



DISTRICT OF METCHOSIN

AGENDA

PARKS & TRAILS ADVISORY SELECT COMMITTEE MEETING

October 15, 2024 at 7:00 p.m.

Council Chambers

Metchosin Municipal Hall

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 - b) Equestrian Mounting Block at the Corner of Rocky Point and Happy Valley Roads
 - c) Trail Stewards Program
7. **Reports**
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10. **Adjournment and Next Meeting Date**

District of Metchosin

Minutes

Parks and Trails Advisory Select Committee Meeting

Tuesday, September 17, 2024 at 7:00 p.m.

Council Chamber

Metchosin Municipal Hall

Present: Ron Aubrey (meeting chair), Kathy Atherton, Ryan Carter, Caroline Donahue, Karen Hoffman, Jim Nan, David Shanks (recorder)

Regrets: Jay Shukin (Councillor Liaison)

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

1. Agenda, Additions and Approval

Moved by Caroline that the Committee approve the agenda as presented.

Carried

2. Presentations

None.

3. Public Participation

- Tim Howard (Saddleback)
 - In 2005 connector trail between Hi Mount & Saddleback was defeated. Again in 2016, defeated by petition.
 - Concerned & unaware who wants trail in this area.
 - Chair noted there is no current plan for trail on Hi Mount. There is municipal easement
 - PTASC note: believe this is actually dedicated as a park, not just a municipal easement.
- Much discussion about agenda or meeting notes that identify need for trail access or signage
 - Clarification that there is no plan nor current ask for trail in Hi Mount area.
 - There will be public input sought for any new updates and new trails within Metchosin.
- Ken Ward (Stirrup)
 - Sought clarification about public input for P&T master update.
 - Asked about future discussion on opening alternate access to area, relative to risk in case of fire & single escape route, and that trails that would bring more people into area & increase the risk.
 - Chair suggested to provide feedback into ATP development survey.
- Kyara Kahakauwilla
 - Context on PTASC process, requires direction from council.
 - Noted piece of land is on the books as green space, but is very rough & difficult access.
 - Suggested if District looks into trail in this area, that staff make note to specifically reach out to affected community areas.

- Maryann Dylan (Saddleback)
 - Commented that she directed letter to Mayor, Council, & PTASC, asked if it will be on future agenda for PTASC.
 - **Note for follow-up** up with District to direct letter to PTASC for future agenda.

4. Adoption of Minutes

a) Parks & Trails Advisory Select Committee, August 7, 2024

Moved by Karen that the Committee approve the minutes of the Parks and Trails Advisory Select Committee meeting held on Aug 7, 2024.

Carried

5. Receipt of Minutes

None.

6. Business Arising from the Minutes

a) Memorial Benches

- Wooton Road
 - No further updates from members present
 - To cover in later Reports

b) Bradene Stairs

- New stringers were installed. Existing railings
- Need to check if work complete & warning signs need to stay in place

c) Weir Beach stairs

- Noted the new stairs look to be very well done

d) Tipton Memorial Bench – Councillor Shukin’s Report

- To cover in later Reports

7. Reports

a) Parks and Trails Coordinator

- Duke Road bench has foundation framed
- Updated Parks Donation document to be shared at next meeting
- Few trail maintenance items
- Current need is for Volunteers, more maintenance than we have volunteers to undertake.
 - i. Scouts/Cubs have expressed interest to volunteer & cleanup
 - ii. Volunteer already stepped forward to support to assist with repairs on Latoria Community Bridge

b) Council Liaison Written Report: Not available.

c) Chair Verbal Report

- Report sent to CAO after Aug meeting regarding DRE survey. Understands RFP is now out for tender.

8. Correspondence

- a) Ronsee, Branson-Duke Connector Trail Cleanup
 - Note that planned events for cleanup are good way to engage & cleanup entire trail at once.

9. Other Business

- a) Potential Roadside Trail Duke Road East
 - Request to contract survey for Duke Road East project (includes notes from the Community Input Session held July 31, 2024) - Councillor Shukin's Report
 - Update earlier in Chair's report
- b) An Equestrian Mounting block at the Corner of Rocky Point and Happy Valley Roads
 - Some riders have asked about some tall object to help mounting horses.
 - Could this be a Donation item? Need measurement on what height this should be. (to measure at Hillman trail)
 - Large boulder/rocks could be used, placed as steps
 - Appropriate location at this corner to be determined
 - To present proposal to & coordinate with Public Works
- c) Additional signage in Eleanor Mann Park
 - Public correspondence that signage is not clear once visitor is in the park. Seeks committee input on general signage strategy for Metchosin Parks?
 - General agreement clear signage supports non-intrusive trail usage
- d) TrailStewards and Volunteer Insurance
 - Definition of TrailStewards program needed
 - Is typical ask to work with hand tools only, power tools, or otherwise?
 - **Action** for Ryan to ask for direction from CAO on what general volunteers and Trail Stewards can be asked to do, if there are liability considerations, what is needed to cover volunteers under District liability insurance.
 - Clarification that volunteers not part of Select Committee
 - If there is need for insurance on P&T volunteers, consider using PTASC budget for this cost.
- e) Metchosin Community Day Draw and Review
 - Draw for gift card from P&T survey respondents. Winner: Claire Mulligan
 - Caroline to compile Survey responses
 - Expression of interest for Updates, Volunteering, etc.
 - Caroline to provide to Ryan

10. Adjournment and Next Meeting Date

Moved by Caroline that the Committee adjourn the meeting at 8:45 p.m.

