



## DISTRICT OF METCHOSIN

### AGENDA

#### PARKS AND TRAILS ADVISORY SELECT COMMITTEE MEETING

NOVEMBER 21, 2023 at 7:00 PM  
COUNCIL CHAMBERS, MUNICIPAL HALL

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District of Metchosin

Minutes

**Parks and Trails Advisory Select Committee Meeting**

**Tuesday, September 19, 2023 at 7:00 p.m.**

Council Chamber

Metchosin Municipal Hall

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**Present:** Jay Shukin (Councillor Liaison) via electronic communication, Mark Atherton (Chair), Ryan Carter, Ellen Dewar, Jim Nan, Ron Aubrey

**Regrets:** Karen Hoffman, Gord Stodola, Lee Johnston

The meeting was called to order at 7:02 p.m.

**1. Agenda, Additions and Approval**

**Moved** by Ryan that the Committee approve the agenda as amended with the addition of the Dogs in Metchosin Working Group request under New Business.

**Carried**

**2. Presentations**

Centre Mountain Trail & Swale, Nicole Shukin

Ms. Shukin provided a PowerPoint presentation on an approach for managing stormwater flowing off the Centre Mountain residential development utilizing a trail and swale approach. She described how swales are constructed and provided examples from other jurisdictions. She stated several benefits for a number of stakeholders.

**3. Public Participation**

Jenette McMillan, Duke Road, provided information related to a citizens' group proposal for a footpath/roadside trail along Duke Road East. She tabled a document signed by 140 local area citizens supporting the trail extension as their collective "Indication of Interest".

Patti Williams, Park Drive, tabled a letter she had written to Mayor and Council, supporting the Duke Road East trail while also asking that consideration be given to a walking trail along Park Drive. Her comments elaborated on this topic.

Erin Ronsse, Cactus Place, supported the Duke Road East trail but also commented that some were not supporting it. "This is to be expected", she said.

Darren Brown, Graceland Drive, was concerned about committee openness and policy related to sale of District parkland.

Nicole Shukin, LaBonne Road, was concerned about the damage done to the Mt. Ash statutory right of way and the remediation done to address it.

**4. Adoption of Minutes**

**Moved** by Ellen that the Committee approve the minutes of the Parks and Trails Advisory Select Committee meeting held on June 20, 2023.

**Carried**

**5. Receipt of Minutes**

Some highlights of the Council and Standing Committee minutes as they related to parks and trails were observed by the Chair including:

- Council has directed the Dogs in Metchosin Working Group to conduct an educational campaign;
- Council has referred Parks Donation Guidelines to our committee;
- Updates on our committee's activities were recorded in the Community Planning Committee minutes of July 17, 2023; and
- Buffer Lands, stormwater management and the Beckingham subdivision have all been of interest to our committee.

**Moved** by Ron that the Committee receive Council and Standing Committee minutes for information.

- Community Planning Committee, June 12 and July 17, 2023
- Special Community Planning Committee, August 14, 202
- Environmental Advisory Select Committee, May 23, 2023

**Carried**

**6. Business Arising from the Minutes**

a) Buffer Land Working Group

The Council Liaison reported that the Buffer Land Working Group will hold a community planning meeting on October 4, 2023 at 7:00 p.m.

The Chair observed that, with the exception of the Stormwater Management Plan, the Buffer Lands have never been referred to our committee.

b) Weir Beach Stairs

The Council Liaison reported that reconstruction of the Weirs Beach stairs is in the early stages of planning. A simple plan is needed, a contractor chosen, and work to be done. It may be delayed until next year.

c) Metchosin Community Day

The Chair reported that he and the Trails Coordinator staffed the parks booth all day. There was lots of interest from people both from within and outside Metchosin.

d) Roadside Trail Maintenance, Pears Road

Public Works brushed the vegetation from the sides of the trail improving its accessibility. The Council Liaison stimulated a discussion on how much the trail is used and how much of a burden it is for Public Works to maintain.

e) Parks Donation Program

Council resolutions dated July 17, 2023 as to:

- Memorial Bench Application, Duke Road
- Parks Donation Program Guidelines

A brief discussion on the approach to managing the donation program took place.

**Action:** The Parks and Trails Coordinator will circulate information by email between now and the next meeting with the objective of having a recommended approach in time for discussion at the next meeting.

f) Rezoning Application, 4696 Beckingham Road

The Council Liaison advised that the application for amenity rezoning has been withdrawn and the subdivision proposal will now follow the regular subdivision process.

## 7. Reports

a) Parks & Trails Coordinator Verbal Report

- Brushed Libra trails and Olympic View Drive beach access trail
- Leaning tree on Olympic View beach access trail being monitored instead of being removed as poses minimal safety risk
- Committee members Jim and Gord have done work in Blinkhorn Nature Park, Eleanor Mann, Metchosin Wilderness Park, and the Hillman Bridge
- Jim oversaw Benson Excavating's beach repairs at Blinkhorn Nature Park
- Boundaries for Seaspray and Graceland pocket parks were flagged.
- Metchosin Invasive Species Cooperative continues to remove invasive European Ash at Blinkhorn Nature Park.
- New directional signage to Mt. Ash has been installed.
- "No Fires" signage at Blinkhorn was recommended by the Fire Chief but there has been no response from Public Works or the District office as to responsibility for installation.
- Some new signage is contemplated to replace missing or worn-out signage.
- Memorial bench on Duke Road has been approved by Council and quotes for costs have been received from suppliers. Waiting for consultation feedback from BC Transit then Public Works can pour a cement pad.
- 204 hours of volunteer time have been logged since mid June.

b) Council Liaison Verbal Report

- Centre Mountain Stormwater Management Plan is a concern. Noted the motion passed at the September 11 meeting on Metchosin getting clarity on water quality measures before the plan is approved.
- Repairs have been made to the Mt. Ash statutory right of way. There are concerns about the steep slope on one side being a safety hazard.
- P&TASC discussion of potential sale of Seaspray Park being made In Camera was a mistake as an advisory body should only go in camera if requested by Council. Any sale of parkland has to follow a process that gives citizens an opportunity to oppose it.

c) Chair Verbal Report

- Councillor Gray approached us about erecting bat boxes in Blaney Park, but no formal proposal has been received.
- The William Head crew continues to provide labour. They have been removing invasives and woody debris from Blinkhorn Nature Park.
- Melissa Kirk has left the District's employment. She was very helpful providing whatever mapping we requested and will be missed. We wish her well in her new employment elsewhere.

