



DISTRICT OF METCHOSIN

AGENDA

PARKS & TRAILS ADVISORY SELECT COMMITTEE MEETING

December 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, October 15, 2024..... 1
5. **Receipt of Minutes**
 - a) Community Planning Committee, October 21 and November 18, 20245
6. **Business Arising from the Minutes**
 - a) Community Planning Committee Recommendation - Equestrian Mounting Block at the Corner of Rocky Point and Happy Valley Roads 15
 - Council Resolution, November 25, 2024
 - b) Trail Stewards Program
 - c) Trails Coordinator Role 17
 - Policy C-100.74 Terms of Reference, Parks & Trails Coordinator
 - d) Hillman Trail Memorial Bench
 - e) Community Planning Committee Recommendation - Parks Donation Program, Memorial Bench on Municipal Grounds Cricket Pitch 19
 - Council Resolution, November 25, 2024
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 Update21
 - b) 2025 Budget
 - c) Duke Road East Survey
 - d) Invasives Removal in Latoria Bridge Community Park and Blaney Trail Park
 - e) Environment and Natural Areas Committee Recommendation - Request for Bat Box on Blaney Trail.....29
 - Council Resolution, November 25, 2024
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

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

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), Metchosin Buffer Land

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

Carried

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

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

Chair

Corporate Officer

District of Metchosin

Minutes

**Community Planning Committee Meeting
November 18, 2024 at 7:00 p.m.**

Council Chambers
Metchosin Municipal Hall

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, Stephanie Dunlop, Fire Chief, and Jennifer Miller, Legislative Services Assistant (recorder).

The meeting was called to order at 7:31 p.m.

The Chair provided a Territorial Acknowledgement.

1. Agenda, Additions and Approval

Moved and Seconded by Councillor Gray and Mayor Little to approve the agenda as amended with the addition of an address to Council from Penny Stone, Executive Director from the Victoria Humane Society, and the following correspondence received as supplemental information:

- Robert Chabot, Interim Housing Needs Report
- Bev Bacon, Interim Housing Needs Report
- Pattie Whitehouse, Interim Housing Needs Report
- Chris Moehr, Interim Housing Needs Report
- Owen Clarke, Interim Housing Needs Report
- Bev Bacon, Metchosin Land Use Bylaw, Definition of Boarding Kennel

Carried

2. Public Participation

Pattie Whitehouse, resident, expressed concerns that the housing needs report does not address animals, the environment, and biodiversity. Ms. Whitehouse noted that urban communities have plenty of opportunity to put in more housing and suggested collaboration with other municipalities with large rural areas.

Dan Cote, resident, urged Council to consider changing its mindset from managing or meeting the provincial requirements to a focus on doing our bit to help with the problems of the world.

Ellen Frisch, resident and member of the Metchosin Housing Initiatives Collaborative, noted ongoing data arrears due to the report deadline and subsequent five-year frequency, requested Council support a conversation in the community prior to finalizing the housing needs report, and suggested that a graphic view over the four core areas identified by the province would be helpful.

Sarah Anthony, resident, expressed support for public engagement on the housing needs report.

Bev Bacon, resident, suggested Council take into consideration new information regarding federal government reduction of immigration by 20%, reducing the need for new housing by 50% in Canada and to supplement census data with local community knowledge.

Jennifer Burgis, resident and member of the Metchosin Housing Initiatives Collaborative, shared the purposes of the collaborative: to provide opportunities for learning and information sharing for all that relate to housing options specifically in rural communities like ours; and to act as a focal point for developing and articulating innovative ideas on housing options that reflect the interests of Metchosin residents.

3. Adoption of the Minutes

Moved and Seconded by Councillors Epp and Gray that the Committee adopt the minutes of the Community Planning Committee meeting held on October 21, 2024.

Carried

4. Receipt of Minutes

Moved and Seconded by Mayor Little and Councillor Donaldson that the Committee receive the minutes of the Parks & Trails Advisory Select Committee meeting held on October 15, 2024.

Carried

5. Business Arising

a) Parks Donation Program, Request for Memorial Bench

The Committee discussed bench design and ownership.

