



## DISTRICT OF METCHOSIN

### AGENDA

#### PARKS & TRAILS ADVISORY SELECT COMMITTEE MEETING

March 18, 2025 at 7:00 p.m.  
Council Chambers  
Metchosin Municipal Hall

---

1. **Agenda, Additions, Approval**
2. **Presentations**
3. **Public Participation**
4. **Adoption of Minutes**
  - a) Parks & Trails Advisory Select Committee, February 18, 2025 ..... 1
5. **Receipt of Minutes**
  - a) Environmental Advisory Select Committee, February 25, 2025 .....5
  - b) Committee of the Whole, February 10, 2025 .....9
  - c) Committee of the Whole, March 10, 2025..... 17
6. **Business Arising from the Minutes**
  - a) Beckingham Subdivision
  - b) Blinkhorn Nature Park
7. **Reports**
  - a) Parks & Trails Coordinator Verbal Report
  - b) Council Liaison Verbal Report
  - c) Chair Verbal Report
8. **Correspondence**
9. **Other Business**
  - a) Duke Road East Trail Update
    - i. Meeting and Site Visit
  - b) Parks & Trails Master Plan Updates
    - i. Public Engagement and Mapping
      - Draft Open House and Metchosin Muse Article Content .....25
    - ii. Technical
  - c) Discussion: [Draft Active Transportation Network Plan \(ATNP\)](#)
10. **Adjournment and Next Meeting Date**



District of Metchosin  
Minutes  
**Parks and Trails Advisory Select Committee Meeting**  
**February 18, 2025 at 7:00 p.m.**  
Council Chamber  
Metchosin Municipal Hall

---

**Present:** Ron Aubrey (Chair), Jay Shukin (Councillor Liaison), Kathy Atherton, Ryan Carter, Caroline Donahue, Karen Hoffman, Jim Nan, David Shanks (Recorder)

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

**1. Agenda, Additions and Approval**

Jim requested to add item on Blinkhorn Nature Park, added under 9.d.

**Moved** by David that the Committee approve the agenda as amended.

**Carried**

**2. Presentations**

None.

**3. Public Participation**

Avril Yoachim, resident

- Reminded that Winfall Road was agreed to be off the Master Plan, but it now appears on the Active Transportation Plan. Due to cost and terrain.
  - Asked that past agreement be communicated to the Urban Systems
  - Note from PTASC, ATP is still draft and survey is currently live to receive feedback
    - Link: <https://www.metchosin.ca/government-bylaws/news-alerts/metchosin-draft-active-transportation-network-plan-phase-2-engagement>

**4. Adoption of Minutes**

a) Parks & Trails Advisory Select Committee, January 21, 2025

**Moved** by Jim that the Committee approve the minutes of the Parks and Trails Advisory Select Committee meeting held on January 21, 2025.

**Carried**

**5. Receipt of Minutes**

a) Metchosin Environmental Advisory Select Committee, January 28, 2025

- Noted that motion regarding Riparian Area Regulations might have an impact on the proposed trail development within the Beckingham Subdivision.
  - Clarified this change is rather complex and long way off

**Moved** by Caroline that the Committee receive the minutes of the Environmental Advisory Select Committee meeting held on January 28, 2025.

**Carried**

## 6. Business Arising from the Minutes

### a) Beckingham Subdivision

- Kathy taking on PTASC lead for next site visit relating to Phase 2 of Beckingham subdivision
  - Phase 2 discussion
    - Developer currently seeking to commence Phase 2 of development. Proposed that 1 or 2 PTASC members attend this next walk about.
    - Ron noted he is pleased to have PTASC consulted and included for visit with CAO.
    - Phase 1 trail to be visited during same site
    - Agreed for Karen to be second PTASC member to attendee
  - Phase 1 discussion
    - Noted that there is benefit to including past Metchosin expert on Trail building for Phase 1 walk thru to seek their input
    - **Action:** Jay to follow-up on the request to have planned Right of Way flagged so that location for trail and crossing of wet area could be seen & understood on walkthrough.

## 7. Reports

### a) Parks and Trails Coordinator

- Graffiti reported on Metchosin Wilderness Park to the wooden signage. Understood to be Deer Park Entrance. Not yet resolved.

### b) Council Liaison

- Budget related updates
  - Funding received/approved for further study of the Duke Rd East trail. If approved by council, the request was that remaining funds be used for Phase 1 DRE trail construction.
    - Reflecting on the July 31, 2024 community input session, PTASC heard strong support for improving roadside safety.
    - Phase 1 of DRE appears very feasible and cost effective; the study will look closer.
  - Approval for \$20,000 for Parks & Trail Master Plan development, with understanding work to proceed within PTASC. Funds to be used for printing, mapping assistance, graphic design, etc.
  - Overall tax increase is presently anticipated at approx. 5.3% (residential tax class). Finance Committee has approved the hiring of a fourth Public Works crew member.

### c) Chair Verbal Report

- Meeting today to discuss Duke Rd East with CAO and Engineer on contract with Metchosin. Walk planned to look at potential trail locations and seek his recommendation and input.
  - Still in information gathering phase, public consultation to proceed prior to any decision on moving forward with trail.
  - Engineer noted that traffic calming measures will be integral to improving safety for pedestrians

- Council approval is needed before moving forward with any trail construction on DRE
- Spoke with John Russell from City of Colwood, and they are willing to share information to Metchosin CAO on how volunteers, such as Trail Stewards, can be covered under WorkSafe BC insurance coverage.
- Still undertaking to make connections with Colwood Trails counterparts

## 8. Correspondence

- Metchosin Equestrian Society, New Mounting Rocks installed. Thank you received.

