



## DISTRICT OF METCHOSIN

### AGENDA

#### HEALTHY COMMUNITY ADVISORY SELECT COMMITTEE MEETING

January 28, 2025 at 4:30 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) Healthy Communities Advisory Select Committee, November 26, 2024 ..... 1
5. **Receipt of Minutes**
  - a) Public Works and Protective Services, December 29, 2024..... 5
  - b) Committee of the Whole, January 13, 2025 ..... 9
6. **Business Arising from the Minutes**
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**
10. **Adjournment and Next Meeting Date**



District of Metchosin

Minutes

**Healthy Community Advisory Select Committee Meeting  
November 26, 2024 at 4:30 p.m.**

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**Present:** Shari Rourke, Sarah Anthony, Councillor Sharie Epp, Jim Macpherson, Kathleen Sutherland, Stephanie Dunlop, Deirdre Chettleburgh, Shannon Carman (Recorder)

**Regrets:** Peter Havers, Chris Pratt

The meeting was called to order at 4:37 p.m.

**1. Agenda, Additions and Approval**

Shari R. amend agenda to move 9a to 6a.

**Moved and Seconded** by Kathleen S. and Jim M. that the Committee approve the agenda as amended.

**Carried**

**2. Presentations**

None.

**3. Public Participation**

None.

**4. Adoption of Minutes**

**Moved and Seconded** by Councillor Epp and Jim M. that the Committee approve the minutes of the Healthy Community Advisory Select Committee meeting held on October 22, 2024.

**Carried**

**5. Receipt of Minutes**

The minutes of the Public Works and Protective Services meetings held on October 21 and November 18, 2024 were received.

**6. Business Arising from the Minutes**

**a) District of Metchosin Draft Accessibility Plan**

Staff provided a PowerPoint presentation and overview of the District of Metchosin Draft Accessibility Plan including:

- *Accessible BC Act*
- Capital West Accessibility Advisory Committee (CWAAC) public engagement process
- Components of the draft Accessibility Plan

- Alignment with Council’s strategic plan
- CWAAC recruitment process

The following was discussed:

- Accessibility/removing barriers in/around municipal facilities
- Grant funding for accessibility projects
- Funding accessibility projects through the budget process
- Matching grant opportunities
- Incorporating accessibility into HCAC Terms of reference
- Process between Advisory Committees (HCAC and CWAAC) and Council
- Timelines in applying for grants
- CWAAC’s meeting schedule of four times per year
- Engaging an accessibility consultant to conduct an audit of municipal facilities
- Public attendance at CWAAC meetings

## 7. Reports

### a) Council Liaison

Road Safety grant to install flashing lights for crosswalk at Hans Helgesen almost ready to submit, just waiting for letters of support. Staff has developed a draft school management plan. Active Transport plan looks good, very “Metchosin-y”, still being edited. Working on a lease agreement at the old school with the Wellness group. WSPR taking over first aid bookings, they will do all the associated administration and marketing. They are looking into other options of what to offer at the old school, just want to avoid things already being offered in Metchosin. They are taking suggestions presently.

### b) Fire Chief

Firehall steering committee meeting soon next week, finished up most training classes for the year, starting again in the spring. Joint recruit training with Sooke. Not a lot to report from the bomb cyclone. Lots of cardiac arrest calls recently. EOC met with equestrian society to do some information sharing.

### c) Seniors Information Resource Centre (SIRC) Liaison

SRC Coordinator Yvonne has been in contact with WSPR about functional fitness classes, to be offered at the old school. A hearing clinic coming up; big community soup day was on Saturday. Holiday lights tour is coming up on Dec 18, for seniors only, tickets available at the office for \$25.

### d) Poverty Reduction Subcommittee

Consultants coming back with their final recommendations before the plan is submitted.

### e) Health and Safety Subcommittee

Medical Mondays - may be back, not sure. Need to book some dates for other courses.

**8. Correspondence**

None.

**9. Other Business**

None.

**10. Adjournment and Next Meeting Date**

The meeting adjourned at 5:56 p.m. Next meeting will be Tuesday, January 28, at 4:30 p.m.



District of Metchosin

Minutes

**Public Works and Protective Services Committee Meeting  
December 9, 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 Councillors Gray and Donaldson that the Committee approve the agenda as amended with the addition of the following correspondence received as supplementary information regarding the Metchosin School site management:

- Carol Voyt
- Myrna Forland
- Barb Sawatsky

**Carried**

**2. Public Participation**

Barb Sawatsky, resident, expressed concerns regarding the management of the Metchosin school site, the role of the Healthy Community Advisory Select Committee (HCASC), and the financial viability of operating the school.

