



## DISTRICT OF METCHOSIN

### AGENDA

#### PARKS & TRAILS ADVISORY SELECT COMMITTEE MEETING

November 19, 2024 at 7:00 p.m.  
Council Chambers  
Metchosin Municipal Hall

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1. **Agenda, Additions, Approval**
2. **Presentations**
3. **Public Participation**
4. **Adoption of Minutes**
  - a) Parks & Trails Advisory Select Committee, October 15, 2024..... 1
5. **Receipt of Minutes**
  - a) Community Planning Committee, October 21, 2024 .....5
6. **Business Arising from the Minutes**
  - a) Equestrian Mounting Block at the Corner of Rocky Point and Happy Valley Roads
  - b) Trail Stewards Program
  - c) Trails Coordinator Role
  - d) Hillman Trail Memorial Bench
7. **Reports**
  - a) Parks & Trails Coordinator Verbal Report
  - b) Council Liaison Verbal Report
  - c) Chair Verbal Report
8. **Correspondence**
9. **Other Business**
  - a) Parks & Trails Master Plan Update.....11
  - b) Invasives Removal in Latoria Bridge Community Park and Blaney Trail Park
10. **Adjournment and Next Meeting Date**



District of Metchosin

Minutes

**Parks and Trails Advisory Select Committee Meeting**

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

Council Chamber

Metchosin Municipal Hall

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**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.

District of Metchosin

Minutes

**Community Planning Committee Meeting  
October 21, 2024 at 7:00 p.m.**

Council Chambers  
Metchosin Municipal Hall

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**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, Geoffrey Kreek, Chief Financial Officer, Stephanie Dunlop, Fire Chief, and Jennifer Miller, Legislative Services Assistant (recorder).

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

The Chair provided a Territorial Acknowledgement.

**1. Agenda, Additions and Approval**

**Moved and Seconded** by Mayor Little and Councillor Gray to approve the agenda as amended with the addition of correspondence received from Bev Bacon as supplemental information regarding the Discussion Paper: A New Zone to Support Conservation and Biodiversity Goals, October 2024, Metchosin Buffer Land.

**Carried**

**2. Presentations**

Chris Van de Water, President, Metchosin Arts & Cultural Association (MACCA), MACCA President's Report and MACCA AGM, provided a presentation to the Committee including:

- MACCA Board introductions
- Overview of the Annual Report
- Challenges such as income versus inflation
- Financial statements
- Events and initiatives
- Improvements and updates to the art spaces
- Arts & cultural centre benefits in the community
- Interactions with other tenants in the building
- Metchosin school facility and opportunities within the spaces

Mr. Van de Water noted that the centre embodies creativity, inclusion, inspiration, and education and provides a place to showcase, thrive, prosper, inspire, educate, and provide resources of all kinds.

Betty Hildreth, Vice President & Liaison Director, invited tenants and users from studio space within the art centre to introduce themselves including Shaping Spirit Sculptures, Shiloh Music Studio, Bella Cello Studio, Seniors' Resource Centre, Metchosin Art Pod, Huber Studio, Greg Dow Fine Art, Arnold Lim Films, Chris Taylor Productions, and Westshore Community Concert Band. Ms. Hildreth noted that MACCA manages the facility, provides rental advice and assistance, and collaborates on local initiatives and events.

Committee discussion:

- Event Room multipurpose venue rentals
- Budget and expenses
- Makers Market
- Grant-in-Aid funds and process

### 3. Public Participation

Councillor Shukin opened the floor to public participation and clarified that there is no active planning for trails within the Hi-Mount, Saddleback, Stirrup, and Hackamore areas.

Darren Brown, resident, expressed concerns regarding transparency, communication, infrastructure management, financial oversight, budget overrun, vulnerability of taxpayers, and special interests in relation to trails, the Parks & Trails Advisory Select Committee (PTASC) minutes, and the Duke Road East Roadside trail.

Bonnie Bouveur, resident and former member of the Buffer Land Working Group, referred to her research on park zoning, questioned whether Conservation P4 zoning would protect the Buffer Land versus an Ecological Reserve, and noted concerns regarding the inclusion of parkland status in the proposed zoning.

Bev Bacon, resident, expressed support for the notion of P4 zoning for the Buffer Land and compatibility of the designation with limited public use and access while under restoration.

Ron Aubrey, resident, and Chair of PTASC, referred to a recent PTASC meeting attended by concerned residents regarding the Hi-Mount, Saddleback, Stirrup and Hackamore trail areas, noted that PTASC did not receive the related correspondence and petition, and requested a referral from the Community Planning Committee to PTASC for review.

Sandra Lamb, resident, read her October 10, 2024 letter included in the agenda package regarding a signed petition from residents of the Hi-Mount, Saddleback, Stirrup, and Hackamore areas against the development of green spaces for trails or other forms of development.

Beth Madill, resident, expressed concerns regarding the development of trails in the Hi-Mount/Saddleback area, nearly inaccessible terrain, and spending of tax dollars. Ms. Madill clarified that she submitted pages 107-109 in the agenda package following the Sandra Lamb correspondence and suggested that an alternate and safer route be explored.

