

District of Metchosin

2024 ANNUAL REPORT

Our Community





Territorial Acknowledgement

The District of Metchosin conducts its business on the traditional territory of the Coast Salish peoples. The District works to be increasingly mindful of its commitment to more inclusive governance with our neighbours, the Sc'i̓Anew and T'Sou-ke Nations with whom we are committed to building stronger working relationships.

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Introduction to our
ANNUAL
Report 2024



Welcome to Metchosin

The District of Metchosin is a rural farming community located on southern Vancouver Island, approximately sixteen kilometres (ten miles) southwest of downtown Victoria. Metchosin has approximately 5,067 residents (2021 census) and is neighboured by Sc'iAnew (Beecher Bay) Nation, the City of Colwood, the City of Langford, the District of Sooke, and the Juan de Fuca Electoral Area.

From a regional perspective, Metchosin has several significant functions. It contains much of the productive agricultural land within the Capital Regional District (CRD), which provides food for local markets. Metchosin offers opportunities for rural living on large residential lots and hobby farms. The unique and diverse natural environment, with its strong marine orientation and numerous green spaces, also provides significant regional recreational opportunities. The community is a gateway to four regional parks and contains a golf course, a marina, and a resort.





Message from the Mayor

On behalf of the District of Metchosin Council, I am pleased to introduce the District's 2024 Annual Report. The initiatives and achievements of the 2024 fiscal year are highlighted. This summary is a collection of the past year's accomplishments, challenges, and audited financial statements. The report includes a summary of the District of Metchosin's administration, finances, fire protection services, land use, emergency program, road maintenance, transportation, and the District's library, bylaw, and police services.

As the Mayor, I welcome the opportunity to lead the District of Metchosin, work positively with staff and collaborate with my Council colleagues focusing on preserving and protecting our vibrant community and rural environment. As a Council, we have committed to good governance and an open and transparent dialogue with our community. An emphasis has been placed on fostering old and forging new, positive relationships and lines of communication with our neighbouring municipalities, communities, and First Nations as we understand the need for increased regional cooperation and partnerships.

2024 marks the 40th anniversary of the District of Metchosin's incorporation and we celebrated our collective successes with a special gathering following a December's Council meeting. This year, we have approved the Metchosin Agricultural Area Plan which is a significant milestone for this Council. It provides a roadmap for the next steps towards promoting agriculture, supporting farmers and local food security. We also approved phase I of engagement on the Active Transportation Network Plan. Similarly, we also completed a series of public engagement sessions on the Capital West Accessibility Advisory Committee Accessibility Plan. We have begun to assess the Firehall Feasibility Study with the hope that this will be completed by early 2026. As a rural community with a small municipal budget, we recognize that we rely on local community volunteer talent working cooperatively. We are indebted to our many volunteers at the fire department, emergency program and innovative programs such as our Emergency Communications Network, Neighbourhood POD Program, and Residential Pre-Fire Planning that help to keep Metchosin residents informed and safe. We recognize that our community continues to thrive due to the commitment and work of the various community volunteers; from members of advisory boards, working groups, societies, community organizations, and small volunteer cooperatives.

The 2022-2026 Metchosin Council has continued to implement and refine our Strategic Plan, charting the path forward for the next two years. The Strategic Plan focuses on four sustainability pillars: economic, environmental, social and governance. The priorities include fiscal responsibility, environmental stewardship, a resilient and engaged community, and the priority to build an effective and stable organization. We acknowledge our dedicated municipal staff in carrying out this Council's priorities.

I hope that you will find our 2024 Annual Report of interest. It provides an overview of our collective challenges and opportunities to understand Metchosin as a rural coastal community on the Southern tip of Vancouver Island.

Marie-Térèse Little

Marie-Térèse Little

Mayor



Message from the CAO

It is hard to believe I am now well into my second year in this amazing role as Chief Administrative Officer with the District of Metchosin. The year 2024 went by very quickly for me, yet I was able to meet many of our engaged and interesting residents, many of whom participate in Metchosin's committees, events, and activities. This report is an opportunity to highlight our accomplishments over the past year and provide details on the District's current financial position.

The most notable activities for me this past year include the annual Emergency Responders Gala, Volunteer Appreciation Night, Metchosin Community Day, and the Farmer's Market. Additionally, we launched the Fire Hall Feasibility Study and the School Management Plan. None of these activities could take place without the involvement and support of the community.

I was pleased to work with Council on a number of governance initiatives this past year. Most importantly, Council reviewed and refined their four-year Strategic Plan. I encourage you to read the entire annual report and take note of the strategic priorities set out for the future of the municipality by this Council. Within this report, you will read that these priorities have been translated into various actionable items, such as plans, budgeted projects, and securing grant funding to support both operations and strategic initiatives.

In 2024, Council worked closely with our new Chief Financial Officer to gain a better understanding of the District's long-term financial position as it relates to a sustainable future for Metchosin. This review included a look at revenue projections, reserves, and a 20-year Asset Management review of our roads infrastructure. Through these deliberations, Council now has a solid understanding of the financial priorities for the future of our vibrant community.

I am so grateful to our amazing staff and volunteers for their tireless efforts, day in and day out, during recent challenging economic and politically turbulent times in Canada. I would also like to acknowledge Council's leadership at the helm by keeping our priorities close to home and focusing our collective attention on important matters like agriculture, farming, the local community, and protective services.

Moving forward as a rural community, we can all take pride in being fiscally responsible and continue to balance the needs of the community while ensuring effective governance and transparency.

Bob Payette
Chief Administrative Officer



Municipal Council

The District of Metchosin Council represents the citizens of the community and provides leadership by serving as the legislative and policy-making body for the organization. The Municipal Council is comprised of a Mayor and four Councillors who are elected for a four-year term.

Regular Council meetings are generally held at 7:00 p.m. in the Council Chambers on the first and third Monday of each month, and Council Standing Committee meetings are held on the second Monday of each month. Members of the public are welcome and encouraged to attend meetings or watch live-stream events through the District's meeting portal at www.metchosin.ca.



Mayor Marie-Térèse Little

Elected as Mayor in October 2022 (Councillor 2018)

Mayor Little currently serves on the following Boards, Committees and Commissions:

- Capital Regional District Board Director and Vice Chair.
- CRD Hospital Board and CRD Housing Corporation.
- CRD Accessibility Committee.
- CRD Finance Committee.
- CRD Governance & First Nations Relations Committee (Chair).
- CRD Planning & Protective Services Committee.
- South Island Reconciliation Advisory Committee.
- Greater Victoria Labour Relations Association Board.
- Victoria Regional Transit Commission.
- Victoria Family Court and Youth Justice Committee (Chair).
- Citizen Advisory Committee, William Head Institution.



Councillor Shelly Donaldson

Elected October 2022

Councillor Donaldson currently serves on the following Boards, Committees, and Commissions:

- Metchosin Finance Standing Committee, Chair.
- Metchosin Agricultural Advisory Select Committee, Council Liaison.
- Peninsula & Area Agricultural Commission (PAAC).
- Capital Regional District Board - Alternate Director.
- CRD JDF Water Distribution Commission.
- CRD Regional Housing Trust Committee.
- CRD Water Supply (Alternate).
- Greater Victoria Public Library Board.
- West Shore Parks and Recreation Society Board.
- Metchosin Producers' Association, Council Liaison.



Councillor Sharie Epp

Elected October 2022 (Councillor 2018)

Councillor Epp currently serves on the following Boards, Committees and Commissions:

- Metchosin Public Works and Protective Services Standing Committee, Chair.
- Metchosin Healthy Community Advisory Select Committee, Council Liaison.
- CRD Arts Commission.
- Capital Region Emergency Services Telecommunications (CREST).
- West Shore RCMP Community Policing Advisory Committee.
- West Shore Parks and Recreation Society Board (Alternate).
- Metchosin Senior's Association, Metchosin School Site & Metchosin Hall Society, Council Liaison.



Councillor Steve Gray

Elected October 2022

Councillor Gray currently serves on the following Boards, Committees, and Commissions:

- Metchosin Environment and Natural Areas Committee, Chair.
- Metchosin Environmental Advisory Select Committee, Council Liaison.
- CRD Regional Water Supply Committee.
- CRD Climate Action Intermunicipal Task Force.
- CRD JDF Water Distribution Commission (Alternate).
- Capital Regional Invasive Species Partnership (CRISP).



Councillor Jay Shukin

Elected October 2022

Councillor Shukin currently serves on the following Boards, Committees, and Commissions:

- Metchosin Community Planning Committee, Chair.
- Metchosin Parks & Trails Advisory Select Committee, Council Liaison.
- Public Hearing Chair.
- Metchosin Arts & Cultural Centre Association, Council Liaison.
- Metchosin Community Day Committee, Council Liaison.
- Municipal Property and Grounds Group, Council Liaison.
- Sc'iAnew Nation, Council Liaison.
- West Shore Chamber of Commerce.
- GVLRA (Alternate).
- CRISP (Alternate).

Organizational Profile

The Chief Administrative Officer leads a small team of dedicated employees responsible for providing recommendations and policy advice to Council and coordinating the day to day operations of the municipality.





District of Metchosin Council – 2025 Priorities

Metchosin's Mayor and Council have set the following as priorities for its work in 2025. Council looks forward to working with District staff, volunteers and community members in achieving these goals.

Support District staff in maintaining day to day operations in Metchosin.

- Ensure the general workload originating from Council is manageable and staffing levels are appropriate.
- Set realistic expectations with residents, volunteers and community groups around service and responsiveness levels.

Develop a responsible operations and capital budget for 2025.

- Work to balance service needs and priorities against any associated tax increases, recognizing that significant costs are being downloaded by the provincial government without accompanying financial support.
- Assess options for the \$2.4 million BC Community Building Fund grant

Support the continuing development of Metchosin School as a thriving, community-focused multi-use facility.

- Confirm the overall vision on the School's role and purpose.
- Complete a financial and management plan in early 2025.

Continue exploring the future of Metchosin's Fire Hall.

- Assess options as presented in the forthcoming Fire Hall Feasibility Study.
- Ensure community engagement is undertaken around the options under consideration.
- Continue to explore grants and other financial support.

Address provincial housing requirements.

- As required by provincial legislation, amend Metchosin's *Official Community Plan (OCP)* and *Land Use Bylaw (LUB)* before the end of 2025.
- To the greatest extent possible, amendments to the OCP and LUB are to be made in a manner that suits Metchosin's rural character and values, and which account for the development constraints faced by Metchosin (limited distribution of municipal water and no municipal sewage service; reliance on wells and Aquifer 606; potential impacts to ALR lands; regional growth strategy commitments; limited transit and family amenities) and Metchosin's regional role in climate mitigation and biodiversity protection.

Update bylaws/policies that support environmental protection, a peaceful / livable community, housing requirements, and good governance.

- Priorities bylaws are as follows:
 - *Good Neighbour Bylaw; Land Use Bylaw; Soil Removal and Deposit Bylaw; Bylaw Notice Enforcement Regulation; Subdivision Servicing Bylaw; Advisory Select Committee Bylaw; Council Procedure Bylaw; Tree Preservation Bylaw; Alcohol Consumption Policy.*
- Pending completion of the priorities other bylaws may be reviewed, including
 - *Business Licence Bylaw; Fire Regulation Bylaw; Rainwater Bylaw; Development Procedure Bylaw.*

Address public safety matters.

- Adopt a Roads Management Plan.
- Address pedestrian / traffic safety issues, assessing opportunities identified through the Active Transportation process or through previous community engagement.
- Address safety issues posed by the aging trees on Lombard Drive.
- Complete climate change adaptation assessments currently underway, including heat mapping and the climate hazard assessment.
- Complete the disaster risk climate adaptation assessment currently underway.
- Continue to support fire prevention and emergency response, public education, initiatives and programs.
- Review and update the shoreline spill response plan.
- Initiate the District's Accessibility Plan.

Continue working to protect our environment, supporting initiatives focused on land conservation, biodiversity enhancement, and water / watershed protection.

- Assess a new conservation-oriented zone for the Buffer Land. As appropriate, take action to adopt the new zone and develop a management plan.
- Develop more information on strengthening riparian areas protection through education and regulation.
- Engage the owners of tax-exempt properties on land protection strategies.
- Review previous work on environmental initiatives for current relevance and applicability: Climate Action Plan, Blue Green Strategy, Sustainability Strategy, Uplands Planning report towards the development of a Biodiversity and Natural Assets Plan.

Support and be involved in opportunities to enhance agricultural, recreational, cultural, and community building activities.

- Complete the Active Transportation Plan.
- Support the implementation of Metchosin's Agriculture Plan, with a focus on:
 - Agricultural Land Reserve regulation for residential home plate;
 - Soil deposits on agricultural land;
 - Response to geese impacts on agriculture;
 - Support continuing development of farmers' network.
- Update the District's Parks and Trails Master Plan.

Continue community engagement.

- Develop opportunities to share information and receive community input on key issues, including the School, housing, active transportation / traffic safety, Buffer Land.
- Develop a community information sharing session for Spring 2025, with a focus on active transportation and traffic safety.

Continue evolving and updating Council governance processes.

- Move to a Committee of the Whole approach for the Council Standing Committees. Evaluate effectiveness by mid-2025.
- Update Advisory Committee Terms of Reference.
- Update governance-related bylaws and/or policies, including the *Council Procedure Bylaw* and *Advisory Select Committee Bylaw*.





Progress on Council’s Strategic Plan

The Strategic Plan sets out Council’s strategic priorities for the years 2023 through 2026. The Plan provides direction for the organizations corporate planning and serves as a guide in decision making for both Council and staff.

In addition, the Plan provides the community with a clear understanding of the goals, initiatives and actions to move towards the future vision as outlined in the District of Metchosin’s Official Community Plan (OCP).

The following highlights successes over the past year in implementing Council’s Strategic Plan.

| | |
|---|---|
| <h3>Economic Pillar</h3> <p>Fiscal Responsibility</p> | <h3>Environmental Pillar</h3> <p>Practice Sound Environmental Stewardship</p> |
| | |
| <h3>Social Pillar</h3> <p>Be a Resilient, Inclusive and Engaged Community</p> | <h3>Governance Pillar</h3> <p>Build an Effective and Stable Organization</p> |
| | |

Economic Pillar

Fiscal Responsibility

2024 Highlights

- Conducted a review of the District's Asset Management Plan.
- Initiated a new Pavement Management Plan.
- Established user fees for the Metchosin School site multi-use facility.
- Started the development of a Management Plan for the Metchosin School site.
- Continued to secure long-term commercial leases at Metchosin School including the Metchosin Co-op Preschool.
- Gathered community input on naming the Metchosin School.
- Adopted the 2024-2028 Five Year Financial Plan and 2024 Tax Rate Bylaws.
- Established a Local Government Climate Action Reserve Account (LGCAP).
- Initiated a Feasibility Study for a new Fire Hall.
- Awarded \$5,455 in Grants in Aid to local not-for-profit organizations.
- Received the following grants in 2024:
 - BC Hydro Community ReGreening Program;
 - Three (3) UBCM Community Emergency Preparedness Fund (CEPF);
 - UBCM Community Resiliency Investment Program (CRI);
 - UBCM Community to Community (C2C) Forum Program;
 - BC Active Transportation Infrastructure Program;
 - Local Government Climate Action Program;
 - Provincial Housing Initiative Grant (Bill-44);
 - Island Health Vision Zero in Road Safety.



Environmental Pillar

Practice Sound Environmental Stewardship

2024 Highlights

- Considered the Buffer Land Working Group Recommendations Report on the Future of the Buffer Land and Discussion Paper on a new conservation area zone to support biodiversity, environmental protection and land and water protection.
- Participated in a study for carbon offsetting feasibility on the Buffer Land.
- Submitted a Resolution to the AVICC and UBCM Conventions on “Groundwater Protection in the Province of British Columbia”.
- Endorsed the Fossil Fuel Non-Proliferation Treaty.
- Continued to support the “Bullfrog Management Program” in Metchosin.
- Sent letters of support to the provincial and federal governments advocating for:
 - Updated legislation to ban the sale and distribution of invasive species;
 - Immediate action to prevent invasive mussel introductions to BC; and
 - Increased conservation services related to cougar predation to support local farmers and producers.
- Continued to advance priority actions in the District of Metchosin 2023 Climate Action Plan.
- Continued invasive species treatment and monitoring in Metchosin through a Memorandum of Understanding with the Capital Regional District.
- Continued to collaborate with the Capital Regional District to replace the existing public EV charging stations in Metchosin.