Carried

The next meeting will be held on Tuesday, Oct 15, 2024 at 7:00 p.m.

District of Metchosin

Minutes

**Special Community Planning Committee Meeting
September 23, 2024 at 6:00 p.m.**

Council Chambers
Metchosin Municipal Hall

PLEASE NOTE: The meeting has been recorded.

Present: Councillor Shukin in the Chair, Mayor Little, Councillors Donaldson, Gray and Epp. Also present was Bob Payette, Chief Administrative Officer, Tina Hansen, Deputy Corporate Officer, Tara Johnson, Planner, and Jennifer Miller, Legislative Services Assistant (recorder).

The meeting was called to order at 6:00 p.m.

The Chair provided a Territorial Acknowledgement and recognized the National Truth and Reconciliation Day on September 30, 2024.

1. Agenda, Additions and Approval

Moved and Seconded by Mayor Little and Councillor Donaldson to approve the agenda as presented.

Carried

2. Public Participation

Brent Donaldson, resident, spoke to the Staff Report on the Development Variance Permit application for 3940 Hi-Mount Drive and provided information regarding a previous and similar situation where a resident had concerns regarding neighbours seeking access to a trail in close proximity to his property. Mr. Donaldson cautioned staff to note that the Hi-Mount Drive residents are aware that parks are to have public access and that the back area of their property could end up being a trail in the future.

Ellen Frisch, resident, commented on the Staff Report for the *Draft Building Bylaw 2024, No. 694* and noted some portions which may inhibit people for filing for a building permit. For example, the requirement of a registered professional to prepare a site plan, whereas this can currently be done through a designer at a lower cost and faster turnaround time.

3. Reports

a) Staff Report, Request for Development Variance Permit, 4290 Metchosin Road

Staff provided an overview of the Staff Report regarding a request for a Development Variance Permit for 4290 Metchosin Road.

The applicant addressed the Committee and provided the background and intent of the application and expressed concerns regarding the ability to obtain occupancy in the new dwelling before conversion of the existing dwelling to an accessory building.

Committee discussion:

- Existing structures on the property
- Decommissioning process
- Converting a residence to an accessory building
- Occupancy permit
- Engineering report requirements on accessory buildings
- Review and approval process
- Committee site visit
- Input from neighbours
- Setbacks
- Timelines for notices to landowners
- Further deliberation at the October 7, 2024 Council meeting

Moved and Seconded by Councillors Gray and Mayor Little that the Committee direct staff to provide notice to landowners within 60m of the subject property informing them of the development variance permit application, its purpose, and the October 7th, 2024 meeting date when a resolution regarding issuance of the variance for the property at 4290 Metchosin Road to vary Section 51(7)(a) of *Metchosin Land Use Bylaw No. 259* to reduce the front yard setback from 7.5m to 5.25m for an accessory building will be considered.

Carried

Moved and Seconded by Mayor Little and Councillor Donaldson that the Committee direct staff to schedule a site visit of the property at 4290 Metchosin Road as soon as possible.

Carried

b) Staff Report, Request for Development Variance Permit, 3940 Hi-Mount Road

Staff provided an overview of the staff report regarding a request for a Development Variance Permit for 3940 Hi-Mount Drive.

The applicants addressed the Committee and provided the background and intent of the application and spoke to the existing foundation and future plans for the property.

Committee discussion:

- Future plan for driveway
- Subdivision application and process
- Existing foundation
- Rear yard setback and variance details

Moved and Seconded by Councillor Epp and Donaldson that the Committee direct staff to provide notice to landowners within 60m of the subject property informing them of the development variance permit application, its purpose, and the October 7th, 2024 meeting date when a resolution regarding approval of the variance for the property at 3940 Hi-Mount Drive to vary Section 58(6)(c)(i) of *Metchosin Land Use Bylaw No. 259* to reduce the rear yard setback for a principal building from 10.0m to 4.48m on proposed Lot 1, with the following condition:

- i. That issuance of the variance permit is subject to the owner obtaining final subdivision approval and plan registration to legally create proposed lot 1 under Subdivision Application SU-24-01.

Carried

Moved and Seconded by Mayor Little and Councillor Donaldson that the Committee direct staff to schedule a site visit of the property at 3940 Hi-Mount Drive as soon as possible.

Carried

c) Staff Report, Request for Development Variance Permit, 3771 Duke Road

Staff provided an overview of the Staff Report regarding a request for a Development Variance Permit for 3771 Duke Road.

The applicants addressed the Committee and provided the intent of their application and plans to age in place while ensuring they have adequate space and accessibility.

Committee discussion:

- Proposed entrance
- Siting of the secondary suite and alignment with the principal dwelling
- Allowable square footage

Action: That staff circulate to the Committee the Metchosin Housing Needs Assessment from 2020.

