DISTRICT OF METCHOSIN

AGENDA

HEALTHY COMMUNITY ADVISORY SELECT COMMITTEE MEETING

Wednesday, May 24, 2023 at 7:00 pm
COUNCIL CHAMBERS, MUNICIPAL HALL

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1. Annual Election of Committee Chair

2. Agenda, Additions, Approval

3. Introductions

4. Public Participation

5. Adoption of Minutes
a) Healthy Communities Advisory Select Committee, December 1, 2021..... 1

6. Receipt of Minutes

7. Business Arising from the Minutes
a) Municipal Grounds Signage - Update
b) Village Square - Update
c) Metchosin School & Grant - Update, Councillor Epp

8. New Business
a) Review of applicable District Bylaws and Policies:
- Healthy Community Advisory Committee Terms of Reference 3
- Advisory Select Committee Bylaw No. 493.....5
- District of Metchosin Respectful Workplace Policy 9

b) Incorporating Heritage matters into Committee Terms of Reference
- Heritage Advisory Committee Terms of Reference.....23

c) Discussion on ideas and priorities

9. Correspondence

10. Adjournment and Next Meeting Date

District of Metchosin

Minutes
Healthy Community Advisory Select Committee Meeting
Wednesday, Dec. 1, 2021 at 7:00 PM
Electronic Meeting In accordance with
Council Procedure Bylaw No 507

Present: Johnny Carline, Shelly Donaldson, Jane Hammond, Shannon Carman, Laurie Sthamann, Scott Dolf, Councilor Sharie Epp

Regrets: Peter Havers, Jenny Millar

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

1. Agenda, Additions and Approval

Moved and Seconded by Shelly and Laurie that the Committee approve the agenda as presented.
Carried

2. Presentations (None)

3. Adoption of Minutes

Moved and Seconded by Jane and Scott that the Committee approve the minutes of the Healthy Community Advisory Select Committee meeting held on Nov. 3, 2021.
Carried

4. Business Arising from the Minutes

a) Municipal Grounds Signage - Shelly says the last two signs haven't been put up yet but noted that Public Works have had a lot going on. Sharie noted that Gord has been away as well, and no one's in a rush as there aren't a lot of visitors to the municipal grounds.
b) Village Square - Shannon's update on the creation of a parking plan that would meet with the approval of MACCA, as well as Instinct, Mile Zero, and the Fire Chief. Sharie asked to be kept better in the loop. Shannon to send latest iteration of parking proposal to Sharie.
c) Metchosin School Grant - Project manager is being found to direct grant project monies. Shelly asked for clarification on who's on the steering committee for the school. Sharie said Gary Smirfett, Johnny Carline, Stephanie and herself. Shannon asked about designs for the gym space. Sharie said it had to be very versatile and was in process.
d) Indigenous Ways of Communicating - Charla Huber, who would be presenting, is busy with a new job a present. Presentation postponed to the New Year. Scott says St Mary's has pledged $200 to support the event.
e) All Things Metchosin - Officially finished, it went great, all winners from outside Metchosin.
f) Community Group Reports - Scott (St. Mary's) - A talk on tomorrow; Tseporah Berman speaking March 2nd in the evening with Andy Mackinnon; new committee created to look at options for the preschool building repairs; bake sale on Dec. 18th. Thanks to Chief Dunlop for help during the atmospheric storm. Shelly (Equestrians) status of the riding ring with bunny holes requiring upkeep; money from the recent movie production company is being

donated to flood relief and animal rescue, noting that some other organizations in Metchosin are doing the same. Sharie (Council Liaison), Community House Open House on Sunday; MACCA open house event on the 11th. Jane, currently working on a history of Healthy Communities works in Metchosin. Laurie, starting their Seniors Socials at the MCH, taking part in the MACCA Open House on the 11th.

g) Committee Membership: Discussion around the utility of the Committee, and the need for new people to join who don't wear too many "hats". Noted the importance of attracting people who aren't as involved with other volunteer groups and have more bandwidth. Shelly - Message out to the local PAC might be helpful.
h) Jane - Suggestion to get all the volunteer groups together in Metchosin once or twice a year.
i) Johnny - Has found in the past that to be a valuable thing to do.
j) Discussion around HCASC's purpose, whether it is enabled to be generative in ideas and projects, or whether it is meant to wait for Council to task it with ideas and projects. Feeling that there was too much talk and not enough action on important issues, like COVID19 mental health.

Moved and Seconded by **Sharie** and **Scott** that the Committee recommend to Council that they advertise in the Muse for New Members to HCASC that are energetic and have sufficient time to commit.

Carried

Moved and Seconded by **Johnny** and **Shelly** that the Committee recommend to Council to endorse a more action oriented HCASC that is empowered to be generative in ideas.

