DISTRICT OF METCHOSIN

AGENDA

ENVIRONMENTAL ADVISORY SELECT COMMITTEE MEETING

June 24, 2025, 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) Environmental Advisory Select Committee, May 27, 2025 1

5. Receipt of Minutes
a) Parks & Trails Advisory Select Committee, May 20, 2025 4

6. Business Arising from the Minutes
a) Race Rocks Ecological Reserve
- Update

b) Draft Invasive Species on Municipal Land and Roadsides 8
c) MEASC Meeting with Western Canada Marine Response Corporation

7. Reports
a) Chair's Verbal Report
b) Council Liaison Verbal Report

8. Correspondence

9. Other Business
a) Proposed 10-lot Subdivision, 3816 Duke Road 27

10. Adjournment and Next Meeting

District of Metchosin

Minutes
Environmental Advisory Select Committee Meeting
Tuesday, 27 May, 2025 at 7:00 P.M.
Council Chamber
Metchosin Municipal Hall

Present: Councillor Steve Gray, Garry Fletcher (Chair), Merrilee Hoen (recorder), Bill Cave, Andy MacKinnon, Anna Hall

Regrets: Ric Perron, Erin Van de Water

The meeting was called to order at 7:05 p.m.

1. Agenda, Additions and Approval: Addition to Business Arising from the Minutes: facilitating community/student projects.

Moved and Seconded by Steve and Andy that the Committee approve the agenda as amended.
Carried

2. Presentations
None

3. Public Participation:
Nicole Shukin supported new zoning designations mentioned in the Local Biodiversity and Natural Assets Plan. In regard to the problem of fill being dumped on steep, upland slopes, she suggested that these sensitive areas be recognized for protection with a new zoning designation. Andy suggested it would be appropriate to address these steep slope issues within the Soil Deposit and Removal bylaw. Nicole also suggested that Metchosin's ditches and road sides be recognized as corridors for plants and animals and that this be considered in plans to control invasives in these areas. She also requested that MEASC ask the Fire Hall steering committee and Council to include green building principles into the planning of the new Fire Hall e.g. adding a green roof. Nicole announced that there will a Broom Bash in the Buffer lands on June 1, 2025 from 10-12 am.
and that this be considered in plans to control invasives in these areas. She also requested that MEASC ask the Fire Hall steering committee and Council to include green building principles into the planning of the new Fire Hall e.g. adding a green roof. Nicole announced that there will a Broom Bash in the Buffer lands on June 1, 2025 from 10-12 am.

Alison LeDuc followed up on Nicole's comments about ditches as important wildlife corridors. She recommends maintaining vegetative ditches that are just mowed a few times of year. Public Works advocates that ditches be cleaned out thoroughly for flood control. Rare and endangered plants have been found in Metchosin ditches and some found only there. Alison reports that Kristen Miskelly of Satinflower Nursery would be willing to recommend plants for the ditches that would be less likely to interfere with drainage.

4. Adoption of Minutes

Moved and Seconded by Steve and Andy that the Committee approve the minutes of the

Environmental Advisory Select Committee meeting held on April 22, 2025.

Carried

5. Review of Minutes

Moved and Seconded by Andy and Bill that the Committee receive the Parks & Trails Advisory Select Committee for information.

Carried

6. Business Arising from the Minutes

a) **Race Rocks Ecological Reserve (RRER)**
Garry reported that the District Letters Patent indicate that RRER is not in Metchosin. The municipal coast boundary ends 300 m from the high water mark. RRER is a BC Park that, by regulation, must be part of a Municipality or Regional District. Garry has seen a BC Parks reference that lists RRER as part of Metchosin but this is currently incorrect.

Action Item: Steve will inquire if the reserve can be included as part of Metchosin.

b) Local Biodiversity and Natural Assets Plan
• Identification and mapping of sensitive ecosystems.
Steve has been collecting feedback and input from community groups and individuals in response to the Plan. For example, Bill submitted information proposing a single tree and biodiversity bylaw based on bylaws from other jurisdictions. This process is expected to be completed by the end of June.

c) **Facilitating community/student projects**
Merrilee has been researching the criteria for Community Engaged Learning at UVic. Dr. Nancy Shackelford, Academic Director, Restoration of Natural Systems Program has responded with community engagement guidelines for working with ER 390 students. There are several similar opportunities with other departments at UVic.

Action Item: Merrilee will submit an article to the Metchosin Muse drawing attention to the opportunities for community groups to collaborate with UVic students on projects that will assist the groups and provide students with course credit and practical experience.

7. Reports
a) Chair's Verbal Report: none
b) Council Liaison Verbal Report:
Spongy moth: Council would like to hear a presentation from Dr. Jennifer Tynan and Dr. Jochen Moehr, who presented at our last meeting, and may decide to submit a resolution to the UCBM. Council decided also to ask for a presentation on the spray program from a federal government representative.

Significant Trees: The Committee of the Whole decided to consider removal of the Significant Tree section from the Tree Bylaw when the proposed amendments to the bylaw are brought before Council.

Fire Hall: The feasibility study is nearing completion On May 26, Council considered a Fire Hall Steering Committee proposal to remove the Municipal grounds at 4450 Happy Valley Road from the ALR in case the Committee were to later recommend using the front field for the project. Council did not approve this proposal.

8. Correspondence: none

9. Other Business

a) Draft Invasive Species on Municipal Land and Roadsides

Steve is still gathering comments from MEASC and CRISP. He expects to submit our suggested revisions to Jay by the end of the week.

b) MEASC meeting with Western Canada Marine Response Corporation (WCMRC)

Michael Lowry, WCMRC, presented an update about an oil spill response to Council. Another meeting will be arranged with Michael, MEASC and other community experts to follow up on some information requested at a previous meeting with MEASC on GRS locations.

10. Adjournment and Next Meeting Date

Moved and Seconded by Bill and Andy that the Committee adjourn the meeting at 8:05 p.m.

Carried

The next meeting will be held on Tuesday June 24 at 7:00 p.m.