**8. Correspondence**

None.

**9. New Business**

a) Albert Head Neighbourhood Group, Proposal, Parks and Trails Opportunities

- Council resolution dated July 17, 2023
- Proposal

The Albert Head Neighbourhood Group has submitted a comprehensive proposal for their area of Metchosin. P&TASC supports the construction of a roadside trail on Duke Road East and walking path on Park Drive. Pedestrian safety is the primary focus.

The neighbourhood group has committed to participate in trail construction with labour and materials where possible. The following workplan anticipates their involvement without specifying how they will be involved.

Recommended workplan for roadside trails:

- Confirm available resources and expertise from within the Albert Head community
- Conduct a visual inspection to determine if there is room in the right of way to construct a trail;
- Confirm property boundaries by obtaining survey plans and identifying location of property pins;
- Seek advice of ex trails contractor
- Confirm availability of equipment either by donation or rental
- Develop budget based on machine rental, amount of subgrade, road base, culverts and other cost items
- Consult with Public Works, BC 1 Call and others as necessary
- Seek approval from Council
- Implement

It was noted that the District's budgeting process would begin in November.

- b) Parks & Trails Advisory Select Committee Comments on Centre Mountain Residential Stormwater Management Plan as of April 27, 2023

The Centre Mountain Stormwater Management Plan was circulated to the Committee on a confidential basis as it is not a public document. The P&TASC conducted a review and submitted comments the District Engineer on August 12, 2023. No feedback has been received.

The Chair noted that P&TASC's comments and the Trail and Swale presentation by Nicole Shukin have similarities although the approach is different.

- c) Duke Road East, Proposed Roadside Trail

See discussion under 9(a)

- d) Committee Renewals

The Chair discussed renewing committee membership in the context of succession planning. He suggested that we could make room for new members if some of the least participatory members either stepped down or allowed their term to expire without seeking renewal from Council. A short discussion about the role of committee members followed. That is, are we an advisory body only or are we also a group that volunteers our labour?

**Recommendation.** Council should seek feedback from the Chair before automatically renewing committee appointments.

- e) Opposition to Metchosin Park Trail Repair

A citizen opposes repairs to a seasonally muddy section of the main trail in Metchosin Park, and interfered with work actively being done by Benson Excavating under the supervision of one of our volunteers. Other citizens have either complained about the poor state of some sections or have praised the District for repairs that have been made.

It is consensus among committee members that volunteers should not have to bear the brunt of any opposition. When it occurs, the work should be referred to Public Works to carry out the repair.

**Staff Action.** Refer the Metchosin Wilderness Park trail repairs to Public Works for action.

**Note:** there is urgency to make the repairs before the winter rains interfere with effective repair.

- f) Welcome to Metchosin Sign

Ron is concerned that there is no formal designation for the sign and the landscaped area associated with it.

Discussion deferred to next meeting.

g) Request by Dog Working Group

Discussion deferred to next meeting.

**9. Adjournment and Next Meeting Date**

The meeting adjourned at 9:08 p.m. The next meeting will be held on Tuesday, October 17, 2023 at 7:00 p.m.



District of Metchosin

Minutes

**Community Planning Committee Meeting  
September 11, 2023 at 7:00 p.m.**

Council Chambers  
Metchosin Municipal Hall

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

**Present:** Councillor Shukin in the Chair, Mayor Little, Councillors Donaldson, Gray and Epp. Also present was Sue-Lin Tarnowski, Interim CAO/Corporate Officer, Stephanie Dunlop, Fire Chief, Tina Hansen, Deputy Corporate Officer and Jennifer Miller, Legislative Services Assistant (recorder).

The meeting was called to order at 7:42 p.m.

**1. Agenda, Additions and Approval**

**Moved and Seconded** by Mayor Little and Councillor Epp that the Committee approve the agenda as amended with the addition of correspondence regarding the request for a Development Variance Permit, 1050 Matheson Lake Road.

**Carried**

**2. Presentations**

**a) Callum Matthews, Tourism Vancouver Island, Municipal & Regional Tourism**

Callum Matthews, Vice President of Sustainability and Strategy for the Tourism Association of Vancouver, doing business as 4V1, provided a PowerPoint presentation and overview on behalf of Gail Scott, Economic Development Officer of Municipal & Regional Tourism and District Tax (MRDT) including:

- An introduction, how it works, and fee rates.
- Collection: charges, remittance, and designated recipient organization.
- Eligible expenses: tourism marketing and promotion, destination management, visitor information operations, and affordable housing.
- Application process: governance, partner and industry engagement, strategic business plan, industry and local government support, timelines, and notification.
- Key Success Factors: local oversight of spend and strategy, transparency, strong local governance, clearly defined boundaries and supporting industry, and a well-recognized organization to manage MRDT locally.
- Benefits: reliable community funding, managing tourism and mitigating industry challenges, support tourism business growth, revenues, and employment opportunities, and ability to enable affordable housing initiatives.
- 4V1's support of regional visitor economy.