Jim MacPherson, resident, noted that a policy role is the responsibility of Council and not an advisory committee and shared some comments and concerns from Kathleen MacPherson, resident, regarding the old school debt, costs, budget, upgrades, repairs, and new entrance plans.

Carol Voyt, resident, expressed concerns regarding the mandate of the HCASC, recommended that the Chief Financial Officer take on the responsibility for developing a facility management plan to optimize operations, and suggested adopting a facility booking and rental system for the near term.

Avril Yoachim, resident, referenced the long-standing process of demonstrating expertise for advisory committee appointments, noted the differences in the purpose of the HCASC between 2010 and 2024, and expressed concerns that the new Terms of Reference are unfair to the HCASC and the taxpayers.

Shari Rourke, resident and HCASC Chair, indicated there may be misconceptions about the HCASC's involvement with commercial leases versus assisting Council with finding future revenue sources, noted that capital improvement is part of the HCASC's role, and pointed out that committee members have a wide variety of experience to bring to the table.

Chris Van de Water, resident and President of the Metchosin Arts and Cultural Centre Association, provided a document to Council including details suggested for inclusion in the draft management plan under the executive summary and land and building sections, in addition to information he submitted previously to the District in 2023.

Brent Donaldson, resident, referred to his experiences on advisory committees over the years and the requirement for related background, noted that the updated purpose of the HSCAC to include Metchosin School is stepping outside the scope of the original intent, and suggested if a new committee is formed that it is comprised of individuals with commercial rental and building experience.

### 3. Adoption of Minutes

**Moved and Seconded** by Mayor Little and Councillor Shukin that the Committee adopt the minutes of the Public Works and Protective Services Committee meeting held on November 18, 2024.

**Carried**

### 4. Reports for Information

#### a) Staff Report, Council Policy, Draft Terms of Reference, Healthy Community Advisory Select Committee (HCASC)

The Chief Administrative Officer provided an overview of the staff report regarding the revised Terms of Reference for the Healthy Community Advisory Select Committee.

Committee discussion:

- HCASC Terms of Reference (ToR) scope and relationship to school
- Fundamental questions to be answered at the governance level such as human resources, calendar, revenue, and community expectations
- Commercial leasing
- Rentals and user groups for the gym and grounds
- Fees and charges
- Accessibility
- Grant opportunities
- Evolution of the school and past Council decisions
- Staff resources
- Revenue, expenses, and budget
- Terms of Reference for all advisory committees
- School management plan
- Capital improvements
- Alternate revenue sources
- Potential programming with the West Shore Parks and Recreation Society
- Public engagement and community input
- ToR Section 6.1, Committee Roles and Responsibilities and process for referrals
- ToR Section 2 Scope and order of magnitude
- LandStory conceptual drawings of Metchosin Village Square from 2018
- Avoiding duplication of services between committees

**Moved and Seconded** by Councillors Gray and Donaldson that the Committee review the Draft Terms of Reference for the Healthy Community Advisory Committee and provide feedback to staff.

**Carried**

**b) Draft Management Plan, Community & Arts Centre (Metchosin School)**

The Chief Administrative Officer provided an overview of the draft management plan for the Metchosin School Community & Arts Centre.

Committee discussion:

- Draft management plan content
- Management objectives and strategies
- Vision statement
- Site description and building details
- Financial plan, operational costs, and opportunities to optimize revenue
- Commercial leasing versus community uses
- Managing user groups, bookings, training, programming, and diversifying spaces
- Staff resources and facility operations
- Village Square development
- Community input and potential public engagement event in February 2025
- Next steps in moving the process forward

**Moved and Seconded** by Councillor Shukin and Mayor Little that the Committee recommend Council direct Councillors Epp and Shukin to work with the Chief Administrative Officer, the Chief Financial Officer, and other staff as necessary to look at top-line governance questions including financial matters, revenue expectations, human resources needs around facilities, booking matters, and high-level operational matters.

**Carried**

**Action:** That staff provide the suggestions arising from the Committee discussion and public input at the Public Works and Protective Services Committee meeting of December 9, 2024 to the Chief Administrative Officer regarding the revised Terms of Reference for the Healthy Community Advisory Select Committee and the draft Management Plan, Community & Arts Centre (Metchosin School).

**Action:** That Committee members submit their comments to the Chief Administrative Officer regarding the draft Management Plan, Community & Arts Centre (Metchosin School)

**Action:** That the Chief Financial Officer expand on the recreation section of the 2025-2029 Five-Year Plan and provide a report to Council in January 2025.

