will not be considered as a result? - Ron Response: survey will be on both sides of the road. Re: ATP, the survey will be available and useful for the ATP - Jay Response: Engagement will start at Metchosin Day, there is plan for an online survey and there will be engagement with PTASC. Discussion re: DRE started well before ATP work began. Fully plan to be informed by the process but in terms of moving ahead it doesn't make sense to stop
Erin		<ul style="list-style-type: none"> - Wants to emphasize community building - Spoke of first trail - Baard Knocky trail. Access problems regarding trails is nothing new - There is public space that has not been fully utilized for the public good – don't always know where the boundaries of public space is - The point of active transportation is that the network is for people yes in cars but also walking, biking - Does remember from 2009 MP that the notion of a trail is sought along the whole of Duke road – one section is done and now we will consider other sections

		<ul style="list-style-type: none"> - Collector roads are prioritized because they are roads people need to use to get to key locations – and these ought to have separated pedestrian accommodations as a safety priority - More people walking along the street = more eyes on the street which makes for a friendlier community
June		<ul style="list-style-type: none"> - Believes we need to look at the whole of Duke road – thinks DRW might be worse than DRE - Important to keep in mind that there will be many people on bikes (especially e-bikes) - Signs to get to Tower Point are not obvious - Believes bumps and lower limits are important
Jane Johnston	Graceland	<ul style="list-style-type: none"> - A lot has changed since COVID – more people have discovered the park - We are a part of a greater community – CRD – and we have many bikers coming from the CRD - Community members walk to the school along Duke road – or walk to Metchosin rd to the school bus - Has stopped walking along the road because it is not safe - Having some sort of crosswalk would be fine if the trail has to cross the road - What about changing the road to be one-way, which would allow us to narrow the road - Urgency is there – will only take one accident to realize that we are too late - The fact that so many people showed up demonstrates how important this is
Lynne	Duke	<ul style="list-style-type: none"> - Was instrumental in starting the current trail along DRE - Appreciates the danger because it has been dangerous for a long time - We need traffic calming measures like they have to Esquimalt Lagoon
Jeannette		<ul style="list-style-type: none"> - Agreement earlier this year to reduce speed and advisory shoulders be added – apparently there was a communication glitch that resulted in the lines being painted in the exact same spot - Fell in to blackberry bushes today walking along the road trying to avoid traffic - Unbelievable how much traffic there is on the weekend on Park Hill Road and Farhill, which is closest to Royal Bay
Yvonne	Dutnell	<ul style="list-style-type: none"> - Has not noticed speed reduction signs – doesn't think anyone will see them - Is out there every day - Problem with traffic isn't just military, it's the camps, tandem work vehicles, busses, scooters, e-bikes - Hasn't noticed any reduction in speed - Thinks we should address the most problematic areas first
Jennifer		<ul style="list-style-type: none"> - Probably most difficult trail in Metchosin - Need to think about much more than where the trail will go - ATP needs to consider city buses, school buses, transport to military base, cyclists - Phase 3 is probably the one that should be focused on first in terms of safety
Art	Chapel Heights	<ul style="list-style-type: none"> - Has been cycling in the area for years - Without peddling goes 40 down the DRE hill - Bike lane should be added to the path to allow for safe passing - Maybe the ATP is a CRD issue because we need to factor in Royal Bay and other surrounding communities - Has been told that property at the bottom of DRE there was an accommodation to give a right of way to the trail
Vern		<ul style="list-style-type: none"> - Most dangerous corner is next to Shirley Wild's (sp?) property - Need to consult with BC transit because it is a bus route
Patti		<ul style="list-style-type: none"> - Access to DRE and Farhill is along a section of Metchosin road that belongs to Colwood – we need a voice at the table - Ron response: we are planning on meeting with Colwood counterparts to figure out what their plans are – talk of putting crosswalk at DRE & Metchosin to connect with Pelican
Alice		<ul style="list-style-type: none"> - Questions how to approach situations where there are no pins - Ron response: this is why we need the survey – they know how to handle these situations