Social Pillar

Be a Resilient, Inclusive and Engaged Community

2024 Highlights

- Approved the District of Metchosin Agricultural Area Plan.
- Conducted Phase I community engagement on the District of Metchosin Active Transportation Network Plan (ATNP).
- Completed a series of public engagement sessions through the Capital West Accessibility Advisory Committee for the development of an Accessibility Plan.
- Conducted the Duke Road East roadside trail feasibility study and survey.
- Lowered speed limits on Duke Road to 40km/hr.
- Enhanced communications to the public by increasing “subscribers” to the District’s website.
- Held a Pride Month celebration event at the Municipal Hall.
- Held a Volunteer Appreciation “outdoor concert” in appreciation of community volunteers.
- Continued to hold monthly “Coffee with the Mayor” opportunities at the Municipal Hall.
- Provided letters of support for:
 - School District No. 62 for the ChildCare BC New Spaces Grant Application for a childcare facility at Hans Helgesen Elementary School;
 - Funding for Pacific Centre Family Services Association’s Mobile Youth Services Team (MYST) and Crime Reduction Exploitation Diversion (CRED) Program.
- Installed a lighted crosswalk at Hans Helgesen Elementary School through a Vision Zero grant.
- Submitted a Resolution to UBCM advocating for “Free Transit for BC Youth”.
- Adopted a resolution to endorse the 988 Crisis Line Initiative to display 988 information posters in Municipal buildings and facilities.
- Installed “Period Promise” dispensers and products in Municipal facilities.
- Advocated for improved cellular service in Metchosin.
- Initiated recruitment of volunteers to serve on various District Advisory Select Committees and the Capital West Accessibility Advisory Committee.
- Celebrated the District’s 40th year since incorporation (1984-2024) with community members.

Governance Pillar

Build an Effective and Stable Organization

2024 Highlights

- Hired a new Chief Financial Officer (CFO).
- Updated the Metchosin Respectful Workplace Policy A-100.41.
- Adopted the District of Metchosin Council Code of Conduct Bylaw.
- Adopted a new Building Bylaw implementing Level 4 of the Zero Carbon Step Code to limit the carbon footprint of new buildings.
- Adopted a new Fees and Charges Bylaw.
- Updated the Municipal Ticket Information Bylaw to include updated fines for the Animal Control Bylaw and Building Bylaw.
- Updated the Advisory Select Committee Bylaw.
- Updated the following Employee and Finance Policies:
 - Employee Vacations Policy E-100.11;
 - Tax Payment Deadline F-100.30;
 - Procurement Policy F-100.14;
 - Capital Expenditures Policy F-100.40;
 - Expense (Credit Card, Accounts Payable Policy) F-100.36;
 - Automobile Allowance Policy F-100.45;
 - Reserves and Surplus Policy F-100.5.
- Adopted a new Employee Overtime Policy E-100.10.
- Adopted a new Grants in Aid Policy F-100.04.
- Considered the provincial requirements for Small-Scale Multi-Unit Housing (Bill-44).
- Completed the 2024 Interim Housing Needs Report for the District of Metchosin.
- Initiated a review of the Parks & Trails Master Plan.
- Held a Strategic Planning Session to assess and review Council's Strategic Priorities.



Council Advisory Bodies

The District of Metchosin Advisory Bodies primary function is to inform the governance and decision-making process by providing input, advice, and recommendations to Council on matters related to their individual mandates or as referred to them by Council.

Council and staff value the skills, expertise, and contributions of our diverse Advisory Body volunteer members.

Advisory Body 2024 Volunteer Members

Agricultural Advisory Select Committee

- Robin Tunnicliffe (Chair)
- Councillor Shelly Donaldson (Council Liaison)
- Matt Ashton
- Peter Chettleburgh
- Brent Donaldson
- Alex Fletcher
- Sasha Kubicek
- Candace Lecompte
- Andrew Penn

Board of Variance

- Johnny Carline
- Lee Johnston
- Gary Smirfitt

Buffer Land Working Group

- Councillor Jay Shukin (Chair)
- Councillor Shelly Donaldson (Co-Chair)
- Bonnie Bouveur
- Anna Hall
- Brian Grant
- Karen Hoffman
- Richard Simpson
- Gary Smirfitt
- Bailey Spiteri

Dogs in Metchosin Working Group

- Pattie Whitehouse (Chair)
- Councillor Shelly Donaldson (Council Liaison)
- Monique Anstee
- Dominique Gagnon-Mosco
- Debra Pile
- Charmian Traverso

Environmental Advisory Select Committee

- Garry Fletcher, Chair
- Councillor Steve Gray, Council Liaison
- Bill Cave
- Anna Hall
- Merrilee Hoen
- Andy MacKinnon
- Ric Perron
- Erin Van de Water

Fire Hall Steering Committee

- Mike Hornick (Chair)
- Councillor Shelly Donaldson (Council Liaison)
- Councillor Sharie Epp (Council Liaison)
- Johnny Carline
- Shayne Cyr
- Brent Donaldson
- Scott Henning
- Bruce McCall
- Steve Malkow

Healthy Community Advisory Select Committee

- Shari Rourke (Chair)
- Councillor Sharie Epp (Council Liaison)
- Sarah Anthony
- Shannon Carman
- Jim MacPherson
- Kathleen Sutherland
- Ted White

Parks & Trails Advisory Select Committee

- Ron Aubrey (Chair)
- Jay Shukin (Council Liaison)
- Ryan Carter (Trails Coordinator)
- Kathy Atherton
- Caroline Donohue
- Karen Hoffman
- Jim Nan
- David Shanks

Council Advisory Committees

Agricultural Advisory Select Committee (AASC)

The Agricultural Advisory Select Committee provides information to Council on matters related to agriculture and promotes awareness and education on agriculture in the community. The Committee assists in the development of a Plan to sustain agriculture within Metchosin.

The Committee met four times in 2024. Early in the year the Committee worked with Upland Agricultural Consulting in hosting a community open house to receive public feedback on the draft Metchosin Agricultural Area Plan. The Plan was finalized and presented to Council for endorsement in May 2024.

In July, the Committee participated in a joint workshop with Council, the Environmental Advisory Select Committee (MEASC) and Conservation Services on cougar-sheep predation and wildlife impacts on agricultural activities.

In addition, the Committee made recommendations to Council on agricultural matters including the following:

- Submitting a Resolution to the Association of Vancouver Island Coastal Communities (AVICC) Convention to support a cull of non-migratory resident Canada Geese;
- Ensuring Agricultural Land Commission (ALC) requirements related to soil deposits are reflected in Metchosin's Soil Removal and Deposit Bylaw; and
- Making ALC requirements readily available to property owners within the Agricultural Land Reserve (ALR).

Healthy Community Advisory Select Committee (HCAC)

The Healthy Community Advisory Select Committee assists Council by supporting community activities that improve the aspects of living in Metchosin and reflect the health, well-being and happiness of the community.

In addition, the Committee met nine times in 2024 striking a Poverty Reduction subcommittee, to support the development of a Metchosin Poverty Reduction Plan. The Committee discussed opportunities to improve accessibility in District facilities and supported a proposal for a main entrance and village square on the Metchosin School property.

The Committee supported the development of the District of Metchosin Active Transportation Network Plan (ATNP) to encourage active modes of transportation contributing to the overall health and well-being of the community. The Councillor liaison collaborated with the consultant and staff through Phase I and Phase II of the engagement process for the ATNP.

The Committee is beginning the planning process for hosting a community open house and talent show at Metchosin School which is tentatively scheduled for the Fall of 2025.

Environmental Advisory Select Committee (MEASC)

Metchosin’s Environmental Advisory Select Committee considers environmental matters and reports its findings and opinions to Council. MEASC held nine meetings in 2024 and hosted an information booth on Metchosin Community Day.

The Committee completed an important subdivision referral with specific recommendations designed to minimize the development’s environmental impact on a sensitive wetland ecosystem within the Bilston Creek watershed.

The Committee facilitated local input on the draft BC Biodiversity and Ecosystem Framework and assisted Council in discussions related to cougar-sheep predation in Metchosin together with the Agricultural Advisory Select Committee (AASC).

MEASC recommended that Council encourage the Province to establish a Local Areas Protection Fund and to enact legislation to protect biodiversity.

The Committee also reviewed data and considered improved mapping of sensitive ecosystems in order to describe the most sensitive ecosystems of Metchosin as per Sec. 2.3.9 of the District’s Official Community Plan (OCP).

MEASC recommended Council sign the International Fossil Fuel Non-Proliferation Treaty. On tanker traffic and spill risk, MEASC promoted information for local media with some success.

Other recommendations to Council in 2024 included matters related to:

- Reducing pesticide and herbicide use in Metchosin;
- Ending the use of glue traps for pest management in BC;
- Improving municipal lighting in line with the District’s Dark Sky Policy;
- Engaging with Re-Imagine West Shore;
- Becoming a Dark Sky Community;
- Supporting a successful grant application for volunteer restoration efforts at Moralea’s Meadow;
- Seeking a professional arborist assessment of Lombard Drive poplars;
- Retaining forest canopies on tax exempt properties; and
- Establishing a natural history room in Metchosin School.



Parks & Trails Advisory Select Committee (PTASC)

The Parks & Trails Advisory Select Committee is a volunteer body that considers parks, trails and recreation matters and reports its findings and views to Council. The Committee met ten times in 2024 and made recommendations to Council related to the following:

- The District's first Active Transportation Network Plan;
- Duke Road East Trail and Road Safety process;
- A process to develop an integrated Parks and Trails Master Plan;
- Memorial benches within our parks and trails system; and
- A new trail within the Beckingham subdivision to allow for additional access to the Galloping Goose Regional Trail.

As part of the District's Parks Donation Program, Committee members continued to provide maintenance to existing memorial benches within the community.

Members regularly heard from or actively engaged the community. The PTASC hosted a community input session on the Duke Road Trail project in July and hosted an information booth at Metchosin Community Day in September.

The PTASC continued its well-established tradition of hands-on involvement within the District's parks and trails system. Notable was the preparatory work for maintenance of the Latoria Creek Community Bridge. Members continually worked at clearing fallen trees, removing invasive species and taking steps to improve places where community members go to enjoy the wonderful place in which we live.



Other Advisory Bodies

Board of Variance

The *Local Government Act* requires a municipality that has enacted a zoning bylaw to establish a Board of Variance. The District of Metchosin Board of Variance consists of three persons appointed by Council.

The Board makes decisions on applications for minor development variances where compliance with land use regulations would cause undue hardship to the applicant. The focus is primarily on hardship related to factors such as the location, dimensions, and size of buildings.

There were no applications reviewed by the Board of Variance in 2024.

Buffer Land Working Group

The Buffer Land Working Group was established to identify and evaluate options for the future management of the Buffer Land, keeping in mind the concept of it serving as a “greenspace buffer,” as presented in the 2017 referendum related to the District of Metchosin’s boundary adjustment.

In 2024, Council continued to consider the Working Group’s Recommendations Report on the Future of the Buffer Land and a Discussion Paper on a New Conservation Zone for the area.

Fire Hall Steering Committee

The Fire Hall Steering Committee advises Council on various issues as the firehall project progresses through the concept, needs, design, and building stages. The Committee held two meetings in 2024 and established a subcommittee to work with staff and consultants Johnston Davidson Architecture + Planning Inc. on a Firehall Feasibility Study.

Dogs in Metchosin Working Group

The Dogs in Metchosin Working Group was initially established in 2020 to identify issues in the community related to dogs in public spaces and to make recommendations on steps the District could take to help address these issues.

There were no meetings held in 2024.



Report on 2024 Municipal
SERVICES
and Operations



General Government Summary

In their second year in office, Council pursued a number of goals and priorities, including supporting the development of an effective management plan for the Metchosin School, envisioning it as a thriving, community-focused, multi-use facility.

In January, Council adopted a new Fees and Charges Bylaw, establishing user fees for the newly renovated school gymnasium and kitchen, as well as for classrooms and school grounds.

In 2024, the Metchosin Preschool became a new tenant at the School. Council also considered a proposal for a new entrance to the building and the village square. In December, Council received and provided feedback on the first draft of the Management Plan for the School site.

Council approved the District's first Agricultural Area Plan in 2024. The plan focuses on identifying opportunities to strengthen the agricultural sector and contribute to the community's long-term sustainability.

Several bylaws were adopted in 2024, including the Council Code of Conduct Bylaw, Fees and Charges Bylaw, Building Bylaw, Financial Plan and Tax Rate Bylaws, Heritage and Property Tax Exemption Bylaws, and an amendment to the Municipal Ticket Information Bylaw. Council also considered amendments to the District's Land Use Bylaw in response to the province's Bill 44 on small-scale multi-unit housing. Additionally, Council approved updates to several employee and finance policies.

In celebration of Pride Month, a small ceremony was held at the municipal hall in June. Council was joined by staff, fire department volunteers, West Shore RCMP, representatives from Pearson College and William Head Institution, and members of the community. In July, Council hosted a second volunteer appreciation night "outdoor concert," to recognize community volunteers.

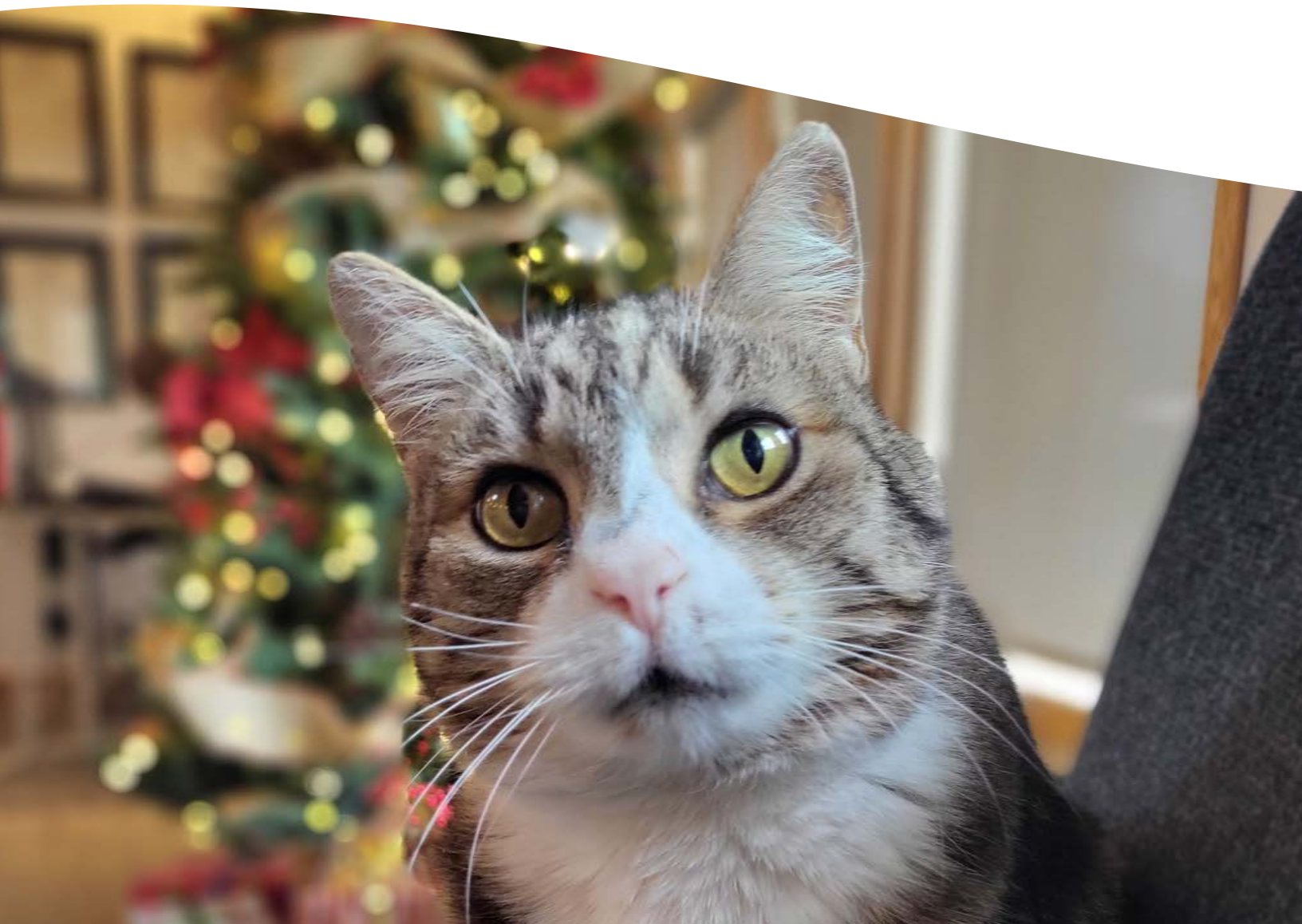
“Council approved the District's first Agricultural Area Plan in 2024”

Through a BC Active Transportation Infrastructure Grant, Urban Systems was engaged to develop an Active Transportation Network Plan for the District of Metchosin. Phase I of community engagement for the plan took place in the Fall of 2024.

In November, Council reviewed and made available for public comment the District's first draft Accessibility Plan, developed in partnership with the Capital West Accessibility Advisory Committee.

The District of Metchosin celebrated its 40th year of incorporation in December 2024, marked by a small reception in the Council Chambers following the final Council meeting of the year.

