



## DISTRICT OF METCHOSIN

### AGENDA

#### HEALTHY COMMUNITY ADVISORY SELECT COMMITTEE MEETING

Tuesday, February 27, 2024 at 4:30 pm  
COUNCIL CHAMBERS, MUNICIPAL HALL

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1. **Agenda, Additions, Approval**
2. **Presentations**
3. **Public Participation**
4. **Adoption of Minutes**
  - a) Healthy Communities Advisory Select Committee, January 23, 2024 ..... 1
5. **Receipt of Minutes**
  - a) DRAFT Public Works and Protective Services Committee (not adopted),  
January 15, 2024 ..... 5
6. **Business Arising from the Minutes**
  - a) Accessibility Committee Update
  - b) Capacity Inventory
  - c) Dark Sky Update
7. **Reports**
  - a) Council Liaison
  - b) Fire Chief
  - c) Seniors Information Resource Centre (SIRC) Liaison
  - d) Poverty Reduction Subcommittee
  - e) Health and Safety Subcommittee
8. **Correspondence**
9. **Other Business**
  - a) HCASC Plans / Priorities Discussion
10. **Adjournment and Next Meeting Date**



District of Metchosin

Minutes

**Healthy Community Advisory Select Committee Meeting  
Tuesday, January 23, 2024 at 4:30 p.m.**

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**Present:** Shari Rourke (Chair), Councillor Sharie Epp, Sarah Anthony, Ted White, Shannon Carman, Jim MacPherson, Fire Chief Stephanie Dunlop

**Regrets:** Peter Havers, Chris Pratt

The meeting was called to order at 4:40 p.m.

**1. Agenda, Additions and Approval**

Agenda amendments – Add under Other Business b) "Accessibility Committee".

**Moved and Seconded** by Shari R. and Sarah A. that the Committee approve the agenda as amended.

**Carried**

**2. Presentations**

None.

**3. Public Participation**

None.

**4. Adoption of Minutes**

**Moved and Seconded** by Jim M. and Shannon C. that the Committee approve the minutes of the Healthy Community Advisory Select Committee meeting held on November 23, 2023.

**Carried**

**5. Receipt of Minutes**

**a) Public Works and Protective Services Committee, October 16, November 27, 2023**

**b) Special Public Works and Protective Services Committee, November 30, 2023**

**Moved and Seconded** by Sharie and Jim that the Committee receive the minutes of the Public Works Committee meetings held on October 16, November 27, and November 30 2023.

**6. Business Arising from the Minutes**

**a) Census Data**

Shari R. asked that committee members go through the packages circulated and read through the data. Jim M. noted that overcrowding and updating houses are both evident as concerns and wondering what information from this package we can take action on, including accessibility and transportation. Concerned about finding a focus for the committee.

Shari R. noted that we can glean a lot of things from these data sets such as employment industry sectors and possibly utilizing the knowledge sets in residents to create a capacity inventory to identify skills of people in our community, which could lead to helping people in a variety of ways, for example: helping seniors who may need assistance with house or property work, as well as forming a network within our community for everyone to utilize that promotes professionals, businesses and services in the community. Capacity inventories are a great way to identify and map strengths and assets in a community and improving community relationships. Ted W. - the key is to identify what people need and deliver it to them. This document helps a lot in that regard.

## 7. Reports

### a) Council Liaison

- Regarding queries from the previous meeting regarding snow removal, Councillor Epp confirmed that municipal insurance only covers volunteers on municipal property. The private sector remains with limited service available due to insurance restrictions and costs to private companies.
- The motion regarding Dark Sky to draft a formal proposal was passed at the last meeting.
- The motion to ban fireworks was also put in motion.
- During the New Housing Regulations Webinar Councillor Epp attended, she was told regarding Metchosin that if we allow detached suites already, then we are **not** captured by the new legislation.
- Old Metchosin School kitchen and bathrooms are finished, hopefully in time for February usage. The art centre consultants from last year had mentioned how important a kitchen is for a cultural centre. JDF might be interested in utilizing the school, and this is being explored. Lights now ready for installation at the Goose crossing at Matheson.
- Accessibility Committee - still getting going, not much to report. Jim M. directed to talk to Councillor Donaldson to get more information on the Committee.