Committee discussion:

- Application and approval process
- Criteria of four rooms that could be individually rented

**3. Public Participation**

Gary Smirfitt, Metchosin resident, noted that a third draft of the stormwater management plan has been provided to the District, which he hopes will be shared with both the Metchosin

Adopted: October 16, 2023

Environmental and the Parks and Trails Advisory Select Committees. Mr. Smirfitt expressed concern that Buffer Land Working Group committee members must submit Freedom of Information requests to obtain copies of the stormwater management plan documents. He would like the opportunity to review and comment on the stormwater management plan.

Jeanette McMillan, Metchosin resident, expressed concerns regarding the roadside trail along Duke Road East ending abruptly, increased traffic, and safety. There are concerns about excessive speed, unsafe road conditions, topography, and wildlife. Ms. McMillan submitted a letter of expression to Council to extend the trail and advised this will likely come as a formal proposal to Council in the future.

Kym Hill, Metchosin resident, articulated frustrations regarding obtaining information on the review of the stormwater management plan from the District and a lack of transparency and openness in the District.

Lisa Gee, Metchosin resident, voiced support for the work of the Dogs in Metchosin Working Group Committee and would like to see Council keep the dialogue going and keep open spaces for dogs.

Pattie Whitehouse, Metchosin resident, spoke to Freedom of Information process and inquired if Council could ask for permission.

Gary Smirfitt, Metchosin resident, inquired why he was able to obtain the first draft of the stormwater management plan.

#### 4. Adoption of the Minutes

**Moved and Seconded** by Councillors Gray and Donaldson that the Committee adopt the minutes of the Community Planning Committee meeting held July 17, 2023.

**Carried**

**Moved and Seconded** by Mayor Little and Councillor Donaldson that the Committee adopt the minutes of the Special Community Planning Committee meeting held August 14, 2023.

**Carried**

#### 5. Receipt of Minutes

**Moved and Seconded** by Councillors Gray and Epp that the Committee receive the minutes of the Buffer Land Working Group held July 11, July 26, and August 16, 2023.

**Carried**

**Moved and Seconded** by Councillors Donaldson and Gray that the Committee receive the minutes of the Dogs in Metchosin Working Group held July 12, 2023.

**Carried**

#### 6. Reports

##### a) Staff Report, Request for Development Variance Permit, 1050 Matheson Lake Road

Councillor Shukin introduced the staff report for a Development Variance Permit at 1050 Matheson Lake Road to enable the construction of a detached suite located 38.45m from the principal dwelling, rather than a maximum of 15m from the principal dwelling and a request for variance to increase the gross floor area of the detached suite from 70m<sup>2</sup> to 92.9m<sup>2</sup>.

Committee discussion:

- Staff recommendations to deny the application.
- Concerns regarding setting precedent for approving an application so far removed from what is permitted.
- Official Community Plan guidelines and potential impacts of the application.

**Moved and Seconded** by Councillors Donaldson and Epp that the Committee recommend Council deny the application for Development Variance Permit 23-04 prior to soliciting input from surrounding residents.

**Carried**

**b) Councillor's Update**

Councillor Shukin provided an overview of his Councillor's Update including:

- Buffer Land Community Input Session: scheduled for 7:00 p.m. on October 4, 2023.
- Centre Mountain Estates (CME) Stormwater Detention Pond: comments deferred to Council meeting.
- Short Term Rentals: discussion meeting to take place at the Community Planning Committee meeting of October 16, 2023. There was discussion regarding advertising methods such as the Metchosin Muse and the District's marquee sign.
- Weir Beach Trail: the re-opening of the Weir Beach stairs has not yet taken place due to limited resources and workload. More information is expected to be provided at the Parks and Trails Advisory Committee meeting of September 19, 2023.

**Carried**

**7. Receipt of Correspondence**

Correspondence from Joseph Calenda regarding the Development Variance Permit application for 1050 Matheson Lake Road.

**8. Adjournment**

**Moved and Seconded** by Councillors Gray and Donaldson that the Committee adjourn the meeting at 8:29 p.m.

**Carried**

**Certified Correct**

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**Chair**

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**Corporate Officer**



District of Metchosin

Minutes

**Environmental Advisory Select Committee Meeting**

**Tuesday, June 27, 2023 at 7:00 P.M.**

Council Chambers

Metchosin Municipal Hall

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**Present:** Garry Fletcher (Chair), Andy MacKinnon, Bill Cave, Merrilee Hoen, Anna Hall, Councillor Steve Gray, Erin Van de Water (Recorder)

**Regrets:** Ric Perron

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

**1. Agenda, Additions and Approval**

**Moved and Seconded** by Steve and Bill that the Committee approve the agenda as presented with the addition of “Sue Big Oil Campaign” under item (7c).

**Carried**

**2. Presentations**

None

**3. Public Participation**

Kym Hill, from Bilston Watershed Habitat Protection Association.

Ms. Hill looks forward to collaborating with MEASC, the District, and contractors relating to Bilston Creek Watershed and the effects of the Centre Mountain development on the watershed.

**4. Adoption of Minutes**

**Moved and Seconded** by Andy and Bill that the Committee approve the minutes of the Environmental Advisory Select Committee meeting held on May 23, 2023.

**Carried**

**5. Review of Minutes**

**a) Council and Standing Committee Minutes**

**Moved and Seconded** by Steve and Garry that the Committee receive the Council and Standing Committee Minutes for information.

**Carried**

**b) Advisory Committee Minutes**

**Moved and Seconded** by Steve and Bill that the Committee receive the Advisory Committee Minutes for information.

**Carried**

**6. Business Arising from the Minutes**

**a) Metchosin Climate Action Plan**

- Steve thanked Andy and Merrilee for their work on this. The plan has been completed and adopted; the Agricultural Advisory Committee is in the process of

- creating an agricultural plan with considerations from the Climate Action Plan.
- Some next steps:
    - o Zero Carbon Step Code is under consideration by Council – moving to electric instead of natural gas or fossil fuels
    - o Investigate membership in Canadian Federation of Municipalities to qualify for certain climate and other grants
    - o EV charger – CRD grant request for funding for 2 EV units for Metchosin
    - o Further promote the CRD web-based Navigator for energy rebates and grants.