Carried

5. New Business (None)

6. Reports (None)

7. Correspondence (None)

8. Adjournment and Next Meeting Date

Moved and Seconded by Johnny and Scott that the Committee adjourn the meeting at 8:35 p.m.
Carried

The next meeting will be TBD.

DISTRICT OF METCHOSIN

SUBJECT:	**COUNCIL** **Terms of Reference** **Healthy Community Advisory Select Committee** **(HCASC)**	**SECTION:** **POLICY:** **COUNCIL:** **AMENDS:**	**C-100** **C-100.76** **June 14, 2010**

PURPOSE OF THE COMMITTEE

To support community activities that seek improvements in all those aspects of living in Metchosin which reflect on our health, well-being and happiness while strengthening our sense of community.

MEMBERSHIP

When making appointments to committees, Council will strive to ensure a balance of knowledge, abilities and interests.

PROCEDURE AND ADMINISTRATION

This committee is bound by the terms of *Advisory Select Committee Bylaw* No. 493, and by the terms of the District of Metchosin Council Procedure Bylaw. Additional procedures are outlined below:

1. Regular meetings will take place on the evening of the (day to be established) of every month, unless otherwise agreed by a majority of the members. Notice of meeting date changes will be provided to municipal staff as far in advance as possible.
2. The role of Recording Secretary may be shared by members on a rotating basis.
3. The committee will conduct periodic internal performance reviews to consider scope of activities and ensure continued effectiveness of the committee. Any concerns will be reported to Council.

FUNCTION AND ROLES

To serve as an advisory select committee to the Council of the District of Metchosin in all matters related to social and health issues.

To advise Council on Metchosin's relationships with other communities within the Western Communities and the Capital Regional District in terms of social and health planning.

<u>The Committee</u>

1. Comment and make recommendations on matters that are referred to HCASC by Council or staff.
2. Represent user groups and residents of the community in order to provide a vehicle for expression of their opinions to Council.

3. Collect information and suggestions related to social and health issues and bring these to Council's attention, through the minutes of the committee, in order to seek authorization for further investigation.
4. When making recommendations for action, to consider conflicting priorities and recommend fair solutions.
5. Explore ways and means of extending the community's resources for Healthy living.
6. Maintain current knowledge of the Official Community Plan (as it relates to the purposes of the committee), and other applicable bylaws, and make recommendations accordingly, when requested.
7. Liaise with volunteers and volunteer societies.
8. Coordinate, when required, with other select committees.
9. File a written report quarterly with the Council of the District of Metchosin.

The Chair

Arrange for access to the municipal office on meeting nights.
Ensure order at committee meetings.
Lead the committee in carrying out its Terms of Reference.
Attend standing committee or Council meetings when required to speak on behalf of the advisory select committee's recommendations.

1. When appropriate, delegate work to Committee members and/or establish subcommittees for specific tasks.
2. Liaison with staff
    a. Review agenda prior to the committee meeting and advise staff if additional information is required by the committee
    b. Track postponed issues to ensure that they are dealt with
    c. Clarify questions that may arise at the committee meetings
    d. Advise staff if a meeting is cancelled or rescheduled
    e. Advise staff of every meeting called
    f. Provide staff with copies of any additional agenda items.

Committee Members

1. Read the information in the agenda packages.
2. Attend meetings regularly.
3. Contact the Chair if there is material missing from the agenda, or more information is required.
4. Attend and participate in the discussions at advisory select committee meetings.
5. Advise staff of any changes in contact information.

NOTE TO COMMITTEE

Council appreciates the valuable expertise and specialized input of its advisory committees. However, when committee recommendations are considered at the Council table, issues must often be considered in a wider context; Council, therefore, reserves the right to vary or not endorse recommendations from its advisory committees.

DISTRICT OF METCHOSIN

BYLAW NO. 493

A Bylaw for the Establishment and Administration of Advisory Select Committees

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WHEREAS Section 142 of the *Community Charter* authorizes the establishment and appointment of a select committee to consider or inquire into any matter and to report its findings and opinions to Council;

AND WHEREAS the Council of the District of Metchosin considers it necessary to establish and maintain Advisory Select Committees to advise Council on various matters requiring specialized knowledge or experience;

NOW THEREFORE the Council of the District of Metchosin in open meeting enacts as follows:

1. Citation

This Bylaw may be cited for all purposes as the "**Advisory Select Committee Bylaw No. 493**."

2. Establishment

The following committees are hereby established:

i) Environmental Advisory Select Committee
ii) Agricultural Advisory Select Committee *(Bylaw 554)*
iii) Heritage Advisory Select Committee
iv) Parks & Trails Advisory Select Committee

3. Structure

a) Each Committee shall consist of no less than 5 and no more than 9 members. *(Bylaw 521)*

b) At least one member of each select committee must be a Council member. The remaining members shall be residents or property owners of the District of Metchosin.

c) A quorum for a committee is a majority of all of its members.