District of Metchosin

Minutes
Parks and Trails Advisory Select Committee Meeting
Tuesday, May 20, 2025 at 7:00 p.m.
Council Chamber
Metchosin Municipal Hall

Present: Ron Aubrey (meeting chair), Jay Shukin (Council Liaison) Kathy Atherton, Caroline Donahue, Karen Hoffman, Jim Nan, David Shanks (recorder)

Regrets: None

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

1. Agenda, Additions and Approval

- David noted item to be added for Blaney Trail Bat Box

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

Carried

2. Presentations

Neil West, Metchosin Invasive Species Cooperative (MISC), Invasives in Parks:

- Main intention is to allow MISC to continue work in Metchosin Parks, specifically regarding continued use of Garlon (herbicide);
- Amount applied is small, per acre quantity is much below several published studies. Due to focused cut-stump application (applicator like a bingo dobber) instead of spraying;
- Overview of the impact of Holly on native plants ("dead zone") & understory;
- Noted other invasives of concern (e.g. ivy covering large trees within Witty's Lagoon – CRD park, possible to eradicate European Ash – Blinkhorn Nature Park);
- Ron asked about possibility of producing/adding 1 page document to Parks & Trails documents/brochures; for the purpose of Public Education (MEASC, PTASC, & MISC collaboration); particularly District Trails users; and
- Neil asked for PTASC support of MISC work towards District Council & CAO.

3. Public Participation

- None

4. Adoption of Minutes

a) Parks & Trails Advisory Select Committee, April 15, 2025

Moved by Kathy
THAT the Committee approve the minutes of the Parks and Trails Advisory Select Committee meeting held on April 15, 2025.

Carried

5. Receipt of Minutes

a) Environmental Advisory Select Committee, April 22, 2025

- Discussing removal of Schedule A (Significant Trees). Council will consider this as part of an overall review of Tree Management bylaw.

Moved by David
THAT the Committee receive the above Committee Minutes.

Carried

6. Business Arising from the Minutes

a) Beckingham Subdivision

- Some work has started at the top of the trail.
- Comments on entrance to trail, Trail is steep with minimal switchbacks. Noted concern about trees removed causing issue due to lack of cover from rainfall.
    - **Action:** Kathy to provide Ron will memo to CAO regarding identified concerns & recommendation that condition be applied for Developer to conduct repairs for set time (e.g. 2 years) in case that trail condition deteriorates due.
    - Committee seeks to understand Trail completion timeline and that it will be to Metchosin standard and PTASC expectation.
    - Suggested for PTASC representatives visit trail site with CAO prior to completion/approval to discuss and understand concerns (e.g. "final inspection").

b) Duke Road East Trail Update

- Follow-up meeting held with CAO, District Engineer
    - Noted intent that Duke Rd centerline should be modified consistently.
        - Comment that centerline adjustment should be considered for Duke Rd W at the same time.
    - Requested revised costing for Ph 1 trail, and some markers of boulevard area to allow discussion with adjacent neighbours
        - Intent is to have cost to seek Council approval for Phase 1.
    - No need to change drain covers, different solution with blacktop to manage water/washout.
        - Public works have a design for roadside drains
    - Caroline asked about past discussed safety improvement recommendations. These would be Public Works initiatives to investigate.

c) Parks & Trails Master Plan Updates

i. Open House Update: Summary of Comments
    - Ron has meeting scheduled 28-May with WSPR & BGC Victoria, to discuss additional trails & Community Gardens within BCG property.
    - Noted possibility for Community Gardens in other Metchosin Park properties

ii. Draft Parks/Trails Info Sheet Format
    - Content from Kathy & Jim prepared into example Park summary document
    - Technical subcommittee has template "form" to gather technical details for each Park & Trail asset
    - Comments on need to capture details regarding accessibility.

- Noted PTASC should consider benches based on community feedback about needing rest points on trails. (Consider based on trail length)
    - Consider simpler bench design in more "remote" locations.
    - **Action:** add topic for mid-trail & remote benches to next meeting agenda

iii. Next Steps

- Draft of the main document has begun. Draft Table of Contents in works with subcommittee.
- Mapping: Karen noted Section 95 needs to be mapped
- Discussion of Topics to be covered: Buffer Land, Orphaned Parks, Nature Conservation areas

d) Weir Beach Stairs

- Fix to be completed with more robust landing platform
- Can remove topic from next meeting agenda

e) Management of Invasive Species in Metchosin Parks

- Discussion of management of invasives in parks being separate from recommendations on type or application of herbicides in District Parks
    - Noted that draft Invasives Policy is intended to cover use of herbicides

Moved by David & seconded by Caroline
THAT the PTASC acknowledges the importance of managing and removing invasives from District Parks and supports the work done by MISC on invasives.

Carried

f) Clarify the scope of Metchosin Bylaws review relative to PTASC

- Council liaison clarified that this is an initiative underway by MEASC; doesn't directly relate to PTASC.

g) Blaney Trail Bat Box

- Agreement from CAO that install can be completed
    - There is need for clear communication; Public Works needs to be provided full details on work required & where.
    - **Action:** David to provide request & details to CAO and Public Works.

7. Reports

a) Parks and Trails Coordinator

- Broom pull by Scouts on road frontage of Buckbrush Swamp Park. Firesmart is organized to remove debris
- Westmont Montessori hold annual cycle from school to Matheson Lake, reached out about cleanup which was agreed as per past years events. Cleanup expected in early June.
- Pearson College contact asked about volunteering opportunities over the summer with PTASC.
    - Another option is to suggest they reach out to FireSmart for other opportunities
- Hillman bench; 2 benches are to be ordered & Hillman trail bench will then be installed.

b) Council Liaison
- Discussed engaging William Head institution with CAO
- ATNP project to move forward for Grant; Village core was selected project
- Another Broom pull being planned for Buffer Land in early June

c) Chair Verbal Report
- As discussed above under 6 a) i.

8. Correspondence
- None

9. Other Business

a) Draft Invasive Species Policy
- Request to provide comments on Policy by email
- Mechanical/manual means for invasive removal a preferred & primary method
- Formalize that herbicides can be used in specific & defined situations
- **Action:** to correct term "pesticide" to "herbicide"
- To add to agenda future meeting: Kathy asked is it possible to have Kiosk at park entrances with QR code relating to Invasives.
    - Could this be accommodated within the final Policy as it relates to "volunteers". Similar topic as to the "volunteer" efforts of future trails coordinators

b) Metchosin Biodiversity and Natural Assets Plan
- Lead by Councillor Gray and MEASC to bring biodiversity & natural assets into OCP & District Bylaws
- Idea of creating a Biodiversity Area Development Permit process

10. Adjournment and Next Meeting Date

Moved by Karen
THAT the Committee adjourn the meeting at 9:22 p.m.

Carried

The next meeting will be held on Tuesday, June 17, 2025, at 7:00 p.m.

POLICY TITLE (draft): Invasive Plant Species on Municipal Land

1.0 Overview

This Policy provides a framework for managing invasive-plants ("invasives") on District-owned land, including roadsides. Specifically, this Policy:

1. Outlines a process to identify invasives of local concern and develop effective management approaches within the District's available means and resources.
2. Mobilizes District and community resources to prevent, eradicate, contain, and protect assets from invasive species.
3. Defines the role of volunteers and local organizations regarding invasive management on District-owned land.
4. Outlines a process for longer-term planning regarding invasives, including information sharing and public education.
5. Clarifies the use of herbicides for invasive management.