Council remains committed to fostering public engagement. Public participation and question period provide opportunities for input during Council and Committee meetings. Each month, the community is invited to tea to meet informally with the Mayor and Acting Mayors to discuss current issues. Council continues to collaborate with neighbouring First Nations and municipalities to maintain strong communication and foster positive relationships.





Administration

Administration is led by the Chief Administrative Officer (CAO), who is responsible for the corporate leadership of municipal operations, implementing Council's strategic priorities, and providing policy advice to Council.

The department ensures that all municipal statutory requirements are met and promotes accountability and transparency in municipal processes. Administration provides support to the CAO, Mayor and Council, and Committees, and plays a key role in advancing municipal objectives.

In addition, Administration is responsible for coordinating all meetings of Council and Committees, including the preparation of agendas and minutes; maintaining District bylaws and policies; administering leases and agreements; overseeing records management; managing the municipal website; coordinating events; administering elections; and processing Freedom of Information requests.

A total of 117 meetings were held in 2024, including:

- 31 Advisory Select Committee meetings
- 41 Standing Committee meetings
- 44 Council meetings
- 1 Public Hearing

Staff also coordinated events such as:

- *Coffee with the Mayor* meetings
- Bookings for Metchosin Community Day
- The District's 40th Anniversary celebration

2024 Highlights

- Presented a first draft Management Plan for Metchosin School.
- Finalized the development of an Accessibility Plan.
- Coordinated Council attendance at AVICC and UBCM Conferences.
- Finalized the following new Bylaws:
 - Council Code of Conduct;
 - Building Bylaw;
 - Fees and Charges Bylaw.

“There was a total of 117 meetings held in 2024.”

- Facilitated Phase I public engagement for the Active Transportation Network Plan (ATNP).
- Facilitated the installation of the Municipal Hall new phone system.
- Facilitated the installation of “Period Promise” dispensers/products in District facilities.
- Facilitated the new sound system and Teams video integration in Council Chambers.
- Coordinated ongoing records management for the organization
- Supported Council with Strategic Planning.
- Compiled the 2023 Annual Municipal Report.

2025 Objectives

- Move to Committee of the Whole meetings.
- Continue to draft and update priority Bylaws and policies including:
 - Good Neighbour Bylaw;
 - Land Use Bylaw;
 - Soil Removal and Deposit Bylaw;
 - Bylaw Notice Enforcement Regulation Bylaw;
 - Council Procedure Bylaw;
 - Tree Protection Bylaw;
 - Alcohol Use Policy;
 - Advisory Committee Bylaw and Terms of Reference.
- Finalize the Management Plan for Metchosin School.
- Initiate the District’s Accessibility Plan.
- Continue to support Council initiatives and public engagement opportunities.

Freedom of Information Requests

The *Freedom of Information and Protection of Privacy Act* (the “Act”) requires all public bodies to be accountable by providing the public the right to access records that are in the custody or control of a public body. In 2024, the District of Metchosin received a total of eight (8) requests under the Act. The majority of requests received were for property-related information. The District of Metchosin received a total of eight (8) requests under the Act. The majority of requests received were for property-related information.

| Freedom of Information Requests | | |
|---------------------------------|--------------------|---------------|
| Year | Number of Requests | OIPC* Reviews |
| 2024 | 8 | 0 |
| 2023 | 11 | 1 |
| 2022 | 9 | 0 |
| 2021 | 16 | 0 |
| 2020 | 10 | 0 |

* Office of the Information and Privacy Commissioner



Financial Services

The Finance team plays a critical role in ensuring the financial sustainability of the District. Responsibilities include long-term financial planning, budget development, and the administration of property taxes, business and dog licenses, school bookings, and various user fees.

The team also manages the District's investments, procurement processes, general accounting, and all statutory financial reporting, including the preparation of the annual audited financial statements.

2024 Highlights

The Finance department issued approximately 2,000 property tax notices and collected more than \$9.9 million in taxes on behalf of the District, Province of B.C., Capital Regional District, Greater Victoria Public Library, West Shore Parks and Recreation, B.C. Assessment, B.C. Transit, and the Municipal Finance Authority.

Finance staff processed more than 2,300 payments totaling \$9.4 million, while also ensuring timely and accurate payroll to 13 full-time employees and over 40 volunteer firefighters.

The District successfully secured over \$1 million dollars in grant funding to support capital projects, purchase new equipment, and implement environmental initiatives.

Priorities from the 2024 Fiscal Year:

Budgeting Software Upgrade: The District began upgrading its budgeting software to improve financial reporting in compliance with legislated requirements. This upgrade will enhance reporting capabilities to Council and the public. Final implementation will continue into 2025, with full rollout expected throughout the year.

Asset Management Plan Review: In support of Council's Strategic Priorities, the new Chief Financial Officer reviewed the Asset Management Plan. This included recalculating the replacement value of District assets to better reflect long-term infrastructure needs. The plan is reviewed annually to ensure sufficient reserves are maintained for future asset replacement.

“The Finance team plays a critical role in ensuring the financial sustainability of the District”

Metchosin School Site Growth: Renovations to the gym at the Metchosin School site were completed, resulting in a 50% increase in revenue due to expanded programming and higher user group participation. The outlook for 2025 is even stronger, thanks to new programming in collaboration with West Shore Parks and Recreation and training initiatives supported by the Fire Chief.

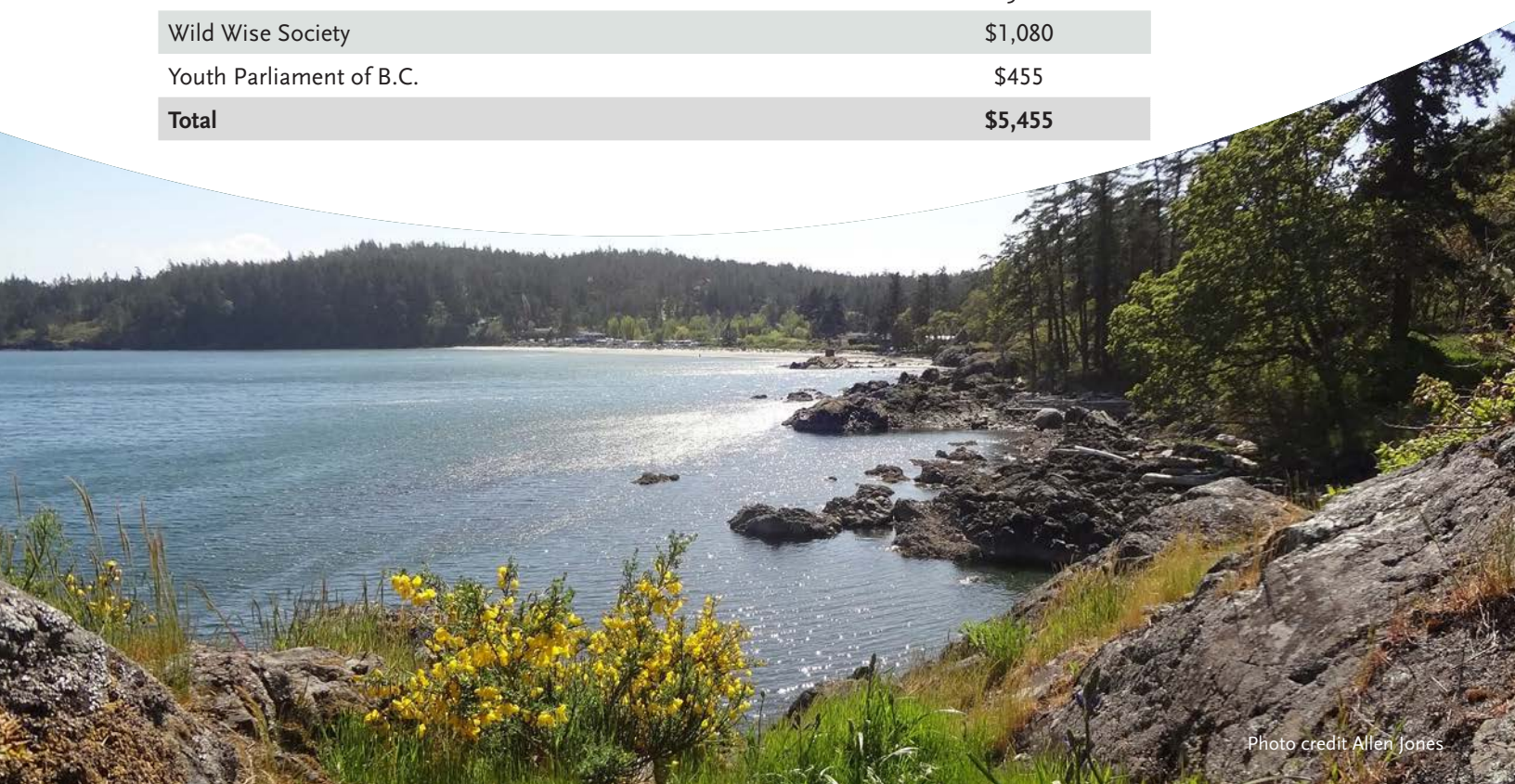
2025 Priorities:

- Explore options for **digitizing financial records** to reduce office supply costs and improve departmental efficiency.
- **Enhance internal and external financial reporting** to support transparency and decision-making.
- Establish new leases at the Metchosin School site and strengthen partnerships with West Shore Parks and Recreation.
- Conduct a **review of the investment strategy** to optimize returns and support long-term financial goals.

2024 Grant-in-Aid Program

Council approved a total of \$5,455 in grant-in-aid funding in 2024 to the following non-profit organizations:

| Organization | Amount Paid |
|--|----------------|
| Access WestShore Society | \$250 |
| Need2 | \$1,300 |
| Juan de Fuca Lacrosse Association | \$900 |
| Juan de Fuca Performing Arts Centre Society | \$300 |
| Prince Edward (Pacific No 91) Branch – The Royal Canadian Legion | \$320 |
| Relmagine West Shore Community Society | \$350 |
| South Vancouver Island Farmers Institute | \$500 |
| Wild Wise Society | \$1,080 |
| Youth Parliament of B.C. | \$455 |
| Total | \$5,455 |





Land Use, Planning & Environmental Services

This multi-departmental team is responsible for the administration and management of environmental planning & stewardship, municipal infrastructure, roads, long-range and current land use planning, subdivision, tree management, blasting approvals, soil removal and soil deposits approvals, driveway access, and building construction approvals and inspections.

Staffing for this team include:

| Staffing Role | Hours per week |
|---|------------------|
| Contract Planner | 14 |
| Contract Engineer | As needed |
| Building Inspector | 22.75 |
| Public Works Supervisor/Bylaw | 12.25 |
| Development Services Coordinator | 35 |
| Total Full Time Equivalent (FTE) staff | 2.2 staff |

2024 Highlights

- 81 combined new permits issued.
- 250 combined inspections/site visits conducted.
- 72 historical building record information requests fulfilled.
- Building Bylaw adopted.
- Microfiche records conversion project completed.
- Land Title online submission set up completed.
- Interim Housing Needs Report completed and appended to the District’s 2021 Housing Needs Report to meet Provincial legislative requirements.
- Completed a substantial amount of work to review current bylaws for compliance and exemptions related to Provincial legislative requirements under Bill 44 Small Scale Multi Unit Housing.

“Interim Housing Needs Report completed and appended to the District’s 2021 Housing Needs Report”

- Completed work to review the implications of Bill 35 *Short Term Rental Accommodations Act* and started a review of District’s short term rental regulations for compliance with Bill 35.
- Continuing work to update the District’s Development Procedures Bylaw for efficiency and alignment with new provincial legislative requirements.
- Provided support and worked with the CRD on the project to secure replacement of two EV chargers.
- Participated in CRD Climate Action Inter-Municipal Working Group, CRD Transportation Working Group, and Development Planning Advisory Committee.

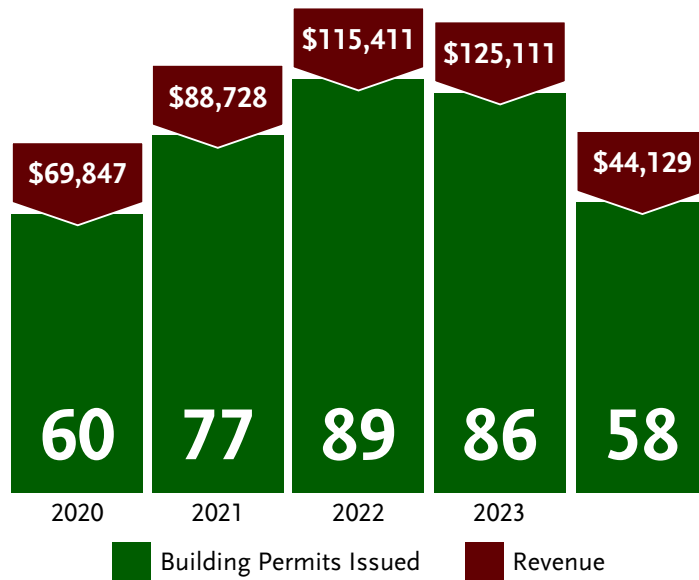
“Continuing work to update the District’s Development Procedures Bylaw”

The **Land Use, Planning and Subdivision Department** continued to process applications, including four development variance permits and three subdivision applications. Staff also worked on applications carried over from 2023. The Department responded to a higher-than-usual number of inquiries related to potential development, multi-generational housing, aging in place, business licensing, and short-term rentals. In addition, the department supported bylaw enforcement initiatives and reviewed business license applications, as well as daycare and sign permits, throughout the year.

NEW Land Use/Planning/Subdivision Applications Received

| Year | Rez /OCP | Temporary Use Permit | Dev Permit | Dev Variance Permit | Board of Variance | Subd | ALR |
|------|----------|----------------------|------------|---------------------|-------------------|------|-----|
| 2024 | 0 | 0 | 0 | 4 | 0 | 3 | 0 |
| 2023 | 3 | 0 | 0 | 5 | 0 | 2 | 1 |
| 2022 | 1 | 1 | 2 | 8 | 2 | 5 | 1 |
| 2021 | 5 | 0 | 2 | 3 | 0 | 2 | 1 |
| 2020 | 0 | 0 | 2 | 7 | 0 | 5 | 0 |

The Building Department approved and issued 58 new permits in 2024. Permits are issued, and inspections are conducted for health and safety, ensuring that construction in Metchosin complies with the BC Building Code and municipal bylaws. The department authorizes permits for building construction, plumbing installations, woodstoves, fireplaces, as well as assigning addresses for new homes.



The department also facilitated the adoption of *Building Bylaw 2024, No. 694*, providing for streamlined administrative requirements, eliminating redundancies, supporting more effective communications with external stakeholders (i.e., BC Assessment) as well as updating fees to be inline with current regional practices. In addition, staff undertook a major project of converting decades of historical microfiche building permit records to digital files, creating improved access to data and enhancing the integrity of permanent archives.

The ongoing review of older files continues. There are currently over a hundred open building permits files, with one third of those being inactive since 2021 or earlier. Each file requires assessment and a determination of required action. Pursuant to the new building bylaw, letters are sent to applicants to advise of pending expiration, extension fee, and to advise of next steps.

In 2024, the inspector also conducted approximately 250 on-site building inspections and assisted with bylaw complaints related to both building and other land use matters.

Other department functions include the administration, approval and inspection for permits related to blasting, tree removal, road access, work in road right-of-way, soil deposit and soil removal.

Applications Received

| Year | Soil Deposit/ Removal | Tree Cutting | Driveway Access | Work in Roadway | Blasting |
|------|--------------------------|--------------|--------------------|--------------------|----------|
| 2024 | 3 | 6 | 3 | - | 4 |
| 2023 | 3 | 6 | 6 | 2 | 11 |
| 2022 | 3 | 9 | 7 | 0 | 5 |
| 2021 | 4 | 8 | 9 | 7 | 6 |
| 2020 | 7 | 17 | 8 | 0 | 8 |



Transportation & Road Maintenance

The District of Metchosin Public Works Department consists of three full-time employees who deliver a broad range of services to the community. The crew is responsible for road maintenance, including work on culverts and ditches, roadside trail upkeep, and the installation and repair of road signs. Solar-powered speed indicator signs are also installed and maintained by Public Works staff.

Public Works ensures a reliable response to inclement weather impacts. Snow and ice control on roads is carried out using the District's equipped plow trucks. Metchosin has 180 lane kilometers of roads.

As a heavily treed municipality with significant vegetation, Metchosin requires regular response to storm debris and damage, including addressing fallen or hazardous trees and branches.

Public works crews perform seasonal mowing of municipal grounds and aerial brushing of roadside vegetation. The crew is also responsible for maintenance of the Municipal Hall and grounds including upkeep of the Metchosin School site grounds.

Service and maintenance of the vehicles within the public works and municipal fleet as well as associated equipment is performed in-house by Public Works staff where feasible.

In 2024, the Department responded to a total of 175 service calls related to road maintenance and services.

