



DISTRICT OF METCHOSIN

AGENDA

HEALTHY COMMUNITY ADVISORY SELECT COMMITTEE MEETING

March 25, 2025 at 4:30 p.m.
Council Chambers
Metchosin Municipal Hall

1. **Agenda, Additions, Approval**
2. **Presentations**
3. **Public Participation**
4. **Adoption of Minutes**
 - a) Healthy Community Advisory Select Committee, February 25, 2025 1
5. **Receipt of Minutes**
 - a) Committee of the Whole, March 10, 2025 5
6. **Business Arising from the Minutes**
 - a) Community Calendar
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
February 25, 2024 at 4:30 p.m.
Council Chamber
Metchosin Municipal Hall

Present: Shari Rourke (Chair), Councillor Sharie Epp (Council Liaison), Jim Macpherson, Kathleen Sutherland, Barret Fullerton, Shannon Carman (Recorder), Stephanie Dunlop, Fire Chief

Regrets: Sarah Anthony

The meeting was called to order at 4:35 p.m.

1. Agenda, Additions and Approval

Shari R. To add 6. a) New Terms of Reference (TOR) Update

Moved and Seconded by Councillor Epp and Jim M. that the Committee approve the agenda as amended.

Carried

2. Presentations

None.

3. Public Participation

None.

4. Adoption of Minutes

a) Healthy Communities Advisory Select Committee, January 28, 2025

Moved and Seconded by Kathleen S. and Jim M. that the Committee approve the minutes of the Healthy Community Advisory Select Committee meeting held on January 28, 2025.

Carried

5. Receipt of Minutes

a) Committee of the Whole, February 10, 2025

Moved and Seconded by Shannon C. And Jim M. that the Committee approve the minutes of the Committee of the Whole, February 10, 2025.

Carried

6. Business Arising from the Minutes

a) HCASC Terms of Reference

The Terms of Reference (ToR) stand as they were previously, have yet to be updated. Shari R. has suggested to the District that the future TOR have some alignment with the CRD's Healthy Community guidelines, and offered to staff that we could be of some support to them, potentially.

They are presently working on the school management plan, which they have said needs be finished before the ToR are dealt with. Operating under the former ToR, discussion took place around where HCASC can apply its resources in the meantime. An event at the school that we can help with? Sponsor a community dance at the end of MACCA's Festivus? Maybe a volunteer fair? Going back to the previous brainstormed list, a Community Calendar? Agreement that this would be valuable as there was still, after many years of it being discussed off and on, no central place to list community events online.

Moved and Seconded by Councillor Epp and Shari R. that the Committee request approval from Council to look into the viability of developing a volunteer-led grassroots community calendar.

Carried

7. Reports

a) Council Liaison

Councillor Epp is pleased that Council approved funds to fix the accessible door at the school. No word on grant for crosswalk lights at Hans Helgesen. Re: Accessibility, Staff advised that Intermunicipal Advisory Committee on Disability Issues (IACDI) is no longer a municipal advisory committee and is a registered society, the District can no longer appoint a distract liaison to the committee. There is no other accessibility position in Metchosin. We now have a community member appointed to the Capital West Accessibility Advisory Committee.

b) Fire Chief

Training ongoing for recruits will be done by July 1st. Junior firefighter program starting soon, March 8 Girls/Youth in Science, ages 9-15 to connect firefighting and science. EOC working with Equestrians about emergency portable stalls, got some grants to that end. 2025 firefighter grants applied for another two 40k grants.

c) Seniors Information Resource Centre (SIRC) Liaison

- Board Members stepping down: Carol Carman, Bonny Hardy and Sarah Richardson
- New Board Members: Johnny Carline, and Susan Warthe
- Manager's Report for Feb: 13 Rides - 423km, volunteer hours 38.75
Home Visits: 2, Phone Calls: 60, Tech Support: 4, 3 new members for a total of 311, 44 visitors to SIRC, Resource requests: online billing, tech, lawyer, rental housing, Facebook/IG linking, Canadian Dental Plan, Nurse practitioner, house cleaners, tech support
- Workshops and Social: Wellness Wednesday for BAH clients, Feb 5 5 + 4 volunteers and 19th clients, down to 3 BAH
- Fraud Prevention - Feb 12 - 7 attended - our 3rd session, Caregivers Support Group - Feb 20
- Housing and Care Continuum - Feb 27 Progression from independent living to supportive living, Baha'i Tea - Feb 28, Soup Social - March 1(chicken noodle and vegetable)
- CoP meeting - attended by Yvonne - Feb 3 A sharing by Better at Home Coordinators from Vancouver Island and Gulf Islands
- Pearson Home Visits, 3 arranged by Yvonne in February, 3 more in March and another 1 or 2 by May Zheng
- AGM - March 13 - guest speaker is Kaitlin Waring the Fitness Programme Assistant at JDF

d). Poverty Reduction Subcommittee

Consultants are working on the presentation around the report, hope to have it done by March 15.

e). Health and Safety Subcommittee
Nothing to report, although a few first aid courses have taken place.

8. Correspondence

None.

9. Other Business

a) Election of Chair and Vice Chair

Moved and Seconded by Kathleen S. and Jim M. that Shari Roarke be nominated as Chair.

Carried

Moved and Seconded by Kathleen S. and Shannon C. that Sarah Anthony be nominated as Vice Chair.

Carried

- b) Bylaw and Policy Material for Annual Review
- i. District of Metchosin Respectful Workplace Policy # A-100.40
 - ii. District of Metchosin *Advisory Select Committee Bylaw No. 493*
 - iii. Healthy Community Advisory Select Committee (HCASC) Terms of Reference, Policy C-100.76
 - iv. District of Metchosin *Council Procedure Bylaw No. 507*

Shari R. to confirm whether we need to re-sign the amended Workplace Policy. Jim M. wondered how the policy has been implemented and used, as its quite an onerous process. Shari R. said District Staff take care of it, and that much of it would likely be confidential. Jim M. curious as to how much staff time it's been taking. Councillor Epp said he would have to ask District staff.

10. Adjournment and Next Meeting Date

Adjourned at 5:40 p.m. Next meeting will be Tuesday, March 25 at 4:30 p.m.

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
- 4th Annual March for Liz, March 30th
- 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 26th
- 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 12th
- 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 5th
- Buffer Land Broom Pull, March 23rd
- Municipal Protected Areas Project (MPAP)
- "Funding our Future: Financing Conservation on Private Lands Conference", February 27th

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