## 9. Other Business

### a) Bylaw and Policy Material for Annual Review

- i. District of Metchosin Respectful Workplace Policy # A-100.40
  - Applies to PTASC and other Advisory Select Committee members, it also applies to employees, contractors, and volunteers (as defined in the Policy). District of Metchosin Advisory Select Committee Bylaw No. 493
  - Discussed key provisions and how the Bylaw applied to all of the Advisory Select Committees: PTASC, as well as Environment, Healthy Community, and Agriculture.
- ii. Parks & Trails Advisory Select Committee (PTASC) Terms of Reference, Policy C-100.73
  - Current discussion for update to these Terms of Reference. It is expected this revision will come to PTASC for comment.
    - Discussed future updates identified that should be collected & shared with Council. (e.g. “Ad Hoc Trails Committee”, adding Trails Steward Program, description of Trails Coordinator Role)
- iii. District of Metchosin Council Procedure Bylaw No. 507 item
  - **Request to District Staff:** Ask for Metchosin representative (Councillor Donaldson) to Westshore Parks & Rec share relevant updates to PTASC for our information.

### b) Parks & Trails Master Plan, Council Resolution, January 20, 2025

### c) Parks and Trails Master Plan

- i. General updates from subcommittees
  - Duke Rd East discussed above under 7c)
- ii. Public Engagement Plan
  - Muse article has been submitted. Intent to post information for District Website for March 1<sup>st</sup>
  - Open house
    - Proposed for drop-in style engagement on April 5. Will seek PTASC members to attend & will also need to prepare discussion boards and materials.
    - Will promote the open house through a range of channels: website, Muse article, Fire Hall sign, etc..

- Suggested to put all Open House Materials on District Website & then provide period after open house for Community Members to also provide input
  - **Action:** It was agreed to proceed with the Open House on Saturday, April 5.
- iii. Discussion of Values / Guiding Principles, Public Engagement Plan
- Update from Kathy on review of P&T Master Plans; general themes
    - Connectivity, respect for environment, invasives, wildlife corridors, climate mitigation,
    - Building trails at subdivision to be complete by time the development is complete
    - Acknowledging First Nations
    - Mountain bikes, eBikes, multi-use, accessibility, dogs in parks
    - FireSmart (includes climate change mitigation and adaptation)
- d) Blinkhorn Nature Park
- Name changed from Blinkhorn Nature Park to Blinkhorn Lake Nature Park in various published locations
    - At commencement of the park, the view was to have the name reflect the intent of keeping it in natural state & avoid the area as a swimming destination.
    - It is incorrectly identified in Official Metchosin Map, Website, and Metchosin Parks & Trails Brochure. Requested that this be reverted to the original name, without “Lake”
      - **Action:** Jay to raise the topic to staff to make correction to name on the Metchosin website, Map, & Brochures

## 10. Adjournment and Next Meeting Date

**Moved** by Caroline that the Committee adjourn the meeting at 8:59 p.m.

**Carried**

The next meeting will be held on Tuesday, March 18, 2025 at 7:00 p.m.

District of Metchosin

Minutes

**Environmental Advisory Select Committee Meeting**

**Tuesday, February 25, 2025 at 7:00 p.m.**

Council Chamber

Metchosin Municipal Hall

---

**Present:** Councillor Steve Gray, Bill Cave, Garry Fletcher (Chair), Merrilee Hoen (recorder), Ric Perron, Erin Van de Water

**Regrets:** Andy MacKinnon, Anna Hall

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

**1. Agenda, Additions and Approval**

Additions to Other Business:

Discussion about facilitating student environmental projects, consider a BC government statement that refers to Race Rocks as part of Metchosin.

**Moved and Seconded** by Steve and Erin that the Committee approve the agenda as amended.

**Carried**

**2. Presentations**

None.

**3. Public Participation**

Nicole Shukin expressed support for the draft outline of a Biodiversity and Natural Assets Plan. In keeping with the draft document, she recommended that the proposed zoning category “Conservation Zone P4” under consideration for the Buffer Lands might be an appropriate designation for other lands in Metchosin.

**4. Adoption of Minutes**

a) Environmental Advisory Select Committee, January 28, 2025

**Moved and Seconded** by Ric and Bill that the Committee approve the minutes of the Environmental Advisory Select Committee meeting held on January 28, 2025.

**Carried**

**5. Receipt of Minutes**

- a) Committee of the Whole, January 13, 2025
- b) Committee of the Whole, February 10, 2025
- c) Parks & Trails Advisory Select Committee, December 17, 2024
- d) Parks & Trails Advisory Select Committee, January 21, 2025

**Moved and Seconded** by Merrilee and Erin that the Committee receive the minutes of the Committee of the Whole meetings held January 13, 2025 and February 10, 2025 and the minutes of the Parks & Trails Advisory Select Committee meetings held December 17, 2024 and January 21, 2025.

**Carried**

**6. Business Arising from the Minutes**

a) Spongy Moth Spraying Program

Erin has been gathering information about the aerial spraying program. Municipalities will be asked for their permission before spraying is done. Erin proposes that we recommend to Council that they do not give permission if approached in future.

**Action:** Erin will circulate the information she has gathered for consideration at our next meeting.

**Action:** Committee members to review information gathered in preparation for making a recommendation at the next meeting.

b) Working on a Local Biodiversity and Natural Assets Plan

Steve included a draft outline of the Local Biodiversity and Natural Assets Plan in the agenda package for this meeting. Several other municipalities have created similar documents, and we can learn a lot from them. Garry recommends looking at Gibson's plan as one model. With increasing pressure for development, we need to identify sensitive, biologically rich areas in line with our Official Community Plan (OCP). With increasing climate change pressure, we need to also identify existing natural assets performing functions that, if lost, would have to be replaced at great expense to the municipality. An example of this is flood control provided by wetlands.

Topics of discussion at future meetings will be how to engage the public for input as we refine the plan. Some preliminary ideas included conducting opinion polls, facilitated round table discussions, workshops and Metchosin Community Day displays.

**Action:** Committee members to provide feedback to Steve on the draft document.

**Action:** Garry to check with Andy about the progress he is making with the project to prepare data for the Conservation Data Centre using maps and other data that has been collected in Metchosin in the past.

**Action:** Steve will share the draft Local Biodiversity and Natural Assets Plan with our Planner and the Agriculture Advisory Select Committee for feedback. Steve will also touch base with Sc'ianew First Nation and contact the community groups mentioned in the document to refine the descriptions of activities and garner additional feedback.