Moved and Seconded by Councillors Gray and Epp that the Committee direct staff to provide notice to landowners within 60m of the subject property informing them of the development variance permit application, its purpose, and the October 7th, 2024 meeting date when a resolution regarding issuance of the variance for the property at 3771 Duke Road to vary section 57(6)(b)(c)(i) of *Metchosin Land Use Bylaw No. 259* to reduce the rear yard setback for a principal building from 10.0m to 7.5m and reduce the southerly side yard from 3m to 2.4m to enable a secondary suite addition will be considered.

Carried

Moved and Seconded by Councillor Donaldson and Mayor Little that the Committee direct staff to schedule a site visit of the property at 3771 Duke Road as soon as possible.

Carried

4. Bylaws

a) Staff Report, Draft Building Bylaw 2024, No. 694

Staff provided an overview of the Staff Report to present the draft District of Metchosin *Building Bylaw 2024, No. 694* and provided the Committee with the required steps to support the enacting of a new building bylaw for Metchosin.

Committee discussion:

- Building and plumbing codes
- Electric Vehicle chargers for new builds
- Complex building definition
- Permit and plan processing fee calculations
- Requirement of a registered professional for a site plan
- Alignment of Council's Strategic Priorities

Action: That staff check with the Building Official about the requirement for a registered professional for the preparation of site plan.

Moved and Seconded by Councillors Gray and Mayor Little that the Committee receive the report dated September 23, 2024 titled "Draft Building Bylaw 2024, No. 694" for information.

Carried

5. Adjournment

Moved and Seconded by Councillors Donaldson and Epp that the Committee adjourn the meeting at 6:54 p.m.

Carried

Certified Correct

Chair

Corporate Officer

District of Metchosin

Minutes

Environmental Advisory Select Committee Meeting

Tuesday, 24 September 2024 at 7:00 p.m.

Council Chamber

Metchosin Municipal Hall

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

Regrets: Ric Perron

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

1. Agenda, Additions and Approval

Moved and Seconded by Andy and Bill that the Committee approve the agenda as presented.

Carried

2. Presentations

None.

3. Public Participation

None.

4. Adoption of Minutes

a) Environmental Advisory Select Committee, May 28, 2024

Moved and Seconded by Steve and Anna that the Committee adopt the minutes of the Environmental Advisory Select Committee meeting held May 28, 2024.

Carried

5. Receipt of Minutes

a) Environment and Natural Areas Committee, June 10, 2024

Moved and Seconded by Erin and Andy that the Committee receive the minutes of the Environment and Natural Areas Committee meeting held June 10, 2024.

Carried

b) Parks & Trails Advisory Select Committee Meetings, May 29, June 26, July 16, August 7, 2024

Moved and Seconded by Erin and Andy that the Committee receive the minutes of the Parks & Trails Advisory Select Committee meetings held May 29, June 26, July 16, and August 7, 2024.

Carried

6. Business Arising from the Minutes

a) Beckingham Subdivision Referral

MEASC has submitted its referral to the CAO who is also the Approving Officer for this project. The response from Al Herle, District engineer (now retired) was that he believed the developers would need to change their plan if provincial government recommendations were followed to minimize development impact on wetland functioning and he asked for a map showing the boundaries of the wetland protection area. This was done and we have not had any further response.

Examination of OCP section 2.3 indicates that Council has responsibility for the sensitive area indicated on Map 4 and other sensitive areas not specifically shown on that map. Riparian areas are of particular concern. The Beckingham proposal would have a considerable impact on a wetland. Provincial experts have indicated that improvements to the plan can be made to reduce impact of the development on wetland function. Various provisions of OCP 2.3 indicate Council's general responsibility and encourage the Approving Officer to require developers to maintain the proper functioning condition of riparian-wetlands and protection of sensitive areas. Also, an inventory of sensitive areas must be updated on an annual basis or as required.

MEASC is investigating how the inventory of sensitive areas might be updated as indicated by OCP 2.3 but also as preparation for future development applications. Some suggestions were to contact the Conservation Data Centre for guidance and consult with Deborah Curran (UVic) to clarify some points of Environmental Law.

Moved and Seconded by Steve and Andy that the Committee explore ways to fulfill the requirements of the OCP section 2.3.9 referring to Sensitive Environments in Metchosin.

Carried

Action Item for staff: Add this item to our October agenda.

Action item for Steve: Bring OCP section 2.3 to the attention of the CAO.

Action item for Andy, Anna and Steve: investigate linking the BioBlitz species data to the Conservation Data Centre's list of Endangered and Threatened species. Investigate defining habitat requirements for those species to for reference when considering future development applications.

b) 2013 Shoreline Protection Plan

Steve is arranging a follow-up meeting to take place soon with Colwood to discuss what they have done to protect shoreline. We also want to ask Habitat Acquisition Trust about the educational activities relating to shoreline protection as part of their landowner contact programs.

It was noted that Chief Dunlop intends to make a shoreline spill response plan which is separate from the federal ocean spill response plan and will include an evacuation plan.

Action item staff: Attach the 2013 Shoreline Protection Plan to the October agenda. Steve will supply a link to the BC Coastal Marine Strategy which should also be included in the next agenda.

c) Mapping of Potential Sensitive Areas in Metchosin: Conservation Data Centre, Data Submission.