4. Appointments

a) All appointments, except that of the Council member, shall be for a two-year period with alternating terms.

b) Appointments to the committees shall be made by Council in December of each year and shall commence on the 1st day of January in the following year.

c) Mid-term vacancies may be filled any time after the vacancy occurs, with these appointments being for the remainder of the term.

5. Procedure

a) The committee shall, in January of each year, elect from its own members a Chair, a Vice-Chair and a Recording Secretary.

b) At its first meeting after its establishment, a select committee must establish a regular schedule of meetings. Meetings shall be held in accordance with this schedule, or at the call of the Chair.

c) Notice of committee meetings must be provided in accordance with the rules established by the District of Metchosin Council Procedure Bylaw in effect at the time.

d) The Chair (or presiding member in the absence of the Chair) shall preserve order at all meetings, and decide all points of order that may arise.

e) The Recording Secretary shall ensure that minutes of all meetings and proceedings of the committee are kept and these minutes shall be submitted to the Corporate Officer of the District of Metchosin, preferably in electronic format, within one week of the meeting.

f) All meetings of the committee are open to the public. Part of a committee meeting may be closed to the public if the subject matter being considered falls within Section 90 of the Community Charter, and the matter has been referred to the committee by Council.

g) The committee may adopt rules of procedure to be followed at its meetings, and may amend such rules from time to time. In the case of an inconsistency between the provisions of this Bylaw and the rules of procedure adopted by the committee, the provisions of this Bylaw shall take precedence.

h) In cases not provided for in the rules of procedure adopted by the committee, or in cases of doubt, the rules of procedure of the District of Metchosin Council Procedure Bylaw in effect at the time shall apply.

i) Council may establish and amend additional procedural rules for advisory select committees through the District of Metchosin Council Procedure Bylaw.

j) The committee may, by resolution, strike a subcommittee of its members to research any matter which has been referred to the committee by Council or the Approving Officer.

k) The committee may invite members of the public, representatives of the District's other advisory select committees or representatives of outside agencies to its meetings.

l) Any questions that may come before the committee shall be decided by a simple majority vote of the members, including the Chair or Acting Chair present at the meeting, and the Council member. In the case of a tie vote, the question shall be defeated. All those voting opposed to a motion may state their reasons for such vote and may request that these reasons be included in the minutes.

6. Conflict of Interest

a) If a committee member attending a meeting considers that he or she is not entitled to participate in a discussion of a matter, or to vote on a question in respect of a matter, because the member has:

i) a direct or indirect pecuniary interest in the matter, or
ii) another interest in the matter that constitutes a conflict of interest,

the member must declare this and state in general terms the reason why the member considers this to be the case.

b) After making the declaration, the member must not:

i) remain or attend at any part of a meeting during which the matter is under consideration,
ii) take part in the discussion of the matter or vote on a question in respect of the matter, or
iii) must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

c) When the declaration is made:

i) the person recording the minutes of the meeting must record the member's declaration, the reasons given for it and the times of the member's departure from the meeting room and, if applicable, of the member's return, and
ii) the person presiding at the meeting must ensure that the member is not present at the meeting at the time of any vote on the matter.

d) Whether or not a declaration is made under subsection (a), if a committee member has a direct or indirect pecuniary interest in a matter, the member must not do anything referred to in paragraph b).

7. Referrals and Recommendations

a) The purpose of each committee is to act in an advisory capacity to Council and the Approving Officer.

b) The committees shall advise on such matters as may from time to time be referred to the committee.

c) The committee shall deal expeditiously with all matters referred to it by the Council or the Approving Officer, and shall submit its findings within thirty days of officially receiving such referral.

d) The committee shall, before making a recommendation, consider the Official Community Plan and any other applicable bylaws of the District of Metchosin.

8. Terms of Reference

For the additional guidance of the committees, Council may, by policy, adopt terms of reference applicable to any or all of the committees.

9. Repeal

The following bylaws are hereby repealed:

i) "Heritage Advisory Select Committee Bylaw, No. 397"
ii) "Environmental Advisory Select Committee Bylaw, No. 398"
iii) "Parks and Trails Advisory Select Committee Bylaw, No. 400"
iv) "Fire Advisory Select Committee Bylaw No. 466".

Read a first time this	16th	day of	May	2005.
Read a second time this	16th	day of	May	2005.
Read a third time this	16th	day of	May	2005.

Finally passed and adopted by Council, signed by the Clerk and sealed with the Seal of the District on the 26th day of May 2005.