**7. Reports**

a) Chair's Verbal Report

None.

b) Council Liaison Verbal Report

Steve and Councillor Sharie Epp attended an on-paper Western Canada Marine Response Corporation (WCMRC) oil spill simulation of a large spill on Constance Bank. WCMRC representatives have agreed to make a presentation to Council in the near future to provide an update on preparations.

Steve and Sharie learned that the province and WCMRC will be responsible for shoreline response. Up to now we had thought that Metchosin would be responsible for this. Metchosin will be responsible still for evacuation of residents, as needed.

**8. Correspondence**

None

**9. Other Business**

a) Election of Chair and Vice Chair

Chair: Garry Fletcher  
Vice-Chair: Merrilee Hoen

b) Bylaw and Policy Material for Annual Review

The committee reviewed the following documents for information.

- i. District of Metchosin Respectful Workplace Policy # A-100.40
- ii. District of Metchosin Advisory Select Committee Bylaw No. 49
- iii. Environmental Advisory Select Committee (MEASC) Terms of Reference, Policy C-100.72
- iv. District of Metchosin Council Procedure Bylaw No. 507

b) Race Rocks Ecological Reserve

While looking at some BC government documents outlining some changes to how parks are designated, Garry noticed that the Race Rocks Ecological Reserve is listed as being in Metchosin. Formerly, it was always listed as being in the Juan De Fuca District.

**Action:** Garry will investigate if this is an error or if a change has occurred.

c) Project criteria and student support

If the various environmental groups in Metchosin could tailor their project descriptions to meet the criteria for projects students must complete to fulfill their program requirements, it is possible that these groups could obtain much more help.

**Action:** Merrilee will investigate the criteria needed for projects for the Environmental Restoration and Geography programs at UVic and Erin will investigate similar criteria at Camosun.

**10. Adjournment and Next Meeting Date**

**Moved and Seconded** by Ric and Merrilee that the Committee adjourn the meeting at 8:55 p.m.

**Carried**

The next meeting will be held on Tuesday, March 25, 2025 at 7:00 p.m.

District of Metchosin

Minutes

**Committee of the Whole Meeting  
February 10, 2025 at 7:00 p.m.**

Council Chamber  
Metchosin Municipal Hall

---

**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, and Jennifer Miller, Legislative Services Assistant

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

**1. Agenda, Additions and Approval**

**Moved and Seconded** by Mayor Little and Councillor Shukin that the Committee of the Whole agenda be approved as amended with the addition of the following correspondence as supplemental information:

- Alison LeDuc, Environmental Advisory Select Committee Recommendations, November 26, 2024 and January 28, 2025, Local Government Riparian Regulations

**Carried**

**2. Public Participation**

Barb Sawatsky, resident, expressed concerns regarding the state of the Weir Beach access and stair structure, safety and stability, staff oversight, professional assessments, and rebuilding costs.

Leonor Davidson, resident, advised that the Westshore Quilters' Guild is having a quilt show at the Juan de Fuca Recreation Centre April 3-5, 2025.

Brent Donaldson, resident, provided a snapshot of development permit areas and voiced concerns regarding the proposed Green Bylaws Toolkit and potential impacts to property owners such as property depreciation and land use limitations.

**3. Adoption of the Minutes**

**Moved and Seconded** by Councillor Donaldson and Mayor Little that the minutes of the Committee of the Whole meeting held on January 13, 2025 be adopted.

**Carried**

**4. Receipt of Minutes**

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

- Parks & Trails Advisory Select Committee Meeting, January 21, 2025
- Healthy Community Advisory Select Committee Meeting, January 28, 2025
- Environmental Advisory Select Committee Meetings, January 28, 2025

**Carried**

5. **Business Arising**

a) **Metchosin Environmental Advisory Select Committee (MEASC) Recommendations, November 26, 2024 and January 28, 2025 Meetings**

**Invasive Himalayan Blackberry (HBB) Regional Management**

Councillor Gray provided an overview of the MEASC recommendation regarding Invasive Himalayan Blackberry (HBB) Regional Management.

Committee discussion:

- Staff pesticide use training and certification
- Staff time and daily workload
- Invasive species management
- Metchosin Invasive Species Cooperative (MISC)
- Capital Regional Invasive Species Partnership (CRISP) jurisdiction and membership
- CRISP meeting frequency and platform
- Budget and priorities
- Community input
- Staff role in invasive species removal
- District Operations
- Regional Best Management Practices
- MEASC's Role and Terms of Reference
- Capital Region Priority List and Control Categories

**Moved and Seconded** by Councillors Gray and Shukin that the Committee of the Whole recommend that Council follow regional best management practices for invasive species on a species-by-species basis.

**Moved and Seconded** by Councillors Gray and Shukin to amend the motion by replacing “follow” with “support”.

**The main motion as amended was adopted, with the final wording being as follows:**

**Moved and Seconded** by Councillors Gray and Shukin that the Committee of the Whole recommend that Council support regional best management practices for invasive species on a species-by-species basis.

**Carried**

**Moved and Seconded** by Councillors Gray and Shukin that the Committee of the Whole recommend that Council direct the Chief Administrative Officer assign a Public Works staff member to be a Metchosin representative on the Capital Regional Invasive Species Partnership (CRISP), alongside (for now, at least) Councillor Gray.

**Carried**

**Mayor Little and Councillor Donaldson opposed the motion**

It was suggested that staff could assess and report back on a Public Works staff member being a Metchosin representative on CRISP and that this item could be reevaluated as needed.

**Moved and Seconded** by Councillors Gray and Shukin that the Committee of the Whole recommend that Council ask MEASC to advise the District on invasive best management practices and pesticide use as issues arise.

**Carried**

**Moved and Seconded** by Councillors Gray and Donaldson that the Committee of the Whole recommend to Council that efforts to control Himalayan Blackberry should be a low priority for Metchoshin, and should focus on control, not eradication, as per the Capital Regional Invasive Species Partnership (CRISP) rankings.

**Carried**

**Mayor Little and Councillor Shukin opposed the motion**

### **Local Government Riparian Regulations**

Councillor Gray provided an overview of the MEASC recommendation regarding Local Government Riparian Regulations.