**Action Item:** Steve and Merrilee will work on an evaluation framework for the Climate Action Plan

**Moved and Seconded** by Andy and Steve that the Committee recommend that Council not support any extension of natural gas supply to new developments.

**Carried**

**b) Improving Representation of WCMRC's GRS's in Sc'ianew Territory and Metchosin**

- Jamie (WCMRC GRS mapper) will look to add sites identified as sensitive. Michael Lowry, WCMRC will call a meeting with Sc'ianew and Metchosin to review the new proposed GRS's in the next few months.

**Moved and Seconded** by Steve and Garry that the Committee recommend Council send a letter to Transport Canada to follow up on the same points as the April 24, 2023 letter sent to Provincial Minister of the Environment George Heyman.

**Carried**

**c) Trans Mountain EAO Condition 39 – Existing Shorelines Conditions Report**

- We cannot make the July 6 deadline extension to provide comment, as the next Council meeting is July 17.
- Garry wondered about the inclusion of Race Rocks in their assessment since Race Rocks aren't, technically speaking, in Metchosin. Suggested a statement to address Metchosin shorelines as a whole being at risk.
- Anna added that since we will miss the July 6<sup>th</sup> deadline for input on the Existing Shoreline Conditions Report, if we submit a letter stating that we will provide more detailed input at a later date, it could be beneficial in having our input considered.

**Action Item:** Steve to draft a letter with Staff to Trans Mountain stating we will provide more detailed input at a later date.

**Action Item:** Garry to draft a more detailed response letter.

**d) Trans Mountain EAO Condition 38 – Human Health Risk Report**

- The proposed correspondence was drafted by local resident Dr. Valerie Jaeger, MDCM, PhD pharmacology & toxicology, MPH. Dr. Jaeger has significant experience managing public health matters in relation to a fossil fuel spill.

In discussion and by consensus, the draft letter was revised as follows:

Delete heading Mitigation and delete final paragraph.

Replace with the following:

## RECOMMENDATIONS:

1. The Province to seek the agreement of Transport Canada such that tankers are not permitted to enter our nearby oceans when spill response teams are not permitted to respond due to adverse sea conditions.
2. It is unrealistic to expect that the time course of response could achieve meaningful containment in the initial phase of air borne COPCs. These are modeled to begin in the first hour. Therefore, eye wash stations and air quality monitoring units should be pre-placed within the community on a proactive basis and community members trained in their use. The cost of the stations and monitoring units and training in their use should not be borne by the municipality.
3. The Province should assist local governments to:
  - Stockpile PPE and spill response equipment
  - Develop land-based shoreline response plans, and
  - Community-wide evacuation plans

**Moved and Seconded** by Steve and Merrilee that the Committee recommend Council forward the amended draft letter to the Provincial Minister of Environment.

**Carried**

### e) **Buffer Lands Stormwater Management Planning**

- District has received a storm water management report, review process underway. MEASC will be involved in many steps along the way.
- Any storm water management plan is months away from approval.
- Flow chart received by the Committee
- Detailed design phase prior to approval
- Langford will be drafting an MOU/LOA stating that Langford will assume responsibility and liability for the detention pond
- Langford has confirmed they will not need to build additional access for pond maintenance and the plan is to do as much maintenance manually as possible
- Nicole Shukin has presented her “Trail and Swale” concept to the Buffer Land Working Group and then to Mayor Little with Councillors Shukin and Donaldson.
- Correspondence from Kym Hill dated June 26, 2023 was received by Council members via email. Kym submitted an FOI request to Langford, interested in water quality, quantity and ecosystem condition in the Bilston Creek watershed, she would like to have a hydrologist involved.
- Langford staff and consultants will be meeting with Metchosin in the coming weeks

## 7. **New Business**

### a) **Proposed Rezoning Application Referral – 4696 Beckingham Road**

- MEASC members met the owner representative and their biologist to walk the property on June 24<sup>th</sup>
- MEASC supportive of clustering houses to allow for more parkland and appreciates the approach to preserve important natural assets
- OCP Sec. 6.8 was discussed.
- Developer stated financial hardship of carrying costs while awaiting approval from

- District. and costs associated with a quality proposal on the environmental front.
- Observations and recommendations from the tour of the property submitted to the Planner include:
    - o Preference for lowest density possible
    - o Maximum preservation of wildlife corridors and confirm adequacy of recommended width of corridor at the proposed road crossing
    - o Follow all recommendations in the Environmental Overview Report
    - o Determine baseline density considering riparian areas and terrain – earlier plans stated 14 minimum 5 acre lots
    - o Further evaluate the value proposition of increasing density by 4 lots to cover the costs of piped water
    - o Use of restrictive covenants will be important

**b) Federal Aquatic Invasive Species Prevention Fund – Possible grant application**

- Japanese Knotweed along Bilston Creek, American Bullfrog, Green Crab in Witty’s Lagoon, Black Knapweed at Tower Point (funded by CRD), Olympic View, Duke Rd, Cliff Dr.
- Discussed involving Stan Orchard, could be tricky because the need for dedicated boat and crew, might be better to plan for next year
- Metchosin has memorandum with CRD, Jenny Eastman might be able to help

**Action Item:** Steve to contact Bilston Habitat Watershed Protection Association to gauge interest as a first option, followed by Stan Orchard for Bullfrogs as a second option

**c) Sue Big Oil Campaign**

**Moved and Seconded** by Merrilee and Garry that the Committee recommend that Council joins View Royal and other municipalities to pursue this lawsuit if there is enough support from other municipalities.