Mayor

Corporate Officer

POLICY MANUAL

POLICY TITLE: District of Metchosin Respectful Workplace Policy	**POLICY #: A-100.40**
AUTHORITY: Administrative	**EFFECTIVE DATE:** March 20, 2023
ISSUED BY: Interim Chief Administrative Officer	**REVIEW SCHEDULE:** 2 years
	APPROVED BY: Council
DATE ISSUED: March 8, 2023	**DATE APPROVED:** March 20, 2023

1.0 POLICY STATEMENT

The District recognizes the diversity of our community and believes that all have the right to work and do business in a workplace that is free from discrimination and, bullying and harassment. The District is committed to providing a work environment in which all individuals covered by this policy are treated with mutual respect, personal worth and human dignity.

The District is further committed to respecting and upholding the spirit and principles of British Columbia's *Human Rights Code,* the *Workers' Compensation Act*, WorkSafe BC's *Occupational Health and Safety Regulations* and Policies.

The District acknowledges and accepts its role in creating a community and workplace that respects human rights and promotes accessibility, equity and inclusion. As such, bullying and harassment, and discrimination in any form are not tolerated and are strictly prohibited by the District.

Failure to comply with this policy may result in disciplinary action up to and including termination of employment for cause, or sanction and censure by Council where applicable, and severing of Agreements or Appointments.

2.0 PURPOSE

The purpose of this policy is to ensure that all who work or do business with the District are aware of the District's standards and expectations for respectful workplace behaviour, their rights and obligations regarding appropriate workplace conduct; to provide a means of reporting behaviour inconsistent with the standards, including incidents of bullying and harassment, and discrimination; to provide the processes for investigating and responding to such incidents; and, to comply with the provisions of the *Human Rights Code* and the *Workers' Compensation Act*.

The District will take steps to ensure all employees, Council Members, volunteers and contractors are trained on this policy and are encouraged to include aspects of respectful conduct in their recommendations and decision making.

The District will take steps to prevent discrimination and, bullying and harassment, including: through training; regular reminders of appropriate standards of behaviour; expeditious and efficient investigations of concerns and complaints; and the imposition of effective responses to breaches of this policy.

3.0 SCOPE

The scope of this policy extends to all employees, contractors, volunteers (paid or unpaid) and Council Members and prohibits any forms of bullying and harassing, or discriminatory conduct or communication (verbal, non-verbal, electronic, or writtenetc.) whether while on-duty or off-duty, while performing work for the District and/or attending work-related functions or meetings whether or not the function, meeting or conduct occurs at or on District facilities, property and worksites.

The application of this policy is also triggered when a complaint is received by a person covered by the policy where discrimination or bullying and harassment is allegedly perpetrated by a member of the public. While complaints under the policy may and should be made where an individual covered by this policy feels discriminated against, bullied or harassed by a member of the public, the rights, obligations, protections and complaint resolution process described in section 8.0 below does not apply to members of the public.

This policy does not limit the rights of the District to appropriately and in good faith manage the workforce as described in section 5.0 below. The District has the responsibility to investigate incidents, with or without the person's consent, where there are concerns of alleged discrimination, bullying or harassment, and the potential impact of such conduct on a respectful workplace.

4.0 DEFINITIONS

Bullying and Harassment includes any conduct or comment by a person towards a worker that the person knows or reasonably ought to know would be unwelcome, humiliating or intimidating.

Bullying and harassment can consist of a single incident or several or repeated incidents over a period of time which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals. It can also consist of incidents that create an uncomfortable environment or which

might reasonably be expected to cause insult, embarrassment, intimidation, humiliation, insecurity, discomfort, or offence to a person or group.

Examples include but are not limited to:

i. practical jokes which cause or which should reasonably be known to cause awkwardness or embarrassment, endanger a person's safety, well-being or negatively affect performance;

ii. Unjustified, persistent and/or excessive criticizing of another person or their work;

iii. vandalizing belongings/work equipment;

iv. unwelcome remarks, jokes, innuendoes, criticisms or taunting about a person's body, sexual orientation, gender identity, gender expression,attire, age, marital status, ethnic or racial origin, religion, or family members etc.;

v. written or verbal abuse, intimidation, teasing, undermining, bullying or threats, including swearing, shouting or making derogatory gestures or comment to or about an individual;

vi. cyber-bullying, harassment, intimidation, discrimination;

vii. isolation practices, shunning, ignoring, hazing or initiation rites;

viii. condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;

ix. rude, belittling, sarcastic or slanderous comments or malicious gossip;

x. false accusations of harassment, motivated by malice or mischief, meant to cause others harm;

xi. physical assault;

xii. Sexual Harassment or Discrimination as defined below.