2.0 Background

Invasive species are a serious issue in Metchosin due to our mild climate, fertile soils and abundant precipitation. Invasives are of a particular concern in Metchosin as the District is the largest municipality in the CRD by area (69.57km2) and has an abundance of natural-space and farmland. Climate change is exacerbating invasive spread and action on invasives supports Metchosin's Climate Action Plan and the biodiversity goals within the District's Official Community Plan.

The impacts of uncontrolled invasives are significant and include:

- Increased fire risk
- Human health and safety risks
- Agricultural impacts
- Biodiversity impacts
- Accessibility impacts
- Impacts to infrastructure, particularly recreational elements like parks and trails.

In developing the Policy, best practices and approaches from other local governments were reviewed. However, the driver for specific Policy elements are Metchosin's unique characteristics and realities, including:

- Limited District staffing and resources.
- A large land base, most of which is either natural area or farmland.
- An enthusiastic, skilled and dedicated volunteer base.
- Large parkland areas and a regional trail, which are managed by the Capital Regional District.

3.0 Scope of Policy:

This Policy applies to all District owned lands and municipal road allowances in all parts of the District.

4.0 Strategic Relevance

This Policy has been developed with reference to other District of Metchosin policies and initiatives, including:

- District of Metchosin Public Works Policy W-100.50 (Elimination of Pesticides and Herbicides for Cosmetic Purposes on Municipal Grounds).
- District of Metchosin Climate Action Plan, 2023-2028
- Metchosin Agriculture Area Plan, 2024
- District of Metchosin Declaration on the Climate Emergency and Biodiversity Crisis (December 2022)

5.0 Overall Approach to Invasive Management

Following best management practices, manual and/or mechanical actions to remove or manage invasive species shall be prioritized by District staff and volunteers. Where mechanical removal will be ineffective (e.g Japanese Knotweed, mature English Holly), or where there is significant risk of spread from an invasive species and eradication is possible (e.g. black knapweed), chemical treatment may be considered as outlined in section 6.0. Consultation with regional integrated pest management experts will be undertaken as deemed appropriate by the CAO.

Decisions regarding chemical treatment will be made by the Chief Administrative Officer (CAO), consistent with the terms of the Policy. The CAO may seek advice from Council, Advisory Select Committees, or other bodies.

6.0 Use of Herbicide

Herbicide use for invasives will be carefully managed and only used when manual or mechanical options are considered:

- **Impractical**. For example, where invasive species are too large for hand-removal or the use of machines is not possible (e.g. mature English Holly).
- **Ineffective in preventing impacts to local environments or limiting human health risks.** For example, the invasive species is widespread in an area and challenging to pick , and cutting is known to be ineffective (e.g. Black Knapweed in Tower Point Regional Park).
- **Likely to cause more damage to local environments than herbicide use**. For example, pulling plants/trees will cause significant ground/slope disturbance or where hand/machine removal is likely to cause extensive spread of seeds.
- **Incommensurate with high-risk situations.** For example, where early detection and rapid response (EDRR) action on certain species is necessary to prevent spread and the creation of an invasive of concern.

Where chemical treatment is deemed to be appropriate, best management practices will be followed, including the use of selective herbicides, species-specific timing of application, most effective and least hazardous method of application, application conditions (calm/clear weather), considering buffer zones near waterways and follow up.

The least toxic herbicide that effectively controls the species will be used. The least toxic herbicide will be determined based on the input provided by the Capital Region Invasive Species Partnership (CRISP) or other agencies deemed to have expertise in such matters. The goal is to use herbicides that have short residual effects and/or specifically affect target invasive species. Such herbicides:

- Are least disruptive of natural (e.g., biological) controls,
- Are least hazardous to human and animal health,
- Minimize negative impacts to non-target organisms,
- Are least damaging to the general environment.

The determination on whether to apply herbicide on District owned/managed lands for invasive species will be made by the CAO, in consultation (as appropriate) with other bodies as the CAO determines.

Herbicides will normally be applied by qualified District Public Works staff, CRD staff, or qualified contractors. Per the CAO's authorization, volunteers with the appropriate training levels of training and certification (demonstrated/documented) may apply herbicide in certain limited circumstances, per the requirements of section 8.0.

7.0 Capital Region Invasive Species Partnership (CRISP)

The District will continue to actively participate in CRISP, and will seek CRISP's on-going advice on:

- Species of key concern and those requiring urgent action as identified.
- Best management practices.
- Appropriate chemical options, when necessary.

CRISP's Regional Priority Invasive Plant List will serve as a resource for the District (see Appendix 1).

While CRISP has a Regional Priority List, local organizations in Metchosin often have their own focus or priorities, whether in terrain type (e.g. riparian), localities (e.g. certain parks), or species (e.g. a focus on English holly or Scotch broom). These areas of focus are to be encouraged and supported.

Along with an appointed Council representative, a District staff member may be appointed to CRISP, with the goal of that person regularly attending meetings.

The appointed Council representative will share information from CRISP with local stakeholders. *[NTD: these could include MEASC, PTASC, BWHPA, MISC, Devonian Restoration, Moralea's Meadow].*

8.0 Role of Volunteers

The District will support volunteer efforts to remove or otherwise manage invasive plant species. Volunteer projects to remove invasive species on District lands require a plan (the "removal plan") containing the following, which is to be approved by the CAO:

- Time, date and location of the project.
- Target species (may be more than one).
- Method (i.e. pulling, cutting, trimming, etc..)
- Method of disposal.
- Group leader or key contact.
- Expected number of volunteers
- A sign-in sheet of participants to be kept the day of the activity and provided to the District.

Volunteers undertaking projects that required multiple visits to the same area can submit a single plan covering the full project. In addition, the CAO must also be notified of specific work dates by email at least two business days prior to the work being undertaken.

9.0 Training

As the CAO deems appropriate in terms of operational needs, District staff will be provided with necessary and appropriate training,
including but not limited to Pesticide Applicator's certification.

10.0 Public Education and Awareness Activities

The District will inform and educate Metchosin residents about invasive species and management best practices. Support from advisory committees and community groups should be sought on initiatives. These may include:

- Information sheets on specific invasive species.
- Mail outs (e.g. 2025 tax notice insert)
- Community forums.
- Information at community events
- Other activities (e.g. the purchase of 'Pullerbears' for use by residents in removing holly).