**Carried**

**8. Reports**

None

**9. Correspondence**

**a) Jill Peterson, Metchosin Community Day**

- Does MEASC want to have a booth on Sept 10<sup>th</sup>? Yes, MEASC would be happy to set up a booth.

**Action Item:** Andy will reply to Jill.

**Action Item:** Bill will organize displays.

**10. Adjournment and Next Meeting Date**

**Moved and Seconded** by Erin and Bill that the Committee adjourn the meeting at 9:20 p.m.

**Carried**

The next meeting will be held at the call of the Chair via Zoom if necessary throughout the summer months, otherwise, the next in-person meeting will occur Tuesday, September 26, 2023



District of Metchosin

Minutes

**Environmental Advisory Select Committee Meeting**

**Tuesday, September 26, 2023 at 7:00 P.M.**

Council Chamber

Metchosin Municipal Hall

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**Present:** Garry Fletcher (Chair), Councillor Steve Gray, Andy MacKinnon, Bill Cave, Merrilee Hoen (recorder), Anna Hall, Ric Perron

**Regrets:** Erin Van de Water

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

**1. Agenda, Additions and Approval**

**Moved and Seconded** by Andy and Rick that the Committee approve the agenda with the addition of a discussion of changing our monthly meeting schedule.

**Carried**

**2. Presentations**

a) Alison LeDuc, President, Bilston Watershed Habitat Protection Association (BWHPA), gave a presentation about Stormwater Management which was also included in the agenda package. Brent Donaldson pointed out that stormwater management should be planned on a district level not just development by development. Activities in other districts such as Langford affect Metchosin. Andy suggested that the BWHPA produces a document listing the 6-8 items that they would like to see in the Centre Mountain Residential Stormwater Management Plan to guide MEASC's eventual response to that document. Alison has agreed to do that.

**Action item:** Steve will get the 2019 Land Cover GIS layers for Bilston watershed.

**3. Public Participation:** None

**4. Adoption of Minutes**

**Moved and Seconded** by Andy and Bill that the Committee approve the minutes of the Environmental Advisory Select Committee meeting held on June 27, 2023.

**Carried**

**5. Review of Minutes**

**a) Council and Standing Committee Minutes**

**Moved and Seconded** by Andy and Bill that the Committee receive the Council and Standing Committee Minutes for information.

**Carried**

**b) Advisory Committee Minutes**

**Moved and Seconded** by Andy and Bill that the Committee receive the Advisory Committee Minutes for information.

**Carried**

**6. Business Arising from the Minutes**

**a) Metchosin Climate Plan**

- Steve and Merrilee to begin work on evaluation criteria.
- The Agricultural Plan RFP has been awarded. MEASC would have like to see more about addressing climate change.
- Adoption of the zero carbon step code will be considered at the upcoming meeting of the Environmental and Natural Areas Committee
- It was thought that the Canadian Federation of Municipalities (CFM) might have climate change funding that is only available to its members. No CFM climate grants have been identified.
- Our application to the CRD for grants to install two electric vehicle chargers has failed because the CRD did not get the grant it expected. Metchosin Administration will pursue a contract with a provider.
- Metchosin will continue to promote the CRD's Home Energy Navigator Program to assist citizens in obtaining grants for energy saving home upgrades.
- MEASC previously recommended to Council that they not allow the natural gas extensions to any new development. Council has asked the Administration to investigate the implications of this.

**b) Federal Aquatic Invasive Species Prevention Fund**

- We had hoped that this fund would fund some of our invasive species control measures (e.g., knotweed) but have found that it is only for the invasive green crab which is not a significant problem here.

**c) Buffer Land Stormwater Management Planning**

- MEASC does not feel qualified to comment on the engineering data presented in the Centre Mountain Residential Stormwater Management Plan.
- There will be updated versions of the plan issued for some time. MEASC would like each new version of the document to be clearly identified.
- MEASC is aware that they cannot release any preliminary versions of the document and that there are significant penalties for doing so.
- MEASC expects that final approval from Metchosin will be required this document and also its detailed implementation plan.
- MEASC members expressed concerns about the implication that water flows may be switched from one creek to another and would like information about this if that is in the plan. There was also concern expressed that guarantees about water quality standards were not as firm as we would like.
- In light of the extreme weather we have been experiencing and the many unknowns surrounding climate change, would it not be advisable to plan for even worse scenario than a 200 year event?
- With the massive removal of trees and soil disturbance which has taken place this year, what can Metchosin expect in terms of storm water runoff this year? And for the protection of the riparian areas?

**Moved and Seconded** by Andy and Anna that MEASC recommends to Council that they should hire someone with expertise in hydrology and engineering to review the Centre Mountain Residential Stormwater Management Plan

**Carried**

**d) Sue Big Oil Campaign**

- Council requested more information about what costs might be incurred if the law suit failed. There will be a presentation by Andrew Gage of West Coast Environmental Law to the Environmental and Natural Areas Committee on October 16, 2023. They will explain more about the implications of joining this campaign.

**e) Proposed Rezoning Application, Beckingham Road.**

- The Developer has now applied for an 18 lot subdivision instead of the earlier 24 lot proposal. This means that it will be handled by staff under existing policies and bylaws. It was noted that a positive outcome of this issue has been significant public engagement and input.

**7. New Business**

**a) 2023 Union of BC Municipalities Convention**

- All of Metchosin's resolutions concerning the protection of old growth forests, enhancing/protecting biodiversity in local communities, and reducing anchorages outside of the Port of Vancouver were passed at the UBCM and the issues will now be taken over by them for further action.

**b) Bilston Creek Watershed Management Planning**

- In Metchosin's Strategic plan, environmental stewardship is identified as a goal and there is a specific reference to "preserve and protect our shoreline, watersheds and aquifers". MEASC would like to develop a Bilston Creek integrated water shed management plan. It has been suggested that a version of the plan which was developed some years ago be re-examined and revised.