Nicole Shukin, resident, spoke in favour of the proposed zoning designation for the Buffer Land and commended actions to begin to actualize Council's declaration and commitments around the Strategic Plan, the Climate Action Plan, and the biodiversity crisis.

Brent Donaldson, resident, provided the history of and changes to the Saddleback, Hi-Mount, Ferncliffe areas, internal trails and exploration of connectors. Mr. Donaldson suggested that residents develop trust with each other and think about what is in the best interest for all of Metchosin.

Rose-Anne Matte-Munro, resident, provided background on previous proposals to develop parks and construct multi-purpose trails in the Hackamore subdivision and requested that Mayor and Council not agree to any proposal to develop parks and to support the position that parks remain as green space in the current natural state.



**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, June 10, 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) meetings held, June 26, July 16, August 7, and September 17, 2024.

**Carried**

**6. Reports**

**a) ClimeCo, Carbon Project Feasibility Assessment, Coastal Douglas-fir Conservation Partnership (CDFCP), Metchoshin Buffer Land**

The Chair provided an overview of the ClimeCo Carbon Project Feasibility Assessment, Coastal Douglas-fir Conservation Partnership (CDFCP), Metchoshin Buffer Land.

Committee discussion:

- Minimum size of land necessary for financial viability
- Carbon credits

**Moved and Seconded** by Councillors Gray and Epp to receive the ClimeCo Carbon Project Feasibility Assessment, Coastal Douglas-fir Conservation Partnership (CDFCP), Metchoshin Buffer Land for information.

**Carried**

**b) Discussion Paper, A New Zone to Support Conservation and Biodiversity Goals, October 2024, Metchoshin Buffer Land**

Councillor Shukin provided an overview of the Discussion Paper, A New Zone to Support Conservation and Biodiversity Goals, October 2024, Metchoshin Buffer Land.

Committee discussion:

- Legal and other costs associated with rezoning
- Draft management plan
- Buffer Land Working Group recommendations
- Budget
- Zoning
- Terminology: ecological reserve and conservation
- Eligibility for grants related to reforestation and biodiversity enhancement
- Parks Management Plan
- Protecting District parks
- Public access and pedestrian use
- Active Transportation Network Plan
- Volunteer and staff resources
- Appraisal of fair market value
- Housing density
- Restrictive Covenant protection

**Moved and Seconded** by Councillor Donaldson and Mayor Little that Council request a staff report on the potential of a new conservation area zone (P4) for the Metchosin Buffer Land to support biodiversity, environmental protection and land and water protection.

**Carried**

**Action:** Staff to consider the following discussion points in drafting the report:

- A review of the general terms proposed for the new zone.
- An assessment of how a new zone could support Council's biodiversity and conservation objectives and the goal of maintaining the Buffer Land as a "greenspace buffer."
- Legal and process considerations related to park land, the Land Use Bylaw and the Official Community Plan (OCP).
- Alternative approaches, which are consistent with the community input and management considerations in terms of the Buffer Land.
- Estimate of costs related to legal and rezoning matters and any other costs such as surveying.
- Related to a management plan, what that might look like and when it is appropriate to develop.
- A review of zoning that may support the protection of other parks in Metchosin.
- The appropriate name for the new zone.
- Appropriateness of the advisability of an appraisal.

#### c) Councillor's Update

Councillor Shukin provided the following updates:

- Survey of Duke Road East
- Park Bench Donation & Memorial Bench Inventory
  - Metchosin Parks Donation Program - Donation and Renewal Process
  - Parks Donation Program Guidelines for Staff, Updated March 4, 2024
  - Policy W-100.80 Donation to Community Parks
  - District of Metchosin Memorial Bench/Picnic Table Inventory, Updated October 2024

Committee discussion ensued regarding the Parks Donation Program:

- Renewal process
- Maintenance fees and replacement costs
- Existing guidelines
- Harmonizing guidelines with Policy W-100.80 Donation to Community Parks
- Limits on the number of monuments per donor
- Inventory
- Other monuments such as mounting blocks and trees

**Moved and Seconded** by Mayor Little and Councillor Donaldson that the Committee direct staff to harmonize the parks donation guideline updates with the District of Metchosin Public Works Policy Donations to Community Parks W-100.80.

**Carried**

**7. Correspondence**

**a) Metchosin Arts & Cultural Association (MACCA) Year End Report**

Committee discussion:

- Renting space to MACCA and related costs
- Request for CFO to clarify

**Action:** That the Chief Financial Officer clarify:

- Payments from tenants and licenses to occupy
- Common cost calculations
- The responsibility for repairs and maintenance for MACCA and the District

**Moved and Seconded** by Mayor Little and Councillor Gray to receive the Metchosin Arts & Cultural Association (MACCA) Year End Report for information.