2024 Highlights

- Assisted with the development of a Roads & Culverts Management Plan.
- Conducted effective snow and ice control during the year's weather events.
- Installed solar powered traffic control warning devices and crosswalk on Rocky Point Road near the Galloping Goose crossing at Matheson Lake Park Road.
- Installed a new crosswalk on Happy Valley Rd between Metchosin Centre and Metchosin School site.
- Installed a gate at the Buffer Lands.

“In 2024, the Department responded to a total of 175 service calls related to road maintenance and services”

- Conducted patching of roads where needed.
- Completed road resurfacing on portions of Lombard Road and Winfall Road, and patching on Lindholm Road.
- Maintained powered traffic control warning devices.
- Upgraded street name blades and signs.
- Received delivery of five ton dump truck.
- Public Works staff undertook training to become certified/licensed for pesticide and herbicide application.

2025 Objectives

- Conduct line painting of roads in Metchosin.
- Complete road resurfacing capital projects including:
 - Metchosin Road between Briarwood Lane to Pelican Drive and transition point between the City of Colwood and District of Metchosin;
 - Tiswilde Road from Rocky Point Road to Meridale Road;
 - Lindholm Road from Happy Valley to Leefield Road.
- Install recessed pavement markers where possible.
- Complete improvements to Municipal Hall parking lot including pavement and lighting.
- Coordinate a paved accessibility parking area at Metchosin Community House.
- Coordinate the installation of a new roof for the Municipal Hall.

Public Communication Requests for Road Maintenance and Services

| Year | Roads | Plowing/ mowing | Signs | Highway Admin | Misc. | Garbage | Carcass Removal | Trees/ Branches* |
|------|-------|--------------------|-------|------------------|-------|---------|--------------------|---------------------|
| 2024 | 58 | 5 | 14 | 0 | 10 | 21 | 15 | 52 |
| 2023 | 71 | 2 | 12 | 0 | 9 | 14 | 23 | 39 |
| 2022 | 85 | 8 | 14 | 0 | 9 | 22 | 18 | 45 |
| 2021 | 85 | 3 | 10 | 1 | 13 | 25 | 36 | 50 |
| 2020 | 82 | 9 | 10 | 1 | 8 | 43 | 27 | 42 |

* Trees and branches were added as a new category in 2020. Trees and branches were previously grouped into Roads or Miscellaneous.



Bylaw & Animal Care Services

The District of Metchosin provides bylaw enforcement services on a complaint-driven basis. Bylaw complaints are forwarded to the Chief Administrative Officer and CRD Bylaw to investigate according to the District’s Bylaw Enforcement Policy. All complaints are handled in a fair, transparent, and confidential manner, with a focus on citizen well-being, health and safety and the protection of the environment as primary considerations.

Complaints Received

| Year | Land Use | Building Bylaw | Tree Cutting | Misc. (Soil & Blasting) | Noise |
|------|----------|----------------|--------------|-------------------------|-------|
| 2024 | 35 | 5 | 3 | 17 | 11 |
| 2023 | 40 | 4 | 1 | 16 | 7 |
| 2022 | 40 | 8 | 1 | 9 | 11 |
| 2021 | 56 | 6 | 3 | 6 | 4 |
| 2020 | 48 | 7 | 1 | 3 | 12 |

CRD Contracted Services

| Year | Contracted Services Costs | Soil Bylaw (hours) | Land Use Bylaw (hours) | Noise Bylaw (hours) | Unsightly Premises (hours) | Fine Revenue |
|------|---------------------------|--------------------|------------------------|---------------------|----------------------------|--------------|
| 2024 | \$40,559.51 | 73.00 | 78.00 | 40.00 | 69.00 | \$0.00 |
| 2023 | \$38,443.65 | 29.50 | 180.00 | 17.50 | 39.00 | \$500.00 |
| 2022 | \$24,221.93 | 39.50 | 150.50 | 16.50 | 18.50 | \$500.00 |
| 2021 | \$23,689.58 | 30.00 | 128.75 | 26.75 | 16.25 | \$1,150.00 |
| 2020 | \$30,414.39 | 79.25 | 83.50 | 57.00 | 49.25 | \$3,565.00 |

Animal Control Services

Animal Control services are contracted to the Capital Regional District (CRD) Bylaw and Animal Care Services. Fine revenue is collected by the CRD in lieu of payment for services.

| Year | Bylaw Hours | Fine Revenue | Impounds | Tickets/Warnings |
|------|-------------|--------------|----------|------------------|
| 2024 | 344.00 | \$390.00 | 14 | 34 |
| 2023 | 229.00 | \$128.00 | 8 | 26 |
| 2022 | 246.00 | \$516.00 | 13 | 20 |
| 2021 | 418.00 | \$291.00 | 15 | 32 |
| 2020 | 462.00 | \$652.00 | 19 | 30 |

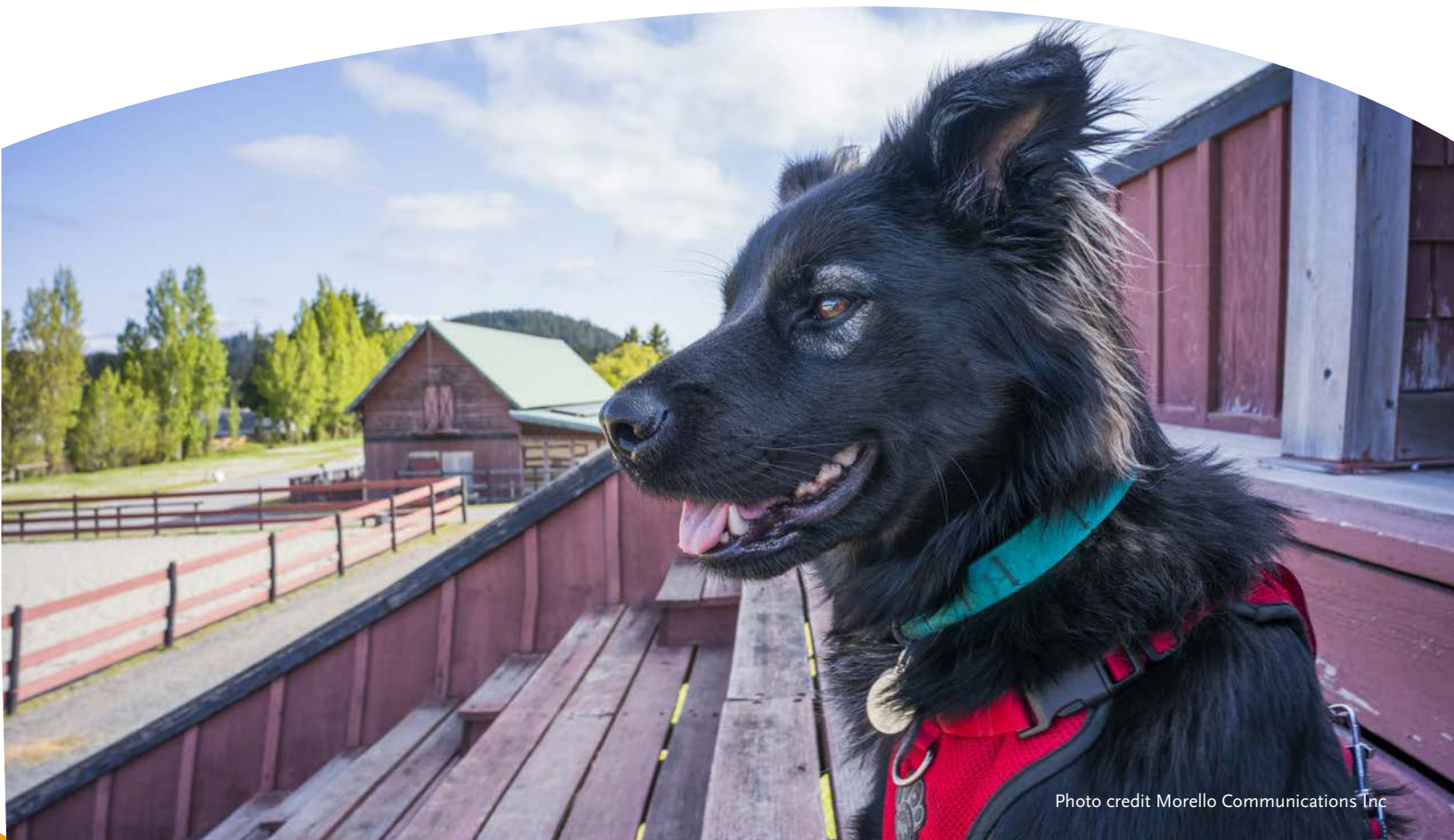


Photo credit Morello Communications Inc



Fire Department & Emergency Program

The following is a summary of the key accomplishments, ongoing initiatives, and operational highlights of the Metchosin Fire Department and Emergency Program. This year reflects our commitment to community protection, emergency preparedness, and inter-agency collaboration—all of which are vital to ensuring the safety and resilience of Metchosin residents.

Metchosin Fire Department

Emergency Response

In 2024, the Metchosin Fire Department responded to a total of 723 incidents, spanning a broad spectrum of emergencies. A breakdown is as follows:

- **Medical Calls:** 405 (56%)
- **Motor Vehicle Incidents:** 94 (13%)
- **Fires:** 130 (18%)
- **Other/Miscellaneous:** 94 (13%)

The department continued to implement and refine our 24-hour staffing model, which stationed responders at the hall both day and night. This initiative has improved response times, enhanced member safety, and contributed to overall operational readiness. Continued success of this program may contribute to improved insurance gradings, potentially reducing premiums for Metchosin property owners.

“This year reflects our commitment to community protection, emergency preparedness, and inter-agency collaboration.”

Grant Funding and Project Support

The Fire department acknowledges with gratitude the financial support received through various provincial and federal grants in 2024, enabling the delivery of several critical projects:

- **Fire Department Equipment:** \$30,000
- **Emergency Operations Centre (EOC) Upgrades:** \$30,000
- **Emergency Support Services Enhancements:** \$30,000
- **FireSmart Community Resiliency Program:** \$200,000
- **Indigenous Engagement Fund:** \$48,000

These grants supported training, equipment renewal, public education and engagement, and overall fire service and emergency preparedness improvements.

FireSmart Program

Significant progress was made in reducing wildfire risk across the District.

Highlights include:

- Completion of 48 residential FireSmart Home Assessments
- Issuance of \$31,000 in mitigation rebates to homeowners
- Delivery of 6 community education events and 4 regional wildfire risk videos
- Roadside and drop-off chipping events and targeted senior assistance programs

The program has played an essential role in preparing residents and protecting homes within Metchosin's high-risk interface areas.

Training and Professional Development

Training remains a cornerstone of the Metchosin Fire Department's operational excellence and preparedness. In 2024, members participated in a robust and diversified training program that included:

- Weekly in-house training sessions, contributing approximately 2,500 hours of skill development and readiness.
- Participation in specialized courses—Emergency Scene Management, Fire Service Instructor, Technical Rescue, Pump Operations and BC Wildfire Service—which accounted for an additional 3,000 +/- hours of advanced training.
- Engagement in regional and provincial programs to support interoperability and knowledge exchange.

The department's leadership structure—comprised of 2 Chief Officers, 1 Captain, and 6 Lieutenants—provides strong oversight, fosters a culture of safety, and ensures mentorship for both recruits and experienced members. This leadership foundation supports succession planning and reinforces the department's commitment to NFPA certification standards.

“Significant progress was made in reducing wildfire risk across the District.”

First Responder Program Enhancements

With the Province’s updated First Responder Scope of Practice in 2024, our members received enhanced training in administering life-saving medications including epinephrine, glucagon, and aspirin and full vital diagnostics. Several members advanced to Emergency Medical Responder (EMR) level, strengthening care delivery to our residents in the face of BC Ambulance Service’s extended response times (averaging 18–20 minutes, with some calls exceeding two hours).

Equipment, Apparatus, and Facilities

Preventative maintenance continued to be a top priority in 2024, ensuring that all apparatus, equipment, and facilities remained in a state of operational readiness. Regular servicing and scheduled inspections of fleet vehicles, including pumpers, tenders, and support units, helped minimize downtime and extended the lifespan of critical response assets.

Our **Type 1/3 Engine**, acquired in 2023, remains a versatile and high-performing unit, serving as a cornerstone of our fire suppression capability—particularly in rural interface areas. This apparatus has enhanced our ability to respond effectively to both structure and wildland incidents, offering flexibility in deployment and improved safety for our personnel.

In alignment with the department’s Capital Equipment Plan, several key procurement and upgrade initiatives were undertaken through grant and operational funding, including:

- The purchase of new hose and nozzles, aimed at replacing aging inventory and improving fire stream efficiency.
- An ongoing upgrade to battery-powered tools, which offer superior performance, speed of deployment, and reduced manual strain compared to older gas systems.
- The acquisition of additional personal protective equipment (PPE), including structural turnout gear and wildfire PPE, to ensure all members are adequately outfitted for a wide range of operational environments.

These investments not only support firefighter safety and effectiveness but also contribute to maintaining compliance with industry best practices and WorkSafeBC standards.

Additionally, the Fire Hall Replacement Feasibility Study advanced steadily throughout 2024. Guided by the Fire Hall Steering Committee, the study will identify long-term infrastructure needs, assess site suitability, and explore funding pathways for a modern, post-disaster-rated facility. The target for completion remains 2025, at which point recommendations will be brought forward to Council for consideration and next steps.

“Our Type 1/3 Engine, acquired in 2023, remains a versatile and high-performing unit.”

Fire Prevention & Public Education

In mid-2024, the appointment of a dedicated Fire Prevention Officer significantly enhanced the department's capacity to deliver proactive fire safety services. This role has allowed for increased frequency and depth of fire safety inspections, improved oversight of pre-incident planning, and a strengthened approach to community risk reduction and public education.

With this expanded capacity, the department is well-positioned to implement several key fire prevention initiatives in 2025, including:

- **Residential Pre-Fire Plans Integrated with FireSmart:** In collaboration with the FireSmart Program, the department will begin conducting detailed pre-incident planning for residential properties, particularly those in the wildland-urban interface. These plans will provide critical information to first responders in the event of a fire and offer homeowners tailored recommendations for structural and landscaping mitigation.
- **Development of a Wildfire Structure Defense Plan:** This comprehensive document will outline strategies and deployment protocols for defending homes and infrastructure during a wildfire event. The plan will incorporate structure triage assessments, water supply mapping, interface zone prioritization, and tactical resource staging—ensuring the department is prepared to act swiftly and effectively when wildfire risk escalates.

Together, these initiatives underscore our ongoing shift toward proactive risk reduction, aligning with best practices in fire prevention and emergency preparedness.

“Our Officer structure consists of two Chief Officers, two Captains, and six Lieutenants”



Community Engagement and Volunteer Firefighter Society

The Metchosin Volunteer Firefighter Society continues to provide essential support through:

- Community events such as Breakfast with Santa, Halloween, March for Liz, and Remembrance Day.
- Community Bike Program and Junior Firefighter Boot Camp.

The Society's fundraising, volunteer coordination, and event planning play a central role in strengthening the department's public connection.

Deployments and Mutual Aid

In 2024, the Metchosin Fire Department maintained a high level of operational readiness and demonstrated strong regional collaboration through a variety of deployment and mutual aid responses:

- The department participated in two BC Wildfire Service deployments, assisting with wildfire suppression efforts outside of our jurisdiction. These deployments provided valuable experience for our members while contributing to provincial firefighting efforts during peak wildfire season.
- Locally, Metchosin Fire supported the Old Man Lake wildfire in Sooke, working alongside partner agencies to quickly contain the fire and protect potential growth. Our involvement included initial attack response, interface protection, and coordination with local and provincial command teams.
- In addition, the department responded to 13 mutual aid requests from neighbouring fire departments, encompassing structure fires and technical rescues. These requests underscore our role as a trusted partner in regional emergency response.

These responses reflect not only the department's inter-agency interoperability and operational strength, but also the importance of regional preparedness, shared resources, and coordinated response strategies in protecting communities throughout our region.

“All emergency response vehicles are in good working condition”

Metchosin Emergency Program

Emergency Operations Centre (EOC) Management

The District of Metchosin's Emergency Operations Centre (EOC) program is driven by the dedication and expertise of a core group of trained volunteers. These individuals play a critical role in supporting the municipality's ability to respond effectively to emergencies and disasters.

In 2024, the EOC team met on a monthly basis to assess the District's state of readiness, review emergency response protocols, and conduct scenario-based training exercises. These sessions ensured operational familiarity with the Emergency Management and Climate Readiness (EMCR) framework.

The team continued to strengthen relationships with regional and provincial partners, including EMCRC, WCMRC, Mutual Aid & First Nation Partners and many local organizations and stakeholders. This ongoing collaboration enhances inter-agency communication and ensures that resources and information can be mobilized efficiently during a crisis.

Volunteer EOC members are cross-trained in a range of operational support roles—including planning, logistics, finance, and public information—to ensure adaptability under real-world conditions. Their collective efforts support all-hazard preparedness, from wildfires and flooding to earthquakes, hazardous material incidents, and community-wide evacuations.