**Action Item:** Merrilee, Andy and Steve will meet to discuss next steps.

**c) Riparian Area Regulation**

- Steve brought the committee's attention to the document "Riparian Areas Regulation for Local Governments". He recommended the District enforce more strict riparian area regulations to protect these sensitive ecosystems throughout Metchosin and pointed out that the Metchosin Foundation's Bilston Conservation Corridor Project is an example of work in this area.

**Action Item:** Andy and Steve will review the provincial regulations and bring forward potential approaches for consideration at the next MEASC meeting.

**d) New meeting date**

- Due to a conflict, a committee member cannot attend on most of our meeting dates. We will investigate whether any alternative times are available

**8. Reports: none**

9. **Correspondence:**  
All correspondence was received by MEASC.

10. **Adjournment and Next Meeting Date**

**Moved and Seconded** by Bill and Merrilee that the Committee adjourn the meeting at 9:00 p.m.

**Carried**

The next meeting will be held on Tuesday, October 24, 2023 at 7:00 p.m.



# *Parks Donation Program Guidelines for Staff*

File No. 6130-06

Updated and approved by Council June 19, 2017

## Suggested Locations:

	<b>Bench</b>	<b>Picnic Table</b>
<i>Location Proposed by Donor</i>		
<i>OR</i>		
Blaney Trail		X
Blinkhorn Lake Park	X	X
Carlton Cosh Park	X	
Deer Park Trail Lookout	X	
Sandgate Road/Weir's Beach	X	
Seabluff Trail	X	X
Taylor Road Beach (Road RoW)	X	
William Head Road last bus stop at Sandgate	X	

## Application Process

1. Donation Program to be advertised in early spring each year, subject to PTASC approval.
2. Staff receives the application and cheque at Municipal Hall or can wait to receive cheque until PTASC approval. Hold cheque until donation approved by PTASC.
3. Application scanned/emailed to Parks and Trails Coordinator, [trailscoordinator@metchosin.ca](mailto:trailscoordinator@metchosin.ca). P&T Coordinator will contact donor to discuss bench location/placement.
4. Copy of application into PTASC upcoming meeting file. **Refer to Fire Chief and to Highways Admin if on municipal road right of way.**
5. PTASC to review application, location and plaque wording. Once application is approved, staff to order bench/table from Ivan Hoetzel at 474-7611 and plaque from Achinbach at 474-0037.
6. When plaque is ready, courier plaque to Ivan Hoetzel or he will collect and install.
7. Ivan Hoetzel to deliver and install benches to Metchosin Municipal Hall public works yard, once the base has been installed - there is room only for storage only in late spring/summer. Let P&T Coordinator know when it has arrived.

8. P&T Coordinator to coordinate installation by William Head Institution crew. Concrete pad must be between 4'x8' to 8'x8' in size.
9. P&T Coordinator to coordinate maintenance.

**Donation Amount Breakdown (prices effective June 2017)**

	<b>Bench</b>	<b>Picnic Table</b>
<b>Purchase</b>		
Base cost (no HST)	\$1,000	
Posts and hardware	30	
Plaque Installation by Ramsay	25	
<b>Plaque</b>		
Cast bronze plaque 3" x 8" 148.86	\$200	
<b>Installation</b>		
Concrete slab & installation	\$400	
<b>Maintenance 20%</b>	\$306	
<b>Total</b>	<b>\$1,986</b>	Quote provided upon request

## Parks Donation Program – Suggested Content – 2023 Update

- This donation program covers applications for bench or picnic bench donations.

### Suggested Locations

- Location to be suggested by donor.
- Please note that Weirs Beach, Taylor Beach, and Blinkhorn Nature Park locations are full.

### Application Process

1. Staff receives the application.
2. Application scanned & emailed to Parks and Trails Coordinator, *trailscoordinator@metchosin.ca*. Trails Coordinator will contact donor to discuss bench/table placement.
3. Copy application into PTASC upcoming meeting file. Trails Coordinator refer application to Fire Chief, Public Works, and to Highways Admin if on municipal road right of way.
4. PTASC to review application, location, and plaque wording.
5. If all parties approve, Trails Coordinator to refer to council for approval.
6. Trails Coordinator to gather an updated quote.
7. If council approves, staff to receive the donation from the applicant.
8. Once application is approved, staff to order bench/table and plaque from respective designated suppliers. As of September 2023, the approved suppliers are: bench/table: Classic Cedar (250-474-7611); plaque: Achinbach (250-474-0037)
9. Courier completed plaque to the bench/table supplier to install.
10. Trails Coordinator to coordinate pouring a concrete pad. Must be between 4'x8' to 8'x8' in size.
11. Classic Cedar to install bench on concrete pad.
12. P&T Coordinator to coordinate maintenance.

### Donation Amount

- A current quote for material and installation services will be required for every new application. Trails Coordinator to gather the quote.
- For reference, the total cost of a bench including maintenance in 2023 was roughly \$2600.





Suggestions for Parks & Trails map revision to accommodate information about dogs off-leash/under control:

Add to Sea Bluff Trail info: **Dogs must be leashed.** or **Dogs must be leashed at all times.** I think there is room for either without adjusting layout.

Front panel:

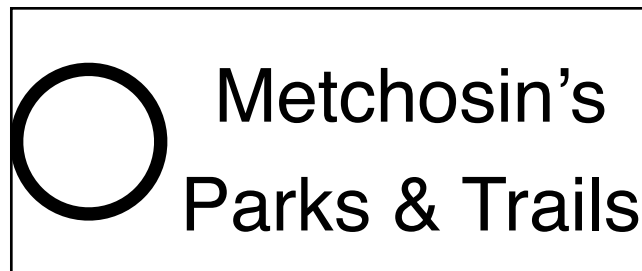
I don't think it's sufficient to say just that dogs are permitted to be off leash (except on Sea Bluff Trail) on condition they are under control, although there is enough room to add that with minor layout adjustments. Compliance is more likely if what "under control" means is made clear.