DRAFT – Version 2 (Mark-up)
June 9, 2025

POLICY TITLE (draft): Invasive Plant Species on Municipal Land ~~and Roadsides~~

1.0 Overview

This Policy provides a framework for managing invasive-plants ("invasives") on District-owned land, including roadsides. Specifically, this Policy~~: seeks to:~~

1. Outlines a process to identify invasives of local concern and develop effective management approaches within the District's available means and resources.
2. Mobilizes District and community resources to prevent, eradicate, contain, and protect assets from invasive species.
3. Defines the role of volunteers and local organizations regarding invasive management on District-owned land.
4. Outlines a process for longer-term planning regarding invasives, including information sharing and public education.
5. Clarifies~~y~~ the use of herbicides for invasive management.

2.0 Background

~~Similar to many communities in southern British Columbia, i~~Invasive species are a serious issue in Metchosin due to our mild climate, fertile soils and abundant precipitation. Invasives are of a particular concern in Metchosin as the District is the largest municipality in the CRD by area (69.57km2) and has an abundance of natural-space and farmland. Climate change is exacerbating invasive spread and action on invasives supports Metchosin's C~~c~~limate A~~a~~ction Plan and the biodiversity goals within the District's Official Community Plan.~~goals.~~

The impacts of uncontrolled invasives are significant and include:

- Increased fire risk
- Human health and safety risks
- Agricultural impacts
- Biodiversity impacts
- Accessibility impacts
- Impacts to infrastructure, particularly recreational elements like parks and trails.

In developing the Policy, best practices and approaches from other local governments were reviewed. However, the driver for specific Policy elements are Metchosin's unique characteristics and realities, including:

- Limited District staffing and resources.
- A large land base, most of which is either natural area or farmland.
- An enthusiastic, skilled and dedicated volunteer base.
- Large parkland areas and a regional trail, which are managed by the Capital Regional District.

3.0 Scope of Policy:

This Policy applies to all District owned lands and municipal road allowances in all parts of the District.

4.0 Strategic Relevance

This Policy has been developed with reference to other District of Metchosin policies and initiatives, including:

- District of Metchosin Public Works Policy W-100.50 (Elimination of Pesticides and Herbicides for Cosmetic Purposes on Municipal Grounds).
- District of Metchosin Climate Action Plan, 2023-2028
- Metchosin Agriculture Area Plan, 2024
- District of Metchosin Declaration ~~of~~ on the Climate Emergency and Biodiversity Crisis (December 2022)

5.0 Overall Approach to Invasive Management

Following best management practices, m~~M~~anual and/or mechanical actions to remove or manage invasive species shall be prioritized by District staff and volunteers. Where mechanical removal will be ineffective (e.g Japanese Knotweed, mature English Holly), or where there is significant risk of spread from an invasive species and eradication is possible (e.g. black knapweed), ~~(for example, rapid spread or noxious plant),~~ chemical treatment may be considered as outlined in section 6.0. Consultation with regional integrated pest management experts will be undertaken as deemed appropriate by the CAO.

Decisions regarding chemical treatment will be made by the Chief Administrative Officer (CAO), consistent ~~in keeping~~ with the terms of the Policy. The CAO may seek advice from Council, Advisory Select Committees, or other bodies.

6.0 Use of ~~Pesticides~~Herbicide

~~Pesticide~~ Herbicide use for invasives will be carefully managed and only used when manual or mechanical options are considered:

- **Impractical**. For example, where invasive species ~~(such as mature holly)~~ are too large for hand-removal or the use of machines is not possible (e.g. mature English Holly).~~.~~
- **Ineffective in preventing impacts to local environments or limiting human health risks.** For example, the invasive species is ~~small/~~widespread in an area and challenging to pick ~~(i.e. challenging to pick) within an area~~, and cutting is known to be ineffective (e.g. Black Knapweed in Tower Point Regional Park). ~~This is currently the case with the following species: black knapweed, poison hemlock, and Japanese knotweed.~~
- **Likely to cause more damage to local environments than herbicide use**. For example, pulling plants/trees will cause significant ground/slope disturbance or where hand/machine removal is likely to cause extensive spread of seeds.~~.~~
- **Incommensurate with high-risk situations.** For example, where early detection and rapid response (EDRR) ~~swift~~ action on certain species ~~may is~~be necessary to prevent spread and the creation of an invasive of concern. ~~larger problem (early detection and rapid response in terms of new invasives), say with black knapweed, poison hemlock, and Japanese knotweed.~~

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- ~~**Risk widespread disbursement of the invasive seeds.** Where removal by hand or machine may cause an extensive spread of seeds. For example, the use of a 'Pullerbear" may cause significant soil disturbance and the spread of seeds.~~

Where chemical treatment is deemed to be appropriate, best management practices will be followed, including the use of selective herbicides, species-specific timing of application, most effective and least hazardous method of application, application conditions (calm/clear weather), considering buffer zones near waterways and follow up.

~~Where chemical treatment is deemed to be appropriate, t~~The least toxic herbicide ~~pesticide~~ that effectively controls the species will be used. The least toxic ~~pesticide~~ herbicide will be determined based on the ~~current standards~~ input provided ~~adopted~~ by the Capital Region Invasive Species Partnership (CRISP) or other agencies deemed to have expertise in such matters. The goal is to use herbicides that have short residual effects and/or specifically affect target invasive species. Such herbicides:

- Are least disruptive of natural (e.g., biological) controls,
- Are least hazardous to human and animal health,
- Minimize negative impacts to non-target organisms,
- Are least damaging to the general environment.

The determination on whether to apply herbicide on District owned/managed lands for invasive species will be made by the CAO, in consultation (as appropriate) with other bodies as the CAO determines.

Herbicides will normally be applied by qualified District Public Works staff, ~~or~~ CRD staff, or qualified contractors. Per the CAO's authorization, volunteers with the appropriate training levels of training and certification (demonstrated/documented) may apply herbicide ~~pesticides~~ in certain limited circumstances, per the requirements of section 8.0.

7.0 Capital Region Invasive Species Partnership (CRISP)

The District will continue to actively participate in CRISP, and will seek CRISP's on-going advice on:

- Species of key concern and those requiring urgent action as identified.
- Best management practices~~, in terms of treatment.~~
- Appropriate chemical options, when necessary.

CRISP's Regional Priority Invasive Plant List will serve as a resource for the District (see Appendix 1).