Committee discussion:

- Riparian Areas Protection Regulation (RAPR)
- Complexity, workload, and process to apply Local Government Riparian Area Regulations in Metchoshin
- Council's priorities
- Green Bylaws Toolkit for Protecting and Enhancing the Natural Environment and Green Infrastructure
- Protecting biodiversity and water courses
- Official Community Plan
- Zoning and land use regulations
- Impact to property owners and consultation
- Staff time and resources
- Streamside Protection and Enhancement Area (SPEA)
- Mapping
- Policy creation

**Moved and Seconded** by Councillors Gray and Shukin that the Committee of the Whole recommend to Council that staff investigate applying Local Government Riparian Area Regulations in Metchoshin, enacted through Environmental Development Permit Areas plus zoning.

**Carried**

**Mayor Little and Councillor Donaldson opposed the motion**

## **6. Reports**

### **6.1 Community Planning**

#### **6.1.1 Staff Report, Request for Development Variance Permit, 4764 Cardsview Terrace**

Councillor Shukin provided an overview of the Staff Report regarding a request for Development Variance Permit, 4764 Cardsview Terrace.

**Moved and Seconded** by Councillors Shukin and Donaldson that the Committee of the Whole direct staff to provide notice to landowners within 60m of the subject property informing them of the development variance permit application, its purpose, and the March 3, 2025 meeting date when a resolution regarding issuance of the following variance for the property at 4764 Cardsview Terrace will be considered:

to consider varying section 58(6)(a) of Metchosin Land Use Bylaw No. 259 to reduce the 7.5 m front yard setback to allow a proposed accessory building to be 6.3 m at the right corner of the building and 6.9 m at the left corner of the building (on the house side); **And That** the Committee of the Whole direct staff to schedule a site visit of the property 4764 Cardsview Terrace as soon as possible.

**Carried**

#### 6.1.2 Councillor's Update

Councillor Shukin reported on the following items:

- Report on key matters related to the School
  - A draft report has been developed regarding vision, revenue expectations, renting versus leasing, and bookings.
  - Looking to present at the March Committee of the Whole meeting.
- Recruitment for Parks & Trails Advisory Select Committee (PTASC) members and Trails Coordinator
  - Both PTASC and the Healthy Community Advisory Select Committee are recruiting new members.
  - PTASC is also recruiting a new Trails Coordinator.
- Trail Stewards Program
  - PTASC would like to look at re-launching a volunteer program that was previously in place where local residents take up the role of being they eyes and ears around local trails to watch for situations that could impact park users and liaise with staff via the Trail Coordinator to address issues.
  - To be discussed with the Chief Administrative Officer.
- Parks & Trails Master Plan Process
  - Work is continuing on the Parks & Trails Master Plan process.
  - PTASC has created a subcommittee to look at matters like trail standards, individual management plans for the trails, and future issues
  - A public engagement plan is being developed, which will include a public input session in the coming months.
- Duke Road East (DRE)
  - Continuing to explore both a roadside trail and the potential of other pedestrian safety elements on DRE – now with the benefit of a survey that was done in late 2024.
  - A subcommittee has also been identified to look more closely at this issue, including the prospects of a roadside trail for phase one.
  - No decision has been made to proceed, and any decisions will be made by Council.
- Weir Beach Trail
  - Staff are working on a solution for repairs to storm damage to the lower portion of the Weir Beach stairs.

## 6.2 Environment and Natural Areas

Councillor Gray reported on the following items:

- Upcoming Information Session and Community Consultation
  - Seminar of subdivision process, February 26<sup>th</sup>
  - Draft Active Transportation Network Plan, March 5<sup>th</sup>
- Support BC Legislating its Coastal Marine Strategy
  - District of Saanich and City of Langford voted in favour of BC municipalities pushing the Government of BC to enshrine its Coastal Marine Strategy into law, February 3<sup>rd</sup>
  - Coastal Marine Strategy co-developed with First Nations
  - Resolutions in support to the Association of Vancouver Island Coastal Communities (AVICC) and Union of British Columbia Municipalities (UBCM)
- Moralea's Meadow – BC Hydro ReGreening Grant
  - Volunteer group restored areas withing Moralea's Meadow utilizing grant funding
- Biodiversity and Natural Assets Planning
  - MEASC has begun work to define the parameters for a Biodiversity and Natural Assets plan for Metchosin
- CRD Goose Watch
  - Regional Canada Goose Winter Survey, February 3<sup>rd</sup>
  - Capital Regional District's Regional Canada Goose Management Strategy

Committee discussion:

- BC Government's Coastal Marine Strategy

**Moved and Seconded** by Councillors Gray and Donaldson that the Committee of the Whole recommend Council endorse a resolution in support of BC legislating its Coastal Marine Strategy for the Association of Vancouver Island Coastal Communities (AVICC) and the Union of British Columbia Municipalities (UBCM).

**Carried**

## 6.3 Public Works and Protective Services

Councillor Epp provided the following updates:

- Public Works
  - Winter conditions: great work from the Public Works crew for keeping the roads sanded, salted, and plowed.
- Metchosin Seniors' Association
  - Fraud Prevention Presentation, February 12<sup>th</sup>
  - Caregivers Support Group Meeting, February 20<sup>th</sup>
  - Housing and Care Continuum, February 27<sup>th</sup>

- Active Transportation Network Plan (ATNP) and Property Tax Information
  - Public Open House and Engagement Session, March 5<sup>th</sup> @ 4:00 p.m. hosted by Urban Systems
  - ATPN Survey, mid-February
  - The Chief Financial Officer will provide information and answer questions regarding this year's budget and property taxes
- Western Canada Marine Response
  - Spill response conducted February 5<sup>th</sup> by the Western Canada Marine Response Corporation (WCMRC)
- Fire Chief Updates
  - Metchosin School rentals (Pickleball, Coast Guard, Dog Training, Jiu-jitsu, West Shore Parks & Recreation courses including First Aid
  - Emergency Program – more grants on the way
  - 59 calls in January (falls/ice, three structure fires, and a couple of rescue calls)
  - New recruits training in full swing

#### 6.4 Finance

Councillor Donaldson provided the following updates:

- Agriculture
  - Association of Vancouver Island Coastal Communities (AVICC) Resolution, Non-Migratory Resident Canada Geese
  - Reimagine West Shore events:
    - Seedy Saturday, March 8<sup>th</sup>
    - Building Incredible Soil, March 13<sup>th</sup>
    - Composting Basics, April 10<sup>th</sup>
- West Shore Parks & Recreation Society
  - Board elections for 2025 operating year
  - Fitness at Metchosin School
  - Urban Rec Beach Volleyball proposal
  - Aquatic staff presentation
  - Regional Parks & Recreation Facilities Master Plan Update
  - Pickleball court construction project update
  - Pool updates
- Greater Victoria Public Library
  - Borrowing trends
  - Library access and growth
  - Family Literacy Week
  - Staffing updates
  - Board governance
- Juan de Fuca Water Distribution Commission
  - Staff restructuring
  - Water Watch
  - Terms of Reference update
  - Commissioner remuneration report

- Muse Articles:
  - Farmers' Market
  - Recreation in the town core

**7. Correspondence**

Correspondence was received as supplemental information from Alison LeDuc regarding the Environmental Advisory Select Committee Recommendations, November 26, 2024 and January 28, 2025, Local Government Riparian Regulations.

**8. Adjournment**

**Moved and Seconded** by Councillor Gray and Mayor Little that the Committee of the Whole adjourn the meeting at 9:03 p.m.

**Carried**

**Certified Correct**

---

**Chair**

---

**Corporate Officer**



District of Metchosin

Minutes

**Committee of the Whole Meeting  
March 10, 2025 at 7:00 p.m.**

Council Chamber  
Metchosin Municipal Hall

---

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

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

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 Councillors Shukin and Donaldson that the Committee of the Whole agenda be approved as amended with the addition of the following correspondence as supplemental information:

- Darren Brown, Parks and Trails Masterplan, Duke Road East Trail
- Avril Yoachim, Metchosin School
- Carol Voyt, Metchosin Pickleball Club, Metchosin School

**Carried**

**2. Presentations**

**a) Shannon Carman, Metchosin Village Square Society (MVSS), Metchosin Village Square Project**

Shannon Carman provided an overview of the presentation including:

- Thank you to Council for previous approval of the Village Square project
- Reference to fostering social connections being cited in the vision statement for the Metchosin School Management Report.
- Due to a classroom being leased where the entry way was going to go through, that aspect of the build has been postponed; however, the remaining phases will move forward, namely the landscaping and creation of the Village Square itself.
- The MVSS will work closely with the District to get the project shovel ready including design details, stakeholder input, suppliers, budget, communications and fundraising.
- The MVSS requests that a Councillor be delegated to act as a liaison to work with MVSS to refine the details of the build, report back to Council on progress, and consult with Council on any required decisions.
- The MVSS wishes to ensure a clear path of communication is established prior to fundraising efforts.

Committee of the Whole discussion:

- Previous Council resolutions related to the Main Entrance and Village Square
- Staff Report and Council Resolution from the Council meeting of July 31, 2024
- Proposal for a Main Entrance and Village Square, June 2024

- Budget
- Fundraising
- Volunteer efforts
- Councillor Liaison to the MVSS

**b) Rebecca Nielsen, Bilston Watershed Habitat Protection Association (BWHPA), Protecting the Bilston Creek Habitat**

Rebecca Nielsen provided an overview of the PowerPoint presentation including:

- Overview of Bilston Creek
- Resident Coastal Cutthroat Trout (CCT)
- Vernal Stream and Wetland Habitat
- Bilston Watershed Terrestrial Wildlife
- Stewardship priorities for conservation of CCT in Bilston Creek
- BWHPA funding sources
- CCT population assessments
- Propagation workshops
- Community engagement and environmental education
- BWHPA activities
- Monthly stream cleanups
- Stream crossing signs
- Water quality monitoring program
- Summary of requests:
  - Collaborate with the District on stream signs installation
  - Municipal support for volunteer stream clean up events and garbage removal
  - Matching funds for water quality monitoring program for sites within Metchosin
- Thanks to BWHPA partners and supporters

Committee of the Whole discussion:

- BWHPA requests
- District Grant-in-Aid application process
- Size of fish discovered in the population assessments
- Stormwater pond location
- Benefit analysis and establishing a baseline for the health of the watershed
- Locations of previous benefit analysis and proposed future analysis
- Volunteer community group
- Education program
- Funding received from the City of Langford
- Water quality monitoring budget item versus Grant-in-Aid
- Climate Action reserve in budget

**Action:** That Ms. Nielsen combine the Bilston Watershed Habitat Protection Association's three requests into one proposal and submit to the District in advance of the next Finance Committee meeting for consideration.

**3. Public Participation**

Carol Voyt, resident and Metchosin Pickleball Club, provided an overview of the Pickleball Club's activities, facility rental bookings, program hours, and benefits to the community. Ms. Voyt expressed concerns about West Shore Parks & Recreation bookings and a provisional management system.

Kym Hill, resident, expressed concern about unresolved bylaw infractions in her neighbourhood and urged Council to deliver better and more efficient bylaw services, stay focussed on priorities, avoid distractions, and listen to the voices of Metchosin elders.

Donna Begley, resident, spoke in support of the Metchosin Pickleball Club, outlined the health and social benefits of pickleball, and inquired about what is happening with the gym bookings moving forward.

Sarah Anthony, resident, commented on the length of time that the Village Square Project has been in discussion and expressed support for moving forward with the project to improve the space, particularly as there is a community group willing to do the work.

Avril Yoachim, resident, expressed concerns about taxpayers subsidizing the school, noted that the Report on the Metchosin School Finances and Management Matters only deals with half of the school, and urged Council to address the rents and leases for all rooms in the school to generate revenue.

#### 4. Adoption of the Minutes

**Moved and Seconded** by Councillors Shukin and Donaldson that the minutes of the Committee of the Whole meeting held on February 10, 2025 be adopted.

**Carried**

#### 5. Receipt of Minutes

**Moved and Seconded** by Councillor Shukin and Mayor Little that the Committee of the Whole receive the minutes of the Parks & Trails Advisory Select Committee Meeting held on February 18, 2025.