### b) Fire Chief

- Next Gen 911, still not much information on what to do with the funds earmarked for it.
- New grant funds have come through for an indigenous collaboration project, to arrange activities, between Metchosin and Beecher Bay. No capital investments. Ted W. suggested an evening out under the stars on the municipal field in partnership with Sci'aneu as a combined astronomy / cultural event. Sarah A. suggested a Scia'new history tour around Metchosin. Chief Dunlop suggested breaking ideas down into different categories and have a few suggestions for each category. Shari R., indigenous arts opportunities similar to what used to be held through Sci'aneu and Hans Helgesen and Metchosin Elementary; Chief Dunlop asked for all suggestions to be emailed to her.
- Emergency Communications Grant, another RFP to go out soon.
- Still working on Fire Smart grants. EOC and ESS grants have occurred, lots of capital items bought. Metchosin Heat Response plan is put together. New Alertable app, very useful – Chief Dunlop says workshop coming on it in March.

### c) Seniors Information Resource Centre Liaison

- MSA Board updates.
- Christmas light tour - LA Limo donated the vehicle, it went very well, about \$600 raised.

- Swap and Shop table at MACCA made \$75. They have applied for a gaming grant, looking for a response around the end of February.
- Office management going well.
- Volunteer drive ongoing.
- Seniors vulnerable in ice and snow. Fire Chief Dunlop is working on a regional pre-fire plan, where they get pictures of each house and the driveway (not collecting info on suites, etc.). Ted W. wondering how to do risk assessments on houses - conversation about challenges around privacy, workload, etc.

**d) Poverty Reduction Subcommittee**

- RFP was approved and is now posted.
- Deadline for the grant has been pushed back to the summer.

**e) Health and Safety Subcommittee**

- Some trainings coming up via the Fire Hall. Naloxone now available for us to pick up and do training sessions. First Aid can happen once a month.
- Shari R. looking into Mental Health First Aid certification opportunities. Fire Chief Dunlop - Red Cross has mental health first aid too, and already have some instructors so may be able to be offered through firehall trainers, might be more accessible.

**8. Correspondence**

None.

**9. Other Business**

**a) Dark Sky**

This Committee can now draft a formal proposal that Metchosin become a certified Dark Sky Community. Ted W explained that there are different levels of certification - Urban Sky park is a designation we could obtain, but he feels the best fit would be Dark Sky Community designation.

We would need to contact the organization and determine the steps required to apply and achieve certification and will bring back to committee. Ted will initiate this. Ongoing communications and public outreach will be necessary to achieve and maintain certification, along with ongoing monitoring, and an annual report (which is evidently not onerous). Councillor Epp asked if there is any way to avoid all the administration around this and promote in the community without having to go through the certification process. Ted says it is important to make the statement publicly, and that it is not a lot of administrative work. Shari R. pointed out that we need to include any costs and time commitments, as well as all steps involved in getting and maintaining certification, in the proposal for council consideration so that they are given a complete proposal to consider. Councillor Epp pointed out we do not have to do everything at once. Ted will speak with MEASC on the subject and get back to us.

**b) Accessibility Committee**

Councillor Epp clarified that the Accessibility Grant is just for accessibility on municipal grounds; everywhere else in the community is under our purview. We can make recommendations.

**10. Adjournment and Next Meeting Date**

Adjourned at 6:30 p.m. Next meeting will be Tuesday, February 27, 2024.



District of Metchosin

Minutes

**Public Works and Protective Services Committee Meeting  
January 15, 2024 at 7:00 p.m.**

Council Chambers  
Metchosin Municipal Hall

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**PLEASE NOTE:** The meeting has been recorded.