The continued development of the EOC program reflects the District's commitment to building local capacity and resilience, ensuring Metchosin is equipped to protect lives, property, and critical infrastructure when it matters most.

“Volunteer EOC members are cross-trained in a range of operational support roles”



Emergency Support Services (ESS)

Emergency Support Services (ESS) are a critical component of Metchosin’s emergency response system, providing short-term assistance to individuals and families displaced by disasters such as fires, floods, and evacuations. ESS volunteers are often the first point of contact for evacuees, offering both practical aid and emotional reassurance during times of distress.

In 2024, the Metchosin ESS team continued to demonstrate its value and readiness:

- The team responded to several structure fire callouts, offering immediate support to evacuated residents. Services included shelter referrals, food and clothing assistance, and coordination with other emergency agencies.
- Members expanded their knowledge and capabilities by participating in a range of regional and provincial training courses, including:
 - *Introduction to Emergency Management* – providing a foundational understanding of the emergency management system and ESS’s role within it;
 - *Applied Group Lodging* – focusing on the operation and logistics of group lodging facilities during mass evacuations;
 - *Resource Acquisition* – teaching the principles of sourcing and managing resources effectively under emergency conditions.
- ESS members also took part in two large-scale emergency exercises:
 - A full-scale evacuation simulation at Ayre Manor Seniors’ Housing in Sooke, during which volunteers acted as evacuees to evaluate the reception centre’s effectiveness;
 - A regional reception centre exercise, simulating mass displacement and resource coordination across multiple jurisdictions.

These activities not only enhanced the operational capabilities of the ESS team but also built confidence in their ability to manage real-world events. By focusing on training, regional collaboration, and public support, Metchosin’s ESS team plays an essential role in ensuring community resilience during times of crisis.

Metchosin Search and Rescue (MSAR)

MSAR responded to 29 calls in 2024, including wilderness and urban rescues, mutual aid deployments, and high-risk searches. Key metrics:

- 1,500+ operational hours
- 3,600+ training hours
- 11 new members welcomed, completing GSAR training in 2025

Cross-training with the Metchosin Fire Department and Juan de Fuca SAR continued, along with preparation of a K9 search team. Education and prevention efforts remained strong via collaboration with BC AdventureSmart.

“Metchosin EmCom continues to lead with excellence in innovation, training, and community outreach”

Emergency Communications (EmComm)

The EmComm team contributed over 200 volunteer hours in 2024. The team includes:

- 8 active radio operators
- 34 POD-based operators, providing decentralized emergency radio capability

Training and exercises utilized VHF, UHF, and HF bands, in both voice and data formats. The April 6 “Radio Pizza Party” highlighted the camaraderie and dedication of this vital communications group.

Neighbourhood Emergency Preparedness Program (Pods)

In 2024, the POD network experienced increased participation from residents and improved coordination with other emergency initiatives. Many PODs worked in close alignment with FireSmart programming, combining wildfire mitigation efforts with localized emergency planning. This collaboration has been instrumental in strengthening both structural resilience and evacuation awareness across high-risk interface zones.

A continued enhancement this year was the integration of licensed ham radio operators into individual PODs, boosting the District’s capacity for decentralized emergency communication. These operators provide vital communication links between neighborhoods and the Emergency Operations Centre (EOC), especially in scenarios where conventional networks may be disrupted.

Ongoing POD engagement included workshops, map-your-neighborhood exercises, emergency kit updates, and participation in mock evacuations and information sessions led by the Emergency Program and FireSmart teams.

As a whole, the POD system remains one of the District’s most effective tools for cultivating a culture of preparedness, promoting neighbourly support, and enhancing community resilience from the ground up.

Conclusion

Emergency Services in Metchosin are grounded in community values, volunteer dedication, and a forward-thinking approach to risk reduction. Through the continued efforts of our Fire Department, Emergency Program, and partner agencies, we remain committed to delivering safe, effective, and compassionate services.

We thank our Council, residents, partners, and especially our volunteers, whose service forms the foundation of our preparedness and response.

“Through the continued efforts of our Fire Department, Emergency Program, and partner agencies, we remain committed to delivering safe, effective, and compassionate services”



Policing

Police protection is provided by the West Shore RCMP Detachment and is now funded by the District of Metchosin through a Municipal Police Unit Agreement (MPUA) with the Province of BC.

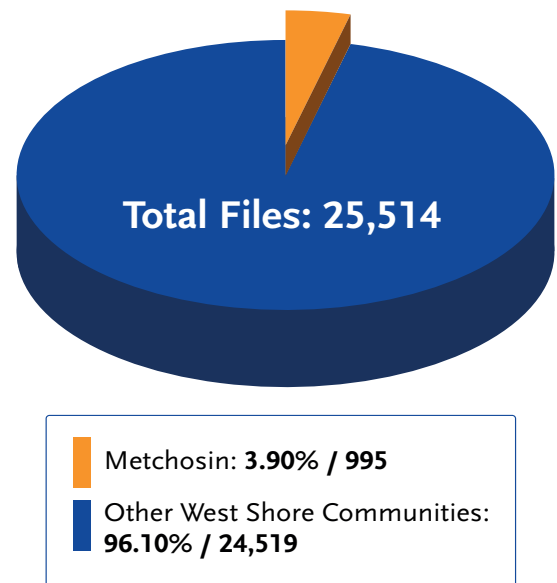
The West Shore RCMP reports to five municipalities including the City of Langford, the City of Colwood, the Town of View Royal, and the Districts of Highlands and Metchosin.

The following provides overview of police reports in Metchosin from January 1st through December 31st, 2023 & 2024.

There were 995 reports in 2024, representing a 0.30% decrease in reports compared to 2023 when there were 998 reports.

Figure 1 depicts the percentage of files in Metchosin in comparison to other West Shore Communities in 2024. 3.90% of files were in Metchosin.

Figure 1 – 2024 Metchosin & Other West Shore Communities File Percentage



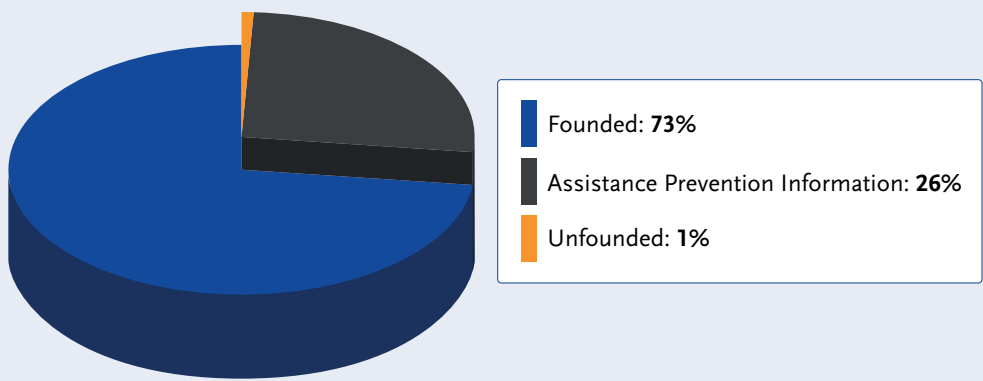
Founded & Unfounded Occurrences

Founded occurrences include offences where it has been determined that the reported incident did occur or was attempted, or there was no credible evidence to confirm that the incident did not take place. Unfounded occurrences are those occurrences that are investigated, but determined to not have been attempted or to have occurred. In 2024, there were 729 founded occurrences in Metchosin and 11 unfounded occurrences. Founded occurrences represented 73% of files and unfounded represented 1% of files (figure 2).

Assistance, Prevention & Information Files

Assistance, prevention and information files may include those files where officers act under the authority of other agencies (e.g. Provincial Mental Health Act, Coroners Act, etc.), assist other police and government agencies (e.g. curfew / compliance checks for probation / parole, etc.) and implement preventative measures to proactively target a specific concern (e.g. traffic enforcement in a school zone, etc.). In 2024, there were 255 of these occurrences (26%) in Metchosin (figure 2).

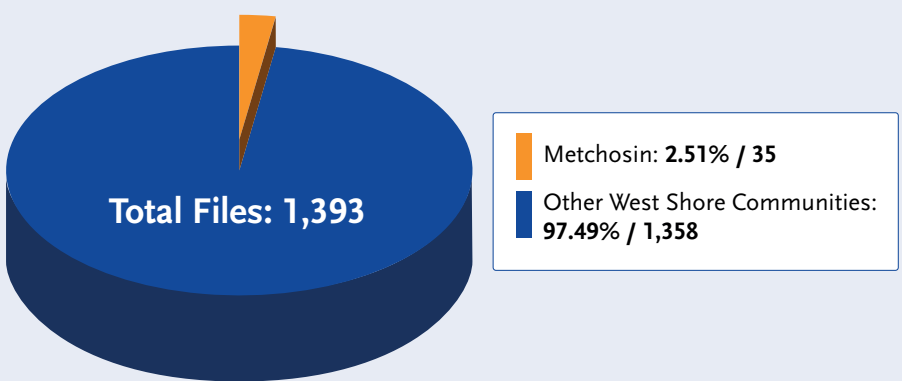
Figure 2 – 2024 Metchosin Files by Type



Violent Crime

There were 35 founded violent crimes in Metchosin in 2024, representing 2.51% of founded violent crimes in West Shore jurisdiction (figure 3) and a 10.26% decrease compared to 2023 when there were 39 founded violent crimes.

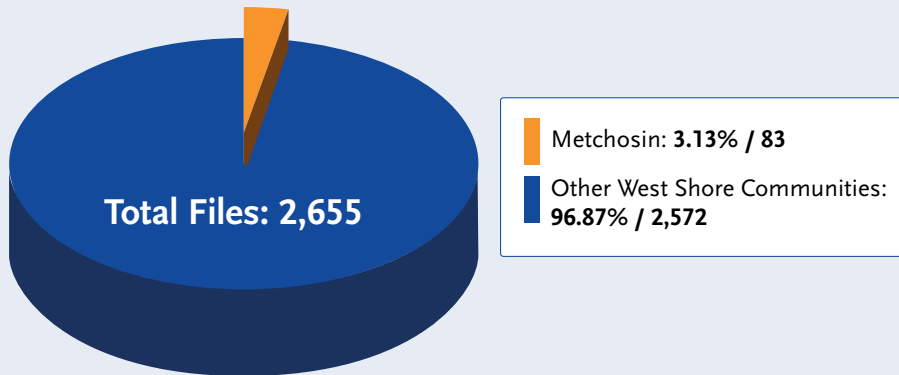
Figure 3 – Violent Crime – 2024



Property Crime

There were 83 founded property crimes in Metchosin in 2024, representing 3.13% of founded property crimes in West Shore jurisdiction (figure 4) and a 6.41% increase compared to 2023 when there were 78 founded property crimes.

Figure 4 – Property Crime – 2024

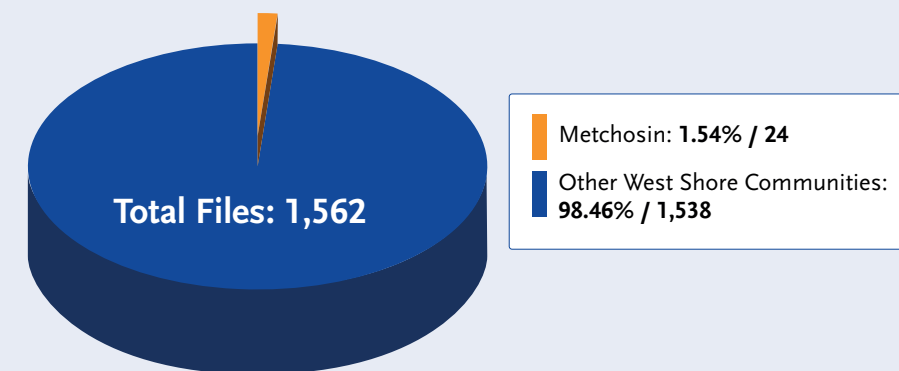


Other Criminal Code

Other Criminal Code violations includes, but is not limited to, violations such as indecent acts / exposing, weapons possession, child pornography related offences, trespass at night, breaches, obstruction of justice, possession of break & enter instruments, counterfeiting currency, etc.

In 2024 there were 24 founded Other Criminal Code violations in Metchosin, representing 1.54% of founded violations in West Shore jurisdiction (figure 5). There was a 11.11% decrease in founded violations in 2024 compared to 2023 when there were 27 founded violations.

Figure 5 – Other Criminal Code – 2024



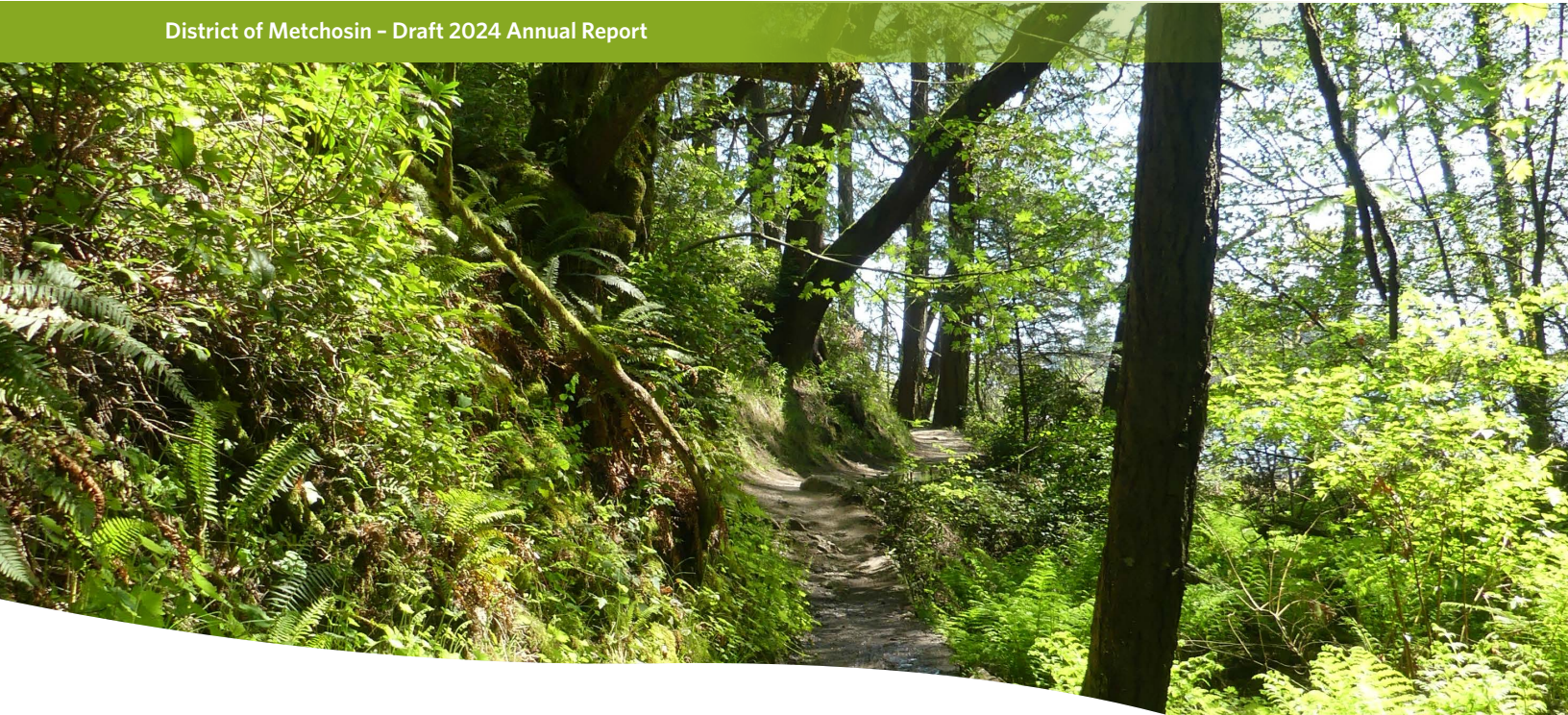
Founded Occurrences – Increases & Decreases

Table 1 depicts the 2023 and 2024 founded occurrences, the percent change and file count.