We are investigating how to convert our paper-based data into a form which can be added to the CDC's digital dataset. We will be contacting them about this, and the topics discussed in item 6.a.

d) District of Metchosin Public Works Policy W-100: Elimination of Pesticides and Herbicides for Cosmetic Purposes on Municipal Grounds

Council has asked MEASC to advise about expanding our Pesticide and Herbicide policy. Colwood has recently updated their bylaw, and we have gathered a number of documents for study. We also have made note of Montreal's golf course pesticide ban. We believe, based on others' experience and the Green Bylaws Toolkit, a good approach is to say, in effect, "In our municipality – it is prohibited to use pesticides except for the following." e.g., to control invasive species where there are specific reasons to do so.

Action item: Steve will take all the information collected to the Planner for guidance.

Action item for staff: Add this item to the October agenda.

e) Tax Exempt Properties

If additional criteria are implemented for organizations to maintain their tax-exempt status, MEASC would recommend such things as the maintenance of the forest where applicable.

f) Spongy Moth Spraying Program

This year's spraying has already taken place although we don't believe Metchosin was included. Activities such as overhead spraying will be considered during the redrafting of the pesticide policy (item 6.d).

7. Reports

a) Chair's Verbal Report

The chair was pleased with the MEASC members' participation and the public response to our display at Metchosin Community Day and hopes that we can have a bigger tent next year. The "straw poll" was popular, and we should consider making one with more topics next year.

b) Council Liaison Verbal Report

The Building Step Code will be adopted soon. We expect that two new EV pay chargers will be installed in Metchosin by the end of the year. The Agriculture Plan was approved at the last meeting of the Finance Committee. The biosolids and predator letters have been sent. Steve will continue to forward information to us concerning potential invasive species. An inquiry has been made about installing a bat box on Blaney Trail Park. HAT could provide the materials and advise about siting. Tax increases are expected in response to initiatives being implemented by organizations outside our community such as the ECOM system.

8. Correspondence

The following correspondence was received for information.

- a) District of Metchosin letter to the Hon. Pam Alexis, Minister of Agriculture and Food and the Hon. George Heyman, Minister of Environment and Climate Change Strategy, Cougar Predation on Sheep in Metchosin
- b) District of Metchosin letter to the Capital Regional District, Long-Term Biosolids Management Strategy

9. Other Business

a) MEASC Internal Performance Review

There may be a reduction in the number of committee meetings during the year to reduce the workload on staff surrounding preparation of agendas and the receipt of minutes. At the October meeting, we will discuss if there are any changes we would like to make to the Terms of Reference. We would especially like to maintain a two-way communication with Council to respond to their initiatives and bring forward some of our own.

10. Adjournment and Next Meeting

Moved and Seconded by Erin and Anna that the Committee adjourn the meeting at 8:40 p.m.

Carried

The next meeting will be held on Tuesday, 22 October 22, 2024 at 7:00 p.m. unless an arrangement can be made to change the meeting to the October 29, 2024 to accommodate the availability of the Chair.



DISTRICT OF METCHOSIN
PARKS DONATION APPLICATION



DATE: Sept 26, 2024

DONOR(S) NAME: John Buchanan

ADDRESS: [Redacted]

POSTAL CODE: [Redacted] TELEPHONE: [Redacted]

EMAIL: [Redacted]

PERSON/EVENT BEING HONOURED: Jim & Olive Buchanan

DESIRED DONATION ITEM: Bench

DESIRED LOCATION: Cricket pitch

DESIRED PLAQUE WORDING: IN LOVING MEMORY OF JIM
+ OLIVE BUCHANAN

I/We understand that once the donated item is installed it becomes the property of the District of Metchosin and is for the use of the general public. Donors shall not plant anything in the area surrounding the donated item without prior written consent of the Municipality. The municipality will maintain the donation and will replace or repair any damaged item. It is understood that the municipality maintains the right to move the item to a different location to accommodate any future unforeseen events. I/We understand that the item will remain until the expiration date, at which time I/we will be offered the opportunity to renew the donation for an additional time, at a price to be determined at that time. I/We understand that it is the responsibility of the donor to advise the Municipality of any change of address in order to receive future correspondence regarding the donated item.

SIGNATURE: [Signature] DATE: Sept 26/2024

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

APPROVED ITEM: _____ DATE: _____

APPROVED LOCATION: _____

WORDING APPROVED: _____ APPROVAL SIGNATURE: _____

Date Payment Made: _____ Date ordered: _____

Date Item Received: _____ Date installed: _____

APPLICATION # _____

District of Metchosin Memorial Bench/Picnic Table Inventory

Draft in development
Updated: July 9, 2024


1

Summary of Benches / Tables (as of July 9, 2024)