**Present:** Councillor Epp in the Chair, Mayor Little, Councillors Donaldson, Gray and Shukin. 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 7:00 p.m.

**1. Agenda, Additions and Approval**

**Moved and Seconded** by Councillor Gray and Mayor Little that the Committee approve the agenda as amended with the addition of the following correspondence as supplemental information:

- Bev Bacon, re: Healthy Community Advisory Select Committee Recommendations: Dark Sky Community and Fireworks in Metchosin

**Carried**

**2. Presentations**

Keltie Craig, Keltie Craig Consulting, District of Metchosin Extreme Heat Response Survey and Response Plan.

Keltie Craig provided an overview of the PowerPoint presentation including the following:

- Projected temperatures
- Provincial grant supporting the Extreme Heat Risk Mapping and Assessment Project
- Learnings from the 2021 heat dome and unevenly felt impacts of heat in the community
- Project process:
  - Community engagement
  - Background research on best practices
  - Heat impact assessment
  - Heat risk and asset mapping
- Extreme heat categories and impacts
- Metchosin assets to reduce the impacts of extreme heat
- Existing and future challenges
- Mapping work highlights
- Demographic vulnerability and adaptation capacity
- Community engagement activities, timeline, and feedback
- Extreme heat phases: plan and prepare, respond, and evaluate
- Key findings and summary of heat response plan recommendations
- Communication materials
- Extreme heat tips and response implementation
- People who are more vulnerable to heat impacts

Committee discussion:

- Water supply and droughts
- Educational component for the future
- Online survey
- Air conditioning units, cooling centres, and keeping homes cool
- Metchosin's Climate Action Plan
- Communication, education, and preparation
- Timing and coordination with Fire Department
- Recreational vehicles and the importance of community connectivity
- Extreme heat kits, educating those at risk, and self-monitoring
- Potential to provide air conditioners to the elderly and vulnerable

### 3. Public Participation

Bev Bacon, resident, expressed her support for the District being a Dark Sky Community and noted the positive impacts to the community, wildlife, birds, and insects. Ms. Bacon supports the District banning all fireworks to protect people, livestock, and companion animals.

Sarah Anthony, resident, commented on the fireworks correspondence and noted the importance of considering how fireworks can be disruptive, stressful, and a trigger for those that have experienced traumatic events.

### 4. Adoption of Minutes

**Moved and Seconded** by Councillor Shukin and Mayor Little that the Committee adopt the minutes of the Public Works and Protective Services Committee meeting held November 27, 2023.

**Carried**

**Moved and Seconded** by Councillors Donaldson and Gray that the Committee adopt the minutes of the Special Public Works and Protective Services Committee meeting held November 30, 2023 as amended with the addition of comments from Carol Voyt under public participation.

**Carried**

### 5. Receipt of Minutes

**Moved and Seconded** by Councillors Gray and Shukin that the Committee receive the minutes of the Healthy Community Advisory Select Committee meeting held November 28, 2023.

**Carried**

### 6. Business Arising

**Healthy Community Advisory Select Committee Recommendations, November 28, 2023 Meeting regarding Metchosin becoming a Dark Sky Community**

Councillor Gray noted that MEASC also supports this work and can provide assistance as needed.

**Moved and Seconded** by Mayor Little and Councillor Donaldson to recommend that Council authorize the Healthy Community Advisory Select Committee to draft a formal proposal for the District to become a Dark Sky Community.

**Carried**

## 7. Reports

### a) District of Metchosin Extreme Heat Response Plan, Keltie Craig Consulting

Councillor Epp introduced the District of Metchosin Extreme Heat Response Plan prepared by Keltie Craig Consulting.