**Action:** That the Chief Administrative Officer report on the findings related to top-line governance questions to Council at a future meeting in 2025.

**5. Correspondence**

The following correspondence was received as supplementary information regarding the Metchosin School site management:

- Carol Voyt
- Myrna Forland
- Barb Sawatsky

**6. Adjournment**

**Moved and Seconded** by Mayor Little and Councillor Donaldson that the meeting be adjourned at 8:33 p.m.

**Carried**

**Certified Correct:**

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**Chair**

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**Corporate Officer**

District of Metchosin

Minutes

**Committee of the Whole Meeting  
January 13, 2025 at 7:00 p.m.**

Council Chamber  
Metchosin Municipal Hall

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

**Present:** Councillor Epp in the Chair, Mayor Little, Councillors Donaldson, and Shukin. Also present was Bob Payette, Chief Administrative Officer, Stephanie Dunlop, Fire Chief and Jennifer Miller, Legislative Services Assistant

**Regrets:** Councillor Gray

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 Councillor Donaldson and Mayor Little that the Committee of the Whole approve the agenda as amended with the addition of the following correspondence as supplemental information:

- Avril Yoachim, Metchosin Arts & Cultural Centre Association
- Barb Sawatsky, Metchosin Arts & Cultural Centre Association

**Carried**

**2. Public Participation**

Sasha Kubicek, resident, spoke to the Agricultural Advisory Select Committee recommendations from the December 10, 2024 meeting regarding fill removal or placement on the Agricultural Land Reserve (ALR).

Pattie Whitehouse, resident, made recommendations for speaking into the new microphone system.

Darren Brown, resident, expressed concerns regarding transparency, fiscal responsibility, community priorities and alignment with the Active Transportation Network Plan, use of grant funding, existing parks and trails, and the Parks & Trails Advisory Select Committee (PTASC) Terms of Reference and subcommittees.

**3. Adoption of the Minutes**

**Moved and Seconded** by Councillors Shukin and Donaldson that members of the Council Standing Committees approve the minutes of the respective Committee's final 2024 meetings held on the following dates:

- Finance Committee, October 7, 2024
- Special Finance Committee, Budget Meeting, October 9, 2024
- Special Finance Committee, Budget Meeting, October 24, 2024
- Special Finance Committee, Budget Meeting, November 12, 2024
- Community Planning Committee, November 18, 2024

- Environment and Natural Areas Committee, November 18, 2024
- Special Finance Committee, Budget Meeting, November 21, 2024
- Special Finance Committee, Budget Meeting, December 5, 2024
- Public Works and Protective Services Committee, December 9, 2024

**Carried**

#### 4. **Receipt of Minutes**

**Moved and Seconded** by Councillors Shukin and Donaldson that the Committee of the Whole receive the minutes of the following meetings:

- Agricultural Advisory Select Committee Meeting, December 10, 2024
- Parks & Trails Advisory Select Committee Meeting, December 17, 2024
- Environmental Advisory Select Committee Meetings, November 26 and December 18, 2024
- Healthy Community Advisory Select Committee Meeting, November 26, 2024
- Firehall Steering Committee Meeting, December 4, 2024

**Carried**

#### 5. **Business Arising**

##### a) **Agricultural Advisory Select Committee Recommendations, December 10, 2024 Meeting**

##### **Geese Update**

Councillor Donaldson provided an overview of the geese update recommendation including the draft resolution and backgrounder provided in the agenda package.

Committee discussion:

- Complexities and regulations
- Communication with the Capital Regional District
- Level of success of culls in other locations

**Moved and Seconded** by Councillor Donaldson and Mayor Little that the Committee of the Whole recommend Council send a resolution to present at the Association of Vancouver Island Coastal Communities (AVICC) Convention to support a Goose cull and seek support from Peninsula & Area Agricultural Committee (PAAC) municipalities for the resolution.

**Carried**

**Councillor Epp opposed the motion**

##### **Fill Removal or Placement on ALR Land**

Councillor Donaldson provided an overview of the fill removal or placement on the Agricultural Land Reserve (ALR) recommendation.

Committee discussion:

- Soil regulations
- Farming on ALR land
- Communicating ALR regulations to the public

**Moved and Seconded** by Councillor Donaldson and Mayor Little that the Committee of the Whole recommend Council direct staff to incorporate Agricultural Land Commission regulations (ALC Policy L-02) for soil removal or placement for properties within the Agricultural Land Reserve (ALR) into the *Metchosin Soil Removal and Deposit Bylaw, No. 402*.