Complainant means an individual who believes that they have been subject to or witness to bullying and harassment, or discrimination and brings forward a complaint under this policy.

Council Members means the District of Metchosin Mayor and Councillors.

Discrimination is the adverse differential treatment of an individual or group, whether intentional or unintentional, based on Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression,

age, or a criminal conviction unrelated to employment or to the intended employment of that person ("Prohibited Ground").

Discrimination includes any conduct, comment, gesture or contact which likely harms, intimidates, offends, degrades or humiliates any person, whether intentionally or unintentionally, based on a Prohibited Ground. It also includes erroneous assumptions that a particular individual shares attributes, usually negative, stereotypically associated with a group to which they are perceived to belong, imposes burdens on, or denies opportunities to, individuals or groups and is unfair because it is not based on actual academic or job performance, or any other form of competence.

Adverse differential treatment has the effect of imposing burdens, obligations or disadvantages on an individual or group that are not imposed on others. Adverse differential treatment may also withhold or limit access to opportunities, benefits and advantages available to other individuals or groups. It is important to note that discriminatory conduct is not only a breach of this policy, it may also be a breach of the BC *Human Rights Code.*

Employee includes full-time, part-time, temporary, casual, seasonal, probationary, student, or volunteer firefighter whether in a union or exempt from one.

Employer means the District of Metchosin.

Investigator means the person tasked with investigating a complaint.

Respondent means an individual against whom an allegation of discrimination, bullying or harassment has been made and to which they are responding. Does not include members of the public.

Sexual Harassment means to engage in a course of vexatious comment or conduct against a person in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of conduct is known or reasonably ought to be known to be unwelcome or unwanted.

This includes the making of unwanted and offensive sexual advances, solicitations, offensive remarks, gestures or acts where the individual making them is in a position to confer, grant or deny a benefit or advancement to a person. and the individual knows or ought to reasonably know that such behaviour or conduct is unwelcome.

Sexual harassment may include, but is not limited to:

a. unwanted or inappropriate physical contact, including but not limited to, touching, pinching, grabbing, patting, rubbing, or purposefully brushing up against another person;
b. unwanted verbal abuse or advances, invitations or propositions of a sexual nature or repeated invitations after previous requests have been refused;

c. displaying, sending or sharing sexually inappropriate images or videos, such as pornography, or suggestive letters, notes, photos, videos, text messages or e-mails with co-workers;

d. telling lewd jokes, sharing sexual anecdotes or asking sexual questions, such as questions about someone's sexual history or their sexual orientation;

e. leering, staring in a sexually suggestive or offensive manner, or whistling;

f. making sexual comments about appearance, clothing, body parts, personal life; or

g. making offensive comments about someone's sexual orientation, gender identity or gender expression;

Workplace includes any location where an Employee or Council Member carries out their job duties, attends an event directly related to their employment or provision of services including training, meetings, social, or other purpose, and which has the potential for affecting the workplace or the health and safety of others in the workplace.

5.0 MANAGEMENT NOT BULLYING OR HARASSMENT

It is not harassment, bullying or discrimination for supervisors and managers to exercise reasonable management functions, in good faith and for operational reasons. These include:

(a) Establishing workloads and deadlines;

(b) Re-organizations, including transfers, promotions, lay-offs and other consequences of re-organizations;

(c) Work instruction, supervision, correction, feed-back or other performance management;

(d) Work performance evaluations;

(e) Imposition of discipline, including warnings, suspensions and termination of employment.

6.0 ROLES AND RESPONSIBILITIES

All Employees, Council Members, volunteers and contractors have a responsibility to ensure that the workplace is free from bullying and harassment and discrimination.

Council Members are expected to:

- Support, promote and foster the principles of this policy in the exercise of their duties.
- Model inclusive, respectful and professional behaviour and not participate in bullying and harassing, or discriminatory behaviour.
- Report incidents of bullying and harassment, or discrimination witnessed or experienced to the CAO (or their designate) or the Mayor (or their delegate).
- Cooperate and participate in good faith in any investigation under this policy.
- Maintain the confidentiality of all involved in a complaint under this policy.

Management, which includes the CAO, other statutory officers and managers/directors, is expected to:

- Implement and administer this policy.
- Ensure that the workplace is free from discrimination and bullying and harassment.
- Model inclusive, respectful and professional behaviour and ensure that the principles of this policy are reflected in the execution of their duties.
- Ensure that Members of Council and Employees are trained in accordance with this policy.
- Report incidents of bullying and harassment, or discrimination experienced or witnessed immediately to the CAO or the Mayor, as appropriate.
- Listen to complaints and treat them sensitively, seriously and with confidentiality.
- Cooperate and participate in good faith in any investigation under this policy.