Committee discussion:

- Next steps and implementation plan
- It was recommended that the plan go to the Healthy Community Advisory Select Committee and to the Emergency Operations group to come up with a strategy plan.
- Future grants could potentially be utilized to implement the recommendations set out in the report.
- Implementation roll-out, partnership meetings, and an education plan
- Coordinating with Neighborhood Emergency Preparedness Program leaders
- Utilizing quarterly community stakeholder meetings to get the word out
- Emergency information sessions
- Concerns regarding offloading too much work on volunteers

### b) Councillor's Update

Councillor Epp provided the following updates:

- Public Works staff update:
  - Various jobs around the community underway including clearing storm debris, cleaning graffiti off the school walls, vehicle maintenance, salting roads, plowing snow, clearing culverts, and picking up dog waste bags.
- Stakeholder Meeting
  - Seventeen different groups attended the January 10<sup>th</sup> Metchosin Emergency Program Community Group and Stakeholder Emergency Planning meeting at the Fire Department.
  - Discussion highlights included winter risks, communications, and the need to have Memorandums of Understanding in place for local stakeholders to use during disasters and training.
  - An emergency program exercise will be held on April 30<sup>th</sup>.
- West Shore Arts Centre Intermunicipal Committee
  - The group met in December.
  - Two commissioned studies by the Juan de Fuca Performing Arts Centre Society regarding developing an arts centre accessibility study and feasibility study.
  - Both studies indicated that a kitchen is on the most important feature in a facility to encourage accessibility, diversity, and inclusion for community members.
- Metchosin School
  - Kudos to the CAO, Public Works staff, and the Fire Chief for remedying frozen pipes for a tenant at the school.
  - Suggestion to embark on a naming process for the school for a future agenda. Orca Place was provided as an example. A naming contest is an option.
  - Renovations were completed on time under the grant funding received.
  - The new fees bylaw will be considered at the January 22<sup>nd</sup> Council meeting.

- Fire Department Update  
Councillor Epp called on the Fire Chief and the following updates were provided:
  - 712 incidents in 2023, a substantial increase from previous years
  - 10 new recruits started with training running from January to June
  - \$30,000 grant funding received in 2024 was used towards purchasing a hose, adapters, new nozzles, and other equipment.
  - Coordinating with Public Works for ice responses in high hazard areas
  - Reminder to stay 30 feet away from downed power lines, call BC Hydro followed by the Fire Department
  - Emergency Operations Centre and Emergency Support Services Grant 2023 funding went towards the purchase of tents, cots, water filtration systems, Starlight systems, laptops, and other equipment.
  - 2024 grant submissions are underway.
  - Emergency preparedness information sessions will be held on the third Tuesday of the month starting February 20<sup>th</sup>.
  - A baby's life was saved due to Fire Department staff's quick action and implementation of a choking protocol at Blinkhorn Lake
  - Reminder to call 911 first in case of emergency.

## 8. Correspondence

- a) The following correspondence was received regarding Fireworks in Metchosin.
- Sabine David
  - Brenda Plaxton
  - Kathy Atherton
  - Marianne Macdonald
  - Ron Macdonald
  - Kinley Currie
  - Lisa Gee

### Committee discussion:

- Background on the Fire Regulation and Prevention Bylaw No. 269, 1996
- Current regulations related to fireworks.
- Fireworks regulations in other municipalities
- Permits, fines, and enforcement
- Education
- Negative impacts on humans, animals, land, and the environment
- Fire and injury risks
- Misalignment with fire smart activities
- Budget
- Alternate activities to fireworks

**Moved and Seconded** by Councillors Epp and Donaldson to recommend that Council direct staff bring forward an amendment to the Fire Regulation and Prevention Bylaw No. 269, 1996 to ban the use of fireworks in Metchosin.

**Carried**

**Action:** Staff to provide advice when the Fire Regulation and Prevention Bylaw No. 269, 1996 comes to Council for review to address the question of enforcement. Information to be provided on fines, and enforcement.

**9. Adjournment**

**Moved and Seconded** by Councillors Shukin and Gray that the meeting be adjourned at 7:57 p.m.

**Carried**

**Certified Correct:**

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**Chair**

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**Corporate Officer**