Location	Type	Person / People Memorialized	Date installed	Condition
Weir Beach	Bench	Doug and Flo McLeod	TBD	Excellent
Weir Beach	Bench	Tom & Georgina Vaulkard	TBD	Excellent
William Head Rd & Lombard Drive	Bench	The Helgesens (Brett, Alvin, Eric are named)	TBD	Excellent
Taylor Beach				
Sea Bluff Trail	Picnic Table	Ken Farquharson	2023 (??)	Excellent
Sea Bluff Trail	Bench	Deborah "Bobum" Hertberg Elizabeth Harrison Herndorf	TBD	Excellent
Sea Bluff Trail	Bench	Gordon Reimer Peter Beltgens	TBD	Excellent
Blaney Trail	Bench	Devon Harmony Michaud Jones	TBD	Excellent
Blaney Trail	Bench	Lloyd George Crowther	TBD	Excellent
Blinkhorn Nature Park	Bench	Moralea Milne	TBD	Excellent
Hillman Trail	Bench	TBD	TBD	Poor

2

Weir Beach



Bench
Tom and Georgina Vaulkhard
Date installed – TBD


Plaque statement:
**In Loving Memory of
Tom and Georgina Vaulkhard**

Bench
Doug and Flo McLeod
Date installed – TBD

Plaque statement:
**In Loving Memory of
Doug and Flo McLeod
"88"**

3

William Head Rd & Lombard Drive



Bench
The Helgesens
Date installed – TBD

Plaque statement:
**In Memory of the Helgesens
Brett, Alvin and Eric
Nothing Loved is Ever Lost**

4

Taylor Beach <<forthcoming>>



Bench
???
Date installed – TBD

Plaque statement:
?????

5

Sea Bluff Trail



Table
Ken Farquharson
Date installed – 2022

Plaque statement:
<<forthcoming>>

Bench (two names)
Deborah “Bobum” Hertberg
Elizabeth Harrison Herndorf
Date installed – TBD

Plaque statement:
**Deborah “Bobum” Hertberg
1987-2003
She cooked above the treetops
at Killma**

&
**Her Sister
Elizabeth Harrison Herndorf
1938– 2022
Beloved wife of Fred
They loved the Earth’s Gardens**

Bench (two names)
Gordon Reimer
Peter Beltgens
Date installed: TBD

Plaque statement:
**Metchosin Search And
Rescue Members**

**Gordon Reimer
1952 – 2002**

**Peter Beltgens
1954 - 2014**

6

Blaney Trail



Bench
Lloyd George Crowther
Date installed – TBD

Plaque statement:
Lloyd George Crowther
1948 – 2018
A life that touches others goes
on forever...even after they are
gone.

Bench
Devon Harmony Michaud Jones
Date installed – TBD

Plaque statement:
Devon Harmony Michaud Jones
No Rain. No Rainbows.

7

Blinkhorn Nature Park

<<forthcoming>>

8



MEMORANDUM

To: Parks Committee
From: Councillor Little
Date: November 29, 2018
Subject: **Parks Donation Program – Memorial Bench Inventory**

Background

Please find attached minutes from the Parks Committee, February 5, 2018 tasking PTASC with bringing forward a dedication bench inventory report.

Also attached please find the Metchosin Memorial Bench Inventory Report from PTASC.

Recommendation

That the Committee considers the Metchosin Memorial Bench Inventory Report from the Parks and Trails Advisory Committee.

Receipt of Minutes

Moved and Seconded by Councillors Milne and Kahakauwila that the Committee receive the Parks & Trails Advisory Select Committee minutes January 16, 2018.

Carried

A discussion ensued regarding the portion of the PTASC minutes, 6d) Dedication Bench Maintenance. The Committee discussed the cost of the benches, maintenance involved over the life expectancy of the benches and budgeting for the maintenance. The Committee commented on other municipalities policies and stated that it is not the Districts intent to ask donors for additional maintenance monies.

The Committee agreed to task PTASC with bringing forward a Dedication Bench Inventory Report to a future Parks Committee meeting indicating the following:

- Number of benches and locations
- Year installed
- Cost of installation
- Current condition of benches
- Estimated cost for required maintenance of each bench

Council will consider the information provided by PTASC for budgeting purposes.

Memorial Bench Inventory:

These were installed prior to our "Donation Policy":

- 4 "off the shelf" benches commemorating cricketers, by the cricket hut
 - Gord Reimer's memorial bench at Sea Bluff*
 - Bench on Hillman Trail adjacent to Mac Page bridge for Mac Page
 - Wooden bench in Garry Oak garden by municipal hall in memory of Paul Moss.
 - May 2012: A custom memorial bench for Amanda Zingerwas placed beside the Metchosin riding ring unbeknownst to PTASC.
-

Under Metchosin's Donation Policy:

August, 2010

donor: Mary and Norman Gidney - Taylor Beach Bench

\$1000 (no HST charged and no maintenance fee included).

It was decided that in future there would be a cost of 20% for ten years of maintenance.

Refinished by PTASC June, 2018. (cost approx. \$80)

May, 2012

donor: Deborah Hertzberg - Sea Bluff Bench

Old bench, still serviceable, was relocated beside the cricket pavilion on the municipal grounds.

November, 2013

donor: Valkhard family - Weir's Beach Bench

September, 2014

donor: Helgesen family - Lombard Rd/William Head Bench

April, 2016

donor: Nowlan family - Weir's Beach Bench

April, 2018

donor: Dawn Turpin - Blaney Trail Bench

\$1,986.