While CRISP has a Regional Priority List ~~species ranking table~~, local organizations in Metchosin often have their own ~~have~~ focus or priorities, ~~specific focuses,~~ whether in terrain type (e.g.~~i.e.~~ riparian), localities (~~i.e.~~ e.g. certain parks), or species (~~i.e.~~ e.g. a focus on English holly or Scotch broom). These areas of focus are to be encouraged and supported.

Along with an appointed Council representative, a District staff member ~~shall~~ may be appointed to CRISP, with the goal of that person regularly attending ~~ing all~~ meetings.

The appointed Council representative ~~shall~~ will share ~~work toward sharing~~ information from CRISP with local stakeholders. [NTD: these could include MEASC, PTASC, BWHPA, MISC, Devonian Restoration, Moralea's Meadow]. ~~, including the ISAG.~~

8.0 Role of Volunteers

The District will ~~work~~ support ~~to~~ volunteer efforts to remove or otherwise manage invasive plant species. Volunteer projects to remove invasive species on District lands require a plan (the "removal plan") containing the following, which is to be approved by the CAO:

- Time, date and location of the project.
- Target species (may be more than one).
- Method (i.e. pulling, cutting, trimming, etc..)
- Method of disposal.
- Group leader or key contact.
- Expected number of volunteers
- A sign-in sheet of participants to be kept the day of the activity and provided to the District.

Volunteers undertaking projects that required multiple visits to the same area can submit a single plan covering the full project. In addition, the CAO must also be notified of specific work dates by email at least two business days prior to the work being undertaken.

9~~10~~.0 Training

~~To ensure appropriate and current understanding and implementation of this Policy and its principles,~~ As the CAO deems appropriate in terms of operational needs, District staff will be provided with necessary and appropriate training, including but not limited to Pesticide Applicator's certification. ~~an~~

10~~1~~.0 Public Education and Awareness Activities

~~As practicable,~~ The District will ~~undertake opportunities to~~ inform and educate Metchosin residents about invasive species and management best practices. Support from advisory committees and community groups should be sought on initiatives. These may include:

- Information sheets on specific invasive species.
- Mail outs (e.g. 2025 tax notice insert)
- Community forums.
- Information at community events
- Other activities (e.g.~~x.~~ the purchase of 'P~~p~~ullerbears' for use by residents in removing holly),

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Summary of Comments on Version 1 of the draft
Policy on Invasive Plant Species on Municipal Land (the "Policy")
June 9, 2025

The following summarizes comments and input received by organizations and individuals regarding the Policy following the circulation of the Policy after the May 13, 2025 Committee of the Whole meeting. The summaries of several comments are also included which came before May 13.

- Please review Saanich's Integrated Pest Management Policy.
    - *[Review undertaken]*
- Colwood has a policy that should be reviewed.
    - *[Weblinks to documents were provided, which went to Colwood's Bylaw 1995 Regulating the use of Pesticides on Residential and Municipal Properties*]
- Should specific pesticides be referenced?
    - *[Section 6.0 of the policy broadly covers pesticides, including which herbicides are authorized for use. Reference to specific pesticides (whether allowed or prohibited) is likely best done in a bylaw].*
- Volunteer section seems cumbersome, too much bureaucracy.
- PTASC can't determine what kind of herbicide is appropriate (if any) in District parks.
- Need a collective response to invasives.
- The time has come for Metchosin to take more serious action in dealing with invasives. The District should explore the power available to it through the *Weed Control Act*.
    - *[Summary: The* Weeds Act *is provincial legislation requiring landowners and managers to control certain invasive species on their property…. The* Community Charter *gives the power to a council (such as a local government) to create bylaws and govern the growth of weeds on private property.]*
- The biodiversity and natural assets plan would be a great place to start implementing more stringent measures on invasives control by advocating for bylaw enforcement on noxious weeds.
- It's unclear to me how having a staff member at a volunteer event would somehow keep us safer and affect any concerns around "liability" issues.
    - *[The policy does not indicate that a staff member needs to be in attendance; however, Section 8.0 indicates that information (time, date, location, etc) about a "Volunteer project" is required and that approval is also required by the CAO. Based on input received, this section was modified to minimize administrative burden for on-going projects; however, notification of forthcoming would on approved projects would still be required.]*

1POLICY TITLE (draft): Invasive Plant Species on Municipal Land and Roadsides

1.0 Overview

This Policy provides a framework for managing invasive -plants ("invasives") on District-owned land, including roadsides. Specifically, this Policy seeks to:

1. Outline a process to identify invasives of local concern and develop effective management approaches within the District's available means and resources.
2. Mobilize District and community resources to prevent, eradicate, contain, and protect assets from invasive species.
3. Define the role of volunteers and local organizations regarding invasive management on District-owned land.
4. Outline a process for longer-term planning regarding invasives, including information sharing and public education.
5. Clarify the use of ~~herbicides for~~best management practices for invasive management.

2.0 Background

Similar to many communities in southern British Columbia, invasive species are a serious issue in Metchosin due to our mild climate, fertile soils and abundant precipitation. Invasives are of a particular concern in Metchosin as the District is the largest municipality in the CRD by area (69.57km2) and has an abundance of natural-space and farmland. Climate change is exacerbating invasive spread and action on invasives ~~supports~~ aligns with Metchosin's Climate Action Plan and OCP biodiversity goals.

Colwood notes

The impacts of uncontrolled invasives are significant and include:

- Increased fire risk
- Human health and safety risks
- Agricultural impacts
- Biodiversity impacts
- Accessibility impacts
- Impacts to infrastructure, particularly recreational elements like parks and trails.

In developing the Policy, best practices and approaches from other local governments were reviewed. However, the driver for specific Policy elements are Metchosin's unique characteristics and realities, including:

- Limited District staffing and resources
- A large land base, most of which is either natural area or farmland.
- An enthusiastic, skilled and dedicated volunteer base.
- Large parkland areas and a regional trail, which are managed by the Capital Regional District.

3.0 Scope of Policy:

Commented [JG1]: Due to Metchosin's limited staff resources, CRISP is attended by a Metchosin Councillor to liaise and partner with government invasive management folks from across the CRD. Expert CRD staff serve as Metchosin's invasive pest management consultants on through regular liaison on occurrences and best management practices. Presently, the CRD treats knapweed in our regional parks in coordination with Metchosin including local flyer distribution and letters to households where knapweed has been discovered on private residences f(ollowed by contracts between residents and CRD contractor for herbicide application and landowner payment coordinated between our office staff, CRD and landowners). Any additional herbicide treatments on District properties and roadways is coordinated with the CRD during the year e.g. Japanese knotweed, poison hemlock – was treated due to timing and limited staff resources. Otherwise, PTASC (with MISC depending on the issue) organizes invasive removals in District parks. Best management practices are followed including dab application of Garlon by licensed contractors on Holly and European Ash. We also have an organized volunteer approach to Tansy Ragwort. Akin to all CRD municipalities volunteers play an important role in invasive management. In other words, staff resources are inadequate to the task everywhere and so priority setting is a must.