Employees, including, contractors and volunteers:

- Must not engage in discrimination, bullying or harassment and must report incidents of discrimination, bullying and harassment experienced or witnessed.
- Work to resolve personal differences in the Workplace in a respectful manner.
- Maintain the confidentiality of all involved in a complaint under this policy.
- Cooperate and participate in good faith in any investigation under this policy.
- Read and abide by this policy and discuss with their direct supervisor if they are uncertain about any aspect of this policy.

7.0 ANNUAL REVIEW AND TRAINING

All Employees, supervisors and managers, Council Members, volunteers and Council select and advisory committee members will receive and must complete meaningful and interactive training on this policy at the commencement of employment, their term of office or their term of appointment including but not limited to,

(a) working through various case studies or examples highlighting appropriate and inappropriate workplace behaviour and examples of conduct or comments that might constitute bullying, harassment or discrimination;

(b) when and how to make a complaint and to who;

(c) how the District will address, investigate, and respond to incidents or complaints of bullying and harassment, or discrimination

All Employees, supervisors and managers, Council Members, volunteers and Council select and advisory committee members will review and be provided refresher training on this policy annually and confirm their understanding and agreement to comply by executing the Annual Respectful Workplace Policy Declaration (see Appendix B).

Contractors will be provided this policy upon execution of agreements when conducting business with the District.

This policy will be reviewed on an as needed basis but no less than every two (2) years.

8.0 PROCEDURES FOR COMPLAINT INVESTIGATION AND RESOLUTION

Informal Process

Complainants are encouraged to resolve complaints and concerns about discrimination and, bullying or harassment with others as soon as they arise, first using individual conversation unless it is clearly inappropriate in the circumstances.

Wherever reasonable and safe to do so, the Complainant should address the person with whom they are having difficulty (the Respondent) in a direct and confidential manner as soon as possible following the incident.

If the Complainant is not comfortable taking this step, or if the Complainant has done so without success, then the Complaint should report their concerns to their manager, including particular examples of inappropriate statements or behaviour by the Respondent (the "Complaint"). Wherever possible the Complainant should use the Respectful Workplace Complaint Form (see Appendix A) when making a Complaint. The Complainant should provide as much detail as possible, in writing,

including dates, times, and witnesses to the alleged conduct. This should be done as soon as reasonably possible following the incident(s).

If the Complainant is uncomfortable approaching their manager, the Complainant should approach the CAO. If the Respondent is the CAO, the Complainant should approach the Mayor (or their designate). If the Respondent is a Council Member, the Complainant should approach the CAO.

If the Complainant is a Council Member, the Complainant should approach the CAO. If the Complainant is the CAO, the CAO should approach the Mayor, unless the Respondent is the Mayor. In such case, the CAO should approach the Acting Mayor.

Procedure for Investigating Incidents

Before beginning a formal investigation, the District will consider options to address the Complaint through alternative means, such as coaching, mediation or other measures.

If a Complaint cannot be resolved informally, a formal investigation will be initiated. The purpose of the investigation is to determine the facts related to the Complaint, and assess whether there has been bullying and harassment, or discrimination and if a violation of this policy has occurred.

a. Appointment of Investigator

The CAO will be advised of the Complaint and appoint an appropriate investigator. When determining whether to appoint an internal or external investigator the CAO may consider: the overall complexity of the facts/law related to the Complaint, the parties to the Complaint, the anticipated length of time necessary to conduct the investigation, the potential severity of the of the outcome of the investigation in relation to the Respondent should the Complaint be substantiated; and any other relevant circumstances.

Internal investigators shall have sufficient prior experience and/or training in conducting workplace investigation and shall have no previous involvement in the facts/circumstance giving rise to the Complaint.

For Complaints brought against the Mayor, Councillors or the CAO, an external investigator with expertise regarding matters covered under this policy will be retained by the District or legal counsel.

In cases involving the Mayor as Respondent, the investigator will be retained by, and report directly to, the CAO or legal counsel. In cases involving other Councillors as Respondents, the investigator will be retained by, and will report directly to, the Mayor and CAO and or/legal counsel. In cases involving the CAO as Respondent, the investigator will be retained and report directly to the Mayor, or legal Counsel.

b. Investigation

An investigation will be conducted as quickly as possible to determine the facts of the situation. The Investigator will review all relevant documents and conduct interviews with the Complainant, the Respondent and any witness(s) that the Investigator determines necessary.

a. Each party has the right to be accompanied or represented by a person of their choosing (union representative, another employee, legal representative). All participants will be asked to maintain confidentiality and sign off accordingly.

b. The Respondent will be provided with the Complainant's name, information on the particulars of the Complaint and offered an opportunity to respond.

