

District of Metchosin

Minutes

Parks and Trails Advisory Select Committee Meeting

Tuesday, October 15 at 7:00 p.m.

Council Chamber

Metchosin Municipal Hall

Present: Ron Aubrey (meeting chair), Jay Shukin (Councillor Liaison) Ryan Carter, Karen Hoffman, Jim Nan, David Shanks (recorder)

Regrets: Kathy Atherton, Caroline Donahue

The meeting was called to order at 6:58 p.m.

1. Agenda, Additions and Approval

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

Carried

2. Presentations

None.

3. Public Participation

None.

4. Adoption of Minutes

a) Parks & Trails Advisory Select Committee, September 17, 2024

Moved by Ryan that the Committee approve the minutes of the Parks & Trails Advisory Select Committee meeting held on September 17, 2024.

Carried

5. Receipt of Minutes

a) Special Community Planning Committee, September 23, 2024

Moved by Karen that the Committee receive the above Committee Minutes for information.

Carried

b) Environmental Advisory Select Committee, September 24, 2024

Discussed email from Kathy regarding PTASC meeting frequency. Agreed current monthly, per call of Chair is appropriate.

Moved by Karen that the Committee receive the above Advisory Committee Minutes for information.

Carried

6. Business Arising from the Minutes

a) Bradene Stairs

- Discussed state of stairs. Runners have been replaced; existing railings remain.
- Jay has requested Public Works to contact PTASC in advance for similar future work. This was done quickly due to apparent safety concerns.
- **Action** to remove topic from future meeting minutes

b) Equestrian Mounting Block at the Corner of Rocky Point and Happy Valley Roads

- Still in works, Ron will be in contact to Public Works about options available.

c) Trail Stewards Program

- PTASC to provide proposal to CAO on what program would entail.
- Noted Colwood has strict policy on volunteers. Applicable policy should be generic to all District volunteers.
- **Action** Jay to ask Tina to look into Colwood Volunteer Policy as starting point for District.

7. Reports

a) Parks and Trails Coordinator

- Scouts cleanup of Lisandra Trail successful. Interested to do again in the spring.
- Latoria Creek Bridge; area neighbour working with Ron to undertake getting wood milled for repairs. Fir handrails to be replaced with stained cedar.
 - Future consideration needed to design addition to keep gravel from sitting on first board and causing damage/rot.
- Trail repair of wall in Blinkhorn Park.
- Ryan will be moving, anticipating stepping down in future from Trails Coordinator role, with appropriate transition.
 - **Action** Now need to post two committee roles; Trails coordinator another another member.

b) Council Liaison

- Letter and petition from Hi-Mount neighbours to upcoming Community Planning Committee.
- Budget process underway, consider any PTASC needs coming for 2025.
- Duke Road East survey began last Friday, expected to complete this week. Will be considered both for Trail and for Active Transportation Plan.
- Humane Society purchased property near Buffer Lands.
- Buffer Lands updates expected in future.

c) **Chair Verbal Report**

- Bridge and mounting block topics noted earlier.
- Envision two PTASC subcommittees will be needed soon, trail development and Master Plan updates.

8. **Correspondence**

None.

9. **Other Business**

a) **Parks Donation Application – Buchanan, September 26, 2024**

- Cricket pitch bench application for discussion. Suggested two benches make sense. Suggested to remove existing bench, assuming it is not a memorial bench.

Moved by Ryan that the Committee refer to Council for approval of Buchanan bench application at Cricket pitch, pending confirmation existing bench is not a memorial bench and will it be removed.

Carried

b) **Parks Donation Program Inventory**

- Memorial Bench/Picnic Table Inventory, July 9, 2024
- Memorandum to the Parks Committee, November 29, 2018
 - Excerpt from the Parks Committee Meeting Minutes, February 5, 2018
 - Metchosin Memorial Bench Inventory Report from PTASC, 2018
 - Public Works Policy W-100.80, Donations to Community Parks
- PTASC received this inventory with thanks

c) **Parks Donation Program Guidelines**

- Proposed Updates.
- Existing Parks Donation Program Guidelines, Approved March 4, 2024.

Moved by Ryan that the Committee refer the Updated Parks Donation Program Guidelines to Council to be adopted.

Carried

d) **Hillman Trail Memorial Bench**

- Council Resolution, September 9, 2024.
- PTASC Recommendations, July 16, 2024.
- Mr. Tipton does want to proceed with proposed replacement and donation for plaque and maintenance. Noted that existing plaque has been kept. **Action** Jay to contact CAO regarding path forward.

e) Parks & Trails Master Plan Update

- To resume as monthly agenda item.
- Discussed 2009 update & community brainstorming session, would like to follow similar process and engagement
 - Jay noted PTASC should prepare and make a recommendation to Council on the proposed process for updates.
 - Need to ensure update considers parks in addition to trails.
 - For the November meeting, Jay to develop an initial outline regarding process and scope for PTASC's input.

f) Metchosin Community Day Engagement Summary

- 17 people added their name to the sign-up sheet
 - 14 for P&T Updates
 - 13 for Volunteering Opportunities
 - 11 for Becoming a Trail Steward
- 30 people filled out the survey
 - 11 said they use our parks very regularly, 13 often, and 6 monthly

10. Adjournment and Next Meeting Date

Moved by Karen that the Committee adjourn the meeting at 8:26 p.m.

Carried

The next meeting will be held on Tuesday, November 19, 2024 at 7:00 p.m.