**Carried**

**b) Sandra Lamb and Beth Madill, Saddleback and Hi-Mount Neighbourhood Petition**

Committee discussion:

- Community Planning Committee and PTASC site visit
- Previous survey and costs
- Potential referral to PTASC
- Topography
- Parks Master Plan
- Community input
- Active Transportation Network Plan survey
- Parkland designation
- Public interest and input

Correspondence was received from Sandra Lamb and Beth Madill regarding the Saddleback and Hi-Mount Neighbourhood Petition for information.

**Action:** That staff and the Fire Chief provide information on any reports of fires in the Saddleback and Hi-Mount areas.

**Moved and Seconded** by Councillor Epp and Mayor Little to refer Saddleback and Hi-Mount information to the Parks & Trails Advisory Select Committee (PTASC).

**Defeated**

**Mayor Little, Councillors Donaldson, Gray, and Shukin opposed the motion**

**Moved and Seconded** by Councillors Shukin and Donaldson that the Committee direct staff to arrange a site visit for the Community Planning Committee and PTASC of the Saddleback and Hi-Mount areas.

**Carried**

**Councillor Gray opposed the motion**

**c) Bev Bacon, Discussion Paper: A New Zone to Support Conservation and Biodiversity Goals, October 2024, Metchosin Buffer Land**

Correspondence was received from Bev Bacon regarding the Discussion Paper: A New Zone to Support Conservation and Biodiversity Goals, October 2024, Metchosin Buffer Land.

**8. Adjournment**

**Moved and Seconded** by Mayor Little and Councillor Donaldson that the Committee adjourn the meeting at 9:09 p.m.

**Carried**

**Certified Correct**

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**Chair**

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**Corporate Officer**

# Update to Parks and Trails Masterplan

Proposed Process for Discussion

PTASC Meeting - November 19, 2024

# Toward formally launching the P & T Masterplan process

Five steps recommended:

- Step one: PTASC to clarify the project scope (what we're going to do)
- Step two: Outline public engagement activities and anticipated timeline
- Step three: Identify budget & resource recommendations (i.e. support for mapping, writing, public engagement material, etc..)
- Step four – Confirm project with Council (at the December 9 meeting)
- Step five – Launch process (February 2025, if possible)

# What are we updating?

Metchosin's two P&T planning documents are:

- The *2009 Metchosin Community Trail Network Master Plan*
- The *District of Metchosin Parks and Recreation Master Plan*, developed in 1986

Each document has continuing value and should be sourced for background. For example:

- 1986 plan identified key parcels for purchase or parks consideration
- 2009 plan identified numerous roadside trail projects; some may be re-evaluated for action
- 2009 plan established trail standards that continue to be relevant
- Both documents are part of our Official Community Plan

However, these documents have limitations:

- Both contain poor maps
- **The 2009 plan focuses only on trails**
- The 1986 plan is now over 29 years old and contains little information on existing assets

## **Project Scope (*Proposed for Input*)**

PTASC will develop a Masterplan covering the care and management of Metchosin's parks and trails. The updated Masterplan will also look ahead to the community's future parks and trails needs and aspirations. Informed by community input, PTASC's work will involve:

- Developing a community profile relevant to P&T matters (i.e. demographic info)
- Identifying Metchosin's current P&T assets and developing general management plans for each

• *“Plans” can be brief (one page), covering matters like desired improvements (if relevant), regular maintenance matters (fallen trees, flooding, etc.), signage, accessibility opportunities, etc.*

• *Can draw on the District's existing descriptions of each P&T asset.*

- Identifying trends that either are impacting or could impact our P&T network (i.e. Westshore growth, accessibility requirements, new technology like e-bikes, etc..)
- Clarifying process matters, including PTASC's responsibilities, the District's general approach to P&T in new subdivisions, regular plan reviews (i.e. every 5 years), etc..
- Identifying opportunities where the P&T network could be expanded in the future
- Improving the District's mapping resources for our P&T assets



# Public Engagement

- Hold at least two open houses, the first in February 2025
- Undertake a community-wide mailout to inform residents of the process
- Post information on District/s website; invite feedback by email
- Develop an article for the *Metchosin Muse*
- Receive comments at regular PTASC meetings

***Should we propose a community-wide opinion survey?***

# Proposed Timelines

- February 2025 – First public engagement session
  - Goal will be to provide an overview of the process, outline the scope of work, and get initial feedback on needs and aspirations
  - Will connect to the Active Transportation Network Planning process
- February 2025 to October 2025 – research and development of draft material for the Masterplan
- November 2025 – Second public engagement session
  - Goal will be to share the information developed to date for community input.
- November 2025 to January 2026 – Finalize draft of Masterplan

## Additional information to draw upon:

- Active transportation plan and 2024 community survey
- Descriptions of Metchosin's current P&T assets (website)
- 2021 Census (community profile)
- Regional growth strategy
- Examples of P&T Masterplans from other jurisdictions

# Budget

- Seek \$20,000 for the update process.
- To be used for:
  - Display material for community input sessions
  - Mapping
  - Digitization of 2009 and 1986 plans.
  - Professional review or input.
  - Consultant support, as needed such as meeting facilitation.