Commented [JG2]: Statement Is true but as was mentioned at MEASC, most are aging, retired people some with a variety of health issues. So, perhaps the point to add here is that the volunteer base is not a given without considerable effort to bring on and retain new players.

This Policy applies to all District owned lands and municipal road allowances in all parts of the District.

4.0 Strategic Relevance

This Policy has been developed with reference to other District policies and initiatives, including:

- District of Metchosin Public Works Policy W-100.50 (Elimination of Pesticides and Herbicides for Cosmetic Purposes on Municipal Grounds).
- District of Metchosin Climate Action Plan, 2023-2028
- Metchosin Agriculture Area Plan, 2024
- District of Metchosin Declaration on the Climate Emergency and Biodiversity Crisis (December 2022)

5.0 Overall Approach to Invasive Management

Following best management practices, m~~M~~anual and/or mechanical actions to remove or manage invasive species shall be prioritized by District staff and volunteers. In consultation with regional integrated pest management experts and w~~W~~here mechanical removal ~~will be~~is ineffective (e.g. Japanese Knotweed) or ~~, or~~ where there is significant risk of spread from an invasive species and eradication is possible (~~for example, rapid spread or a noxious plant~~e.g. Black Knapweed), chemical treatment may be considered as outlined in section 6.0.

Decisions regarding chemical treatment will be made by the Chief Administrative Officer (CAO), in keeping with the terms of the Policy. The CAO may seek advice from Council, Advisory Select Committees, or other bodies.

Commented [JG3]: What problem are we trying to fix with this approach? I recommend we continue our current practices with a Council liaison taking this role in consultation with CRD/CRISP integrated pest management experts and PW staff. That system has been working well. I suppose, actual herbicide application may shift from CRD contractors to in-house staff depending on cost, workload, ongoing training requirements, supervision, etc. and decided by the CAO within his available resources. I think we should seek further clarification from CAO on costs and practicality of in-house licensed applicators versus contracted service in light of his decision. Bob can brief us easily as he already made the decision presumably based on some matrix or other.

6.0 Use of Herbicides

Herbicide use for invasives will be carefully managed and only used when manual or mechanical options are considered:

- **Impractical**. For example, where invasive species ~~(such as mature holly)~~ are too large for hand-removal or the use of machines is not possible (e.g. English Holly trees)
- **Ineffective in preventing impacts to local environments or limiting human health risks.** For example, the invasive species is ~~small~~/widespread within an area ~~(i.e.~~and challenging to pick~~) within an area~~, and cutting is known to be ineffective. ~~This is currently the case with the following species:~~(e.g. Black Knapweed at Tower Point Regional Park, ~~poison hemlock, and Japanese knotweed~~.
- **Likely to cause more damage to local environments than herbicide use**. For example, pulling plants/trees will cause significant ground/slope disturbance.
- **Incommensurate with high-risk situations.** For example, swift action on certain species may be necessary to prevent spread and the creation of a larger problem (early detection and rapid response in terms of new invasives) ~~say with black knapweed, poison hemlock, and Japanese knotweed.~~
- **Risk of extensive spread.** Where removal by hand or machine may cause an extensive spread of seeds.

Commented [JG4]: An example would be helpful

Commented [JG5]: An example would be helpful?

Where chemical treatment is deemed to be appropriate, best management practices will be followed e.g. use of selective herbicides, species-specific timing of application, most effective and least hazardous method of application, calm and clear weather, buffer zones near waterways and follow up.

the least toxic herbicide that effectively controls the species will be used. The least toxic herbicide will be determined based on the current standards adopted by CRISP. The goal is to use herbicides that have short residual effects and/or specifically affect target invasive species. Such herbicides:

- Are least disruptive of natural (e.g., biological) controls,
- Are least hazardous to human and animal health,
- Minimize negative impacts to non-target organisms,
- Are least damaging to the general environment.

The determination on whether to apply herbicide on District owned/managed lands for invasive species will be made by the CAO, in consultation (as appropriate) with other bodies as the CAO determines.

Herbicides will normally be applied by qualified District Public Works or CRD ~~staff~~contractor. ~~Per the CAO's authorization, v~~Volunteers with the appropriate training levels of training and certification (demonstrated/documented) may apply herbicide in certain limited circumstances, per the requirements of section 8.0.

7.0 Capital Region Invasive Species Partnership (CRISP)

The District will continue to actively participate in CRISP, and will seek CRISP's on-going advice on:

- Species of key concern and those requiring urgent action as identified.
- Best management practices ~~in terms of treatment~~.
- Appropriate chemical options, when necessary.
- Cooperative approaches to the District.

CRISP's Regional Priority Invasive Plant List will serve as a resource for the District (see Appendix 1).

While CRISP has a species ranking table, local organizations in Metchosin often have specific invasive focuses, whether in terrain type (i.e. riparian), localities (i.e. certain parks), or species (i.e. a focus on English holly or Scotch broom). These areas of focus are to be encouraged and supported.

Along with an appointed Council representative, a District staff member shall be appointed to CRISP, with the goal of that person attending all meetings.

The appointed Council representative shall ~~work toward~~ shar~~inge~~ invasive infosheets and alerts ~~information~~ from CRISP with staff, MEASC, PTASC and other volunteer invasive removal and

Commented [JG6]: Who decides? I think we refer to BMP's for region and province e.g. I gave a small booklet to Nicole to give to you on Provincial BMP's for roadsides.

Commented [JG7]: As above, delete this paragraph and retain existing arrangements. See also comments from CRISP,

Commented [JG8]: I think this needs to be worded to indicate that the person who does the application is a contractor. We probably need to ascertain that contractors liability coverage if something were to go wrong eg someone was injured or there was a significant spill or drift from site (ie using spray) or will policy say no to use of spary for the volunteer-run operations – only dab? The policy might indicate what is possible now for the contractor working for volunteers – eg. dab treatment for European Ash and English Holly trees only. Any new chemical treatments would need to be doen by District staff (if we continue down that path) or CRD contractors.

Commented [JG9]: Meaning?

Commented [JG10]: The Regional Priority List (and classifications within) are under revision and new descriptions and classifications provide room for local approaches just like you include here. As I recall it was pretty good wording – Strategic Control and maybe removing Contain (for example). And the former means local priority actions are based on local circumstances but would always include the worst offenders that need rapid response. So the previous paragraph may suffice or you might want to add language from the new Regional List. I recommend that we see that CRISP document finalized and then it can be added to this policy and the wording in the policy can reflect the new wording of the CRISP document.