Action: That Councillor Shukin check to see if the Cricket Club owns the existing bench.

Moved and Seconded by Councillor Donaldson and Mayor Little that the Committee recommend Council approve the Buchanan memorial bench application at the Cricket pitch, pending confirmation the existing bench is not a memorial bench and will be removed.

Carried

6. Reports

a) Interim Housing Needs Report

Staff provided an overview of the Staff Report regarding the Interim Housing Needs Report for the District of Metchosin including the following:

- Background
- Legislative requirements and timelines
- Public participation and engagement
- 5 and 20 year housing needs
- Statement on need for housing close to transportation
- Description of the actions taken by the District of Metchosin
- Housing Assessment Resource Tools
- HNR Method
- Housing Needs versus Housing Target
- Summary and next steps
- Recommendation

Committee discussion:

- Build-out analysis
- Census data reliability
- Inventory review

- Illegal suites
- Alternatives to help with capacity and affordability
- Community consultation and engagement
- Next Full Housing Needs Report 2028 using 2026 data
- Official Community Plan and Land Use Bylaw review
- Next steps and timelines
- Sewer and water
- Agricultural Land Reserve

Moved and Seconded by Councillors Epp and Gray to recommend that Council Receive the 2024 Interim Housing Needs Report, to be appended to the District’s 2021 Housing Needs Assessment Report and direct staff to publish the 2024 Interim Housing Needs Report on the District’s website.

Carried

Moved and Seconded by Mayor Little and Councillor Shukin that the Committee recommend Council direct staff to look at a public education and consultation program associated with the Housing Needs Report.

Defeated

Councillors Epp, Donaldson, and Gray opposed the motion

Moved and Seconded by Councillor Shukin and Mayor Little that the Committee recommend Council look for opportunities to engage provincial officials regarding constraints and community characteristics in Metchosin in terms of meeting housing requirements.

Carried

Councillor Gray opposed the motion

b) Metchosin Land Use Bylaw Definition of Boarding Kennel

Councillor Shukin invited Penny Stone, Executive Director of the Victoria Humane Society, accompanied by Bev York, to address Council. Ms. Stone provided an overview of the Victoria Humane Society’s intentions for the use of the property.

Staff provided an overview of the Staff Report regarding the Metchosin Land Use Bylaw Definition of Boarding Kennel.

Committee discussion:

- Land Use Bylaw definitions and regulations
- Compliance and Timelines
- Bylaw amendment process
- Land preservation and conservation potential
- Animal waste disposal
- Conservation designation potential and process
- Construction requirements to minimize environmental impacts
- Roads and capital costs

Moved and Seconded by Councillor Epp and Mayor Little that the Committee recommend Council agrees with the recommendation in the Planner’s report dated November 18, 2024 titled “Metchosin Land Use Bylaw Definition of Boarding Kennel” that the Victoria Humane Society is using the property located at 3280 Woodruff Road as a boarding kennel in compliance with the Land Use Bylaw and acknowledges that a bylaw amendment is necessary and forthcoming to clarify the boarding kennel definition in the Land Use Bylaw.

Carried

7. Correspondence

a) Danielle Preston, Secretary, Metchosin Equestrian Society, Request for Mounting Block at Rocky Point and Happy Valley Roads

Committee discussion:

- Construction, labour, materials, installation
- Standards and continuity of mounting blocks in the District
- Number and location of mounting blocks requested
- Consideration of location and the Active Transportation Network Plan to ensure the mounting blocks do not impede crosswalks or signage

The correspondence from Danielle Preston, Secretary, Metchosin Equestrian Society, Request for Mounting Block at Rocky Point and Happy Valley Roads was received for information.

Moved and Seconded by Councillor Shukin and Gray to refer the mounting blocks request received from the Metchosin Equestrian Society to the Parks and Trials Advisory Select Committee with the goal of exploring installation.