| Uniformed Crime Report – RCMP Occurrence Classification | 2023 | 2024 | % Change | File Count (+/-) |
|--|-------------|-------------|-----------------|-------------------------|
| 215 Alcohol - 24 Hour | 2 | 0 | -100% | -2 |
| 215 Alcohol - 3 Day | 3 | 2 | -33% | -1 |
| 215 Drug | 2 | 2 | 0% | 0 |
| 911 - False / Abandoned Calls | 19 | 13 | -32% | -6 |
| Abandoned Vehicles | 3 | 2 | -33% | -1 |
| Animal Calls | 15 | 24 | 60% | 9 |
| Assault - Aggravated | 1 | 1 | 0% | 0 |
| Assault - Common | 15 | 7 | -53% | -8 |
| Assault With Weapon Causing Bodily Harm | 2 | 2 | 0% | 0 |
| Break & Enter - Business | 1 | 3 | 200% | 2 |
| Break & Enter - Other | 3 | 1 | -67% | -2 |
| Break & Enter - Residence | 2 | 4 | 100% | 2 |
| Breach / Bail Violation | 7 | 4 | -43% | -3 |
| Breach of Peace | 0 | 2 | 100% | 2 |
| Breach Probation - Adult | -3 | 2 | -33% | -1 |
| Bylaw - Litter | 2 | 2 | 0% | 0 |
| Bylaw - Noise | 29 | 18 | -38% | -11 |
| Bylaw - Other | 5 | 6 | -20% | 1 |
| Cannabis Control & Licensing Act | 2 | 0 | -100% | -2 |
| Cannabis Act - Other | 1 | 0 | -100% | -1 |
| Causing a Disturbance | 1 | 7 | 600% | 6 |
| Cause Animals to Suffer | 0 | 1 | 100% | 1 |
| Check Well Being | 52 | 57 | 10% | 5 |
| Child Pornography - Possess / Access | 1 | 0 | -100% | -1 |
| Collision Damage Over \$10,000 | 16 | 10 | -38% | -6 |
| Collision Damage Under \$10,000 | 26 | 26 | 0% | 0 |
| Collision - Fatal | 0 | 0 | 0% | 0 |
| Collision Damage (Injury - Non-Fatal) | 14 | 22 | 57% | 8 |
| Criminal Harassment | 1 | 1 | 0% | 0 |
| Driver Permit Recoveries - Provincial | 1 | 0 | -100% | -1 |

| Uniformed Crime Report – RCMP Occurrence Classification | 2023 | 2024 | % Change | File Count (+/-) |
|--|------|------|----------|------------------|
| Drive While Disqualified / Suspended | 7 | 3 | -57% | -4 |
| Drive Without Care / Consideration | 2 | 0 | -100% | -2 |
| Drive Motor Vehicle Over 80MG (Criminal Code) | 0 | 1 | 100% | 1 |
| Escape Custody | 1 | 0 | -100% | -1 |
| Excise Act - Tobacco - Possession / Sale | 0 | 1 | 100% | 1 |
| Extortion | 1 | 4 | 300% | 3 |
| Fail to Provide Animal With Care | 1 | 0 | -100% | -1 |
| Fail to Stop / Remain | 3 | 1 | -67% | -2 |
| Fail / Refuse Alcohol Demand | 0 | 1 | 100% | 1 |
| False Alarms | 50 | 30 | -40% | -20 |
| Firearms - Careless Use | 2 | 2 | 0% | 0 |
| Firearms - Prohibition Application | 0 | 1 | 100% | 1 |
| Firearms - Discharge With Intent | 0 | 1 | 100% | 1 |
| Flight From Peace Officer | 2 | 0 | -100% | -2 |
| Forcible Confinement | 0 | 2 | 100% | 2 |
| Fraud - Criminal Breach of Trust | 0 | 1 | 100% | 1 |
| Fraud - Identity | 0 | 1 | 100% | 1 |
| Fraud - Money / Property / Security Over \$5,000 | 9 | 10 | 11% | 1 |
| Fraud - Money / Property / Security Under \$5,000 | 6 | 16 | 167% | 10 |
| Fraud - Other | 5 | 4 | -20% | -1 |
| Harassing Communications | 6 | 10 | 67% | 4 |
| Impaired Operation Motor Vehicle (Alcohol) | 10 | 12 | 20% | 2 |
| Impaired Operation Motor Vehicle (Drug) - Causing Bodily Harm | 0 | 1 | 100% | 1 |
| Impaired Operation Motor Vehicle (Drug) | 2 | 2 | 0% | 0 |
| Impaired Operation Motor Vehicle (Alcohol / Drug) | 0 | 2 | 10% | 2 |
| Indecent Acts / Exposing | 2 | 2 | 0% | 0 |
| Insecure Premises | 1 | 0 | -100% | -1 |
| Invitation to Sexual Touching | 1 | 0 | -100% | -1 |
| Liquor Control & Licensing Act - Other | 0 | 1 | 100% | 1 |
| Liquor - Intoxication in Public | 1 | 4 | 300% | 3 |
| Liquor - Minor in Possession | 0 | 1 | 100% | 1 |
| Lure Child Via Computer | 1 | 0 | -100% | -1 |
| Mischief - \$5,000 or Under | 19 | 13 | -32% | -6 |
| Mischief - Loss of Enjoyment Property | 2 | 4 | 100% | 2 |
| Missing Persons | 9 | 12 | 33% | 3 |
| Parking Violations | 2 | 4 | 100% | 2 |

| Uniformed Crime Report – RCMP Occurrence Classification | 2023 | 2024 | % Change | File Count (+/-) |
|--|------------|------------|------------|------------------|
| Peace Bonds | 1 | 0 | -100% | -1 |
| Possess Cannabis to Sell | 1 | 0 | -100% | -1 |
| Possession of Property Obtained By Crime Over \$5,000 | 3 | 1 | -67% | -2 |
| Possession of Property Obtained By Crime Under \$5,000 | 1 | 1 | 0% | 0 |
| Possession - Other Schedule I Drugs / Substances | 1 | 0 | -100% | -1 |
| Property - Found | 17 | 11 | -35% | -6 |
| Property - Lost | 26 | 33 | 27% | 7 |
| Provincial Prohibition / Suspension (Not 215) | 2 | 2 | 0% | 0 |
| Public Mischief | 1 | 0 | -100% | -1 |
| Sexual Interference | 1 | 0 | -100% | -1 |
| Sexual Assault | 2 | 2 | 0% | 0 |
| Shots Fired | 7 | 14 | 100% | 7 |
| Stranded Person | 1 | 1 | 0% | 0 |
| Suspicious Occurrences | 90 | 68 | -24% | -22 |
| Theft From Mail | 0 | 3 | 100% | 3 |
| Theft From Motor Vehicle | 8 | 5 | -38% | -3 |
| Theft of Vehicle | 4 | 2 | -50% | -2 |
| Theft - Other Over \$5,000 | 3 | 1 | -67% | -2 |
| Theft - Other Under \$5,000 | 9 | 12 | 33% | 3 |
| Trafficking - Fentanyl | 0 | 1 | 100% | 1 |
| Trespass Act | 2 | 6 | 200% | 4 |
| Trespass At Night | 1 | 0 | -100% | -1 |
| Traffic - Insurance Violation | 10 | 13 | 30% | 4 |
| Traffic - Other Moving | 127 | 133 | 5% | 6 |
| Traffic - Other Non-Moving | 4 | 9 | 125% | 5 |
| Unspecified Assistance | 33 | 36 | 9% | 3 |
| Uttering Threat - Property/Animal | 3 | 0 | 100% | -3 |
| Uttering Threat - Person | 8 | 5 | -38% | -3 |
| Wildfire Act/Regulations | 0 | 1 | 100% | 1 |
| Weapons Possession - Contrary to Order | 0 | 1 | 100% | 1 |
| Private File (Scoring Unknown) | 0 | 2 | 100% | 2 |
| Total | 740 | 729 | -1% | -11 |



Recreation

Metchosin School

The Metchosin School, owned and operated by the District of Metchosin, serves as a multi-use facility for both the District and the community. The building is divided into two main sections: one side includes a gymnasium, kitchen, and commercial space, while the other houses the Metchosin Arts & Cultural Centre Association. The school property also features a tennis court, playing fields, and a parking area.

In 2024, the District introduced user fees for the use of the gymnasium, classrooms, and outdoor spaces. Throughout the year, the school was utilized by several recreational groups, including pickleball, jiu-jitsu, and dog training. Additionally, West Shore Parks & Recreation offered programs at the school such as Pilates, yoga, and first aid classes.

West Shore Parks & Recreation

The District of Metchosin is a joint owner of West Shore Parks & Recreation (WSPR), along with the Cities of Colwood and Langford, the District of Highlands, and the Town of View Royal.

WSPR is governed by the Societies' Board of Directors composed of representatives from each member municipality. Each municipality provides financial support for the operation of the facilities through an annual tax requisition.

“The Metchosin School, owned and operated by the District of Metchosin, serves as a multi-use facility for both the District and the community.”

The following highlights various programs and initiatives offered by West Shore Parks & Recreation in 2024:

Human Resources

In partnership with Greater Victoria Active Communities (GVAC), WSPRS provided staff with online training to help manage challenging situations—ensuring safety and enjoyment for all, particularly as staff adapt to a changing demographic and an increasing presence of vulnerable populations.

In 2024, WSPRS trained 17 staff members, including both leadership and junior roles, to become certified Mental Health First Aid Attendants, with a focus on youth interactions within both the staff team and the broader community.

Additionally:

- Nine staff members attended conferences to stay current with trends in recreation programming and technology.
- Aquatic staff earned new instructor certifications to meet growing demand.
- Two maintenance staff obtained their Ice Facility Operators Licence.
- Several staff pursued post-secondary education in recreation and community support.

WSPRS also posted 126 job openings, resulting in 180 new hires across various roles, including:

- Human Resources Generalist
- Aquatic Programmer
- Arena Program Assistant
- Multiple Maintenance Positions

To support its growing team, WSPRS modernized its hiring and onboarding systems and enhanced its Long Service Award program to provide quicker recognition of staff achievements.

Registrations

To ensure reliable and scalable payment processing on busy registration days, WSPRS transitioned to Windcave and implemented Queue-it. These upgrades helped prevent system outages, promote fairness, and resulted in smooth, issue-free recent registrations.

Community Recreation

With the expansion of youth-specific programming, WSPRS used Building Safer Communities funding to hire two youth security staff. Their presence has been instrumental in ensuring safety and fostering positive relationships during busy activities. This supportive approach has allowed programs to thrive while maintaining a welcoming and inclusive environment for all.

Programs

Through Building Safer Communities funding, youth programming at the Centennial Centre was expanded in 2024 to include art, dance, games, and healthy snacks, engaging over 671 youth. Celebrations such as Youth Week’s Glo-themed event fostered positive relationships and creative exploration in a safe, supportive environment.

Pacific Archery Academy joined WSPR as a new contractor and quickly gained popularity, with five classes running at 95% capacity. Archery appeals to all ages and abilities, offering mental focus, physical skill, and fostering community through social interaction. Parent-child, adult, and youth classes, along with private sessions and camps, attracted over 120 participants across the West Shore.

WSPR expanded its programming to the newly renovated former Metchosin School, gathering community feedback through a survey with 300 responses to guide program development. In January 2025, WSPR piloted first aid and fitness programs, which were fully booked, leading to additional classes. The fitness team also engaged with the Metchosin Seniors Association to promote new offerings, emphasizing the importance of accessible recreational programs in surrounding communities.

“WSPR expanded its programming to the newly renovated former Metchosin School”

Operations

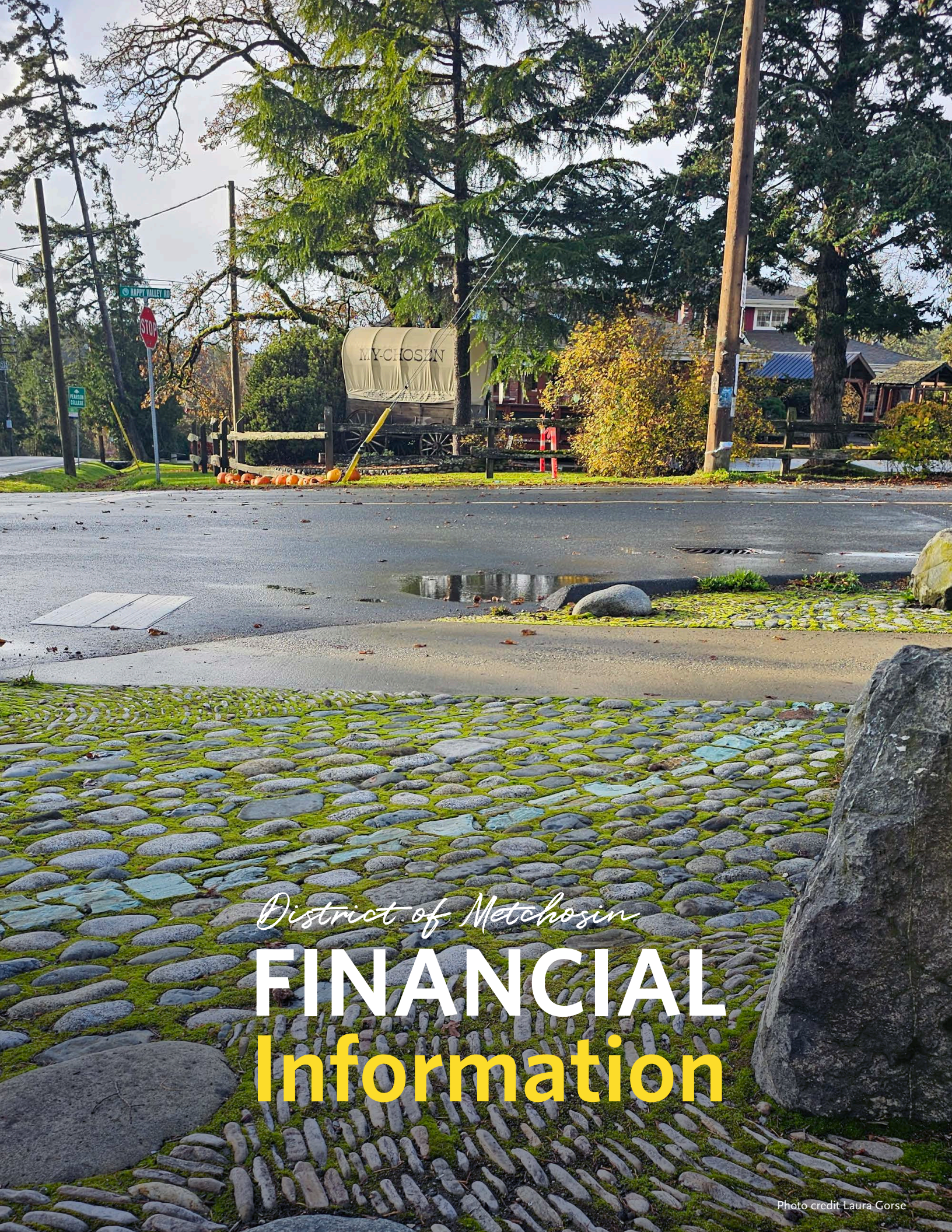
WSPRS upgraded the Q Centre Arena’s refrigeration system by replacing the old shell-and-tube chiller with a modern plate-and-frame chiller, which is more efficient, energy-saving, and easier to maintain. The new system also allows for future expansion and reduces ammonia usage.

New cooling pipes connected to the air handling unit at the Q Centre Arena now cool both the air inside the building and the ice surface, providing comfort during warm events—such as Shamrocks lacrosse games—while saving energy and enhancing the experience for athletes, fans, and the community.

For more information on WSPR, please visit www.westshorerecreation.ca

Library Services

The District of Metchosin is a member of the Greater Victoria Public Library Board which provides library services to Metchosin residents primarily through the Juan de Fuca (JDF) Library Branch. Metchosin is a co-owner of the JDF Library Branch building along with the City of Colwood, City of Langford and the District of Highlands. The JDF Library Branch is the largest of the three West Shore GVPL Branches and offers a variety of general interest programs for all ages.



District of Metchosin

FINANCIAL Information



2024 Permissive Tax Exemptions

In accordance with section 98(2)(b) of the *Community Charter*, the following properties in the District of Metchosin were provided permissive tax exemptions.

| Civic Address | Legal Description | Exemption Value |
|--|--|--------------------|
| Anglican Synod Diocese of BC 4354 Metchosin Road | Plan 197R, Section 1, Metchosin District | \$6,945.40 |
| Metchosin Hall Society 4401 William Head Road | That part of Section 2, Metchosin District, marked "Hall Site" on Plan 1184, and containing one-half of an acre more or less | \$3,215.46 |
| BC Society for the Prevention of Cruelty to Animals Wild Arc, 1020 Malloch Road | Lot 3, Plan 31510, Section 30, Metchosin Land District | \$11,056.05 |
| YMCA-YWCA Greater Victoria, Y Camp Thunderbird | Section 54, Goldstream Land District; Section 55, Goldstream Land District, Lease No. 19055; Section 56, Goldstream Land District; Section 57, Goldstream Land District; Section 62, Goldstream Land District, that part of Section 62 lying west of a line joining the S.E. corner of Section 56, Goldstream District with the N.E. corner of Section 57, Sooke District, Lease No. 13969 | \$61,534.79 |
| Victoria Motorcycle Club, Boulderpath Road | Section 119, Land District 30, Boulderpath Road | \$3,158.11 |
| Victoria Motorcycle Club | Lot A, Section 13, Plan 21261, Land District 30, Happy Valley Road | \$2,615.31 |
| Anglican Synod of the Diocese of British Columbia 4125 Metchosin Road | Lot A, Plan 42074, Section 1, Metchosin District | \$11,192.11 |
| Total Exemptions | | \$99,717.23 |

Consolidated Financial Statements of

THE DISTRICT OF METCHOSIN

Year ended December 31, 2024

THE DISTRICT OF METCHOSIN

Consolidated Financial Statements

Year ended December 31, 2024

Financial Statements

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MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

The accompanying consolidated financial statements of The District of Metchosin (the "District") are the responsibility of management and have been prepared in compliance with applicable legislation and in accordance with public sector accounting principles for local governments established by The Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their acceptance of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the District's consolidated financial statements.