Commented [JG11]: Rethinking this now reading this draft and after hearing Council colleagues at the table. Do we need to train our PW staff in pesticide application? I think we spend less than $1000 on CRD contract services. What is the cost comparison with training, updating, paying for chemicals, storing chemicals, wages, opportunity costs, etc.? I seem to recall that perhaps the Mayor and C. Donaldson did not like the idea of staff using their limited time to attend these meetings and I am agreeing with them – maybe pesticide application is a poor use of their time if they are not applying pesticides on a regular basis.. Likewise, the meetings.

habitat restoration groups (e.g. BWHPA, MISC. Devonian Restoration and Moralea's Meadow volunteers). ~~stakeholders.~~

Commented [JG12]: May also name Buffer Land Stewardship group now or later once established.

8.0 Role of Volunteers

The District will support volunteer efforts to remove or otherwise manage invasive plant species. Volunteer projects to remove invasive species on District lands require a plan containing the following, which is to be approved by the CAO:

- Time, date and location of the project.
- Target species (may be more than one).
- Method (i.e. pulling, cutting, trimming, etc..)
- Group leader or key contact.
- Expected number of volunteers
- A sign-in sheet of participants to be kept the day of the activity and provided to the District.
- Transport and disposal plan

Commented [JG13]: This part of the document has given rise to several calls this week from Neil. There is lots more to discuss here and perhaps this is actually the policy piece that is missing at present (rather than the CRISP relationship and organizing the minor amount of local government herbicide programming we do here - a few patches of knapweed onour property (plus helping only a few private landowners get it done) and a perhaps now dead Japanese knotweed or two). What problems does the volunteer invasive removals cause? If we authorize them formally to work on invasives in our parks – what needs to be in that authorization – if there is use of herbicide – record keeping to meet municipal reporting requirements, liability for each party re: herbicide, plain old ordinary liability, locations and timing could come in an email. What does Bob say in terms of what does he need? Can he make it easy but effective to meet his needs? If we list only dab treatment allowed on contract with qualified professional for holly and European Ash it keeps it simply and safe.

Commented [JG14]: Prioritize parks and trails

10.0 Training

To ensure appropriate and current understanding and implementation of this Policy and its principles, District staff will be provided with necessary and appropriate training, including but not limited to Pesticide Applicator's certification an

Commented [JG15]: See earlier comments. If we are now directing this change, I woujld like to understand our reasons for doing so. From the numbers we have, I don't think it is cost-effective and might lead to unnecessary herbicide application due to our limited staff and management resources.

11.0 Public Education and Awareness Activities

As practicable, the District will undertake opportunities to inform and educate residents about invasive species and management best practices. Support from advisory committees and community groups should be sought on initiatives. These may include:

- Information sheets on specific invasive species.
- Mail outs (e.g. 2025 tax notice insert)
- Community forums.
- Information at community events
- Other activities (ex. the purchase of Pullerbears for use by residents).

Commented [JG16]: As noted earlier, we do a fairly widespread effort in the Tower Point neighbourhood pre-knapweed treatment. Hoping in a few years this effort will revert to pulling and we can leave behind herbicide treatments.

Commented [JG17]: I believe MISC will make these available for others but haven't confirmed with Neil. Also, only limited usage eg this weekend only cutting no pullers.

POLICY TITLE (draft): Invasive Species on Municipal Land ~~and Roadsides~~

1.0 Overview

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3. Defines the role of volunteers and local organizations regarding invasive management on District-owned land.
4. Outlines a process for longer-term planning regarding invasives, including information sharing and public education.
5. Clarifiesy the use of herbicides for invasive management.

2.0 Background

~~Similar to many communities in southern British Columbia, i~~Invasive species are a serious issue in Metchosin due to our mild climate, fertile soils and abundant precipitation. Invasives are of a particular concern in Metchosin as the District is the largest municipality in the CRD by area (69.57km2) and has an abundance of natural-space and farmland. Climate change is exacerbating invasive spread and action supports Metchosin's climate action goals.

Commented [AM1]: Not clear what's meant here.

The impacts of uncontrolled invasives are significant and include:

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- Biodiversity impacts
- Accessibility impacts
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- Expected number of volunteers

- A sign-in sheet of participants to be kept the day of the activity and provided to the District.

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- Community forums.
- Information at community events
- Other activities (ex. the purchase of Pullerbears for use by residents).

DISTRICT OF METCHOSIN

M E M O R A N D U M

TO: **Ron Aubrey, Chair PTASC**
Gary Fletcher, Chair MEASC

FROM: **Susan Dyble, Development Services Coordinator**

DATE: **June 5, 2025**

Our File: **3320-25-02**

Re: Proposed Subdivision – Ten Lots - Nine (9) new lots:
Lot 1, Sections 44, 46, and 47, Esquimalt District, Plan 50594 (3816 Duke Rd)

Please find attached proposed subdivision plan for the above noted property. The applicant is:

Rachael Sansom – Grayland Consulting Ltd.
1498 White Pine Terrace
Victoria, BC V9B 6S8
Phone (250)-889-0047

Kindly advise, as soon as possible, of any comments regarding the proposal. If you should require anything further, please contact me for coordination.

Site Plan of Proposed Subdivision of Lot 1, Sections 44, 46 and 47, Esquimalt District, Plan 50594.

District of Metchosin
Current Zone = RR1

Metres
5 0 5 10 15 20 25

The intended plot size of this plan is
1120 mm in width by 864 mm in height (E size)
when plotted at a scale of 1:500

Legend:

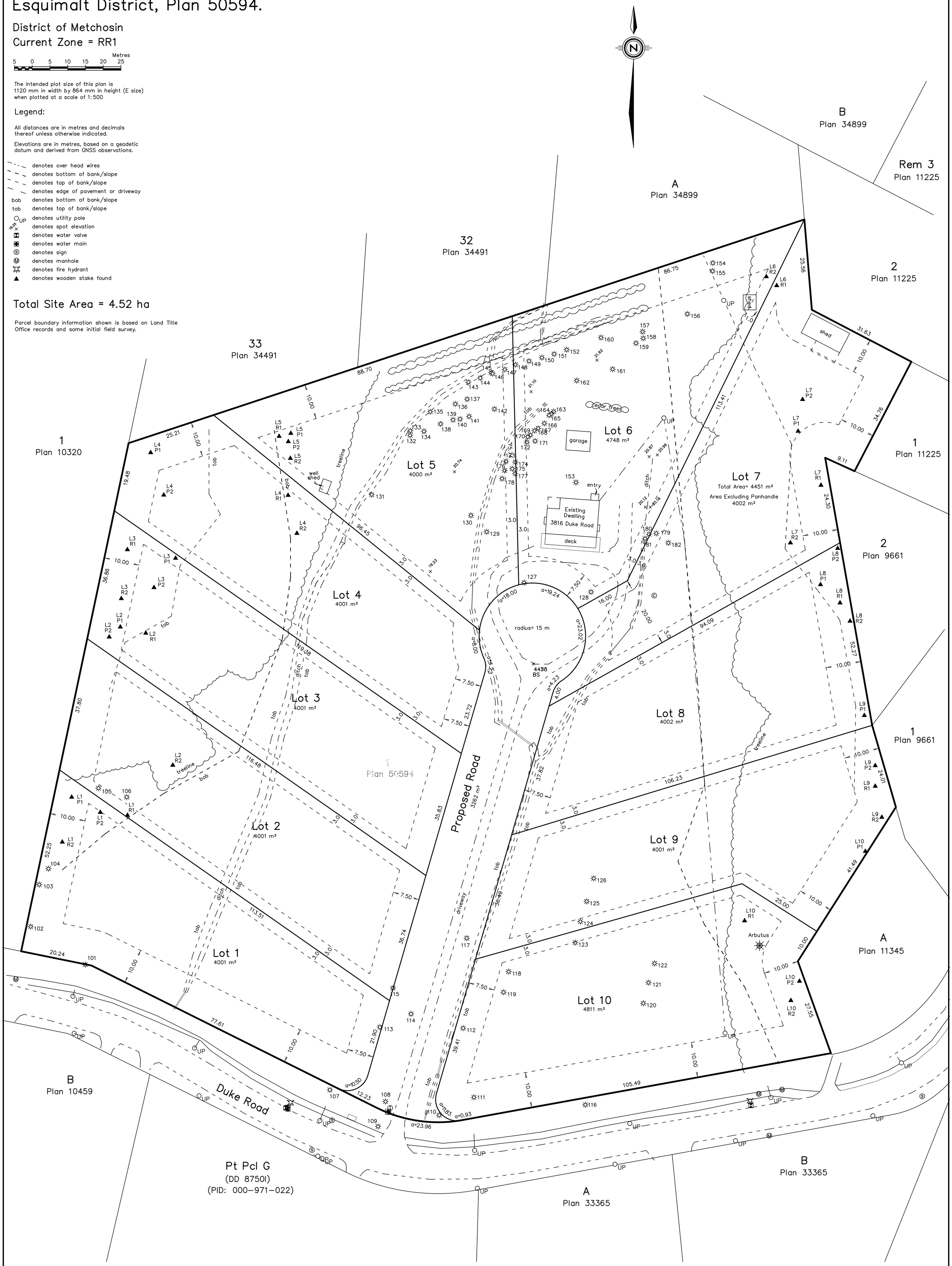
All distances are in metres and decimals thereof unless otherwise indicated.

Elevations are in metres, based on a geodetic datum and derived from GNSS observations.

- denotes over head wires
- denotes bottom of bank/slope
- denotes top of bank/slope
- denotes edge of pavement or driveway
- bob denotes bottom of bank/slope
- tob denotes top of bank/slope
- UP denotes utility pole
- 19.25 denotes spot elevation
- denotes water valve
- denotes water main
- S denotes sign
- M denotes manhole
- denotes fire hydrant
- ▲ denotes wooden stake found

Total Site Area = 4.52 ha

Parcel boundary information shown is based on Land Title Office records and some initial field survey.



Tree Table

Tree ID	Diameter and Species
101	0.3 Deciduous
102	0.2 Deciduous
103	0.2 Deciduous (3)
104	0.4 Deciduous
105	0.1 Deciduous (8)
106	0.2 Deciduous
107	0.4 Apple
108	0.4 Apple
109	0.4 Apple
110	0.4 Apple
111	0.2 Apple
112	0.4 Apple
113	0.3 Apple
114	0.5 Apple
115	0.3 Apple
116	0.2 Apple

Tree ID	Diameter and Species
117	0.4 Apple
118	0.5 Apple
119	0.4 Apple
120	0.4 Apple
121	0.3 Apple
122	0.4 Apple
123	0.3 Deciduous
124	0.4 Deciduous
125	0.3 Deciduous (5)
126	0.3 Deciduous (5)
127	0.7 Chestnut
128	0.7 Chestnut
129	0.4 Chestnut
130	0.5 Chestnut
131	0.8 Willow
132	0.1 Fir

Tree ID	Diameter and Species
133	0.3 Deciduous
134	0.2 Deciduous
135	0.3 Cedar
136	0.2 Cedar
137	0.3 Cedar
138	0.3 Cedar (5)
139	0.2 Cedar (5)
140	0.2 Deciduous
141	0.2 Spruce (2)
142	0.1 Deciduous
143	0.3 Cedar (2)
144	0.3 Cedar
145	0.2 Cedar
146	0.3 Cedar
147	0.1 Cedar (5)
148	0.3 Cedar (2)

Tree ID	Diameter and Species
149	0.2 Cedar (3)
150	0.2 Cedar (4)
151	0.2 Cedar (4)
152	0.2 Cedar (3)
153	0.2 Chamillia (5)
154	0.3 Maple
155	0.1 Holly
156	1.1 Fir
157	0.2 Fir
158	0.1 Fir
159	0.2 Cedar
160	0.3 Cedar
161	0.2 Spruce
162	0.2 Cedar
163	0.5 Cedar
164	0.2 Cedar
165	0.2 Cedar

Tree ID	Diameter and Species
166	0.3 Conifer
167	0.2 Cedar
168	0.4 Cedar
169	0.2 Cedar (2)
170	0.2 Cedar (2)
171	0.3 Maple
172	0.2 Maple
173	0.4 Deciduous
174	0.3 Conifer
175	0.2 Cedar
176	0.3 Deciduous
177	0.2 Deciduous
178	0.5 Deciduous
179	0.2 Apple
180	0.4 Apple
181	0.2 Apple (2)
182	0.3 Apple

31 March 2025
Added Perc Hole Stakes

11 February 2025

McIlvaney Riley Land Surveying Inc.
#113 – 2244 Sooke Road
Victoria, B.C. V9B 1X1
(250) 474-5538
www.mrls.ca

File: 7251SITE5-SubProp

This document shows the relative location of surveyed features with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property corners.

McIlvaney Riley Land Surveying Inc. accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.