**Carried**

**Moved and Seconded** by Councillors Shukin and Epp that the Committee of the Whole receive the minutes of the Environmental Advisory Select Committee Meeting held on February 25, 2025.

**Carried**

**Moved and Seconded** by Councillors Epp and Shukin that the Committee of the Whole receive the minutes of the Healthy Community Advisory Select Committee Meeting held February 25, 2025.

**Carried**

**Moved and Seconded** by Councillors Donaldson and Epp that the Committee of the Whole receive the minutes of the Agricultural Advisory Select Committee Meeting held on February 26, 2025.

**Carried**

#### 6. Business Arising

##### a) **Agricultural Advisory Select Committee (AASC) Recommendations, February 26, 2025 Meeting**

##### **Association of Vancouver Island Coastal Communities (AVICC) Resolution and Next Steps Goose Management**

Councillor Donaldson provided an overview of the AASC recommendation regarding the Association of Vancouver Island Coastal Communities (AVICC) Resolution and Next Steps Goose Management.

Committee of the Whole discussion:

- Capital Regional District (CRD) Goose Management
- AVICC resolution
- Damage to agricultural crops
- Data regarding numbers, location, and frequency
- Engaging the province and outlining challenges in the District
- Peninsula & Area Agricultural Commission (PAAC) meetings
- Supporting agriculture on Vancouver Island and across the province

**Moved and Seconded** by Councillors Donaldson and Shukin that the Committee of the Whole recommend to Council that Mayor Little draft a letter urging the provincial government to support a goose cull as related to the District of Metchosin's Association of Vancouver Island Coastal Communities (AVICC) Resolution and Backgrounder on Non-Migratory Resident Canada Geese.

**Carried**

## 7. Reports

### 7.1. Finance

#### 7.1.1. Councillor's Update

Councillor Donaldson provided an overview of her Councillor's report including the following:

- Metchosin Grown Society updates on activities
- Collaboration between the Agricultural Advisory Select Committee (AASC) and Reimagine West Shore on agricultural events
- Greater Victoria Public Library
- West Shore Parks and Recreation Society
- Metchosin Muse articles

### 7.2. Public Works and Protective Services

#### 7.2.1 Councillor's Update

Councillor Epp provided an overview of her Councillor's report including the following:

- Metchosin Seniors' Association
- Capital Region Emergency Service Telecommunication (CREST)
- Capital Regional District Arts Commission
- Healthy Community Advisory Select Committee (HCASC)
- Coastal Douglas Fir Conservation Partnership
- Public Works clean up of garbage dumped on roads
- 4<sup>th</sup> Annual March for Liz, March 30<sup>th</sup>
- Metchosin Search and Rescue
- Ideas Fair

Committee of the Whole discussion:

- Main Entrance and Village Square Project at the Metchosin School
  - Previous Council resolutions
  - Project timelines, workplan, and fundraising
  - District funds and budget cycle
  - Benefits of appointing a Councillor Liaison to the MVSS
  - Budget to be amended with the removal of the entryway
  - Refining budget, design, and proposal to keep the momentum going

- Ideas Fair, Open House

**Moved and Seconded** by Councillors Epp and Shukin that the Committee of the Whole recommend Council provide approval to the Village Square Society to get started on the plan for the courtyard at the Metchosin School.

**Motion Withdrawn**

**Moved and Seconded** by Councillor Shukin and Mayor Little that the Committee of the Whole recommend Council appoint Councillor Epp as the Councillor Liaison to the Metchosin Village Square Society with the goal of bringing back more information regarding the Village Square Project at the next Committee of the Whole meeting.

**Carried**

**Moved and Seconded** by Councillors Epp and Shukin that the Committee of the Whole recommend that Council approve the Healthy Community Advisory Select Committee to look into the possibility of a community-wide event at the school.

**Carried**

### **7.3. Environment and Natural Areas**

#### **7.3.1 Councillor's Update**

Councillor Gray provided an overview of his Councillor's report including the following:

- Special Community Planning Committee Meeting, Committee Information Session – Planning 101, held February 26<sup>th</sup>
- 2025 Coldest Night of the Year
- Capital Regional District (CRD), invitation for feedback on engagement for the Regional Water Supply Strategic Plan
- Sc'ianew First Nation Water Servicing Agreement with the Capital Regional District
- Mary Hill, work to remove unexploded explosive ordinances by CFB Esquimalt
- Mayor's Tea, March 12<sup>th</sup>
- Biodiversity and Natural Assets Planning

#### **7.3.2 Draft Outline Biodiversity and Natural Assets Plan (version 1)**

Councillor Gray provided an overview of the draft outline on Biodiversity and Natural Assets Plan including the following:

- Introduction
- Vision and Goals
- Context and alignment with the Official Community Plan (OCP)
- Priority biodiversity actions
- Action plan and implementation timeline
- CRD's Biodiversity and Environmental Stewardship
- Joint application (between the Metchosin Biodiversity Project, the Bilston Watershed Habitat Protection Association, and the Metchosin Foundation) to the University of Victoria Environmental Law Centre Clinic approved to review the District of Metchosin's bylaws related to environmental protection and recommend changes

Committee of the Whole discussion:

- Natural Assets Management
- Making the plan practical, annual schedule, invasive picking, watershed and streamside restoration, opportunities for various groups to come together

- Tangible elements of a plan such as balancing levels of service, risk, and costs
- Co-benefits of green infrastructure, inventory of assets prior to implementation of the plan, and sustainable service delivery in the District
- How the plan relates to private property such as household levies to provide the ability for property owners to access funds and community values
- Next steps

**Action:** That Councillor Gray continue to revise the draft Biodiversity and Natural Assets Plan based on feedback received from the Committee of the Whole and various stakeholder groups and to bring an updated plan back to the Committee of the Whole including measurable actions in a couple of months.