Chief Financial Officer



KPMG LLP

St. Andrew's Square II
800-730 View Street
Victoria BC V8W 3Y7
Canada
Telephone (250) 480 3500
Fax (250) 480 3539

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Councilors of The District of Metchosin

Opinion

We have audited the consolidated financial statements of the District of Metchosin (the "District"), which comprise:

- the consolidated statement of financial position as at end of December 31, 2024
- the consolidated statement of operations for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2024 and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditor's Responsibilities for the Audit of the Financial Statements**" section of our auditor's report.

We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.



District of Metchosin

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



District of Metchosin

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the group as a basis for forming an opinion on the group financial statements. We are responsible for the direction, supervision and review of the audit work performed for the purposes of the group audit. We remain solely responsible for our audit opinion.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slightly slanted style. Below the signature is a horizontal line that starts under the 'K' and ends under the 'P'.

Chartered Professional Accountants

Victoria, Canada
April 24, 2025

THE DISTRICT OF METCHOSIN

Consolidated Statement of Financial Position

December 31, 2024, with comparative information for 2023

| | 2024 | 2023 |
|--|----------------------|----------------------|
| Financial assets: | | |
| Cash and cash equivalents (note 2) | \$ 26,060,195 | \$ 21,462,267 |
| Accounts receivable | 270,765 | 1,041,392 |
| Taxes receivable | 125,814 | 152,655 |
| Other assets | 207,784 | 205,526 |
| | <u>26,664,558</u> | <u>22,861,840</u> |
| Liabilities: | | |
| Accounts payable and accrued liabilities | 2,920,939 | 2,412,061 |
| Deposits payable | 332,463 | 288,254 |
| Prepaid property taxes | 294,686 | 275,425 |
| Wages and benefits payable (note 3) | 291,403 | 254,604 |
| Deferred revenue (note 4) | 915,357 | 413,616 |
| Asset retirement obligations (note 5) | 292,812 | 280,498 |
| | <u>5,047,660</u> | <u>3,924,458</u> |
| Net financial assets | 21,616,898 | 18,937,382 |
| Non-financial assets: | | |
| Tangible capital assets (note 6) | 35,575,169 | 36,233,379 |
| Prepaid expenses | 47,097 | 32,052 |
| | <u>35,622,266</u> | <u>36,265,431</u> |
| Commitments and contingencies (note 10) | | |
| Accumulated surplus (note 7) | \$ 57,239,164 | \$ 55,202,813 |

The accompanying notes are an integral part of these consolidated financial statements.

On behalf of the District:



Chief Financial Officer

THE DISTRICT OF METCHOSIN

Consolidated Statement of Operations

Year ended December 31, 2024, with comparative information for 2023

| | Financial plan (note 11) | 2024 | 2023 |
|---|-----------------------------|---------------|---------------|
| Revenue: | | | |
| Taxes levied for municipal purposes (note 8) | \$ 3,870,374 | \$ 3,880,610 | \$ 3,566,265 |
| Net grants in lieu of taxes | 1,713,809 | 1,831,302 | 1,688,954 |
| Sales and user fees | 654,300 | 1,013,665 | 931,556 |
| Government transfers (note 9) | 600,000 | 1,565,143 | 4,175,557 |
| Investment income | 186,000 | 1,332,893 | 955,703 |
| Penalties and interest | 33,000 | 43,285 | 51,143 |
| Other | 723,604 | 98,322 | 730,722 |
| Total revenue | 7,781,087 | 9,765,220 | 12,099,900 |
| Expenses: | | | |
| General government | 1,653,101 | 1,762,083 | 1,510,969 |
| Protective services | 2,205,402 | 2,141,512 | 2,396,442 |
| Transportation services | 2,092,326 | 1,897,590 | 1,886,481 |
| Planning and environmental services | 433,528 | 163,353 | 160,280 |
| Recreation and cultural services | 1,853,193 | 1,764,331 | 1,460,202 |
| Total expenses | 8,237,550 | 7,728,869 | 7,414,374 |
| Annual surplus | (456,463) | 2,036,351 | 4,685,526 |
| Accumulated surplus, beginning of year | 55,202,813 | 55,202,813 | 50,517,287 |
| Accumulated surplus, end of year | \$ 54,746,350 | \$ 57,239,164 | \$ 55,202,813 |

The accompanying notes are an integral part of these consolidated financial statements.

THE DISTRICT OF METCHOSIN

Consolidated Statement of Change in Net Financial Assets

Year ended December 31, 2024, with comparative information for 2023

| | Financial plan (note 11) | 2024 | 2023 |
|---|-----------------------------|---------------|---------------|
| Annual surplus | \$ (456,463) | \$ 2,036,351 | \$ 4,685,526 |
| Acquisition of tangible capital assets | (1,166,000) | (933,819) | (1,830,419) |
| Amortization of tangible capital assets | 1,378,436 | 1,472,373 | 1,491,312 |
| Asset retirement obligation | - | - | (268,701) |
| Change in proportionate share of West Shore | - | 119,656 | 40,172 |
| | 212,436 | 658,210 | (567,636) |
| Acquisition of prepaid expenses | - | (15,045) | 234,204 |
| Change in net financial assets | (244,027) | 2,679,516 | 4,352,094 |
| Net financial assets, beginning of year | 18,937,382 | 18,937,382 | 14,585,288 |
| Net financial assets, end of year | \$ 18,693,355 | \$ 21,616,898 | \$ 18,937,382 |

The accompanying notes are an integral part of these consolidated financial statements.

THE DISTRICT OF METCHOSIN

Consolidated Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

| | 2024 | 2023 |
|---|---------------|---------------|
| Cash provided by (used in): | | |
| Operating activities: | | |
| Annual surplus | \$ 2,036,351 | \$ 4,685,526 |
| Items not involving cash: | | |
| Amortization of tangible capital assets | 1,472,373 | 1,491,312 |
| Accretion on asset retirement obligation | 12,314 | 11,797 |
| Change in proportionate share of West Shore | 119,656 | 40,172 |
| Changes in non-cash operating assets and liabilities: | | |
| Accounts receivable | 770,627 | (127,275) |
| Taxes receivable | 26,841 | 42,373 |
| Other assets | (2,258) | (166,638) |
| Accounts payable and accrued liabilities | 508,878 | 213,369 |
| Wages and benefits payable | 36,799 | (29,055) |
| Prepaid property taxes | 19,261 | 26,803 |
| Deposits payable | 44,209 | 10,250 |
| Deferred revenue | 501,741 | 85,826 |
| Prepaid expenses | (15,045) | 234,204 |
| | 5,531,747 | 6,518,664 |
| Capital activities: | | |
| Acquisition of tangible capital assets | (933,819) | (1,830,419) |
| Increase in cash and cash equivalents | 4,597,928 | 4,688,245 |
| Cash and cash equivalents, beginning of year | 21,462,267 | 16,774,022 |
| Cash and cash equivalents, end of year | \$ 26,060,195 | \$ 21,462,267 |
| Supplemental cash flow information: | | |
| Cash paid for interest | \$ 23,741 | \$ 10,785 |
| Cash received from interest | 1,332,893 | 955,703 |

The accompanying notes are an integral part of these consolidated financial statements.

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements

Year ended December 31, 2024

The District of Metchosin (the "District") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia.

1. Significant accounting policies:

The consolidated financial statements of the District are prepared by management in accordance with Canadian public sector accounting principles for governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

(a) Reporting entity:

The consolidated financial statements reflect the combination of all the assets, liabilities, revenues, expenses, and changes in net financial assets of the District. The consolidated financial statements of the District includes the District's proportionate interest in West Shore Parks and Recreation Society ("West Shore"), an organization jointly controlled by the District. The District does not administer any trust activities on behalf of external parties.

(b) Basis of accounting:

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Government transfers:

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made. Government transfers with stipulations restricting their use are recognized in the financial statements as revenues in the period in which eligible expenses are incurred provided they are authorized and meet eligibility criteria.

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

1. Significant accounting policies (continued):

(d) Revenue and deferred revenue:

Revenue from unilateral transactions is recognized when the District has the ability to claim or retain an inflow of economic resources and a past transaction or event giving rise to the asset has occurred. Revenue from exchange transactions is recognized when or as the District has satisfied performance obligations.

Deferred revenue includes contributions received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired thereby extinguishing the related liability.

Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenses are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

(e) Property tax revenue:

Property tax revenue is recognized on the accrual basis using the approved mill rates and the anticipated assessment related to the current year.

(f) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

(g) Cash and cash equivalents:

Cash and cash equivalents include investments in the Municipal Finance Authority of British Columbia ("MFA") Money Market Funds which are recorded at cost plus earnings reinvested in the funds.

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

1. Significant accounting policies (continued):

(h) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

| Asset | Useful life - Years |
|-----------------------------------|---------------------|
| Land improvements | 20 - 40 |
| Buildings | 20 - 50 |
| Vehicles, machinery and equipment | 4 - 25 |
| Roads infrastructure | 25 - 100 |

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

1. Significant accounting policies (continued):

(h) Non-financial assets (continued):

(iv) Interest capitalization

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(v) Contaminated sites

The District records a liability in its financial statements when contamination on non-active property exceeds an accepted environmental standard and the District is directly responsible, or accepts responsibility for the damage. The liability is measured at the District's best estimate of the costs directly attributable to remediation of the contamination. No contaminated sites liabilities have been recorded in these financial statements.

(i) Employee future benefits:

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave, vacation pay and other retirement benefits are also available to the District's employees. Sick leave entitlements are accrued based on the estimated liability based on past history and can only be used while employed by the District. They are not paid out upon retirement or termination of employment. Accrued vacation represents earned and unused vacation amounts at the reporting date. The costs of retirement benefits are determined based on service and best estimates calculated as 1.5 days per year of service greater than 5 years. The obligations under these benefit plans are accrued as the employees render services necessary to earn the future benefits. The benefit amounts are included in wages and benefits payable.

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

1. Significant accounting policies (continued):

(j) Asset retirement obligations:

An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset that the District will be required to settle. The District recognizes asset retirement obligations when there is a legal obligation to incur retirements costs in relation to a tangible capital asset, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

Asset retirement obligations are initially measured at the best estimate of the amount required to retire a tangible capital asset at the financial statement date. The estimate of a liability includes costs directly attributable to asset retirement activities. Asset retirement obligations are recorded as liabilities with a corresponding increase to the carrying amount of the related tangible capital asset being amortized with the buildings following the amortization policies outlined in note 1(h).

The obligation is adjusted to reflect period-to-period changes in the liability resulting from the passage of time and for revisions to either the timing or the amount of the original estimate of the undiscounted cash flows or the discount rate. Assumptions used in the subsequent calculations are revised yearly.

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

1. Significant accounting policies (continued):

(k) Financial instruments:

The District's financial instruments include cash and cash equivalents, investments, accounts receivable, taxes receivable, other assets, accounts payable and accrued liabilities and wages and benefits payable.

Financial instruments are recorded at fair value on initial recognition. Equity instruments quoted in an active market and derivatives are subsequently measured at fair value as at the reporting date. All other financial instruments are subsequently recorded at cost or amortized cost unless the District elects to carry the financial instrument at fair value. The District has not elected to carry any other financial instruments at fair value.

Unrealized changes in fair value are recognized in the Statement of Remeasurement Gains and Losses. They are recorded in the Statement of Operations when they are realized. There are no unrealized changes in fair value in the years presented; as a result, the District does not have a Statement of Remeasurement Gains and Losses.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the Statement of Operations.

Transaction costs incurred on the acquisition of financial instruments subsequently measured at fair value are expensed as incurred. Transaction costs incurred on the acquisition of financial instruments recorded at cost are included in the cost and amortized on an effective interest basis.

(l) Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets, asset retirement obligations and in estimating provisions for accrued liabilities including employee future benefits. Actual results could differ from these estimates.

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

1. Significant accounting policies (continued):

(m) Adoption of new accounting policies:

(i) Revenue:

On January 1, 2024, the Board adopted Canadian public sector accounting standard PS 3400 *Revenue*. The new accounting standard establishes a single framework to categorize revenue to enhance the consistency of revenue recognition and its measurement. As at January 1, 2024, the Board determined that the adoption of this new standard did not have an impact on the amounts presented in the financial statements.

(ii) Public Private Partnerships:

On January 1, 2024, the Company adopted Canadian Public Sector Accounting Standard PS 3160, *Public Private Partnerships*. The new accounting standard addresses the recognition, measurement, presentation, and disclosure of infrastructure procured by public sector entities through certain types of public private partnership arrangements. Management has assessed the impact of adopting this standard and has found that at present no such items meet the criteria to be recognized as a public private partnership.

2. Cash and cash equivalents:

| | 2024 | 2023 |
|--|----------------------|----------------------|
| Municipal Finance Authority - Money Market Funds | \$ 18,741,126 | \$ 15,431,295 |
| Bank deposits | 7,319,069 | 6,030,972 |
| | <u>\$ 26,060,195</u> | <u>\$ 21,462,267</u> |

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

3. Wages and benefits payable:

Included in wages and benefits payable are accrued benefits of \$96,584 (2023 - \$61,823). This includes accrued sick leave, accrued vacation and retirement benefit.

Municipal Pension Plan

The Municipality and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 contributors from local governments.

The most recent valuation for the Municipal Pension Plan as at December 31, 2021 indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2024, with results available later in 2025. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

The District paid \$97,956 (2023 - \$95,861) for employer contributions and District employees paid \$87,952 (2023 - \$86,136) for employee contributions to the plan in fiscal 2024.

GVLRA – CUPE Long-Term Disability Trust

The Trust was established January 1, 1987 as a result of negotiations between the Greater Victoria Labour Relations Association representing a number of employers and the Canadian Union of Public Employees representing a number of CUPE locals. The Trust's sole purpose is to provide a long-term disability income benefit plan. The District and its employees each contribute equal amounts into the Trust. The total plan provision for approved and unreported claims was actuarially determined as of December 31, 2020. At December 31, 2023, the total plan provision for approved and unreported claims was \$27,791,600 (2022- \$25,808,500) with a plan deficit of \$3,419,021 (2022 - \$3,026,543). The actuary does not attribute portions of the unfunded liability to individual employers. The District paid \$15,285 (2023 - \$11,393) for employer contributions and District employees paid \$15,285 (2023 - \$11,393) for employee contributions to the plan in fiscal 2023.

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

4. Deferred revenue:

| | 2024 | 2023 |
|------------------------|------------|------------|
| Subdivision servicing | \$ 156,874 | \$ 166,455 |
| Grants | 584,094 | 171,390 |
| West Shore | 174,389 | 75,771 |
| Total deferred revenue | \$ 915,357 | \$ 413,616 |

5. Asset retirement obligations:

The District owns and operates several assets that are known to have asbestos, lead paint, and polychlorinated biphenyls (PCBs) which represent a health hazard upon demolition or renovation of the assets. There is a legal obligation to remove and dispose of the hazardous materials.

The timing of these expenditures is estimated to occur between 2025 and 2047 with the regular replacement, renovation, or disposal of assets. No recoveries are expected at this time.

| | 2024 | 2023 |
|--|------------|------------|
| Balance, beginning of year | \$ 280,498 | \$ - |
| Recognition on adoption of new standard PS3280 | - | 268,701 |
| Increase due to accretion | 12,314 | 11,797 |
| Balance, end of year | \$ 292,812 | \$ 280,498 |

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

6. Tangible capital assets:

| | Land | Land improvements | Land | Buildings | Vehicles, machinery and equipment | Roads infrastructure | Assets under construction | Total 2024 | Total 2023 |
|---|---------------------|-------------------|---------------------|---------------------|-----------------------------------|----------------------|---------------------------|----------------------|------------|
| Cost: | | | | | | | | | |
| Balance, beginning of year | \$ 8,326,460 | \$ 567,693 | \$ 6,712,451 | \$ 3,780,076 | \$ 66,112,908 | \$ 54,050 | \$ 85,553,638 | \$ 83,685,636 | |
| Change in proportionate share of West Shore | - | - | (169,537) | (14,572) | - | - | (184,109) | (61,498) | |
| Additions | - | 19,220 | 366,309 | 590,374 | - | (42,085) | 933,818 | 2,181,618 | |
| Disposals | - | - | - | (35,998) | - | - | (35,998) | (252,119) | |
| Balance, end of year | 8,326,460 | 586,913 | 6,909,223 | 4,319,880 | 66,112,908 | 11,965 | 86,267,349 | 85,553,637 | |
| Accumulated amortization: | | | | | | | | | |
| Balance, beginning of year | - | 256,845 | 3,446,315 | 2,062,605 | 43,554,495 | - | 49,320,260 | 48,019,893 | |
| Change in proportionate share of West Shore | - | - | (53,514) | (10,941) | - | - | (64,455) | (21,326) | |
| Disposals | - | - | - | (35,998) | - | - | (35,998) | (169,621) | |
| Amortization | - | 20,000 | 234,083 | 204,281 | 1,014,009 | - | 1,472,373 | 1,491,312 | |
| Balance, end of year | - | 276,845 | 3,626,884 | 2,219,947 | 44,568,504 | - | 50,692,180 | 49,320,258 | |
| Net book value, end of year | \$ 8,326,460 | \$ 310,068 | \$ 3,282,339 | \$ 2,099,933 | \$ 21,544,404 | \$ 11,965 | \$ 35,575,169 | \$ 36,233,379 | |

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

6. Tangible capital assets (continued):

(a) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, the tangible capital asset has been recognized at a nominal value. Land is the only category to which nominal values can be assigned.