**Carried**

**Recommendation:** The Committee of the Whole recommends that the District make these ALR rules readily available and easy to access for farm owners within the ALR.

**Carried**

## 6. Reports

### 6.1 Finance

#### 6.1.1. Councillor's Update

Councillor Donaldson provided the following updates:

- Juan de Fuca Water Distribution Commission
  - Bulk Water Station
- West Shore Parks & Recreation Facilities Master Plan Update
  - Regional Parks & Recreation Facilities Master Plan Update
  - Juan de Fuca Arena
- Agriculture
  - Goose Cull Resolution to the Association of Vancouver Island Coastal Communities (AVICC) and the Union of BC Municipalities (UBCM)
- Soil Dumping Workshop, November 13, 2024

### 6.2 Community Planning

Councillor Shukin reported on the following items:

#### 6.2.1. Update to Parks & Trails Master Plan

- What is to be updated
- Project scope
- Public engagement
- Proposed timelines
- Additional information to draw upon
- Budget
- Importance of the Master Plan

Committee discussion:

- Parks and trails are integral to Metchosin
- Past accomplishments and planning
- Budget and costs

**Moved and Seconded** by Councillor Shukin and Mayor Little that the Committee of the Whole recommend Council authorize the Parks and Trails Advisory Select Committee to proceed with updating the District's Parks & Trails Master plan, based on the scope of work and timeline presented on January 13, 2025.

**Carried**

6.2.1. Draft District of Metchosin Council – 2025 Priorities

Presentation

Councillor Shukin provided an overview of Council's 2025 Priorities.

- Support District staff in maintaining day-to-day operations in Metchosin
- Develop a responsible operations and capital budget for 2025
- Support the continuing development of Metchosin School as a thriving, community-focused multi-use facility
- Continue exploring the future of Metchosin's Fire Hall
- Address provincial housing requirements
- Update bylaws/policies that support environmental protection, a peaceful / livable community, housing requirements, and good governance
- Address public safety matters
- Continue working to protect our environment, supporting initiatives focused on land conservation, biodiversity enhancement, and water / watershed protection
- Support and be involved in opportunities to enhance agricultural, recreational, cultural, and community building activities
- Continue community engagement
- Continue evolving and updating Council governance processes

Public Input on Council 2025 Priorities

Brent Donaldson, resident, inquired about housing initiatives and the Interim Housing Needs Report method and estimates.

Jim MacPherson, resident, inquired about the District's representative on the Accessibility Advisory Committee and the District's alcohol consumption policy.

**Moved and Seconded** by Councillors Shukin and Donaldson that the Committee of the Whole recommend Council approve the District of Metchosin 2025 Council Priorities.

**Carried**

**6.3 Public Works and Protective Services**

6.3.1. Councillor's Update

Councillor Epp provided the following updates:

- Metchosin Seniors' Association - Resource Centre Recent and Upcoming Events:
  - ICBC driving safety presentation, January 9, 2025
  - Metchosin Caregivers support group monthly meeting, January 16, 2025
  - Service Canada/CRA presentation, January 22, 2025
  - Ears to You Mobile hearing testing, January 29, 2025
  - Sleep workshop, January 30, 2025

- Monthly Friday Social January 31, 2025 (Metchosin Community House)
- Public Works
  - On standby for weather conditions, sanding and salting as required
  - Maintenance on signs, culverts, bridges, and grounds
  - Potholes at Community House
- Metchosin School
  - Classrooms, rentals, and rates
  - Leases/tenants
  - Programs and courses
  - Financial report for Metchosin School to come forward
- Coffee with the Mayor, January 16, 2025 2:00-4:00 p.m. at the Municipal Hall

**7. Correspondence**

**a) Metchosin Arts & Cultural Centre Association (MACCA), Proposed Events & Projects for 2025**

Correspondence from the Metchosin Arts & Cultural Centre Association (MACCA), Proposed Events & Projects for 2025, was received for information.

Correspondence from Avril Yoachim and Barb Sawatsky regarding Metchosin Arts & Cultural Centre Association (MACCA), Proposed Events & Projects for 2025 was received for information.

**b) Mollie Cameron, President, Wild Wise Society, 2024 Grant-in-Aid**

Correspondence from the Wild Wise Society regarding 2024 Grant-in-Aid, was received for information.

**8. Adjournment**

**Moved and Seconded** by Councillor Shukin and Mayor Little that the Committee of the Whole adjourn the meeting at 8:00 p.m.

**Carried**

**Certified Correct**

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**Chair**

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**Corporate Officer**