## 7.4. Community Planning

### 7.4.1. Councillor's Update

Councillor Shukin provided an overview of his Councillor's Report including the following:

- Report on Metchosin School Finances and Management Matters
- Parks and Trails Masterplan updates
- Open House on the Parks & Trails Masterplan April 5<sup>th</sup>
- Buffer Land Broom Pull, March 23<sup>rd</sup>
- Municipal Protected Areas Project (MPAP)
- "Funding our Future: Financing Conservation on Private Lands Conference", February 27<sup>th</sup>

The Committee of the Whole discussed the values and principles in relation to the Parks and Trails Masterplan, the natural environment as a central element of Metchosin's culture, preparing parks to manage growing use and traffic, beachheads, garbage management, and niche uses of parks and trails.

### 7.4.2. Report on Metchosin School Finances and Management Matters

Councillor Shukin provided an overview of the report on Metchosin School Finances and Management Matters including the following:

- Introduction
- Summary
- Recommendations
- Vision and Guiding Principles
- Revenue projections
- Rentals or lease – the right balance
- Managing the booking process
- Personnel
- Value of the school, potential of third-party management, and user groups

Committee of the Whole discussion:

- Five-Year revenue projections
- Training revenue
- Fire Department training and potential bill back arrangement for tracking purposes
- Leasing versus renting
- Cost recovery threshold
- Expenditures and revenue expectations
- Facility management and the booking process

- Monitoring staff workload and capacity
- Consultation with and feedback from user groups
- Suggestion to create a succinct vision statement and have the guiding principles be more fulsome
- Recommendation to include training in Section 1.1 and that protective services training be reflected in the vision statement
- Evolution of the school site and management plan
- Revenue received from the Metchosin Arts & Cultural Association and the Art Pod
- Percentage of costs covered by revenue
- Renaming the school to reflect the facility's future use
- Managing expenditures
- Peer comparisons
- Potential to rent out three classrooms for training to increase the percentage of costs covered by revenue
- Methodical approach to the recommendations related to leasing and renting classrooms
- Suggestion to contact the 2024 classroom and users to seek future interests
- Shared expenses to offset operating costs
- Rental rates

There was consensus to revisit renaming the school once the vision statement has been confirmed.

**Moved and Seconded** by Councillor Epp and Mayor Little that the Committee of the Whole receive the report on the Metchosin School Finances and Management Matters.

**Carried**

**Action** That Councillors Donaldson and Shukin add to and further revise the Report on Metchosin School Finance and Management Matters based on the feedback received from the Committee of the Whole, particularly around the vision statement.

## 8. Correspondence

The following correspondence was received as supplemental information:

- Darren Brown, Parks and Trails Masterplan, Duke Road East Trail
- Avril Yoachim, Metchosin School
- Carol Voyt, Metchosin Pickleball Club, Metchosin School

The Committee of the Whole discussed the Active Transportation Network Plan informing the Parks and Trails Masterplan, the Duke Road East Trail, the use of subcommittees to advisory select committees.

## 9. Adjournment

**Moved and Seconded** by Mayor Little and Councillor Epp that the Committee of the Whole adjourn the meeting at 9:38 p.m.

**Carried**

**Certified Correct**

---

Chair

---

Corporate Officer



## **Parks and Trails Masterplan – Project Overview**

The District of Metchosin is developing a Parks and Trails Masterplan, which will cover the five parks and over 30 trails that the District currently has under its management. The masterplan will also look ahead to Metchosin's future needs and goals. This will provide the District with a unified and up-to-date planning tool for some of the community's most valuable natural assets.

The goal is to develop an integrated masterplan that will:

- Provide direction on how to best manage our current assets.
- Incorporate community interests and aspirations for our parks and trails.
- Identify new projects and opportunities to pursue.
- Identify issues that could impact our parks and trails.
- Improve the mapping of our assets.
- Improve our ability to receive grants to support future projects. Masterplans are often required when applying for grants.

<<call-out box>>

Time for an update...

At present, Metchosin does not have a unified Parks and Trails Masterplan. A plan focused specifically on trails was completed in 2009 and a Parks and Recreational Masterplan was done way back in 1986 (that's when Metchosin was incorporated!). Many of the projects that were identified in the 2009 plan have since been completed or were assessed and deemed unfeasible.

## Timelines and Public Engagement

In January 2025, Metchosin Council authorized Metchosin’s Parks and Trails Advisory Committee (PTASC) to develop the Parks and Trails Masterplan. The process is expected to take a year to complete.

### Anticipated Timelines

Date	Activity
January 2025	Approval by Council
April 2025	Open House #1
April to October 2025	Research, continued public engagement, development of draft material for the masterplan
November 2025	Open House #2 (Goal will be to share information on material developed to date)
November 2025 to January 2026	Finalize draft masterplan; continued public engagement
January 2026	Submit to Council for approval

Community engagement will occur throughout the process:

- Two open houses are planned
- Input can be provided at regular PTASC meetings
- Comments received by email at [info@metchosin.ca](mailto:info@metchosin.ca) (please put “Parks and Trails” in the subject line)
- Public Participation at Council and Committee of the Whole meetings
- Information sharing at PTASC meetings, District website, *Metchosin Muse*.

## Metchosin’s Existing Parks and Trails

Please see our map for locations.

Parks	Trails
<ul style="list-style-type: none"> <li>• Blinkhorn Nature Park</li> <li>• Buckbrush Swamp Park</li> <li>• Carlton Cosh Nature Park</li> <li>• Eleanor Mann Park</li> <li>• Metchosin Wilderness Park</li> </ul> <p>Beaches</p> <ul style="list-style-type: none"> <li>• Taylor Beach</li> <li>• Weir Beach</li> </ul>	<ul style="list-style-type: none"> <li>• Blaney Trail Ocean Lookout</li> <li>• Bob Mountain Trail</li> <li>• Hillman Trail</li> <li>• Horse Trail</li> <li>• LaBonne Trail</li> <li>• Latoria Creek Community Bridge</li> <li>• Libra Trail</li> <li>• Lisandra Trail</li> <li>• Lusse Way Trail</li> <li>• Matheson Lake Trail</li> <li>• Montreal Hill Trail</li> <li>• Mount Ash Lookout</li> <li>• Pearson College Trail</li> <li>• Pears Road Trail</li> <li>• Ron Weir Trail</li> <li>• Sea Bluff Trail</li> <li>• Sweet Chestnut/Labonne Trail</li> <li>• Upper/Lower Labonne Trail</li> <li>• Wayne's Rock Trail</li> </ul>

The Masterplan process will focus only on District owned or managed parks and trails assets. It will not include the parks and trails managed by the Capital Regional District, such as Devonian Regional Park, Witty’s Lagoon Regional Park, Matheson Lake Regional Park, Sooke Hills Wilderness Park, or East Sooke Regional Park.