* Andrew Spray has recently been in contact regarding replacing the existing bench with one built to the District's standards. He and fellow members of Search & Rescue will be pouring the pad (one doesn't exist at present) according to spec's given by PTASC (and Ivan at Classic Cedar). They are going to use the one bench for multiple plaques as the need arises. I've discussed with both Andrew and Ivan what the options are here. Plaques will be ordered through the district (smaller plaques for individual's names) but mounting the new plaques will be up to Search and Rescue (Ivan priced it at \$50). Prior to proceeding, I will talk to Jo Mitchell to get the heads up.

Donation Bench Breakdown (2018)

Bench (Classic Cedar) includes plaque installation and site install	\$1,108.80 (includes tax)
Plaque Cast bronze 3" x 8" type only 3" x 8" type with graphics \$259.84 (includes tax) 3" x 4" type only \$205.44 (includes tax)	\$221.40 (includes tax)
Installation* 5' x 3' x 6" concrete slab and anchors	\$300.00
Maintenance: Ivan quoted a \$75 cost/2yrs (\$300) (allowing for inflation over 10 years)	\$400.00
Total:	\$2029.50

- * *Installation by PTASC:
(aprox) 18 25kg bags of premix concrete + anchors: \$200
leaving an excess of \$100 in the budget that I would like to
recommend goes to landscaping around the bench.*

Picnic Table
Base price for the table only: \$4000.00
Quote provided upon request.

Parks Donation Program (2018)

Locations already taken by benches:

Weir's Beach (2)
Seabluff Trail (2)
Taylor Road Beach (1)
Blaney Trail (1)

Available locations:

	Bench	Picnic Table
Blinkhorn Lake Park	✓	✓
Carlton Cosh Park	✓	
Deer Park Trail Lookout	✓	
Sandgate Road/Weir's Beach	✓	
Seabluff Trail	✓	✓
William Head Road last bus stop at Sandgate	✓	

PTASC will generate some additional possible locations.

The present application process needs some revisions:

5. PTASC coordinator orders from Ivan and from Achinbach.
7. Ivan installs the benches on site when the base is ready.
8. PTASC generally pours the pad, 3' x 5' x 6" in size (Ivan's specs)

Metchosin Memorial Options

What some other jurisdictions are doing:

OAK BAY:

a tree (approx. \$500), a picnic table (\$3,200), an ornamental flower planter with seasonal rotation of flowers (\$3,800), or a water fountain (\$7,000).

PARKSVILLE:

Dedicated Park Bench - \$1,500

Dedicated Picnic Table - \$2,000

Dedicated Tree Plantings on Municipal Property - \$500

An individual, family or group may apply to have a dedicated tree planted on municipal property. All fees are borne by those wishing to dedicate the tree and will cover the purchase and transport costs of the tree and a custom plaque with raised lettering. A tree may be purchased from the City under the guidelines of our tree planting program and the appropriateness of the species and proposed location shall be undertaken in consultation with the director of operations (or designate). The City shall prepare the site, plant the dedicated tree and install the memorial plaque. Staff will also stake the new tree and perform all other necessary maintenance including watering, pruning and pest control.

Recommendations for Metchosin:

Native trees and plantings:

In consultation with PTASC (who would be guided by the environmental advisory committee), the donor is given a list of native plantings that they may choose from, appropriate for the location. A list of potential sites will be generated. In addition to the plantings, a dedicated plaque would be installed. Watering and maintenance fall upon the donor.

Benefits:

- A green alternative: no concrete pads, a living memorial.
- Enhances areas that may have been disturbed.
- No maintenance by Parks or District
- Can be personalized.
- Works within a versatile price range (anything from a base price of approx. \$500 to ?).

Quotes would be supplied on a case by case basis.

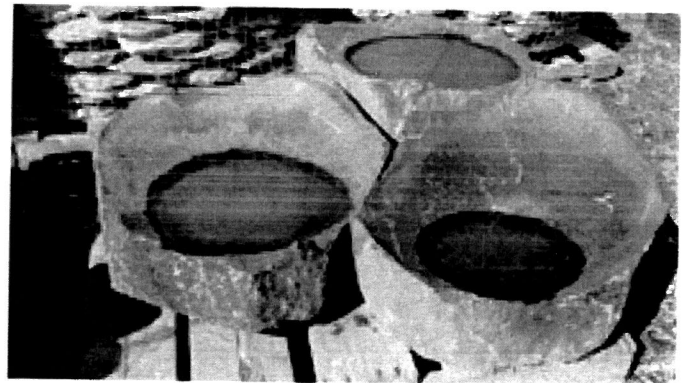
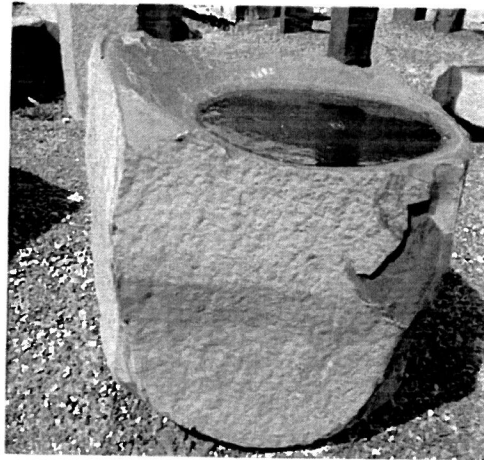
Other memorial options:

Heritage tree plantings

Similar to the native plantings, but situated in more public spaces (ie new village square?, along roadsides etc.) Same general principles as noted for the native plantings.