c. The investigation will normally commence within two (2) weeks of the filing of the Complaint and be completed within thirty (30) business days following such time. Completion time may be reasonably extended beyond those timelines to ensure a thorough investigation has been conducted and depending on parties' availability.

d. During the investigation, depending on the severity of the allegations, changes in scheduling or reporting may be implemented; or the District may suspend individuals with pay pending the outcome of the investigation if deemed appropriate.

e. Following the completion of the investigation, the investigator will file a written report with the instructing officer of the District (CAO, or their designate, or Mayor, or legal counsel).

f. The CAO (or their designate) or Mayor will review the report to determine if the investigation reveals evidence to support the allegation(s) made in the Complaint. They will then inform the Complainant and Respondent, in writing, of the findings and conclusions of the investigation, as appropriate, by way of a written summary.

g. Determining culpability and discipline will be the sole responsibility of the CAO (or designate), Mayor or Council depending on the circumstances.

9.0 REMEDIAL ACTION

Any individual covered by this policy, who is found to have engaged in, or known about and took no action to report or stop discrimination, or bullying or harassing behaviour in the workplace found to be contrary to this policy may be subject to appropriate disciplinary action, up to and including termination of employment for just cause or legal action, depending up on the severity of the misconduct. The

range of appropriate disciplinary action may include, but is not limited to, the following:

- Any administrative change that is appropriate (i.e.: job site or position transfer; no contact for a period of time, temporary or permanent changes to reporting structures or work assignments)
- Coaching and more continuous monitoring;
- Counselling;
- Training or education;
- Re-orientation to this policy and its purpose;
- Discipline up to and including termination of employment for just cause.
- Sanction or censure by Council (for Council Members only)
- Where the Respondent is not covered by this policy, the District will take any and all steps necessary to remedy the substantiated complaint to protect the Complainant(s) from future harm.

In keeping with the commitment of the District to prevent bullying and harassment, and discrimination in the workplace, corrective action is intended to be proportionate to the situation. When determining appropriate corrective action,the following factors may be considered:

- Nature and seriousness of the breach;
- Whether the harassment was a single or a repeated act;
- The relationship of the Complainant and the Respondent;
- The impact of the harassment on the Complainant;
- The employment history of the Respondent; and,
- Any other relevant factors.

10.0 WITHDRAWAL OF A COMPLAINT

The District has ultimate discretion to determine whether to proceed in investigating a complaint, including in instances where a Complainant has indicated they would like to withdraw a complaint.

11.0 RECORD KEEPING

The Investigator and/or the District will maintain a complete and confidential written record of the investigation, including the names of the parties involved (f. ex, the complainant, respondent and witnesses); the details of the complaint; notes or other documentation of interview or other fact finding exercises; any evidence considered; the investigator's findings; any corrective action recommended and/or taken; and the investigation report.

12.0 FAIRNESS

All parties, including Complainants and Respondents, have a right to fair treatment in the investigation of complaints made under this policy. Fair treatment includes the following:

- The right to bring forward concerns and have them addressed in a timely manner;
- The right to be informed in a timely manner of complaints made against them and an opportunity to respond;
- An impartial and objective consideration and evaluation of each complaint, through formal or informal resolution processes;
- Confidentiality to the extent possible in the circumstances;
- Protection from retaliation;
- Being informed of the conclusion of any formal investigation or intervention (Complainants and Respondents only).

13.0 UNSUBSTANTIATED COMPLAINTS

The District recognizes that not every incident complained of will constitute bullying and harassment, or discrimination. Determining whether a particular action or incident occurred and/or constitutes bullying and harassment, or discrimination will depend on an evaluation of all the facts, circumstances, and applicable legal principles.

If the Investigator finds that a complaint is substantiated, a record of the incident(s) and outcome(s), including any corrective action taken, will be kept in the Respondent's personnel file. If the Investigator finds insufficient evidence to support the Complainant's allegations, they will submit that finding. There will be no record of the complaint on the Complainant's or Respondent's file and there will be no penalty to anyone concerning the incident. A finding of no evidence is a simple reflection of an absence of evidence to support the claim and nothing more.

14.0 NO REPRISAL OR RETALIATION

Any individual covered by this policy who is found to have engaged in any reprisal

or retaliation in violation of this policy will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause or sanction by Council (when applicable).

Reprisal or retaliation that is related, in any way, to a Complainant (or person closely related to or associated with the Complainant), Bystander, Respondent or employee responsible for implementing this policy will not be tolerated if in good faith they:

- Make a complaint alleging workplace discrimination, bullying or harassment;

- Identify or oppose a practice that they reasonably believe to constitute workplace discrimination, bullying or harassment; or

- participate in an investigation or proceeding under this policy or pursuant to any applicable statutory complaint process.