(b) Works of art and historical treasures:

The District manages and controls various works of art and non-operational historical cultural assets including artifacts, paintings and sculptures located at District sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

(c) Write-down of tangible capital assets:

The write-down of tangible capital assets during the year was nil (2023 - nil).

7. Accumulated surplus:

Accumulated surplus consists of unappropriated operating funds, various appropriated operating funds and reserve funds.

| | 2024 | 2023 |
|------------------------------------|----------------------|---------------------|
| Reserve funds: | | |
| Capital: | | |
| General Capital Reserve | \$ 1,275,299 | \$ 1,193,846 |
| Parkland Acquisition Reserve | 284,528 | 271,473 |
| Gas Tax Reserve | 717,965 | 860,405 |
| | <u>2,277,792</u> | <u>2,325,724</u> |
| Capital replacement: | | |
| Road Capital and Maintenance | 4,907,793 | 3,780,632 |
| Fire Equipment Replacement Reserve | 439,834 | 70,229 |
| Municipal Equipment Reserve | 60,930 | 305,004 |
| Building Replacement | 3,319,396 | 3,115,075 |
| School Building Reserve | 346,732 | 286,594 |
| Trails Replacement Reserve | 119,758 | 104,105 |
| | <u>9,194,443</u> | <u>7,661,639</u> |
| Balance forward | <u>\$ 11,472,235</u> | <u>\$ 9,987,363</u> |

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

7. Accumulated surplus (continued):

| | 2024 | 2023 |
|---|----------------------|----------------------|
| Balance forward | \$ 11,472,235 | \$ 9,987,363 |
| Appropriated operating funds: | | |
| Operating: | | |
| Policing phase-in | 1,256,122 | 1,197,492 |
| Recreation taxation equalization reserve | 1,989,060 | 1,840,912 |
| Tax stabilization | 78,266 | 78,266 |
| Growing Community Funds grant | 2,660,480 | 2,540,068 |
| Climate action | 91,758 | 119,998 |
| Victoria library | 34,777 | 34,777 |
| Admin staffing | 62,000 | - |
| | <u>6,172,463</u> | <u>5,811,513</u> |
| Surplus accounts: | | |
| Snow and storm reserve | 112,000 | 70,000 |
| Legal, insurance, consulting | 175,000 | 191,000 |
| Revenue shortfall | 517,000 | 388,000 |
| Public works efficiency | 312,500 | 226,500 |
| Business development | 63,000 | 63,000 |
| Planning | 23,000 | 54,000 |
| Public works minor infrastructure | 273,000 | 273,000 |
| Environment reserve | 51,000 | 51,000 |
| Elections reserve | 11,522 | 6,522 |
| Fire equipment reserve | 55,845 | 55,845 |
| Admin computer reserve | 9,000 | 18,000 |
| | <u>1,602,867</u> | <u>1,396,867</u> |
| Total reserve and appropriated operating funds | 19,247,565 | 17,195,743 |
| Unappropriated operating funds | 2,709,242 | 1,773,691 |
| | <u>21,956,807</u> | <u>18,969,434</u> |
| Equity in tangible capital assets | 35,282,357 | 36,233,379 |
| | <u>\$ 57,239,164</u> | <u>\$ 55,202,813</u> |

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

8. Taxes levied for municipal purposes:

| | 2024 | 2023 |
|--------------------------------------|---------------------|---------------------|
| Taxes levied for municipal purposes: | | |
| Property taxes | \$ 3,808,559 | \$ 3,489,416 |
| 1% utility taxes | 72,051 | 76,849 |
| | <u>3,880,610</u> | <u>3,566,265</u> |
| Taxes levied for other authorities: | | |
| School authorities | 2,836,997 | 2,689,191 |
| Capital Regional District | 554,737 | 504,552 |
| Capital Regional Hospital District | 284,438 | 284,690 |
| BC Transit | 580,022 | 405,305 |
| BC Assessment Authority | 80,952 | 78,078 |
| Municipal Finance Authority | 456 | 454 |
| | <u>4,337,602</u> | <u>3,962,270</u> |
| Total property taxes collected | <u>\$ 8,218,212</u> | <u>\$ 7,528,535</u> |

9. Government transfers:

| | 2024 | 2023 |
|----------------------|---------------------|---------------------|
| Operating transfers: | | |
| Provincial | \$ 1,114,099 | \$ 3,733,502 |
| Other | 73,502 | 79,365 |
| West Shore | 83,410 | 85,726 |
| | <u>1,271,011</u> | <u>3,898,593</u> |
| Capital transfers: | | |
| Gas Tax | 294,132 | 276,964 |
| Total revenue | <u>\$ 1,565,143</u> | <u>\$ 4,175,557</u> |

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

10. Commitments and contingencies:

- (a) The Capital Regional District (the "CRD") debt, under provisions of the Local Government Act, is a direct, joint and several liability of the CRD and each member municipality within the CRD, including the District.
- (b) The District is a shareholder and member of the Capital Region Emergency Service Telecommunications (CREST) Incorporated which provides centralized emergency communications, and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.
- (c) The District is a defendant in various lawsuits for which no liability is reasonably determinable at this time. Should the claims be successful as a result of litigation, amounts will be recorded when a liability is likely and determinable. The District is self-insured through membership in the Municipal Insurance Association of British Columbia. Under this program, member municipalities are to share jointly for general liability claims against any member in excess of \$10,000. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with the other participants, would be required to contribute towards the deficit.
- (d) The District has entered into a Municipal Police Unit Agreement with the Province of BC and the Royal Canadian Mounted Police for the provision of police services effective April 1, 2022. Under the terms of this contract, the District is responsible for 70% of policing costs. The estimated cost of the contract is \$1,046,500 in 2025.

11. Financial plan data:

The financial plan data presented in these consolidated financial statements is based upon the 2024 financial plan adopted by Council on April 22, 2024.

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

12. West Shore Parks and Recreation Society:

(a) Capital asset transfer:

The CRD transferred the lands and facilities comprising the Juan de Fuca Recreation Centre to the following municipal partners (the "Municipalities") in 2003: City of Langford, City of Colwood, District of Highlands, District of Metchosin and Town of View Royal.

The lands and facilities were transferred to the Municipalities in their proportionate share, as specified in the Co-Owners' Agreement. Future improvements are allocated among the partners as per the cost sharing formula in effect each year for each service or facility, as outlined in a Members' Agreement. For 2024, the District's share of improvements purchased by the Society on its behalf is \$112,683 (2023 - \$144,600).

Because the cost sharing formula in the Members' Agreement produces different cost shares for the members from year-to-year, there is an adjustment to increase or decrease the opening fund balances. In 2024, the District recorded an decrease of \$119,656 (2023 - \$40,172).

The Municipalities have each become members in the Society, which was incorporated to provide parks, recreation and community services to the Municipalities under contract. Under terms of an Operating, Maintenance and Management Agreement, the Society is responsible to equip, maintain, manage and operate the facilities located at the recreation centre.

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

12. West Shore Parks and Recreation Society (continued):

(b) Consolidation:

Financial results and financial plan for the Society are consolidated into the District's financial statements proportionately, based on the cost sharing formula outlined in the Members' Agreement. In 2024, the District's proportion for consolidation purposes was 7.193% (2023 - 7.438%). Condensed financial information for the Society is as follows:

| | 2024 | 2023 |
|--------------------------|--------------|--------------|
| Financial assets | \$ 6,319,372 | \$ 5,775,500 |
| Financial liabilities | 3,888,495 | 3,555,603 |
| Net financial assets | 2,430,877 | 2,219,897 |
| Non-financial assets | 1,716,367 | 1,673,134 |
| Accumulated surplus | \$ 4,147,244 | \$ 3,893,031 |
| Revenues | \$ 9,643,960 | \$ 9,778,784 |
| Requisition from members | 6,049,085 | 5,816,429 |
| | 15,693,045 | 15,595,213 |
| Expenses | 15,438,840 | 14,863,678 |
| Annual deficit | \$ 254,205 | \$ 731,535 |

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

13. Financial risk management:

The District has exposure to the following risks from its use of financial instruments: credit risk, liquidity risk, and market risk (foreign currency risk, interest rate risk, and other price risk). Management oversees the District's systems and practices of internal control and ensures that these controls contribute to the assessment and mitigation of risk. Management reports regularly to Council on its activities. The District has experienced no change in its risk exposure and has not made any changes to its risk management policies and procedures during the year.

(a) Credit risk:

Credit risk is the risk of a financial loss to the District if a counterparty to a financial instrument fails to meet its contractual obligations resulting in a financial loss. Such risks arise principally from certain financial assets held by the District consisting of cash and cash equivalents, investments and receivables.

Cash and cash equivalents and investments are held with reputable financial institutions with investment grade external credit ratings. The majority of receivables are owing from government agencies. The District is able to recover delinquent taxes through tax sale of properties with unpaid property taxes.

The District assesses on a continuous basis its receivables and provides for any amounts that are collectible in an allowance for doubtful accounts. The maximum exposure to credit risk is the carrying value of financial assets.

(b) Liquidity risk:

Liquidity risk is the risk that the District will not be able to meet its financial obligations as they become due. The District's objective is to have sufficient liquidity to meet these liabilities when due. The District prepares financial plans, monitors its cash balance and cash flows to meet its liquidity requirements. Accounts payable and accrued liabilities are generally due within 30 days of receipt of an invoice.

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

13. Financial risk management (continued):

(c) Market risk:

Market risk is the risk that changes in market price, such as foreign exchange rates, interest rates and other price risks, will affect the District's results of operations or the fair value of its holdings of financial instruments. In the normal course of operations, the District makes purchases denominated in US dollars. The District does not have any material transactions denominated in foreign currencies at year end.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The District is subject to interest rate risk on its cash and money market investments.

The imposition of tariffs from the US could result in increased costs for the District, impacting operations and capital projects. The District is continuously monitoring the potential impacts and options to mitigate the risks arising from tariffs.

14. Segmented information:

The District is a diversified municipal organization that provides a wide range of services to its citizens. District services are provided by departments and their activities reported separately. Certain functions that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

General Government

The general government operations provide the functions of corporate administration and legislative services and any other functions categorized as non-departmental.

Protective Services

Protective services is comprised of three different functions, including the District's emergency management agency, fire and regulatory services. The emergency management agency prepares the District to be more prepared and able to respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The fire department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies. The mandate of the regulatory services is to promote, facilitate and enforce general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community and provide a full range of planning services related to zoning, development permits, variance permits and current regulatory issues.

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

14. Segmented information (continued):

Transportation Services

Transportation services is responsible for transportation functions including roads and streets. As well, services are provided around infrastructure, transportation planning, pedestrian and cycling issues and on-street parking regulations, including street signs and painting.

Planning and Environmental Services

Planning works to achieve the District's community planning goals through the official community plan and other policy initiatives.

Recreation and Cultural Services

Parks is responsible for the maintenance and development of all park facilities. Recreation services facilitate the provision of recreation and wellness programs and services through West Shore.

The accounting policies used in these segments is consistent with those followed in the preparation of the financial statements as disclosed in Note 1. The following table provides additional financial information for the foregoing segments.

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

14. Segmented information (continued):

| 2024 | General Government | Protective Services | Transportation Services | Planning and Environmental Services | Recreation and Cultural Services | Total |
|---|-----------------------|------------------------|----------------------------|---|--|--------------|
| Revenue: | | | | | | |
| Taxation | \$ 4,086,845 | \$ 707,453 | \$ - | \$ - | \$ 917,614 | \$ 5,711,912 |
| Sale of service | 209,410 | 131,847 | - | 62,128 | 610,280 | 1,013,665 |
| Government transfers | 1,219,351 | 262,382 | - | - | 83,410 | 1,565,143 |
| Other | 1,412,284 | 61,216 | 1,000 | - | - | 1,474,500 |
| Total revenue | 6,927,890 | 1,162,898 | 1,000 | 62,128 | 1,611,304 | 9,765,220 |
| Expenses: | | | | | | |
| Salaries and wages | 900,998 | 623,869 | 378,963 | 37,517 | 3,384 | 1,944,731 |
| Contracted services | 500,508 | 945,612 | 262,836 | 125,456 | 1,497,621 | 3,332,033 |
| Materials and supplies | 202,464 | 447,039 | 163,233 | 380 | 5,000 | 818,116 |
| Interest and other | 36,055 | - | - | - | - | 36,055 |
| Amortization | 122,058 | 124,992 | 1,092,558 | - | 132,765 | 1,472,373 |
| Change in proportionate share of West Shore | - | - | - | - | 125,561 | 125,561 |
| Total expenses | 1,762,083 | 2,141,512 | 1,897,590 | 163,353 | 1,764,331 | 7,728,869 |
| Annual surplus (deficit) | \$ 5,165,807 | \$ (978,614) | \$ (1,896,590) | \$ (101,225) | \$ (153,027) | \$ 2,036,351 |

THE DISTRICT OF METCHOSIN

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

14. Segmented information (continued):

| 2023 | General Government | Protective Services | Transportation Services | Planning and Environmental Services | Recreation and Cultural Services | Total |
|---|--------------------|---------------------|-------------------------|-------------------------------------|----------------------------------|--------------|
| Revenue: | | | | | | |
| Taxation | \$ 3,802,435 | \$ 554,241 | \$ - | \$ - | \$ 898,543 | \$ 5,255,219 |
| Sale of services | 231,432 | 37,698 | 14,850 | 14,861 | 632,715 | 931,556 |
| Government transfers | 4,054,662 | 35,169 | - | - | 85,726 | 4,175,557 |
| Other | 1,042,078 | 694,490 | 1,000 | - | - | 1,737,568 |
| Total revenue | 9,130,607 | 1,321,598 | 15,850 | 14,861 | 1,616,984 | 12,099,900 |
| Expenses: | | | | | | |
| Salaries and wages | 713,598 | 719,778 | 295,629 | 28,078 | - | 1,757,083 |
| Contracted services | 388,050 | 976,011 | 329,064 | 130,765 | 1,275,995 | 3,099,885 |
| Materials and supplies | 274,816 | 568,061 | 151,101 | 1,437 | 6,026 | 1,001,441 |
| Interest and other | 22,583 | - | - | - | - | 22,583 |
| Amortization | 111,922 | 132,592 | 1,110,687 | - | 136,112 | 1,491,313 |
| Change in proportionate share of West Shore | - | - | - | - | 42,069 | 42,069 |
| Total expenses | 1,510,969 | 2,396,442 | 1,886,481 | 160,280 | 1,460,202 | 7,414,374 |
| Annual surplus (deficit) | \$ 7,619,638 | \$ (1,074,844) | \$ (1,870,631) | \$ (145,419) | \$ 156,782 | \$ 4,685,526 |

15. Comparative information:

Certain comparative information has been reclassified to conform with the financial statement presentation adopted in the current year.

THE DISTRICT OF METCHOSIN

Statement of BC Safe Restart Grant

Year ended December 31, 2024
(Unaudited)

| | |
|--|------------|
| Grant Amount Brought forward from 2023 | \$ 683,175 |
| Expenses | - |
| Restart Grant Amount reported in capital reserve December 31, 2024 | \$ 683,175 |

THE DISTRICT OF METCHOSIN

Statement of Growing Communities Fund Grant

Year ended December 31, 2024
(Unaudited)

| | |
|--|--------------|
| Grant Amount Brought forward from 2023 | \$ 2,540,068 |
| Interest earned | 120,412 |
| Expenses incurred | - |
| Balance at December 31, 2024 | \$ 2,660,480 |

THE DISTRICT OF METCHOSIN

Statement of Capacity Funding for Local Government Housing Initiatives

Year ended December 31, 2024
(Unaudited)

| | |
|------------------------------|------------|
| Amount received | \$ 172,854 |
| Expenses incurred | 13,338 |
| Balance at December 31, 2024 | \$ 159,516 |

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