Sculptural

Basalt Rock columns: stand alone sculptural elements that can easily work in any park/trail setting that is easily accessible, either solo or in groupings. Basalt bird baths.



Trial project:

Just completed: native planting memorial garden on Blaney Trail.

1) Site and planting approval:

Site appropriateness: The site, at the end of Blaney Trail, had been disturbed through trail work and cleaning up of ivy. Native plantings would enhance the barren disturbed area. The trail is in close proximity to the donor's family home, so is easily accessible for visiting and watering.

Appropriate plantings: Working from a non-site specific native plant list that Morlea Milne generated, as well as a site meeting with Andy McKinnon and later with HAT for specific plant recommendations, an appropriate planting list was generated.

2) Plaque:

A plaque was designed to fit on the top of a short concrete post that will be anchored into the ground at the planting site. The plaque design was approved by the donor and paid in full prior to ordering.

3) Plantings:

A visual list of the chosen plantings and a rough sketch of the garden were presented to the donor, along with pricing. Pricing also included some additional soil. The donor paid in full and the items were purchased.

Total cost was approximately \$1200

Note: This was a case of putting the cart before the horse. Because of the sensitivity of the subject matter (being a memorial), and the need for it to proceed in a timely fashion, proper procedure was not followed. Approval to go ahead had the Mayor's blessing, but didn't go through the formal channels, ie. Council.

Future Procedure:

- Present the idea at a PTASC meeting for discussion.
- Generate potential sites.
- Get input from MEASC.
- Have PTASC's Council Liaison present to Council.
- Await Council's decision.

DISTRICT OF METCHOSIN

SUBJECT: PUBLIC WORKS POLICY
Donations to Community Parks

SECTION: W-100

POLICY: W-100.80

**COUNCIL: September 29,
2008**

DONATIONS TO COMMUNITY PARKS

Donations under these Guidelines refer to cash or items offered to the District of Metchosin (the Municipality) by individuals or businesses.

GUIDELINES

- Donations become the property of the Municipality for the use and enjoyment of the general public.
- The Municipality is responsible for installation, maintenance and repair of the donated item if damages occur due to natural conditions or vandalism.
- Donors shall not plant anything in the area surrounding the donated item without prior written consent of the Municipality.
- The Municipality reserves the right to determine the type and style of items such as park benches and picnic tables, taking into consideration maintenance requirements and design of the area..
- The Municipality reserves the right to approve the wording on plaques, the style and sizes of plaques, and the placement location of the plaques.
- Plaques cannot be placed on or near trees. A small inscription that describes the donation can be added to a large plaque located in the major parks. Donors will receive a certificate recognizing their donation.
- The Municipality reserves the right to approve the location of the donated item.
- The Municipality reserves the right to move the donated item to accommodate unforeseen future events.
- Most donations have a limited life span. The donations are limited to the life span of the donated item – for example, a park bench donation is limited to 10 years. When the life span of the donated item expires, the donor, by way of notice to the donor's last-known address, will be offered the opportunity to renew the donation for an additional time, at a price to be determined at that time. Alternately, the donor can pre-pay for any number of successive terms (cost to be negotiated). If the donor does not renew the donation, the location of the donation becomes available to another donor.
- The Municipality reserves the right to deny any donation.

PRICING OF DONATIONS

- The price of the donated item includes installation costs.
- The price of some donated items (e.g. benches and other park furniture) includes graffiti coating.
- The donor pays for the cost of the plaque through the Municipality.

DONATION PROCEDURES

a) Application

- Donation Guidelines and Donation Applications will be available at the Municipal office, where Staff will explain the procedures to interested parties.
- When an application has been received, it will be forwarded to Parks & Trails Advisory Select Committee for review. The Parks & Trails Advisory Select Committee will return the application and their comments to the Municipality.
- Upon Municipal approval of the donation, the item will be ordered and installed.
- The donor will receive a copy of the approved application form.
- The Donor is responsible to advise the Municipality of any change of address if the Donor wishes to receive any future correspondence from the Municipality regarding the donation.

b) Availability

- The Parks & Trails Advisory Select Committee will compile a master list of available donation items, prices, and in consultation with MEASC, available locations for placement of donation items..
- The master list will be reviewed and updated on a regular basis.
- Staff shall keep a list of current available sites for distribution to the public. Once a site is taken, it is removed from this availability list.
- Requested sites not on this availability list shall be referred to the Parks & Trails Advisory Select Committee for their review and recommendation, in consultation with MEASC.

c) Record Keeping

- The master list shall include application number, date of application, name of donor, item donated, date installed, expiry date, location, plaque wording and copy of purchase order.
- The master list shall be kept at the Municipal Office and staff shall monitor and B/F expiration dates. Staff shall advise Parks & Trails Advisory Select Committee of all current expiration dates.