15.0 VEXATIOUS ALLEGATIONS AND COMPLAINTS

Any individual covered by this policy who makes an allegation or complaint under this policy that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause, or sanction or censure by Council (when applicable).

16.0 CONFIDENTIALITY AND ACCESS TO INFORMATION

The District will not disclose any information about a bullying and harassment, or discrimination complaint, except as necessary to investigate the complaint or to take disciplinary action, or as required by law. The participants to an investigation will also be expected to keep the existence of the complaint and investigation and all matters relating to them strictly confidential.

17.0 RESPONSIBILITY

Please contact the CAO for further information.

Appendix A

Respectful Workplace Complaint Form

Name and position of Complainant
Name and position of Respondent
Address or location where the incident(s) occurred
Date(s) and time of each incident
Detailed summary of all the specific incidents or examples of behaviour that have led to the filing of the complaint (continue on separate page if needed)
Name(s) of potential witness(es)
Impact of the behaviour / incident complained of
Any steps that have already been taken under this Policy to resolve the complaint and the outcome of those processes.

Appendix B

Annual Respectful Workplace Policy Declaration

I hereby confirm that I have read and understood Metchosin's *Respectful Workplace Policy* and agree to comply fully with it.

I will be accountable for adhering to this declaration.

Declaration of Understanding:

Council member, Employee or Contractor name (print)	Council member, Employee or Contractor name (signature)
Title	Date

SUBJECT:	**COUNCIL** **Terms of Reference** **Heritage Advisory Select Committee (HASC)**	**SECTION:**	**C-100**
		POLICY:	**C-100.71**
		COUNCIL:	**May 16, 2005**
		AMENDS:	

PURPOSE OF THE COMMITTEE

HASC's role is to consider heritage matters and to report its findings and opinions to Council.

MEMBERSHIP

When making appointments to committees, Council will strive to ensure a balance of knowledge, abilities and interests. For HASC, preference will be given to applicants having familiarity with or interest in Metchosin heritage matters.

PROCEDURES & ADMINISTRATION

This committee is bound by the terms of Advisory Select Committee Bylaw No. 493, and by the terms of the District of Metchosin Council Procedure Bylaw. Additional procedures are outlined below:

1. Regular meetings will take place bi-monthly, on the evening of the third Wednesday of every month, or at the call of the Chair. Notice of meeting date changes will be provided to municipal staff as far in advance as possible.
2. The role of Recording Secretary may be shared by members on a rotating basis.
3. The committee will conduct periodic internal performance reviews to consider scope of activities and ensure continued effectiveness of the committee. Any concerns will be reported to Council.

FUNCTIONS AND ROLES

The Committee

1. Receive, consider and provide responses to request by Council and/or staff regarding heritage matters, in a timely manner.
2. Inform Council of important information relative to heritage matters, with suggestions for appropriate actions.
3. Review Metchosin heritage policy form time to time, with recommendations to Council.
4. Promote awareness and education on heritage issues in the community.
5. Coordinate, when required, with other select committees.
6. Review applications for alterations to designated heritage buildings or sites.
7. Review applications for heritage designation.
8. Advise on new street names, or on renaming of streets and roads.
9. Facilitate the update and upkeep of an official Heritage Registry of designated and listed buildings and sites.

SUBJECT:	**COUNCIL** **Terms of Reference** **Heritage Advisory Select Committee (HASC)**	**SECTION:**	**C-100**
		POLICY:	**C-100.71**
		COUNCIL:	**May 16, 2005**
		AMENDS:	

The Chair

1. Arrange for access to the municipal office on meeting nights.
2. Ensure order at committee meetings.
3. Lead the committee in carrying out its Terms of Reference.
4. Attend standing committee or Council meetings when required to speak on behalf of the advisory select committee's recommendations.
5. When appropriate, delegate work to Committee members and/or establish subcommittees for specific tasks.
6. Liaison with staff
   a. Review agenda prior to the committee meeting and advise staff if additional information is required by the committee
   b. Track postponed issues to ensure that they are dealt with
   c. Clarify questions that may arise at the committee meetings
   d. Advise staff if a meeting is cancelled or rescheduled
   e. Advise staff of every meeting called
   f. Provide staff with copies of any additional agenda items.

Committee Members

1. Read the information in the agenda packages.
2. Attend meetings regularly.
3. Contact the Chair if there is material missing from the agenda, or more information is required.
4. Attend and participate in the discussions at advisory select committee meetings.
5. Participate in site inspections with the appropriate approvals.
6. Advise staff of any changes in contact information.

NOTE TO COMMITTEE

Council appreciates the valuable expertise and specialized input of its advisory committees. However, when committee recommendations are considered at the Council table, issues must often be considered in a wider context; Council, therefore, reserves the right to vary or not endorse recommendations from its advisory committees.