Looking ahead...

The District is currently assessing the potential of a zoning the 113.5 acre Buffer Land as a Conservation Area, which (if approved) would bring another 113.5 acres of parkland to Metchosin.

## **Guiding Values and Principles**

PTASC has discussed a set of values and principles it believes are important to bring to the Master Plan process:

### Metchosin's rural character and tradition

- Parks and trails are a vital element of Metchosin's community character and our connection to the environment.
- Preserve, enhance and protect our community's natural features.
- Encourage and enable volunteers in maintaining parks and trails.

### Connectivity

- That our trails connect in a meaningful way. For example, as access points to the Galloping Goose or between neighbourhoods.
- Connectivity-considerations will be important in assessing future P&T opportunities.

### Respect for environment

- Support wildlife corridors (i.e. undeveloped spaces that support biodiversity)
- Manage risks: invasives, climate change risk (fire, flooding), activities that may cause damage.
- Confirm (or reaffirm) approach regarding matters like mountain biking, commercial dog walking, dogs in parks.

### Acknowledging First Nation traditional and ancestral connection to these lands

### Accessibility

- Look for opportunities to improve accessibility for those with mobility limitations, consistent with the District's Accessibility strategy.

### Support new opportunities

- New trail opportunities assessed with future subdivisions; trails completed when the development is finished.

LET US KNOW WHAT DO YOU THINK?

## Seeking your input

Community input will be sought throughout this Masterplan development process.

Questions to consider

- Where do you walk? What are your favourite trails or parks?
- How do you use Metchosin's trails: Exercise? Enjoying nature? Connecting to other places?
- How do you use the trails: Walking? Cycling? Horseback?
- What's great about our parks and trails? What needs to be improved?
- PTASC has identified a set of values and principles it believes are important to bring to the Master Plan process – what do you think of these? Any more you would add?
- Do you have concerns about how are parks and trails are being managed?
- Do you have concerns for the future? Are there emerging issues you see?
- Are there new parks and trails opportunities you want the District to explore? Are there specific locations the District should explore? Are there places you wanted connected? For example, are there places where we can create access points to the Galloping Goose Regional Trail?
- Looking to the future, what should the District be aware of and be planning for?
- Would you be interested in volunteering to help maintain our trails?

## Parks and Trails - Finances and Funding

- Annually, PTASC has access to the following allocations in the District's operating budget:
  - \$5,000 for trails maintenance.
  - \$10,000 for trails development ("minor capital")
  - These amounts are often not fully spent due either to volunteer efforts or projects not ready for work.
- The District's Public Works team is also involved in parks and trails maintenance. The average spend over the last five years for Public Works (time and materials) is \$22,045 annually.
- Special projects are funded through either the capital budget, District operations surplus or through reserves. For example:
  - Parks and Trails Masterplan (2025) - \$20,000 was allocated from the Canada Community Building Grant (formally the Federal "Gas Tax" annual grant).
  - Duke Road East Roadside Trail and Pedestrian Safety Study (2025) - \$20,000 was allocated from the Canada Community Building Grant.
  - Latoria Creek Community Bridge (2025) - \$5,530 was drawn from Metchosin's operating budget. Project was a joint effort between Public Works, community volunteers, and donations.
  - Duke Road East Survey (2024) - ~\$11,965 was spent for a survey. Funds were allocated from the Canada Community Building Grant.
  - Weir Beach Stairs (2024) – \$19,220 Funds were drawn from Metchosin's capital budget.

Our Public Works staff and PTASC often work together on projects, such as the recent maintenance of the Latoria Creek Community Bridge.

## **Please Share Your Thoughts**

Community input is an important element of the Parks and Trails Masterplan development process. Please let share your thoughts and perspectives.

### **Email us at**

[Info@metchosin.ca](mailto:Info@metchosin.ca)

(please put “Parks and Trails” in the subject line)

### **Provide your comments directly**

PTASC meets on a monthly basis (normally the third Tuesday)

An open forum (public participation) is a feature of every meeting. Public Participation is also a regular feature of every Council meeting.

### **Stay informed**

Please watch the District's website and the Metchosin Muse for more information.



## Open House on Parks and Trails Masterplan – Saturday, April 5

*Location: Metchosin School from 2:00pm to 4:30pm*

By the Parks and Trails Advisory Committee

A community open house on the new Parks and Trails Masterplan will take place on Saturday, April 5 at Metchosin School. This new masterplan will not only cover the District's five parks and over 30 trails but will also look ahead to how we manage some of the community's most valuable natural assets.

The District's Parks and Trails Advisory Select Committee (PTASC) is leading this effort, which was authorized by District Council in January.

The goal of this process is to develop Metchosin's first unified Parks and Trails Masterplan. A plan focused specifically on trails was completed in 2009 and a Parks and Recreational Masterplan in 1986. The current process is in response to numerous calls in 2024 for an update to those older plans.

The process to develop a new masterplan is an opportunity to connect with residents about their interests, hopes and concerns about our parks and trails. A new masterplan will provide a planning tool to the District and its many volunteers and will also put the District in a better position to receive grants to support further parks and trails projects. Grant applications often benefit when specific projects are identified within a comprehensive framework.

At the April 5 event, PTASC will be seeking community input several questions. Where do you walk? What's great about our parks and trails? Do you have concerns? Are there new opportunities you want the District to explore? What should the District be aware and be planning for in the future?

Metchosin's parks and trails masterplan process will focus only on District owned parks and trails assets, such as Blinkhorn Nature Park, Elenor Mann, Metchosin Wilderness Park and our many trails. It will not include

the parks and trails managed by the Capital Regional District, such as Devonian, Witty's, Matheson, Sooke Hills, or East Sooke.

Please join us on Saturday, April 5 from 2:00pm to 4:00pm at Metchosin School for this drop-in event.