Carried

b) Metchosin Housing Initiative Collaborative, Status of the Metchosin Interim Housing Needs Report due January 1, 2025 and consequent OCP Bylaw Changes

The correspondence from the Metchosin Housing Initiative Collaborative, Status of the Metchosin Interim Housing Needs Report due January 1, 2025 and consequent OCP Bylaw Changes, was received for information.

c) Interim Housing Needs Report

The following correspondence regarding the Interim Housing Needs Report was received for information.

- Robert Chabot
- Bev Bacon
- Pattie Whitehouse
- Chris Moehr
- Owen Clarke

d) Metchosin Land Use Bylaw, Definition of Boarding Kennel

The correspondence regarding the Metchosin Land Use Bylaw, Definition of Boarding Kennel, from Bev Bacon was received for information.

8. Adjournment

Moved and Seconded by Councillors Epp and Donaldson that the Committee adjourn the meeting at 9:03 p.m.

Carried

Certified Correct

Chair

Corporate Officer

Adopted: **, 2024

a) Community Planning Committee Recommendations, November 18, 2024 Meeting

Metchosin Equestrian Society, Request for Mounting Block at Rocky Point and Happy Valley Roads

Moved and Seconded by Councillors Shukin and Donaldson that Council refer the mounting blocks request received from the Metchosin Equestrian Society to the Parks and Trials Advisory Select Committee with the goal of exploring installation.

Carried

DISTRICT OF METCHOSIN

SUBJECT:	COUNCIL Terms of Reference Parks & Trails Coordinator	SECTION:	C-100
		POLICY:	C-100.74
		COUNCIL:	March 15, 2010
		AMENDS:	

Position description

The Parks and Trails Coordinator is a volunteer position appointed by Council.

The Parks and Trails Coordinator is responsible for the management of Metchosin's parks and trails by:

- Consulting with Council, District staff and the Parks & Trails Advisory Select Committee to determine District priorities;
- Developing an annual program and budget for approval by Council;
- Recruiting volunteers to implement the program
- Implementing the annual program;
- Providing input to the District Approving Officer regarding trail construction in new subdivisions; and
- Responding to park and trail maintenance requirements as they arise.

Authority

The Parks and Trails Coordinator is authorized to expend District funds, as approved in the current year's budget for implementation of the approved annual parks and trails program for contractual work, erosion and storm damage repair, signage and purchase of materials.

Membership on the Parks & Trails Advisory Select Committee

Appointment of the Parks and Trails Coordinator includes appointment to the Parks & Trails Advisory Select Committee.

Reporting relationship

The Parks and Trails Coordinator reports to Council through the Chair of the Parks and Heritage Committee of Council.

a) **Community Planning Committee Recommendations, November 18, 2024 Meeting**

Parks Donation Program, Request for Memorial Bench

Councillor Shukin provided an overview of the Buchanan memorial bench application and confirmed that the existing bench can be replaced as it is not a memorial bench. Councillor Shukin confirmed that another memorial bench will be installed on the other side of the cricket pitch (separate application from the family of a founding Cricket Club member, submitted by David Harding).

Moved and Seconded by Councillors Shukin and Gray that Council approve the Buchanan memorial bench application at the Cricket pitch, now that it has been determined that the existing bench is not a memorial bench and will be removed.

Carried

Update to Parks and Trails Masterplan

Proposed Process for Discussion
PTASC Meeting – December 17, 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 (January 2025)
- Step five – Launch process (March 2025 (TBC))

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 opportunities where the P&T network could be expanded in the future
- 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..)
- Improving the District's mapping resources for our P&T assets
- Clarifying process matters: PTASC's roles/responsibilities, District's general approach to P&T in new subdivisions, regular plan reviews (i.e. every 5 years), etc..

Public Engagement

- Hold at least two open houses, the first in March 2025 (TBC)
- 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

- March 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
- March 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.

a) Environment and Natural Areas Committee Recommendations, November 18, 2024 Meeting

Bat Box at Blaney Trail

Moved and Seconded by Councillors Gray and Epp that Council request staff work with the Habitat Acquisition Trust in collaboration with the Parks & Trails Advisory Select Committee to install a donated bat box at Blaney Trail.

Carried