Suggested wording:

Except for Sea Bluff Trail, dogs are permitted off leash on condition that they come immediately when called, do not approach other users without permission and do not chase wildlife or livestock. [Optional depending on space: are always within your sight]

Suggested layout adjustments on centre panel to accommodate addition:

There is room for narrower margins. At the top, could reduce font on title a bit and place next to district logo:



Placement of the dog etiquette information could go with the bolded lines  $\frac{2}{3}$  of the way down the page. There is enough space to push the last two lines about more maps and info down a bit. The coloured dotted line could be deleted.

If the suggestion above about the title is accepted, there will be lots of room for the additional information.

Pattie Whitehouse  
Dogs in Metchosin Working Group



**From:** "Mark or Kathy Atherton" <[REDACTED]>  
**To:** "sltarnowski" <[sltarnowski@metchosin.ca](mailto:sltarnowski@metchosin.ca)>  
**Cc:** "Tina Hansen" <[thansen@metchosin.ca](mailto:thansen@metchosin.ca)>, "Jim and Laura" <[REDACTED]>, "Ryan Carter" <[REDACTED]>, "Jay Shukin" <[jshukin@metchosin.ca](mailto:jshukin@metchosin.ca)>  
**Sent:** Thursday, September 21, 2023 8:37:10 PM  
**Subject:** Metchosin Park repairs

Hi Sue-Lilin

I am writing on behalf of P&TASC to obtain staff assistance in repairing a trail in Metchosin Wilderness Park. A citizen interfered with our last attempt to repair this trail when we had Benson Excavating filling in a muddy section of the trail. Our volunteers supervising the work withdrew rather than engage in a confrontation.

We discussed this at our P&TASC meeting on September 19. We recommended that the work be supervised by Public Works rather than volunteers.

A picture of the muddy section is attached. Jim Nan, P&TASC member, is available to show Public Works what needs to be done.

There is some urgency to get the work done before fall and winter rains make the repair impractical this season. I expect Jim could give you an estimate of how long Public Works would need to be engaged.

Thank you.

Mark Atherton  
Chair, P&TASC







**Tina Hansen**

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**Subject:** FW: Memorial bench

**From:** Gerald Valkhard [REDACTED]  
**Sent:** Tuesday, October 3, 2023 9:30 AM  
**To:** Info <[info@metchosin.ca](mailto:info@metchosin.ca)>  
**Subject:** Re: Memorial bench

Do you have an answer?

On Thu, Sep 28, 2023 at 3:37 PM Gerald Valkhard [REDACTED] wrote:

tHello folks,

My family has a memorial bench at Weir's beach in Metchosin ["in loving memory of Tom and Georgie Valkhard"]. It was installed in 2013 or 2014. I believe we paid for a 10 year period. I would like to continue sponsoring maintenance of that family bench.

When is it due for payment please? If now, please send me an invoice.

yours truly,

Gerald Valkhard, [REDACTED]  
[REDACTED]







DISTRICT OF METCHOSIN

MEMORANDUM

**TO:** Mark Atherton, Chair PTASC  
Gary Fletcher, Chair MEASC

**FROM:** Susan Dyble, Development Services Coordinator

**DATE:** November 9, 2023

**Our File:** 3320-23-02

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**Re:** Proposed 18 Lot Subdivision (17 new lots)  
Section 16, Metchosin District, Except Part in Plan VIP62759  
File No. 3320-23-02

Please find attached proposed subdivision plan for the above noted property. The applicant(s) are:

LIDA Developments c/o Dave Stephens  
6105 Patrician Bay Highway  
Victoria, BC V8Y 1T5

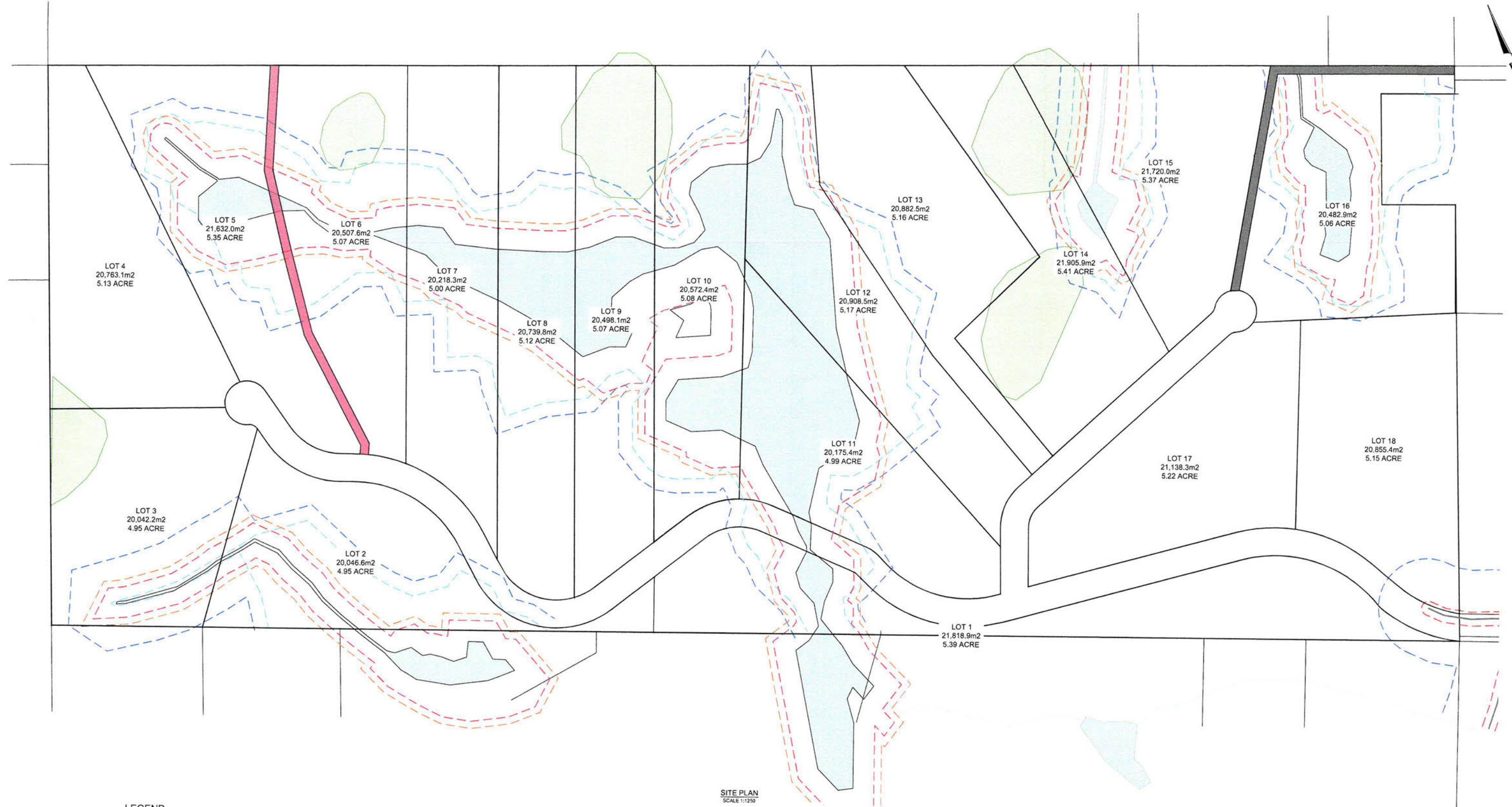
Please advise me as soon as possible of any concerns, comments and recommendations regarding the proposal. If you should require further information or documentation, please contact me.