Metchosin Parks Donation Program – Donation and Renewal Process

Updated: October 2024

The District of Metchosin has a long-standing program where people can make financial donations toward memorial benches or picnic tables. Families typically make donations to honour family members who have passed, with plaques with names, dates and short statements being an important part of the donation. Donated benches and tables are located on District-owned land or on land where public access is granted. As of October 2024, there were 15 memorial benches / tables in Metchosin, with two new benches pending.

In coordination with District staff, Metchosin's Parks and Trails Advisory Select Committee (PTASC) has been managing the process for many years.

The following guidelines have been developed to clarify the donation process, both in terms of the initial approval and development of the bench/table and longer-term (10 years) management of the donations.

Suggested Donations

Donations have typically been either a park bench or picnic table, however they are not limited to these options. Additional donation options may include: transit bench or shelter, bike rack or rain shelter, equestrian facilities such as mounting blocks, trees or vegetation coverage.

Suggested Locations

Open locations for benches are to be recommended by PTASC (confirmed by Council / staff) and updated as required. Persons or families considering a donation are asked to request the list of open locations from district staff or the Trails Coordinator. Alternative locations may be suggested by the donor if so desired.

Please note that Weir Beach, Taylor Beach, Sea Bluff Trail, and Blinkhorn Nature Park locations are full.

Donation Amount

The Donation Amount will be at minimum based on current quote for material and installation services. The Trails Coordinator will gather the quote. A maintenance fee of 20% of material costs will be added.

For reference, the total cost of a bench including maintenance in 2023 was roughly \$2600.

The Donation Amount ensures that the memorial bench (or other contribution) will be maintained for a period of ten years, with the opportunity to renew.

Renewal Fees

Renewal fees, to be paid every ten years, are intended to keep the donation in good condition. The fee will be 20% of what current construction cost would be. If the fee is not paid, the donation and / or donation location will be opened to new applicants.

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. PTASC to review application, location, and plaque wording.
4. Trails Coordinator refer application to the Chief Administrative Officer, Fire Chief, Public Works, A referral will be made to the Ministry of Transportation and Infrastructure
5. Pending input from all parties approve, Trails Coordinator to refer to Council for their review and 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:
 - i. bench/table: Classic Cedar (250-474-7611);
 - ii. 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 or table on concrete pad.
12. Trails Coordinator to coordinate maintenance.



Parks Donation Program

Guidelines for Staff

File No. 6130-06

Updated and approved by Council June 19, 2017

Updated and approved by Council March 4, 2024

Suggested Locations:

1. Location to be suggested by donor.
2. Please note, Weir Beach, Taylor Beach, Sea Bluff Trail, and Blinkhorn Nature Park locations are full.

Application Process:

1. Staff receives the application.
2. Application is scanned and emailed to the Parks & Trails Coordinator at trailscordinator@metchosin.ca. Trails Coordinator will contact the applicant to discuss bench or table placement.
3. Copy of the application is placed into the Parks & Trails Advisory Select Committee upcoming meeting file. PTASC to review application, proposed location, and plaque wording.
4. The Trails Coordinator will refer the application to the Chief Administrative Officer, Fire Chief and Public Works. A referral will be made to the **Ministry of Transportation and Infrastructure (Highway 14 only)**.
5. Pending input and approval from all parties above, the Trails Coordinator will refer the application to Council for review and approval.
6. The Trails Coordinator will gather an updated quote.
7. If Council approves, staff to receive the donation fee 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:
 - i. Bench/table: Classic Cedar (250-474-7611);
 - ii. Plaque: Achinbach (250-474-0037)
9. Courier completed plaque to the bench/table supplier to install.
10. The Trails Coordinator to coordinate pouring a concrete pad. Must be between 4'x8' to 8'x8' in size.
11. Classic Cedar to install bench or table on concrete pad.

12. The Trails Coordinator to coordinate maintenance.

Donation Amount:

1. A current quote for materials and installation services will be required for every new application. The Trails Coordinator will gather the quote.
2. A maintenance fee of 20% of material costs will be added. Maintenance fees must be renewed every ten years.
3. For reference, the total cost of a bench including maintenance in 2023 was roughly \$2,600.

13. **Business Arising**

b) **Parks and Trails Advisory Select Committee Recommendations, July 16, 2024 Meeting:**

- **Hillman Trail Memorial Bench**

Moved and Seconded by Councillors Shukin and Gray that Council replace the Hillman Trail Memorial Bench using the Parks & Trails Advisory Select Committee budget;
And That the donors be engaged to pay for upkeep based on the amended Parks Donation Program Guidelines in order for their plaque to be reinstalled.

Carried



***BUSINESS ARISING
FROM THE MINUTES OF THE
PARKS AND TRAILS ADVISORY SELECT
COMMITTEE MEETING
to be considered at the Council Meeting
of September 9, 2024***

Parks and Trails Advisory Select Committee, July 16, 2024 meeting:

a) Hillman Trail Memorial Bench

That Council replace the Hillman Trail Memorial Bench using the Parks & Trails Advisory Select Committee budget;

And That the donors be engaged to pay for upkeep based on the amended Parks Donation Program Guidelines in order for their plaque to be reinstated.