ISLANDER ENGINEERING August 17, 2023 / C:\shortcut-targets-by-id\0891dfrw\sum\thk\hds\hgl\lanc\Civil\Projects\2732 - 4694 Beckingham - 5 acre lots.dwg

**BC 1**  
CALL  
1-800-474-6886

THE CONTRACTOR IS TO CALL B.C. ONE CALL AND HAVE EXISTING U/G SERVICES STAKED PRIOR TO ANY CONSTRUCTION



**SITE PLAN**  
SCALE 1:1250

**LEGEND**

- HMM
- ROCK OUTCROP SENSITIVE ECOSYSTEM
- PROPOSED EMERGENCY ACCESS ROUTE
- PROPOSED PATH SRW
- TOB OR TORB
- RAA
- SPEA
- ADDITIONAL PROTECTION AREA
- ZOS - SHADE
- ZOS - LWD, BANK & CHANNEL STABILITY - LITTER FALL & INSECT DROP FOR STREAMS (10m OFFSET, SAME AS SPEA)
- ZOS - LWD, BANK & CHANNEL STABILITY - LITTER FALL & INSECT DROP FOR WETLANDS (15m OFFSET)

**CONFIRM UNDERGROUND LOCATIONS WITH UTILITY COMPANIES**

THE LOCATION AND ELEVATION OF THE EXISTING UNDERGROUND INFRASTRUCTURE SHOWN ON THIS DRAWING MAY NOT BE ACCURATE OR COMPLETE. THE ACTUAL HORIZONTAL AND VERTICAL LOCATIONS MUST BE CONFIRMED PRIOR TO THE START OF ANY EXCAVATION.

LEGEND	
Existing Municipal Infrastructure	Drain — D —
Proposed Municipal Infrastructure	Ditch — D —
Existing External U/G Utilities	Sewer — S —
Proposed External U/G Utilities	Water — W —
Street Lighting Pole Mount	Pole Mount — P —
Standard Mount	Standard Mount — S —
Traffic Sign	Traffic Sign — T —
Post Top	Post Top — P —
Pedestrian Signal	Pedestrian Signal — P —
Traffic Signal	Traffic Signal — T —
Ctrl Monument	Ctrl Monument — C —
Traverse Hub	Traverse Hub — T —
Gas Valve	Gas Valve — G —
Water Meter	Water Meter — W —
Curb	Curb — C —
Concrete Box	Concrete Box — C —
Flush Valve	Flush Valve — F —
Wood Box	Wood Box — W —
Manhole	Manhole — M —
Catch Basin	Catch Basin — C —
Hydrant	Hydrant — H —
Cleanout	Cleanout — C —
Culvert	Culvert — C —
Reducer	Reducer — R —
Silt Trap	Silt Trap — S —
Cap / Plug	Cap / Plug — C —
Air Valve	Air Valve — A —

REVISIONS	
6	Concrete Box
5	Flush Valve
4	Wood Box
3	Manhole
2	Catch Basin
1	Hydrant

REVISIONS APPROVED		DESIGN APPROVED			
REVISION # 1	REVISION # 2	REVISION # 3	Approved By	Date	Signed
Approved	Date	Signed	Approved	Date	Signed
Design Engineer			Design Engineer		
Manager of Development			Manager of Development		
Development Coordinator			Development Coordinator		

AUGUST 17, 2023  
**DRAFT**

**ISLANDER ENGINEERING**  
4694 BECKINGHAM ROAD  
VICTORIA, B.C. V8P 6G4  
PHONE 250.596.1200  
www.islandereengineering.com

DISTRICT OF METCHOSIN		ISLANDER FILE #	2732
4694 BECKINGHAM ROAD		MUNICIPAL DESIGN #	—
SITE LAYOUT		REV. #	—
B.M. : —	Drawn: JTA	Checked: JBB	DRAWING # C01
Scale: Hor: 1:1250 Vertical: —	Date: 2023-08-17		SHEET # 1 OF 3